

Marine Corps Base Quantico
Ammunition Supply Point
Supported Unit Guide
(SUG)



2019



UNITED STATES MARINE CORPS

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

IN REPLY REFER TO:

8000

ASP

29 Jul 19

From: Commander, Marine Corps Installations Command – Marine Corps Base Quantico
To: Distribution List

Subj: MARINE CORPS BASE QUANTICO AMMUNITION SUPPLY POINT SUPPORTED
UNIT GUIDE

Ref: (a) 49 CFR
(b) MCO 8010.13
(c) MCO P8020.10
(d) MCO 8023.3_
(e) MCO 5530.14_
(f) MCO 8025.1E
(g) MCBO 8023.1_
(h) NAVSEA SW020-AG-SAF-010
(i) NAVSEA SW020-AF-HBK-010
(j) 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 Jun 2018 (Medical Certificate)
(10) NAVMC 11865 (DISREP)
(11) Vehicle Load Plan Template
(12) Off Base Movement Letter
(13) UND "A"/Priority 03 letter example
(14) Request to Store Non-DoD Munitions

1. Situation. This Supported Unit Guide (SUG) addresses and amplifies policy for the administration and management of conventional ground ammunition and explosives (A&E) as it pertains to the Marine Corps Base Quantico (MCBQ) Ammunition Supply Point (ASP).

2. Cancellation. This edition supersedes all previous editions.

3. Mission. Effective the date signed, this SUG establishes and amplifies local policy for the administration and management of ammunition operations for Supported Units in order to standardize processes and procedures for the MCBQ ASP.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent.

- a. Enhance Supported Unit/Supporting Activity A&E administration and management.
- b. Provide local A&E guidance and requirements.

(2) Concept of Operations. This SUG establishes a formal and consolidated reference for supported units and corresponding appendices applicable to all Supported Units of the MCBQ ASP.

b. Coordinating Instructions.

(1) Conflicting Policies. In the case of conflicting policies or regulations, the most stringent policy/regulation shall apply. Conflicting policies will be reported to Officer-In-Charge, MCBQ ASP by the most expeditious means possible.

(2) Mandatory and Advisory Regulations. The requirements of this SUG that use the commands "shall", "will", or "must" are mandatory, unless they are specifically waived or exempted by the MCBQ ASP OIC. Advisory requirements are those in which "may" or "should" are used. These advisory requirements are not mandatory. However, these requirements are preferred for continuity and standardization of processes and procedures.

5. Administration and Logistics.

a. Recommendations concerning the contents of this SUG may be forwarded to the MCBQ ASP OIC via the appropriate chain-of-command.

6. Command and Signal.

a. Command. This SUG is applicable to the Supported Units of MCBQ ASP.

b. Signal. This SUG is effective the date signed.



R. A. ESPINOZA
By direction

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LIST OF ENCLOSURES

1	NAVMC 11797	Notice of Delegation of Authority
2	TAMIS e581	TAMIS Request
3	DD Form 626	Vehicle Inspection Form
4	DD Form 2890	Hazardous Material Declaration
5	Compatibility Chart for Transportation	
6	DD Form 1348-1A	Issue Document
7	DD Form 1348-1A	Receipt (Turn-In) Document
8	DD Form 1907	Signature and Tally Record
9	OPNAV 8020/6 Rev Jun 2018	Medical Certificate
10	NAVMC 11865	Discrepancy Report (DISREP)
11	Example Vehicle Load Plan	
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MCBQ ASP POINTS OF CONTACT

www.Quantico.Marines.mil/OfficeStaff/G4Logistics/AmmunitionSupplyPoint	
https://eis.usmc.mil/sites/mcbquan/g4/asp/SitePages/Supported%20Unit.aspx	
ASP OIC	703-432-5744
ASP SNCOIC/OPERATIONS CHIEF	703-432-5711
ASP RSSI CHIEF	703-432-5707
ASP RECORDS	703-432-6960
ASP ACCESS CONTROL POINT	703-432-4181
ASP DUTY TECHNICIAN	703-765-3380/703-784-5620
ASP Email	MCB_Quantico_ASP@usmc.mil

CHAPTER 1

GENERAL

1. **Purpose.** The purpose of this Supported Unit Guide (SUG) is to provide user oriented policies and procedures for the Supported Unit administration and management of Ammunition and Explosives (A&E). It is not all encompassing, however it is directive in nature, containing excerpts from publications, directives, and references that establish requirements ASP personnel are required to enforce. It is to the benefit of the Supported Unit to be thoroughly familiar with the contents of this SUG.
2. **Background.** Due to the hazardous nature of A&E materiel, standardization of processes and procedures is required for accounting, handling, storage, and management.
3. **Notes, Cautions, and Warnings.** This Supported Unit Guide (SUG) uses NOTES, CAUTIONS, and WARNINGS. The following apply:

NOTE

The word “NOTE” is used for cases that affect product or process quality.

CAUTION

The word “CAUTION” is used for cases that would potentially damage equipment or facilities.

WARNING

The word “WARNING” is used for cases of potential personnel death or injury.

4. **Definitions.**
 - a. **Supported Unit.** Supported units are those generally designated at the tactical level and are to be considered as “end-users” of assets.
 - b. **Supporting Activity.** Supporting activities are those generally designated at the operational level and are to be considered the “intermediate” level of supply. Supporting activities are better known as Ammunition Supply Points (ASPs).
 - c. **Ammunition Chief.** Ammunition chiefs are responsible for monitoring the supported unit’s ammunition program in accordance with reference b. Additionally they provide technical guidance to the unit’s leadership on A&E handling, transportation, and storage.
 - d. **Ammunition Technician.** Supported Unit ammunition technicians serve as the Command Subject Matter Expert for the administration and management of A&E.

5. ASP Safety Regulations.

WARNING

Unsafe acts in or around the Magazine Storage Area may cause death or serious injury. Unsafe acts in or around the Magazine Storage Area or conveyances transporting A&E shall be immediately corrected and promptly reported to the ASP OIC/SNCOIC. Any Marine has the authority to stop any phase of an explosive operation if they believe unsafe conditions exist.

- a. Fire is the greatest hazard when working with ammunition and explosives. It is the responsibility of all personnel involved with ammunition and explosives to recognize and observe fire prevention practices, and to understand thoroughly the procedures for fighting and controlling fires that involve explosive materials.
- b. Flame and Spark producing devices. Matches, lighters, or other flame or spark producing devices are prohibited in the ASP. All flame or spark producing items shall be surrendered at the Access Control Point (ACP) (Building 27066) prior to entering the ASP.
- c. Smoking Regulations. Smoking and the use of electronic cigarettes (e-cigarettes or similar vapor producing type products) are prohibited in the ASP. The designated smoking area is behind building 27066 (ASP Administrative Building).
- d. Supported Unit personnel are prohibited from entering explosive storage magazine locations.
- e. Vehicle speed limit is 15 MPH. Explosive laden vehicles have the right of way. Vehicles shall remain on the hardball road at all times while in the ASP.
- f. Maintenance of explosive laden vehicles, to include jump/slave starting, refueling, towing or repair operations within the ASP is strictly forbidden, except under the following conditions;
 - (1) The A&E laden vehicle must be downloaded and free from any A&E and at least 100 feet from any potential explosive site or A&E.
- g. All personnel requesting access to the ASP shall be indoctrinated in the hazards and controls of the ASP and will be required to receive a Hazard Control briefing prior to being granted access.
- h. Only personnel who are Qualified and Certified (Qual/Cert) to perform operations will participate in the operation being conducted.

