

Headquarters
1st Infantry Division & Fort Riley
Fort Riley, KS 66442

FR Reg 190-2

Date: 27 December 2011

Logistics

AMMUNITION HOLDING AREA (AHA) OPERATIONS

- 1. PURPOSE.** Provide specific guidelines and procedures for the operation of the Ammunition Holding Area (AHA) on Fort Riley.
- 2. REFERENCES.** Required and related publications and prescribed and referenced forms are listed in appendix A.
- 3. SUGGESTED IMPROVEMENTS.** The proponent agency of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, Directorate of Logistics, ATTN: IMWE-RLY-LG, Building 409, Fort Riley, Kansas 66442.
- 4. EXPLANATION OF ABBREVIATIONS AND SPECIAL TERMS.** Abbreviations and special terms in this regulation are explained in the glossary.
- 5. APPLICABILITY.** This applies to all units using the AHA, to include Reserve and National Guard Component units.
- 6. ARMY INTERNAL CONTROL PROCESS.** This regulation contains internal controls and identifies key controls that must be evaluated.
- 7. SUPPLEMENTATION.** Local supplementation of this regulation is prohibited except upon approval of the Directorate of Human Resources (DHR). The DHR is the authenticating official on all Fort Riley regulations, pamphlets, circulars, and supplements to Army regulations.
- 8. RESPONSIBILITIES.**
 - a. The Director of Logistics (DOL) has administrative responsibility for the AHA. This responsibility will be exercised through the Ammunition Supply Point (ASP) using standard DOL procedures and revised as necessary to meet the unique requirements of the AHA.

*This publication is a new Fort Riley regulation.

b. The ASP Accountable Officer will:

- (1) Provide the mandatory AHA Sergeant of the Guard (SOG) briefing to all Sergeants (E-5) and above who are selected to AHA SOG duties.
- (2) Submit work orders to correct AHA infrastructure deficiencies.
- (3) Provide required AHA forms/administrative supplies for AHA operations.
- (4) Be the POC of military units requesting use of the AHA.
- (5) Issue keys to all applicable locks.

c. The Quality Assurance Specialists Ammunition Surveillance (QASAS) Inspectors from the ASP may inspect the AHA for explosive safety and technical aspects of ammunition storage. The Net Explosive Weight (NEW) limits for the AHA are: Hazard Division (HD) 1.1:31,766 lbs NEW; HD 1.2.1: 500,000 NEW; HD 1.2.2: 500,000 NEW; HD 1.3: 8,000,000 NEW; and, HD 1.4: Mission Required Quantity. The QASAS personnel can provide an explosives safety briefing to units prior to their departure from the ASP. Call 239-1952 to schedule this briefing.

d. The Director of Emergency Services will:

- (1) Provide first response patrols and fire fighting support for any emergencies.
- (2) Provide Physical Security oversight and support.
- (3) Review FR Reg 190-2. Provide changes to DOL.

e. Garrison Safety Office (GSO) will:

- (1) Provide technical assistance on ammunition and explosive safety.
- (2) Provide an access roster to DOL of Installation Safety Office (ISO) personnel.
- (3) Review this regulation annually and provide changes to DOL.

f. Division/MSE G3 will:

(1) Task units to provide four Staff Sergeants (SSG) or above, and six armed guards to the AHA. When a SSG or above is not available, a Sergeant promotable (SGT (P)) will be allowed to fulfill the unit requirement. Call 239-4102 to schedule or find out when the next scheduled AHA SOG briefing will occur. Scheduled briefing dates and times are shown in the weekly Fort Riley Range Bulletin. Unit tasked armed guards will meet the requirements listed in AR 190-14, Para 2-5 and 2-7.

(2) Task units to provide Class 1 meals, water, 2-way radios, and cots for the armed guards and AHA Sergeant of the Guard (SOG) at the AHA.

g. The Staff Duty Officer (SDO) of those units with ammunition stored at the AHA will inspect their unit's ammunition.

h. The Field Officer of the Day (FOD) will conduct an inspection of the AHA. This inspection will include ensuring the AHA SOG has fulfilled all of their responsibilities.

There is a sample checklist available at appendix E containing the specific areas to be inspected.

i. Units utilizing the AHA will:

(1) Schedule to use the AHA or Small Metal Magazine 3 working days prior by memorandum, email, FR Form 785 (Request for Ranges, Training Area and/or Facilities). The request will be sent to the ASP Accountable Officer, building 918 or call 239-4102.

(2) Adhere to this AHA regulation.

(3) Transport and pick up the ammunition with a valid DD Form 626 (Motor Vehicle Inspection-Transporting Hazardous Material) and, if applicable, a DD Form 836 (Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles) issued by the ASP.

(4) Provide an access roster of all unit personnel authorized to pick up and inventory ammunition to the AHA SOG. Personnel not on the unit access roster will be denied access into the AHA and/or Small Metal Magazine.

(5) Not use the Small Metal Magazine storage as a supply point. The Unit's stock must be inventoried upon each use.

(6) Inventory their ammunition daily or within a 24-hour period.

(7) Complete the AHA Magazine Storage In/Out Processing Sheet for Magazine storage. See appendix L.

(8) Assume full responsibility for the control and accountability of their unit's ammunition. The unit representative will report inventory discrepancies immediately to the ASP Accountable Officer, 239-4102.

(9) Will follow standard operating procedures for storing ammunition at the AHA and provide vehicle, paperwork, etc., as appropriate, when their request for storage of ammunition has been denied due to exceeding the capacity of the Small Metal Magazine.

(10) Be required to in-process each time they return to the AHA and/or use the Small Metal Magazine.

(11) Not store Security Category I type of munitions in the AHA. Only Safe Haven commercial carriers will be allowed to park with Security Category I munitions items. See paragraph 10.

(12) Provide a signed FR Form 193, Acknowledgement of Unit Ammunition Manager/NCO Special Orders.

j. The AHA SOG will:

(1) Report to the Ammunition Accountable Officer, ASP, DOL, Building 918, for the AHA SOG briefing. The AHA SOG briefing dates and times will be included in the weekly Fort Riley Range Bulletin.

(2) Call the AHA at 239-4867 one hour prior to assuming duties.

(3) Report for duty at least 15 minutes prior to the start of the shift for a shift change briefing. The normal shift for the AHA SOG is 0800 to 0800 hours the following day.

(4) Conduct a joint inspection of buildings 988 and 990; and, the AHA area with the outgoing AHA SOG. Ensure all damages/findings are annotated on DA Form 1594, (Daily Staff Journal or Duty Officer's Log) and the ASP Ammunition Accountable Officer, 239-4102, has been informed.

(5) Become familiar with this regulation.

(6) Ensure that all Access Rosters are posted and current. The access rosters in subparagraphs a through i below are good for one year from the date they are signed. Contact the ASP Ammunition Accountable Officer if an Access Roster is expired. Unit access rosters are good only for the time the unit is using the AHA to park their vehicle(s).

(a) Command Group access roster.

(b) DOL access roster.

(c) Fire department and emergency services access roster.

(d) Directorate of Emergency Services (DES) Physical Security access roster.

(e) QASAS access roster.

(f) GSO Safety Personnel access roster.

(g) Inspector General (IG) access roster.

(h) Directorate of Public Works (DPW) access roster.

(i) Integrated Commercial Intrusion Detection System (ICIDS), Security Systems, and repairmen access roster.

(j) Current using unit's access roster(s).

(7) Ensure all AHA gates are locked and secure.

(8) Ensure all necessary hazard and ammunition classification sign requirements are posted, changed, or removed when necessary on the main gate. To determine the ammunition classification, look in the Hazard Classification of United States Military Explosives and Munitions handbook, ("Yellow Book") under the Highest Class/Divergence (HC/DIV) line. The DIV line is the classification. The highest class of ammunition in the AHA must be displayed.

(9) Inspect all vehicles entering the AHA to ensure the following:

(a) Ensure vehicles are parked at least 10 feet from the perimeter fence and backed into stalls.

(b) Ensure trailers are coupled to a vehicle.

(c) Ensure steering wheels are not locked. If the vehicle requires keys, the keys will be left in the ignition.

(d) Ensure brakes are set on vehicles and the wheels blocked or chocked to prevent vehicles from rolling forward or backward.

(e) Ensure two Class 10 BC (bicarbonate-based) or above fire extinguishers are positioned approximately 10 feet in front of each parked vehicle.

