From: Officer in Charge, Quantico, Ammunition Supply Point
To: Distribution List

Subj: QUANTICO AMMUNITION SUPPLY POINT SUPPORTED UNIT GUIDE

Ref: (a) 49 CFR
(b) MCO 8010.13
(c) MCO P8020.10
(d) MCO 8023.3B
(e) MCO 5530.14A
(f) MCBO 8023.1A
(g) NAVSEA SW020-AG-SAF-010
(h) NAVSEA SW020-AF-HBK-010
(i) NAVSEA OP 5 Volume 1

Encl: (1) NAVMC 11797 Notice of Delegation of Authority
(2) TAMIS request (e581)
(3) DD Form 626
(4) DD Form 2890
(5) Compatibility Requirements for Explosives
(6) DD Form 1348-1 (Issue doc)
(7) DD Form 1348-1A (Receipt doc)
(8) DD Form 1907
(9) OPNAV 8020/6 Rev Feb 2015 (Medical Certificate)
(10) NAVMC 11865 (DISREP)
(11) Vehicle Load Plan Template
(12) Prohibited Items List
(13) Off Base Movement Letter

1. Purpose. To provide guidance designed to assist unit Ammunition Technicians/Representatives and Explosive Drivers, with forecasting, issue, receipt and transportation of Ammunition and Explosives (A&E) from the Quantico, Ammunition Supply Point (ASP).


3. Information.

   a. Every year Marines are killed through negligent handling of A&E. Although our profession as a Marine can at times be a dangerous one; the loss of even one life caused by not following established A&E procedures is totally unacceptable. Additionally disturbing, is the continuous waste of A&E assets due to poor supervision and inadequate handling procedures. This handbook reinforces existing policies regarding safety, security and accountability of A&E, as well as provides guidance on procedures specific to the Quantico ASP.

   b. This guide is divided into sections covering hours of operation, requisition, issue, turn-in, pre-stage, transportation of A&E and guidance for using unit ammunition planners. The concepts and policies contained herein may be amplified by periodic Service, Joint, or DoD, A&E policies or
guidance. In cases of conflict with the provisions of this guide, the most current guidance shall prevail. It is the unit’s responsibility to ensure compliance with all required directives prior to arrival to the ASP.

c. This guide is NOT all encompassing, however it is directive in nature, containing excerpts from publications that establish requirements ASP personnel are bound to enforce. Therefore, it is to the benefit of the user to be thoroughly familiar with the contents.

4. **Summary of Changes.** This revision contains substantial changes and should be reviewed in its entirety.

5. **Applicability.** This guide is applicable to all personnel, units and organizations involved in forecasting, requisitioning, receiving and/or turning in of Ammunition and Explosives at the Quantico, ASP.

6. **Recommendations.** Recommendations concerning this manual are invited and should be submitted to the Ammunition Supply Point, Officer in Charge (OIC) via the appropriate chain of command.

3/9/2015

William J Rulli Jr.

Signed by: RULLI.WILLIAM.JAMES.JR.123376825
W. J. RULLI

Additional references, documents and links to external resources can be accessed through the Marine Corps Base Quantico, Ammunition Supply Point official website at:

WWW.QUANTICO.MARINES.MIL/OFFICESSTAFF/G4LOGISTICS/AMMUNITIONSUPPLYPOINT

QUANTICO AMMUNITION SUPPLY POINT POINTS OF CONTACT:

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**IN THE EVENT EMERGENCY SUPPORT IS NEEDED, CONTACT THE ASP DUTY TECH AT:**

703-675-3380.
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1. **ASP Operating Hours.** Normal administrative operating hours are 0730-1130 and 1300-1630 Monday thru Friday. MCBQ ASP will be closed for federal holidays and locally authorized liberty periods.

1.1. **Issues hours.** Issues will be conducted from 0800 until 1430.

   a. **It is HIGHLY RECOMMENDED that units plan to receive and pre-stage A&E one business day before the scheduled range day, especially for ranges requiring early delivery times.** Units planning to pick up A&E on the same day of the range should expect the A&E to arrive in the afternoon and plan accordingly.

   b. If an issue cannot be completed by 1530 the issue will be restarted the next business day at 0800.

   c. The ASP experiences a heavy volume of vehicles that fail pre-load inspection criteria. This results in the actual issues process starting later than scheduled. Units are afforded the opportunity to fix discrepancies, however the ASP reserves the right to cancel the issue if the unit cannot pass the pre-load inspection by 1430.

1.2. **Turn-ins hours.** Turn-ins will be conducted from 0800 until 1430.

   a. Turn-ins arriving after 1430 will remain on the unit’s vehicle and staged, to be processed the next business day.

   b. If a turn-in arriving before 1430 cannot be completed by 1530, the vehicle and ammunition will be staged in the VSA and turned in the next business day.

   c. To ensure expeditious support, the unit must make every effort to limit excessive breakout, ensure all A&E is packaged properly and complete the required documentation **prior** to arriving at the ASP.

1.3. **After hours support.** Requests for support required outside of normal operating hours must be annotated on the Total Ammunition Management Information System (TAMIS) request AND be approved by the ASP OIC/SNCOIC.

   a. Ammunition issues, turn-ins, loading/unloading will only be conducted during daylight hours.

1.4. **Closures.** Periodically the ASP has scheduled closures for inventories, training, maintenance etc.; scheduled closure notifications will be released via Naval Message at the beginning of every Fiscal Year (FY). When required, additional closure notifications will be released through email, phone calls and/or posted on the official ASP website.

