



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg, Command Policy Memorandum #52, Ammunition & Explosives Safety (Small Arms Rooms) and Amnesty Program

1. References:

- a. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.
- b. DA Pam 385-64, Ammunitions and Explosives Safety Standard, 24 May 11
- c. AE Reg 700-150, Conventional Ammunition Services, 2 Apr 02
- d. AE Reg 190-13, Army in Europe Physical Security Program, 23 Oct 03
- e. AE Reg 385-64, Explosives Safety, 17 Nov 06
- f. AR 190-11, Physical Security of Arms, Ammunitions and Explosives, 10 Oct 08
- g. DOD 6055.9 Std. DOD Ammunition and Explosives Safety Standards, 21 Aug 09
- h. AR 710-2, Supply Policy Below the National Level, 28 Mar 08
- i. DA PAM 385-10, Army Safety Program, RAR 19 Jan 10
- j. AR 385-10, The Army Safety Program, RAR 14 Jun 10.

2.. Purpose: Establish responsibility for developing guidance on storing ammunition in small arms rooms and implementing an amnesty program. The goal is to prevent injury and protect government and private property from damage while ensuring maximum recovery of military ammunition and explosive items.

3. Applicability: USAG Baden-Wuerttemberg, Heidelberg, Mannheim and Kaiserslautern.

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4. Policy:

a. Each garrison commander will establish guidance for storage of ammunition in small arms rooms and develop an ammunition amnesty program within their footprint. This guidance shall conform to the DOD and Army Safety directives (paragraph 1 above) and comply with the *Cardinal Principle of Explosives Safety*. This principle is: expose the minimum number of people to the minimum amount of explosives for the minimum amount of time. These procedures will be promulgated into a standing operating procedure or letter of instruction.

b. Tenants and Staff elements of USAG Baden Wuerttemberg storing or transporting ammunition or explosives on or through a garrison footprint are subject to policies enacted by the Commander, USAG BW.

5. Three essential elements of an effective ammunition or explosives storage area are: (1) a viable inspection program; (2) a highly visible amnesty program; and (3) close coordination with the servicing Ammunition Supply Point (ASP). The inspection program will involve the respective Garrison Directorate of Public Works (DPW), for the Construction Security Statement, the Directorate of Emergency Services for the Physical Security Statement, and the Garrison Safety Office for the issuance of an ammunition or explosives Storage License. In addition, close coordination with a Quality Assurance Specialist (Ammunition Surveillance) (QASAS) must be maintained between each unit, organization or activity storing ammunition or explosives at anytime. These external inspections are not to substitute for unit self-inspection programs. To assist units with preparing for a storage license inspection, enclosure 1 contains a checklist of major items that will be inspected by the garrison safety office. Note recent change to DA Pam 385-64 requires that ammunition and explosives storage risk assessments be signed by the garrison commander, this requirement is not authorized to be delegated.

6. The second essential element of an effective ammunition or explosives storage program is an Amnesty Program. The ammunition and explosives amnesty program allows military, civilian personnel, and their family members to turn in ammunition with no questions asked. Garrison Commanders are responsible for management of the amnesty program for their respective communities. The program is not intended to allow units to circumvent normal supply turn-in procedures. Each unit that uses ammunition and explosives is required to implement a supplemental program that supports the garrison amnesty program. DA Pam 710-2-1 (reference 1a) and AER 385-64 (reference 1e) provides guidance on establishing an amnesty program.

7. The last essential element is coordination with the servicing ASP. Garrison and unit, organization or activity safety personnel must establish and maintain a close working relationship with the servicing ASP to keep the command advised of ammunition and explosives

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safety issues within our footprints. The garrison safety office will brief ammunition and explosives safety issues at the Commanders Safety Council, quarterly.

8. The proponent for this policy memorandum is USAG Baden-Wuerttemberg Safety Office, DSN 373-5277/9082, commercial 06221-17-5277/9082, or email: usabw.safety@eur.army.mil

Encl
Storage License Inspection Checklist


BRYAN D. DECOSTER
COL, MI
Commanding

DISTRIBUTION:

A

Explosive Site License Inspection Checklist

Location: _____ SITE _____ AHA/A R UNIT: _____ Date: _____

CDR: _____ Phone: _____

E-MAIL ADDRESS: _____

Rep: _____ Phone: _____

E-MAIL ADDRESS: _____

STORAGE TYPE; UBL: _____ OLOAD: _____ TRAINING: _____ AMA: _____

| A. EXTERIOR: | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| 1. IS CORRECT EXPLOSIVE SYMBOL POSTED IAW DA PAM 385-64, PARA 3-14 AND 3-15? | | | |
| 2. IF REQUIRED, IS RESPIRATOR REQUIRED SYMBOL POSTED IAW DA PAM 385 -64, PARA 3-17? | | | |
| 3. IF REQUIRED, IS APPLY NO WATER SYMBOL POSTED IAW DA PAM 385 -64, PARA 3-17? | | | |
| 4. IS BILINGUAL NO SMOKING WITHIN 50 FEET SIGN POSTED? | | | |
| 5. DOES THE BUILDING HAVE AN APPROVED LIGHTNING PROTECTION SYSTEM INSTALLED WHEN REQUIRED? | | | |
| 6. IF REQUIRED IS BONDING PRESENT AND SERVICEABLE? | | | |
| 7. IS THERE EXCESS VEGITATION OR FLAMMABLE MATERIALS AROUND THE STORAGE SITE? | | | |