6. **ASP Operating Hours.** Routine administrative operating hours are **0800-1130** and **1300-1530** Monday through Friday. The ASP will be closed for Federal holidays and locally authorized liberty periods. Non-routine closure dates are published annually and released via Automated Message Handling System (AMHS). The ASP maintains a 24 hour Duty Technician capable of staging/un-staging vehicles during non-routine operational hours.

NOTE

MCBQ ASP prioritization of tasks is as follows:

- 1. Commercial Shipments (inbound/Outbound)**
- 2. Supported Unit Issues**
- 3. Supported Unit Receipts (Turn-Ins)**

a. Issues Hours. Issues will commence from 0800 to 1430 during routine operating hours.

(1) It is highly recommended that supported units plan to receive and stage A&E one business day prior to the scheduled range day, especially for ranges requiring early delivery times. Supported Units planning on receiving an issue on the same day of the range should expect the A&E to arrive in the afternoon and plan accordingly.

(2) If an issue cannot be completed by 1500, the issue will be staged and continue the next business day at 0800.

(3) The ASP experiences a heavy volume of vehicles that fail pre-load inspection criteria; resulting in the actual issues process starting later than scheduled. Units are afforded the opportunity to correct discrepancies however; the ASP reserves the right to cancel the issue or reschedule the RDD to the next business day if the unit cannot pass the pre-load inspection by 1300. Refer to Chapter 3 for transportation requirements.

(a) Supported Unit's failing to meet the requirements of the pre-load inspection for any reason will receive a discrepancy report (DISREP), regardless if the discrepancy is corrected before 1430 on the RDD.

b. Receipt (Turn-In) Hours. Receipt (Turn-Ins) will commence from 0800 to 1430 during routine operating hours. Receipt (Turn-In) take lower priority than Supported Unit Issues.

NOTE

Supported Units which attempt to conduct a turn-in prior to an issue with the same mode of conveyance will receive a discrepancy report (DISREP) and will assume the lowest priority for issue/turn-in.

(1) Supported Units attempting to conduct turn-ins after 1400 will be directed to stage the A&E laden vehicle in the staging area, and will be processed the next business day following daily issues.

(2) If a turn in cannot be completed by 1430, the A&E laden vehicle will be staged and continue the next business day.

(3) The ASP will make every effort to complete turn-ins within (1) business day of being staged, subject to internal priority of work and weather. Supported Units who have staged a turn-in should report to the ASP NLT 0800 the next business day with all required documentation to conduct the turn-in.

c. After-Hours Support: Requests for support required outside routine operating hours must be annotated in the Total Ammunition Management Information System (TAMIS) request. In addition to the TAMIS request note, email MCB_Quantico_ASP@usmc.mil to coordinate after-hours support.

d. Daylight Hour Restrictions. Explosive operations to include issues, receipts, loading/unloading of A&E will only be conducted during daylight hours.

e. Severe Inclement Weather Restrictions. Explosive Operations may be suspended due to inclement weather when weather poses risk to personnel, equipment, or A&E.

WARNING

During severe inclement weather or when operations must be suspended, no A&E laden vehicle or personnel shall depart the ASP, regardless of the Supported Unit's range time. Vehicles and personnel will be released upon the "all-clear", when conditions have improved, or at the discretion of the ASP OIC/ SNCOIC.

CAUTION

During severe inclement weather or when operations must be suspended, vehicles shall be staged in the designated vehicle staging area(s), with their loads secured. The ASP OIC/SNCOIC are the only individuals authorized to direct storage of A&E laden vehicles inside ammunition magazines.

(1) During severe weather, MCBQ ASP operating hours will mirror all MCBQ Operating Conditions, closures, or delays.

(2) During Lightning within 10 Miles (L-10). During L-10, the ASP will suspend operations. Operations will commence once the "all clear" is sounded.

(3) Winter Weather. The ASP will operate in winter weather conditions once all roadways and loading docks/ramps have been cleared of snow/ice. Winter weather conditions will mirror base operating conditions.

CHAPTER 2

REQUISITIONG PROCEDURES

1. **TAMIS.** The Total Ammunition Management Information System (TAMIS) is the only authorized system for the use by the Marine Corps for allocating, forecasting, requisitioning, expenditure reporting, redistribution, and management of Ammunition and Explosives (A&E) training allowances. TAMIS is not a custodial or inventory management program of record. Refer to reference (b) for account creation and modification.
2. **Delegations of Authority (DOA).** Commanders are responsible for security and control of the unit's ammunition management program and for ensuring only authorized personnel are permitted to sign for A&E. The Commander shall delegate this responsibility only using NAVMC 11797. A current DOA must be complete, endorsed by the MSC, and accepted by the ASP Records Section PRIOR to any requests being processed. The ASP will not process any requests until the **ORIGINAL** DOA has been received by the ASP.
 - a. The Department of Defense Activity Account Code (DODAAC) Responsible Officer (RO) (Battalion Commanding Officer or higher) is the only individual to delegate his/her authority to request/approve/receive A&E for his/her DODAAC.
 - b. "By direction" signatures are not authorized and will not be accepted.
 - c. "Acting" authority will be honored in the RO's absence when a copy of the Acting Letter accompanies the DOA submission.
 - d. DOA's expire one year from the RO's endorsement. Supported Units are responsible for ensuring the ASP has a current DOA on file.
 - e. Specific instructions for the creation and modification of the DOA may be found in reference (b).
3. **Forecasting.** Forecasting is the formal method for supported units to identify and communicate their future training plans to the ASP. A proper forecast identifies the requirement to the ASP to ensure the assets are on-hand or readily available. If there is no forecast, there is no guarantee the assets will be available at the ASP.
 - a. Forecasts should be submitted in TAMIS one month plus the current month from the RDD to the MCBQ ASP (DODAAC MMQQ50) or risk the potential for assets to be out of stock or Not in Stock (NIS), and may impact units who have forecasted properly. Un-forecasted requirements may also result in the requesting unit being charged premium transportation fees to cover the cost of short-notice, unplanned shipments.
 - b. Supported 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. All Major Subordinate Commands (MSC) must monitor unit forecasts to ensure compliance with reference (b).

c. The ASP may reject any requests for issue if the request was not adequately forecasted AND assets are either NIS or disrupt another unit's requests which have been properly forecasted..

(1) Justification for an un-forecasted A&E request must be submitted from the DODAAC RO ("By direction" authorized) to Commander, Marine Corps Installations Capital Region – Marine Corps Base Quantico (Attn: G4/ASP).

4. **Requisitioning Process.** The ASP requires the use of TAMIS when requesting A&E. Accounts are assigned by the Supported Units' MSC.

a. Supported Units will request RDD's electronically using the e581 creation process.

b. Requests should be submitted in accordance with reference (b). Supported Units are encouraged to submit requests as far in advance as reasonable using UND A/B/C guidelines established in reference (b).

c. In occasions where suitable substitutions are not permitted, the TAMIS request must use Advice Code "2B" in the remarks block 28.

d. Requests must be made by individuals listed as requestors on the Supported Units' DOA and TAMIS. Approval may not be granted by the same individual creating the request.

e. The ASP will not accept requests prior to 14 days from RDD. If the Supported Unit has submitted a request within 14 days, and the ASP has not yet accepted the request, the Supported Unit may contact the Records Section directly and request status updates.

f. Supported units will receive an e-mail notification of ASP acceptance and will be notified of any changes/modifications to the request. The ASP routinely increases requested quantities to unit pack or uses suitable substitutions. It is the Supported Unit's responsibility to ensure any changes/modifications made by the ASP do not adversely affect the Supported Unit.

