



## UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING  
U.S. MARINE CORPS FORCES, ATLANTIC  
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From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution

Subj: STANDING OPERATING PROCEDURES FOR AMMUNITION CLASS V(W)  
(SHORT TITLE: SOP FOR AMMUNITION)

Ref: (a) MCO 8020.10  
(b) MCBul 8011  
(c) ALMAR 93/98  
(d) MCO P8011.4  
(e) UM 4400-124  
(f) MCO P4340.1A  
(g) OPNAVINST 8020.13  
(h) NAVSEA OP 2165  
(i) NAVSEA OP 2239  
(j) OPNAVINST 5530.13B  
(k) MCO 4030.19  
(l) MCO 8025.1  
(m) MCO 5101.8

Reports Required: List, page 7-2

1. Purpose. To establish responsibility, guidance and procedures for the management and control of Class V(W) materiel within the 2d Marine Aircraft Wing (MAW) per references (a) through (m).

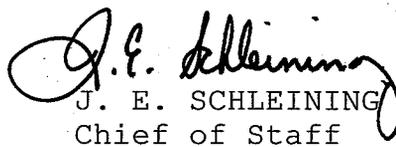
2. Cancellation. WgO P8011.3A

3. Applicability. This SOP is applicable to all personnel and units of the 2d MAW. It will serve as the basis for all ground ammunition activities, except when orders from higher commands establish a precedence over this SOP.

4. Recommendations. Recommendations concerning the contents of this SOP are invited. Submit via the appropriate chain of command for evaluation.

5. Summary of Revision. This revision has been reformatted and contains a substantial number of changes and must be completely reviewed.

6. Certification. Reviewed and approved this date.

  
J. E. SCHLEINING  
Chief of Staff

DISTRIBUTION: A

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SOP FOR AMMUNITION

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## SOP FOR AMMUNITION

### INTRODUCTION

GENERAL. This SOP provides instructions and guidance concerning ammunition planning, operations and functions including; allowance accounting and control, disposal, requisition, required reports, retrograde, storage, safety and transportation.

1. Purpose. The purpose of this Order is to establish uniform policies and standards for ground ammunition matters within 2d MAW.

2. Scope. This Order:

a. Supplements the policies and standards for Class V(W) material which apply to security, storage, accountability and controls in Navy and Marine Corps directives and regulations.

b. Reiterates policies and standards for Class V(W) material set by references in Appendix A.

c. Assigns responsibilities to subordinate commands and commanders. These responsibilities include dissemination of current policies and standards, establishing procedures and policies to conform with this order, submission of required reports and satisfying requirements peculiar to their organizations.

3. Applicability. The provisions of this Order are applicable to all elements of 2d MAW. The procedures and instructions set forth herein are applicable to routine training, deployments and combat operations.

### RESPONSIBILITIES

1. 2d MAW Ground Supply Officer (GNDSUPO). Under the cognizance of the Assistant Chief of Staff (AC/S), G-4, coordinates all ground ammunition matters. The 2d MAW GndSupO is responsible for:

a. Maintaining a library of publications.

b. Reviewing all Class V(W) transactions to ensure annual and quarterly training allowances are not exceeded.

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c. Reconciling Class V(W) accounting records with each 2d MAW unit on a quarterly basis.

d. Establishing procedures to be followed by 2d MAW units regarding Class V(W) accounting and requisitioning.

e. Monitoring Class V(W) malfunctions and deficiency reports submitted by 2d MAW units.

f. Maintaining the primary file of Notice of Ammunition Reclassification (NAR's), Ammunition Information Notices (AIN's), and Overhead Fire Supplements received from higher headquarters.

g. Preparing all recurring and/or special reports concerning Class V(W) to higher headquarters.

h. Providing assistance to commanders on matters relating to accounting and requisitioning Class V(W) material.

i. Coordinating procedures between 2d MAW units and ammunition supply points (ASP's).

j. Conducting periodic unannounced audits of unit ammunition accounting systems and provide results to the organization commander and the Commanding General when appropriate.

k. Providing assistance to the ammunition technicians of the 2d MAW in performance of their duties.

n. Ensuring quarterly training is held for 2d MAW personnel.

o. Coordinating with AC/S, G-3, on all matters concerning training Class V(W) requirements and priorities.

### 2. General and Special Staff Relationships

a. The AC/S, G-1 reviews and prepares recommendations regarding table of organization and manning levels and receives recommendations concerning all officers and enlisted personnel.

b. The AC/S, G-3 determines ammunition requirements for deploying units and coordinates with the AC/S G-1 and G-4 for administrative procedures and logistical support for deploying units. Additionally, computes and monitors Class V(W) training allowances **and when required, combat rates.**

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c. The AC/S, G-4 maintains staff cognizance over the 2d MAW Class V(W) ammunition section which reviews and coordinates logistical support for training and deploying units.

d. The 2d MAW Embarkation Officer coordinates with the 2d MAW GndSupO on all matters concerning Class V(W) ammunition to be embarked for training and deployment.

3. Commanding Officers. Commanders at all levels shall ensure compliance with the instructions contained herein and shall adhere to the following:

a. Observe the prescribed safety precautions in handling, storing and transporting ammunition as outlined in reference (a) and this SOP.

b. Ensure security ammunition maintained in the unit armory is limited to that quantity required to support known requirements. The quantity must not exceed that authorized under the authority provided for in the current edition of reference (b).

c. Ensure unserviceable ammunition that is pending disposition is provided the same degree of security afforded to other categories of ammunition.

d. Ensure ammunition is never buried, abandoned, destroyed, fired indiscriminately, sold or otherwise disposed of to circumvent the inconvenience of returning the item to the storage site.

e. Ensure ammunition is never removed from its packing containers until required for use. Ammunition shall be handled in a manner to prevent it from being rendered unserviceable.

f. Ensure ammunition is not disassembled, altered, delinked or modified, except for those normal operations provided for in the user's level technical publications, e.g., fuzing of projectiles, or unless authorized by higher headquarters.

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g. Ensure ammunition receipt and expenditure reports are properly completed and maintained on file for three years.

h. Ensure stringent security control measures are practiced and applied by all personnel involved in handling and storing ammunition and explosives.

i. Ensure personnel maintain a current set of desktop procedures and turnover files which accurately describe their responsibilities and duties.

j. Ensure sufficient qualified explosive drivers are available to support the unit's mission.

k. Ensure only mature individuals are assigned duties involving ammunition and explosives and that the individuals have been properly screened, with "page 11" documentation annotated in subject Marine's record book per reference (c).

l. Maintain a complete library of authorized directives to include publications listed in the SL 1-2 and SL 1-3 that pertain to ammunition and explosives utilized by their organization.

m. Appoint in writing an Ammunition, Arms and Explosive (AA&E) officer and ammunition technician responsible for ammunition matters per reference (c).

n. Maintain a record of annual training allowances and expenditures.

o. Ensure units and personnel within the command do not requisition or expend ammunition in excess of the unit's total authorized allowance.

e. Submit reports as directed by this Order.

4. AA&E Officer. The AA&E officer is responsible for:

a. Conducting AA&E awareness training.

b. Validating AA&E accountability procedures.

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c. Auditing the AA&E chain-of-custody/documentation for issue, receipt, expenditure and turn-in of unexpended assets.

d. Validate that Navy/Marine Corps (NAVMC) 10774 cards are properly maintained when the command is holding security and/or training AA&E assets on a semiannual basis per reference (c).

5. Range Safety Officer (RSO). The RSO must verify and receipt for ammunition at the firing site. In addition to duties specified in the base range regulations, the RSO must:

a. Verify the ammunition received at the firing site against that reflected on the ASP's issue document (DD Form 1348-1).

b. Inventory and receipt for the ammunition, then sign block 14 of DD Form 1348-1, or suitable unit accounting form or accounting document. Upon receipt, the RSO will be responsible for issue and control of the ammunition at the firing range or training area for the duration of the exercise.

c. Enter the quantity received by Department of Defense Identification Code (DODIC), document number and lot number on the 2d MAW Class V(W) Expenditure Report; ensuring that the quantity matches the corresponding requisitions.

d. Take measures to prevent ammunition from being rendered unserviceable in the event the exercise is terminated prematurely by not opening excessive quantities of ammunition, losing lot number identity, burning or otherwise destroying containers, or unnecessarily exposing items to the weather.

e. Upon completion of training, the RSO will enter the number of rounds expended on the Receipt/Expenditure Form. The RSO will then conduct a shakedown inspection, collect all unexpended ammunition and inventory the rounds/items collected. The shake down will consist of the RSO verification that all individuals have emptied their pockets, carrying cases and packs. Each vehicle, container and magazine will be thoroughly inspected/checked.

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f. Enter the quantities of unexpended rounds/items on the Receipt/Expenditure Form and ensure items are receipted for by the organizational ammunition technician via signature in the appropriate space on the form.

g. Transfer custody of any unexpended Class V(W) material and the original copy of the Receipt/Expenditure Form to the unit's ammunition technician. If desired, a carbon copy of the form (containing the change of custody signature of the ammunition technician) may be retained by the RSO.

