



UNITED STATES MARINE CORPS  
AMMUNITION SUPPLY POINT  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
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FORWARD

1. Purpose.

This guide is provided to assist Using Units in the day-to-day procedures related to requisitioning, receiving, or turning in of ammunition and explosives (A&E) at the Ammunition Supply Point (ASP), Quantico, Virginia. The following items are not an all inclusive list of actions to be taken but general guidelines to assist units. Units should utilize their chain of command for assistance.

2. Applicability.

This guide is applicable to all units involved in requisitioning, or turning in of A&E at the ASP, Quantico, Virginia.

3. Recommendations.

Comments and recommendations are invited and should be forwarded to the Officer in Charge (OIC) of the ASP for consideration.

  
J. H. HOLLINGSWORTH

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

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1000. Hours of Operation. The normal operating hours for the ASP are 0700 to 1600, Monday through Friday. Specific guidance on issues and receipts are provided in the following paragraphs.

a. Duty Ammunition Technician (Duty Tech). The ASP maintains a 24 hour duty, seven days a week. The Duty Tech's purpose is to stage and un-stage vehicles, ensuring the A&E is safe prior to staging and un-staging. Special circumstances and federal holidays affect supported units and supporting units alike. Specific requirements for issues/receipts for other than normal day-to-day operations will be coordinated through the unit's Major Subordinate Command (MSC) and the ASP OIC/SNCOIC.

b. Issues: 0700 to 1100 Monday through Friday, except holidays. \*No issues will be conducted on non-working days without the prior approval of the ASP OIC.

(1) Unit Representatives must check in with the vehicle inspector bldg. 27066 upon arrival at the ASP with their e581 and a load plan.

### NOTE

Units that do not come with the appropriate number of vehicles (without prior approval) will not start their issue until all vehicles are on deck.

(2) Units must make every effort to arrive prior to 0700, as the priority is first come/first serve basis only.

(3) Units arriving at the ASP after 1100 cannot be assured that they will receive their issue that day. Units failing to show prior to 1100 will either need to cancel their request or change the ammo pick-up date to the following workday.

### NOTE

Exceptions to the issue time (0700 to 1100) may be requested through the TAMIS request e581 using the "Date Material Required" time function up to 1500. Approvals will be based on a case by case basis. See Para 1001 for additional guidance.

c. Turn-in: 0700 to 1400 Monday through Friday, except holidays. \*No turn-ins will be conducted on non-working days without the prior approval of the OIC.

(1) Units requesting to conduct a turn-in prior to

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their issue are required to coordinate with the Operations Section, ASP. This is typically used when units do not have the vehicle support to conduct a turn-in from the day prior's range and an issue for the same day or next day, utilizing multiple vehicles.

(2) Units arriving after 1400 will be required to stage their turn-in either in the Vehicle Staging Area (VSA) or Magazine until the next working day. See VSA requirements in paragraph 1004, pg 11.

### NOTE

**Priorities are Tracker Trailers, Issues, and then Turn Ins.**

(3) Units are required to provide their DD Form 626 (Encl 3) and for off base movements their DD Form 2890 (Encl 4), upon arrival to the ASP prior to conducting a turn-in or stage. If the unit has failed to provide a return DD Form 626 the unit will be given discrepancy report. **\*\* The returning trip 626 and 2890 is required by Federal law.**

### **1001. Requesting A&E from Quantico ASP**

a. **Delegation of Authority (DOA).** Unit Commanders are responsible for security and control of the unit's ammunition program and ensuring that only authorized personnel are permitted to sign for Class V A&E. The Commander must delegate this responsibility utilizing DOA (Encl 1). Below listed guidance is provided:

(1) The DOA must only be signed by the Battalion Commander.

(2) No By directions will be accepted.

(3) Must be original document only or a digitally signed document.

(4) Acting signatures are only authorized while the Commander is not present; however the DOA must be replaced once the Commander is present.

(5) The DOA must indicate personnel designated to request by priority (i.e. 03, 06 and 13), approve, receive, and receive CAT I.

(6) All personnel authorized to request, approve,

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and/or receive must have signatures on the DOA. Personnel requesting ammunition are authorized to receive for the same transaction, however the approver is not authorized under any circumstances to receive/request ammunition.

(7) DOA's expire annually on the date signed by the Commander. They must be re-submitted prior to expiration and/or each time an authorized person changes on the list. Using unit's are responsible for ensuring current DOA's are provided to the ASP annually prior to expiration. No DOA is valid for longer than 365 days.

### NOTE

Under no circumstances will ammunition be approved in TAMIS or issued to a unit if a current DOA is not on file or up to date at the ASP.

b. **Forecasting.** Accurate and timely forecasts are the key to a good ammunition management program. Specific instructions for automated forecasting procedures may be found at [tamis.army.mil](http://tamis.army.mil). Your MSC is also available for assistance with forecasting. **A proper forecast identifies the requirement to the ASP so the assets are on-hand when required.** If there is no forecast, there is no guarantee the ammunition assets are available.

(1) The Quantico ASP DODAAC is MMQQ50.

(2) Units are required to forecast in TAMIS 90 days prior to the required ammunition request in order to allow efficient lead time for the ASP to request resupply. This is vital prior to the winter months as it is next to impossible to offload tractor trailers in snow/ice.

c. **Requisitioning.** The Quantico ASP requires the use of the Total Ammunition Management Information System (TAMIS), when requesting A&E. Accounts are assigned by the supported units MSC. TAMIS can be accessed at [tamis.army.mil](http://tamis.army.mil). Below are guidelines pertaining to requesting A&E from the Quantico ASP:

(1) Units will request issue dates electronically utilizing the e581 creation process.

### NOTE

\*For after hour issues/turn-ins, Supported Units must indicate the requested date and time for issue/turn-in on the e581 (Encl 2) request.