1.5. **Inclement Weather Closures.** The ASP OIC/SNCOIC has the authority to suspend ASP operations when inclement weather poses a risk to personnel, equipment, and/or A&E.

   a. During inclement weather conditions; ASP operating hours will mirror all Base Operating Conditions, closures and/or delays.

   1) Official updates to the Base Operating Condition and Base delay announcements (normally during the winter months) can be accessed by calling, 703-784-3638.
b. When the ASP OIC/SNCOIC 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 until the OIC/SNCOIC authorizes operations to commence.

c. A&E may only be staged in the VSA when it is properly secured to the vehicle. The ASP OIC/SNCOIC are the only authorized approver of staging A&E inside a magazine due to inclement weather, natural disaster, and/or other events.

1.6. Thunder Condition I. During thunder condition I and/or lightning within 10 miles, the ASP will suspend all operations and clear all personnel out of the ASP. Any other conditions will be based off the base procedures.

1.7. Cold Weather. Unless snow or ice has not been cleared from the roadways and/or loading docks, the ASP will continue to operate. Any other conditions will be based off the base operating condition.

2. Requesting Ammunition and Explosives.

2.1. NAVMC Form 11797, Delegation of Authority (DOA). Use of the NAVMC 11797 form is the only valid document that will be accepted. A current DOA must be complete and on file with the ASP records section PRIOR to the ASP processing unit ammunition requests. Prior coordination can be made with the ASP Records Section to email a scanned copy of the signed DOA for acceptance of requests; however, ammunition will not be approved in TAMIS or issued to a unit if the original DOA is not up to date or on file at the ASP.

a. A Department of Defense Activity Account Code (DODAAC) Responsible Officer (Battalion Commanding Officer or higher) must delegate his/her responsibility to request/receive A&E utilizing NAVMC form 11797.

b. “By direction” signatures are NOT accepted.

c. “Acting” will be honored in the RO’s absence. Units must provide a copy of the Unit’s “Acting” letter.

d. DOA’s expire one year from the date signed by the RO. Units are responsible for ensuring current DOA’s are provided to the ASP annually prior to expiration.

e. Adding an individual(s) to a DOA currently on file at the ASP can be done by submitting a DOA, checking the “Additions to” box and routing it for approval by the RO. The “addition to” DOA expires one year from the date of the original DOA.

f. All personnel authorized to request, approve, and/or receive must have signatures on the DOA. Personnel requesting ammunition are only authorized to receive for the same transaction when the request was approved by an authorized approver in TAMIS. The approver may not receipt for ammunition.

g. DOAs will not have any pen changes, white outs, improper information or missing signatures.
2.2 Forecasting. Forecasting is the formal method for supported units to identify and communicate their future training plans to the supporting activity. A proper forecast identifies the requirement to the ASP to ensure the assets are on-hand and readily available. If there is no forecast, there is no guarantee the assets will be available at the ASP.

   a. Due to A&G transportation times and limited storage space, forecasts must be submitted in TAMIS 50 days before the date ammunition is required (TAMIS automatically locks out the current month, plus one month).

   b. Units will not submit “cookie-cutter” forecasts, wherein authorized quantities are divided by twelve, with one-twelfth of a unit’s authorizations forecasted monthly, or like quantities submitted across several months.

   c. The Quantico ASP DODAAC is MMQQ50.

   d. The ASP may reject any request for issue if the request was not properly forecasted.

      1) **Justification for an un-forecasted A&E request must be submitted via the units Chan of Command to the ASP. Letters will be endorsed by the unit’s (Battalion Level or higher) S-3 Officer, Executive Officer or Commanding Officer. By Direction signatures are not authorized.**

   e. Specific instructions for automated forecasting procedures may be found at www.tamis.army.mil or via the TAMIS Help Desk at tamis@usmc.mil.

2.3 Requesting A&E. Quantico ASP requires the use of TAMIS when requesting A&E. Accounts are assigned by the supported units MSC.

   a. Units will request issue dates electronically utilizing the e581 creation process.

   b. Requests should be submitted five working days prior to required delivery date. This does not include the required delivery date (RDD) OR the date of the request.

   c. If the requested A&E cannot be substituted with another like item, this must be stated with justification in the TAMIS request remarks section and by utilizing the advice code “2B”. Feasibility of support will be made by the ASP OIC/SNCOIC on a case-by-case basis.

   d. Requests must be approved by an authorized approver in TAMIS. The approver cannot be the same individual that requested the A&E.

   e. Once the TAMIS (e581) request has been approved by the unit level approver, the ASP will review the request for correctness and approve it in a timely manner. A system-generated e-mail will be sent to the unit level requester and approver stating, “ASP accept e581”. At this point, your request has been accepted and is pending issue. 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.
f. Units requiring substitution of ball ammunition in place of tracer ammunition due to local fire conditions must notify the ASP 48 hours prior to the issue date.