(1) When applicable, and when in stock, the ASP may substitute ball ammunition in place of tracer ammunition due to local fire conditions. The ASP does not monitor fire conditions of local ranges. **It is the Supported Unit's responsibility to ensure substitutions occur when fire conditions prevent the use of tracer ammunition.**

5. **Priority Designation.**

a. Determination of priority designation is calculated by counting the days between the date of request approval and the RDD. Do not include weekends, federal holidays, and approved ASP closure days (announced via AMHS) in the calculation.

b. The local date and time listed in block 14b of the e581 (approve date) serves as the official request date except under the following condition:

(1) Requests approved after 1630 on routine operational hours or during non-operational days (weekends and holidays) will be considered approved for the following business day.

c. Priority 13. (14 for Reserve Units) – Routine request. At least Six working days prior to the RDD (date of load). E.g. Request approved on Monday 5 August for a pre-stage on Wednesday 14 August (~~M(Day of request)/Tu/W/Th/F/Sa/Su/M/Tu, We (Day of pick-up)~~). **6 days.**

d. Priority 06 (09 for Reserve Units) – Priority Request. No less than Five working days but greater than Three working days prior to the RDD. E.g. Request approved on Monday 5 August for a pre-stage on Monday 12 August (~~M(Day of request)/Tu/W/Th/F/Sa/Su/M (Day of pick-up)~~). **4 days.**

e. Priority 03 (07 for Reserve Units) – Urgent Request. Three working days or less prior to the RDD. E.g. Request approved on Monday 5 August for a pre-stage on Friday 9 August (~~M(Day of request)/Tu/W/Th/F (Day of pick-up)~~). **3 days.**

(1) Priority 03 requests will only be used for requests required to meet mission essential tasks that cannot be accomplished within the prescribed timeline for Priority 13 or 06 requests.

(a) Priority 03/Urgent Requests must be submitted from the DODAAC RO (“By Direction” authorized) to Commander, Marine Corps Installations Capital Region – Marine Corps Base Quantico (Attn: G4/ASP) via the respective MSC. (Enclosure 13)

(b) Priority 03/Urgent Requests will not be accepted by the ASP Records Section until approved by Commander, Marine Corps Installations Capital Region – Marine Corps Base Quantico (Attn: G4/ASP).

(c) Staging of Urgent Requests is not authorized.

6. Requests to Stage. Requests to stage A&E issues are entered into block 28 (remarks) using the appropriate Advice Code (“41” for overnight staging, and “42” for weekend staging). Staging of ammunition is limited to maximum capacity of designated staging lots and priority is assigned on a ‘first come; first served’ basis.

7. Modifications to Requests. Due to the TAMIS user permissions, roles, and user interface, any requested change to a TAMIS request which has been accepted by the ASP must be communicated to the ASP via MCB_Quantico_ASP@usmc.mil (Attn: Records).

a. Supported Units may modify RDD based upon user permissions within TAMIS:

(1) To a later date by submitting changes via TAMIS, vice cancelling and resubmitting a new request. Shifting RDD more than 96 hours later requires cancellation and resubmission.

(2) To an earlier date by submitting changes via TAMIS so long as it does not affect priority designation.

b. Modifications to Requested Quantity may only be done via TAMIS. The following conditions apply:

(1) Requests may be decreased in quantity up to 48 hours prior to receipt, with prior approval from the ASP Records Section.

(2) Decrease of quantity will only be made to the smallest unit pack configuration.

(3) Increase of quantities is not authorized. An increase in quantity must be made via additional TAMIS request(s).

c. All other modifications to the e581 must be completed prior to acceptance of the e581 by the ASP, or the Supported Unit may cancel the request entirely up to and including the day of issuance.

CHAPTER 3

TRANSPORTATION REQUIREMENTS

1. **Transportation Requirements.** Prior to the loading of Ammunition and Explosives (A&E) Supported Units' mode(s) of conveyance and vehicle operators credentials will be inspected in accordance with Enclosure (3) and the following requirements:

NOTE

Due to the stringent requirements for transporting hazardous material, it is strongly encouraged that supported units conduct PRELIMINARY INSPECTIONS of their vehicles and documents prior to departing the motor pool/area for the ASP.

a. Documentation

(1) DD Form 626. Enclosure (3).

(2) Military Identification Card. The ASP will verify the vehicle operator is at least 18 years of age for off-installation transportation.

(3) 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.

(4) 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 2-year periodicity as provided by 49 CFR 383.3. Reference NAVMED 117 for further guidance.

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

(6) 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").

(7) Emergency Response Guide (ERG). As specified in NAVSEA SW020-AGSAF-010, the appropriate guides from the North American ERG should be attached to the DOD Multimodal Dangerous Goods Declaration (DD form 2890) to ensure all hazards are addressed for all off base shipments. The guides can be found in the ERG on pages 112, 114, 159 and must be furnished by the Supported Unit. Having the entire ERG book in the vehicle is not required when the appropriate pages are attached to the DD form 2890.

(8) Driver's Vehicle Inspection Report (Trip Ticket).

(9) Glove Box Edition, to include a copy of 49 CFR 397. The Glove Box Edition may be found on the NOSSA website or Appendix D of reference (i).

(10) SF-91, Motor Vehicle Accident Report.

(11) SF-94, Witness Statement.

(12) Placards. For the hazard classification and division being transported and adequate means to secure the placards to the mode of conveyance. Each compartment of the load shall bear a placard on the front, back, and both sides of the compartment.

(a) When approved dromedaries are used, the most hazardous class/division symbol will be used for the combined compartment.

b. Equipment Requirements

(1) 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.

(2) Reflective Triangles. Three bidirectional emergency reflective triangles.

(3) 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.

(4) Tarpaulins. Units are required to possess a tarpaulin at all times. The tarpaulin shall be of fire and water-resistant material and securely fastened to the vehicle by rope or wire tie down so as to fully protect the load from sparks, fire and moisture. Commercial tarps or Consolidated Issue Facility (CIF) issued tarps are not authorized (e.g. Blue Tarps or personal tarps).

(5) Straps. The combined safe working load (SWL) or working load limit (WLL) of the commercially procured tiedown assemblies shall be equal to or greater than one half the total weight of the lading in the stack. A minimum of two tiedowns shall be used for each stack of lading on a trailer.

(6) Wheel Chocks. One set (2) of wheel chocks for each conveyance.

(7) Adequate dunnage to raise the load off the bed of the mode of conveyance such as wooden warehouse pallets. "metal on metal" contact is prohibited i.e. metal containers may not be secured directly to the metal bed of an MTRV or trailer.

(8) Adequate fuel to operate within the ASP and transport A&E to and from the range(s). ASP personnel are directed to inspect for a minimum of $\frac{3}{4}$ tank of fuel. Exceptions to policy may be considered on a case-by-case basis at the discretion of the ASP OIC/SNCOIC.

WARNING

Ammunition laden vehicles are prohibited from entering the MCBQ Fuel Farm.

(9) Non-Tactical Vehicle/Government Managed Equipment (NTV/GME) Requirements. All classes of A&E may be transported using commercial pickup trucks, stake-beds, or cargo trucks provided the weight of the load does not exceed the load capacity of the vehicle. Use of NTV/GME should be kept to a minimum and used only when closed vehicles are not readily available.

(a) If the NTV/GME is not equipped with wooden deck decking, tie down rings, or other load securing points capable of restraining the gross weight of the load, a false deck suitable for nailing shall be installed by completely covering the non-wood deck..

(b) A&E items more than twice the height of the NTV/GME sides and ends shall be blocked and braced as if they were loaded onto a flatbed. The Supported Unit shall coordinate with DMO if blocking and bracing is required.

(c) Ammunition must be secured in the cargo compartment to prevent lateral movement.

