UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 8011.1A Ch 1
G-4
AUG 1 1 2015

FORCE ORDER 8011.1A Ch 1

From: Commander
To: Distribution List

Subj: MARINE FORCES RESERVE (MARFORRES) GROUND AMMUNITION AND EXPLOSIVES STANDARD OPERATING PROCEDURES (GROUND A&E SOP)

Encl: (1) New page inserts to ForO 8011.1A

1. Situation. To transmit new page inserts to this Order.

2. Mission. Effective the date signed, Commanders (CO)/Inspector-Instructors (I-I) will update and follow the policies and guidance contained within the Order in order to maintain accountability and proper control of all Class V(W) assets.

3. Execution

a. Remove and replace pages "iii", "iv", "v", and "vi" of the Table of Contents with updated page.

b. Remove and replace pages 2-2 thru 2-7, 3-1, all pages of Chapter 4, 5-4, and 8-1 with updated page.

c. Remove and replace pages F-1, F-2, N-1, and U-1 of the appendices with updated pages.

4. Summary of Changes

a. Chapter two updated responsibilities at the Major Subordinate Command and updated the Defense Logistics Agency Disposition Services naming convention.

b. Chapter four updated the ammunition request process which no longer uses the Commander's Training System (CTS). The placement of ammunition allowances at the Battalion/Squadron level allow unit commanders to manage annual training allowances previously held at the MARFORRES level. In addition, guidance for requesting ammunition Outside the Continental United States (OCONUS) is provided. Guidance on the requirement to collect and review authorization to store letters at local armories was also updated.

c. Special Allowance Request example was added as APPENDIX N.

d. The obsolete appendix for naval activity ammunition requests was deleted.

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5. Administration and Logistics

a. Filing Instructions. This change transmittal will be filed in front of the base Order.

b. Recommendations concerning the contents of this Order will be forwarded to MARFORRES G-4 via the chain of command.

6. Command and Signal

a. Command. This change is applicable to Marine Forces Reserve.

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

S. A. WENRICH
Chief of Staff

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UNITED STATES MARINE CORPS
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ForO 8011.1A
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FORCE ORDER 8011.1A

From: Commander
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Subj: MARINE FORCES RESERVE (MARFORRES) GROUND AMMUNITION AND EXPLOSIVES STANDARD OPERATING PROCEDURES (GROUND A&E SOP)

Ref: (a) NOSSAINST 8023.11B
(b) MCO 5530.14A
(c) MCO 8023.3B
(d) MCO P8020.10B
(e) MCO 8025.1E
(f) MCO 8011.5
(g) MCO 8010.13
(h) NAVSEA SW020-AF-HBK-010

Encl: (1) Ammunition and Explosives Standard Operating Procedures (A&E SOP)

1. Situation. MARFORRES units are dispersed throughout the country aboard host installations and at standalone Reserve Training Centers (RTC). With varying policies and guidance at each location, an all-inclusive directive is not practical. However, this Order intends to provide Commanding Officers (CO)/Inspector-Instructors (I-I) with detailed procedures and amplifying instructions to current orders, directives, and the references listed as they apply to MARFORRES.

2. Cancellation. ForO 8011.1

3. Mission. Effective the date signed, in accordance with the references, CO/I-I's will follow the policies and guidance contained within the enclosure of this Order for the management of ground ammunition and explosives in order to maintain accountability and proper control of all class V(W) assets.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To provide overarching ground Ammunition and Explosive (A&E) policy and guidance to all Reserve units. This Order describes the variations encountered when coordinating with supporting activities and other Services, while providing directions to meet Marine Corps regulations.

(b) Method. COs/I-I's will familiarize themselves with the responsibilities for personnel charged with the management of A&E at all levels. This includes handling, storage, security, transportation, requisitioning, disposition, accounting, and safety of A&E. Understanding many I-I staffs do not retain Active Component (AC) Ammunition Technicians, MOS 2311, this Order provides information to mitigate this Force wide

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constraint. Therefore, step-by-step procedures, sample format letters, and timeline constraints for administrative requirements are provided to aid in planning and establishing desktop procedures.

(c) Endstate. An effectively managed and safely controlled A&E Program in support of security, training, and burial detail requirements.

(2) Concept of Operations. COs/I-I will ensure strict compliance with the instruction contained in this Order. In the case of conflicting policies or regulations, the most stringent policy or regulation shall apply. Conflicting policies will be reported to MARFORRES G-4 by the most expeditious means possible.

b. Subordinate Element Missions. Comply with the intent of the references and the content of this Order.

5. Administration and Logistics. Recommendations concerning the contents of this Order will be forwarded to MARFORRES G-4 via the chain of command.

6. Command and Signal

a. Command. This order is applicable to Marine Forces Reserve.

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

S. A. WENRICH
Chief of Staff

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LOCATOR SHEET

Subj: AMMUNITION AND EXPLOSIVES STANDARD OPERATING PROCEDURES (A&E SOP)

Location: _____

(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General Instructions

1. Introduction. This chapter provides the requirements for documenting processes in order to safely conduct the administration and management of class V(W) at the supported unit.

2. Background. Due to the hazardous nature of class V(W) materiel, standardization of processes and procedures is required for accounting, handling, storage, and management of all class V(W).

3. Standard Operating Procedure (SOP) Development

a. The requirement for an SOP apply to all units conducting the following operations:

(1) Recurring operations involving the handling, transporting, and storing of Class V(W).

(2) Training involving live class V(W).

(3) The establishment of an Ammunition Holding Area (AHA).

b. Exemptions. The following operations are exempt from the requirements of reference (a); however, written procedures should be retained for continuity and standardization of procedures:

(1) Units conducting formal field training, which are covered by technical directives and/or field manuals.

(2) Training exercise (operational range) support units who solely transport, store, and handle limited quantities of Hazard Class 1 Division 4 (C/D 1.4) items between ready service storage facilities, transport vehicles, and small boats.

(3) Units establishing field storage sites for overnight storage in support of range operations.

(4) A units requisition, account management, and expenditure reporting processes involving Ammunition and Explosives (A&E).

4. Desktop Procedures. Desktop procedures document the most frequent, recurring tasks, and routines that are associated with a particular billet. Units will establish desktop procedures to include at a minimum the following information:

a. Billet name and description of the purpose and duties of the billet.

b. A list of other billets within the command that require routine coordination.

c. A list of points of contact with electronic mail (e-mail) addresses and phone numbers that are routinely used by the billet holder. Points of contact may be within the billet holder's command or external to the command. Typically, such points of contact will include supported customers, internal support activities, and key personnel who provide technical advice.

d. A list of reconciliation, coordination, liaison, and reporting requirements of the billet to recipients external to the ammunition section.

e. Chain of command to include the billet supervisor and a list of billets under the supervision of the billet holder.

f. A list of directives, technical publications, and references applicable to the billet holder.

g. A list of any reports that are routinely received by the billet holder or prepared by the billet holder. This includes reports or extracts of reports of inspections and analyses of the billet's functional areas of responsibility. In addition, any corrective action applied to noted discrepancies will be documented and included with the reports.

h. A detailed description of the procedures employed to perform routine functions of the billet that are not covered by existing directives and/or technical publications.

i. A record of lessons learned, associated hazards, and any other similar miscellaneous information of value to a future billet holder.

j. Any correspondence or memorandums for the record.

k. Documentation of significant past, present, and future evolutions/exercises. Major projects will be documented to show their goal, scheme by which the goal is to be achieved, associated milestones, and record of milestone completion.

Chapter 2

Responsibilities

1. Introduction. This chapter outlines key personnel involved in the management and accountability of class V(W) materiel. Although all personnel involved have an inherent responsibility to safely handle, store, and account for A&E during operations the following personnel provide oversight to ensure compliance.

2. Commanders/Inspector-Instructors. Commanders/Inspector-Instructors at all levels are responsible for the management and control of class V(W). Specifically, Commanders/Inspector-Instructors shall:

a. Ensure orders, policies, and desktop procedures for class V(W) accountability are established.

b. Account for class V(W) in accordance with this Order. This includes all blank, inert, security, safety, training, and dummy ammunition stored in locally controlled ready service lockers or armories. Ammunition NSN/Lot Number Record (NAVMC 10774), APPENDIX A, will be used for maintaining/recording custody transactions.

c. Appoint in writing, an Arms, Ammunition and Explosives (AA&E) Officer. The AA&E Officer will be an individual that has direct control/responsibility of the armory (e.g., Armory Officer, Ordnance Officer, and S-4 Officer).

d. Ensure appointment, acceptance, and revocation letters are retained for three years from date of appointment/relief.

e. Ensure all personnel who account for, maintain, receipt for, handle, distribute, conduct disposal operations, or have security responsibilities for class V(W) in the performance of their primary duties are properly screened and that this screening is properly conducted, documented, and maintained in accordance with references (b) and (c).

f. Ensure a disinterested Officer/Staff Non-Commissioned Officer (SNCO) is appointed in writing to conduct and document monthly inventories of class V(W) stored in locally controlled ready service lockers or armories. To best maintain the integrity of the account, a different Officer/SNCO should be appointed each month.

g. Ensure annual AA&E Awareness Training is conducted and incorporated into the unit annual training schedules and Professional Military Education (PME) in accordance with reference (b).

h. Ensure a 100-percent Fiscal Year (FY) inventory of all class V(W) held is conducted and properly documented on appropriate accounting records (e.g., NAVMC 10774) and supporting documentation is maintained for three years.

i. Ensure that all personnel are aware of, and comply with, Missing, Lost, Stolen, or Recovered (MLSR) reporting per reference (b).

j. Ensure the class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of class V(W) assets. This form will be completed

at the range by the Officer in Charge (OIC) and the ammunition representative, to include signatures of both parties, prior to any ammunition leaving the range for transport to the supporting ammunition storage activity.

k. Ensure class V(W) recordkeeping personnel are escorted at all times to class V(W) storage sites.

l. Ensure authorized storage allowances are requested and maintained in accordance with reference (d).

m. Ensure only authorized personnel are permitted to sign for class V(W) supplies. The requisition, approval, and receipt of class V(W) transactions must be delegated utilizing NAVMC 11797, APPENDIX B.

n. Request and forecast all known ammunition requirements to supporting ammunition storage activities via the Total Ammunition Management Information System (TAMIS).

o. Ensure that ammunition is only issued/expended for authorized purposes.

p. Ensure a board chairperson is assigned in writing to manage the unit's Qualification/Certification Program per reference (c) for those units assigned Ammunition Technicians (MOS 2311).

q. Appoint in writing, an A&E Audit and Verification Officer (A&E AVO) to validate and audit class V(W) accounting procedures per this Order.

3. Major Subordinate Command (MSC), MARFORRES

a. Validate respective unit's Department of Defense Activity Address Code (DODAAC) and densities in the Detailed Allowance Report (DAR) annually.

b. Monitor and validate each ammunition request to ensure baseline allowance is used in support of Training and Readiness Manuals (T&R) standards.

c. Validate distribution plan for internal allowance moves within TAMIS, prior to submitting change requests to MARFORRES G-4.

d. Validate annual submission of Authorization to Store letters submitted to MARFORRES G-4.

4. Marine Forces Reserve (MARFORRES) Ammunition Officer. Serves within the G-4 Supply Section and reports to the MARFORRES Supply Officer. The following are duties inherent to the ammunition officer billet:

a. Manage class V(W) training allowances, and when required, coordinate special allowance requirements.

b. Monitor class V(W) requisitions from subordinate units to ensure allowances are not exceeded.

c. Monitor class V(W) malfunction and defect reports for accuracy and completeness in accordance with reference (e).

d. Monitor unit requests to ensure compliance with Chapter 4 of this Order.

e. Provide assistance to commanders on matters relating to class V(W).

f. Coordinate procedures between subordinate units and supporting activities.

g. Provide A&E management support and guidance to Marine Forces North headquarters.

5. Arms, Ammunition, and Explosives (AA&E) Officer

a. Responsibility. The AA&E Officer is responsible for the physical accountability of the class V(W) account to include the training of ammunition personnel in accordance with reference (b). For specific arms related duties see requirements listed in reference (b).

b. Requirement. Individuals assigned as an AA&E Officer will be assigned in writing will meet the rank/grade requirements of reference (b).

c. Command Relationship. The AA&E Officer shall be an individual that has direct control/responsibility of the armory (e.g., Armory Officer, Ordnance Officer, and S-4 Officer).

d. Duties

(1) Within 30 days of appointment:

(a) Conduct a 100-percent physical inventory of all AA&E.

(b) Review AA&E billet appointment letters.

(c) Review current A&E Authorization to Store letter.

(d) Review AA&E screening records.

(e) Review results of the last A&E Verification Officer/SNCO quarterly audit.

(f) Review AA&E billet desktop and turnovers.

(g) Review current year United States Marine Corps Physical Security/Crime Prevention Survey (NAVMC 11121).

(h) Report any discrepancies immediately during the review and inventory process to the appointing officer. This includes initiating an MLSR reporting process. See reference (b).

(i) Submit and retain copies of the completed review of all AA&E records and inventory to the Commander/Inspector-Instructor. Retain copies in the AA&E turnover binder for a period of six years and three months from date of appointment/relief.

(2) Maintain close liaison with the Command Security Officer (CSO).

(3) Assist the CSO, Provost Marshal's Office (PMO), Naval Criminal Investigative Service (NCIS) agents, and other assigned personnel in investigating AA&E losses.

(4) Document the results of the AA&E Officer initial inventory on the NAVMC 10774 Cards.

(5) Ensure range OICs comply with those duties/procedures outlined in paragraph 7 of this chapter.

(6) Ensure all personnel who account for, maintain, handle, distribute, conduct disposal operations or have security responsibilities for class V(W) in the performance of their primary duties are properly screened, qualified, and documented in accordance with references (b) and (c).

(7) Ensure annual AA&E awareness training is conducted, incorporated, and documented within the unit annual training plan and Professional Military Education (PME) in accordance with reference (b).

(8) During the conduct of quarterly reviews and inspections required by reference (b) review:

(a) AA&E billet appointment letters.

(b) AA&E screening packages.

(c) AA&E billet desktop and turnovers.

(d) Results of the A&E Audit and Verification Officer/SNCO quarterly audit.