2.4. Priority codes utilized for the Quantico ASP.

   a. All priority timelines are calculated by counting the work days “between” the official approval date and the designated pick-up day. This does not include the day of pick-up/pre-stage.

   b. The local date and time listed in block 14b of the e581 (approve date) will be the official request date, which is the date the request becomes available in TAMIS to the ASP records section.

   c. Requests submitted after hours or on weekends will be considered as requested the next workday.

   d. Priority 13 (14 for Reserve Units) – Routine request, FIVE working days or more. Example (13): Request submitted Monday, 2 January 2012 for pick-up on Tuesday, 10 January 2012. (5) days- Tu/W/Th/F/M

   e. Priority 06 (09 for Reserve Units) - Priority request, under FIVE working days. Example (06): Request submitted Monday, 2 January 2012 for pick-up on Monday, 9 January. (4) days- Tu/W/Th/F

   f. Priority 03 – (07 for Reserve Units) - Urgent request; fewer than 3 working days will only be used to request assets required for mission essential tasks that cannot be accomplished within the timeline of a Priority 06 or 13. Example (03): Request submitted Monday, 2 January 2012 for pick-up on Wednesday, 4 January. (1) day- Tuesday.

   1) Urgent requests must be submitted with a justification letter signed by the unit commander and routed for approval by Commander, Marine Corps Base Quantico (G-4).

   2) Urgent requests for A&E will not be issued until approved by Commander, Marine Corps Base Quantico (G-4).

   3) Urgent requests will NOT be pre-staged in the Vehicle Staging Area (VSA) or in a storage magazine for a later pick-up.

   g. Requests for pre-stage are entered in block 28 (remarks) using the appropriate Advice Code. Common advice codes are “41” for an overnight pre-stage and “42” for a weekend pre-staged.

2.5. Requisition Modifications/RDD Change.

   a. Using units may accomplish a date modification by submitting their change via TAMIS, vice cancelling and resubmitting a new requisition.

   b. All other modifications to the e581 must be completed prior to acceptance by the ASP.

   c. For modifications to an ASP accepted e581 for a RDD later than originally anticipated, the request should be modified in TAMIS and does not need to be cancelled and resubmitted.
d. Requests requiring support more than 5 working days past the original RDD need to be cancelled and resubmitted.

e. A modification requesting a RDD earlier than required, may affect the priority code. If the new date is under 6 working days, then the applicable priority code must be used, regardless of when the original request was submitted. The request should be cancelled and resubmitted with the appropriate priority code.

2.6. Modification To Requested Quantity. Adjustment of the quantity of ammunition may only be done utilizing the TAMIS E581.

   a. Category I Security (i.e. AT-4s) items may be decreased in quantity up to 48 hours prior to receipt, with prior approval from the ASP OIC/SNCOIC.

   b. Decreasing of quantities will only be done in Unit Packaged quantities.

   c. All other items will not be modified after the request is accepted by the ASP, but may be cancelled entirely up to the day of pickup.

2.7 Dog Scent Kits.

   a. Military Working Dog (MWD) sections will request issue dates electronically utilizing the e581 creation process within TAMIS.

   b. Requests for access to MWD kits should be submitted 24 Hours prior to the required delivery date.

      1) Units requiring MWD support in under 24 hours, must submit a justification letter signed by the unit commander (Battalion level or higher) and routed for approval by Commander, Marine Corps Base Quantico (G-4).

3. Transportation of Ammunition and Explosives. Supported units will provide all transportation, equipment, documentation and working parties (when required for loading) for the movement of A&E.

   a. Due to the stringent requirements for transporting hazardous material, it is recommended that supported units conduct preliminary inspections of their vehicles prior to departing the motor pool/area for the ASP.

   b. Per ref (a), Non-DOD related Federal, State and Local law enforcement are exempt from the transportation requirements listed above.

3.1. Transportation requirements. Transportation of A&E must comply with NAVSEA SWO20-AC-SAF-010, NAVSEA SWO20-AC-HBK-010, and the Quantico ASP SOP.

   a. Vehicles will be inspected by ASP personnel utilizing DD Form 626. This form is only valid for a 24-hour period.

   b. A&E must be transported by itself. This means trash, gear, personnel etc., cannot ride in the same compartment as A&E.
c. 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).

3.2. Required Documentation. Units are responsible for having the following items in their possession upon arrival at the ASP:

   a. A printed copy of the approved E581 from TAMIS.

   c. Military Identification Card (ID). Verify 21 years or older for off-base shipment.

   d. Commercial Driver’s License (CDL). Military uniformed drivers utilizing organic and commercial motor vehicles for off base moves are exempt from CDL requirements per 49 CFR part 383.3. The driver shall have a valid state driver’s license.

   e. Current Medical Examiner’s Certificate. This special duty physical examination is required every two years until age 60, and annually thereafter. These requirements apply to active duty military, as well as civilian drivers. Active duty members with a comprehensive history and physical examination will follow a 5-year periodicity as provided by 49 CFR 383.3.

   f. OF 346 (military driver’s license). Equivalent for the vehicle being operated is acceptable.

   g. Military Hazardous Materials Motor Vehicle Operators Certification. All drivers of government owned motor vehicles used for transporting A&E both on and off station shall possess a valid OF-346 which displays the explosives driver endorsement (an annotation on the OF-346 stating "Explosives Driver-Must Hold a Current Medical Certificate").

   h. Driver’s Vehicle Inspection Report (Trip Ticket).

   i. Most up to date version of the Glove Box Edition (NAVSEA SWO-AC-HBK-010), to include a copy of 49 CFR 397. The Glove Box Edition may be found on the NOSSA website or Appendix D of reference (h).