(d) If equipped, the tailgate shall always be up and properly secured when the vehicle is in motion

(e) NTV/GME traveling off installation must be equipped with a hard cover securely fastened to the side rail of the cargo compartment, and must have a lockable tailgate.

(f) Due to the limited availability of original shipping containers, NTV/GME with plastic bed liners are not authorized.

c. Load Plan. The Supported Unit must have a written load plan for the ammunition they intend to receive prior to being issued A&E. The supported unit shall arrive with sufficient vehicles to conduct their entire issue. Vehicles may not be loaded beyond their approved load capacity. Prior to arriving at the ASP, the supported unit shall determine the total square footage, weight, and compatibility of the A&E scheduled to receive. Particular attention shall be paid to load compatibility.

(1) The use of certified dromedaries is an acceptable means of transporting incompatible loads on the same mode of conveyance.

d. Route Plan. Supported Units must provide a route plan to ASP personnel. The route plan may be provided verbally, however the intent of the route plan is to determine if more stringent requirements for off-base transportation are required.

e. On- Base A&E Transportation

(1) Transportation of A&E on Main-side Quantico is limited to small arms (HC/D 1.4S) deliveries to unit armories, OCS training area, the MCAF and by Military Working Dog Handlers.

f. Off-Installation A&E Transportation.

(1) The movement of A&E over public highways and roads should be limited to occasions of absolute necessity. Commercial carriers will be used for the transportation of A&E to the maximum extent possible. All A&E transportation to MCBQ ranges that involve off-base routes will be used as a last resort.

(2) Vehicles transporting A&E via State Route 610 (Garrisonville Road) or State Route 612 (Tackets Mill Road) must be coordinated with Range Management.

(3) Government owned and operated vehicles may be used to transport A&E up to 100 miles from MCBQ. All A&E movements up to 100 miles from MCBQ require prior authorization from Commander, Marine Corps Installations Capital Region – Marine Corps Base Quantico (Attn: G4). If multiple movements are required throughout the fiscal year, one request may be submitted detailing the Supported Units' need to routinely transport A&E off MCBQ. An example of the Off Base Movement Letter may be found in enclosure 13.

(a) Units requiring shipment of A&E off installation in support of training exercises beyond a 100 mile radius from MCBQ are required to annotate "Prepare for off base shipment" in the remarks block (block 28) of the e581 request and use Advice Code 43.

(b) Requests for preparation for off base shipment must be submitted to the ASP six working days prior to the RDD as Supported Unit personnel certify loads for off base shipments using DD Form 2890 after ASP personnel have prepared the shipment for off base transportation.

(4) Commercial Off Installation Shipments. Units requiring commercial lift in support of training exercises outside of a 100 mile radius are required to annotate "commercial shipment, "TMO/DMO" in the remarks block (block 28) of the e581 request.

(a) The Supported Unit shall coordinate with the Traffic Management Office (TMO)/Distribution Management Office (DMO). TMO/DMO will require DD form 1149 and a Transportation Accounting Code (TAC) (refer to Supported Unit organic supply) in order to issue a Commercial Bill of Lading (CBL). TMO/DMO requires a minimum of thirty days to ensure the package is built.

CHAPTER 4
ISSUE PROCEDURES

1. General.

a. The term “issue” is used to describe the process of the ASP issuing Ammunition and Explosives (A&E) to the Supported Unit.

NOTE

Only personnel Qualified and Certified to handle and transport ammunition shall be permitted to “receive” ammunition. Supported Units are required to verify their Marines status within eQual and submit withdrawals from individuals not certified in accordance with reference (d).

2. Issue Procedures.

a. Upon arrival at the ASP, vehicle operators will park their vehicle in the vehicle queuing lot in single file line. Operators will shut off their vehicle, place the vehicle in “park”, apply the parking brake, chock both sides of one wheel, and place a fire extinguisher 10 feet in front of the vehicle. The operator shall remain with the vehicle.

b. The Supported Unit Ammunition Technician/Representative will report to the ASP Administrative building (Building 27067) with Military ID Card, Load Plan, Route Plan, and ASP Accepted e581.

c. The Records Section will cross reference the Supported Unit Ammunition Technician/Representative’s Military ID Card against the Supported Units’ DOA on file to verify the individuals’ identity and authority to receive A&E.

d. Once verified, the Supported Unit Ammunition Technician/Representative will be directed to return to his/her vehicle and stand-by for document, vehicle, equipment, route plan and load plan inspection.

e. The Supported Units’ documents, vehicle(s), equipment, route plan and load plan will be inspected. If any of the criteria on the DD Form 626 are found to be unsatisfactory, or the load/route plan are insufficient, the Supported Unit will receive a discrepancy report (DISREP) and will be directed to correct their discrepancies prior to re-inspection and being issued A&E.

f. Upon satisfactory inspection, Supported Unit Ammunition Technician/Representative and vehicle operators will report to the Access Control Point (ACP) (Building 27066), receive a Hazard Control Brief, surrender any/all prohibited items, and be issued a visitors’ badge. Supported Unit Ammunition Technician/Representative(s) and Vehicle Operator(s) shall return to their vehicles and stand by for their escort.

g. Supported Units will be escorted to the A&E storage areas to conduct the issue process and load their vehicle(s).

(1) The Supported Unit is responsible to load and secure the A&E to their vehicle(s) in accordance with their load plan. The ASP will support with Material Handling Equipment (MHE) (Forklifts) when possible and authorized.

(2) The Supported Unit shall, upon loading, appropriately placard the vehicle(s) and emplace a fire extinguisher(s) 10 feet in front of the A&E laden vehicle(s).

h. Upon completion of all loading, the Supported Units' Vehicle(s) will be escorted to the designated inventory/inspection area for additional inventory and post-load inspection by ASP personnel using DD Form 626.

i. Upon completion of inventories and post-load inspection the Supported Unit may conduct additional inventories and inspections of the A&E in which they are receiving.

j. Upon completion of all inventories and post load inspection, ASP personnel will escort Supported Unit Ammunition Technician/Representative to the ASP Administrative building (Building 27067) via the ACP to sign documents.

k. The ASP Records Section will retain the **ORIGINAL** 1348-1a Issue Documents and the Supported Unit will retain **Copy 3** of the 1348-1a Issue Documents.

l. Once all documents have been signed, ASP ACP personnel will open the vehicle gate to allow vehicles to egress, direct vehicle operators to retrieve prohibited items and return visitors badges from the ACP.

CHAPTER 5

RECEIPT (TURN-IN) PROCEDURES

1. General.

a. The term “Receipt”, “Return” or “Turn-In” is used to describe the process of the Supported Unit issuing/returning Ammunition and Explosives (A&E) to the ASP.

WARNING

No Supported Unit will be turned away attempting to conduct a turn-in, however disregard of safety standards involving A&E will result in an Explosive Safety Discrepancy Report (DISREP) with mandatory reporting to the MCBQ Explosive Safety Officer (ESO).

NOTE

Supported Units shall take all necessary precautions to prevent abuse, neglect, and excessive breakout of A&E.

NOTE

Supported Units will ensure adequate dunnage/packaging material is available to return assets to factory pack/configuration.

2. Receipt (Turn-In) Procedures.

a. Upon arrival at the ASP, vehicle operators will park their vehicle in the vehicle queuing lot in single file line. Operators will shut off their vehicle, place the vehicle in neutral, apply the parking brake, chock both sides of one wheel, and place a fire extinguisher 10 feet in front of the vehicle. The operator shall remain with the vehicle.

b. The Supported Unit Ammunition Technician/Representative will report to the ASP Administrative building (Building 27067) and furnish the Segregations Section with the following documents:

NOTE

The below documents are REQUIRED for Supported Units returning A&E to the ASP. Supported Units are REQUIRED to prepare documents prior to arriving at the ASP.