(e) Results of the current year United States Marine Corps Physical Security/Crime Prevention Survey (NAVMC 11121).

(f) Accountable balances of NAVMC 10774 cards to validate adjustments to the accountable records have substantiating documentation.

(g) Inventories of monthly A&E to ensure they are completed.

6. Ammunition and Explosives Audit and Verification Officer (A&E AVO)

a. Responsibility. The A&E AVO is responsible for the verification and validation of class V(W) issue, receipt, and expenditure documentation.

b. Requirement. Individuals assigned as an A&E AVO will be assigned in writing within 30 days of assignment and will be a commissioned officer, warrant officer, SNCO, or civilian equivalent (GS-9 or above).

c. Command Relationship. The A&E AVO reports directly to the Commander on matters related to class V(W). The individual appointed shall be a disinterested individual without an assigned role in the class V(W) requisitioning and/or approval process.

d. Duties

(1) Ensure the ammunition technician submits the completed NAVMC 11381 (APPENDIX C) and a legible copy of issue and receipt documents to the command within seven days after the completion of the range or exercise. Ammunition drawn from the local supporting ammunition storage activity will be returned using the original document number as issued and a suffix code.

(2) Audit and certify the NAVMC 11381 within seven days after completion of the range or exercise to ensure all unused ammunition has been returned to the supporting ammunition storage activity. A typical NAVMC 11381 audit consists of the verification of the following documentation:

(a) NAVMC 11381 Expenditure Report.

(b) Original Issue Release/Receipt Document, DD Form 1348-1A (APPENDIX D) or electronic Request for Issue and Turn in of Ammunition, DA Form 581 (E581)(APPENDIX E).

(c) Copy of DD Form 1348-1A Receipt Document or E581

(3) Ensure NAVMC 11381 are maintained by FY and retained for current year plus two prior FYs as of the closing date of the expenditure. For those NAVMC 11381s which correspond to ammunition maintained on NAVMC 10774s, the retention period shall be three years from placement of NAVMC 10774 in the inactive file.

(4) Conduct quarterly audits of the command class V(W) management as follows:

(a) Cross-reference DD Form 1348-1A Issue Release/Receipt documentation with E581's.

(b) Verify retention of supporting documentation in accordance with reference (b) to include the original DD Form 1348-1A, NAVMC 10774, and NAVMC 11381s.

(c) Ensure AA&E screening is documented and maintained.

7. Range Officer in Charge (OIC). The Range OIC will ensure the following tasks are completed:

a. Conduct a joint inventory of the class V(W) received at the range/firing site with designated personnel delivering the munitions. The Range OIC will verify the lot number on each container against the supporting documentation by comparing the item, lot number, and quantity against the supporting documentation.

b. The Range OIC is responsible to certify that the receipt and expenditure data is accurate on the NAVMC 11381. The Range OIC signature on the NAVMC 11381 certifies the quantities listed on the Form to be accurate.

c. All NAVMC 11381s are completed on the range after the exercise is completed and before any unused ammunition is returned to the supporting ammunition storage activity.

d. All class V(W) malfunctions and defects are reported to range control in accordance with reference (e).

e. Class V(W) is properly handled, transported, stored, and accounted for within the training area from the time of receipt to the time of expenditure or returned to the supporting ammunition storage activity.

f. Screen all Material Potentially Presenting an Explosive Hazard (MPPEH) for Ammunition, Explosives, or Dangerous Articles (AEDA) prior to the departure from the range/storage site while ensuring all class V(W) packaging material is retained for retrograde/materiel returns.

g. Ensure all class V(W) packaging material is retained for retrograde/materiel returns.

8. Range Safety Officer (RSO). During firing exercises, the RSO may have no additional duties beyond those necessary for the safe operation of the range.

9. Qualification/Certification (Qual/Cert) Board Chairperson. A Qual/Cert Board Chairperson shall be assigned in writing in accordance with reference (c). In the event no Ammunition Officer, MOS 2340, or Master Gunnery Sergeant/Master Sergeant, MOS 2311 is available, the Commander/Inspector-Instructor may assign the most qualified individual or request assistance from the unit's chain of command. Due to the related screening requirements with the AA&E process, the AA&E Officer may hold this additional duty.

10. Defense Logistics Agency, Disposition Services

a. Supported units shall verify local DLA-DS procedures prior to returning material. Many Army supporting activities require all packaging material and expended brass casings be returned for accountability.

b. The DD Form 1348-1A return document must have the signatures of two individuals listed on the Delegation of Authority (DOA). The DOA is generally required to be submitted in naval letter format. The first signature certifies there is no live ammunition included with the dunnage, while the second signature verifies the statement to be true. The following statement is generally included on all dunnage DLA-DA DD Form 1348-1A return documents: "This certifies and verifies that the AEDA residue, range residue, and/or explosive contaminated property listed have been 100-percent inspected and to the best of our knowledge and belief, are inert and/or free of explosives or related materials."

11. Conflicts of Interest. Commanders at all levels shall ensure that Ammunition technicians/personnel are not assigned additional or collateral duties which would conflict with their ammunition management responsibilities.

a. Ammunition personnel will not be appointed as investigating officers for any class V(W) property accountability related investigations for assets for which they are either directly or indirectly responsible.

b. Ammunition personnel will not be appointed as a Responsible Officer (RO) for any weapons or ordnance.

c. Ammunition personnel will not be assigned duties that conflict with their responsibility to maintain accountable records or potentially put them

in situations susceptible to improper influence or manipulation of the accountability process.

d. Ammunition personnel who do not maintain class V(W) inventory records and reports can be assigned as a weapons custodian. It is paramount that the commands maintain the two-person integrity rule at all times.

e. Ammunition record keeping personnel are not authorized to conduct any type of armory inventory (arms or class V(W)).

f. Ammunition record keeping personnel must be escorted at all times to class V(W) storage sites, including the armory.

g. The below matrix is provided to assist Commanders/Inspector-Instructors in the assignment of personnel with AA&E related responsibilities. An "X" in the block denotes the ability to perform the function listed.

	Ammunition Technician/Handler	AA&E Officer	A&E AVO	Range Officer in Charge	Range Safety Officer
Ammunition Technician/Handler	X			X	X
AA&E Officer		X		X	X
A&E AVO			X		X
Range Officer in Charge		X		X	
Range Safety Officer	X	X			X

Figure 2-1.- Unit Billet Conflict Matrix

Chapter 3

Allowances

1. Introduction. This chapter provides information to assist units in the process of validating data to determine baseline allowances for each fiscal year. Training allowances are determined in accordance with references (f).

2. Detailed Allowance Report (DAR). Annually, during the 3rd quarter, the DAR is sent electronically to MSCs to allow ammunition managers to validate the densities of their respective subordinate commands. Allowances are based on personnel and weapons densities which serve as the basis for the computation of the near-year ammunition allowance. During the 4th quarter, ammunition allowances are computed by Headquarters Marine Corps (TECOM) and distributed via the TAMIS. These computed allowances are the initial quantities authorized for training ammunition for a given FY.

a. Due to MARFORRES unit's geographical layout and staffing capabilities, ammunition allowances within TAMIS are managed by the MARFORRES G-4 Ammunition Section. As a shared service within MARFORRES G-4, the Ammunition Section coordinates support at all levels within the Force.

b. Ceremonial funeral detail, safety and security ammunition requirements are operational allowances which are distributed from annual training allowances and may be rotated on a reasonable periodic basis to replace ammunition found to have incidental damage that occurs from routine handling.

c. Serviceable security and safety ammunition being replaced may be expended as training assets. For requisitioning and storage authority of funeral, safety and security ammunition in local armories see Chapter 4.

3. Special Allowance Requests (SAR). A special allowance request will be submitted to the MSC G-3 using the format in APPENDIX N. A SAR will be submitted in a timely manner to meet the forecasting timeline in Chapter 4 of this Order and allow for the following coordination:

a. Redistribution of assets within the unit's MSC will occur prior to requesting a special allowance to MARFORRES G-4. In most cases, special allowances can be supported from within an MSC.

b. If reallocation within the respective MSC cannot fulfill the validated requirement, further redistribution of assets within the MARFORRES annual training allowance will occur with approval of MARFORRES G-3.

c. Validated requirements unable to be supported within the MARFORRES annual training allowance will be forwarded to adjacent MARFORs for support. This generally will only occur when MARFORRES has reached an 80% expenditure/forecast level for the requested items.

d. When all efforts to redistribute have been exhausted, the submitted special allowance request will be forwarded to Commanding General, Training and Education Command by MARFORRES G-4.

Chapter 4

Requisitioning Procedures

1. Introduction. This chapter outlines instructions on how to requisition ammunition and the general requirements necessary when planning for both CONUS and OCONUS events.

2. Total Ammunition Management Information System (TAMIS). TAMIS is used for allocating, forecasting, requisitioning, expenditure reporting, redistribution, and management of class V(W) training allowances.

a. Account Creation. Users requiring new TAMIS accounts will provide the following information to their respective MSC for account creation. Once the account is created, MARFORRES G-4 will assign permissions. The below information will be submitted to MARFORRES G-4 via the MSC:

(1) Name (First, Last).

(2) Rank (optional).

(3) E-mail address.

(4) Commercial phone number to include area/country code.

(5) Billet assigned (optional).

(6) Country.

(7) State.

(8) Requested permissions (Requestor/Approver).

b. Account Modification. Units requiring modifications to existing TAMIS accounts will provide their TAMIS username to their MSC for modification of permissions.

c. 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 supporting activity 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 supporting activity.

(1) Ammunition managers will execute forecasts within TAMIS at the battalion/squadron or regimental/group level.

(2) A supporting activity may reject any request for issue if the request was not properly forecasted, or if the assets are not available. Unforecasted requirements may also result in the requesting unit or organization being charged transportation fees to cover the cost of short-notice, unplanned shipments.

(3) Some Ammunition Supply Points (ASP) located near Reserve Training Centers (RTC) may not be available to support storage of Marine Corps training requirements and therefore not listed in TAMIS as available to

forecast. In addition, ASPs listed in TAMIS as "local use only" will not be selected without prior approval from MARFORRES G-4.

(4) Accurate and timely forecasts are the key to an effective ammunition management program. Inaccurate or late forecasts are a leading cause of class V(W) shortages at supporting activities and loss of training opportunities. Training managers at all levels will monitor and validate their unit forecasts for accuracy. Figure 4-1 describes the ammunition request and TAMIS forecasting timeline:

Month Conducting Training	Last Day to Forecast in TAMIS
October	31 July
November	31 August
December	30 September
January	31 October
February	30 November
March	31 December
April	31 January
May	28 February
June	31 March
July	30 April
August	31 May
September	30 June
Column A	Column B

Figure 4-1.—Ammunition Request/TAMIS Forecasting Timeline

(5) Units submitting requests outside of the TAMIS forecasting timeline (Column B) will submit an "Unforecasted Justification Letter" to the MARFORRES G-3, in order to validate the requirement. The MSC level endorsement must be signed by the MSC Chief of Staff or the next O-6 in the chain of command, if not available. See Figure O-1, APPENDIX O. To validate supported Department of Defense Identification Codes (DODICs) and quantities, the supported unit's justification letter will list the following:

(a) The reason for the late request.

(b) The impact to unit readiness if the training does not occur.

(c) The reason the training evolution cannot be shifted to an open forecast month.

(6) Once approved by MARFORRES G-3, requests will then be forwarded to Marine Corps Systems Command (MARCORSYSCOM) Program Manager Ammunition (PM AMMO) by MARFORRES G-4 for a feasibility of support determination at the supporting ASP.

d. OCONUS Ammunition Requests. Ammunition for OCONUS exercises are planned during exercise planning conferences throughout the lifecycle planning process. Generally, during the conclusion of the Mid-planning Conference (MPC) ammunition requirements are finalized and submitted to MARFORRES G-4 via the MSC to begin coordination with the supported MARFOR. Ammunition requirements for units participating in OCONUS exercises are taken

from the unit's annual training allowance. The following specific considerations apply to each respective MARFOR:

(1) Marine Forces Africa/Marine Forces Europe (MARFORAF/MARFOREUR). When planning for ammunition usage in this area of operation (AO), ammunition requirements will need to be submitted to MARFORRES G-4 no later than (NLT) 120 days prior to the date of exercise execution.

(a) Ammunition submissions will provide each unit's DODIC and quantity requirement as well as a total roll-up of DODIC and quantity for MARFORRES. This requirement allows for transfer of allowances from MARFORRES to the MARFORAF/MARFOREUR TAMIS accounts.

(b) Once received, MARFORAF/MARFOREUR G-4 Ammo will source/forecast physical assets from various locations.

(c) Ammunition in support of Partnering Nation (PN) requirements will be requested, coordinated, and sourced by MARFORAF/MARFOREUR. The planned DODIC and quantity roll-up for PN ammunition will be identified concurrently at the time MARFORRES requirements are submitted.

(2) Marine Forces Pacific (MARFORPAC). When planning for ammunition usage in this AO, ammunition requirements will need to be submitted to MARFORRES G-4 NLT 120 days prior to the date of exercise execution.

(a) Ammunition submissions will provide each unit's DODIC and quantity requirement as well as a total roll-up of DODIC and quantity for MARFORRES. This requirement allows MARFORRES G-4 to effect the transfers of allowances from each participating unit to the lead unit's TAMIS account.

(b) Once assets are placed in the MARFORRES lead unit's TAMIS account, the unit's ammunition manager will forecast the total roll-up requirement to the supporting OCONUS ASP.

(c) Ammunition in support of PN requirements will be requested, coordinated and sourced by MARFORPAC. The planned DODIC and quantity roll-up for PN ammunition will be identified and submitted concurrently at the time MARFORRES requirements are submitted.

(3) Marine Forces South (MARFORSOUTH). When planning for ammunition usage in this AO, ammunition requirements will need to be submitted to MARFORRES G-4 NLT 120 days prior to the date of exercise execution.

(a) MARFORRES G-4 will assist MARFORSOUTH in coordinating with MARCORSYSCOM PM AMMO to determine a sourcing and movement plan.