3.3. Equipment Requirements.

   a. 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.

   b. Reflective Triangles. Three bidirectional emergency reflective triangles.

   c. Fire Extinguisher. One fire extinguisher with a minimum Underwriters’ Laboratory (UL) capacity rating of 10-B:C or a multi-purpose dry chemical fire extinguisher with a UL rating of 2-5 A/10-B:C.
3.4. **Load Plan.** Units must have their load plan completed prior to arriving at the ASP as well as the appropriate amount of vehicles to conduct their entire issue. Prior to arriving at the ASP, the supported unit shall determine the total square footage, weight, and compatibility of the Class V(W) scheduled to receive. An example template of a vehicle load plan can be found in enclosure (11).

3.5. **Off instillation A&E movements.** All A&E movements up to 100 miles from Marine Corps Base Quantico require prior authorization from Commander, MCBQ (G-4). If multiple movements are required throughout the Fiscal Year, one letter can be submitted detailing the units need to routinely transport A&E off MCBQ. An example of the Off Base Transportation Request is available in enclosure (13).

3.6 **Off Instillation Shipments.**

   a. Units requiring off base shipment in support of training exercises outside a 100 mile radius are required to annotate “prepare for off base shipment” in the remarks block (block 28) of the e581 request and utilize Advice Code 43. Failing to comment on the off base nature of the shipment will cause delays once at the ASP.

   b. Request for off base transportation of A&E must be submitted (6) working days prior to pick-up.

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

3.7 **Commercial Shipments.**

   a. 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.

   1) 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 thirty days to ensure the package is built.
3.8 **Limited Quantities of Small Arms Ammunition.** Commanding officers may authorize the transport of limited quantities of small arms ammunition, 1.4S, except .50 caliber.

   a. Movements are restricted to transportation between the ASP and facilities for marksmanship training, qualification, competition, or other related requirements on or near the station.

   b. Ammunition must be secured in the cargo compartment to prevent lateral movement.

   c. The vehicle must also be equipped with one serviceable fire extinguisher.

   d. Cargo compartment must be equipped with a locking mechanism and must be separated from the passenger compartment by suitable means.

   e. Vehicles Gross Cargo Weight Limitations are as follows:

   1) Sedan 200 lbs.

   2) Cargo Van 250 lbs.

   3) SUV 250 lbs.

   4) Pick-up 300 lbs.

4. **Issue Procedures.**

   a. Upon arrival to the ASP, vehicle drivers will turn off the vehicle, place a chock block on both side of one wheel and place a fire extinguisher in front of the vehicle. Driver remains with the vehicle and unit Ammunition Representative(s) checks in with the Issues NCOIC in Bldg. 27066.

   1) One person must remain in the cab of a diesel powered vehicle. The transmission shall be left in neutral and the parking brake applied.

   b. ASP issues personnel will cross-reference the DOA with the e581 and verify the unit’s vehicle load plan.

   c. The unit representative will be escorted back to his vehicle to inspect the vehicle utilizing the DD form 626.

   1) Units that do not come with the appropriate number of vehicles or pass the vehicle inspection will move their vehicle(s) to the gravel road adjacent to the main access road until all discrepancies are corrected.

   2) Once all discrepancies are corrected, the unit will go to the back of the line and wait to be re-inspected.

   d. After the unit representative returns to the vehicle the driver will check in with the Issues NCOIC.
e. Unit will be escorted to the A&E storage area to load the vehicle.

1) Officers and SNCOs will not enter the storage area until authorized by the ASP OIC/ SNCOIC.

f. Unit personnel are required to load and secure the A&E aboard their vehicles. The ASP will provide the material handling equipment (MHE) to load palletized ammunition.

1) **To expedite loading times, it is highly recommended that units provide a working party to assist with the loading of ammunition.**

g. The unit will block and brace or tie-down the A&E as the vehicle is loaded.

h. The truck and cargo will be moved to the vehicle inspection area to be inspected/inventoried by quality assurance (QA) personnel. 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.

i. Once QA confirms the A&E is ready for issue, the unit representative may conduct another inventory of the A&E.

j. Once the unit representative is satisfied with the A&E, the driver will once again ensure the A&E is properly strapped to limit movement during transport.

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

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

m. Once the vehicle passes inspection, the unit representative may sign for their issued A&E. All CAT I (i.e. AT-4s) items require a SNCO or Officer signature on DD form 1907 (Encl 8).

5. **Turn-in Procedures.**

a. Using units are responsible for the preparation of DD Form 1348-1a (Encl 7) **before** arriving to the ASP. Turn-in arrival time is based off of when the unit arrives with all appropriate documentation complete and is ver. Original receipt documentation is required for processing turn-ins.

b. **It is the using unit’s responsibility to ensure ALL unexpended A&E that is not in its original sealed container or package, be re-packed as close as possible to its original state.** A failure to do so will result in a discrepancy report.

2) All loose 5.56 ball and blanks will be re-clipped and returned to its original container.

3) Grenades must be returned to their fiber containers; pop-ups to their original can with tops.
4) Ammunition cans, boxes and cartons will be free of all moisture, dirt and trash.

c. Anyone can turn-in ammunition. But the driver and vehicle must meet the same requirements necessary for a pick-up.

d. Loose and damaged ammunition will be declared Grade III (unserviceable) and will be properly disposed of by the ASP. This ammunition is subtracted from the unit’s allocation and if excessive, may be the subject of a formal investigation.

1) Grade III turn-ins must be avoided if possible. The best way to accomplish this is to refrain from excessive breakout and to save all packaging materials once ammunition is broken out.