(f) Ensure each vehicle containing any quantity of a hazardous material is placarded on each side and each end.

(g) Ensure ammunition is secured and tied down in the vehicle and the load is covered.

(h) Ensure there are no fuel or oil cans. They are prohibited from the AHA.

(i) Ensure a copy of the most current DA Form 5515 (Training Ammunition Control Document) is displayed in the passenger side windshield of each vehicle. The AHA SOG will also maintain a copy.

(j) Ensure if any forms are missing or if the forms do not match the vehicle bumper number; do not in-process the vehicle. Non-compliant vehicles will be directed to the Inspection Station, located between buildings 990 and 988. Non-compliant vehicles will remain at the Inspection Station until the unit(s) corrects the problem.

(k) Ensure the Ammo Non-commissioned Officer in Charge (NCO) keeps the DA Form 581 (Request for Issue and Turn-In of Ammunition) on their person at all times.

(l) Ensure parked vehicles that have white phosphorus (WP) or HD class 1.1/ demolition materials, are parked in the stall furthest away from the AHA Guard Shack, building 990.

(m) Ensure ammunition or residue is not stored on the ground inside or outside the AHA yard or Inspection Station.

(n) Ensure all paperwork associated with civilian commercial vehicles stays with the vehicle's driver.

(10) Brief all assigned armed guards on their duties and responsibilities; and, the use of deadly force. All armed guards will acknowledge these briefings by signing the briefing forms at appendixes B and A. All armed guards will be verbally briefed on types of ammunition/munitions currently being held inside the AHA fence, areas to be patrolled and scheduled rotation times of the armed guards. Each time a G3 tasked unit replaces their armed guard, the armed guard must be briefed and sign all the required briefing forms.

(11) Ensure armed guards are in proper uniform for the current weather; which includes load-bearing equipment (LBE) or load-bearing vest (LBV); ballistic helmet; protective mask (if issued); and a flashlight.

(12) Ensure the necessary work breaks and safety precautions are taken dependent on weather conditions.

(13) Occupy Room 2 of building 988.

(14) Maintain a guard roster reflecting the name, unit, and time the armed guards begin and end their tour of duty, (see appendix J.) Ensure all armed guards are briefed and they read and sign FR Forms 191 (Acknowledgement of AHA Guard Orders) and 192 (Acknowledgement of Use of Force Procedures).

(15) Ensure that all Unit Ammunition NCOs are briefed and they read and sign the briefing forms acknowledging they understand the FR Form 193, Acknowledgement of Unit Ammunition Manager/NCO Special Orders.

(16) Inspect all armed guards prior to their departure of building 988 to ensure they are cleared of any live rounds.

(17) Conduct an ammunition inspection of all armed guards and their equipment prior to the armed guard leaving the AHA.

(18) Perform an operational check of hand held radios.

(19) Perform communication checks on the "hot line" phone line between buildings 990 and 988.

(20) Review bomb threat and severe weather reporting and notification procedures.

(21) Ensure that the Class C and "hot line" telephones are both operational. If either/both phones are not operating, notify the ASP Accountable Officer, 239-4102. If after hours, notify the Fort Riley Operations Center at 239-2222.

(22) Ensure all official government business visitors are on the appropriate access roster(s) and are escorted while inside the AHA by an AHA armed guard.

(23) Log all visitors or inspectors in on the DA Form 1594 by rank and name.

With no exception, identification will be checked before anyone is allowed access into the AHA and all gates will remain locked at all times.

(24) Accompany the FOD on their inspection of the AHA.

(25) Ensure there is no smoking inside the AHA buildings 990 and 988; or, within 50 feet of the perimeter fence or within 50 feet of ammunition laden vehicles.

(26) Log in all vehicles entering/leaving the AHA on DA Form 1594 by the unit and bumper number.

(27) Ensure no maintenance or refueling operations are conducted within the AHA; except for preventative maintenance checks and services (PMCS).

(28) Ensure there are no sparks or flame producing devices within the AHA.

(29) Ensure residue is segregated from any live ammunition when stored within the AHA.

(30) Ensure cots are not against the walls in building 988.

(31) Ensure all gates at the AHA remain locked at all times, unless authorized personnel are entering or exiting.

(32) Inspect the AHA fence and barbed wire for damages during the perimeter checks.

(33) Make a check of all security lights and building lights. See figure 10-5 for location and identification. Record any findings on DA Form 1594 and notify the ASP Accountable Officer, 239-4102, of all shortages or deficiencies.

(34) Ensure armed guards are present at the main gate whenever vehicles are entering or leaving the AHA.

(35) Brief the in-coming AHA SOG on the current status of the AHA and conduct a joint inspection of the AHA at the end of the tour of duty.

9. GENERAL.

a. The AHA located at PU 91703065 is the primary Field Level Munitions Storage Area (FLMSA) authorized on Fort Riley. It also provides over-night parking for commercial vehicles dedicated as Safe Haven.

b. Units requesting to use the AHA will coordinate with the ASP Accountable Officer at least 3 days prior by memorandum, e-mail or FR Form 785. This may be accomplished telephonically by calling 239-4102; with paperwork to follow. The ASP will accept a request for storage of ammunition at any time, i.e., cancellation of training due to the weather, etc.

c. Access will be strictly controlled. Access is permitted only by Williston Point Road. No other access roads are authorized. The AHA will be posted as a restricted area. The access road from Building 988 to Building 990 (AHA) is off limits to all privately owned vehicles (POVs) without an approved DOL POV pass. Only military and government owned vehicles or POVs with authorized passes will be allowed to use

the parking lot at the entrance to the AHA. All vehicles belonging to the AHA SOG and Guards will park at Building 988.

d. Personnel safety remains the number one priority. In the event of an emergency, the rally point for vehicles and personnel is the flagpole at the entrance to the AHA on Williston Point Road.

e. Frequently used telephone numbers:

Ammunition Holding Area (AHA).....	239-4867
Ammunition Supply Point (ASP) Accountable Officer	239-4102
Ammunition Supply Point (ASP) Operations Section	239-4962
Director of Logistics (DOL).....	239-3677
Directorate of Security (DES) Duty Desk (non-emergency)	239-6767
Emergency Dispatch (Police, Fire, EMS)	911
Fort Riley Operations Center (FROC) (after duty hours).....	239-2222
Quality Assurance Specialists Ammunition Surveillance (QASAS) ...	239-9543
.....	239-1952
Range Communications	239-4200
.....	239-4281
Storage Branch Chief.....	239-4882

10. AMMUNITION CLASSIFICATION GUIDE

a. Security Category I and II Ammunition/Munitions used on Fort Riley

(1) Armed guard surveillance is required when using units are transporting Security Category I and II ammunition/munitions in accordance with AR 190-11 and DA Pam 710-2-1.

(2) A listing of Security Category I and II ammunition/munitions used at Fort Riley is listed in Table 18-1.

(3) Security Category I Ammunition/Munitions will not be stored in the Fort Riley AHA.

(4) If the AHA SOG has any questions about any item below or an item that is not listed below, they will call the QASAS Office at 239-1952/9543 and check to see if the item in question is either a Security Category I or II ammunition/munitions item.

(5) The AHA SOG, based on the ammunition currently being stored inside the AHA, will relay to the Armed Guards at Bldg 990 the appropriate Fire and Chemical Symbol signs.

Table 10-1

Security category 1 and II ammunition/munitions used on Fort Riley

NOMENCLATURE	SRC/CIIC CATEGORY
Ctg. & Launcher, 84mm M136 (AT4)	I (Not allowed in the AHA.)
GM & Launcher, Javeline FGM-148A	I (Not allowed in the AHA.)
Dragoon, Practice and Surface Attack	I (Not allowed in the AHA.)
Stinger Missile	I (Not allowed in the AHA.)
Grenade, Hand Frag, M67	II
Mine, APERS M16 series	II
Mine, APERS M18A1 w/M57 Firing Device	II
Mine, APERS M18A1 w/o Firing Device	II
Mine, AT Heavy M15	II
Mine, AT Heavy M21	II
Mine, AT Heavy M19 Non-Metallic	II
Charge, Demo Shaped MK45	II
Charge, Demo Block M112, 1 ¼ lb. C-4	II
Charge, Demo Block M118, 2 lb. PETN	II
Demo Kit, Bangalore Torpedo M1A1	II
Demo Kit, Bangalore Torpedo M142	II
Charge, Demo Shaped Flex Linear	II
Charge, Demo Block TNT, ¼ lb.	II
Charge, Demo Block TNT, 1 lb.	II
Charge, Demo Block 40 lb. Cratering	II
Charge, Demo Roll M186 25 lb. Comp H-6	II
Charge, Demo Sheet Roll, PETN	II
Charge, Demo Shaped M3 Series 40 lb.	II
Charge, Demo Shaped M2 Series 15 lb.	II
Dynamite, Military M1	II
Charge, Assy. Demo M183 Comp C-4	II
Charge, Demo HE Linear M58A3 (MICLIC)	II
Charge, Demo Flex Linear Shaped	II
TOW Missile	II

b. Chemical Symbols Required For Storage. Refer to the Hazard Classification for U.S. Military Explosives and Munitions handbook ("Yellow Book") for Department of Defense Identification Codes (DODIC) Nomenclatures.