6. Individual. Individuals must understand that ammunition is designed to cause death, injury and property damage. Because of the inherent danger, only personnel who are qualified and familiar with ammunition will be utilized during ammunition handling, transportation and storage.

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CHAPTER 1

COMPUTATION AND TRAINING ALLOWANCE

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### CHAPTER 1

#### COMPUTATION AND TRAINING ALLOWANCE

1000. COMPUTATION. The Marine Corps Table of Allowances for Class V(W) Material (Peacetime), reference (d), promulgates Class V(W) material allowances for all Marine Corps activities, unit and detachments. It provides general instructions and computation factors for determining amounts and types of Class V(W) material authorized for specific purposes.

#### 1001. TRAINING ALLOWANCE

1. Requirements. Upon receipt of the approved training Marine Ammunition Requirement Support Order (MARSO) from MCCDC (C-461), Quantico, VA, the AC/S G-4 will publish the 2d MAW MARSO. The 2d MAW MARSO allocates Class V(W) assets by command and geographic location for each fiscal year. A statement of Annual Requirements for Class V(W) training ammunition each fiscal year will be computed by unit commanders and provided to the AC/S (G-3) for review and evaluation. If necessary, recommended MARSO changes will be forwarded to higher headquarters for consideration.

2. Allowances Not Accumulated. Allowances do not accumulate from one fiscal year to the next. All requisitions submitted with a required delivery date after 30 September will be deducted from the requesting unit's next fiscal year allowance.

#### 1002. PRE-POSITIONING

1. Ammunition requested for deployments or training outside of the unit's local area is computed as a portion of the total requirement for each unit and will be reported on the unit's expenditure reports.

2. Units will submit requests to support training outside the local area 60 days (CONUS) and 90 days (OCONUS) prior to the start date of the event unless otherwise directed by higher headquarters. This request will be forwarded via the chain of command to "CG SECOND MAW//G-4/Ammo//" in MILSTRIP format via naval message. Unit requests will be reviewed and consolidated by the appropriate major subordinate element prior to submission to AC/S G-4 (Ammo). AC/S G-4 (Ammo) will forward Class V(W) requirements via message to the appropriate command.

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3. Requisitions exceeding a unit's MARSO allocation must be approved by AC/S (G-3) prior to submission of a requisition for requested items. This may require reallocation of other 2d MAW units MARSO's.

4. As shipping/support status is received by the AC/S G-4, cognizant requesters will be notified. Additionally, any necessary changes, e.g., DODIC or quantity changes, directed by higher headquarters will be forwarded to the cognizant requester.

1003. REQUALIFICATION AMMUNITION. Requalification ammunition requirements for all T/O weapons are computed and submitted by the Marine Corps Bases and Stations responsible for management of the local requalification ranges. Ammunition expended for requalification will not be deducted from the unit allocation if requalification is conducted at the unit's geographic location. Units conducting their own requalification, i.e., the unit, not the supporting Base or Station is managing all aspects of the range detail, will be required to use ammunition allocated on their MARSO.

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CHAPTER 2

REQUISITION, CANCELLATION AND TURN-IN PROCEDURES

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### CHAPTER 2

#### REQUISITION, CANCELLATION AND TURN-IN PROCEDURES

2000. REQUISITION AND ISSUE. Requisitions for Class V(W) material from the MCAS Cherry Point, Marine Corps Base Camp Lejeune, MCAS New River and MCAS Beaufort ASP's will be routed through AC/S, G-4(Ammo). Forms and formats used for submission of requisitions are contained in Appendix B. Requisitions for Class V(W) material supported by ASP's other than those listed above will be submitted as outlined in paragraph 1002.

1. Procedures for requisitions to local (Cherry Point/Camp Lejeune/Parris Island) ASP's:

a. For Cherry Point based units:

(1) Forward all DD 1348 hardcard requisitions via the appropriate group staff section to AC/S, G-4/Ammo for review, document number assignment and signature.

(2) AC/S, G-4/Ammo will verify that adequate allocation of requested DODIC is available, required delivery date matches priority and requester is listed on the unit's Letter of Authorization to requisition Class V(W); then sign the DD 1348 hardcard requisition.

(3) Upon receiving the signed DD 1348 hardcard (with G-4 Ammo signature), deliver requisitions to ASP for processing.

(4) Follow up with ASP as appropriate.

(5) Subsequent actions (to include cancellation/turn-in) notify AC/S, G-4/Ammo.

b. For New River based units:

(1) For purpose of efficiency, either fax the DD 1348, or e-mail the milstrip requisitions via the appropriate group staff section to AC/S, G-4/Ammo for review and document number assignment.

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(2) AC/S, G-4/Ammo will verify that adequate allocation of requested DODIC is available, required delivery date matches priority and requester is listed on the unit's Letter of Authorization to requisition Class V(W); then forward the requisition (via e-mail) to the Camp Lejeune ASP. A copy of the requisition will be sent to the requesting unit via the unit's group.

(3) After receiving confirmation that the requisition was approved, follow up with the ASP as appropriate.

(4) Retain fax/e-mail authorization with a copy of the original requisition.

(5) Subsequent actions (to include cancellation/turn-in) notify AC/S, G-4/Ammo.

c. For Beaufort based units:

(1) For purpose of efficiency, either fax the DD 1348, or e-mail the milstrip requisition via the appropriate group staff section to AC/S, G-4/Ammo for review and document number assignment.

(2) AC/S, G-4/Ammo will verify that adequate allocation of requested DODIC is available, required delivery date matches priority and requester is listed on the unit's Letter of Authorization to requisition Class V(W); then forward authorization to the requesting unit via the unit's group.

(3) After receiving approval, submit the requisition to the Parris Island ASP. Follow up with the ASP as appropriate.

(4) Retain fax/e-mail authorization with a copy of the original requisition.

(5) Subsequent actions (to include cancellation/turn-in) notify AS/C, G-4/Ammo.

2. Routine requisitions (**13** priority) for ammunition within established allowances will be submitted to the AC/S G-4(Ammo) no less than 10 working days prior to the required delivery date (RDD).

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3. Priority requisitions (**06** priority: Over 24 hours, but less than 10 working days, **03** priority: 24 hours or less), will be submitted with justification to AC/S, G-4(Ammo). Requisitions for training ammunition without 24 hours lead time, require the Commanding Officer's signature. Any **03** priorities will not be processed unless in support of real world training operation, or significant training operation.

4. All requisitions will indicate the intended use for the requested ammunition, e.g., familiarization fire, security, requalification, etc. The requisition will cite in the remarks block required pre-stage and pickup date and time.

5. Requisitioning units will provide all transportation, working parties and security personnel required for the movement of ammunition from or to the ASP. Working parties and ammunition will not be transported in the same vehicle.

6. MCAS Cherry Point and New River based 2d MAW units having an ammunition allowance will submit a letter delegating authority to requisition Class V(W) to the Commanding General, 2d MAW, (G-4/Ammo). See Appendix C. All 2d MAW units should also send a separate letter delegating authority to receipt for Class V(W) to the supporting ASP (via the Commanding General 2d MAW, (G-4/Ammo). See Appendix C. Letters must contain original sample signatures and social security numbers of all designated personnel. Authorization letters must be updated in total when a change in Commanding Officer or other authorized personnel occurs. Commanders should only designate AA&E qualified personnel. No individual may be authorized to sign a requisition and receipt for ammunition for the same event. A requisition and issue procedures checklist is in Appendix D of this SOP.

7. MCAS Beaufort based units will submit their Letters Delegating Authority to requisition Class V(W) directly to their supporting ASP and provide a copy to Commanding General, 2d MAW, (G-4/Ammo).

2001. CANCELLATIONS. Notify the ASP receiving the original requisition of all cancellations as soon as possible. Notification can be via telephone or e-mail, with follow-up documentation within 24 hours of initial notification. Cancellation forms and formats are located in Appendix B.

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1. Use MILSTRIP format for all cancellations. The cancellation will contain the same document number and serial number of the original requisition. Cancellation documents will indicate "CANCELLATION" or "PARTIAL CANCELLATION" vice "ISSUE" in the "remarks" section of the MILSTRIP. The document identifier code will be "AC1" vice "A0D" and the quantity will reflect the quantity being cancelled. The unit representative must present the document(s) to the ASP receiving the original requisition.
2. The requesting unit must coordinate with the supporting ASP when the pickup date for valid requisitions are postponed from previously established pickup date. Unless prior coordination is made, ASP's will cancel requisitions four hours after the scheduled pre-stage or pickup time.

### 2002. TURN-IN

1. Turn-in. Transactions for all ammunition turn-in will be made on DD Form 1348-1. The format for submission of field return documents is contained in Appendix B. The Turn-in Procedure Checklist is located in Appendix D.
2. Final determination as to whether the items returned are to be considered serviceable or unserviceable rests with the ASP.
3. Ammunition determined to be unserviceable will not be credited to the unit's allowance.