5.1. Turn-In Process.

a. Vehicles will be inspected utilizing DD form 626.

b. Unit will be escorted inside ASP.

c. A&E will be inspected and inventoried.

d. ASP will receipt for all A&E being turned in.

e. Unit will be escorted out of the ASP.

5.2. Residue Turn-in.

1) Quantico ASP does not accept salvageable material (Brass, Cans, etc.). All salvageable material will be returned to the Quantico DRMO. For further information contact the DRMO Transfer Site at (703)784-5398.

6. Vehicle Staging Area (VSA). Pre-staging A&E is highly encouraged for early delivery. Those requesting same day pick-up should not expect A&E to arrive to the range early. If you pick up A&E on the firing day, expect the A&E to arrive in the afternoon and plan accordingly.

a. For units that need A&E in the morning, on weekends, and/or holidays it is highly recommended to draw A&E one working day prior and Pre-stage the explosive laden vehicle in the Vehicle Staging Area.

6.1. Staging for next day or over weekend pick-up. Supported Units must identify the need for pre-staging on their TAMIS request; utilizing Advice Code 41: Pre-stage for next day or 42- Pre-stage covering weekend.

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

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

c. If vehicle requires a key or any other device to operate, the key/device will be left IN THE VEHICLE. *Key is required for emergency purposes.
d. Upon arriving the next day or weekend to retrieve the staged vehicle, report to the Duty Tech.

1) Units showing up longer than 24 hours after the last DD Form 626 inspection or with a different vehicle operator will be required to have a vehicle inspection conducted again.

e. Duty Tech will check for proper identification, driver’s valid information, and armed guard.

f. Unit Driver will be escorted to retrieve vehicle.

6.2. Staging for next day turn-in. Units have until 1430 on working days to conduct a turn-in. Arrival after 1430 will require the explosive laden vehicle to be staged in the VSA for turn-in the next business day.

a. Unit checks in with Duty Tech. Duty Tech will verify the unit is approved to stage in the VSA.

b. Duty Tech will verify the unit’s guards are on hand and that they have been AA&E screened by their parent command.

c. AA&E Screenings must be completed by the supported unit, a copy of this screening must be provided before the guard will be authorized to stand post.

d. Duty Tech will inspect the vehicle utilizing the DD Form 626 inspection.

e. Once the vehicle has been inspected, the loaded vehicle will be escorted to the VSA/Magazine.

f. Vehicle will be parked in the VSA, chocked, and fire extinguisher in front of vehicle. For an in Magazine stage, all A&E must be sealed and stored inside a Magazine.

g. If a vehicle requires a key or any other device to operate, the key/device will be left with the vehicle. *Key is for emergency purposes.

h. The supported unit representative and vehicle operator should arrive at the ASP NLT than will report to the Issues NCOIC.

i. Unit Driver/tech will be escorted to retrieve the vehicle.

j. Unit will conduct turn-in.

6.3. Staging additional requirements.

a. In order to utilize the VSA the supported unit is required to provide their own security when utilizing the VSA.

b. Two Watch standers will be provided by the Supported Unit for their vehicles (i.e. unit has (7) vehicles, only two guards are required, however guards must stay until the last staged vehicle has left).

1) Supported Unit Guards will report to the ASP Duty Tech at 1700 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.

2) Supported Unit Guards will remain in the uniform of the day
for the duration of their post and will only be relieved once
their last vehicle has left the VSA.

3) Weapons are not required and will not be authorized inside
the ASP.

c. The VSA can only hold a total of 20,000 lbs of Net Explosive
Weight (N.E.W.).

d. No CAT I (i.e. AT-4s) or CAT II (i.e. Frag Grenades) security
items will be staged in the VSA.

e. Prohibited items listed in enclosure (12) are not allowed to be
staged. These items will be staged inside the magazine.

f. Staging of vehicles are only authorized for next day pick-up or
over the weekend pick-up.

g. Staging of vehicles returning from range must be prepared to
turn-in A&E the next working day.

6.4. After hours 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, etc.), the ASP will provide usage of the
VSA. The unit must call as soon as they determine the need for staging.

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

7.1. Transportation. Once A&E is loaded on a 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.

7.2. Armed Guard Requirements. The arming of personnel is required by
reference. Armed personnel are required to check-in weapons and ammunition
with the duty ammunition technician. Armed guard will serve as the assistant
driver to the A&E loaded vehicle.

a. Service Pistol - (2) fully loaded magazines.

b. Service Rifle - (2) fully loaded magazines.

c. Service Shotgun - Enough rounds to satisfy a fully loaded tube
with at least five additional rounds.

7.3. CAT I A&E. Required measures for Cat I Security Items (i.e. AT-4s):

a. 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.
b. Continuous accountability and continuous control must be maintained at all times utilizing DD Form 1907, Signature and Tally Record (Encl 8).

c. The movement of the subject material must be under armed surveillance accompanied by a SNCO or above at all times (as recorded on DD Form 1907). This includes on station movements and temporary storage at range locations. This individual must be properly listed on the unit’s DOA.

8. **Discrepancy Reports.**

8.1. **Vehicle Failures.** Units that have been turned away for failing to adhere to the procedures of this guide may be the subject of a discrepancy report.

   a. Discrepancy reports will be sent to the supported unit’s Chain of Command, and based off of the severity of the discrepancy, may be routed to the Marine Corps Base (MCB) AC/S G4 and/or the MCB Explosive Safety Officer (ESO) and if warranted the MCBQ Road Master.

   b. Units will be afforded the opportunity to correct their deficiency and execute their issue if all can be accomplished prior to 1430.