Table 10-2

Chemical symbols required for storage

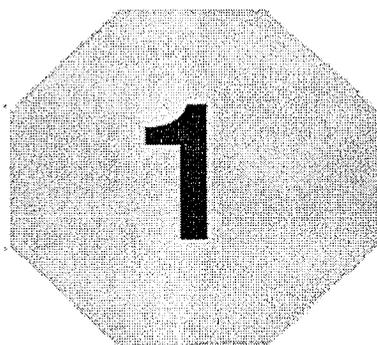
SYMBOL 1	SYMBOL 2	SYMBOL 3	SYMBOL 4
Blue w/white Man	Breathing Appar	Apply No Water	Blue w/Yellow Man
DODIC	DODIC	DODIC	DODIC
B630	B506	D445	B537
C276	B508	D506	B567
C708	B509	G900	G922
D528	D445	G930	G924
D550	D506	K867	G929
	G900		G963
	G930		K531
	G940		K532
	G945		K765
	G950		K768
	G955		
	K867		

c. Fire Symbols. Decals for fire symbols may be requisitioned through the Defense Logistics Agency.

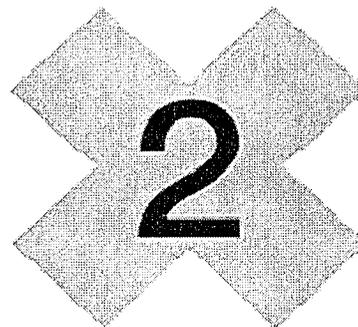
Colors (per Federal Standard 595A and GSA Catalog)

Background: Orange #12246

Numbers: Black # 17038

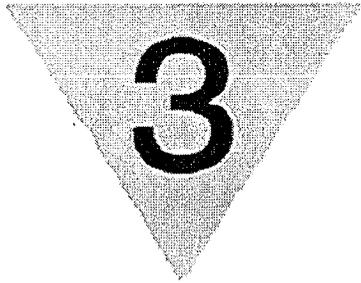


Fire Symbol 1
Hazard Class 1 Division 1 and 5

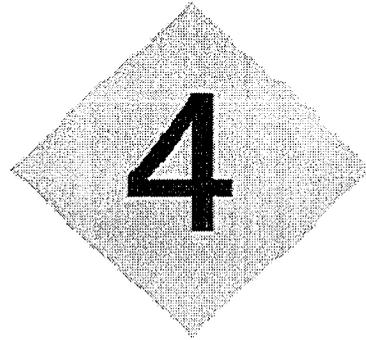


Fire Symbol 2
Hazard Class 1 Division 2 and 6

Figure 10-3, Fire symbols



Fire Symbol 3
Hazard Class 1 Division 3



Fire Symbol 4
Hazard Class 1 Division 4

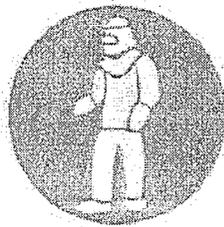
Figure 10-3 – Continued, Fire symbols

d. Chemical Hazard Symbols. Decals for chemical hazard symbols may be requisitioned through the Defense Logistics Agency.

Symbol 1 - Wear Full Protective Clothing: Background is blue on each symbol.



Set 1
Red (#11105)

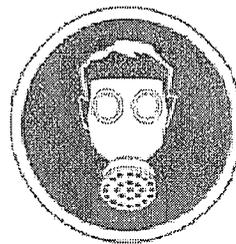


Set 2
Yellow (#13538)



Set 3
White (#17875)

Symbol 2 -Wear Breathing Apparatus:
Background is blue (#15102).
Figure and rim are white (#17875).



Symbol 3: Apply No Water:
Background is white (#17875).
Circle and diagonal are red (#11105).
Figures are black (#17038).

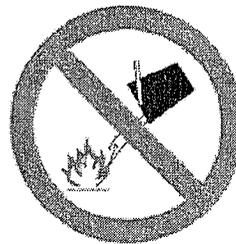


Figure 10-4 – Chemical hazard symbols

e. Ammunition Holding Area (AHA) Light Pole Diagram.

- (1) Call the ASP, 239-4102 or 239-4962, if lights are not working properly.
- (2) Helicopter warning lights have two (2) red lights on top of poles 14, 16, 18, 19 and 23, (see figure 10-5). Both lights must be working.

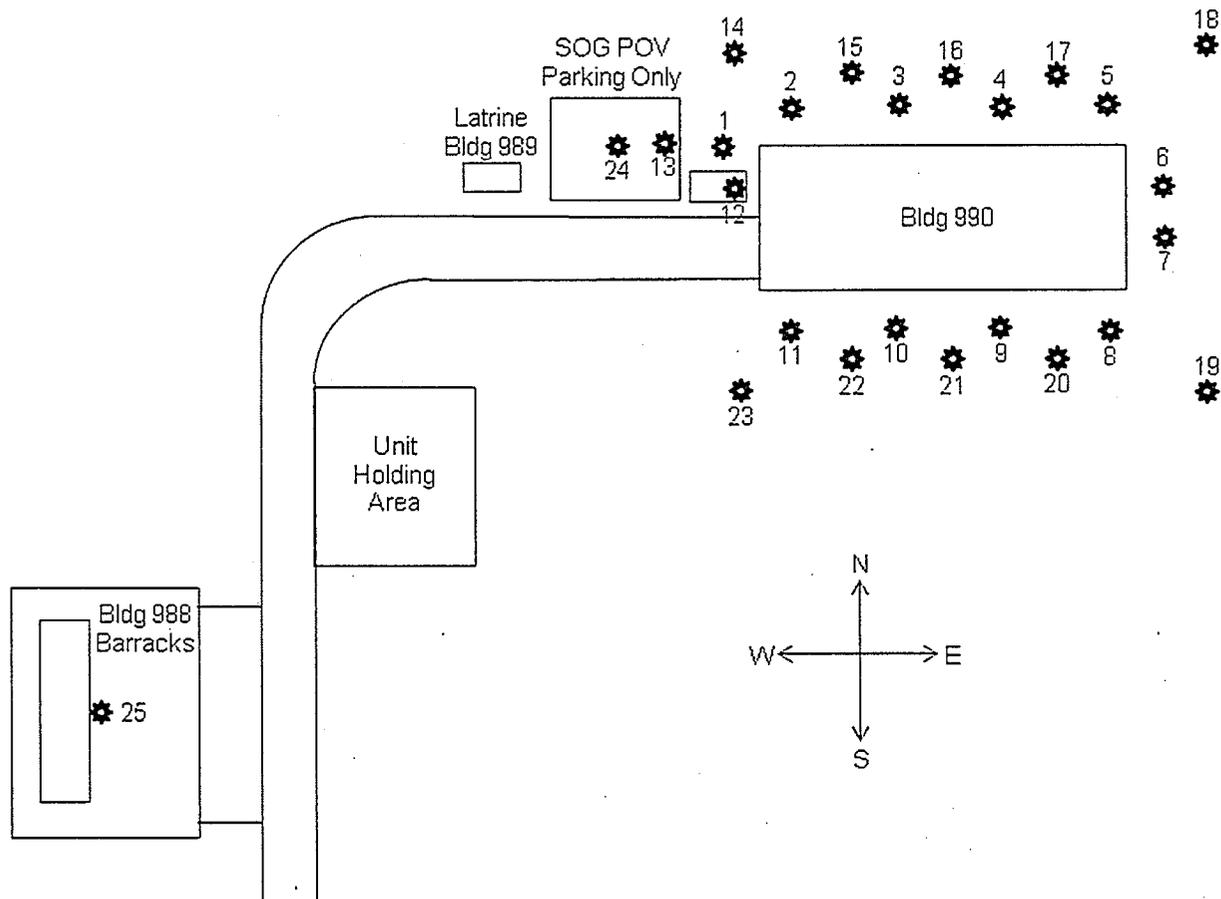


Figure 10-5, AHA light pole diagram

f. Security Camera Position at the Ammunition Holding Area (AHA)