### 2003. SALVAGEABLE MATERIAL

#### 1. Turn-in of Salvageable Material

a. All salvageable material will be turned into the ASP after each training exercise. Deployed units shall return salvageable material to the appropriate supporting facility.

b. Examples of salvageable ammunition components and related recoverable items are listed below:

- (1) Bandoleers without cardboard.
- (2) Machine gun links.
- (3) Small arms clips.
- (4) Metal ammunition cans.

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- (5) Empty fiber containers.
- (6) Expended cartridge cases.
- (7) Wooden boxes.
- (8) All rocket/missile launcher tubes/containers.

2. Ensure that brass cartridge cases are separated from clips, links and other non-brass items and are separated by caliber. Items and containers will be free of all extraneous materials such as dirt, wood, grass and trash.

3. All components listed in paragraph 2003.1.b of this chapter will be collected, segregated and turned-in as separate items.

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CHAPTER 3

ACCOUNTING AND CONTROL PROCEDURES

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## CHAPTER 3

### ACCOUNTING AND CONTROL PROCEDURES

#### 3000. ACCOUNTING/MANAGERIAL PROCEDURES

1. General. Those units allocated ammunition shall establish and maintain records per reference (e). Each unit is responsible for keeping records both while deployed and in garrison. The use of automated systems in lieu of Account Allowance Cards is authorized and encouraged. Units utilizing automated systems will establish appropriate security procedures to control access to ammunition programs. Entries will be substantiated by documentation such as MILSTRIP and DD 1348-1 requisitions, letters and messages on file. Accounting records will include, but are not limited to the following:

a. Type and quantity of ammunition allocated for fiscal year.

b. All issue, turn-in, expenditure and reallocation of training ammunition by quarter.

c. Requisition, issue and turn-in logbooks will be established and maintained by all units having ammunition allowances. Sample format is located in Appendix E.

2. AA&E Accounting Policies. AA&E accountability is the responsibility of all Marines. The policies listed below will be implemented and incorporated into commanders' local SOP's, training schedules and professional education.

a. Use the standard HQMC published form shown in Appendix F for initial and annual screening of personnel who account for, maintain, receive and distribute AA&E in performance of their duties. Screening will be documented with a page 11 entry of the individual's service record book and supporting documentation maintained in command records. When a commander determines that an individual who's MOS lists AA&E management as a primary function has not met the screening requirements to handle AA&E, the commander will work in concert with CMC (MMEA/MMOA) to request retraining or reassignment of that individual.

b. Use a standard HQMC published form, e.g., NAVMC 10774, to document expenditure of Class V(W) assets. See Appendix G.

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c. Ensure that Explosive Ordnance Disposal (EOD) sections document expenditure of emergency destruction materials, to include individual kit components.

d. Ensure two person integrity for AA&E destruction and expenditure reporting.

e. Ensure that expenditure reports are maintained by fiscal year and retained for three years.

f. Conduct and document monthly inventories of AA&E held at the unit level.

g. Ensure that AA&E record keeping personnel at the Group and unit levels are accompanied at all times by storage custodians when given access to AA&E storage sites.

h. Deny storage personnel access to AA&E accountability records.

i. Designate an officer as the unit AA&E officer. This appointee will be responsible for:

(1) Conducting AA&E awareness training.

(2) Validating AA&E accountability procedures.

(3) Auditing the AA&E chain of custody/documentation for issue, receipt, expenditure and turn-in of unexpended assets.

(4) Validating NAVMC 10774's for security and/or training assets.

3. Expenditures. Report all expended Class V(W) material to the Commanding General, 2d MAW (G-4/Ammo) by the 5th working day of each month. Report Class V(W) expenditures for training ammunition while deployed to this headquarters within ten working days of return from deployment. Format for this report is located in Appendix H of this SOP.

NOTE: Annual expenditure reports will be submitted to the Commanding General, 2d MAW (G-4/Ammo) by the 1st of October each year. Reports will include allocated ammunition expended in support of the owning unit, regardless if it is expended by the owning unit, or by another unit, i.e., 2/2 firing MAG-29 mortars in support of MAG-29 training.

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4. Security and Safety Ammunition. Units holding security and/or safety ammunition will establish and maintain records per reference (e) and Appendix G of this SOP.

a. Security and/or safety ammunition held by units will be checked for reclassification by type and lot number per NAR messages, and local suspensions promulgated by this command.

b. Personnel issued ammunition, e.g., security guards, RSO's, etc., will receipt for the ammunition on an Equipment Custody Record (ECR) card NAVMC 10359.

c. Security ammunition will have a NAVMC 10774 card completed for each lot of ammunition stored at the command per reference (e) and Appendix G of this SOP.

### 3001. CONTROL AND INSPECTIONS

1. Control. Control of ammunition within the unit is accomplished through supervision at all levels. Control is enhanced by emphasizing ammunition supply economy and fire discipline to individual Marines and weapons' crews. The control of ammunition must be habitual, during both training exercises and actual combat situations. To ensure ammunition is controlled during training the following guidance applies:

- a. Only requisition required items.
- b. Follow approved issue and turn-in procedures.
- c. Only expend ammunition for intended purposes.
- d. Do not hoard, abandon, bury or lose ammunition.
- e. Provide security for ammunition.
- f. Do not open or break seals on containers not yet ready for immediate use. Once ammunition containers are opened, retain all packing material until the end of training to aid in the turn-in of unexpended ammunition.
- g. Properly train and instruct those personnel who will handle, use, fire or expend ammunition.
- h. Only authorized personnel will remove government owned ammunition and explosives from firing or storage areas.

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i. Government ammunition will not be sold, offered for sale or exchanged for personally owned ammunition.

j. Excess training ammunition will never be destroyed, dumped or fired indiscriminately to avoid returning such ammunition to the ammunition storage facility.

k. Positive ammunition control measures such as double locks, frequent inventories and protection from hazards will be instituted by the holding unit.

l. For all class V(W) received, record the DODIC, lot number, and serial numbers. Ammunition will be issued by specific lot and serial numbers. Strict compliance with this provision is required to identify malfunctions and enable quick notification if immediate suspension of the lot and/or serial numbers is required.

2. Inspections. Monthly serviceability inspections and inventories of ammunition will be made to ensure that the ammunition held by the unit is not mixed with unrecorded lots of ammunition. These monthly inspections will be recorded on the NAVMC 10774 cards.

### 3002. MISSING, LOST, STOLEN OR RECOVERED (MLSR) AMMUNITION.

Upon notification that ammunition is missing, lost, stolen or recovered, the unit commander or designated representative will immediately inform the Commanding General, 2d MAW, (G4/GndSup). To facilitate the initiation of an MLSR refer to reference (f). If required, the unit commander will conduct an investigation into the surrounding circumstances.

### 3003. DUMMY, INERT, DISPLAY AND PRACTICE AMMUNITION.

1. Class V(W) Dummy Training Items. Dummy ammunition is manufactured specifically for training, functional testing of weapons, individual and crew drills and school purposes. It is identified by special markings or color. Dummy ammunition contains no primer, fuse, propellant or explosive; however, certain practice rounds may be used with propelling increments or light spotting/bursting charges. Dummy ammunition items are nonexpendable and may be replaced in authorized quantities when unserviceable. Such items should be handled as live ammunition to instill proper handling and safety procedures. Painting of dummy ammunition items to look like live ammunition items is strictly prohibited.

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2. Class V(W) Inert Items. Inert ammunition items and devices are replicas of standard service munitions. They are primarily used for instructional purposes and contain no explosive components, pyrotechnics or chemical agents. Painting of inert ammunition items to look like ammunition items is strictly prohibited.

3. Use of Ammunition for Display Purposes. No ammunition item/device, whether inert, practice, service (live) or any component thereof, will be used for display purposes except as specifically outlined in reference (a).

4. Practice Ammunition Items and Devices Used For Training. Practice ammunition is intended to simulate service items and normally contains a reduced, less dangerous, chemical or explosive filler. In some applications, a charge is added to indicate functioning. It is mandatory that all items and devices of dummy, drill or practice ammunition, be readily identifiable.

5. Use of Inert Rocket/Missile Tubes for Training. Units using these items for training purposes must ensure the following requirements:

a. Rocket/missile tube must be cleared of all explosive residue and stenciled "EMPTY."

b. Expended tubes must be certified as inert material in accordance with reference (g).

c. A history for each inert rocket/missile tube must be maintained using NAVMC 10774 cards. Each card must conform with Appendix G of this SOP.

d. The number of tubes required for unit training must be kept to a minimum.

e. Excess rocket/missile tubes will be returned to the ASP. See Appendix B for turn-in forms and formats.

SOP FOR AMMUNITION

CHAPTER 4

TRANSPORTATION

|                           | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| AUTHORIZED VEHICLES ..... | 4003             | 4-5         |
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| AIR SHIPMENT .....        | 4005             | 4-6         |
| WATER SHIPMENT .....      | 4006             | 4-7         |

## SOP FOR AMMUNITION

### CHAPTER 4

#### TRANSPORTATION

4000. GENERAL. The provisions of this chapter are general in nature and are not intended to list all requirements applicable to the transportation of Class V(W) material. Transportation will include all movement whether it is ground, air or water. This is to include material handling equipment drivers during all handling, loading and off-loading of Class V(W) material. Ammunition will only be transported to authorized ranges and if not used, back to the ASP.