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(2) Units should make direct coordination with the ASP for changes in pick-up times/dates.

(3) All requests **must be submitted 5 working days prior to required delivery date.** This does not include the date of request and the required delivery date (RDD). The appropriate priority code must be used.

### Note the below listed priority codes for Quantico ASP:

- Routine request (5 working days) - Priority 13
- Priority (under 5 working days) - Priority 06
  - o Requires ASP SNCOIC/OIC's approval
- Urgent (under 48 hours) - Priority 03
  - o Requires ASP SNCOIC/OIC's approval
- NO PRIORITY OR URGENT REQUESTS WILL BE APPROVED FOR VSA STAGING OR IN MAGAZINE STAGING.
- All priority request letters will be signed by supported unit Battalion Commander and the MSC (O-4 or higher) must be notified.

(4) Requests for pre-stage are entered in block 28 (remarks) using the appropriate Advice Code. Most common advice codes are "41" for an overnight stage and "42" for a weekend stage. **\*\*Supported Units must supply (2) watch standers when utilizing the Vehicle Staging Area (VSA). See Para 1004 for additional information.**

(5) Do not substitute advice code: 2B, will be entered for all requests for security ammunition, tracer requirements, and all other interchangeable requirements. This is only a request and may be substituted by the ASP, regardless of the advice code.

(6) It is the unit's responsibility to notify the ASP the day prior to pick up that ball ammunition will need to be substituted for tracers due to fire conditions.

### NOTE

If it is absolutely necessary that the A&E not be changed out due to your unit requirements, this must be stated in the TAMIS request with a justification in the remarks section. A determination will be made by the ASP OIC on a case by case basis.

(7) All TAMIS requests must be approved by an

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authorized approver in TAMIS. This approver must not be the same individual that requested the A&E in TAMIS.

(8) Once the TAMIS (e581) request has been approved by the unit approver, the ASP will review the request and approve if the DOA is up to date. A system generated e-mail will be sent stating "ASP accept e581". At this point, your request has been accepted and is pending issue. Please note that if there are any changes/modifications to your e581, they will be listed on this confirmation. Using unit representatives must confirm this information prior to arriving at the ASP.

### d. Requisition Modifications/RDD Change:

(1) Document Identification Code (DIC) AMA is used to change RDD's on requisition documents, vice cancelling and resubmitting a new requisition. Using units may accomplish an AMA by submitting their RDD change via TAMIS.

(2) All other modifications to the e581 must be completed prior to acceptance by the ASP.

(3) For modifications to an ASP accepted e581, the request must be cancelled and resubmitted with the applicable/required modifications.

### NOTE

A modification that changes the required delivery date, may affect the priority code. If the new date is under 5 working days, then the applicable priority code must be used, regardless of when the original request was submitted. A justification letter will need to be submitted in accordance with earlier stated priority request procedures.

e. **Cancellation of Requisition.** An AC1 will be submitted to the ASP Records Section via TAMIS prior to the original requisition's RDD.

f. **Reasons why after normal hours turn-in may be disapproved.** The OIC/SNOIC will make the determination on all after hour requests. The below listed reasons will determine the supportability of the requests (this list is not all inclusive):

- Request is under the required (5) working day requirement (no priority or urgent requests will be approved)
- Not enough storage space to allow inside magazine staging
- Over the Net Explosive Weight authorized.

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- Any other personnel, explosive and/or equipment safety related concern/violation

### 1002. Issue Procedures

a. **Transportation requirements.** Transportation of A&E must comply with NAVSEA SWO20-AC-SAF-010, NAVSEA SWO20-AC-HBK-010, and the Quantico ASP SOP. The required forms needed to transport A&E may be found in the enclosures (3) and (4).

(1) Using units must arrive for their issue with Adequate vehicles to meet compatibility requirements contained in NAVSEA SWO20-AC-HBK-010 and weight/space requirements. A compatibility chart for A&E transportation may be found in enclosure (5).

(2) Upon arrival, park vehicles in the vehicle inspection area, **chock tires and place the required fire extinguisher in front of the vehicle at a distance visible to the driver.**

(3) Next, check-in with the vehicle inspector, clear and turn in weapons and security ammunition with the duty technician.

(4) Load Plan. Units must have their own load plan prior to arriving at the ASP and must have their approved E581 on hand.

#### NOTE

All personnel will be required to read and sign the ASP hazard control brief (enclosure 9) prior to entering the storage area.

(5) Units are responsible for having the following items in their possession prior to receiving A&E from the ASP (it is recommended for each unit to have their own checklist):

- Approved e581, Ammunition Request (Encl 2)
- DD Form 626, enclosure (3)
- Military Identification Card (verify 21 years or older for off-base shipment)
- Military drivers are exempt from CDL requirements
- The driver must have a valid state driver's license
- Accurate Load Plan
- Current Medical Examiner's Certificate (MEC)

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- OF 346 (military drivers license) for the vehicle being operated
- Military Hazardous Materials Certification (must be stamped and must hold a current medical certificate)
- Off Base Authorization Letter (only if going off base)
- Emergency Response Guide (ERG) or Equivalent (only if going off base)
- Driver's Vehicle Inspection Report (Trip Ticket)
- Glove Box Edition, which is NAVSEA SW020-AF-HBK-010 driver's handbook (glove box edition)
- Spare Electric Fuses: At least one spare fuse for each kind and type installed is carried in the vehicle. Adequate tools for changing fuses shall be carried.
- Three bidirectional emergency reflective triangles
- One fire extinguisher with a minimum Underwriters' Laboratory (UL) capacity rating of 10 lb B:C
- Tarpaulins. Units are required to possess a tarpaulin at all times. The tarpaulin shall be of fire and water-resistant material.
- Sufficient quantities of tie-down straps to secure A&E to prevent movement during shipment
- One set (2) wheel chocks
- SF-91, Motor Vehicle Accident Report
- SF-94, Witness Statement
- A preliminary inspection should be conducted prior to leaving the home station motor pool.
- Authorized vehicles include government-owned vehicles, one-half ton capacity or larger and tactical vehicles when configured for cargo for both on and off station movements.