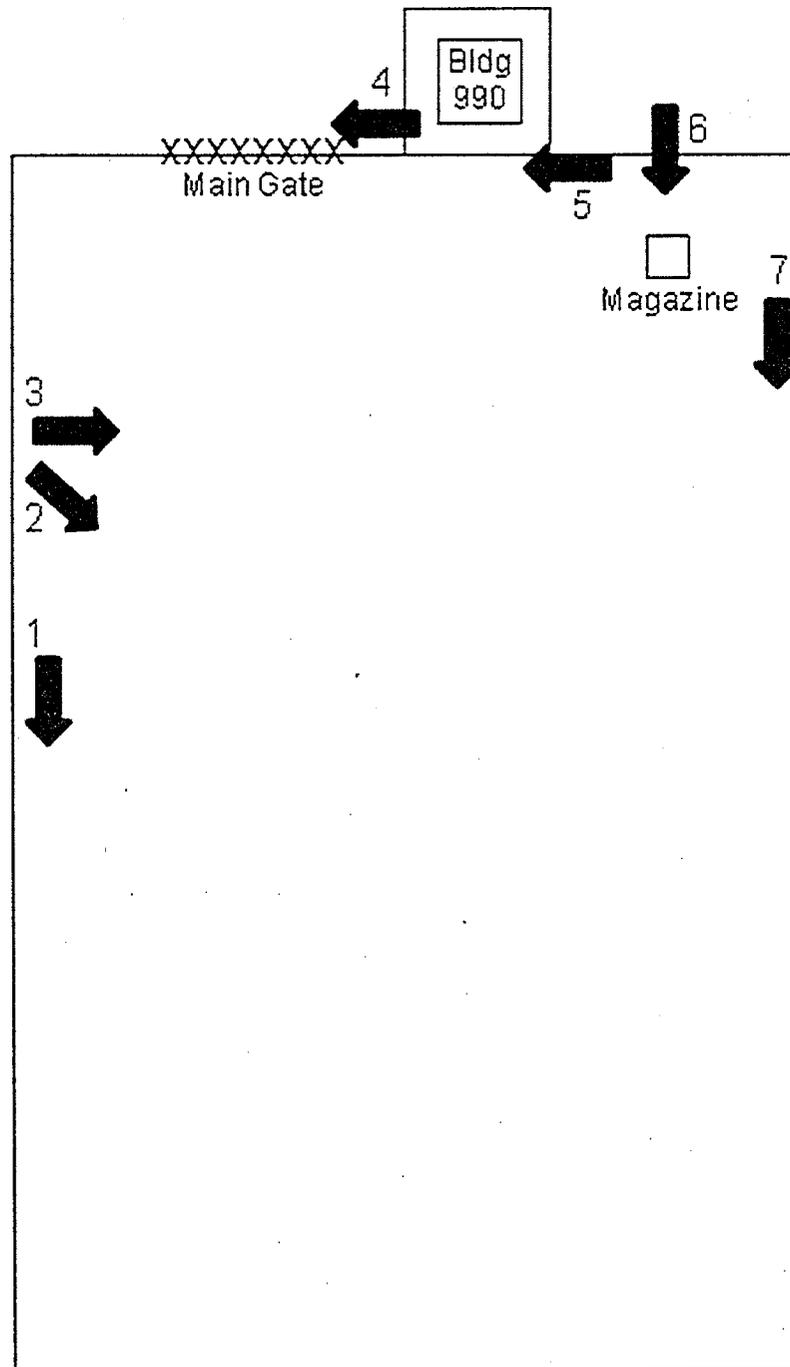


Figure 10-6, Security camera positioning at the AHA

11. SECURING THE AMMUNITION HOLDING AREA.

- a. The AHA will be staffed by an armed SOG and a minimum of six armed guards to secure the AHA.
- b. Armed guards will be posted at the entry to the AHA and will conduct roving patrols around the AHA to protect Arms, Ammunition & Explosives (AA&E). Perimeter checks will be conducted no less than every 2 hours on an irregular basis. At a minimum, the armed guards will be checked by the AHA SOG once every 4 hours. Record all checks on the DD Form 1592, (Contract Cross Reference Data).
- c. The SOG has on-site responsibility for the security and operation of the AHA. The tour of duty is 24 hours, generally, from 0800-0800. Units are not authorized to change or replace SOGs without prior coordination with the ASP Accountable Officer or DOL Supply Division Chief. An AHA briefing by the ASP Accountable Officer or responsible individual designated by the ASP Accountable officer is required before a SOG can be replaced or assume duties at the AHA.
- d. The SOG will brief all assigned armed guards on their duties, responsibilities, and the use of deadly force. All armed guards will acknowledge these briefings by signing their name on the briefing forms. The SOG will make a guard roster reflecting the name, unit and time the armed guards began their duty.
- e. Uniform for the AHA SOG's and armed guards will be the appropriate summer or winter uniform with Kevlar; LBE or LBV; protective mask (if issued); working flashlight; assigned weapon with 30 rounds of ammunition loaded in a magazine; and, any appropriate cold, hot or wet weather gear. If armed with an M-9 pistol, the SOG will carry one magazine with 15 rounds. All guards will be armed in accordance with AR 190-11 and AR 190-14. Loaded magazines will be inserted into the magazine well, but the guards will not chamber a live round unless deemed necessary for self-defense reasons.
- f. Armed guards are responsible for policing the AHA; the AHA's surrounding grounds from Williston Point Road 50 meters to either side of the access road, and 50 meters outside of the AHA fence. The AHA SOG will inspect once daily. The AHA SOG will ensure the clearing barrels are free of trash and all other debris.
- g. Armed guards on duty will either be in Building 990 or patrolling the AHA. The AHA SOG will occupy Room 2 of Building 988. Armed guards, when not on duty will move to Building 988, Room 3. Guards are to remain in duty uniform and have with them the following items: LBE or LBV; ballistic helmet; protective mask (if issued); and, a flashlight. The off duty armed guards will be allowed to sleep provided the door to Room 3 is secure.

h. Guards will be armed with their assigned weapon and no less than 30 rounds of ammunition. Weapons will only be loaded IAW AR 190-28. Weapons will not be fired toward ammunition-laden vehicles.

i. No personal equipment will be left in Building 990; the equipment will be taken to Building 988 at the completion of the guards shift.

12. PARKING AT THE AMMUNITION STORAGE AREA. The AHA has parking stalls for unit vehicles and their trailers. Units using the AHA will be assigned stalls and be responsible for the accountability of their munitions.

a. All vehicles will be backed into their assigned stalls. Trailers are to remain attached to their vehicles. No maintenance or refueling will be done on vehicles inside the AHA. No fuel/oil cans or refueling equipment are allowed inside the AHA.

b. Brakes will be set and wheels blocked or chocked to prevent vehicles from rolling forward or backward. Use of drip pans is required.

c. All vehicles will display the proper placards for the munitions items loaded on the vehicle. All vehicles will have munitions items secured and tied down in the vehicle and the load covered.

d. A copy of the most current DA Form 5515 will be displayed on the passenger side windshield of each military vehicle. The AHA SOG will maintain the other copy.

e. All DD Form 626; DD Form 836, if applicable; a current dispatch; and, DA Form 5515 must be present. If any forms are missing, or if the forms do not match the vehicle bumper number, vehicles will not be in-processed inside the AHA. The vehicle will be allowed to go to the Inspection Station area until the unit corrects the problem. The Inspection Station area is located approximately half way between buildings 990 and 988 on the east side of the AHA road.

f. Both DD Form 626 and, if applicable, DD Form 836 will stay in the front windshield of the vehicle while parked inside the AHA.

g. Under no circumstances is the DD Form 581 to be left at the AHA. Ensure the unit's representative keeps the DD Form 581 with them.

h. Vehicles will be parked at least 10 feet away from the perimeter fence.

i. Vehicles containing white phosphorus (WP) or Hazard Division Class 1.1/ demolition materials will park in the stall furthest away from the AHA Guard Shack, Building 990.

j. No ammunition or residue will be stored on the ground inside or outside the AHA yard or the Inspection Station.

k. All paperwork associated with civilian commercial vehicles will stay with the vehicle's driver. Civilian commercial vehicles are not obligated to chock their vehicles, position fire extinguishers, or use drip pans.