(b) Ammunition in support of PN requirements will be requested, coordinated and sourced by MARFORPAC. The planned DODIC and quantity roll-up for PN ammunition will be identified and submitted concurrently at the time MARFORRES requirements are submitted.

(4) Marine Forces North (MARFORNORTH). Ammunition in support of MARFORNORTH operations and exercises are planned and managed by MARFORNORTH G-4.

(a) MARFORNORTH operating forces are composed of elements of various MARFORRES units. Therefore, allowances to support pre-deployment training are sourced from within MARFORRES allowances and transferred to the MARFORNORTH TAMIS account for forecasting and requisitioning.

(b) MARFORNORTH requests, coordinates, and sources PN requirements with coordination of MARCORSYSCOM PM AMMO.

e. Home Training Center (HTC) shipment requests may be used for units geographically separated from a supporting Ammunition Supply Point (ASP). These requests are limited to shipments in support of security, safety, and funeral ammunition requirements.

(1) HTC shipments will be requested following the forecasting timeline in this order and may not be used to circumvent the TAMIS lockout period.

(2) An electronic DA Form 581 (E581) will be created by the supported unit, listing the Point of Contact (POC) who is expected to receipt for the ammunition, the physical address of the HTC, and the POC's phone number.

(3) Once created and approved by the supported unit, the E581 document number will be validated by MARFORRES G-4 once the approval by MARCORSYSCOM PM AMMO is received.

3. Delegation 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 class V(W). The Commander will delegate this responsibility utilizing NAVMC 11797, Notice of Delegation of Authority (DOA) to Request, Approve, and Receive Class V(W), APPENDIX B.

a. The use of NAVMC 11797 is required for all supported units requisitioning from class V(W) supporting activities.

b. Ammunition will not be issued to a unit if a current NAVMC 11797 is not on file or up to date at the supporting activity. Ammunition Supply Points may "Disapprove" requests if a current DOA is not on-hand at the time the unit submits the electronic DA Form 581 (E581).

c. Submission of the NAVMC 11797 to the supporting ASP is an annual requirement. Modifications to the designated expiration date must be coordinated with the supporting activity.

d. If no ammunition technicians are available to complete the requisitioning/receipt process, it is recommended that the command assign ammunition handlers to accomplish the requisitioning/receipt process in order to maintain two-person integrity. Ammunition handlers shall be screened in accordance with references (b) and (c). Ammunition handlers listed to "receive" on the NAVMC 11797 Form will complete the following web-based training:

(1) Ammo-18-DL, Basics of Naval Explosives Hazard Control.

(2) Ammo-45-DL, Introduction to Ammunition.

(3) Ammo-51-MV, Naval Motor Vehicle and Railcar Inspectors Course Inspection.

e. APPENDIX F provides further guidance for ammunition specific training requirements.

f. At no time will an individual "Request" and "Approve" the same ammunition request in TAMIS.

g. For detailed instructions on completing the NAVMC 11797 see reference (g).

h. At supporting Army and Army National Guard ammunition storage activities, an "Assumption of Command" letter is required with an approved DOA prior to receiving class V(W). Army supporting activities are authorized to accept NAVMC 11797 or DA Form 1687, Notification of Delegation of Authority-Receipt for Supplies. The unit should contact each storage activity to determine the correct form.

4. TAMIS Procedures. Personnel designated to request and approve class V(W) requisitions will request access to TAMIS for the execution of their authority. Step-by-step procedures for the administration and management of the following TAMIS procedures may be found as follows:

a. Establishing Roles, APPENDIX G.

b. E581 Forecast and Request Procedures (TAMIS), APPENDIX H.

c. Requisition Approval (TAMIS), APPENDIX I.

d. Requisition Modification (TAMIS), APPENDIX J.

e. Requisition Reconciliation (TAMIS), APPENDIX K.

f. Requisition Cancellation (TAMIS), APPENDIX L.

5. Security, Safety, and Funeral. The following are specific instructions for requisitioning and storing security, safety, and funeral detail ammunition.

a. Units requesting this type of ammunition from an Army or Army National Guard facility must place the following statement on the corresponding E581, remarks section, when requisitioning:

"(Security, Safety, and/or Funeral) ammunition. No retrograde will be returned."

b. Ammunition for security, safety, and funeral are part of the Marine Corps training requirement. Units will use Event Code "TRO" since those requirements are supported through unit training authorizations in TAMIS.

c. Upon receipt and storage of security, safety, and funeral ammunition in the unit armory, the corresponding E581 will be reconciled in TAMIS within seven business days.

6. Authorization to Store A&E. Authorization to store A&E in local armories will be authorized in writing. At a minimum, units not located aboard an installation must have battalion/squadron commander approval. Units located aboard an installation hosted by another service will follow local

requirements for storage and must not exceed that service's allowable quantities. Only ammunition in support of security, funeral detail, and safety requirements will be stored.

a. On Marine Corps installations, quantities are limited to mission essential quantities required for security, safety, and funeral detail support. In addition, the below must be strictly adhered to:

(1) No more than 25 pounds net explosive weight (NEW) of HC/D 1.4 can be stored.

(2) No more than 10 pounds NEW of HC/D 1.3 can be stored.

(3) When combining HC/D 1.3, and 1.4, no more than 35 pounds total NEW can be stored, of which no more than 10 pounds NEW can be HC/D 1.3.

(4) No more than 3,000 pounds NEW of HC/D 1.4S, can be stored. The amount of HC/D 1.4S is not included in the limits identified above.

b. Authorization letters will be validated annually at the beginning of each fiscal year and a copy submitted electronically to MARFORRES G-4 via the respective MSC G-4. See APPENDIX M.

c. Ammunition requisitioned for training requirements may not be stored at local unit armories without approval from MARFORRES G-4. These requests are intended to provide relief to units with training schedules that conflict with the support ASP's operating hours.

(1) Requests may not exceed above quantity limits or the host installation quantity limits for storage.

(2) Requests for temporary storage of training ammunition will be endorsed through the chain of command to MARFORRES G-4 no less than thirty 30 days prior.

(3) Approvals to temporarily store training ammunition will remain valid for the time specified in the authorization letter.

7. Serial Log. A serial log must be utilized to track document numbers internally. At a minimum, a serial log should contain the following fields:

a. Document Number.

b. Unit.

c. DODIC.

d. Quantity.

e. Required Delivery Date (RDD).

f. Priority Designator. (Marine Corps ASP use)

g. Range.

h. Training Start Date.

i. Reconcile No Later Than (RNLT) Date.

j. Remarks.

Chapter 5

Transportation, Returns, and Receipt Procedures

1. Introduction. Although ammunition transportation requirements vary from installation to installation, this chapter lists minimum requirements unit ammunition technicians/handlers must adhere to while transporting class V(W) from supporting activities.

2. Transportation. Local and state regulations will be adhered to while transporting class V(W) materiel. To assist in determining local requirements, it is recommended that prior to arriving at a supporting activity, units should contact that local ASP for specific guidance at least 30 days prior.

a. Documentation

(1) Motor Vehicle Inspection (Transporting Hazardous Materials), DD Form 626. See reference (h) for current version.

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

(3) Commercial Driver's License (CDL). Military drivers are exempt from CDL requirements. The driver shall have a valid state driver's license.

(4) Current Medical Examiner's Certificate (MEC). This special duty physical examination is required every two years until age 60, and annually thereafter. These requirements apply to military personnel, as well as civilian drivers. Military personnel with a comprehensive history and physical examination will follow a 5-year periodicity as provided by 49 CFR 383.3. Reference NAVMED 117 for further guidance.

(5) (U.S Government Motor Vehicle Operators Identification Card), OF 346.

(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) or equivalent. The equivalent would be applicable pages of the ERG (i.e. 112, 114, 153).

(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 (h).

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

(11) SF-94, Witness Statement.

(12) Placards. For the hazard classification and division being transported.

b. Equipment Requirements. Reference (h) provides a complete list of transportation requirements.

c. Load Plan. The supported unit shall arrive with the appropriate amount of vehicles to conduct their entire issue. Prior to arriving at the ASP, the supported unit will determine the total square footage, weight, and compatibility of the class V(W) scheduled to receive.

d. Preliminary Inspection. Due to the stringent requirements for transporting hazardous material, units will conduct preliminary inspections of their vehicles prior to departing the motor pool/area for the supporting activity.

3. Returns

a. Documentation. The below documentation is required for supported units returning class V(W) to supporting activities. It is recommended that prior to arriving at a supporting activity, the supported unit contact the ASP for specific guidance.

(1) DD Form 1348-1A. Completed DD Form 1348-1A Issue Release/Receipt documents with copies of original documentation. It is critical that original documentation (document number at a minimum) be used to return assets. If not, returned assets may not be returned to a unit's allocation in TAMIS.

(2) Electronic DA Form 581. An E581 will be used to return items to an Army facility.

(3) The explosives laden vehicle will be complete with the requirements listed in reference (h) and paragraph 2 above.

(4) Signature and Tally Record, DD Form 1907 (APPENDIX P). Required for Security Risk Code (SRC) I transportation.

(5) Motor Vehicle Inspection (Transporting Hazardous Materials), DD Form 626. DD Form 626 is required to be completed by the supported unit prior to transporting class V(W) to the supporting activity. Completion of Ammo-51 is required to certify DD Form 626.

(6) DoD Multimodal Dangerous Goods Declaration, DD Form 2890. DD Form 2890 is required when transporting ammunition over public highways to supporting activities. Completion of Ammo-62 (or equivalent course) is required to certify DD Form 2890. Generally, supporting ASPs will complete this form prior to departing their location.

b. Excessive Breakout. Ammunition will be distributed to the firing line/point/training area as needed. The following are considerations to avoid excessive breakout:

(1) Accurate and realistic requirement requests.

(2) Open ammunition containers by Ammunition Lot Number (ALN) and only as needed.

(3) Retain packaging material.

c. Packaging. Every effort will be made by the supported unit to retain original packing material and return assets as close to factory pack as possible. Army installations require the return of all packaging material to include expended brass. Unit shall follow local supporting activity regulations regarding retrograde of packaging and expended brass.

d. Unsafe Material. Unsafe class V(W) will not be transported or returned to the ASP. Notify Explosive Ordnance Disposal (EOD) and Range Safety in accordance with local procedures for the disposition of class V(W) deemed unsafe for storage/transport.

e. Dunnage. Dunnage and class V(W) items shall not be transported together.

4. Receipt. In addition to the transportation requirements identified in paragraph 2 of this chapter, the below documentation is required for supported units receiving class V(W) from supporting activities. It is recommended that prior to arriving at a supporting activity, the supported unit contact the ASP for specific guidance.

a. NAVMC 11797, APPENDIX B.

b. Approved E581, APPENDIX E.

c. Military Identification Card (verify information on the DOA).

d. Security

(1) The arming of personnel is required by reference (b).

(2) Security Risk Codes (SRCs) II, III and IV shipments require an explosive driver as well as an assistant driver. The vehicle/personnel must be equipped with a means of two way communication. The assistant driver will be armed.

(3) In addition to the above, the receipt of SRC I material shall be accomplished by individuals meeting the personnel requirements of reference (b). The movement of the subject material shall 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.

5. Off-base movement. With MARFORRES units training aboard various installations across the country, the ability to note every local and state requirement for transportation is not feasible. However, the following guidelines will be adhered to:

a. Off-base movement from a Marine Corps base shall be granted to units by installation commanders of the respective Marine Corps base. Unit commanders shall submit written requests according to local Marine Corps base requirements.

b. Every effort to minimize movement of A&E on public highways will be taken prior to arranging an off-base movement. Generally, the same installation/training area where the A&E was receipted for will be used as the training location. Units shall not draw A&E from a Marine Corps

facilities and transport items to another installation's training range to circumvent using Army facilities.

c. Off-base movement requires coordinating the blocking and bracing of loads at the installation prior to movement.

d. Off-base movement from an Army installation will require authorization of transportation from MARFORRES G-4. Unit commanders shall submit written requests with the following information at least 30 days prior to the desired movement day.

(1) Request will note the reason training cannot occur on the installation providing the ammunition support.

(2) Training conducted at a non-DoD facility will require MARFORRES G3 Training approval in conjunction with the submitted off-base request.

(3) A written route plan, denoting total distance and time required to complete the trip. The route plan should note any planned rest stops.

(4) Confirmation with local law enforcement of the desired route plan.

(5) Confirmation of driver's and assistant driver's age requirement.

(6) Confirmation of the security and communication plan while in transit.

(7) A plan for retrograde of unexpended items and return of packaging, brass, and dunnage material to supporting ASP or DLA-DS facility.

Chapter 6

Inventory Control Procedures

1. Introduction. This chapter provides guidance for meeting the accountability requirements necessary to manage, audit, and inventory A&E maintained at the unit level. Authorization to store in unit local armories is covered in Chapter 4 of this Order. The following at a minimum will be followed.

2. Expendable/Non-Expendable Items. This set of asset categories refers to the accounting method for items at the time of issue to the final user.

a. Expendable Items. Expendable items are those that are removed from the official accounting records, when issued to the final user. An example is a receipt from an ASP for purposes of expenditure on a training range by the end-user.

b. Non-Expendable Items. Non-expendable items are not deleted from the accounting record when issued to the final user. Rather, the final user receives such items through an approved form of sub-custody (Equipment Custody Record (ECR) or DD Form 1348-1A). Non-expendable items are recoverable. An example is a receipt from an ASP for purposes of recurring issue and receipt from a supported unit armory by the end-user for security purposes.

3. Inventory Requirement

a. Physical Inventory. A physical inventory of class V(W) material will be conducted and documented monthly, in accordance with reference (b) and this Order. Records will be adjusted as needed. A separate line entry indicating the date the inventory was taken, the actual adjusted quantity, and the words "MONTHLY INVENTORY" will be annotated on the NAVMC 10774 card(s).

b. Disinterested Inventory. A disinterested Officer/SNCO will conduct monthly inventories of all class V(W) stored in locally controlled magazines, ready service lockers, or armories.

(1) This inventory will be conducted at the same time that the monthly armory serialized inventory is conducted to alleviate duplicate assignments.