### NOTE

Privately-owned vehicles are prohibited from transporting government-owned A&E on or off MCB, Quantico.

b. **Vehicle inspection.** Vehicle will be inspected by ASP personnel utilizing a DD Form 626. This form is valid for a 24 hour period only.

c. **Issue process.** Once vehicle is inspected, ASP personnel will cross-reference the DOA with the e581 and verify that the individual receiving the A&E is authorized. Once verified, the unit representative can receipt for the A&E.

(1) Unit will be escorted to the A&E storage area to load the vehicle. No inventories are conducted at this time.

(2) Unit personnel are required to load the A&E

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aboard their vehicles. The ASP will provide the material handling equipment (MHE) to load palletized ammunition.

(3) During the loading process, the unit will block and brace or tie-down the A&E as the vehicle is loaded.

(4) The truck and cargo will return to the vehicle inspection area where a joint inspected/inventoried will be conducted by quality assurance (QA) personnel and the unit representative. This inspection (aka: blind count) is conducted to ensure that the A&E is properly packaged, ensure that the correct A&E is being issued, and quantity is correct.

(5) Once the unit representative is satisfied with the A&E, the driver will properly strap the A&E to limit movement during transport.

(6) ASP personnel will re-inspect the vehicle utilizing the DD form 626 for safety, proper placards, and accuracy of documentation.

(7) For off base A&E transportation, the ASP will furnish a DD Form 2890 (Encl 4).

### NOTE

All off base movements MUST be identified at least 5 working days prior to pickup and requested via letter from requesting unit to the MCB AC/S G4 via the ASP. This also includes the ranges off of 610 or ammunition back to MCBQ main side.

(8) Once the vehicle passes inspection, the unit representative may sign for their issued A&E. All CAT I items require a SNCO or Officer signature on a DD form 1907 (Encl 8) and DD form 1348-1 (Encl 9).

### (9) OTHER PERTINENT INFORMATION:

- Only the drivers and assistant drivers will be permitted to ride in the vehicles transporting A&E.
- Units failing to provide sufficient transportation for A&E and personnel will not be allowed to transport ammunition.
- The vehicle driver is responsible for ensuring the engine is off, parking brake set, and wheels are chocked while loading or unloading.
- The vehicle driver must also ensure placards are placed on the vehicles at the time of loading the ammunition. Placards will not be placed on empty vehicles.

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### NOTE

Unit ammunition managers must consider ammunition compatibility when determining the number of vehicles required to pick-up and transport A&E. A transportation compatibility chart can be found in enclosure (5).

### 1003. Turn-in Procedures

a. Using units are responsible for the preparation of DD Form 1348-1a (Encl 7). **Original receipt documentation is required for processing turn-ins.** Issues will take priority over turn-ins unless previously approved.

b. All unexpended A&E must be returned in their original packing material/containers. A failure to do so will result in a discrepancy report.

#### c. Turn-In Process.

(1) Upon arrival, vehicles will be inspected utilizing the same criteria as the vehicle inspection post load (DD form 626).

(2) Once inspection passes, unit will be escorted inside ASP to conduct turn-in.

(3) Once all A&E has been inspected and inventoried, ASP will receipt for all A&E being turned in.

(4) Unit will be escorted out of the ASP.

1004. Vehicle Staging Area (VSA) 24-hours. Units requesting to stage their issue must do so in accordance with this SUG. Vehicle staging is ideal for units that require ammo early in the morning, on weekends, and holidays.

### NOTE

VSA usage may be utilized upon supported unit request via the e581 request. The unit is also responsible for providing a (2) man watch for their ammunition staged inside the VSA. The watch Marines must meet the requirements set forth per MCO 5530.14. These AA&E screenings will be provided to the ASP or a letter from the units AA&E Officer certifying a list of screened individuals. This letter and/or AA&E screenings will be combined to add the personnel to the unescorted access roster for the ASP.

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a. **Staging for next day or over weekend pick-up.** Supported Units must identify the need for staging on their TAMIS request, as stated in par. 1001.c.4.

(1) Once unit representative has signed for A&E and vehicle has been inspected, the loaded vehicle will be escorted to the VSA.

(2) Vehicle will be parked in the VSA, chocked, and fire extinguisher in front of vehicle.

(3) If vehicle requires a key or any other device to operate, the key/device will be left at the ASP. \*Key is for emergency purposes.

(4) Upon arriving the next day or weekend to retrieve staged vehicle, report to the Duty Tech.

(5) Duty Tech will check for proper identification, driver's valid information, and armed guard.

(6) Unit Driver will be escorted to retrieve vehicle.

b. **Staging for next day turn-in.** Units have until 1400 daily on working days to conduct a turn-in. Any time after 1400 the unit must either stage vehicles in the VSA or post 2 guards or request magazine storage (based upon availability of space).

Note all cat I, cat II, and demolition items will be staged inside the ids magazine and have priority over all other magazine staging.

(1) Unit checks in with Duty Tech/Crew. Duty Tech/Crew verifies unit is approved to stage in VSA/Magazine.

(2) Duty Tech verifies unit has the required guards and that their names on the access roster. (Not valid for in mag stages)

(3) Duty Tech will inspect vehicle.

(4) Once vehicle has been inspected and deemed

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safe, the loaded vehicle will be escorted to the VSA/Magazine. If the vehicle is deemed unsafe PMO will be called to escort the vehicle to the suspect cargo lot located at Charlie Demo range.