      1) Any deficiency not corrected by 1430 will result in the transactions being processed for cancellation. Modification to pick-up date may be requested via the ASP OIC/ SNCOIC.

8.2. **Discrepancies Involving A&E.** Turn-ins of A&E will be inspected prior to entering the ASP.

   a. Discrepancy reports will be sent to the supported unit’s Chain of Command, with a copy going to the MCB AC/S G4, MCB ESO and if warranted MCB Road Master.

   b. Units must correct their discrepancy prior to conducting the turn-in.

   c. The inspection consists of, but is not limited to the following:

      1) Ensuring the A&E is properly secured to the vehicle by conducting a tug test.

      2) Every unsealed (non-factory seals) can will be opened and inspected for discrepancies.

      3) Check for compatibility of A&E load.

      4) Loss of lot number identity.

      5) Serviceability loss due to mishandling.

      6) Excessive dunnage/gear in cargo area with A&E.

      7) Return DD Form 626.

8.3. **Discrepancy Report Timeline.** 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 hour “grace” period to allow units the opportunity for the report to be signed before issues are stopped.

8.4. Suspect Cargo. 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.

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

9.1. 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/ SNCOIC.

9.2. 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.

   a. The OIC/ SNCOIC of the ASP must be contacted immediately and relate all available information on the malfunction.

   b. 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.

   c. The ASP OIC has the final say on all local suspensions of A&E.

10. 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 explosive operations if a safety violation is observed. This includes visitors to the ASP. All safety violations must be reported to a Safety Observer immediately.

11. Ammunition Planner Recommendations. To ensure expedited support, below are a list of recommendations to assist units planning A&E operations:


   a. Notify the ASP of any changes (delays, vehicles breakdowns etc.) to your proposed support requirement.

   b. Contact the ASP two business days prior to drawing A&E and ensure that there are no changes or required actions that could affect your pick-up such as, outdated DOA, off base letter, unscheduled closures.

11.2. Requests.

   a. Request what you could shoot and not what you want to shoot.

   b. Verify in TAMIS that your request has been accepted in TAMIS by the ASP.
11.3. Issues.

a. Ensure that personnel receiving A&E are thoroughly aware of what they are picking up and what is required to pick up A&E.

b. Ensure that personnel receiving A&E have the equipment (correct vehicles, associated gear etc.) and personnel (licensed drivers, working party etc.) to expedite the issue process.

c. **Plan to receive and pre-stage A&E one business day before the scheduled range day, especially for ranges requiring early delivery times.**

11.4. Range Procedures/ Excessive Breakout. Historical trends have identified approximately over 40 percent of the ammunition issued from MCBQ ASP is returned unexpended. The following are considerations to avoid excessive breakout:

a. Ammunition should be distributed to the firing line/point/training area as needed.

b. Expend/open ammunition containers starting with lowest quantity of ammunition Lot Number and only as needed.

c. Utilize all loose and unpackaged A&E before opening new factory packaged A&E.

d. **Retain all packaging material.** Every effort shall be made by the unit to retain original packing material and return assets as close to factory pack as possible.

  e. Ensure that ALL dunnage, packaging material and trash is NOT discarded until the turn-in is complete.

  f. **Do not break/remove seals or banding until the ammunition in that container is ready to be utilized.** Each ammunition container returning to the ASP without a factory seal must be thoroughly inventoried; regardless of condition or if the container was never opened.

  g. Utilize personnel on the range to repackage A&E that has been removed from its original container.

11.5. Turn-in Procedures.

a. Contacts the ASP Issues/Receipts Section before A&E departs the range and notify them of the upcoming turn-in.

b. Before allowing A&E to depart the range, ensure that all items are repackaged and ready for turn in and that turn-in documentation has been completed.

c. Turn-ins are **NOT** accepted after hours, on the weekends or any other time outside of normal working hours.
**NOTE: Please utilize the most current version. This is only an example.**
** 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.
**NOTE:** Please utilize the most current version. This is only an example.
EXAMPLE OF DD FORM 626

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 6) 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 OP-346 License Number. CDL and OP-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 8a. Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials. Check the expiration date on the operator’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 commercial 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 Vehicles 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.

Encl (3)
EXAMPLE OF DD FORM 626

INSTRUCTIONS

SECTION II (Continued)

i. Lights/Reflectors. Identify, 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 grime 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, 28, and 29)

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 at 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 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, 48, 49, 50, 51, 52, 53, and 55)

m. Suspension. Inspect for indications of misalignment, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unscrewed at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken tension 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 misaligning 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 inwards 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 300.04)

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 393.72)

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 177.220(h))

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.220(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 operative. The DTT2 Message Display Unit, when operative, will display the signal "DTT2 "ON". The munitions carrier driver, when practical, will position the DTT2 message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTT2 "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 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 174.84 and the applicable Segregation or Compatibility Table of 49 CFR 177.84.

Item 19. Check to ensure the load is secured from movement in accordance with applicable service outloading 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 2680.

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 868, ensure that shipping papers are properly annotated and copy of Special Permit 868 is with shipping papers.