13. AMMUNITION HOLDING FACILITY CLOSING PROCEDURES.

a. On closure of the AHA, the AHA SOG will be the last person to depart the AHA.

b. The AHA SGO will ensure the following items are secured.

(1) Remove fire symbol(s) placards from AHA main gate.

(2) Turn off heater/air conditioners and lights; and, close all windows in building 990.

(3) Ensure surveillance camera equipment is turned off.

(4) Ensure that building 990 is neat and clean before you leave.

(5) Lock the door to building 990.

(6) Ensure all AHA gates are closed and secure.

(7) Ensure building 988 is clean and all trash inside and outside is policed and disposed of.

(8) Turn off heater/air conditioners and lights; and, close all windows in building 988.

(9) Take down range flag and lock padlock to the pole.

c. The AHA SOG will bring the following items to the ASP, building 918.

(1) All keys to the AHA.

(2) Clipboard with all DA Form 1594s and Secure Holding forms.

(3) Range flag.

d. The FROC will contact the ASP Accountable Officer when the decision is made to re-open the AHA. The ASP Accountable Officer will contact the standby AHA SOG and ask them to report to building 918 at the Ammunition Supply Point (ASP). The AHA keys, range flag, and any necessary paperwork will then be issued to the standby AHA SOG. The standby AHA SOG will contact the six standby guards. The AHA SOG and the guards will go to their arms room(s) to be issued their weapons and ammunition. They will then report to the AHA.

14. SAFE HAVEN/PARKING PROCEDURES.

a. Safe Haven/Parking is a DOD program designed to protect DOD ammunition being shipped by authorized commercial carrier by providing a secure parking area in the interest of public safety and national security. Carriers may seek Safe Haven/Parking during emergencies or other circumstances beyond the carrier's control, for delivery or awaiting shipment loading, or while in transit. When considering carrier requests for assistance, installation Commanders and contractor facility directors must take into account the current Force Protection Condition and the security requirements

therein, as well as any Quantity Distance Safety requirements, depending upon the commodity and net explosive weight of any explosives involved.

b. During normal duty hours, all civilian carriers will use the 12th Street entrance gate. The security force at the 12th Street gate, will call the Fort Riley Operations Center (FROC), at 239-2222, to notify them there is a civilian carrier that has arrived on Post. The security force will verify the delivery is for Fort Riley ASP by checking the shipment Bill of Lading. When the shipment is bound for the Fort Riley ASP during the duty hours, it will be allowed to proceed to the ASP with a Directorate of Emergency Service (DES) escort.

c. During after duty hours, all civilian carriers will use the Henry Gate, Exit 301 off of the I-70 interstate highway. If the shipment arrives after ASP duty hours or if the shipment is bound for a destination other than Fort Riley, the security force will notify the FROC, at 239-2222, of the arrival and then relay the verified shipment information. Once the FROC is notified of a request for Safe Haven/Parking, they will call the Military Traffic Management Command (MTMC) hotline, at 1-800-524-0331, to verify the carrier request. Once verification is made and the FROC determines the shipment has been granted Safe Haven/Parking, the security force or the FROC requests a DES escort of the vehicle to the AHA.

d. At the current Threat-Con Level, or until further notice, the following guidance will apply to all commercial carrier vehicles requesting Secure Parking at the Ammunition Holding Area:

(1) Only vehicles that are carrying DOD ammunition and approved explosives will be allowed Safe Haven/Parking.

(2) At no time, will a vehicle that has munitions on it be allowed to drive on Post unescorted.

(3) There must be at least one driver that remains with the vehicle at all times while in the AHA. In case of medical emergencies, contact the FROC, at 239-2222 and call 911 immediately during both duty and non-duty hours.

(4) The operator/driver is responsible for the shipment or load.

(5) The AHA SOG will assign the carrier(s) a parking space inside the AHA based on ammunitions compatibility and safety. Once the tractor and trailer are inside the AHA's locked gated area, it will not be allowed to disconnect the tractor from trailer. If fire or an emergency occurs and the trailer had to be moved, it could not be moved without the tractor. Allowing the trailer to be disconnected from the tractor jeopardizes the rest of the vehicles in the AHA.

(6) For each carrier granted Safe Haven/Parking, the AHA SOG will complete a Secure Parking form and log the following information in his DA Form 1594.

(a) Carrier's name and location.

(b) License number of vehicle.

(c) Driver's name, driver's license number, and state of issue.

(d) When the vehicle arrives and when it departs.

(e) Type of ammunition that is being carried on the vehicle (by DODIC number and nomenclature).

(7) The AHA SOG will report any problems with the carrier to the ASP Accountable Officer during normal duty hours and to Fort Riley Operations Center (FROC) after duty hours and holidays.

(8) Normally, there are no facilities for rest, food, or transportation made available to the carrier.

15. SERIOUS INJURY/ACCIDENT PROCEDURES.

a. Any and all actions and incidents will be annotated on the DA Form 1594.

b. Notify the ASP Accountable Officer, 239-4102, and the battalion headquarters of the using unit promptly of any injury that occurs at the AHA. Provide both agencies all details concerning the incident. The battalion will notify division through command channels.

c. If a medical evacuation (MEDEVAC) is required, use the following procedures:

(1) Request for MEDEVAC will be called to Range Control, 239-4200 or 239-4281.

(2) Call Range Control; and, give the unit designation and announce MEDEVAC. At this time, the following information will be provided.

(a) Grid coordinates of landing zone (PU 916307).

(b) Number of litter and/or ambulatory casualties.

(c) Type of injury (i.e.; gunshot, burn, fracture, heat/cold injury, back injury, etc.).

(d) Method of marking the landing zone (i.e.; smoke, vehicle lights, etc.).

(e) Existing landing zone hazards (i.e.; wire, blowing snow/dust, antennas, etc.).

d. The individual making the request will remain in contact with Range Control throughout the MEDEVAC. At the conclusion of the MEDEVAC, the following additional information will be provided:

(1) Patient's name, rank, SSN, and unit.

(2) Name, rank, and unit of person sending request.

(3) What happened?

(4) Where did it happen?

(5) How did it happen?

(6) When did it happen?

e. If there is a minor injury incident/accident, that does not require a MEDEVAC, then the following format will be used:

(1) Unit, name and rank of individual making the report.

(2) Type of incident.

(3) Exact location of the incident.

- (4) Assistance required.
- (5) Point of contact at the AHA.
- (6) Description of the accident.

f. To prevent heat injury, the following procedures will be implemented by the AHA SOG upon notification from the ASP that the wet bulb temperature index exceeds Category 1:

- (1) The AHA SOG will inform unit Guards of wet bulb category.
- (2) Refer to FR Pam 385-2, Heat Index Warning Categories; and FR Pam 385-2, Heat Category Guideline.
- (3) Tasked Unit Commanders will ensure that their guards, to include the AHA SOG, have an adequate water supply available during the summer months. For planning purposes, Commanders should have available approximately 8-12 quarts of water per day per soldier at the AHA. The AHA SOG will spot check to ensure all guards have an adequate water supply. The AHA SOG will notify the ASP Accountable Officer of any problems. The ASP Accountable Officer, or the designated representative, will notify the respective Unit Commander to resolve the problem.

g. To prevent cold weather injuries, the following procedures will be implemented by the AHA SOG, when applicable.

- (1) The AHA SOG will ensure all armed guards have and are wearing serviceable wet weather or cold weather gear.
- (2) Tours of duty by the AHA armed guards will be decreased to allow individuals to warm up or dry out.
- (3) During extreme cold weather with heavy winds, armed guards are authorized to rotate more frequently to get out of the wind.