(5) Vehicle will be parked in the VSA, chocked, and fire extinguisher in front of vehicle. For an in Magazine stage the ammunition will be sealed and stored inside a Magazine.

(6) If vehicle requires a key or any other device to operate, the key/device will be left at the ASP. \*Key is for emergency purposes. (N/A for Mag stages)

(7) Upon arriving the next day unit tech will report to Operations Section.

(8) Unit Driver/tech will be escorted to retrieve vehicle.

(9) Unit will conduct turn-in as stated in par. 1003.c.

### c. Staging additional requirements:

(1) Supported Units are required to provide their own security when utilizing the VSA. (2) watch standers will be provided by the Supported Unit for their vehicles (i.e. unit has (7) vehicles, only (2) guards are required, however that guard must stay until the last staged vehicle has left). Additional guidance on guards is provided below:

- Supported Unit Guards will not be authorized inside the ASP during normal working hours.
- All instructions for Unit Guards will be provided by the Duty Tech.
- Supported Unit Guards will **report to the ASP Duty Tech at 1645 during working days** to post for duty. Weekends, holidays, and on all non-working days guards will be required to be posted 24 hours a day. This is only if the Supported Unit has a vehicle staged.
- Supported Unit Guards will be relieved once their last vehicle has left the VSA or at the start of the business day.
- Weapons are not required and will not be authorized inside the ASP.
- Fire producing items (lighters, matches, etc.) are not allowed inside the ASP.

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- Cameras, cell phones, and other spark producing or HERO producing items are not allowed inside the ASP.
- All guards will be required to read the **Hazard Control Brief** prior to entering the ASP.

(2) Below are the additional requirements:

- No CAT I/CAT II items will be staged on the VSA.
- Prohibited items listed in enclosure (12) are not allowed to be staged. These items will be staged inside the magazine.
- Staging of vehicles are only authorized for next day pick-up or over the weekend pick-up.
- Staging of vehicles returning from range must be ready to turn-in A&E the next working day.

### NOTE

Supported Units must provide copies of the AA&E screening forms of all watch standers or naval letter from the AA&E Officer stating that the personnel were screened IAW MCO 5530.14.

1005. Off base shipments. Units requiring off base shipment in support of training exercises within a 100 mile radius are required to annotate "**prepare for off base shipment**" in the remarks block (block 28) of the e581 request. Failing to comment on the off base nature of the shipment will cause delays at the ASP.

a. Request for off base transportation of A&E must be submitted (5) working days prior to pick-up.

b. ASP must certify each off base shipment, utilizing a DD form 2890 (Encl 4).

c. Commercial Shipments. Units requiring commercial lift in support of training exercises outside of a 100 mile radius are required to annotate "commercial shipment, TMO" in the remarks block (block 28) of the e581 request. Coordination with the Traffic Management Office (TMO) should be accomplished by the Supported Unit. TMO will require DD form 1149 and a Transportation Accounting Code (TAC) (see your unit organic supply) in order to issue a Commercial Bill of Lading. TMO requires a minimum of (30) to ensure the package is built.

1006. Security. Constant surveillance must be provided to all A&E, both while in storage and in transportation.

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a. **Storage.** While A&E is stored inside of the ASP, it is given the appropriate security. This security is provided by utilizing the magazines (A&E structures) and high security locks. IDS is also provided for CAT I and II items, monitored by Physical Security, Security Battalion. A&E loaded vehicles in the VSA require constant surveillance.

b. **Transportation.** Once A&E is loaded on vehicle and leaving the ASP, the A&E loaded vehicle requires an armed guard. This same type of surveillance is required at the range and until returned to the ASP.

c. **Armed Guard.** Below are requirements of an armed guard:

- M9 pistol - (2) fully loaded magazines
- M16 rifle - (2) fully loaded magazines
- Shotgun - Enough rounds to satisfy a fully loaded tube with at least five additional rounds
- Armed guard will serve as the assistant driver to the A&E loaded vehicle.

d. **CAT I A&E.** Below are required measures:

- Receipt of CAT I material must be accomplished by a command designated commissioned or Warrant Officer, Staff Sergeant (E-6) or above, or Department of Defense civilian, GS-6, WL-1, WS, or above.
- **Continuous accountability and continuous control must be maintained at all times** utilizing DD Form 1907, Signature and Tally Record (Encl 8).
- The movement of the subject material must be under armed surveillance **accompanied by a SNCO or above, that is authorized on the DOA, at all times** (as recorded on DD Form 1907). This includes on station movements and temporary storage at range locations.

### 1007. Discrepancies

a. **Vehicle Failures.** Vehicular inspection failures and units that have been turned away for failing to adhere to the procedures will be the subject of a discrepancy report.

(1) An A&E loaded vehicle will be inspected prior to entering the ASP for an issue and also when arriving with a turn-in of A&E. A DD Form 626 (Encl 3) will be utilized to inspect all vehicles.

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(2) Discrepancy reports will be sent to the supported units.

(3) Units will be afforded the opportunity to correct their deficiency and execute their issue if all can be accomplished prior to 1100. Any deficiency not corrected by 1100 will result in the transactions being processing for cancellation. Modification to pick-up date may be requested via Operations Section, ASP.

b. **A&E discrepancies.** Upon a Supported Unit arrival at the ASP for a turn-in of A&E, the A&E will be inspected prior to entering the ASP.

(1) Discrepancy reports will be sent to the supported units.

(2) Units must correct their discrepancy prior to conducting the turn-n.

(3) The inspection consists of, but is not limited to the following:

- Ensuring the A&E is properly secured to the vehicle by conducting a tug test.
- Every unsealed (non-factory seals) can will be opened and inspected for discrepancies.
- Check for compatibility of A&E load.
- Loss of lot number identity.
- Serviceability loss due to mishandling.
- Excessive dunnage/gear in cargo area with A&E.
- Return DD Form 626.