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

Item 28. Ensure driver/operator signs DD Form 626 at destination.
Example DD Form 2890

### 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 73/78, Annex III, Regulation 4.

<table>
<thead>
<tr>
<th>1. SHIPPER/CONSIGNEE/SENDER</th>
<th>2. TRANSPORT DOCUMENT NUMBER</th>
<th>3. PAGE 1 OF</th>
<th>4. SHIPPER’S REFERENCE (TON)</th>
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<tr>
<th>5. FREIGHT FORWARDER’S REFERENCE</th>
<th>6. CONSIGNEE</th>
<th>7. CARRIER (To be completed by the carrier)</th>
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#### 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:

**DOD NON-EXPLOSIVE HAZMAT:**
- (800) 851-4061
- (804) 279-3131

**DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT:**
- (703) 697-0218
- (877) 697-0218

**CHEMICAL/BIOLOGICAL WARFARE MATERIAL:**
- (416) 436-6200
- DSN 584-6200

**DOD SECURE HOLDING:**
- (800) 826-0794
  - For TSPs/driver emergencies
  - Secure holding issues, accidents, delays, and incidents

**DOD RADIOACTIVE MATERIALS:**
- (800) 651-8061
  - For TSPs/driver emergencies
  - Secure holding, accident, delays, etc.

**NRC & TERRORIST HOTLINE:**
- (800) 424-3002
  - At sea
  - Collect: (202) 267-2675

<table>
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<tr>
<th>8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR:</th>
<th>9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION: DD FORM 2781 IS ATTACHED</th>
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<tr>
<td>(X as applicable)</td>
<td>(X as applicable)</td>
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<tr>
<th>10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (To be completed by the carrier)</th>
<th>11. PORT/PLACE OF LOADING</th>
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<tr>
<th>12. PORT/PLACE OF DISCHARGE</th>
<th>13. DESTINATION</th>
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<tr>
<th>14. SHIPPING MARKS</th>
<th>DESCRIPTION OF GOODS (UN No., FQN, NO, DQN, PS, number and kind of package, and additional information)</th>
<th>NET MASS/BULK (kg)</th>
<th>GROSS MASS (kg)</th>
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<th>15. CONTAINER IDENTIFICATION NO./VEHICLE REGISTRATION NO.</th>
<th>16. SEAL NUMBER(S)</th>
<th>17. CONTAINER/VEHICLE AND TYPE</th>
<th>18. TARE MASS (kg)</th>
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<th>19. ADDITIONAL HANDLING INFORMATION</th>
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<thead>
<tr>
<th>20. RECEIVING ORGANIZATION RECEIPT</th>
<th>21. SHIPPER PREPARING THIS FORM</th>
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<tbody>
<tr>
<td>Received the above number of packages/containers/trailers in apparent good order and condition, unless stated herein:</td>
<td>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/packaged and are in all respects in proper condition for transport according to applicable international and national government regulations.</td>
</tr>
<tr>
<td>a. NAME OF COMPANY/MILITARY UNIT</td>
<td>a. NAME/STATUS OF DECLARANT/CERTIFIER</td>
</tr>
<tr>
<td>b. PLACE AND DATE</td>
<td>b. SIGNATURE OF DECLARANT/CERTIFIER</td>
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DD Form 2890, AUG 2013

PREVIOUS EDITION IS OBSOLETE.
### Table 4.2. Compatibility Requirements for Class 1 (Explosive) Materials Loaded on and Transported by Motor Vehicle Over Public Highway or by Railcar

<table>
<thead>
<tr>
<th>Compatibility Group</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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</table>

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.
**NOTE:** Please utilize the most current version. This is only an example.
**NOTE:** Please utilize the most current version. This is only an example.
Example
Medical Examiners Certificate

DEPARTMENT OF THE NAVY MEDICAL EXAMINER’S CERTIFICATE

I certify that I have examined: 

* the Federal Motor Carrier Safety Regulations (49 CFR 390.41 through 49 CFR 391.46) and/or NAVFAC P-487 with knowledge of the duties of:
  
  A. CIVILIAN Commercial (700) or Explosive-carrying (705) Motor Vehicle Operator, highway use, or
  B. MILITARY Commercial (700) or Explosive-carrying (720) or Marine Corps Tactical Motor Vehicle Operator
  (TR or TR2), highway use, or
  C. MILITARY/CIVILIAN Weight Handling Equipment (including cranes) Operator (964), or
  D. MILITARY/CIVILIAN Explosives Material Handling Equipment, including tank/riser (M-46) Operator (721), non-highway use, or
  E. MILITARY/CIVILIAN Non-explosive MHE Operator (712), non-highway use, or
  F. MILITARY/CIVILIAN Civil Engineering Support Equipment Operator (712), or
  G. MILITARY/CIVILIAN Government highway use vehicle not carrying CDL Operator (712), and/or
  MILITARY/CIVILIAN Explosives Handler NOT operating MHE (721) (Mark “X.” Enter “Y” if 0-9 vehicle operator, ALSD select or write “F” or “D” in blank.)

HANDLER RESTRICTIONS (721 ONLY)

I find this person qualified and if applicable, only when:

☐ Wearing corrective lenses ☐ Driving within an exempt travel zone (49 CFR 361.62) ☐ Qualified by operation of 49 CFR 361.64
☐ Wearing hearing aid(s) ☐ Accompanied by a Skill Performance Evaluation Certificate (SPE) ☐ Accompanied by a... (warranted/extension)

The information I have provided regarding the physical examination is true and complete. A complete examination form with any attachments embodies my findings completely and correctly, and is on file in my office.