(1) ASP issued DD Form 1348-1a (**Copy 3**) for the assets in which they are returning. Failure to furnish ASP issued documents will result in “found on station” return and a loss of assets from the Supported Units’ allocation in TAMIS which would otherwise be in serviceable condition.

(2) Completed DD Form 1348-1a (6-part) documents for assets being returned. Quantity (Blocks 25-29 and Block 10), Condition Code (Block 71), and Additional Data (Block 27) shall remain blank.

NOTE

The returns process will not begin unless the Supported Unit has conducted an inventory of their ammunition.

(a) Assets in known Condition Code “H”/Grade III shall assume the lot number “[DODIC]-UNK-__”

(3) The A&E laden vehicle shall be complete with the requirements of Chapter 3 of the SUG.

(4) DD Form 1907 for SRC I shipments.

(5) DD Form 626. Required to be completed by the Supported Unit prior to transporting A&E from the range to the ASP. (From range to ASP)

(6) DD Form 2890. Required to be completed by the Supported Unit when transporting ammunition over public highways to the ASP. Completion of Ammo-62 (or equivalent course) is required to certify DD Form 2890.

c. ASP personnel will conduct an Initial Receipt Safety Inspection by inspecting and verifying the following:

(1) The vehicle operator is qualified to operate the means of conveyance, and as required has appropriate certificates and endorsements.

(2) The vehicle must meet satisfactory conditions using DD Form 626.

WARNING

Vehicles and/or Vehicle Operators which fail to meet the requirements to transport ammunition as outlined in Chapter 3 of this SUG will be prohibited from entering the ASP and are prohibited from departing the ASP. The Supported Unit must correct the discrepancies prior to moving the vehicle(s).

(3) The Supported Units’ load.

(a) There must be no condition (e.g. compatibility grouping, pallet/adaptor damage, container position improper seals, or broken, missing, loose, or improperly positioned strapping etc.) which would make the Supported Units’ load:

1. Unsafe for handling, storage, or transportation.

2. Unacceptable for shipment or return.

(b) Verify there is no brass, trash, unnecessary dunnage/materials in the compartment which contains A&E.

d. Upon satisfactory results of the Initial Receipt Safety Inspection, Supported Unit Ammunition Technician/Representative and Vehicle Operator(s) will report to the Access Control Point (ACP) (Building 27066), receive a Hazard Control Brief (if required), surrender any/all prohibited items, and receive a visitors' badge. Supported Unit Ammunition Technician/Representative(s) and Vehicle Operator(s) shall return to their vehicles and stand by for their escort into the ASP.

e. Supported Units will be escorted to the A&E Segregations area for ASP personnel to conduct Receipt Inspection Procedures. The purposes of the receipt inspection are to verify the Safety and Inventory of the assets being returned. Additionally, ASP personnel will provide assurance that the ammunition is correctly sentenced (assigned to the correct condition code (C/C)) with the appropriate Defect Codes. The accuracy of the true C/C is **VITAL** for reasons of safety, security, readiness, efficiency, and inventory accuracy.

(1) ASP personnel will conduct Visual Safe Inspections to screen assets for indications or warnings of unsafe conditions. Determining safe conditions shall include, but are not limited to the following:

(a) Set to "Safe" (not armed)

(b) Identification of A&E by DODIC, NSN, Lot Number, and Serial Number (if applicable). Inability to determine any of the identifying attributes will result in C/C H turn-in.

(c) Serviceability. There shall be no observable conditions required for special handling such as:

1. Cracked or ruptured explosive or propellant cases.

2. Armed condition or missing safety components (safety pins, etc)

3. Explosive exudate or leakage.

4. Indication of misfire/hang fire, explosive accident/incident or other similar markings.

(d) All information on the DD Form 1348-1a matches the A&E that is being returned.

(e) ASP personnel will sentence ammunition to the correct and applicable Condition Code.

1. Unserviceable or damaged A&E will be sentenced to C/C “H”. Assets sentenced to C/C “H” are subtracted from the Supported Unit’s allocation in TAMIS. If damage is excessive, it may result in a formal investigation.

NOTE

Sentencing A&E to C/C “H” for assets which have been mishandled is avoidable by preventing negligent handling and excessive breakout and can prevent loss of allocations within TAMIS.

f. Upon completion of the Receipt Inspection Procedure, the Supported Unit will be escorted to the storage areas to unload their vehicle(s) and conduct the return process.

(1) The Supported Unit is responsible to unload the A&E from their vehicle(s). The ASP will support with Material Handling Equipment (MHE) (Forklifts) when possible and authorized.

(2) The Supported Unit shall, upon unloading, remove placards from the vehicle(s) from the A&E laden vehicle(s).

g. After A&E has been downloaded, ASP personnel will conduct inventories. The Supported Unit will verify the accuracy of the inventory recorded on the Return Documents by ASP personnel and sign and date Block 22 and 23.

(1) During the inventory, the ASP will screen all A&E being returned for excessive breakout. Excessive breakout is locally defined and calculated as “greater than 40% of the initial issue quantity having had factory or local seals removed” when issued in greater than one outer pack.

(2) The Supported Unit will retain **COPY 1**, Copy 4, Copy 5, and Copy 6. ASP personnel will retain **COPY 2** and **COPY 3**.

h. Upon completion of downloading and inventories, and the vehicles have been verified free of A&E, the Supported Unit will be escorted to the ACP, retrieve prohibited items and return visitors badges.

3. Residue Return. The ASP does not accept salvageable material (brass, links, pallets, ammo cans, dunnage, etc.) except under specific circumstances. Supported Units are directed to contact MCBQ Qualified Recycling Program (QRP) at 703-432-0522 or 703-232-2962.

a. Under specific circumstances and direction, Supported Units may be required to return specific dunnage material (Javelin/Stinger dunnage). Additionally the ASP may request specific salvageable items to be returned to the ASP such as C995/AT-4 boxes and M757/Demo Kit boxes which are free of foreign debris and are in a serviceable condition.

CHAPTER 6

STAGING PROCEDURES

1. Staging Procedures

a. Staging is the process of storing A&E laden vehicles within the ASP overnight/weekends/holidays. It is encouraged for any Supported Unit with a required delivery to a range prior to 1200 to pre-stage A&E laden vehicles the day prior to the range. Staging also occurs when Supported Units arrive after non-routine operating hours in order to conduct returns.

NOTE

Supported Units requiring A&E in the morning, on weekends, or on ASP closure days, are strongly encouraged to stage ammunition requests the working day prior to the RDD.

NOTE

Staging of Security Risk Category I and II A&E is not authorized unless active Intrusion Detection Systems (IDS) or Armed Guards are in place.

(1) Prior to staging any vehicle (pre-stage for issue or stage for turn-in) the Supported Unit shall furnish an inventory of what is being staged for accountability and safety purposes.

(2) Once loaded and signed for by the Supported Unit, the Supported Units' vehicle(s) will be escorted to the designated Vehicle Staging Area (VSA).

(3) Vehicles staged in the VSA shall have one wheel chocked (front and back) per conveyance and fire extinguisher placed 10 feet in front of the vehicle.

(4) If a vehicle requires a key or any other device to operate, the Supported Unit must leave the key or device inside the vehicle in the event the vehicle must be moved due to an emergency.

(5) The Supported Unit will leave all required documents to complete the turn-in on the dashboard of the vehicle regardless of purpose (Issue/Return).

b. The VSA is limited by square footage and Net Explosive Weight limitations. As such, the VSA is afforded on a first come; first served basis.

c. Vehicles staged as a result of an inability to complete an operation (Issue or Return) will complete their operation the following business day, beginning at 0800. Staging of vehicles for more than one business day will be limited to reduce burden on both ASP and Supported Unit staffs.