### WARNING

A&E Loaded Vehicles that are deemed to be unsafe will be classified as suspect vehicles. EOD and PMO will be contacted and vehicle will be escorted to the suspect cargo area for EOD response.

(4) Discrepancy reports must be filled out and signed off (electronically or hand written) before the unit returns for another issue. The ASP will allow up to a 72 working hour "grace" period to allow units an opportunity for the report to be signed before issues are stopped.

1008. Malfunction and Defect Reporting. All ammunition malfunctions and defects must be reported per MCO 8025.1E.

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a. **Defective A&E.** Do not fire/shoot defective A&E. Defective A&E found prior to firing/employment or while in storage will be properly repackaged, marked to show its defective components, and returned to the ASP. Defective assets will be replaced at the discretion of the ASP OIC.

b. **Malfunction.** When an ammunition malfunction occurs, the commander or individual in charge of the firing unit shall immediately collect data and report to their S-4/Ammo section to process the appropriate malfunction report.

(1) The OIC of the ASP must be contacted immediately and relate all available information on the malfunction.

(2) Return all unused stocks of the involved lot(s) to the ASP. Unsafe ammunition will not be transported or returned to the ASP. Notify Range Control and request Explosive Ordnance Disposal assistance.

(3) If a cease-fire is called, and if warranted, make a recommendation to the ASP to locally suspend the ammunition lot(s) involved from further use. Examples of justification to recommend local suspension include casualty, weapon damage, premature function, numerous misfires, or duds. The ASP OIC has the final say on all local suspensions of A&E.

(4) Ammunition Malfunction Data Collection Guide (Form NAVMC 10155) is a wallet-size guide that summarizes those facts that must be gathered at the scene of a malfunction to enhance report accuracy. Each Officer and Staff Noncommissioned Officer who may be responsible for supervising operations involving the expenditure of A&E should carry this card. Form NAVMC 10155 is available in the supply system under NSN 0000-00-002-2009. The unit of issue is package (100 cards per package).

**1009. Inclement weather procedures.** The ASP OIC has the authority to suspend ASP operations **when inclement weather poses a risk to personnel, equipment, and/or A&E.** The ASP will follow all base weather alert and notification. If the base is closed, the ASP will be closed. If the base is on modified hours, the ASP will follow those hours as well.

a. **Thunder Condition I.** During thunder condition I and/or lightning within 10 miles, the ASP will suspend all operations

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and clear all personnel out of the ASP. Any other conditions will be based off the base procedures.

### NOTE

When the ASP OIC determines that operations must be suspended, no vehicle and/or personnel will enter or leave the ASP, regardless of the units range time. Vehicles will not be un-staged during this time until the OIC authorizes operations to commence.

b. **Cold Weather.** ASP will operate, unless snow has not been cleared from the road ways. Any other conditions will be based off the base procedures.

c. **Natural Disasters.** The ASP will temporarily suspend operations during tornados, hurricanes, earthquakes, blizzards, etc. Base procedures will be followed, however the OIC can make a determination to suspend operations if the safety of personnel, equipment, and/or A&E is in jeopardy. The OIC will determine when it is safe to begin operations.

d. **After hour staging of A&E due to inclement weather.** If a Supported Unit requires staging of A&E laden vehicles due to inclement weather (this includes natural disasters/fire, earthquake, etc...), the ASP will provide usage of the VSA. The unit must call as soon as they determine the need for staging. The same VSA requirements listed in Para. 1004 apply.

### NOTE

A&E will only be staged on the vehicles in the VSA. An ASP Safety Observer will be the only authorized approver of staging A&E inside a magazine due to inclement weather, natural disaster, and/or other events.

1010. **Safety.** Safety is paramount when performing A&E operations.

a. The ASP will only conduct operations when there is a safety observer present. A safety observer can be identified by the white hardhat, typically a SNCO or Officer.

b. Anyone can suspend an operations if a safety violation is observed. This includes visitors to the ASP. All safety violations must be reported to a Safety Observer immediately.

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1011. Fire. Fire prevention is essential when operating within the ASP. If there is a fire in the ASP follow the listed guidance:

- Sound the alarm and notify an ASP Marine immediately.
- Follow ASP personnel guidance at all times.
- Operation Section has control of all accountability procedures and movement of personnel during a fire in the ASP.
- Move to a fire assembly area and be ready to account for personnel.
- There are 4 fire assembly areas within the ASP.

### FIRE ASSEMBLY AREA

1. **Fire Assembly Area 1:** Parking area at bldg 27067 (Operations). This is the Main Fire Assembly area.
2. **Fire Assembly Area 2:** Intersection of road between Magazine 4 and 2.
3. **Fire Assembly Area 3:** Vehicle Staging Area.
4. **Fire Assembly Area 4:** Across Magazine 15.

### NOTE

All personnel must be accounted prior to moving to any other area of the ASP. Personnel must move to closest Assembly Area, however farthest away from fire. Only a Safety Observer will sound the all clear. Once again, follow the ASP personnel guidance on all matters.