(2) Copies of the inventory results will be maintained for three years from the date of inventory.

c. Discrepancies. Any discrepancy noted between the on-hand quantity and the recorded quantity will be investigated thoroughly by the Commander or designated representative. In the event that any quantity of class V(W) materiel be determined missing, action will be taken in accordance with paragraphs 6 and 7 below.

d. Manual Accounting Program

(1) For purposes of accounting for class V(W) material at the unit level, NAVMC 10774 will be used. It is the responsibility of each

Commander/Inspector-Instructor, or designated representative, to ensure that NAVMC 10774 is prepared for each ammunition lot number stored locally, regardless of the quantity on-hand or due-in, and updated immediately upon receipt, issue, or other adjustments associated with the lot.

(2) DD Form 1348-1A will be used to record all transactions on the NAVMC 10774 card to include the sub-custody of assets. Class V(W) material will be accounted for as nonexpendable items, and records will be maintained in accordance with the guidance below. The characteristics of the NAVMC 10774 card are as follows:

(a) Block 1. Enter the 17-character NSN/DODIC.

(b) Block 2. Enter a short narrative description of the item; e.g., Ctg, 5.56mm Ball.

(c) Block 3. Enter the ALN of the item.

(d) Block 4. Enter the appropriate condition code. The issue document will list the condition code. This may be entered in pencil in case of condition code change is required by NAR.

(e) Block 5. Enter the Julian date on which the transaction is posted. A Julian date calendar is provided in APPENDIX Q.

(f) Block 6. Enter the document number.

(g) Block 7. Enter the appropriate Document Identifier Code (DIC) for issue, receipts, and adjustments. See APPENDIX R for a complete list of unit DIC's. Users may omit the DIC while documenting inventories.

(h) Block 8. Enter the quantity of the asset increase, when applicable.

(i) Block 9. Enter the quantity of the asset decrease, when applicable.

(j) Block 10. Available for Issue. Enter the physical balance of serviceable assets (Condition Codes A, B, or C, listed on individual NAVMC 10774 Cards) available for issue. This column will be maintained on a cumulative basis.

(k) Block 11. Accountable Balance. Enter the total quantity of nonexpendable items to be accounted for. Changes to quantities in this column will be made only as a result of entries to the "Quantity Increase" or "Quantity Decrease" columns.

4. Issue Release/Receipt Document. DD Form 1348-1A, Issue Release/Receipt Document will be used to document all transactions affecting the accountable record. Instructions for completing DD Form 1348-1A may be found in APPENDIX D.

5. Notices of Ammunition Reclassification (NAR), Ammunition Information Notice (AIN), Lots Functionally Clear for Overhead Fire (OHF). All units will comply with the instructions contained in NARs, AINs, OHFs (cleared/not cleared), and the NAVSUP P801.

a. File Establishment Requirements

(1) Primary Elements. The primary elements of a NAR file system include the NAVSUP P-801 and all NAR, AIN, and OHF (cleared/not-cleared) messages not incorporated in the latest version of the NAVSUP P-801.

(2) Filing Sequence. The NAR, AIN, and OHF file will be established and maintained in numerical sequence from the oldest to the most current message when maintaining manual records.

(3) Manual/Electronic Records. The NAVSUP P-801 and NAR, AIN, OHF files may be maintained either as a hard copy or electronically (computer, disk, web based, weekly email NAVSUP P-801) so personnel can easily access the information when required to do so.

(4) Cross-Reference Requirement. The cross reference is no longer required as long as the latest version of the NAVSUP P-801 and all messages that are not incorporated in the latest copy of the NAVSUP P-801 are available. Access to the NAVSUP P-801 is available at https://nll.ahf.nmci.navy.mil/. Users must access the restricted site, choose the email certificate, click accept, choose "Instructions and Publications", and search by typing "P-801" in the search box. Additionally, this publication and current messages are available at Marine Ammunition Knowledge Enterprise (MAKE) portal, https://www.make.usmc.mil. Users must request account access.

(5) Validation Requirement. Units are required to develop local procedures for validating existing and current NARs/AINs/OHFs against on-hand and received stock.

b. Asset Review. NARs, AINS, and OHFs will be reviewed for accuracy of information and checked against asset inventory records to determine if affected stock is currently held in stock. The NAR/AIN/OHF information will be entered into the accountable record (i.e., NAVMC 10774) for both the end item and/or the components if not assembled.

c. Asset/Stock Records. All affected asset/stock records will be adjusted to reflect the current condition code status. It is essential that this function be accomplished on a priority basis, within three working days. For urgent NARs, action is required within 24 hours.

d. Owning Services. Units must cross-reference all DODICs requisitioned and subsequently received from adjacent services supporting activities for application of NARs prior to acceptance and expenditure.

6. Voucher Authority

a. Approval by the Commander/Inspector-Instructor is required on all inventory adjustment vouchers. For supported units, this authority will not be delegated. See APPENDIX S.

b. The inventory adjustment voucher file will contain all inventory adjustment documents, reports of investigations, and the MLSR documentation if applicable. The file will be maintained in document number or document number within DODIC sequence.

c. The Inventory Adjustment Voucher file will be retained for two years from date of adjustment, or five years from the date of the Commander's signature when a command investigation has been conducted in accordance with reference (b).

7. Inventory Adjustments. All inventory adjustments will be prepared for the Commander's signature utilizing DD Form 1348-1A.

a. An inventory gain/loss adjustment (B8A/B9A) will be used to increase or decrease ammunition on the property records, which previously was physically unaccounted for or discovered missing during a regularly scheduled periodic inventory. Each inventory adjustment increase/decrease will contain an explanatory note and will be approved by the Commander/Inspector-Instructor.

b. A miscellaneous gain/loss adjustment (B8Z/B9Z) will be used to record gains/losses on the property record not as a result of taking a physical inventory. Each inventory adjustment increase/decrease will contain an explanatory note and will be approved by the Commander/Inspector-Instructor.

Chapter 7

Expenditure Reporting Procedures

1. Introduction. The class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of class V(W) assets. This form will be completed at the range by the OIC and the ammunition technician/handler, to include signatures of both parties, prior to any ammunition leaving the range for transport to the ASP.

a. This is in addition to any requirement imposed by supporting activities (i.e. DA Form 5692-R, Ammunition Consumption Certificate).

b. The Range OIC must certify that the receipt and expenditure data is accurate on the NAVMC 11381. The Range OIC signature on the NAVMC 11381 certifies the quantities listed on the form to be accurate.

2. NAVMC Form 11381 Expenditure Report. The NAVMC 11381 Expenditure Report is completed as follows:

a. From. Enter the billet of the individual accepting responsibility. Range OIC or EOD are required entries. List "OIC" for funeral detail leads.

b. Print Name. Print the name of the individual accepting responsibility. This will be funeral detail leader.

c. Rank. Rank of the individual accepting responsibility.

d. UIC. Enter the UIC of the unit accepting responsibility.

e. Unit. Enter the unit name. For example, 1st Battalion, 23rd Marine Regiment.

f. Phone Number. Enter the phone number of the individual accepting responsibility.

g. Range/Training Area and date. Enter the range/training area and date(s) for the expenditure. Name of burial location for funeral details.

h. Receipt Document Number. Enter the document number from the original receipt document.

i. DODIC. Enter the DODIC from the original receipt document.

j. Nomenclature. Enter the nomenclature from the original receipt document.

k. Lot Number/Serial Number. Enter the lot/serial number from the original receipt document. Note that all serial numbers for serialized munitions are annotated on the issue/receipt documents and are to be attached to the expenditure.

l. Qty Received. Enter the quantity received at the training range/area. Note that all serial numbers for serialized munitions are annotated on the issue/receipt documents and are to be attached to the expenditure report with a copy of the expenditure message (if applicable).

m. Qty Expended. Enter the quantity expended throughout the training evolution.

n. Qty Returned (Serviceable). Enter the quantity of serviceable material returned to the supporting activity.

(1) Serviceable turn-ins are ammunition with a condition code of A, B, C, N.

(2) At Marine Corps and Navy ASPs all unexpended class V(W) will be returned using the same document number as the initial issue document using a suffix (example M1100010010001A).

(3) Army and Army National Guard facilities may use different document numbers.

o. Qty Returned (Unserviceable/Suspended). Enter the quantity of unserviceable material returned to the supporting activity.

(1) Unserviceable returns are ammunition with condition codes of E, F, G, and H.

(2) Suspended returns are ammunition with condition codes of J and K.

(3) At Marine Corps and Navy ASPs all unexpended class V(W) will be returned using the same document number as the initial issue document using a suffix (example M1100010010001A).

(4) Army and Army National Guard facilities may use different document numbers.

p. Propellant Increments (if applicable). Enter the quantity of unused propellant increments that were burned on ranges per Individual Training Standards. Additionally, print the name, rank, and provide a signature for the individual responsible for the supervision of the burn.

q. OIC Certification. Upon completion of the training evolution or funeral detail, the OIC will certify "the receipt/expenditure" data listed on the report is accurate and the "Qty Expended" as listed above was consumed on the range/training area as documented. Additionally, the OIC will certify that "a range sweep/amnesty brief" was conducted and all expended ammunition retrograde material was checked for dangerous/hazardous items.

r. Ammo Tech or Authorized Individual Certification. Upon completion of the training evolution, the ammunition technician or authorized individual will certify that "I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended class V(W) and returned the unexpended assets to an authorized storage activity".

s. A&E Audit and Verification Officer. The A&E AVO will certify that they have audited the expenditure report against all receipt and return documentation (DD Form 1348-1A's or E581) and annotate whether corrective action is/is not required.

3. Submission Timelines

a. The NAVMC 11381 will be:

(1) Completed at the training area in cases where class V(W) is being returned to a supporting activity.

(2) Completed within 48 hours after the training event is cases where all class V(W) has been expended. This includes funeral detail expenditures of blank ammunition.

(3) Verified by the A&E AVO within 7 working days.

(4) Verified by the A&E AVO within 30 working days in training events considered exercise support.

b. TAMIS documents correlating to expenditures/training events must be reconciled in TAMIS within 7 working days of completion. See APPENDIX K for specific instructions on reconciling.

4. Serialized Expenditure Reporting. Due to their portability, lethality, and potential threat should they fall into the hands of unauthorized individuals or groups, serialized class V(W) items require more stringent accountability controls than non-serialized items.

a. TAMIS. In addition to the NAVMC 11381 expenditure reporting process detailed in this chapter, units utilizing TAMIS shall certify and verify the expenditure of serialized assets using the reports and reconciliation processes in TAMIS.

b. Non-TAMIS. In addition to the NAVMC 11381 expenditure reporting process detailed in this chapter, supported units not utilizing TAMIS shall follow the below procedures for reporting serialized expenditures:

(1) Expenditure reports will be submitted within 72 hours of exercise completion to COMMARCORSYSCOM QUANTICO VA AMMO (UC) via priority message, with info copy to MARINE CORPS PROGRAMS FALLBROOK CA, NAVSURFWARCENDIV CRANE IN (JXMQ) and the appropriate chain of command.

(2) Units reporting expenditures will include sequential report numbers to facilitate the tracking of reports. This will ensure all reports are received from a supported unit. An example report number would be (1-13) where the "1-" denotes first report of the fiscal year and the "13" denotes the last two digits of the reporting fiscal year.

(3) Expenditure reports will contain the following information:

(a) Subject line. The subject line will read: "Subj: EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) w/report number (1-14)."

(b) Paragraph 1, General Information. Paragraph 1 is prepared to provide general information on the unit and exercise responsible for expenditure.

1. UIC/DODAAC. Enter the UIC and DODAAC used to requisition the assets reported.

2. Geographical location of expenditure. Enter the installation name and range where expended.

3. Date of expenditure. Provide the date of expenditure. If assets were expended over multiple days, provide the concluding date of the exercise.

4. Exercise number/name. Provide the name and number (if applicable) of the exercise.

5. Point of contact. List the name and rank of the point of contact complete with phone number and email address.

(c) Paragraph 2, Expenditure information. Paragraph 2 will be prepared in a five column table containing the following column headers:

1. Line No. The line number is a sequential listing of assets reported as expended (i.e., 1, 2, 3, 4, etc.).

2. DODIC. Enter the Department of Defense Identification Code for the asset expended.

3. MSL SER#. Enter the corresponding missile (or serialized asset) serial number.

4. MSL LOT#. Enter the corresponding missile (or serialized asset) lot number.

5. MOE. Enter the "Method of Expenditure" (MOE): Fired in Training (TRN), Fired in Combat (CBT), Destroyed (EOD), or Disassembled (DAS).

(d) Paragraph 3, Document number issued/received on. Paragraph 3 will be prepared in a three column table containing the following column headers:

1. Line No. The line number is a sequential listing of assets reported as expended (i.e., 1, 2, 3, 4, etc.).

2. DODIC. Enter the Department of Defense Identification Code for the asset expended.

3. Document Number. Enter the document number the assets were issued/received on.

(e) Paragraph 4, Remarks. Include other data that may be relevant to the missile expenditure: (e.g., type of test, malfunction report date time group (DTG) if appropriate, if serial number on box did not match serial number on missile (give details), etc.)

(4) A sample serialized expenditure report may be found in APPENDIX T.

5. Retention. Class V(W) Expenditure Reports (NAVMC 11381) are maintained by FY and retained for the current year plus two prior FYs as of the closing date of the expenditure. For those expenditure reports (NAVMC 11381) which correspond to ammunition maintained on NAVMC 10774s, the retention period shall be three years from placement of NAVMC 10774 in the inactive file.

a. Units will submit or retain copies of class V(W) Expenditure Reports (NAVMC 11381) to the battalion for review.

b. Expenditure Reports shall be submitted to at least the battalion level and maintained by unit S-4 offices.

Chapter 8

Disposition of Ammunition Components

1. Introduction. This chapter provides general instructions for the safe disposition of ammunition components. With many recovery sites regionalized units must maintain liaison with support facilities to determine local procedures.

2. Defense Logistics Agency, Disposition Services (DLA DS)

a. Units will verify local DLA DS procedures prior to returning material.

b. The DD Form 1348-1A return document must have the signatures of two individuals listed on a DOA. The DOA is generally required in naval letter format.

(1) The first signature certifies there is no live ammunition included with the dunnage, while the second signature verifies the statement to be true.