2. Retrieving a Staged Vehicle.

(1) Upon request to retrieve a staged vehicle, the Duty Ammunition Technician will escort the Supported Unit to the VSA, verify the vehicle operator's credentials against the DD Form 626, and the Ammunition Technician/Representative against the DOA prior to release from the ASP.

(a) Supported Units requesting to retrieve a staged vehicle which has been staged for more than 24 hours since the DD Form 626 inspection, or upon a different vehicle operator arriving to retrieve the vehicle, the vehicle and driver will be subject to an additional DD Form 626 inspection.

CHAPTER 7

SECURITY

1. General. Ammunition and Explosives (A&E) requires constant surveillance while in storage and transportation. These requirements are reduced, but not completely mitigated by the use of Intrusion Detection Systems (IDS) or storage inside approved and locked approved magazines.

NOTE

Personnel requesting access to the ASP must have a valid government issued ID card. Exceptions will be considered on a case-by-case basis and approved by the OIC/SNCOIC.

2. Armed Guard. Prior to departing the ASP, the Supported Unit must provide an armed guard for the A&E until it is returned to the ASP. Security Requirements and arming of personnel is required by reference (e). Armed guards will serve as the Assistant Driver to the A&E laden vehicle and will have in their possession one of the following security weapons/ammunition:

- a. Service Pistol with (2) fully filled magazines.
- b. Service Rifle with (2) fully filled magazines.
- c. Service Shotgun with enough rounds to satisfy a fully filled tube with at least five additional rounds.

3. Security Risk Categories (SRC) and requirements.

a. SRC I. SRC I denotes the highest sensitivity assigned to missiles and rockets in a “ready-to-fire” configuration (AT-4, Stinger, etc.)

(1) Receipt of SRC 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.

(2) Continuous accountability and control of SRC I assets must be maintained at all times using DD Form 1907, Signature and Tally Record (Enclosure 8).

(a) Every effort will be made by ASP personnel to reduce the duration of designated SNCO/Officer or SRC I receiving individual must spend within in the ASP. Prior coordination with the ASP will reduce unnecessary queuing of SNCOs/Officers performing inventories of SRC I assets..

(b) Supported Units receiving SRC I assets are encouraged to coordinate time for SRC I asset inventory prior to staging or drawing assets.

(3) The movement of the SRC I material must be under armed surveillance accompanied by a commissioned or Warrant Officer, Staff Sergeant (E-6) or above, or Department of Defense civilian, GS-6, WL-1, WS, 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.

(4) Off-base movement of SRC I assets are required to have an additional Armed Guard in a separate security vehicle in accordance with reference (g).

b. SRC II. SRC II denotes the high sensitivity assigned to grenades, high explosives, and mines and specific missiles (e.g. TOW) not in a "ready-to-fire" configuration.

c. SRC III. SRC III denotes moderate sensitivity assigned A&E which is .50 caliber or higher, with explosive filled projectile, fuzes/initiators for high explosives, incendiary grenades, and detonating cord.

d. SRC IV. SRC IV denotes low sensitivity assigned A&E.

e. Transportation and security requirements for SRC II-IV requires one armed guard per vehicle unless ONLY transporting blank ammunition or CS capsules.

CHAPTER 8

REPORTS & NOTIFICATIONS

1. **Discrepancy Reporting.** The ASP uses NAVMC 11865 Discrepancy Reports (DISREPs) to record and communicate with Supported Unit, Major Supported Command staffs, and the MCBQ Explosive Safety Officer (ESO) identified discrepancies associated with the ammunition transactions process in an effort for Supported Units to identify negative trends and prevent recurrence.

a. Non-Explosive Safety Related DISREPs. A majority of DISREPs are generated by the ASP as a result of vehicle inspection failure. Failure to furnish adequate proof of driver's credentialing, satisfactory vehicle equipment, or ammunition documents (including load-plans) will result in the generation, recording, and submission of a DISREP to the Supported Unit and MSC.

b. Explosive Safety Related DISREPs are reserved for discrepancies related to Ammunition & Explosives (A&E) presenting unsafe explosive hazard(s) and require notification to the MCBQ ESO. The ASP may elect to not conduct any additional transactions with the Supported Unit until a corrective action plan to mitigate recurrence has been communicated to the ESO and/or recommend an investigation be conducted. Explosive Safety Related DISREPs are most often generated during Supported Unit Turn-In procedures. Examples of Explosive Safety Related DISREPs include but are not limited to:

(1) Negligent mishandling or misuse of A&E (e.g. excessive breakout, de-linking/linking operations (except where permitted by Supported Unit's local SOP)).

(2) Missing critical safety components (e.g. safety pins, clips, etc.) or unsafe material.

(3) Transportation of incompatible loads (except when transported in approved dromedary systems) or incompatible configuration for transportation (e.g. pre-primed demolitions, etc.). This includes the transportation of non-A&E in the same compartment as A&E (trash, dunnage, gear, etc.)

(4) Unsafe/Unstable Loads including missing banding on palletized loads, and/or inadequate strapping.

(5) Misfire/Malfunctions not declared safe by EOD prior to departing the range.

(6) Unlicensed/credentialed vehicle operators transporting A&E.

(7) Missing placards or improperly placarded vehicles.

(8) A&E not returned in 'as close to' factory pack as possible, with suitable dunnage/packing material.

2. **Malfunction Reporting.** Any failure of A&E to function in accordance with design, intent, and expected performance when fired, launched, or otherwise employed as specified shall be reported in accordance with reference (f). In the occurrence of a malfunction, Supported Units shall submit Ammunition Malfunction Reports in accordance with reference (g) and make recommendations to the ASP to locally suspend lots involved.

3. **Defect Reporting.** A defect is an imperfection which may prevent an item from functioning as intended or result in a malfunction. Defects include, but are not limited to, cracked cartridge case; loose primer; missing safety pin; deteriorated or leading propellant bags or containers; presence of excessive rust/corrosion; and obvious external damage, etc. In the occurrence of a defect, Supported Units shall submit Ammunition Defect Reports in accordance with reference (f) and notify the ASP.

4. **Reclassification.** Reclassification is the act of changing a previously assigned condition code applied to an ammunition lot number. It is the responsibility of the Supported Unit to ensure applicable Notices of Ammunition Reclassification (NARs) have been applied to the A&E in which they are receiving.

5. **Messages.** Ammunition Information Notices (AINs) and Cleared for Overhead Fire/Not Cleared for Overhead Fire Messages (CFOHF/NCFOHF) messages are published to provide additional information which may affect end user performance or provide special instructions. It is the responsibility of the Supported Unit to ensure applicable AINs/CFOHF/NCFOHF messages have been received, applied, and understood for the A&E in which they are receiving.

CHAPTER 9

AMMUNITION LOGISTICS PLANNING

1. General.

a. Communication with the ASP is paramount in planning. The ASP exists to assist Supported Units with Class V(W). Notify the ASP with any changes (delays, vehicle breakdowns, etc.) which may impact requisition fulfillment or turn-in.

b. Supported Units are encouraged to liaise with the ASP frequently; communicate with the ASP using MCB_Quantico_ASP@usmc.mil

2. Retrograde.

a. Retrograde planning must be included in the initial planning of every exercise/operation, not when the exercise/operation is drawing to a close.

b. Effective retrograde includes preparing A&E for return to the ASP. Returning assets to the ASP in a configuration other than issued will result in reclassification to the appropriate condition code.

c. If the Supported Unit does not have adequate resources to return assets to an 'as-issued' condition, the Supported Unit is encouraged to contact the ASP. In certain circumstances, the ASP may be able to dispatch an A&E contact team to assist returning assets to an 'as-issued' configuration (e.g. assisting in banding artillery skids/pallets, inventorying and applying traceable seals in the event of excessive breakout, etc.).

d. Serviceable A&E returned in a condition other than 'as-issued' will be re-issued to the Supported Unit in the same configuration as which it was returned.

e. Historical trends have identified approximately 40% of the A&E issued from the ASP is returned unexpended. A&E must be safeguarded from excessive breakout at all costs. Excessive breakout strains resources and delays return time significantly. Consider the following to avoid excessive breakout:

(1) Only distribute A&E at the firing line/point/training area as needed.