EXAMPLE OF DOA



AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

TAMIS Total Ammunition Management Information System

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION		1. ISSUE	2. TURN-IN	3. DOCUMENT NO.	4. LOCAL USE	5. FOR LOCAL USE	REQUEST STATUS					
For use of this form, see AR 700-2; the proponent agency is DCSMOG							Pending					
7. SEND TO	8. REQUEST FROM	9. DATE MATERIAL REQUIRED		10. PRIORITY	11. ALLOCATION PERIOD	12. DDDMAC						
Asst. Comdr (Log) AMCQB (S) - QUANTICO, VA - ASPC MC MSC Quantico G-4 ASP Quantico, VA 22134		10/20/2011 at 0800 hr		14 (USMC ASP)	October							
MISSION EVENT CODE (MEC): YES - TRAINING USE REQD												
13a. REQUESTED BY:					13b. DATE: 10/11/2011							
14a. APPROVED BY:					14b. DATE: 10/22/2011							
ASP ACCEPTOR:					DATE:							
ISSUE DATE:					NEXT: 11/20/2011							
15. REMARKS												
Training Dates from 10/22/2011 to 11/21/2011												
16 - Pre-Stage for next day pickup (USMC).												
Requester: ASPD WILL BE PICKED UP @ 0800												
Select DDICs												
15. ITEM	16. DDDIC	17. NSN	18. Nomenclature	19. 21. DE TEC	22. ACTION CODE	DOCUMENT NUMBER	AMMUNITION AUTH QTY	20. QTY REQUESTED	QTY APPROVED	QTY ASP ACCEPTED	Range	
1	2765	1345	RIOT CNTRL ASST CS CAPSULE	EN TRD	115	NS036013840001	2,001	0	14	04	14	
TEC: TRD - Training Other									14	04	14	<input type="checkbox"/>
APPROVAL TYPE	NAME	RANK	DSR	COM	EMAIL	DATE-SUBMITTED						
Requester		Sgt		700-704		10/11/2011 9:37:53 AM						
Approver		Sgt		700-432		10/12/2011 6:45:06 AM						

\*\* For user rights contact your MSC. If your unit does not have an MSC, contact the TAMIS help desk for assistance at www.tamis.army.mil.

Encl (2)

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

EXAMPLE OF DD FORM 626

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)									
<i>(Read instructions before completing this form.)</i>									
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER				
SECTION I - DOCUMENTATION			ORIGIN a.			DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION									
3. DATE/TIME OF INSPECTION									
4. LOCATION OF INSPECTION									
5. OPERATOR(S) NAME(S)									
6. OPERATOR(S) LICENSE NUMBER(S)									
7. MEDICAL EXAMINER'S CERTIFICATE*									
8. <i>(X if satisfactory at origin)</i>						9. CMVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*			
a. HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL		YES		NO			
b. VALID LEASE*		e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR			
c. ROUTE PLAN		f. COPY OF 49 CFR PART 897				b. TRAILER			
SECTION II - MECHANICAL INSPECTION <i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>									
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)				
12. PART INSPECTED <i>(X as applicable)</i>	ORIGIN (1)		DESTINATION (2)		ORIGIN (3)		DESTINATION (4)		COMMENTS (5)
	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	
a. SPARE ELECTRICAL FUSES					k. EXHAUST SYSTEM				
b. HORN OPERATIVE					l. BRAKE SYSTEM*				
c. STEERING SYSTEM					m. SUSPENSION				
d. WINDSHIELD WIPERS					n. COUPLING DEVICES				
e. MIRRORS					o. CARGO SPACE				
f. WARNING EQUIPMENT					p. LANDING GEAR*				
g. FIRE EXTINGUISHER*					q. TIRES, WHEELS, RIMS				
h. ELECTRICAL WIRING					r. TAILGATE/DOORS*				
i. LIGHTS AND REFLECTORS					s. TARP/PAULIN*				
j. FUEL SYSTEM*					t. OTHER (Specify)				
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED					REJECTED				
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>									
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED					REJECTED				
15. REMARKS									
16. INSPECTOR SIGNATURE (Origin)					17. INSPECTOR SIGNATURE (Destination)				
SECTION III - POST LOADING INSPECTION <i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>									
	ORIGIN (1)		DESTINATION (2)						COMMENTS (3)
	SAT	UNSAT	SAT	UNSAT					
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR									
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT									
20. SEALS APPLIED TO CLOSED VEHICLE; TARP/PAULIN APPLIED ON OPEN EQUIPMENT									
21. PROPER PLACARDS APPLIED									
22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS									
23. COPY OF DD FORM 626 FOR DRIVER									
24. SHIPPED UNDER DOT SPECIAL PERMIT 868									
25. INSPECTOR SIGNATURE (Origin)					26. DRIVER(S) SIGNATURE (Origin)				
27. INSPECTOR SIGNATURE (Destination)					28. DRIVER(S) SIGNATURE (Destination)				

DD FORM 626, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

Reset

Page 1 of 3 Pages  
Adobe Professional 6.0

\*\* NOTE: Please utilize the most current version. This is only an example.

Encl (3)

EXAMPLE OF DD FORM 626

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

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

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 383.

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

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

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

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. \*Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.

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

SECTION II - MECHANICAL INSPECTION

General Instructions.

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

SECTION II (Continued)

Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 393 Appendix B)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.75 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.63)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with one serviceable fire extinguisher with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.96)

h. Electrical Wiring. Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.23)

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

INSTRUCTIONS

SECTION II (Continued)

i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393.24, 25, and 23)

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

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

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

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

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

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

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

SECTION II (Continued)

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

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

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

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

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

SECTION III - POST LOADING INSPECTION

General Instructions.

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

Item 15. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.

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

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

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

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR 172.201 and 202. For shipments transported by Government vehicle, shipping paper will be DD Form 2850.

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

Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Special Permit 558, ensure that shipping papers are properly annotated and copy of Special Permit 558 is with shipping papers.

Item 25. Ensure driver/operator signs DD Form 626 at origin.

Item 26. Ensure driver/operator signs DD Form 626 at destination.