#### 4001. EXPLOSIVE DRIVERS

1. An explosive driver listing will be maintained by the ammunition technician in the format identified in Appendix I and updated as required.

2. Explosive drivers will have a valid U. S. Government Motor Vehicle Operator's Identification Card, Standard Form 46, which has "Explosive Driver (Must hold a current medical certificate)" annotated on the reverse side. The Medical Examiner's Certificate is valid for five years. Drivers transporting class V(W) aboard MCAS Cherry Point, New River or Beaufort must be at least 18 years old and have a valid stateside driver's license. Drivers transporting class V(W) off MCAS's must be at least 21 years of age.

#### 4002. SURFACE SHIPMENT

1. Motor Vehicle. References (a) and (h) establish regulations for transportation of ammunition or explosives within motor vehicles.

2. Requirements. The following requirements have been imposed to ensure safety when hauling explosives over highways.

## SOP FOR AMMUNITION

a. Marking of Vehicles. Each vehicle (truck and trailer are considered two vehicles) will display on the front, rear and both sides of the vehicle appropriate Department of Transportation (DOT) explosive signs.

b. Methods of Loading

(1) Loads shall be packed firmly and shall be securely fastened on the vehicle in such a manner as to prevent the load from sliding, falling or dropping. Ammunition, which when stacked, exceeds the height of the siderails, must be palletized and tied down.

(2) Exposed explosives shall be covered with flame resistant coverings.

(3) The weight of the loads cannot exceed 80% of the maximum off-road capacity of the carrying vehicle.

(4) 2d MAW owned vehicles transporting Class V(W) ammunition must have two sets of vehicle safety equipment as outlined in reference (i).

c. Equipment and Paperwork Required for each Ammunition Transporting Vehicle

(1) Appropriate DOT placards on the front, sides and back of each vehicle.

(2) Two copies of DD Form 626 provided by the motor transport officer's designated inspector.

(3) DD Form 836 which is provided by the shipping activity. Not required for shipment aboard Camp Lejeune.

(4) One fully charged Underwriter Laboratory-rated 10 B:C (Dry Chemical) or greater capacity fire extinguisher. Refer to reference (i) for fire extinguisher specifications.

## SOP FOR AMMUNITION

(5) One NAVSEA OP 2239 (Driver's Handbook), provided by the using unit.

(6) Tools for changing tires (if the vehicle is equipped with a spare tire).

(7) One set of wheel chocks.

(8) One set of safety equipment, as outlined in NAVSEA OP 2239.

(9) Armed escort.

(10) Minimum of three tie down straps per vehicle.

(11) Tarp to cover class V(W).

(12) Dunnage, e.g., wooden pallets, plywood or planking, to cover ferrous metal beds.

Note: When transporting TOW's or any Security Risk Category (SRC) 1 items, an officer or staff noncommissioned officer (SNCO) must receipt for and accompany the items to the final destination. The officer or SNCO may also serve as one of the armed guards per reference (j). If all of the SRC 1 items are not fired and must be returned to the ASP, the officer's or SNCO's security responsibility is **NOT** finished until the SRC 1 items are secured in an authorized ammunition storage area.

4003. AUTHORIZED VEHICLES. Tactical cargo vehicles and tactical trailers are acceptable for transporting explosives. Wooden dunnage/planking must be used to protect the ammunition or explosives from the ferrous metal bed of the vehicle per reference (a). The following is a list of vehicles authorized to transport ammunition and explosives:

1. Tactical vehicles and trailers carrying ammunition or explosives provided not more than one truck and one trailer comprise a combination.

## SOP FOR AMMUNITION

2. Truck, trailer with semi-trailers (side members, end members and fire retardant tarpaulins are required).

3. The HMMWV family of vehicles, with the following exceptions:

a. The four-man cab configured vehicle. This vehicle does not possess the forward bulkhead in the cargo compartment to prevent injury to passengers through shifting of cargo.

b. TOW and heavy gun variants.

4004. PROHIBITED VEHICLES. Use of mail or parcel post vehicles and private vehicles is prohibited. Passenger-carrying military vehicles (buses/vans), amphibious vehicles carrying troops, special purpose vehicles, e.g., radio, shop, generator, tankers, dump trucks, ambulances, wreckers, etc. and vehicles having electronic transmitting equipment.

4005. AIR SHIPMENT. Reference (k) is the sole source document for movement by air.

1. All 2d MAW MILSTRIP requisitions for air shipment will be annotated "Shipper's Declaration for Dangerous Goods Required" and have the advice code "45" entered in blocks 65-66 on the DD Form 1348.

2. Air shipment requisitions are required to be submitted to Commanding General, 2d MAW, (G-4/Ammo) via letter with the DD Form 1348 attached at least 35 calendar days in advance of the RDD.

3. Special Instructions

a. Requisitions for air shipment of ammunition will be submitted utilizing a letter which will include a full typewritten justification.

b. The letter will be signed by the unit commander and if applicable the group commander (not a delegated representative). In the absence of the commanding officer, the acting commander will sign air shipment requisitions.

## SOP FOR AMMUNITION

c. The S-4 officer will designate ammunition personnel who will accompany all air shipment requisitions. Upon delivery of the requisition to Commanding General, 2d MAW, G-4 (Ammo), the document will be reviewed and processed.

4006. WATER SHIPMENT. Water shipments are governed by CFR 46.

1. All 2d MAW requisitions for sea shipment will be submitted via letter, annotated "Sea Shipment" and will have the advice code "46" entered in blocks 65-66 on the DD Form 1348.
2. The letter will be signed by the unit commander and if applicable the group commander (not a delegated representative). In the absence of the commander officer, the acting commander will sign sea shipments requisitions.
3. Sea shipment requisitions are required to be submitted to Commanding General, 2d MAW, G-4 (Ammo) at least 35 calendar days in advance of the RDD. Using units are responsible for coordinating all transportation requirements.

SOP FOR AMMUNITION

CHAPTER 5

SAFETY

|                                     | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| AUTHORIZED PRACTICES.....           | 5002             | 5-4         |
| INHERENT HAZARDS OF AMMUNITION..... | 5003             | 5-4         |

## SOP FOR AMMUNITION

### CHAPTER 5

#### SAFETY

##### 5000. SAFETY

1. General. Safety is of the utmost importance when handling any Class V(W) material. Safety is the responsibility of each individual. The primary responsibility of any individual is to prevent conditions which may cause death or injury to themselves or other persons and destruction or damage to government property or material. All personnel involved in the use of ammunition and explosives will be thoroughly indoctrinated in all safety precautions and procedures per the applicable references listed in this SOP.

2. Principles. The three principles of safety are:

a. Proper supervision by officers, SNCO's and other qualified personnel.

b. Proper training and instruction of individuals, crews or other groups who will handle, use or expend ammunition and explosives.

c. Follow the requirements for security, storage, transportation and use of Class V(W) material.

5001. PROHIBITIONS. The following practices are prohibited when handling Class V(W).

1. Using ammunition or components, whether dummy, inert or practice for any purpose other than those designated, e.g., paper weights, desk ornaments, door stops, etc.

2. Abandoning or leaving Class V(W) unattended or without proper security.

3. Sale or private use of ammunition, explosives or components thereof.

4. Burning, abandoning, firing indiscriminately or hiding Class V(W) for future use or other purposes.

5. Touching or moving duds or similar ammunition items without first notifying EOD.

## SOP FOR AMMUNITION

6. Tampering with, modifying, altering, deactivating, disassembling, repairing or making souvenirs of any U. S. government or foreign Class V(W) material and/or their components.

7. Transporting ammunition or explosives into any billeting or unauthorized storage area. This includes blank or practice items that are intended for use in the future or are being returned to an area for ammunition storage. Unit commanders are responsible for providing adequate personnel and transportation for unused ammunition items to be returned to an ASP.

5002. AUTHORIZED PRACTICES. The following practices are authorized for use in the field by qualified personnel:

1. Reducing or increasing propellant charges or increments, when not exceeding the maximum or minimum charge.
2. Priming, arming and disarming explosive devices by MOS qualified personnel and those personnel under their supervision for instruction.
3. Normal functions authorized to a unit in preparing, firing, loading, unloading or disarming Class V(W) items.
4. Reshaping of plastic explosives per applicable instructions and publications.

5003. INHERENT HAZARDS OF AMMUNITION

1. General. Ammunition is designed to inflict casualties and destroy property. Negligence or improper handling may cause the same damage to friendly personnel. Ammunition, as designed, provides safety to the user when precautions are adhered to.

2. Accidental Explosions. Some causes of explosive disasters are listed below:

- a. Fire.
- b. Rough handling.
- c. Sustained subjection to high temperatures.
- d. Alteration and tampering.