16. INTRUSION PROCEDURES.

a. When there is an attempted intrusion of the AHA by unauthorized personnel, the AHA SOG will:

- (1) Activate the emergency alarm.
- (2) Call the DES / Duty Desk (911 / 239-6767).
- (3) Give their Unit, name and rank.
- (4) Type of incident.
- (5) Exact location of incident.
- (6) Assistance required.
- (7) Point of contact at AHA.
- (8) Have all armed guards report to the AHA SOG Guard Shack, building 990.
- (9) Await arrival of the Military Police (MP).

b. All AHA staff on duty will attempt to protect the assets inside the AHA and, if possible, capture/detain the intruder. If the intruder is armed, the guard force will try to

determine if the person is a hunter. However, the guard's personal safety is paramount and all actions taken will be to protect themselves and any assets within the AHA.

c. Tasked unit commanders will ensure that their AHA SOG and armed guards are issued an adequate number of 2-way radios with chargers, to be used to communicate between the armed guards and the AHA SOG. On-duty armed guards and the AHA SOG will maintain a 2-way radio on their person at all times.

17. FIREFIGHTING PROCEDURES.

a. All fires starting in the vicinity of ammunition or explosives shall be reported and all personnel will immediately withdraw to the assembly point located at the flag pole; which is at the intersection of Williston Point Road and the AHA access road.

b. In the event of a fire involving ammunition, the following steps will be followed:

- (1) Immediately notify the Fort Riley Fire Department, by calling 911.
- (2) Immediately notify the ASP Accountable Officer, 239-4102.
- (3) All personnel will assemble at the intersection (flagpole) of the AHA access road and Williston Point Road. Vehicles will be parked along the South side of Williston Point Road, making sure to stay to one side of the road so that emergency vehicles can move freely along the route.
- (4) The AHA SOG will surrender DA Form 5515 to the Fire Department upon their arrival at the scene and brief them on the location and extent of the fire.
- (5) The Fire Department will maintain responsibility of full access control of the area, assisted by the armed guard force as required.
- (6) Guards will take action as directed by the Senior Fire Officer.
- (7) The guard force will remain on duty until properly relieved, but will remain out of the immediate fire area.

c. In the event there is a fire not involving ammunition, the following steps will be followed.

- (1) Immediately notify the Fort Riley Fire Department, by calling 911.
- (2) Immediately notify ASP Accountable Officer, 239-4102.
- (3) The Fort Riley Fire Department will conduct periodic inspections of the AHA. They will be allowed access to the AHA after checking the Fire Department access roster by name and badge number. The AHA SOG will escort Fire Department personnel to all areas of the AHA.

18. SMALL METAL MAGAZINE STORAGE (WHITE METAL CONTAINER).

a. The Small Metal Magazine, a.k.a. Magazine, is placed in the AHA for the purpose of units storing small quantities of Category IV ammunition, i.e., one crate / box, ammo can, etc. illumination 1.3G, riot control agents – 6.1G, smoke – 1.4G and

CN/CS grenades or pellets – 1.4G. All ammunition placed in the Magazine must meet compatibility criteria.

- b. Small arms ammunition (0.50 cal. and below) will not be stored in the Magazine.
- c. The Magazine is not an amnesty box. The amnesty box is located at the ASP.
- d. Units utilizing the Small Metal Magazine storage will follow the guidelines identified in paragraph 8i.

**APPENDIX A
REFERENCES**

SECTION I

Required Publications

AR 190-11

Physical Security of Arms, Ammunition, and Explosives

AR 190-14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties

AR 190-28

Use of Force by Personnel Engaged in Law Enforcement and Security Duties

AR 710-2

Supply Policy below the Wholesale Level

49 CFR, PART 172.504

General Placarding Requirements

DA PAM 385-64

Ammunition and Explosive Safety Standards

DA PAM 710-2-1

Using Unit Supply System Manual Procedures

DOD 4500.32-R

Military Standard Transportation and Movement Procedure (MILSTAMP)

U.S. ARMY DEFENSE AMMUNITION CENTER

Hazard Classification of United States Military Explosives and Munitions handbook

SECTION II

Related Publications

FR PAM 385-2

Prevention of Hot Weather and Cold Weather Injury

SECTION III

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

SECTION IV
Prescribed Forms

DD Form 626
Motor Vehicle Inspection (Transporting Hazardous Material)

DD Form 836
Dangerous Goods Shipping Paper/Declaration and Emergency Response Information
for Hazardous Materials Transported By Government Vehicles

DD FORM 1592
Contract Cross Reference Data

DA Form 581
Request for Issue and Turn-In of Ammunition

DA Form 1594
Daily Staff Journal or Duty Officer's Log

DA Form 5515
Training Ammunition Control Document

FR Form 191
Acknowledgement of Ammunition Holding Area (AHA) Guard Orders

FR Form 192
Acknowledgement of Use of Force Procedures

FR Form 193
Acknowledgement of Unit Ammunition Manager/NCO Special Orders

FR Form 785
Request for Ranges, Training Areas and-or Facilities

APPENDIX B

FR Form 191, Acknowledgement of Ammunition Holding Area (AHA) Guard Orders

Prior to assuming their duties, each guard must read, understand and sign the orders below.

ACKNOWLEDGMENT OF AMMUNITION HOLDING AREA (AHA) GUARD ORDERS

1. General Orders.

- a. Report to building 988, 30 minutes prior to the start of assigned shift to allow the incoming AHA Sergeant of the Guard (SOG) to brief and inspect the uniform for required equipment.
- b. Guard everything within the limits of the assigned post and quit the post only when properly relieved.
- c. Obey the special orders below and perform all duties in a military manner.

2. Special Orders.

- a. Protect and secure all munitions and equipment being stored within the AHA. Do not leave the post without approval from the AHA SOG.
- b. Make random perimeter checks of the AHA at the direction of the AHA SOG. Report any deficiencies noted during those checks immediately to the AHA SOG. These deficiencies include: damage to fence, gates, light poles, and any observable problems noted on the vehicles; such as, flat tires, leaking fluids, loose tarps, etc.
- c. Receive a Use of Force Briefing and sign the Use of Force document acknowledging an understanding of the information covered.
- d. Be armed with an assigned weapon and 30 rounds of ammunition. Ammunition will be stored in the guard's ammunition pouch while on duty. Weapons will only be loaded in accordance with AR 190-14. At no time should a weapon be fired toward ammunition-laden vehicles. Loaded magazines will be inserted into the magazine well; but, guards will not chamber a live round unless deemed necessary for self-defense reasons.
- f. Understand the two person rule and help to ensure the two person control is observed anytime Security Category II ammunition/munitions is stored in the AHA.
- g. Report violations of the special orders, emergencies, and anything covered in the instructions to the SOG immediately.
- h. Read and understand firefighting procedures in FR Reg 190-2.
- i. Read and understand the requirements for evacuating the AHA in FR Reg 190-2.
- j. Read and understand the safety requirements for White Phosphorous stored at the AHA in FR Reg 190-2.
- k. Prior to entering buildings 900 and 988 all weapons will be checked and cleared of any ammunition in the clearing barrels provided. Weapons are to be on safe without magazines in the magazine well. Weapons will not be left unattended by the individual armed guards at any time.

I, _____ acknowledge I have read and fully understand the
(PRINTED/TYPED NAME AND GRADE OF GUARD)
 paragraphs above concerning my responsibilities while serving as a guard at the Ammunition Holding Area.

(GUARD'S SIGNATURE)

Commander's Phone Number: _____

Witnessed before me this _____ day of _____, 20_____.

(AHA SOG'S SIGNATURE)

APPENDIX C

FR Form 192, Acknowledgement of Use of Force Procedures

Prior to assuming their duties, each guard must read, understand and sign the orders below.