(2) Open and expend A&E containers beginning with the lowest quantity of A&E on hand of specific lot numbers and only as necessary.

(3) Issue/Expend all loose and unpackaged A&E prior to opening new factory packaged A&E.

(4) Retain all packaging material. Every effort shall be made by the Supported Unit to retain original packing material and return assets to as close to factory pack as possible.

(5) Ensure all dunnage and packing materials are not discarded until the turn-in process is complete.

(6) Do not break or remove factory or local seals or banding applied to containers, pallets, or skids, until the A&E is ready to be issued/expended. Every container returned to the ASP without a factory or ASP applied local seal is required to be opened, inventoried, and inspected.

(7) The Supported Unit shall return any assets to factory pack configuration while on the range prior to transport to the ASP. If warranted, the Supported Unit may be required to provide working party personnel in the event of excessive breakout to return A&E to factory pack configuration.

3. Non-DoD Storage Authorization. The ASP may store non-Department of Defense (Non-DoD) munitions upon approval from the Commander, Marine Corps Systems Command (Attn: PMM-152) via the Marine Corps Base Explosive Safety Officer. Should a Supported Unit require storage of Non-DoD A&E, enclosure (14) is provided as a reference.

TAMIS Total Ammunition Management Information System

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION		1. ISSUE	3. DOCUMENT NO.	4. LOCAL USE	5. FOR LOCAL USE	REQUEST STATUS							
For use of this form, see AR 710-2; the proponent agency is DCSLOG		2. TURN-IN				Pending							
7. SEND TO Accountable Officer MMQQ50 - QUANTICO, VA - ASP MC MCB Quantico G-4 ASP Quantico, Va 22134	8. REQUEST FROM	9. DATE MATERIEL REQUIRED 10/20/2011 at 0800 hr		10. PRIORITY 14 (USMC ASP)	11. ALLOCATION PERIOD October								
		MISSION EVENT CODE (MEC): YSS - TRAINING USE REQNS											
		13a. REQUESTED BY:				13b. DATE: 10/11/2011							
		14a. APPROVED BY:				14b. DATE: 10/12/2011							
		ASP ACCEPTOR:				DATE:							
		ISSUE DATE:		RNL: 11/29/2011									
28. REMARKS Training Dates From 10/21/2011 to 11/21/2011													
41 - Pre-Stage for next day pickup (USMC).													
Requestor: AMMO WILL BE PICKED UP @ 0600													
Select DODICs													
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	21. TEC	22. ACTION CODE	DOCUMENT NUMBER	AVAIL FORE AUTH	20. QTY REQUESTED	QTY APPROVED	QTY ASP ACCEPTED	Ranges	
1	K765	1365	RJOT CNTRL AGENT CS CAPSULE	EA	TRO	TIS	M3030012840181	2,491	0	14	14	14	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
TEC: TRO - Training Other											14	<input type="checkbox"/>	
APPROVAL TYPE		NAME		RANK	DSN	COM	EMAIL		DATE-SUBMITTED				
Requestor				SGT	703-784		Busmc.mil		10/11/2011 9:37:53 AM				
Approver				Sgt	703-432		Busmc.mil		10/12/2011 6:46:38 AM				

Figure 2. TAMIS Request (e581)

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. CVSA 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		YES NO	
c. ROUTE PLAN		f. COPY OF 49 CFR PART 397				b. TRAILER		YES NO	
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 (1)		DESTINATION (2)		COMMENTS (3)
	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. TARPAULIN*				
j. FUEL SYSTEM*					t. OTHER <i>(Specify)</i>				
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED <input type="checkbox"/>					REJECTED <input type="checkbox"/>				
<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 <input type="checkbox"/>					REJECTED <input type="checkbox"/>				
15. REMARKS									
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>				
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; TARPAULIN 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 <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>				
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>				

DD FORM 626, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

Reset

Page 1 of 3 Pages
Adobe Professional 8.0

Figure 3. DD Form 626 Vehicle Inspection Form

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.

Figure 5. Compatibility Requirements for Explosives in Transport

SIGNATURE AND TALLY RECORD (See DoD 4500.9-R for guidance) (Use of equivalent carrier-furnished signature and tally record is acceptable.)		OMB No. 0702-0027 OMB approval expires Jun 30, 2012		
<p>The public 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 Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (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.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.</p>				
DISTRIBUTION INSTRUCTIONS				
<p>(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.</p>				
SECTION I - TO BE COMPLETED BY THE SHIPPER				
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		
SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT				
16. CUSTODY RECORD				
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

Figure 8. DD-Form 1907 Signature and Tally Record

DEPARTMENT OF THE NAVY MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____ in accordance with _____

- the Federal Motor Carrier Safety Regulations (49 CFR 391.41 through 49 CFR 391.49) and/or NAVFAC P-307 with knowledge of driving duties of:

OR

- the requirements of NAVSEA SW023-AH-WH-M-010, NAVSUP P-638, NAVFAC P-300 or other applicable documents and with knowledge of the duties of:

A) CIVILIAN Commercial (706) or Explosives-carrying (720) Motor Vehicle Operator, highway use, or
 B) MILITARY Commercial (706) or Explosives - carrying (720) or Marine Corps Tactical Motor Vehicle Operator (706 or 720), highway use, or
 C) MILITARY/CIVILIAN Weight Handling Equipment (including cranes) Operator (704), or
 D) MILITARY/CIVILIAN Explosives Material Handling Equipment, including forklifts (MHE) Operator (721), non-highway use, or
 E) MILITARY/CIVILIAN Non-explosive MHE Operator (710), non-highway use, or
 F) MILITARY/CIVILIAN Civil Engineering Support Equipment Operator (712), or
 G) MILITARY/CIVILIAN Government highway use vehicle not requiring CDL Operator (712), and/or
 MILITARY/CIVILIAN Explosives Handler NOT operating MHE (721) (MARK "X", if also F or G vehicle operator, ALSO select or write F or G in box above.)

Note highest level (A to G) driver or operator is qualified to operate. Enter only 1
 Cross-outs not allowed

HANDLER RESTRICTIONS (721 ONLY):

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

Wearing corrective lenses Driving within an exempt intracity zone (49 CFR 391.62) Qualified by operation of 49 CFR 391.64
 Wearing hearing aid(s) Accompanied by a Skill Performance Evaluation Certificate (SPE) Accompanied by a _____ waiver/exemption file in my office.