## SOP FOR AMMUNITION

### 3. Fire Hazards

a. Matches and flame producing devices are not allowed in the proximity of ammunition.

b. Smoking is not permitted within 50 feet of stored, handled or transported ammunition.

c. Ammunition and fuel will be separated by proper quantity and distance factors.

4. Manual Handling of Ammunition. Most accidents occur when ammunition and explosives are handled improperly. To preclude these accidents, unit commanders will ensure the following:

a. Ammunition will not be handled with undue roughness.

b. Ammunition will never be thrown.

c. Ammunition will never be dropped.

d. Ammunition will be strapped down or secured by other means in all modes of transportation.

5. Protection From the Elements. When possible ammunition will be protected from direct sunlight and inclement weather.

6. Separation of Primers, Detonators and Fuses. Primers, (friction, percussion or electrical), detonators (electronic and non-electric) and fuses or other initiating devices will not be loaded in the same cargo compartment with other Class V(W) material except as stated in applicable references.

SOP FOR AMMUNITION

CHAPTER 6

MALFUNCTIONS, MISFIRES AND ACCIDENTS

|   | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| IMMEDIATE ACTION FOR SUBMITTING<br>MALFUNCTION REPORTS..... | 6001             | 6-3         |
| MISFIRES.....   | 6002             | 6-5         |
| REPORTS OF DEFECTS IN AMMUNITION.....                       | 6003             | 6-5         |
| NOTICE OF AMMUNITION<br>RECLASSIFICATION (NAR).....         | 6004             | 6-5         |

SOP FOR AMMUNITION

CHAPTER 6

MALFUNCTIONS, MISFIRES AND ACCIDENTS

6000. MALFUNCTIONS, MISFIRES AND ACCIDENTS

1. General. Initial and supplemental reports required for malfunctions, misfires and accidents must be prepared and submitted promptly and include all information per reference (1). The NAVMC 10155 Data Collection Guide identifies the data required and will be carried by all officers and SNCO's involved in supervision of range firing and all personnel involved in the storage, transportation and requisitioning of Class V(W). The NAVMC 10155 may be procured locally through normal supply sources.

2. Malfunction Attributed to Other Causes. Malfunctions and accidents are not always caused by faulty ammunition. Common malfunctions and accidents not attributed to faulty ammunition are:

a. Misfires Resulting From:

- (1) A failure to completely breech ammunition.
- (2) Improper assembly of firing mechanisms and firing locks.
- (3) Failure to install firing pins.
- (4) Failure to replace broken or worn firing pins.
- (5) Weak springs in firing mechanisms and firing locks.

b. Duds Resulting From:

- (1) Failure to remove safety wires, pins, etc., from the fuse.
- (2) Shearing off of delay fuses on impact with a rocky or very hard surface.
- (3) A failure to set the fuse from safe to an unarmed position.
- (4) Utilization of an improper fuse.

## SOP FOR AMMUNITION

### c. Premature and Delayed Bursts Resulting From:

(1) Failure to remove muzzle covers or other obstructions.

(2) Permitting a live round to remain in an overheated weapon chamber.

(3) Abuse or mishandling of ammunition and its fuse.

d. Although investigations are required when the above incidents cause death, injury or damage, the investigating officer must carefully evaluate the cause of the accident or malfunction to preclude unnecessary suspension of ammunition due to human error or mechanical failure.

### 6001. IMMEDIATE ACTION FOR SUBMITTING A MALFUNCTION REPORT

1. General. Rendering assistance to casualties and effecting the immediate suspension/withdrawal of suspected ammunition is of paramount importance. Actions necessary to suspend ammunition are often overlooked. Failure on the part of supervisory personnel to report a malfunction is negligence.

a. When a malfunction involves death or personal injury, procedures in reference (m) will be followed immediately.

b. The initial and supplemental reports discussed in this SOP are required in addition to reports of investigation which may be required by current legal directives. Information concerning the circumstances surrounding the malfunction must be submitted within 24 hours of the event. This information must be sufficient to submit the initial malfunction report and to take appropriate local action to suspend suspect ammunition.

2. Officer in Charge at the Scene of a Malfunction/Accident. The senior officer/SNCO at the scene will take the following action:

a. Direct a cease fire.

b. Render assistance to casualties.

c. Identify all witnesses.

## SOP FOR AMMUNITION

d. Initiate action to safeguard all weapons, positions, material, ammunition and fragments which will provide evidence as to the cause of the accident or malfunction. All evidence will be held for 120 days after the accident or malfunction pending completion of investigation by higher authority.

e. Request inspection of weapons or ammunition for serviceability prior to their removal from the position.

f. Record all evidence of unauthorized disassembly, alteration or substitution to the ammunition and weapon involved.

g. Segregate all ammunition of the malfunctioning lot for turn-in to the ASP.

h. Obtain all data and information required for the INITIAL MALFUNCTION REPORT and report the accident and location to parent command.

i. In cases involving injury to personnel or damage to equipment, retain all witnesses at the scene of the accident except those who are injured until arrival of the parent unit's investigating officer.

### 3. Responsibilities of the Unit Commander

a. Immediately report any ammunition malfunction or accident to the next higher command using reference (1).

b. Submission of an initial Ammunition Malfunction Report will be as follows:

(1) All 2d MAW units will submit by naval message to "CG SECOND MAW//G-4/AMMO//."

(2) For deployed units, submit by message directly to "MARCORSYSCOM WASHINGTON DC//AM-IM//," with an information copy to "CG SECOND MAW//G-4/AMMO//."

c. If required, appoint an investigating officer. Ensure that the investigation is expeditiously completed and submitted for review.

d. If required, prepare a detailed supplemental report within 15 days of initial report and submit to the appropriate command.

## SOP FOR AMMUNITION

e. Ensure that any weapons found during the investigation to be involved with the malfunction are suspended from use and properly labeled to prevent use until the defect/condition is corrected or disposition instructions are received.

f. Provide for security of weapons, fragments and pertinent debris related to the malfunction for a period of 120 days unless otherwise directed by higher authority.

### 6002. MISFIRES

1. General. Misfires are defined as rounds of ammunition in which the propellant has failed to ignite and may be safely removed from the weapon.

2. Responsibilities. The using unit will handle misfires as follows:

a. Ammunition will remain in the weapon for a safe period of time as prescribed in the appropriate technical instruction.

b. Replace all safety devices and repack the misfired round(s) in original packing material.

c. Mark for identification and return the rounds to the ISSUING ASP.

d. Request EOD assistance if unable to reinsert safety devices or remove the round from the weapon.

6003. REPORTS OF DEFECTS IN AMMUNITION. Ammunition found to be defective as a result of improper design, manufacture, handling or storage will be reported to Commanding General, 2d MAW, (G-4/ Ammo). The use of defective ammunition is prohibited.

### 6004. NOTICE OF AMMUNITION RECLASSIFICATION (NAR)

1. General. NAR's are prompted by malfunctions and discrepancies reported by using units. All action required by the NAR will be conducted immediately.

2. Distribution. NAR's are distributed in naval message and numbered sequentially.

3. NAR File. File NAR's numerically.

SOP FOR AMMUNITION

4. Cross Reference File. A cross reference file will be maintained for each DODIC rated by the unit. All units will maintain a NAR message file and cross reference file.

SOP FOR AMMUNITION

CHAPTER 7

REPORTS

|   | <u>PARAGRAPH</u> | <u>PAGE</u> |
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| MISSING, LOST, STOLEN, OR RECOVERED<br>AND EXPLOSIVES REPORT..... | 7002             | 7-3         |
| EXPENDITURE REPORTS.....  | 7003             | 7-3         |

# SOP FOR AMMUNITION

## CHAPTER 7

### REPORTS

7000. REPORTS. This section sets forth instructions and guidelines for submission of reports pertinent to ammunition matters. It is essential that submission of reports be timely and accurate.

7001. MALFUNCTION AND DEFICIENCY REPORT. This report is submitted per Chapter 6 of this SOP. The report consists of either a initial report or a detailed report. Preliminary and detailed reports are in addition to reports or investigations which may be required by current directives.

7002. MISSING, LOST, STOLEN OR RECOVERED AMMUNITION AND EXPLOSIVES REPORT. All reports concerning missing, lost, stolen or recovered ammunition and explosives will be immediately submitted to the Commanding General, 2d MAW, (G-4/Ammo), via the chain of command. See reference (f) and Chapter 3 of this SOP.

#### 7003. EXPENDITURE REPORTS

1. Monthly Expenditure Report. Submit this report to the CG, 2d MAW, (G-4/Ammo) by the 5th of each month. The report will include all expenditures and reallocated Class V(W) for the previous month. See appendix H.

2. Post Deployment Expenditure Report. Submit this report to the CG, 2d MAW, (G-4/Ammo) within ten days of return from deployment. It will include all expenditures and reallocated Class V(W) charged to the unit's account.