(2) The following statement is generally included on all dunnage DLA DS DD Form 1348-1A return documents: "This certifies and verifies the AEDA residue, range residue, and/or explosive contaminated property listed have been 100-percent inspected and to the best of our knowledge and belief, are inert and/or free of explosives or related materials."

3. Dunnage. Units will coordinate the collection and proper disposal of expended cartridge cases. Stockpiling of expended "brass" will be kept to a minimum and assets turned over to the local DLA-DA on a routine basis. Supported units must verify local DLA-DS procedures prior to returning material.

a. Units will comply with local Army activities requirements to return of all brass, dunnage, and packing material.

b. Ammunition in support of security, safety, and funeral requirements are exempt from returns of brass and dunnage to Army activities on condition that the statement listed in chapter 4 is listed on the E581 remarks.

APPENDIX A

NAVMC FORM 10774, AMMUNITION NSN/LOT NUMBER RECORD

NSN/DODIC	DESCRIPTION	LOT NUMBER	COND
(1	(2	(3	(4
NSN/DODIC	DESCRIPTION	LOT NUMBER	COND

DATE	DOCUMENT NUMBER	TRAN CODE	QUANTITY INCREASE	QUANTITY DECREASE	AVAILABLE FOR ISSUE	ACCOUNTABLE BALANCE	EXPECTED RECEIPTS	
							DOCUMENT NUMBER	QUANTITY
	BROUGHT FORWARD				(10	(11		
(5	(6	(7	(8	(9				

SAMPLE

AMMUNITION NSN/LOT NUMBER RECORD (8015)
NAVMC 10774 (REV. 4-85) (12-80, 11-68 edition will be used) SN: 0000-00-006-3003 U/I: PG OF 100 CARDS

	CARRIED FORWARD							

Figure A-1.--Ammunition NSN/Lot Number Record

APPENDIX B

NAVMC FORM 11797, NOTICE OF DELEGATION OF AUTHORITY (DOA)
TO REQUEST, APPROVE, AND RECEIVE CLASS V(W)

NOTICE OF DELEGATION OF AUTHORITY (DOA) TO REQUEST, APPROVE, AND RECEIVE CLASS V (W)							Date:	
AUTHORIZED REPRESENTATIVE(S)								
ORGANIZATION RECEIVING SUPPLIES (Unit Name):		LOCATION (Unit Location):					SUPPORTING ACTIVITY (ASP Name (DoDAAC)):	
NAME (LAST, FIRST, MIDDLE INITIAL)	RANK/ GRADE	AUTHORITY TO:					SIGNATURE	INITIALS
		REQUEST	APPROVE	PRIORITY	RECEIVE	SRC I*		
* PERSONNEL AUTHORIZED TO RECEIVE SECURITY RISK CATEGORY (SRC) I ITEMS MUST MEET THE RANK GRADE REQUIREMENTS OF MCO 5530.14_.								
AUTHORIZATION BY DoDAAC RESPONSIBLE OFFICER								
ALL PERSONNEL LISTED ABOVE HAVE PASSED AA&E SCREENING IAW MCO 5530.14_.								
PERSONNEL LISTED TO "RECEIVE" HAVE BEEN QUALIFIED/CERTIFIED IAW MCO 8023.3_.								
THIS DELEGATION OF AUTHORITY: ☐ SUPERSEDES ALL OTHERS ☐ IS IN ADDITION TO DOA DATED: ☐ WITHDRAWALS FROM DOA DATED:								
UNIT IDENTIFICATION CODE:		TELEPHONE NUMBER:					DODAAC:	EXPIRATION DATE:
LAST NAME, FIRST, MIDDLE INITIAL:			RANK/GRADE:		SIGNATURE:			

NAVMC 11797 (Rev. 06-12) (EF) (1687)
FOUO - Privacy sensitive when filled in.

SAMPLE

Figure B-1.--Notice of Delegation of Authority (DOA)to Request, Approve, and Receive Class V(W)

APPENDIX C

NAVMC FORM 11381, CLASS V(W) EXPENDITURE REPORT

Class V(W) Expenditure Report
NAVMC 11381 (Rev. 01-09)(EF) (Previous Editions will not be used)
FOUO - Privacy Sensitive when filled in.

Print Form

From (OIC/EOD)	Print Name:	Rank:	Last 4 SSN:	Unit Name: UIC: Phone Number:

Ref: (a) MCO P4400.150 (b) MCO 3570.1 (c) DA Pamphlet 385-63

1. Per the references, the following Class V(W) expenditure report is completed:

Range/Training Area _____ Date(s) _____

RECEIPT DOCUMENT NUMBER	DODIC	NOMENCLATURE	LOT NUMBER/ SERIALNUMBER (NOTE 1)	QTY RECEIVED (NOTE 1)	QTY EXPENDED	QTY TURNED IN (SERVICEABLE) (NOTES 2,3)	QTY TURNED IN (UNSERVICEABLE) (NOTES 2,3)

SAMPLE

(If applicable) _____ (Number) unused propellant increments were burned on ranges per Individual Training Standards, under the supervision of the

Position Commander: _____
(If applicable) (Print Name, Rank, Signature)

I certify the receipt/expenditure data listed above is accurate and the "Qty expended" as listed above was consumed on the range/training area as documented. That a range sweep/amnesty brief was conducted and all expended ammunition retrograde materiel was checked for dangerous/hazardous items.

OIC (Signature) _____ Date _____

I certify that I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended Class V(W) per note 2 and returned the unexpended assets to an authorized storage activity.
Ammo Tech or Authorized Individual:

(Print Name, Rank) _____

Unit name _____

Phone number) _____

(Signature) _____ Date _____

NOTE 1: All serial numbers for serialized munitions are annotated on the issue/turn-in documents attached to this expenditure report with a copy of the expenditure message.
NOTE 2: Unexpended Class V(W) will be turned in using the same document number as the initial issue document using a suffix (Example M11000-8001-0001A).
NOTE 3: Serviceable Turn-In is ammunition with a condition code of A,B,C,N and Unserviceable Turn-In is ammunition with a condition code of E,F,G,H,J,K.
Retention: Expenditure reports are filed by fiscal year (FY) and retained for current year plus two FY's.

(A&E Audit and Verification Officer Only):
I certify that I have audited this expenditure report against all receipt and turn-in documentation (DD1348-1A's) and corrective action ☐ is ☐ is not required.

A&E Audit and Verification Officer (Rank/Print Name/Signature) _____ Date _____

Reset Form ☐ Addendum Page Attached FOR OFFICIAL USE ONLY ___ of ___ Pages Adobe Designer 8.0

Figure C-1.--Class V(W) Expenditure Report

APPENDIX D

DD FORM 1348-1A, ISSUE RELEASE/RECEIPT DOCUMENT

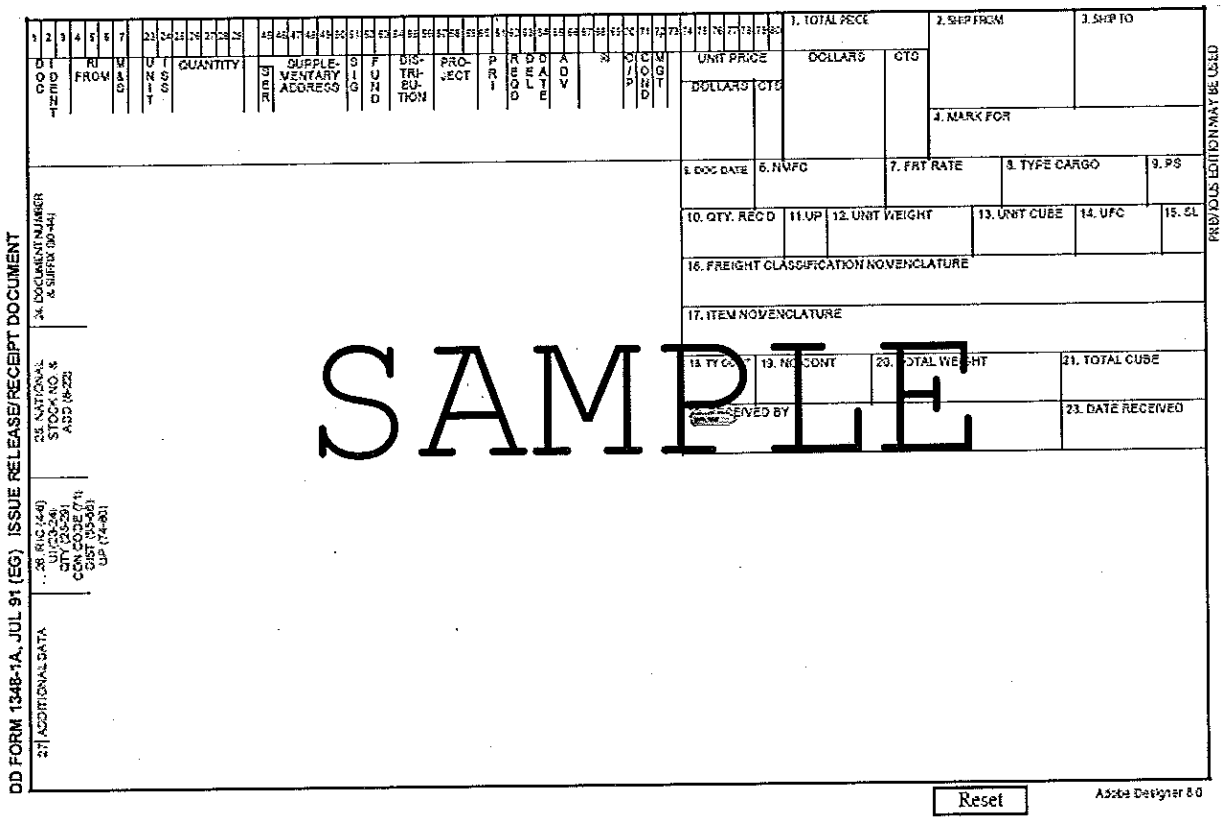

Figure D-1.--Issue Release/Receipt Document

APPENDIX E

ELECTRONIC DA FORM 581 (E581)

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION

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

1. ISSUE	X	3. DOCUMENT NO. M11001215900030	4. LOCAL USE	5. PAGE 1 OF 1	6. FOR LOCAL USE
2. TURN-IN					

7. SEND TO Accountable Officer MMCQ50 - CAMP PENDLETON, CA - ASP MC Ammo Co 1st Supply BN 1st MLG Camp Pendleton CA	8. REQUEST FROM HQ BN / HEADQUARTERS BATTALION CA 760-725-8750 UIC: M11001	9. DATE MATERIEL REQUIRED (YYYYMMDD) 2012 / 06 / 27 at 0900 hrs	10. PRIORITY 13	11. ALLOCATION PERIOD June	12. DODAAC M11001
		13a. REQUESTED BY Temple, Jason Sgt	13b. DATE 6/7/2012 3:00:55 PM	13c. SIGNATURE Temple, Jason	
		14a. APPROVED BY Temple, Jason Sgt	14b. DATE 6/7/2012 3:11:00 PM	14c. SIGNATURE Temple, Jason	

15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/ TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/ RECEIVED	24. LOT/SERIAL NO	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)
1	A131	1305	CTG, 7.62MM 4 BALL M80 1	EA	6000	TRO	TIS					
2	A576	1306	CTG, 50 CAL LKD 4 API/A	EA	4500	TRO	TIS					
3	B542	1310	CTG, 40MM HEPD M430/M433	EA	960	TRO	TIS					
	Last Item											

SAMPLE

28. REMARKS
41 - Pre-Stage for next day pickup (USMC).

Training Dates From 2012 / 06 / 27 To 2012 / 07 / 27

POC is Sgt Temple, Jason
760-763-5401
jason.temple@usmc.mil

HQ BN
HEADQUARTERS BATTALION

Country	Location	Installation	Range	Events	DODICs
A131,A576,B542					

e581 Accepted by Paz, Anayantzin on 2012 / 06 / 08
DODIC Remarks:
0001 A131 M11001215900030
0002 A576 M11001215900031
0003 B542 M11001215900032

29. RELATED DOCUMENT SERIAL NOS.
Validator Date

30a. ISSUED BY	30b. DATE (YYYYMMDD)	31a. RECEIVED BY	31b. DATE (YYYYMMDD)	32. TAMIS CONTROL NO.
30b. SIGNATURE		31b. SIGNATURE		

DA FORM 581, June 2012 EDITION OF AUG 89 MAY BE USED USAPA V1.00

Figure E-1.—Electronic DA Form 581 (E581)

APPENDIX F

AMMUNITION SPECIFIC TRAINING

1. Defense Ammunition Center (DAC) Web Based Training (WBT). The following courses are available for completion via WBT from the DAC. The website address is http://ammo.okstate.edu/. For detailed instructions on how to access and enroll in courses visit the MARFORRES G-4 Ammunition SharePoint page https://sharepoint.marforres.usmc.mil/G4/AMMO/SitePages/Home.aspx.

a. Ammo 43, Intermodal Dry Cargo Container/(CSC) Re-inspection. This course provides information required to re-inspect intermodal dry cargo containers in accordance with the Convention for Safe Container (CSC) standards. Course content includes overview of various CSC container types, container structural and non-structural components, and a detailed analysis of re-inspection criteria required by CSC, U.S. Public Law, and Joint Service Regulations. Reporting requirements and re-inspection decal placement are also discussed.

b. Ammo 45, Introduction to Ammunition. This course provides basic training in the safety and fundamental technical aspects of A&E for personnel directly involved in hands-on exposure to ammunition items and/or operations. Course content introduces the characteristics of different classes of A&E and safe handling procedures and explosive safety requirements for the receipt, storage, maintenance, demilitarization, and issue of ammunition at U.S. Army installations.

c. Ammo 51, Naval Motor Vehicle and Railcar Inspectors Course. This course is a basic training course required by NAVESEA OP 5, Volume 1, and NAVSEA SW020-AF-HBK-010. It provides newly assigned inspection personnel with the up-to-date requirements, techniques, and procedures for inspection of motor vehicles and railcars on and off station for A&E. This course provides students with instruction in compatibility, placarding requirements, and blocking and bracing for ISO intermodal containers, railcar, non-tactical and tactical vehicles. Additionally, Department of Defense (DOD), and Navy transport equipment inspection procedures using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material), and NAVSEA Form 8023/3 are taught. Navy transportation safety requirements and security of sensitive conventional arms, ammunition, and explosives are also covered.

d. Ammo 67, Hazardous Material Familiarization and Safety in Transportation. This web-based course is intended for personnel who meet the definition of a "HAZMAT employee" as defined in the 49 Code of Federal Regulation (CFR), Section 171.8. "HAZMAT employees" require training in the areas specified in Section 172.704 of the 49 CFR. AMMO-67-DL satisfies the General Awareness/Familiarization training and the Safety training portions of this requirement (NOTE: Certifying officials for shipments of HAZMAT require the 80-hour training course (AMMO-62) as outlined in DOD 4500.9-R, Chapter 204, D.1.b.).

e. Ammo 68, Military Munitions Rule (MMR). Ammo-68-MMR is based on regulatory implementation of the Military Munitions Rule. It provides consistent procedures for Department of Defense Components to comply with the Military Munitions Rule and manage waste military munitions. The Munitions Rule defines special requirements for the management of waste military munitions that are considered hazardous waste.

f. Ammo 76, Identification of Ammunition. This course provides a basic introduction to the terms used to identify and manage ammunition stockpiles. Included in this course are sections covering National Stock Numbers (NSNs), lot numbers, and propellant lot numbers.