ACKNOWLEDGEMENT OF USE OF FORCE PROCEDURES	
<p>1. USE OF FORCE. Law Enforcement and security personnel will use force only when they cannot perform their duties without it. They will use the minimum force needed; and only as a last resort will they use deadly force. Prior to the use of deadly force, non-lethal methods will be utilized if the mission can be accomplished without placing anyone's life in danger. In evaluating the degree of force needed, these options should be considered in the following order:</p> <ul style="list-style-type: none"> a. Verbal persuasion. b. Unarmed defense techniques/physical restraint. c. Presentation of deadly force capability. d. Deadly force (use of firearms). 	
<p>2. DEADLY FORCE. Deadly force is authorized when deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm. Use deadly force for one or more of the following reasons only:</p> <ul style="list-style-type: none"> a. In self-defense and in defense of others. Deadly force reasonably appears necessary to protect security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm. b. Assets involving national security. Deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. c. Assets not involving national security but inherently dangerous to others. Deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of resources such as operable weapons or ammunition that are inherently dangerous to others. d. Serious offenses against persons. Examples are murder, armed robbery, and aggravated assault. e. To prevent the escape of a prisoner believed to have committed any of the types of offenses named in the paragraphs listed above. 	
<p>3. USE OF FIREARMS. If it becomes necessary to use a firearm in any of the circumstances described in paragraph 2 above, observe the following precautions when possible:</p> <ul style="list-style-type: none"> a. Give an order to "Halt" before firing. b. Warning shots are prohibited. c. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the guard to shoot. d. Shots will be fired only with due regard for the safety of innocent bystanders. 	
<p>I, _____ acknowledge I have read and fully understand the <small>(PRINTED/TYPED NAME AND GRADE OF GUARD)</small> paragraphs above concerning my responsibilities while serving as a guard at the Ammunition Holding Area.</p>	
<p>_____</p> <p><small>(GUARD'S SIGNATURE)</small></p>	
<p>Witnessed before me this _____ day of _____, 20_____.</p>	
<p>_____</p> <p><small>(AHA SOG'S SIGNATURE)</small></p>	
<p>FR Form 192 1 July 2011</p>	

APPENDIX D

Unit In-processing Checklist/Forms

Once the Ammunition Holding Area (AHA) Sergeant of the Guard (SOG) has posted the following documents, unit vehicles will be allowed to enter the AHA:

_____ Signed FR Form 193, Acknowledgement of Unit Ammunition Manager/NCO Special Orders Briefing.

_____ Signed FR Form 191, Acknowledgement of Ammunition Holding Area (AHA) Guard Orders.

_____ Signed FR Form 192, Acknowledgement of Use of Force Procedures, if applicable.

_____ A copy of the Unit AHA Access Roster.

_____ DD Form 836, Dangerous Goods Shipping Paper /Declaration and Emergency Response Information for Hazardous Materials Transported By Government Vehicles, if applicable.

_____ DD Form 626, Motor Vehicle Inspection – Transporting Hazardous Material.

_____ DA Form 5515, Training Ammunition Control Document.

APPENDIX E

Field Officer of the Day (FOD) Ammunition Holding Area (AHA) Inspection Checklist

FOD AHA INSPECTION CHECKLIST		
The FOD will check the areas below to ensure all procedures and guidelines are being adhered to.		
	YES	NO
1. AHA SERGEANT OF THE GUARD (SGO) PROCEDURES.		
a. Reports to and accompanies the FOD during the inspection.		
b. Have all Armed Guard(s) reporting to Building 990 for inspections inside the AHA fence.		
c. Ensures the AHA bulletin board contains current access rosters.		
d. Unit ammunition documents are posted correctly, current and signed if necessary.		
(1) FR Form 193, Acknowledgement of Unit Ammunition Manager/NCO Special Orders.		
(2) FR Form 191, Acknowledgement of Ammunition Holding Area Guard Orders.		
(3) FR Form 192, Acknowledgement of Use of Force Procedures.		
(4) Unit AHA Access Roster.		
(5) DA Form 5515, Training Ammunition Control Document		
e. Possesses a DOL POV Pass.		
2. COMMUNICATIONS/TELEPHONE.		
a. Maintain contact with the Ammunition Supply Point (ASP).		
b. Operational class "C" telephone is available.		
c. Maintain contact with the AHA SOG.		
3. ARMED GUARD PROCEDURES.		
a. All armed guards are briefed on their duties and responsibilities and the use of deadly force.		
b. Unit armed guards are in proper uniform; LBE/LBV; ballistic helmet, protective mask (if issued); and, a flashlight.		
4. VEHICLES.		
a. Tires are blocked and brakes are set.		
b. Trailers are coupled to the vehicles.		
c. Vehicles are unlocked, keys are in the ignition (if applicable), air tanks are full, and drip pans are in place.		
d. Ammunition is covered with a tarp.		
e. No POVs are allowed past Building 988 or on the access road, except for the AHA SOG's POV or POVs with authorized passes.		
f. Preventative Maintenance Checks and Services (PMCS) is the only authorized maintenance within the AHA.		
g. Explosive placards are placed on each vehicle, on all four sides, IAW DD Form 626, line 21.		

FOD AHA INSPECTION CHECKLIST (CONTINUED)		YES	NO
h. White Phosphorus (WP) or demolition munitions laden vehicles are in correct stalls.			
5. SAFETY.			
a. Each vehicle has two serviceable class 10 BC fire extinguishers positioned in front of the vehicle.			
b. No form of spark or flame producing devices are in the AHA.			
c. No fuel cans, empty or full, are in the AHA.			
6. SOLDIERS WELL BEING.			
a. Parent unit leaders are checking on their Soldiers.			
b. Soldiers are aware of the cold/wet weather plan.			
c. Soldiers are aware of the chow rotation plan.			
d. Soldiers are aware of the injury evacuation plan.			
e. Soldiers are equipped with the proper uniform for the current weather.			
f. Soldiers are aware of the water point or re-supply plan.			
7. MISCELLANEOUS.			
a. No food consumption in the AHA.			
b. No storage of residue with the AHA.			
c. No storage of ammunition on the ground.			
8. REMARKS. <i>Specific comments concerning unit deficiencies should include owning units designation and bumper numbers of deficient vehicles.</i>			

APPENDIX F

FR Form 193, Acknowledgement of Unit Ammunition Manager/NCO Special Orders

Unit Ammunition Managers/NCOs must read, understand and sign acknowledging the special orders below. A copy will be provided to the Ammunition Holding Area (AHA) Sergeant of the Guard (SOG) for posting.

ACKNOWLEDGEMENT OF UNIT AMMUNITION MANAGER/NCO SPECIAL ORDERS	
<p>1. To schedule the use of the AHA. Units will contact ASP Accountable Officer, 239-4102 at least 3 working days prior to occupying the facility. Telephonic and email requests are authorized. The following information is required on the unit's request: Unit name, name and phone number of Unit POC, number of vehicles, and dates and times for the use of the AHA.</p>	
<p>2. Units using the AHA will comply with the following:</p>	
<p>a. No lighters, matches, cigarettes, or flame producing items inside the AHA.</p>	
<p>b. No smoking inside the AHA.</p>	
<p>c. No smoking within 50 feet of the AHA fence.</p>	
<p>d. Each vehicle will have two serviceable Class 10 BC fire extinguishers in front of the vehicle and visible from the gate.</p>	
<p>e. During inclement weather, fire extinguishers will be placed on the front bumpers of vehicles occupying the AHA.</p>	
<p>f. Vehicles in stalls will have wheels blocked and brakes set. Vehicle doors and steering wheels will not be locked. Ignition keys will be left in the ignition switch.</p>	
<p>g. Vehicles laden with ammunition will have a tarp or cargo cover over ammunition to protect ammunition from the weather and to provide a measure of security.</p>	
<p>h. No fuel cans, full or empty, are allowed inside the AHA.</p>	
<p>i. Disabled vehicles will be towed out of the AHA and worked on outside of the fence. Maintenance will be conducted no closer than 50 meters to AHA fence.</p>	
<p>j. Residue will not be stored in the AHA.</p>	
<p>k. The AHA SOG will maintain a copy of the DA Form 5515 for all vehicles while in the AHA.</p>	
<p>l. The access road from the guard Bldg 988 is off limits to all POVs with exception of personnel with an authorized pass.</p>	
<p>m. No food will be taken inside the AHA fence.</p>	
<p>n. Guard will have the authority to move vehicles in case of an emergency.</p>	
<p>o. Units will clear the AHA with the AHA SOG prior to leaving the facility.</p>	
<p>p. Prior to vehicles being granted access to the AHA, units will provide the AHA SOG with a signed copy of FR Form 193, Acknowledgement of Unit Ammunition Manager/NCO Special Orders; a copy of the Unit AHA Access Roster; and, a DA Form 5515 for each vehicle.</p>	
<p>I, _____ acknowledge I have read and fully (PRINTED/TYPED NAME AND GRADE OF THE UNIT AMMUNITION MANAGER/NCO) understand the paragraphs above concerning storage of ammunition within the Ammunition Holding Area.</p>	
<p>_____</p> <p>(UNIT AMMUNITION MANAGER/NCO'S SIGNATURE)</p>	
UNIT: _____	COMMANDER'S PHONE NUMBER: _____
<p>Witnessed before me this _____ day of _____, 20_____.</p>	
<p>_____</p> <p>(AHA REPRESENTATIVE'S SIGNATURE)</p>	
<p>FR Form 193 1 July 2011</p>	