3. Negative response required for all expenditure reports.

SOP FOR AMMUNITION

APPENDIX (A)

REFERENCES AND RELATED PUBLICATIONS

This reference list is not designed to include all required ammunition publications. It does include all references listed in this order.

|                  |   |
|------------------|---|
| MCO P4030.19     | Packaging and Materiel Handling Preparation of Hazardous Materiel for Military Air Shipment |
| MCO P4340.1A     | Missing, Lost, Stolen, or Recovered Government Property Reporting Instructions              |
| MCO 5500.6       | Use of Deadly Force and the Arming of Law Enforcement and Security Personnel                |
| MCO 8010.1       | Class V(W) Planning Factors for Fleet Marine Force Combat Operations                        |
| MCBul 8011       | Class V(W) Material Allowances for Training and Security                                    |
| MCO P8011.4      | Marine Corps Table of Allowances for Class V(W) Material (Peacetime)                        |
| MCO 8020.10      | Handling, Transportation, Storage, and Reclassification of Class V(W)                       |
| MCO 8025.1       | Class V(W) Malfunction and Deficiency Reporting   |
| UM 4400.15       | Organic Property Control Procedures   |
| UM 4400-124      | SASSY Using Unit Procedures   |
| TWO24-AA-ORD-010 | Ammunition, Unserviceable, Suspended and Limited Use  |
| NAVSEA OP 2239   | Handbook, Ammunition, Explosive Ordnance Material   |

SOP FOR AMMUNITION

APPENDIX (A)

REFERENCES AND RELATED PUBLICATIONS

|  |  |
|--|--|
| NAVSEA OP 5 VOL 1  | Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping |
| NAVSEA OP 2165 VOL 1                                     | Navy Transportation Safety Handbook  |
| NAVSEA OP 5 VOL 3  | Ammunition and Explosives Ashore Advanced Bases  |
| OPNAVINST 5530.13  | Department of Navy Physical Security Instructions for Sensitive Conventional Arms, Ammunition and Explosives   |
| SWO20-AC-SAF-010<br>SWO20-AC-SAF-020<br>SWO20-AC-SAF-030 | Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials                     |
| TM 9-1300-200  | Ammunition General   |
| TM 9-1300-214  | Military Explosives  |
| TM 43-0001-27  | Small Caliber Ammunition   |
| TM 43-0001-28  | Army Ammunition Data Sheets for Artillery  |
| TM 43-0001-29  | Army Ammunition Data Sheets for Grenades   |
| TM 43-0001-36  | Army Ammunition Data Sheets for Land Mines   |
| TM 43-0001-37  | Army Ammunition Data Sheets for Pyrotechnics   |
| TM 43-0001-38  | Demolition Materials   |

# SOP FOR AMMUNITION

## APPENDIX (B)

### REQUISITION, CANCELLATION AND TURN-IN FORMS

| DOCUMENT IDENTIFICATION                                |         |           |                  |          |                       |             |         |         |   |       |       |       |       |                      |
|--|---------|-----------|------------------|----------|-----------------------|-------------|---------|---------|---|-------|-------|-------|-------|----------------------|
| 1.   | 2.      | 3.        | DOCUMENT NUMBER  |          | 12.                   | 13.         | 14.     | 15.     | 16.   | 17.   | 18.   | 19.   | 20.   | SIGNATURE #/INITIALS |
| DOC.   | SECTION | A         | 6-10. ASSIGNMENT | 11. DATE | IMPLEMENTARY          | FUND        | COST    | PROJECT | PRJ.  | 12-01 | 12-02 | 12-03 | 12-04 |                      |
| 13   | 40      | 7         | 13-15            | 13-16    | 13-17                 | 11          | 12-13   | 14-15   | 16-17   | 18-19 | 20-21 | 22-23 | 24-25 |                      |
| REQUISITION DATA                                       |         |           |                  |          |                       |             |         |         |   |       |       |       |       |                      |
| 1. STOCK NUMBER  |         | 2.        | 3.               | 4.       | 5.                    | 6.          | 7.      | 8.      | 9.  | 10.   | 11.   | 12.   | 13.   | 14.                  |
| FSE  | NUM     | AMM. CODE | QUANTITY         | SIGNAL   | SUPPLEMENTARY ADDRESS | DISTR. CODE | PROJECT | AMMO    | NOTE: Entries in shaded blocks may be in either the FIXED (F) or VARIABLE (V) sections - NEVER in both. |       |       |       |       |                      |
| 6-11   | 13-20   | 13-21     | 13-22            | 13-23    | 13-24                 | 13-25       | 13-26   | 13-27   | 13-28   | 13-29 | 13-30 | 13-31 | 13-32 | 13-33                |
| ISTR113  |         |           |                  |          |                       |             |         |         |   |       |       |       |       |                      |
| MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT |         |           |                  |          |                       |             |         |         |   |       |       |       |       |                      |

#### STANDARD FORM 344 USED FOR REQUISITIONS AND CANCELLATIONS

| BLOCK # | INFORMATION                    |
|---------|--------------------------------|
| 1       | DOCUMENT IDENTIFIER (NOTE 1)   |
| 2       | ROUTING IDENTIFIER             |
| 3       | BODIC                          |
| 3       | QUANTITY                       |
| 3-12    | WILL BE FILLED OUT BY G-4 AMMC |
| 14-15   | SUPPLEMENTARY ADDRESS          |
| 16      | SIGNAL CODE                    |
| 17      | FUND CODE                      |
| 18      | DISTRIBUTION CODE              |
| 19      | PROJECT CODE                   |
| 20      | WILL BE FILLED OUT BY G-4 AMMC |
| 21      | REQ'D DELIVERY DATE            |
| 23      | REMARKS                        |

NOTE 1: AOD IS USED FOR REQUISITIONS  
 AC1 IS USED FOR CANCELLATIONS  
 AMD IS USED FOR MODIFICATIONS





SOP FOR AMMUNITION

APPENDIX (B)

REQUISITION, CANCELLATION AND TURN-IN FORMS

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44  | 45  | 46  | 47  | 48  | 49  | 50  | 51  | 52  | 53  | 54  | 55  | 56  |
| 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72  | 73  | 74  | 75  | 76  | 77  | 78  | 79  | 80  | 81  | 82  | 83  | 84  |
| 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 |

- DD FORM 1348 (60) USED FOR REQUISITIONS AND CANCELLATIONS
- |         |                                |
|---------|--------------------------------|
| BLOCK # | INFORMATION                    |
| 1-3     | DOCUMENT IDENTIFIER (NOTE 1)   |
| 4-6     | ROUTING IDENTIFIER             |
| 7       | M&S                            |
| 8-20    | DDIC                           |
| 21-24   | UNIT OF ISSUE                  |
| 25-29   | QUANTITY                       |
| 31-43   | WILL BE FILLED OUT BY G-4 AMMO |
| 44      | DEMAND CODE                    |
| 45-50   | WILL BE FILLED OUT BY G-4 AMMO |
| 60-61   | WILL BE FILLED OUT BY G-4 AMMO |

NOTE 1: ACD IS USED FOR REQUISITIONS  
 AC1 IS USED FOR CANCELLATIONS  
 AMD IS USED FOR MODIFICATIONS

SOP FOR AMMUNITION

APPENDIX (C)

SAMPLE DELEGATION OF AUTHORITY LETTERS



**UNITED STATES MARINE CORPS**

2D MARINE AIRCRAFT WING  
U. S. MARINE CORPS FORCES, ATLANTIC  
POSTAL SERVICE CENTER BOX 8050  
MARINE CORPS AIR STATION, CHERRY POINT, NC 28533-6060

IN REPLY REFER TO:  
8000  
SSUP  
10 Dec 98

From: Commanding Officer, Marine Wing Headquarters Squadron 2  
To: Officer in Charge, Ammunition Supply Point, MCAS CPNC  
Via: Commanding General, 2d Marine Aircraft Wing (G-4/GndSup/Ammo)

Subj: AUTHORITY TO REQUISITION CLASS V (W) MILSTRIP FOR FISCAL YEAR XX

1. Authorization by commanding officer: I assume full responsibility and delegate the authority to sign requisition for the account to the below listed personnel whose signatures are provided.

| <u>NAME</u>    | <u>RANK</u> | <u>SSN</u> | <u>SIGNATURE</u> |
|----------------|-------------|------------|------------------|
| Schank, S.R.   | GySgt       | 000000000  | _____            |
| McKinney, K.D. | Ssgt        | 111111111  | _____            |
| Wright, T.G.   | Cpl         | 222222222  | _____            |

2. Points of contact is GySgt Schank, Supply Chief, at DSN 582-2381.

I. A. COMMANDER

**EXAMPLE OF A AUTHORIZATION LETTER FOR SIGNING REQUISITIONS**

SOP FOR AMMUNITION

APPENDIX (C)

SAMPLE DELEGATION OF AUTHORITY LETTERS



**UNITED STATES MARINE CORPS**

2D MARINE AIRCRAFT WING  
U. S. MARINE CORPS FORCES, ATLANTIC  
POSTAL SERVICE CENTER BOX 8050  
MARINE CORPS AIR STATION, CHERRY POINT, NC 28533-6060

IN REPLY REFER TO:  
8000  
SSUP  
10 Dec 98

From: Commanding Officer, Marine Wing Headquarters Squadron 2  
To: Officer in Charge, Ammunition Supply Point, MCAS CPNC  
Via: Commanding General, 2d Marine Aircraft Wing (G-4/GndSup/Ammo)