2. Navy Knowledge Online (NKO) Web Based Training (WBT). The following courses are available for completion via WBT from the NKO. The website address is https://www.nko.navy.mil/.

a. Ammo 18, Basics of Naval Explosives Hazard Control. This course provides a basic understanding of the hazards of A&E, and an introduction to explosives safety principles and practices outlined in NAVSEA OP 5, Volume 1. Characteristics of A&E, storage compatibility, and quantity distance requirements are introduced. Control of hazards, transportation, and various handling operations are also covered. An explanation of the Navy Safety and Qualification/Certification program will be given. Successful completion of Ammo-18-DL satisfies the certification requirements of APPENDIX D of NAVSEA OP 5, Volume 1.

b. Ammo 49, Naval Explosives Safety Managers/Supervisors Orientation. This course provides a detailed overview of general A&E safety training for Navy/Marine Corps shore activity explosives safety officers, managers, and supervisors in accordance with NAVSEA OP 5, Volume 1. This course introduces the different classes of A&E, stressing safe handling and explosives safety requirements. The training emphasizes the use of Navy publications and instructions for extracting information required to safely manage ordnance operations. Course content provides scenarios where the student must be able to find and use referenced information to solve problems. Successful completion of Ammo-49-DL satisfies the certification requirements of APPENDIX D of the NAVSEA OP 5, Volume 1.

APPENDIX G

ESTABLISHING ROLES (TAMIS)

1. E581 User Setup. After MARFORRES G-4 has defined the E581 approval process for a unit, specific individuals must be identified to be requestors or approvers. MSC ammunition representatives will primarily execute E581 User Setup for their units. A primary person must be assigned to fulfill the requirements of each role; alternates for requestor, approver, and validator are optional. Although there are multiple ways to accomplish the E581 User setup, the most direct is as follows:

a. If the E581 User Setup screen is not already displayed, do the following:

(1) From the TAMIS homepage, click "Manage E581".

(2) Select "Administration" and then click "UIC User Setup".

(3) Select an "Account" and then click "Continue". The Marine Corps utilizes TAMIS for Training and Test ammunition. MARFORRES units will select "Training".

(4) Select the desired UIC(s) and then click "Continue". The E581 User Setup screen should appear. Right clicking on any Command level will provide the user with the option of selecting "All Direct Units" or "All Units".

b. Select a role to define the "Setup For" from the drop down box to the right of the screen:

(1) Requestor. The following will be adhered to when assigning requestors to a unit's DODAAC in TAMIS:

(a) These personnel with an indicator of "Yes" in the "request" block of the NAVMC 11797 are delegated the authority to request for the DODAAC indicated in TAMIS.

(b) Personnel with an indicator of "Yes" in the "request" block of the NAVMC 11797 are not authorized to approve.

(c) Personnel with an indicator of "Yes" in the "request" block may receive assets for the same transaction which they requested if delegated to do so in the "receive" block.

(2) Approver. The following will be adhered to when assigning approvers to a unit's DODAAC in TAMIS:

(a) These personnel with an indicator of "Yes" in the "Approve" block of the NAVMC 11797 are delegated the authority to serve as a TAMIS approver.

(b) Personnel with an indicator of "Yes" in the "Approve" block of the NAVMC 11797 are not authorized to request or receive under any circumstance.

c. Select one or more of the check boxes of the user role you selected in step (b) above. Click "Check All" to quickly select all the check boxes.

d. Click "Add Alternates" or "Change Primary"; the User Selector dialog box appears.

e. Select the desired user to fill the role(s). The E581 User Setup screen displays the user's name for each selected check box in the role specified (alternates or primary). A user may not be assigned as a primary and alternate. To delete alternates, click "Remove" icon (red "X") next to the alternate.

f. Select the "Send Email Alert" check box to the right of the designee's name to have TAMIS send an email notification to the new designee.

g. If you want to stop email notifications from being sent to one or more specified users, click "Stop All Email" or click individual "Email" icons.

h. Click "Save", and then click "OK".

i. Repeat Steps (b) through (h) until all user roles are assigned at least one primary and one alternate individual. In some cases MSC ammo representatives may serve as alternates for smaller units. In these cases NAVMC 11797 forms will have to reflect the role assigned.

APPENDIX H

E581 FORECAST AND REQUEST PROCEDURES (TAMIS)

1. Develop Forecast

a. From the TAMIS home page, click "Develop Forecast". Choose "Forecast Munitions", and then choose "Training". The "Develop Forecast - Training" screen appears.

b. Select "Develop Forecast by DODIC" and then click "Continue". A "Hierarchy Tree" box appears.

c. Click the "Advanced" button near the bottom of the window. A "Hierarchy Selector" box appears. In the "Search by UIC:" text box type the unit UIC and then click "Search".

d. The UIC and name appears in the search results. The text is highlighted when it appears. Click the "down" arrow to place the unit in the Selection box and click "Continue". A "DODIC Selector" box appears.

e. A list of all DODICs authorized to the unit appears in the "Search Results". To select multiple DODICs, hold down the "Ctrl" key and click each DODIC to highlight the selection of items. Click the "down" arrow to place the DODIC in the Selection box and click "Continue". The dialog box closes.

f. The ASP(s) are automatically populated based on current or past forecasts. To select an additional ASP, click the ASP selector icon (note 1 Figure H-1) in the top right corner of the ASP text box. Select the ASP(s) the unit will be drawing from.

g. Click the "down" arrow to place the ASP(s) in the Selection box and click "Continue".

h. Click the "Continue" button (note 2 Figure J-2) near the top right of the screen.

i. The "Forecast Selections Panel" appears (Figure J-2) Type the quantity in the corresponding month column and ASP row and hit the "Tab" key to move the cursor to the next box. Do not hit "Enter."

j. Figure H-2 displays M14110, 1st Bn, 23rd Marine Regiment, forecasting five DODICs, for June at Fort Hood (SHOD). Note: The lock icons denote the TAMIS lockout period.

k. Click "Save" to confirm the forecasts.

APPENDIX H

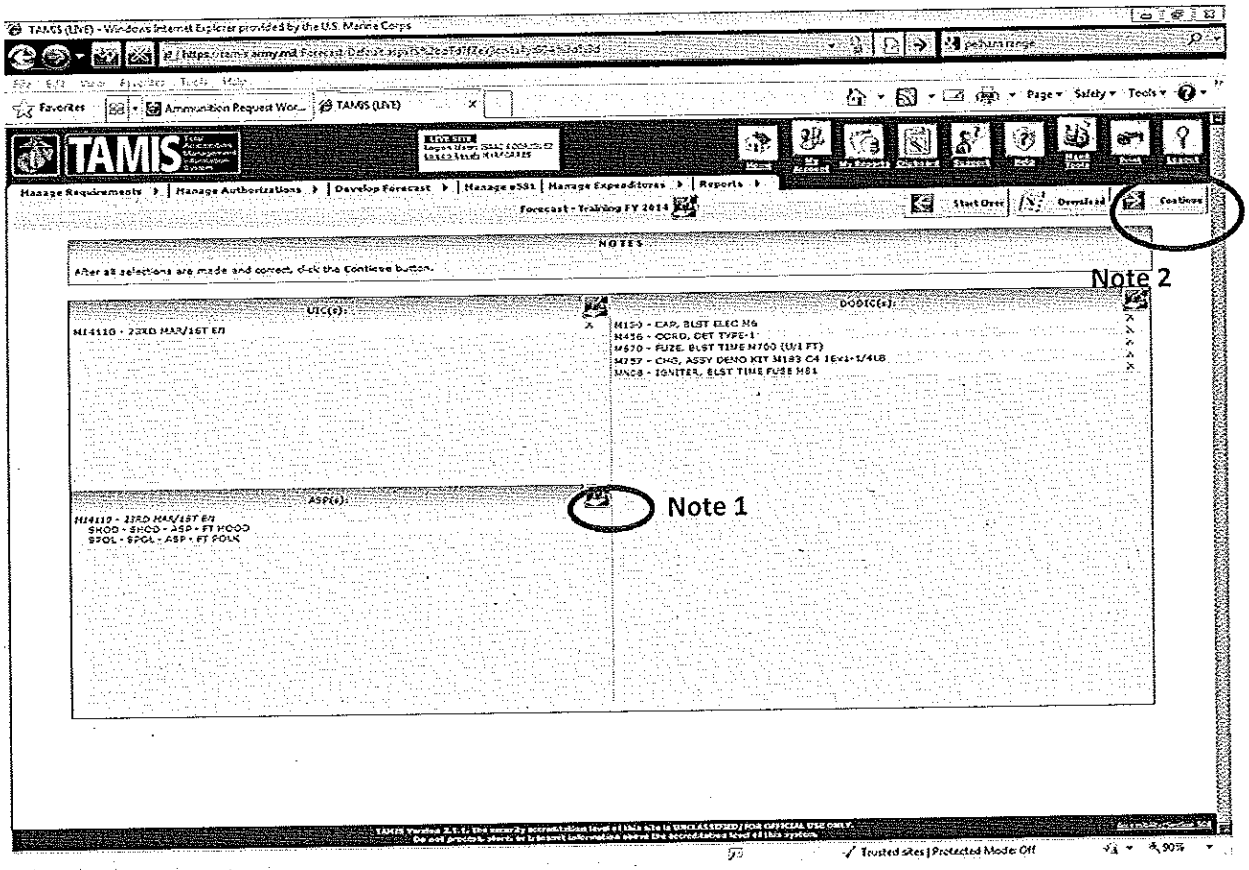

Figure H-1.—Develop Forecast

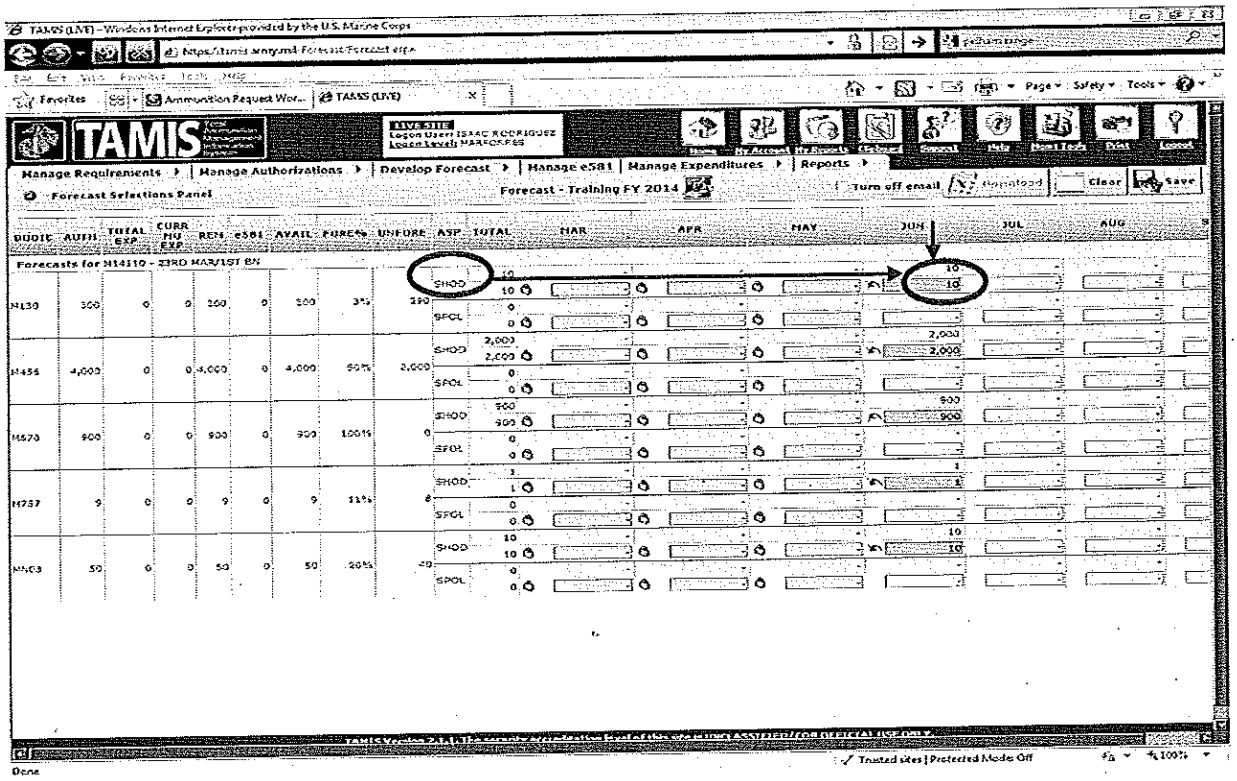

Figure H-2.— ASP/Quantity Selection

2. E581 Fields. The E581 is completed after the ammunition has been authorized and the forecast has been completed. The following information is provided to describe the fields of an E581:

a. Block (1) Issue. Indicates an issue if marked with an "X".