APPENDIX G

DD Form 836, Dangerous Good Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported By Government Vehicles

HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT

DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES								
1.a. NOMENCLATURE: b. MODEL NO.: c. BUMPER NO.:				d. CONTAINER SEAL NO.: e. SERIAL NO.: f. TCN NUMBER:				
2. SHIPPER NAME/ADDRESS/TELEPHONE NO./DATE OF PREPARATION							3. PAGE _____ OF PAGES	
4. CARGO (To be completed by the unit or shipper Transportation Office (TO))								
UNID NUMBER a.	PROPER SHIPPING NAME (Include RO, Technical Names, Additional Information per 49 CFR 172.203, as required.) b.	HAZARD CLASS/ DIVISION c.	SUBSIDIARY HAZARD d.	PACKING GROUP (PG) e.	PACKAGES		TOTAL NET QUANTITY h.	TOTAL AMMO (HEW) i.
					NUMBER f.	KIND g.		
5. CONSIGNEE NAME								
6. REMARKS								
7.a. COPY OF EMERGENCY RESPONSE GUIDE NUMBER(S)								
b. EMERGENCY NOTIFICATION. In all cases of accident, breakdown or fire, promptly call emergency assistance telephone number(s) in Item 7c below and then shipper and/or consignee in Item 2 above, in that order.								
c. 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:								
DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061 AT SEA: COLLECT: 1-804-279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: (703) 697-0218 or 0219 (COLLECT) OR DSN 227-0218 (WATCH OFFICER)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL DUTY HOURS: DSN 584-3044, 584-7211, 584-6455, Comm. (410) 436-3044, (410) 436-7211, (410) 436-6455 AFTER DUTY HOURS: DSN 584-2148, Comm. (410) 436-2148 (Ask for TEU S3)	SECURE HOLDING: Non-AA&E: 1-800-524-0331 AA&E: 1-800-826-0794 OIL AND CHEMICAL SPILLS: NATIONAL RESPONSE CENTER (NRC) AND TERRORIST HOTLINE: 1-800-424-8802 AT SEA: 202-267-2675 (COLLECT)	DOD RADIOACTIVE MATERIALS: ARMY: (703) 697-0218 (COLLECT) USAF: (202) 767-4011 (COLLECT) USN/NC: Use 24-hour emergency response phone number provided by USN/NC activity initiating shipment. DLA: 1-800-851-8061 (AT SEA: (804) 279-3131)				
8. SHIPPER'S CERTIFICATION This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the regulations of the Department of Transportation.								
a. TYPE OR PRINT NAME OF SHIPPER CERTIFIER				c. SIGNATURE(S) OF VEHICLE OPERATOR(S)				
b. SIGNATURE OF SHIPPER CERTIFIER AND DATE								

DD FORM 836, DEC 2007

PREVIOUS EDITION IS OBSOLETE.

HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT

APPENDIX I

DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials)

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read instructions before completing this form.)</i>										
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION I - DOCUMENTATION					ORIGIN a.		DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION										
3. DATE/TIME OF INSPECTION										
4. LOCATION OF INSPECTION										
5. OPERATOR(S) NAME(S)										
6. OPERATOR(S) LICENSE NUMBER(S)										
7. MEDICAL EXAMINER'S CERTIFICATE										
8. <i>(X if satisfactory at origin)</i>					9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT					
a. MILITARY HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO		YES NO		
b. VALID LEASE		e. DRIVER'S VEHICLE INSPECTION REPORT		a. TRUCK/TRACTOR						
c. ROUTE PLAN		i. COPY OF 49 CFR PART 397		b. TRAILER						
SECTION II - MECHANICAL INSPECTION										
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)					
12. PART INSPECTED <i>(X as applicable)</i>		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT		
a. SPARE ELECTRICAL FUSES										k. EXHAUST SYSTEM
b. HORN OPERATIVE										l. BRAKE SYSTEM*
c. STEERING SYSTEM										m. SUSPENSION
d. WINDSHIELD/WIPERS										n. COUPLING DEVICES
e. MIRRORS										o. CARGO SPACE
f. WARNING EQUIPMENT										p. LANDING GEAR*
g. FIRE EXTINGUISHER*										q. TIRES, WHEELS, RIMS
h. ELECTRICAL WIRING										r. TAILGATE/DOORS*
i. LIGHTS AND REFLECTORS										s. TARPULIN*
j. FUEL SYSTEM*										t. OTHER (Specify)
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED					REJECTED					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>										
14. SATELLITE MOTOR SURVEILLANCE SYSTEM; <i>(X one)</i> ACCEPTED					REJECTED					
15. REMARKS										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION										
<i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>										
		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT		
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR										
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT										
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT										
21. PROPER PLACARDS APPLIED										
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS										
23. COPY OF DD FORM 626 FOR DRIVER										
24. SHIPPED UNDER DOT SPECIAL PERMIT 888										
25. INSPECTOR SIGNATURE <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

APPENDIX J

Secure Parking Area Registration

SECURE PARKING AREA

Date & Time In _____ Date & Time Out _____

Driver's Name: _____

Driver's License #: _____

Picture ID Available? **YES** **NO** (circle one)

Co-Driver's Name: _____

Driver's License #: _____

Picture ID Available? **YES** **NO** (circle one)

Transport Company Name: _____

Company Telephone #: _____

Vehicle License #: _____

Telephone #: _____

Seal #: _____

GBL#: _____

APPENDIX L

Ammunition Holding Area Magazine Storage

**AMMUNITION HOLDING AREA MAGAZINE STORAGE
IN/OUT PROCESSING SHEET**

Item	DODIC/Nomenclature Lot/ Serial Number	Quantity Turned In	Quantity Returned	Initial's of Recipient

RESTRICTED USAGE CATEGORY IV ITEMS

(Illumination (1.3G), Riot Control Agents (6.1G), Smoke (1.4G), and CN/CS Grenades (1.4G))

Turned in by:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
SOG on Duty:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
Inventoried by:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
SOG on Duty:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
Inventoried by:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
SOG on Duty:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
Inventoried by:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
SOG on Duty:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
Received by:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)
SOG on Duty:	_____	_____	_____	_____
	(Print Name/Unit)	(Signature)	(Date)	(Time)

GLOSSARY

Section I Abbreviations

AA&E

Arms, Ammunition and Explosives

AHA

Ammunition Holding Area

ASP

Ammunition Supply Point

BC

Bicarbonate

DES

Directorate of Emergency Services

DIV

Divergence

DODIC

Department of Defense Identification Code

DPW

Directorate of Public Works

FLMSA

Field Level Munitions Storage Area

FOD

Field Officer of the Day

GSO

Garrison Safety Office

HC

Highest Class

HD

Hazard Division

ICIDS

Integrated Commercial Intrusion Detection System

IG
Inspector General

IMCOM
Installation Management Command

ISO
Installation Safety Office

LBE
Load Bearing Equipment

LBV
Load Bearing Vest

LLP
Land Line Phone

MEDEVAC
Medical Evacuation

MP
Military Police

MTMC
Military Traffic Management Command

NCO
Non-commissioned Officer in Charge

NEW
Net Explosive Weight

PMCS
Preventative Maintenance Checklist and Service

QASAS
Quality Assurance Specialists Ammunition Surveillance

SDO
Staff Duty Officer

SOP
Standard Operating Procedure

WP
White Phosphorus


WILLIAM C. MAYVILLE, JR.
Major General, USA
Commanding General

OFFICIAL:


KENNETH F. STEGGEMAN
Director of Human Resources

APPENDIXES:

- A – References
- B – FR Form 191, Acknowledgement of Ammunition Holding Area (AHA) Guard Orders
- C – FR Form 192, Acknowledgement of Use of Force Procedures
- D – Unit In-processing Checklist/Forms
- E – Field Officer of the Day Ammunition Holding Area Inspection Checklist
- F – FR Form 193, Acknowledgement of Unit Ammunition Manager/NCO Special Orders
- G – DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported By Government Vehicles
- H – DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials)
- I – DA Form 5515, Training Ammunition Control Document
- J – Ammunition Holding Area Armed Guard Roster
- K – Secure Parking Area
- L – Ammunition Holding Area Magazine Storage

DISTRIBUTION:

1st Infantry Division and Fort Riley SharePoint