| B. STORAGE AUTHORIZATION AND AMMUNITION STORAGE (AMMUNITION WILL BE STORED IN BUILDINGS DESIGNED AND LICENSED FOR AMMUNITION) | | | |
|--|--|--|--|
| (1). IS THE UNIT BEING INSPECTED THE CUSTODIAN FOR THE STORAGE BUILDING? | | | |
| (a). IS THERE A CURRENT SECURITY CONSTRUCTION STATEMENT ON FILE FOR THE FACILITY (5YRS)? | | | |
| (b) IS THERE A CURRENT PHYSICAL SECURITY INSPECTION ON FILE (18 MONTHS)? | | | |
| (c) IS A WAIVER REQUIRED FOR THE FACILITY? | | | |
| (d). IF REQUIRED IS THE LPS RESISTANCE TEST CURRENT? | | | |
| (2). ARE OTHER UNITS STORING AMMUNITION IN THE FACILITY? | | | |
| (a) ARE THERE MEMORANDUMS OF AGREEMENT/ UNDERSTANDING ON FILE WITH TENANT UNIT COMMANDERS? | | | |
| (b) CURRENT COMMANDER'S SIGNATURE FOR BOTH TENANT AND CUSTODIAN UNIT'S | | | |

| C. ACCOUNTABILITY | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--------------------------|------------|-----------|------------|
| | | | |

Explosive Site License Inspection Checklist

| | | | |
|---|--|--|--|
| 1. IS THE UNIT STORING BASIC LOAD AND MAINTAINING ACCOUNTABILITY? | | | |
| 2. IS THE UNIT STORING OPERATIONAL LOAD AND MAINTAINING ACCOUNTABILITY? | | | |
| 3. DOES THE UNIT HAVE AN AMMUNITION AMNESTY PROGRAM? | | | |

| | | | |
|--|--|--|--|
| D. DOES THE UNIT RECEIVE SUSPENSION/RESTRICTION MESSAGE TRAFFIC <u>OR</u> IF THE UNIT PBO/S4 SCREENS SUPPLEMENTS AND FORWARDS PERTINENT MESSAGES TO THE UNIT, IS A STATEMENT ON HAND? | | | |
|--|--|--|--|

| | | | |
|--|--|--|--|
| E. STORAGE CONDITIONS. | | | |
| (1). IS THE FIRE PLAN POSTED IN PLAIN VIEW? | | | |
| (2). IS THE PROPER FIRE FIGHTING EQUIPMENT WITH CURRENT INSPECTIONS AVAILABLE? | | | |
| (3). IS THE AMMUNITION PROPERLY STACKED? | | | |
| (4). IS THERE SUFFICIENT DUNNAGE TO ENSURE ADEQUATE AIR CIRCULATION? | | | |
| (5). ARE THE MAGAZINE DATA CARDS (DA FORM 3020-R) BEING PROPERLY MAINTAINED AND PLACED FOR EACH LOT? (PARA 9-11, DA PAM 710-2-1) | | | |
| (6). IS TRAINING OR OTHER AMMUNITION CLEARLY SEGREGATED FROM BASIC LOAD AMMUNITION? | | | |
| (7). IS AMMUNITION PROPERLY PACKED AND MARKED, ARE LEAD WIRE SEALS AND BANDING INTACT? | | | |
| (8). ARE ADEQUATE KEY AND LOCK CONTROL PROCEDURES FOR AMMUNITION STORAGE STRUCTURES BEING MAINTAINED? | | | |
| (9). IS THE AMMUNITION IN THE UNIT'S ARMS ROOM STORED IN A SEPARATE LOCKED CONTAINER FIRMLY SECURED TO THE STRUCTURE? | | | |
| (10). IS THERE EVIDENCE OF GOOD HOUSE KEEPING? | | | |

COMMENTS:

Explosive Site License Inspection Checklist

PUBLICATIONS LIST (EUSA REG 700-3, APP A, Section I)

Mandatory publications required to be on hand for units that have been issued ammunition are listed below. Asterisks indicate which publications are required for units of varying sizes and strengths.

DOD 5100.76-M** http://www.dtic.mil/whs/directives/corres/pdf/510076m_0800/p510076m.pdf

AR 75-1** http://www.usapa.army.mil/pdffiles/r75_1.pdf

AR 190-11** http://www.usapa.army.mil/pdffiles/r190_11.pdf

AR 350-41* http://www.usapa.army.mil/pdffiles/r350_41.pdf

AR 385-64** http://www.usapa.army.mil/pdffiles/r385_64.pdf

AR 710-2 ** http://www.usapa.army.mil/pdffiles/r710_2.pdf
with EUSA Suppl 1

AR 735-5 ** http://www.usapa.army.mil/pdffiles/r735_5.pdf
with EUSA Suppl 1

DA PAM 710-2-1** http://www.usapa.army.mil/pdffiles/p710_2_1.pdf

FM 5-250*

FM 9-38*

TM 9-1300-251-20**

DA PAM 385-64** http://www.usapa.army.mil/pdffiles/p385_64.pdf

SB 725-1300-1*

CTA 50-909*

* Battalion level and above

** Company level and above

*** ALL units, activities, and organizations that handle or maintain ammunition for ABL.