b. Block (2) Turn-in. Indicates a turn-in of serviceable or residue (expended) ammunition if marked with an "X". Not applicable in TAMIS for Marine Corps use. However, the DA Form 581 will be utilized for turn-in of assets at Army supporting activities.

c. Block (3) Document Number. The document number consists of 14 alpha-numeric characters.

d. Block (4) Local Use. If the E581 is for an issue; enter the type of issue (Training).

e. Block (5) Page. The number of current and total page numbers of the printed DA Form 581.

f. Block (6) For Local Use. Used as desired, the block is usually left blank.

g. Block (7) Send To. The name and location of the ASP supporting the E581.

h. Block (8) Request From. The name, address, and UIC of the using unit.

i. Block (9) Date Material Required. The requested date and time for ammunition pickup of serviceable turn-in.

j. Block (10) Priority. Priority designator for the request. See reference (g) for a complete list of priority designators and their use.

k. Block (11) Allocation Period. The month that the unit forecasted the munitions for use, based on the E581 pickup date.

l. Block (12) DODAAC. The first six characters of the document number are the unit's DODAAC.

m. Block (13a) Requested By. The name of the authorized user.

n. Block (13b) Date. The Julian date that the E581 was requested.

o. Block (13c) Signature. The signature of the authorized requestor.

p. Block (14a) Approved By. The name of the approving authority.

q. Block (14b) Date. The Julian date that the E581 was approved.

r. Block (14c) Signature. The signature of the person approving the E581.

s. Block (15) Item. The sequential number of the item.

t. Block (16) DODIC. The four-character Department of Defense Identification Code that identifies ammunition and non-nuclear explosive items.

u. Block (17) NSN. The NSN of the Ammunition.

v. Block (18) Nomenclature. The classification/category of the ammunition.

w. Block (19) UI. The Unit of Issue (UI) is the standard measurement of exchange of the DODIC (feet, each, kit, etc.)

x. Block (20) Qty Requested/Returned. The quantity of ammunition requested or returned.

y. Block (21) TEC. Training Event Code. Shall be "TRO"- Training Other.

z. Block (22) Action Code. "TIS"- Issue for training

aa. Block (23) Not Applicable to Marine Corps Use. Qty Issued/Received- The amount of ammunition issued to a unit for an event. Required when supported by Army supporting activities.

ab. Block (24) Not Applicable to Marine Corps Use. Lot/Serial No.- The lot or serial number of the item being returned. Required when supported by Army supporting activities.

ac. Block (25) Not Applicable to Marine Corps Use. CC- The Condition Code of the ammunition issued. Required when supported by Army supporting activities.

ad. Block (26) Not Applicable to Marine Corps Use. Posted By- The signature of the stock records clerk. Required when supported by Army supporting activities.

ae. Block (27) Not Applicable to Marine Corps Use. Date- The date the item was posted to SAAS. Required when supported by Army supporting activities.

af. Block (28) Remarks. Enter the remarks/advice code.

3. E581 Creation

a. From the TAMIS home page, click "Manage E581". The munitions request screen appears.

b. Click "Create E581", select "Training", and then "Training Other". A Create E581 dialog box appears for the selected E581 munitions account.

c. Click the calendar icons to enter "Start" and "End" training dates.

d. Click the "Calendar" icon to select the "Date Material Required", type the "Pickup Time", and then select the "Allocation Period". The Allocation period should be the month of the requested pick-up date. The date material required is the same as the Required Delivery Date (RDD). The pickup date for the material cannot be later than the training start date.

e. Click "Create Online E581".

f. Select the UIC that is making the request.

g. Select the ASP where the ammunition will be picked up from.

h. Select one or more DODIC's.

i. The "Document Number" is system generated in block 3. The first six characters of the Document Number will be displayed in block 12. Document numbers entered must adhere to the following rules:

(1) The first 6 characters will be the requesting units DODAAC.

(2) The 7th character must be the last digit of the current calendar year.

(3) The 8th through 10th characters must be digits representing the current (today) Julian date.

(4) Serial Number. The serial number is entered in position 11 through 14 and is maintained the supported unit serial log.

(a) Requisitions to Army activities shall be numeric only (0001, 0002, 0003).

(b) Requisitions to Marine Corps activities may include an alpha character in the first serial number position (A001, A001, B001).

(5) Duplicate document numbers are not authorized.

j. If you want to change the ASP that the request is being sent to, click the "Send To" selector icon in Block 7 and select a different ASP.

k. Select a "Priority" level. Generally, units will use "14" for Marine Corps activities.

l. Select a "Mission Event Code (MEC)". There are two authorized MECs for Marine Corps use:

(1) YSS. Training Use Requisitions. Select "YSS" for all requisitions that do not have a requirement to be cleared for overhead fire.

(2) YTT. Training Use, Clear for Overhead Fire. Select "YTT" for all training requisitions that have a requirement to be cleared for overhead fire (i.e., artillery projectiles).

m. Click the "Remarks" selector icon in Block 28, select only the remarks/advice codes that apply to your request, and then click "Select".

n. If you want to add another DODIC or event, click the "Select DODICs" icon and repeat the procedure.

o. Ensure "TRO" is selected as the appropriate "TEC" in block 21.

p. "TIS" is automatically listed "Action Code" in block 22.

q. Type the "Quantity Requested" for each DODIC or event in Block 20. Note that the quantity requested cannot exceed the available authorized. If the unit has insufficient forecasts for the quantity being requested, then a warning icon will be present on the E581 interface and the "Fore Qty" and "Qty Requested" columns will be highlighted in red. If you move the mouse over the "warning icon", if will show a tooltip stating "insufficient forecasts". Prior approval as listed in Chapter 4 is required prior to creating an E581 with "insufficient forecasts."

r. The "Ranges" field is an optional field when the E581 is sent to a Marine Corps or Navy supporting activity. However, the range field is required for Army use. If utilized, select at least one check box in the "Ranges" column or the "Check/Remove All" and then click the "Ranges" icon.

s. Click "Request" to finalize the E581. The request is now "Pending A" awaiting approvers action.

APPENDIX I

REQUISITION APPROVAL (TAMIS)

1. Requisition Approval (TAMIS). The "Access E581 Module" user right and "Approve" user right must be assigned before a user can approve an E581 document. Users who approve E581 documents do so electronically via TAMIS. If an approver disapproves an E581, a test box appears for disapproval justification. The E581 may not be disapproved without justification. Approved or disapproved, a system generated email is sent to the Requestor. When an E581 document is ready for approval:

a. A system generated email will be sent to the primary and all alternate approvers established for the requesting UIC. The system-generated email will state that an E581 with a "Pending Approval" status is waiting for approval.

b. The "E581s To Be Approved" link will appear in the "Alerts and Notifications" area of the home page.

c. The "Approve E581" link will appear in the Manage E581 Menu.

d. Approvers may modify the quantity of an E581 pending action within their respective hierarchy. Once approved, the quantity may not be changed by the requesting hierarchy. Any user may modify RDD and RNLT Date(s).

e. The E581 is now "Pending ASP" awaiting ASP acceptance or sent to the validator (if applicable).

APPENDIX J

REQUISITION MODIFICATION (TAMIS)

1. DODIC Add

a. From the TAMIS home page, select "manage E581" and click "E581's To Be Approved".

b. Click the E581 for which you want to add a DODIC. The selected E581 document appears.

c. Verify the "Remarks" information in Block 28, select all the remarks that apply to your situation, and then click "Select". If block 28 is already completed, the user may skip this step.

d. Click the "Select DODIC's" icon.

e. Enter a quantity for each DODIC added in the "Qty Requested" column. The quantities entered must be within the unit's available authorizations.

f. If using an Army ASP, select at least one check box in the "Ranges" column and then click the "Ranges" selector icon. Repeat this step until all events are assigned a range.

g. Ensure each document number has populated in the "DODIC Remark" column.

h. Click "Request or Approve".

2. Quantity Adjustment. You can only decrease ammunition quantities previously requested by an E581 before they are signed by a requestor; you therefore cannot increase the quantities. Decreased DODIC quantities are returned to the available authorization for that unit and can be used to process additional E581 documents. You must have user rights to accomplish this task. To modify the quantity on an E581 document:

a. From the TAMIS home page, select "manage E581" and click "Modify Quantities".

b. Click on the E581 that you want to edit. The selected E581 document appears.

c. Modify the "Quantity Requested" for one or more DODIC's. Note that the requested quantity can only be decreased, not increased.

d. Click "Save".

3. Modifying Pickup Dates/Time. TAMIS users with the appropriate user rights can change the pickup date/time on a pending E581 document submitted to a Marine Corps Activity. Pickup Date/Time for E581's submitted to Army supporting activities may be modified prior to ASP Acceptance. To modify the pickup date on an E581:

a. From the TAMIS home page, click "Manage E581".

b. Select "Modify E581, Pending" and then click "Modify Pickup Date".

c. Click on the E581 that you want to edit. The selected E581 document appears.

d. If you want to change the "Date Materiel Required", click its calendar icon and select a different date. If you want to change the time, type a different time of day.

e. If you want to change the month the requested munitions are charged against, this will require MARFORRES G-4 coordination prior to changing the "allocation period."

f. If you want to change the "Training Dates", click the "From" or "To" calendar icons. Note that the training start date cannot be before the "Date Materiel Required" date.

APPENDIX K

REQUISITION RECONCILIATION (TAMIS)

Requisition Reconciliation. The Reconcile feature allows units to confirm all transactions (issue and returns) posted to an E581 and essentially close out the E581. However, transactions may be posted to the E581 and change the status back to either Active or Overdue based on the initially selected training dates. A unit must reconcile an E581 seven days after the last defined training day. To reconcile an active E581:

a. From the TAMIS home page, click "Manage E581".

b. Select "Modify E581, Active" and then click "Reconcile". All Active and Overdue E581s appear.

c. Click on the E581 that you want to reconcile. The selected E581 document appears. To quickly find an E581 document, enter the E581 Doc# and then click "Search".

d. For serialized E581's, it is critical that each serial number is verified prior to clicking "Reconcile". This is accomplished by using the "Reports" feature. An "Expenditure Changes Report" for the specific E581 must be run with all optional columns checked. This allows for verification of each NSN, Lot Number, and Serial Number issued or returned.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION For use of this form, see AR 710-2; the proponent agency is DCSLOG	1. ISSUE 2. TURN-IN	X	3. DOCUMENT NO. W738FM82670403	4. LOCAL USE	5. FOR LOCAL USE	REQUEST STATUS Reconciled

7. SEND TO	8. REQUEST FROM	9. DATE MATERIEL REQUIRED	10. PRIORITY	11. ALLOCATION PERIOD	12. DODAAC
Accountable Officer SHIL - ASP - FT A.P. HILL FT AP Hill ASP 12274 Campbell Road Boxling Green, VA 22427	WAAAAA - 3D US INFANTRY RGMT	10/6/2008 at 0830 hr	High	October	W738FM

MISSION EVENT CODE (MEC):

13a. REQUESTED BY:	John Ahern	13b. DATE:	9/23/2008
14a. APPROVED BY:	Pagan Jose	14b. DATE:	9/23/2008
TAM VALIDATOR:	JAY JOHNSON	DATE:	9/26/2008
ASP ACCEPTOR:	Shirley Crabtree	DATE:	9/23/2008

ISSUE DATE: 10/6/2008 10:20:45 AM RNLT: 10/16/2008

20. REMARKS
Training Dates From 10/6/2008 to 10/8/2008

Country	Location	Installation	Range	Events	DODICs
USA	VA	Fort A.P. Hill	R-16	Instructional	8519

Requestor: Training will be conducted by E. Co. on Ranges 3 and 16.

15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	21. TEC	22. ACTION CODE	AVAIL AUTH	FORE QTY	20. QTY REQUESTED	QTY APPROVED	QTY TAM VALIDATED	QTY ASP ACCEPTED
	1 8519	1310	CTG, 40MM PRAC M781	EA	TRS	T19	22,600	500	500	500	500	500
		Events: Instructional							500	500	500	500

APPROVAL TYPE	NAME	RANK	DSN	COM	EMAIL	DATE SUBMITTED
Requestor	John Ahern	SSG	426-0741	703 696-0741	johnny.ahern2@conus.army.mil	9/23/2008 2:02:03 PM
Approver	Pagan Jose	SFC	426-5935	703-696-5935	jose.paganramirez@us.army.mil	9/23/2008 2:40:41 PM
TAM	JAY JOHNSON		578-8122	804-633-8122	george.v.johnson@conus.army.mil	9/26/2008 12:20:06 PM
ASP Acceptor	Shirley Crabtree	GS-7	578-8198	804-633-8198	shirley.a.crabtree@us.army.mil	9/29/2008 8:04:15 AM
Reconciled By	John Ahern	SSG	426-0741	703 696-0741	johnny.ahern2@conus.army.mil	10/8/2008 11:23:00 AM

Figure K-1.--Reconciling an E581

e. If all issue and turn-in information matches the information on the DD Form 1348-1A or E581, click "Reconcile". The Request Status changes to "Reconciled."

f. Reconciled documents may take up to 48 hours to post to a supported units TAMIS account.

g. In the event the data contained on the "reconcile" screen is inaccurate, the user will contact their respective MSC.

APPENDIX L

REQUISITION CANCELLATION (TAMIS)

1. Requisition Cancellation. The E581 Cancel feature allows you to manually cancel pending E581s. You can cancel an E581 document as long as the ASP has not issued any ammunition for or posted any expenditure against it. When you cancel an E581, the system immediately returns the obligated quantities to the UIC's available authorizations. Note that all cancelled E581s automatically generate email to all personnel with the requisition chain and those defined as ASP Acceptors at the specified ASP.

a. From the TAMIS home page, click "Manage E581".

b. Select "Modify E581, Pending", and then click "Cancel". The Cancel E581 screen appears with all Pending E581s listed.

c. Click on the E581 that you want to cancel.

d. Click "Cancel E581". The Request Status changes to "Manually Cancelled".

APPENDIX M

AMMUNITION STORAGE AUTHORIZATION LETTER

LETTERHEAD

8020
G4/Ammo
1 Oct 13

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: FY14 CLASS V(W) AMMUNITION STORAGE AUTHORIZATION

Ref: (a) MCO P8020.10
(b) ForO 8011.1A

Encl: (1) Sample FY14 6th ESB Class V(W) Ammunition Storage Authorization Report

1. Per the references, the following units are authorized to store the maximum quantities in their respective armories listed in the enclosure.