MEDICAL EXAMINERS NAME (PHI): _______ MD ☐ Nurse Practitioner ☐ Independent Duty Corporals (levels D, E, F only)
☐ DO ☐ Physician Assistent (For active duty personnel only)

SIGNATURE OF MEDICAL EXAMINER: _______ TELEPHONE NUMBER: _______ DATE: _______

MEDICAL EXAMINERS LICENSE OR CERTIFICATE NUMBER: _______ ISSUING STATE/TERRITORY: _______
(Required for levels A, B, C only) (Required for levels A, B, C only)

SIGNATURE OF EXAMINEE: _______ INTRASTATE ONLY: YES ☐ NO ☐ DRIVER LICENSE NUMBER: _______ STATE/TERRITORY: _______

HOME ADDRESS OF EXAMINEE: _______ MEDICAL CERTIFICATION EXPIRATION DATE: _______

Encl (9)
# Example

**NAVMC 11865 (DISREP)**

## Class V(W) Discrepancy Report (DISREP)

<table>
<thead>
<tr>
<th>Supported Unit Data</th>
<th>Supporting Activity Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit/TAMIS UIC:</td>
<td>Unit/DODAAC:</td>
</tr>
<tr>
<td>Unit Representative(s):</td>
<td>Issue/Receipt:</td>
</tr>
<tr>
<td>Date/Time:</td>
<td>Vehicle Inspector:</td>
</tr>
<tr>
<td>Vehicle/Trailer No.:</td>
<td>Reporting Official:</td>
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### Discrepancies

<table>
<thead>
<tr>
<th>Hazmat Endorsement</th>
<th>Tarpaulin</th>
<th>Improper Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Certification</td>
<td>Fire Extinguisher</td>
<td>Excess Gear</td>
</tr>
<tr>
<td>Glove Box Edition</td>
<td>Chock Blocks</td>
<td>Segregation</td>
</tr>
<tr>
<td>SF91/94</td>
<td>Placards</td>
<td>Excessive Breakout</td>
</tr>
<tr>
<td>Load Plan</td>
<td>Straps</td>
<td>e501</td>
</tr>
<tr>
<td>Route Plan</td>
<td>Incompatible Load</td>
<td>Incomplete/Improper Paperwork</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>Packaging</td>
<td>Armed Guard</td>
</tr>
<tr>
<td>Warning Equipment</td>
<td>Marking</td>
<td>Delegation of Authority</td>
</tr>
<tr>
<td>Other/Additional Information</td>
<td>Enclosure Attached</td>
<td>Photo Attached</td>
</tr>
</tbody>
</table>

**Other/Additional Information or Comments:**

---

### Acknowledgements

- **Supporting Activity Supervisor:**
  - Print: ________________________
  - Sign: ________________________

- **Supporting Unit Representative:**
  - Print: ________________________
  - Sign: ________________________

- **Supporting Unit Supervisor:**
  - Print: ________________________
  - Sign: ________________________

- **Major Subordinate Command:**
  - Print: ________________________
  - Sign: ________________________

- **Explosives Safety Officer:**
  - Print: ________________________
  - Sign: ________________________

**Encl (10)**
VEHICLE LOAD PLAN

Vehicle # 1
HAZ CLASS______

Vehicle # 2
HAZ CLASS______

Vehicle # 3
HAZ CLASS______

Trailer #1
HAZ CLASS______

Trailer #2
HAZ CLASS______

Trailer #3
HAZ CLASS______

HAZARD CLASSES TO BE TRANSPORTED: / / / / / / /
ESTIMATED NUMBER OF PALLETS ______
COMPARTMENTS REQUIRED ______
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:

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

<table>
<thead>
<tr>
<th>DODIC</th>
<th>DODIC</th>
<th>DODIC</th>
<th>DODIC</th>
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<tbody>
<tr>
<td>C995</td>
<td>M032</td>
<td>M982</td>
<td>MM40</td>
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<tr>
<td>G881</td>
<td>M039</td>
<td>ML11</td>
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<tr>
<td>M030</td>
<td>M981</td>
<td>MM38</td>
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</tbody>
</table>

Only the ASP OIC can authorize the staging of these items. Special authorization may be submitted via written request to the ASP OIC via Commander Marine Corps Base Quantico (G-4).
MEMORANDUM FOR Commander, Marine Corps Base (Attn: G4/ASP), Quantico, VA

SUBJECT: Request for Authorization to Transport Ammunition from the Quantico ASP to Fort Belvoir, VA on 2 February 2015

1. Per MCO P8020.10B, Protective Services Battalion requests authorization to transport ammunition from the Quantico ASP to Fort Belvoir, VA in an approved government vehicle certified for transportation of ammunition. The dates the ammo will be transported is 2 February 2015.

2. Enclosure (1) contains the DODIC’s requested for authorization to transport off base.

3. Protective Services Battalion will pick-up the ammunition at the Quantico ASP and proceed directly to Fort Belvoir, VA, keeping positive control, security and accountability at all times until turned over to authorized personnel. The ammunition will be stored in accordance to the NAVSEA OP 5 Vol 1. Upon completion of the training event, the ammunition will be returned to a DDESB site approved DOD magazine area or to the Quantico ASP.

4. Prior authorization and coordination with local law enforcement agencies will be conducted.

5. Point of contact at this command is SSG David Chandler at 571-309-8634.

MICHAEL A. THOMPSON
LTC, MP
Commanding

Distribution:
Files
ASP
MCB Quantico ESO

Encl (13)