Subj: AUTHORITY TO RECEIPT FOR CLASS V(W) MATERIAL FOR FISCAL YEAR XX

1. Authorization by commanding officer: I assume full responsibility and delegate the authority to sign receipt for the account to the below listed personnel whose signatures are provided.

| <u>NAME</u>    | <u>RANK</u> | <u>SSN</u> | <u>SIGNATURE</u> |
|----------------|-------------|------------|------------------|
| Schank, S.R.   | GySgt       | 000000000  | _____            |
| McKinney, K.D. | Ssgt        | 111111111  | _____            |
| Wright, T.G.   | Cpl         | 222222222  | _____            |

2. Points of contact is GySgt Schank, Supply Chief, at DSN 582-2381.

I. A. COMMANDER

**EXAMPLE OF A AUTHORIZATION LETTER FOR SIGNING RECEIPTS**

SOP FOR AMMUNITION

APPENDIX (D)

CHECKLIST FOR ISSUE, FIELDING, TURN-IN OF CLASS V(W) AMMUNITION

1. ISSUE OF CLASS V(W) MATERIEL. Ammunition and explosives will be issued from ASP's from 0630-1530 workdays. Specific requirements for issues or operations other than outside normal day-to-day operations will be coordinated through the unit's chain of command and the respective ASP operations section. Ammunition technicians should check in with the issuing ASP's Issue section once arriving at the ASP. Using units are responsible for the following actions:

a. Sufficient/proper vehicles to transport the ammunition without splitting issues or shuttling vehicles. Subject vehicles shall be inspected prior to arrival and DD form 626 presented to the ASP Issue section.

b. Sufficient working parties and transportation to load/unload vehicles.

c. Sufficient quantities of tie down straps to block/brace the ammunition to prevent movement during transport.

d. Each vehicle shall possess required safety equipment for shipment of ammunition.

e. Sufficient armed guards/escorts.

f. Sufficient tarpaulins to cover ammunition issued.

g. Sufficient wooden pallets (dunnage) as needed for load.

h. Correct and sufficient quantity of placards for load and tape to secure placards to vehicles. (See note 1)

i. The unit representative should arrive at the ASP with documentation to identify the types and quantities of ammunition to be drawn.

j. Brief all personnel not to take flame producing items, weapons or ammunition into the ASP. These items must be surrendered to the ASP guard upon entering the ASP. Personnel exiting the ASP will be searched prior to leaving the ASP.

SOP FOR AMMUNITION

APPENDIX (D)

CHECKLIST FOR ISSUE, FIELDING, TURN-IN OF CLASS V(W) AMMUNITION

k. Unit technicians will count the ammunition prior to signing documents.

l. Using units are responsible to secure loads after all counts have been conducted and match with documents. ASP personnel will check the load and complete bottom portion of the DD form 626.

m. All vehicle drivers will observe the posted speed limit throughout the ASP.

n. In case of a fire, fire drill or accident, the unit will follow instructions given by the issue technician.

o. Only SL-3 gear associated with the transporting vehicle will be stowed or transported in the cargo compartment of a vehicle used to transport ammunition.

NOTE: Placards are available at local self serve stores under the following NSN's:

7540-01-C00-1276-----For 1.1, 1.2, 1.3

7540-01-C00-1277-----For 1.4

2. PRE-STAGING OF VEHICLES. Units are authorized to pre-Stage established for periods not to exceed 24 hours (except weekends/holidays) due to storage/security regulations. Pre-staging should be utilized only when it is absolutely necessary to arrive on the scheduled range PRIOR TO 0700. Ammunition required during a weekend/holiday will be staged on the last work day preceding the weekend/holiday. Pre-staged vehicles will be unloaded no later than 0900 the next work day and shall not be used by units to "haven" ammunition longer than necessary. Abuse of pre-staging vehicles can result in the unit being denied the authorization to pre-stage their vehicles. The following actions shall be accomplished prior to vehicles being pre-staged for an issue or turn-in of ammunition:

a. All light boxes on an issue will be sealed

b. All ammunition will be properly blocked/braced prior to being pre-staged.

## SOP FOR AMMUNITION

### APPENDIX (D)

#### CHECKLIST FOR ISSUE, FIELDING, TURN-IN OF CLASS V(W) AMMUNITION

c. No extra gear, 782 gear, MRE's, etc., will remain on staged vehicle.

d. Ammunition being staged after hours for turn-in the next day will be inventoried jointly by the unit technician and the duty technician at the ASP. Both individuals will sign the MCBCI 8010/5. All open containers will be sealed. Ammunition will be replaced on pallet and secured.

e. Ammunition will be tarped and properly placard.

3. SRC CATEGORY 1 AMMUNITION. All category 1 items require a SNCO or above (or Civil Service equivalent) to receipt for and escort/transport SRC 1 ammunition. Unit representatives (SSgt or above) will receipt for the ammunition and complete the endorsement on DD Form 1907 issued by the ASP issue section. Two armed guards are required to provide security during the transportation of this materiel; one of which must be the individual receipting for the ammunition and signing the DD Form 1907. Once the individual has receipted for the ammunition he/she must escort the ammunition upon leaving the ASP. Pre-staged category 1 items for pickup the next working day will be staged in an approved category 1 magazine. The individual who signed the DD Form 1907 must be present to unload category 1 items. Category 1 items returned to the ASP must be escorted at all times by two armed guards (one being a SNCO or above), until ammunition is returned to an ASP.

4. SRC CATEGORY 2, 3 & 4 AMMUNITION. One armed guard is required per vehicle at all times during transportation for all SRC 2, 3 & 4 ammunition.

5. TURN-IN OF CLASS V(W) AND SALVAGEABLE MATERIEL. All unexpended ammunition and explosives returned to the ASP for turn-in will be processed between 0700 and 1500, workdays. Any turn-in after 1500 will be handled on a case by case basis. Turn-in of ammunition arriving after 1500, will be staged until the next work day for processing. Units returning ammunition after-hours should notify the ASP's Duty Technician at the ASP prior to arrival at the ASP. The unit is responsible for completing DD Form 1348-1 prior to arrival at the ASP with their

## SOP FOR AMMUNITION

### APPENDIX (D)

#### CHECKLIST FOR ISSUE, FIELDING, TURN-IN OF CLASS V(W) AMMUNITION

turn-in. Ammunition shall be consolidated by DODIC & lot number prior to arrival. Units arriving at the ASP after working hours, will conduct a joint inventory with the ASP's Duty Technician to ensure compatibility and accountability prior to ammunition being staged. SRC 1 & 2 ammunition will require staging in a magazine for security purposes. Restrictions on Net Explosive Weight (NEW) and size of the staging area will dictate the availability for units to utilize the after-hours turn-in service. The ASP operations section will coordinate with units through the ASP's issues section when there is conflict with the use of the staging area.

6. UNOPENED AMMUNITION CONTAINERS. Ammunition items returned to the ASP in their original packing containers (factory seals intact/unopened) will be inspected and returned to serviceable stock. This includes ammunition inner pack as issued by the ASP or those items which can be readily repackaged for return to serviceable stock.

7. OPEN AMMUNITION CONTAINERS. Unit representatives are responsible for the following actions prior to the return of ammunition or components to the ASP for turn-in.

a. Prior to placing unexpended ammunition or components back into any type of packing containers, the unit shall ensure the following:

(1) All fuzes shall be set back "safe" or proper setting.

(2) All safety pins, shorting clips and/or other mechanical safety devices shall be inserted, secured or attached to the ammunition as appropriate.

(3) All ammunition will be free from dirt, grime, water, oil or other types of contaminants which can produce rust or reduce the ammunition or its components to an unserviceable condition.

(4) Replace all propellant increments which have been removed for prefire use as appropriate.

SOP FOR AMMUNITION

APPENDIX (D)

CHECKLIST FOR ISSUE, FIELDING, TURN-IN OF CLASS V(W) AMMUNITION

(5) Artillery ammunition will be properly segregated by lot, and banded by the unit prior to being turned in to the ASP.

b. All opened containers will be inspected by the RSO and unit ammunition technician to determine the following:

(1) That all ammunition components are present.

(2) That all ammunition and its components have not been rendered unserviceable.

(3) That all ammunition is repackaged properly and is safe for transport.

(4) That the lot numbers printed on the packing containers and the ammunition components are present and correspond with the issue documents.

c. The unit ammunition technician should conduct an inventory and segregate by DODIC and lot number all ammunition to be returned to the ASP prior to leaving the range. This will enable unit representatives to complete the initial information required on DD Form 1348-1.