MEDICAL EXAMINER'S NAME (Print):
 MD Nurse Practitioner
 DO Independent Duty Corpsman (levels D, E, F only)
 Physician Assistant (For active duty personnel only)

TELEPHONE NUMBER: _____ DATE: _____

SIGNATURE OF MEDICAL EXAMINER: _____

MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NUMBER: _____ ISSUING STATE/US TERRITORY: _____ NATIONAL FMCSA REGISTRY NUMBER: _____
 (Required for levels A,B,C only) (Required for levels A,B,C only) (Required for level A only)

SIGNATURE OF EXAMINEE: _____ INTRASTATE ONLY: CDL: YES NO DRIVER LICENSE NUMBER: _____ STATE/US TERRITORY: _____
 YES NO

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

OPNAV 8020/6 (REV FEB 2015)

Figure 9. OPNAV 8020 Medical Examiner's Certificate

CLASS V(W) DISCREPANCY REPORT (DISREP)		
Date: <input style="width: 150px;" type="text"/>		DISREP# <input style="width: 100px;" type="text"/>
<p style="text-align: center; margin: 0;"><u>Supported Unit Data</u></p> <p>Unit/TAMIS UIC: <input style="width: 100%;" type="text"/></p> <p>Unit Representative(s): <input style="width: 100%;" type="text"/></p> <p>Date/Time: <input style="width: 100%;" type="text"/></p> <p>Vehicle/Trailer No.: <input style="width: 100%;" type="text"/></p>	<p style="text-align: center; margin: 0;"><u>Supporting Activity Data</u></p> <p>Unit/DODAAC: <input style="width: 100%;" type="text"/></p> <p>Issue/Receipt: <input style="width: 100%;" type="text"/></p> <p>Vehicle Inspector: <input style="width: 100%;" type="text"/></p> <p>Reporting Official: <input style="width: 100%;" type="text"/></p>	
DISCREPANCIES		
<input type="checkbox"/> Hazmat Endorsement	<input type="checkbox"/> Tarpaulin	<input type="checkbox"/> Improper Dunnage
<input type="checkbox"/> Medical Certification	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Excess Gear
<input type="checkbox"/> Glove Box Edition	<input type="checkbox"/> Chock Blocks	<input type="checkbox"/> Segregation
<input type="checkbox"/> SF91/94	<input type="checkbox"/> Placards	<input type="checkbox"/> Excessive Breakout
<input type="checkbox"/> Load Plan	<input type="checkbox"/> Straps	<input type="checkbox"/> e581
<input type="checkbox"/> Route Plan	<input type="checkbox"/> Incompatible Load	<input type="checkbox"/> Incomplete/Improper Paperwork
<input type="checkbox"/> Mechanical Failure	<input type="checkbox"/> Packaging	<input type="checkbox"/> Armed Guard
<input type="checkbox"/> Warning Equipment	<input type="checkbox"/> Marking	<input type="checkbox"/> Delegation of Authority
<input type="checkbox"/> Other/Additional Information	<input type="checkbox"/> Enclosure Attached	<input type="checkbox"/> Photo Attached
<p>Other/Additional Information or Comments:</p> <div style="border: 1px solid black; height: 150px; background-color: #e0e0ff;"></div>		
ACKNOWLEDGEMENTS		
<u>Supporting Activity Supervisor:</u>		
Print: <input style="width: 150px;" type="text"/>	Sign: <input style="width: 150px; background-color: #e0e0ff;" type="text"/>	
<u>Supporting Unit Representative:</u>		
Print: <input style="width: 150px;" type="text"/>	Sign: <input style="width: 150px; background-color: #e0e0ff;" type="text"/>	
<u>Supporting Unit Supervisor:</u>		
Print: <input style="width: 150px;" type="text"/>	Notification Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sign: <input style="width: 150px; background-color: #e0e0ff;" type="text"/>
<u>Major Subordinate Command:</u>		
Print: <input style="width: 150px;" type="text"/>	Notification Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sign: <input style="width: 150px; background-color: #e0e0ff;" type="text"/>
<u>Explosives Safety Officer:</u>		
Print: <input style="width: 150px;" type="text"/>	Notification Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sign: <input style="width: 150px; background-color: #e0e0ff;" type="text"/>

Figure 10. NAVMC 11865 Discrepancy Report (DISREP)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY PROTECTIVE SERVICES BATTALION (CID)
9049 GUNSTON ROAD, BUILDING 2101B
FORT BELVOIR, VA 22060

CISA-ZP

29 January 2015

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

Figure 12. Example Off-Base Transportation Request



UNITED STATES MARINE CORPS
WEAPONS TRAINING BATTALION
TRAINING COMMAND
27211 GARAND ROAD
QUANTICO, VA 22134-5036

IN REPLY REFER TO:
8000
C476-4
17 Jul 19

From: Commanding Officer, Weapons Training Battalion
To: Commanding Officer, Marine Corps Installations Capitol Region - Marine
Corps Base Quantico (Attn: G4/ASP)
Via: Commanding General, Training Command (Attn: G4/Ammo)

Subj: URGENT PRIORITY 03 AMMUNITION REQUEST

Ref: (a) MCO 8010.13

1. Total Ammunition Management Information System (TAMIS) request number M123459200A001 is submitted with Urgency of Need Designator "A" and is prioritized as an URGENT/03 requisition.
2. The Required Delivery Date (RDD) is 19 Jul, 2019. The DODICs requested are A059 (10,000), A080 (10,000), A363 (400), and G878 (100).
3. The requested ammunition is intended to be used for mission essential tasks that cannot be accomplished within the timelines of UND B or C requisition.
4. Justification Statement: The request for ammunition is submitted in an abbreviated timeline due to a range recently becoming available within the range management system and is not attributed to administrative oversight.
5. Weapons Training Battalion acknowledges that this request does not constitute "head of the line" privilege over other previously scheduled customers.

I. M. COMMANDER

Figure 13. Example Priority Request Letter



UNITED STATES MARINE CORPS
 MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
 MARINE CORPS BASE QUANTICO
 3250 CATLIN AVENUE
 QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
 8011
 B036
 11 Jun 19

From: Officer in Charge, Explosive Ordnance Disposal, Marine Corps Base Quantico
 To: Commanding Officer, Marine Corps Installations National Capital Region, Marine Corps Base Quantico
 Via: Marine Corps Base Quantico Explosive Safety Officer
 Subj: REQUEST TO STORE NON-DEPARTMENT OF DEFENSE FOREIGN MUNITIONS AT MARINE CORPS BASE QUANTICO
 Ref: (a) NAVSEA OP 5 Vol 1
 (b) MCO 8020.10

Encl: (1) IHC Ser N854-1087/858 dated 11 Jul 2017

1. This is an initial request for non-DoD foreign munition items that are classified UNCLASSIFIED//FOUO, and support EOD foreign ordnance exploitation and disposal training scheduled for 24 June 2019.

2. Request authority to store Non-DoD foreign munitions at Marine Corps Base Quantico (MCBQ) Ammunition Supply Point (ASP) for Marine Corps Base Quantico EOD. These items will be used in EOD foreign ordnance exploitation and disposal training on 24 June 2019. All non-DoD foreign munitions will be disposed of by EOD.

3. In accordance with reference (a) and (b), request authorization to store the following Non-DoD foreign munitions at the MCBQ ASP:

NOMENCLATURE	QUANTITY	HC/D	TOTAL NEW (Lbs.)
Foreign Mine, TM46 with Booster without fuze, NEW 13.44Lbs	35	1.1D	470.40
Foreign Mine, TM62M with Booster without Fuze, NEW 18.65Lbs	36	1.1D	671.40
Foreign Mine, TM62P3 with Booster without fuze, NEW 16.35Lbs	4	1.1D	65.40
TOTAL NEW			1,207.20

4. The storage of Non-DoD foreign munitions will be in approved storage sites and segregated from DoD owned ammunition.

5. Point of contact for this matter is Staff Sergeant Caleb Pente at (703)784-5314, or caleb.pente@usmc.mil.

J. P. OTTO

Copy to:
 Class V(W) Binder
 MCBQ ASP
 MCBQ ESO

Figure 14. Request to Store Non-DoD Munitions