2. Points of contact for this matter are Maj Jones at 503-286-3962 ext. 6026.

A. B. CEE

Distribution:
I-I, Headquarters & Service Company (AA&E Officer)
I-I, Engineer Company "A" (AA&E Officer)
I-I, Engineer Company "B" (AA&E Officer)
I-I, Engineer Company "C" (AA&E Officer)
I-I, Bridge Company "A" (AA&E Officer)
I-I, Engineer Support Company (AA&E Officer)

Figure M-1.-- Consolidated Ammunition Storage Authorization Letter

Sample FY14 6TH ESB Class V(W) Ammunition Storage Authorization Report

ADDRESS	UNIT	DODIC	NOMENCLATURE	QTY	N.E.W	TOTAL N.E.W	C/D	CG
6735 N. Basin Ave, Portland, OR 97217	Headquarters & Service Company	A080	5.56mm Blank	3,420	.0016	NA	1.4	S
		A363	9mm Ball	1,000	.0009	NA	1.4	S
		A059	5.56mm Ball	840	.0038	NA	1.4	S
					TOTAL N.E.W	0.00		
3106 Pierce Pkwy Suite "C" Springfield, OR 97477	Engineer Company "A"	A080	5.56mm Blank	3,420	.0016	NA	1.4	S
		A363	9mm Ball	1,000	.0009	NA	1.4	S
		A059	5.56mm Ball	840	.0038	NA	1.4	S
					TOTAL N.E.W	0.00		
1901 S Kemble Ave South Bend, IN 46613	Engineer Company "B"	A080	5.56mm Blank	3,420	.0016	NA	1.4	S
		A363	9mm Ball	1000	.0009	NA	1.4	S
		A059	5.56mm Ball	840	.0038	NA	1.4	S
					TOTAL N.E.W	0.00		
7117 W Plank Road NMCRC Peoria, IL 61604-5297	Engineer Company "C"	A080	5.56mm Blank	3,420	.0016	NA	1.4	S
		A363	9mm Ball	1,000	.0009	NA	1.4	S
		A059	5.56mm Ball	840	.0038	NA	1.4	S
					TOTAL N.E.W	0.00		
101 Base Avenue NMCRC Battle Creek, MI 49015-1242	Bridge Company "A"	A080	5.56mm Blank	3,420	.0016	NA	1.4	S
		A363	9mm Ball	1,000	.0009	NA	1.4	S
		A059	5.56mm Ball	840	.0038	NA	1.4	S
					TOTAL N.E.W	0.00		
101 Base Avenue NMCRC Battle Creek, MI 49015-1242	Engineer Support Company	A080	5.56mm Blank	3,420	.0016	NA	1.4	S
		A363	9mm Ball	1,000	.0009	NA	1.4	S
		A059	5.56mm Ball	840	.0038	NA	1.4	S
					TOTAL N.E.W	0.00		

LETTERHEAD

8020
G4/Ammo
1 Oct 13

From: Commanding Officer/Inspector-Instructor
To: Armory Files

Subj: FY14 CLASS V(W) AMMUNITION STORAGE AUTHORIZATION

Ref: (a) MCO P8020.10
(b) ForO 8011.1A

1. The following quantities of security and funeral ammunition are the maximum authorized to be maintained in the armory per the guidance contained in the references.

DODIC	LOT	NOMENCLATURE	TOTAL N.E.W.	QTY
A363	WCC13B231-140	Ctg 9mm Ball	NA	200
A059	LC-12C234-011	Ctg 5.56mm Ball	NA	400
A080	LC-10E949-212	Ctg 5.56mm Blank	NA	1140

2. Points of contact for this matter are Maj Jones at 504-697-8436 ext. 2340.

A. B. CEE

Figure M-2.—Individual Ammunition Storage Authorization Letter

APPENDIX N

SPECIAL ALLOWANCE REQUEST EXAMPLE

R 010925Z MAY 15
FM 25TH MARINE REGIMENT//
TO 4TH MARINE DIVISION//G-3//
UNCLAS//
MSGID/GENADMIN/25TH MARINE REGIMENT//
SUBJ/SPECIAL ALLOWANCE REQUEST FY15-002//
REF/A/DOC/MCO 8011.5B/XXAAAXX//
AMPN/REF A IS CLASS V(W) AMMUNITION POLICIES, PROCEDURES, AND INFORMATION FOR TRAINING, PROGRAMMED TESTING, AND SECURITY//
POC/GETSOME/GUNNER/25TH MARINES/S3/DSN 123-4567//
RMKS/1. PER THE REF, THE FOLLOWING IS SUBMITTED.
2. REQUEST NUMBER: FY15-002
3. THE FOLLOWING REQUESTED DODIC AND QTY HAS AN EXPENDITURE RATE ABOVE 80 PERCENT.
DURING FY15:

DODIC	QTY REQUEST	%EXPEND
C869	80	84%

4. TRAINING/SHIPPING LOCATION: FORT DIX, NJ/FORT DIX, ASP, NJ
5. PROJECTED EXPENDITURE DATE: 3 SEP 15
6. JUSTIFICATION: 25TH MARINES IS PARTICIPATING IN OPERATION MIDNIGHT MARAUDERS 15-1. THIS IS A ONE TIME NON-RECURRING REQUEST. WE HAVE EXPLORED REDISTRIBUTION WITH ALL OTHER USERS OF C869 WITHIN THE REGIMENT.
7. AVAILABILITY: WE ARE REQUESTING OUR UNIT ALLOWANCE ADJUSTMENT OCCUR PRIOR TO 20 JUNE 2015 IOT TO SUBMIT A VALID FORECAST TO FORT DIX, ASP.
8. SUITABLE SUB: NONE//

NOTES: 1. Requests for special allowances should be submitted with sufficient time to allow for notification of approval, processing of requests, and forecasting within TAMIS.

Figure N-1.-- Special Allowance Request Example

APPENDIX O

SAMPLE UNFORECASTED JUSTIFICATION LETTER

LETTERHEAD

8000
CMD
Date

From: Inspector-Instructor, Company L
To: Commander, Marine Forces Reserve (G-3)
Via: (1) Commanding Officer, 3d Battalion, 23rd Marine Regiment
(2) Commanding Officer, 23d Marine Regiment
(3) Commanding General, 4th Marine Division

Subj: UNFORECASTED REQUEST FOR COMPANY L, 3RD BATTALION, 23RD MARINE REGIMENT

Ref: (a) Force Order 8011.1A

1. State the required delivery date, training requirement being supported, and a list of DODIC(s) and quantities.

DODIC	QTY
A059	100,000

2. State the reason for the late request.

3. State the impact to unit readiness if the training does not occur.

4. State the reason the training evolution cannot be shifted to an open forecast month.

5. The point of contact for this matter is Rank First Name, Last Name at email address and phone number.

I. M. HARD

Figure O-1.--Sample Unforecasted Justification Letter

APPENDIX P

DD FORM 1907, SIGNATURE AND TALLY RECORD

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

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.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.

DISTRIBUTION INSTRUCTIONS

(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.

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

SAMPLE

Figure P-1.--Signature and Tally Record

APPENDIX Q

JULIAN DATE CALENDAR

PERPETUAL

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

Figure Q-1.--Perpetual Julian Date Calendar

JULIAN DATE CALENDAR

LEAP YEAR

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	232	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

Figure Q-2.--Leap Year Julian Date Calendar

APPENDIX R

SUPPORTED UNIT DOCUMENT IDENTIFIER CODES

B6A- Receipt from a responsible officer

B6K- Receipt from an Ammunition Supply Point/Supporting Activity

B7A- Issue to a responsible officer, including expenditures

B7K- Use BWA for supported unit returns to ammunition supply points

B8A- Gain resulting from a physical inventory

B8B- Gain to correct a previous administrative error

B8Z- Miscellaneous increase not covered by another transaction

B9A- Loss resulting from a physical inventory

B9B- Loss to correct a previous administrative error

B9Z- Miscellaneous loss not covered by another transaction

BWA- Return to an ammunition supply point or other supply source

APPENDIX S

SAMPLE VOUCHER AUTHORIZATION LETTER

LETTERHEAD

8000
S-4
XX XXX XX

From: Commander, Battalion
To: Responsible Officer

Subj: AUTHORITY TO APPROVE CLASS V(W) ADJUSTMENT VOUCHERS

Ref: (a) MCO 8010.13
(b) MCO 8015.3_

1. Per the references, the personnel designated below are authorized to approve class V(W) adjustment vouchers within the dollar value and security risk code designated:

NAME/RANK	BILLET	DOLLAR VALUE	CIIC	SIGNATURE
John Smith, Capt	Bn S-4	$2,500	3, 4, 7	_____
Jane Doe, Capt	Co Cmdr	$500	3, U	_____

2. Adjustment vouchers are to be completed and maintained in accordance with reference (b).

3. This approval supersedes all previous letters of authorization.

B. N. COMMANDER

Figure S-1.--Voucher Authorization Letter

APPENDIX T

SERIALIZED EXPENDITURE REPORT

PRECEDENCE: PRIORITY
TO: COMMARCORSYSCOM QUANTICO VA AMMO (UC)
INFO: MARINE CORPS PROGRAMS FALLBROOK CA; NAVSURFWARCENDIV CRANE IN (JXMQ)

UNCLASSIFIED/
SUBJ/EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) W/REPORT NUMBER (2-14)
REF/MCO 8010.13
POC/CHARGE I./CAPT/COM: 978-796-XXXX/EMAIL: IN.CHARGE@USMC.MIL
GENTEXT/
1. GENERAL INFORMATION.
A. UIC/DODAAC: M12345/M12345
B. GEOGRAPHICAL LOCATION OF EXPENDITURE. RANGE 1234, CAMP LEJEUNE, NC.
C. DATE OF EXPENDITURE. 10 NOV 20XX.
D. EXERCISE NUMBER/NAME. HEAVY METAL 1-XX.
E. POINT OF CONTACT. CAPTAIN IN CHARGE, 978-796-XXXX, IN.CHARGE@USMC.MIL

2. EXPENDITURE INFORMATION.

LINE NO.	DODIC	MSL SER#	MSL LOT#	MOE
1.	C995	123456	JJS81J001-001	CBT
2.	C995	123457	JJS81J001-001	CBT
3.	P153	123000	KCG68L010-001	DAS

3. DOCUMENT NUMBER ISSUED/RECEIVED ON.

LINE NO.	DODIC	DOCUMENT NUMBER
1.	C995	MMHQ5031230001
2.	PL87	MMHQ5031000001

4. REMARKS. INCLUDE OTHER DATA THAT MAY BE RELEVANT TO THE MISSILE EXPENDITURE: (E.G., TYPE OF TEST, MALFUNCTION REPORT DATE TIME GROUP (DTG) IF APPROPRIATE, IF SERIAL NUMBER ON BOX DID NOT MATCH SERIAL NUMBER ON MISSILE (GIVE DETAILS), ETC.)

Figure T-1.--Serialized Expenditure Report

APPENDIX U

ACRONYMS

A&E	Ammunition and Explosives
A&E AVO	Ammunition and Explosives Audit and Verification Officer
AA&E	Arms, Ammunition, and Explosives
AEDA	Ammunition, Explosives, and Dangerous Articles
AHA	Ammunition Holding Area
AIN	Ammunition Information Notice
ALN	Ammunition Lot Number
AO	Area of Operation
ASP	Ammunition Supply Point
C/D	Class/Division
CDL	Commercial Driver's License
CFR	Code of Federal Regulation
CONUS	Continental United States
CSC	Convention for Safe Container
CSO	Command Security Officer
DA	Department of the Army
DAR	Detailed Allowance Report
DIC	Document Identifier Code
DL	Distance Learning
DLA-DS	Defense Logistics Agency - Disposition Services
DOA	Delegation of Authority
DOD	Department of Defense
DODIC	Department of Defense Identification Code
DODAAC	Department of Defense Activity Address Code
E581	Electronic Department of Army Form 581
ECR	Equipment Custody Record
EOD	Explosive Ordnance Disposal
ERG	Emergency Response Guide
FAD	Force Activity Designator
FSC	Federal Stock Classification
FY	Fiscal Year
HAZMAT	Hazardous Material
HC/D	Hazard Class/Division
ID	Identification
MAKE	Marine Ammunition Knowledge Enterprise
MARFOR	Marine Forces
MARFORAF	Marine Forces Africa
MARFOREUR	Marine Forces Europe
MARFORNORTH	Marine Forces North
MARFORRES	Marine Forces Reserve
MARFORSOUTH	Marine Forces South
MEC	Mission Event Code
MLSR	Missing, Lost, Stolen, or Recovered
MMR	Military Munitions Rule
MOE	Method of Expenditure
M/S	Media Status Code
MSC	Major Subordinate Command
MV	Motor Vehicle
NAR	Notice of Ammunition Reclassification

NAVMC	Navy and Marine Corps
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NCIS	Naval Criminal Investigative Service
NEW	Net Explosive Weight
NIIN	National Item Identification Number
NSN	National Stock Number
OCONUS	Outside the Continental United States
OHF	Overhead Fire
OIC	Officer in Charge
PM AMMO	Program Manager for Ammunition
PME	Professional Military Education
POC	Point of Contact
QUAL/CERT	Qualification/Certification
RDD	Required Delivery Date
RIC	Routing Identifier Code
RO	Responsible Officer
RP	Records Position
RSO	Range Safety Officer
RTC	Reserve Training Center
SAR	Special Allowance Request
SAAR	System Authorization Access Request
SNCO	Staff Non-Commissioned Officer
SOP	Standard Operating Procedures
SRC	Security Risk Codes
TAMIS	Total Ammunition Management Information System
TEC	Training Event Code
TECOM	Training and Education Command
TIS	Issue for Training
T&R	Training and Readiness Manual
TRO	Training Other
UI	Unit of Issue
UIC	Unit Identification Code
UND	Urgency of Need Designator
WBT	Web Based Training
YSS	Training Use Requisition
YTT	Training Use, Clear for Overhead Fire