SOP FOR AMMUNITION

APPENDIX (F)

AA&E INITIAL/ANNUAL SCREENING FORMS

SCREENING PROGRAM GUIDE FOR COMMANDERS INVOLVED WITH AA&E

\* Do not do in conjunction with Welcome Aboard Briefs

1. The following represent the reliability standards present:

a. Physical competence

Mental Alertness

Technical proficiency commensurate with duty requirements

b. Evidence of dependability in accepting responsibilities and effectively performing in an approved manner Flexibility in adjusting to changes in working environment

c. Evidence of good social adjustment emotional stability Ability to exercise sound judgment in meeting adverse or emergency situations

d. Positive attitude toward AA&E duty to include the purpose of the screening process

e. Personnel Records Review Look for evidence of the individual's acceptance of responsibility Exercises sound judgment effective performance Ability to adjust to changes in working environment

2. Disqualifying Factors

a. Any of the following traits or conduct should be grounds for disqualification. In evaluating such traits or conduct. Certifying and reviewing officials shall ensure there is no reasonable doubt of an individual's reliability and that it is in the best interest of the AA&E security and accountability program.

-Alcohol Abuse.

-Drug Abuse.

-Negligence or delinquency in past performances of duty (look for dependability, flexibility, and good judgment).

SOP FOR AMMUNITION

APPENDIX (F)

AA&E INITIAL/ANNUAL SCREENING FORMS

-Conviction of or involvement in a serious incident. Check for evidence of conviction by military or civil court and a pattern of negative behavior. Serious incidents include assault, sexual misconduct, financial irresponsibility, inordinate numbers of traffic offenses, and/or child or spouse abuse.

-Marital problems that adversely affect job performance.

-Medical condition. Significant physical or mental condition that may affect job performance.

-Serious progressive illness, e.g., cancer.

SOP FOR AMMUNITION

APPENDIX (F)

AA&E INITIAL/ANNUAL SCREENING FORMS

PERSONNEL SCREENING FORM  
FOR ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)  
(REV DTD 20 APR 98)

Screening (circle one): initial or annual

Ref: (a) OPNAVINST 5530.13B  
(b) ALMAR 397/97  
(c) ALMAR 093/98

| Individual being screened | Individual conducting screening |
|---------------------------|---------------------------------|
| Rank/Name:                | Rank/Name:                      |
| SSN/MOS:                  | SSN/MOS:                        |
| Billet:                   | Billet:                         |
| Date of screening:        | Date of screening:              |
| Signature:                | Signature:                      |

| SUBJECT   | YES | NO | EXPLAIN "NO" RESPONSES |
|---|-----|----|------------------------|
| Subject Marine's medical record has been screened by a competent medical authority. There are no medical conditions that would prevent this Marine from handling AA&E.          |     |    |                        |
| Subject Marine's service record book or officer qualification record has been screened. There is no derogatory information that would prohibit this Marine from handling AA&E.  |     |    |                        |
| Subject Marine has no pending legal action and/or convictions by court-martial, civilian courts, or non-judicial punishment that would prohibit this Marine from handling AA&E. |     |    |                        |
| Subject Marine demonstrates the requisite maturity, judgment, and leadership required to handle AA&E.   |     |    |                        |

Based on the above information, I have determined that the subject Marine (check one):

- does meet the personnel screening requirements to handle AA&E in performance of their regular duties.
- currently does not meet the personnel screening requirements to handle AA&E in performance of their regular duties. Subject Marine will be re-evaluated in \_\_\_ days.
- did not meet the personnel screening requirements to handle AA&E in performance of their regular duties. A summary of the findings for non-qualification are annexed. If appropriate, the command will request via CLAC (Code 3MM) that action be taken to re-train and/or reassign subject individual to an occupational field not requiring routine handling of AA&E.

Retention: This Record will be maintained for one year after termination of the individual's assignment, or one year after final interview if the individual is disqualified during the screening or re-screening process.

BLANK PERSONNEL SCREENING FORM  
USED FOR AA&E SCREENING

SOP FOR AMMUNITION

APPENDIX (F)

AA&E INITIAL/ANNUAL SCREENING FORMS

LOCAL RECORDS CHECK (1600)  
 NAVMC 10482 (Rev. 2-78) (Previous edition will be used)  
 S/N 0000-00-005-1402 (U): SH

DATE: \_\_\_\_\_

|   |                |                       |                |                |
|---|----------------|-----------------------|----------------|----------------|
| NAME (Last, First, Middle)  |                | SSN                   | GRADE          | MOS            |
| ORGANIZATION  |                |                       |                |                |
| DATE OF BIRTH   | PLACE OF BIRTH |                       | CITIZENSHIP    |                |
| NAME OF SPOUSE (Last, First, Middle)  |                | DATE OF BIRTH         | PLACE OF BIRTH | CITIZENSHIP    |
| CLEARANCE STATUS (Degree)   | BASIS          | COMPLETED BY (Agency) |                | DATE COMPLETED |
| PURPOSE FOR REQUESTING LOCAL RECORDS CHECK  |                |                       |                |                |
| RESULTS OF COMMAND SCREENING  |                |                       |                |                |
| RECORDS CHECKED: <input type="checkbox"/> DGR/SRS <input type="checkbox"/> HEALTH RECORD <input type="checkbox"/> JUVENILE DELINQUENCY RECORD |                |                       |                |                |
| RECORDS SCREENED BY THE COMMAND REFLECT: <input type="checkbox"/> CLEAR <input type="checkbox"/> APPROPRIATE BLOCK                            |                |                       |                |                |
| <input type="checkbox"/> NO DEROGATORY INFORMATION <input type="checkbox"/> FOLLOWING INFORMATION:  |                |                       |                |                |

Security Clearance  
 SF-310  
 Maiden/alias  
 Broken time

SIGNATURE OF REQUESTING OFFICER

BLANK LOCAL RECORDS CHECK FORM  
 USED FOR AA&E SCREENING

SOP FOR AMMUNITION

APPENDIX (G)

NAVMC 10774

LEGEND FOR NAVMC 10774

1. Enter the NSN/DODIC (as applicable)
2. Enter a short narrative description of the item; e.g., Ctg, Cal. .45, Ball, etc.
3. Enter the lot number of the item.
4. Enter the appropriate condition code.
5. Enter the Julian date on which the transaction is posted, prefixed by the last digit of the calendar year.
6. Enter the document draft date and serial number appearing on the transaction document.
7. Leave blank; or enter the appropriate document identifier code for issues, receipts, and adjustments.
8. Enter the quantity of the asset increase, when applicable.
9. Enter the quantity of the asset decrease, when applicable.
- 10-11. Leave blank, or modify the title for use as an accountable balance, when required.
12. Enter the latest onhand balance. This column will be maintained on a cumulative basis.
- 13-19. Leave blank, unless there is a local requirement for the insertion of desired data.
20. Enter the appropriate unit of issue.
- 21-29. Leave these blocks blank, unless local requirements for insertion of data is deemed necessary.

NOTE: As stated in the preceding, the columns left blank may be used for local requirements, except when there is a requirement to maintain an accountable balance; i.e., when ammunition is issued on an ECR card.





APPENDIX (H)

MONTHLY/DEPLOYMENT EXPENDITURE REPORT



**UNITED STATES MARINE CORPS**

MARINE AIRCRAFT GROUP 29  
2D MARINE AIRCRAFT WING, U. S. MARINE CORPS FORCES, ATLANTIC  
POSTAL SERVICE CENTER BOX 21020  
MARINE CORPS AIR STATION, JACKSONVILLE, NC 28545-1020

IN REPLY REFER TO:  
8011  
SUPO  
4 Aug 99

From: Commanding Officer  
To: Commanding General, 2d Marine Aircraft Wing (G-4 Ammo)  
Subj: AMMUNITION EXPENDITURE REPORT FOR THE MONTH OF JULY 1999  
Ref: (a) WGO P8011.1B

1. In accordance with the reference, the following information submitted.

| <u>DODIC</u> | <u>LOT#</u>      | <u>ISSUE DOC#</u> | <u>NOMEN</u>       | <u>QTY</u> |
|--------------|------------------|-------------------|--------------------|------------|
| G930         | PB92F023-004 1   | M0002990110763    | Grenade, Smoke, HC | 1          |
| K765         | FDL80C002-045 12 | M0002990110764    | CS Capsules        | 12         |

2. Point of contact is Cpl H. Jones III at DSN 750-6212/6614.

R. C. GRAHAM  
By direction

**SAMPLE MONTHLY EXPENDITURE REPORT**

SOP FOR AMMUNITION

APPENDIX (I)

EXPLOSIVE DRIVER LISTING

1. The Explosive Driver Listing is designed to be a tool for the ammunition technician to quickly check the status of all explosive qualified drivers. The information on the list must continually be updated as changes in the drivers' status occurs.

2. Format

| <u>RANK</u> | <u>NAME/INT</u> | <u>SSN</u> | <u>SQDRN</u><br><u>BTRY</u> | TYPE OF<br>VEH(S)<br>AUTH TO<br><u>DRIVE</u> | EXP DATE<br>OF MIL<br><u>LICENSE</u> | EXP<br>OF MED<br><u>CERT</u> | SRB<br><u>ENTRY</u> |
|-------------|-----------------|------------|-----------------------------|--|--------------------------------------|------------------------------|---------------------|
|-------------|-----------------|------------|-----------------------------|--|--------------------------------------|------------------------------|---------------------|