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

DOD MULTIMODAL DANGEROUS GOODS DECLARATION				
This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex II, Regulation 4.				
1. SHIPPER/CONSIGNOR/SENDER		2. TRANSPORT DOCUMENT NUMBER	3. PAGE 1 OF PAGES	4. SHIPPER'S REFERENCE (TCN)
5. FREIGHT FORWARDER'S REFERENCE		6. CONSIGNEE		7. CARRIER (To be completed by the carrier)
24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:				
DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061/ +011-804-279-3131 AT SEA: COLLECT: (804) 279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT: +011 (703) 697-0218/0219 or DSN: 227-0216 (Watch Officer)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL: DUTY HOURS: DSN: 584-3044, 584-7211, 584-6455 Comm: +011 (410) 436-3044, +011 (410) 436-7211, +011 (410) 436-6455 AFTER DUTY HOURS: DSN: 584-2148 Comm: +011 (410) 436-2148 - Ask for TEU 53	DOD SECURE HOLDING: 1-800-524-0381 OIL/CHEMICAL SPILLS: NRC & TERRORIST HOTLINE: 1-800-424-6802 AT SEA: COLLECT: 202-267-2675	DOD RADIOACTIVE MATERIALS: COLLECT ARMY: +011 (703) 697-0216 USAF: (202) 767-4011 DLA: 1-800-851-8061 AT SEA: COLLECT: 1-804-279-3131 USNMC: Use 24-hour emergency response number provided by activity.
8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: (If applicable)				9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED (If applicable)
<input type="checkbox"/> MILITARY VESSEL	<input type="checkbox"/> COMMERCIAL VESSEL	<input type="checkbox"/> HIGHWAY/RAIL		
10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (to be completed by the carrier)		11. PORT/PLACE OF LOADING		
12. PORT/PLACE OF DISCHARGE			13. DESTINATION	
14. SHIPPING MARKS			DESCRIPTION OF GOODS (UN No., PZN, HD, SMC, FC, number and kind of package, and additional information as required by regulation)	NET MASS/GTY (kg/l)
15. CONTAINER IDENTIFICATION NO./VEHICLE REGISTRATION NO.	16. SEAL NUMBER(S)	17. CONTAINER/VEHICLE AND TYPE		18. TARE MASS (kg)
19. ADDITIONAL HANDLING INFORMATION				
20. RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:				
a. RECEIVING ORGANIZATION REMARKS				
b. HAULER'S NAME	c. VEHICLE REGISTRATION NO.	d. SIGNATURE AND DATE	e. DRIVER'S SIGNATURE	
21. SHIPPER PREPARING THIS FORM				
SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to the International and national government regulations.				
a. NAME OF COMPANY/MILITARY UNIT			b. NAME/STATUS OF DECLARANT/CERTIFIER	
c. PLACE AND DATE			d. SIGNATURE OF DECLARANT/CERTIFIER	

DD FORM 2890, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

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Encl (4)

Transportation Compatibility Chart

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

\*Excerpt from NAVSEA SWO20-AF-HBK-010

Table 4-2. Compatibility Requirements for Class 1 (Explosive) Materials Loaded on and Transported by Motor Vehicle Over Public Highway or by Railcar

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

Numbers and symbols shown in this table are as follows:

A blank in the table indicates that no restrictions apply.

For motor vehicles the letter "X" in the table indicates that explosives of different compatibility groups may not be carried on the same transport vehicle. For railcars the letter "X" indicates that explosives of different compatibility groups may not be carried on the same railcar unless packed in separate freight containers (e.g. two or more freight containers mounted upon the same railcar).

1 - means explosives from compatibility group L may only be carried on the same motor vehicle or railcar with an identical explosive.

2 - means any combination of explosives from compatibility group C, D, or E is assigned to compatibility group E.

3 - means any combination of explosives from compatibility group C, D, or E with those in compatibility group N is assigned to compatibility group D.

4 - means detonators and detonating primers, Division 1.4S (Class C explosives), may not be loaded in the same railcar with Division 1.1 and 1.2 (Class A explosive) materials as described in 49 CFR 174.81 (g)(3)(iv). Also, see 49 CFR 177.835 (g) for restrictions of detonator assemblies, boosters with detonators, and detonators on public highway.

5 - means Division 1.4S fireworks may not be loaded in the same motor vehicle or rail car with Division 1.1 or 1.2 (Class A explosive) materials.

6 - means explosive articles in compatibility group G, other than fireworks and those requiring special stowage, may be stowed with articles of compatibility groups C, D and E, provided no explosive substances are carried in the same vehicle.

**\*\* NOTE: Please utilize the most current version. This is only an example.**

Encl (5)

EXAMPLE OF 1348-1 (Issue Doc)



AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1. C.O.D. FROM										2. QUANTITY										3. SUPPLEMENTARY ADDRESS										4. MARK FOR																																																																					
5. DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO																																																																					
9. CTY. REC'D										10. UP										11. UNIT WEIGHT										12. UNIT CUBE																																																																					
13. UFC										14. SL										15. FREIGHT CLASSIFICATION NOMENCLATURE										16. ITEM NOMENCLATURE																																																																					
17. TY COHT										18. NO COHT										19. TOTAL WEIGHT										20. TOTAL CUBE																																																																					
21. RECEIVED BY										22. DATE RECEIVED										23. NATIONAL STOCK NO. & ADD										24. ISSUING NUMBER																																																																					
25. ADDITIONAL DATA										26. REC'D BY										27. CONSOLE IT										28. DIST																																																																					

National stock number and A D D (8 - 22)

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**\*\* NOTE: Please utilize the most current version. This is only an example.**

EXAMPLE OF DD FORM 1907 Encl (7)

**AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE**

<b>SIGNATURE AND TALLY RECORD</b> (See DoD 4500.9-R for guidance) <i>(Use of equivalent carrier-furnished signature and tally record is acceptable.)</i>		OMB No. 0702-0027 OMB approval expires Jun 30, 2012		
The total reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Service Directorate, Information Management Division, 1215 Defense Pentagon, Washington, DC 20301-1418 (0702-0027). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.				
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.				
<b>DISTRIBUTION INSTRUCTIONS</b>				
(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier. (2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier. (3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained. (4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.				
<b>SECTION I - TO BE COMPLETED BY THE SHIPPER</b>				
1a. SHIPPER NAME		b. ORIGIN		
2. PROTECTIVE SERVICE REQUESTED		3. COMMERCIAL BILL OF LADING NUMBER		
4a. CONSIGNEE NAME		b. DESTINATION		
5. PERMIT NUMBER (if any)		6. TRANSPORTATION CONTROL NUMBER		
7. ROUTING		8. WEIGHT	9. CUBE	
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD)	
12. NAME OF CARRIER			13. NUMBER OF PIECES	
14. TYPE OF PACKAGE(S) (For unsealed loads only) OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS (For sealed loads only)		15. FREIGHT CLASSIFICATION DESCRIPTION		
<b>SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT</b>				
<b>16. CUSTODY RECORD</b>				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.

DD FORM 1907, OCT 2010 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 8.0

**\*\* NOTE: Please utilize the most current version. This is only an example.**

Encl (8)

QUANTICO AMMUNITION SUPPLY POINT

## AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

### VISITOR HAZARD CONTROL BRIEF

1. White hat personnel are the supervisors and safety observers in the Ammunition Supply Point (ASP).
2. Anyone (to include visitors) may stop an operation when an unsafe act is observed. Only a supervisor may restart an operation that has been stopped.
3. ASP personnel are in charge during all procedures. What they say, goes! If you are in disagreement with something ask to see a supervisor. In the event you are being unsafe or uncooperative, the issue/receipt will stop, you will be brought out of the ASP and the ASP OIC/SNCOIC will be notified.
4. Only ASP personnel are permitted inside magazines. The minimum personnel limit for handling operations is two people.
5. If you identify a hazard, contact a supervisor and report it.
6. Never drag, throw, toss, drop or otherwise rough handle munitions.
7. Be aware of your surroundings and the activity going on around you at all times while handling/transporting A&E.
8. Only approved hand held radios may be used in the ASP. Vehicle mounted radios (emergency or tactical), CB's, and cellular telephones may not be used in the ASP. Using units are not permitted to transmit through their radio in the ASP. Walkmans are not permitted.
9. If there is a fire, sound the alarm. When the alarm is sounded, follow directions given by ASP personnel. They have been instructed on actions to be taken in accordance with the local fire bill.
10. Fire equipment boxes are located throughout the magazine area. Fire phones and chemical equipment sheds are found throughout magazine area.
11. During Thunder Storm Condition 1 or lightning within 10 miles all operations must cease. In accordance with local procedures, ASP personnel will direct ammunition-laden vehicles in case of a lightning storm.
12. The maximum speed limit in the magazine area is 15 MPH.
13. Vehicles in the ASP will always remain on the main road or designated gravel road. Vehicles will never venture off in the grassy area due to the marshy conditions.
14. Explosive laden vehicles and MHE have the right of way at all times.

## AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

15. Repairing or jump-starting a vehicle in the ASP is prohibited.
16. Once vehicles are loaded, the vehicle will always be manned until staged in VSA.
17. Eye wash stations are located in Bldg 3149 Maintenance shed.
18. Smoking is **NOT** authorized on ASP property.
19. Safety is the paramount consideration in all operations. Never rush a job beyond safe limits. Ammunition, heavy equipment, and carelessness are deadly combinations. **Do not allow yourself to become casual with explosives.**

Encl (9)

PROHIBITED ITEMS LIST

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

The following listed items will not be staged on vehicles in the Vehicle Staging Area (VSA) due to their Security Risk Code (SRC), and/or safety related reasons:

- All SRC 1 and 2 Ammunition and/or Explosives
- All Demolitions items
- All missiles, rockets, and/or grenade launchers (practice or live)
- Fragmentation grenades
- The listed DODICs are not all inclusive, but serve as a guide to determine which items are not authorized in the VSA:

<u>DODIC</u>	<u>DODIC</u>	<u>DODIC</u>	<u>DODIC</u>
C995	M421	ML15	MN52
G881	M456	ML17	MN79
HA21	M591	ML19	MN88
HA29	M670	MM30	MN90
HX05	M757	MM32	MU40
K143	M980	MM38	MU41
M023	M981	MM40	PL53
M028	M982	MM44	PL64
M030	ML03	MM45	WH03
M032	ML04	MM46	WH05
M039	ML05	MM51	
M420	ML11	MN08	

**NOTE**

Only the ASP OIC can authorize the staging of these items. Special authorization may be submitted via written request to the ASP OIC.

Encl (10)

POINTS OF CONTACT

AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

• ASP OIC	CWO2 Hollingsworth	703-784-5744
• ASP SNCOIC	MSgt Morgan	703-784-5711
• ASP Operations	Cpl Herrera	703-784-4181
• ASP Plt Sgt	SSgt Rodriguez	703-784-5707
• ASP Records	CPL Mitchell	703-784-6960
• ASP Duty Tech	Assigned Ammo Tech	703-784-5620
• AC/S G-4	Col Edwards	703-784-2599
• Dep G-4	LtCol. King	703-784-2882
• G-4 Log Chief	MGySgt Williams	703-784-1915
• G-4 Operation	GySgt Saucedo	703-784-1909
• TAMIS Help	MSgt Ford	703-784-3715

IN CASE OF EMERGENCY the Duty Tech can be contacted. Duty Tech will contact the ASP OIC and/or SNCOIC.

If ASP Duty Tech cannot be contacted the MCB Quantico Command Duty Officer (CDO) can be contacted at 784-2707. This is used only as a last case scenario.



Encl (11)

