

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
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Fort Sill Regulation 700-1

Logistics
**STORAGE OF TRAINING AND CEREMONIAL
AMMUNITION IN ARMS ROOMS**

Summary. This publication provides guidance and information on Storage of Training and Ceremonial Ammunition in Arms Rooms on Fort Sill, Oklahoma.

Applicability. This regulation applies to all activities, departments, and units described herein.

Supplementation. Supplementation of this regulation is prohibited, unless specifically approved by Directorate of Logistics (DOL), 2258 Randolph Road, Fort Sill, Oklahoma 73503.

Suggested Improvements. The proponent of this regulation is the Directorate of Logistics (DOL). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOL, ATTN: IMWE-SIL-LGO, Fort Sill, Oklahoma 73503.

Distribution. This regulation is distributed solely through the DHR, ASD Homepage at [http://sill-www.army.mil/dhr/Admin Svcs Div/Index.html](http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html).

**This regulation supersedes USAFACFS Reg 700-1, 7 June 2002

1. Purpose. This regulation clarifies DA policy with regard to the storage of Hazard Division (HD) 1.3 and HD 1.4 ammunition in unit arms rooms when operational necessity requires such storage.

2. References. Required and related publications are listed in appendix A.

3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

5. Requirements.

a. DoD 6055.9-STD, chapter 9, paragraphs 9C3 and 9C4, and DA Pam 385-64, chapter 5, paragraph 5.1b, allow, *but do not encourage*, storage of limited quantities of HD 1.3 and 1.4, without regard to quantity-distance requirements, in arms rooms, hangars, and operational buildings, when operational necessity dictates such storage.

b. For USAFCOEFS unit purposes -- The term "operational necessity" is defined as a mission associated with war or peacetime operations in which the consequences of an action justify the risk of loss of equipment and personnel. The qualifier "operational necessity" is intended to provide commanders the flexibility to ensure mission performance, without a waste of resources. It is not intended to allow such storage for convenience.

c. When other options such as storage in an Ammunition Holding Area (AHA), Ammunition Supply Point (ASP), etc. are available and their use would not adversely impact operations or result in an unnecessary commitment of resources (e.g., require unit personnel to provide 24-hour security or extended travel), they will be used.

d. When HD 1.4 or 1.3 munitions are stored in arms rooms or similar authorized structures, the commander or equivalent-level individual will ensure that:

(1) A risk management assessment is performed prior to storage. In this assessment, the commander will consider the need to expose the minimum number of personnel to the minimum amount of munitions for the minimum amount of time possible. Consideration should also be given regarding the threat to the installation/storage area and the preventative measures to prevent unauthorized personnel from gaining access to ammunition items.

(2) The facility used is properly licensed for storage of munitions. (Note: Because packaging is considered in determination of a hazard class and division, original packing must be maintained during storage of all ammunition items.

(3) Storage is consistent with security and appropriate force/fire protection regulations. The use of metal storage containers or cabinets is encouraged. Ammunition should be stored under the same criteria that it would be stored under in an approved ammunition storage facility (no combustibles, solvents, or petroleum products in the vicinity of the ammunition).

(4) The appropriate fire or chemical hazard symbol is properly posted.

(5) A Standing Operating Procedure (SOP) or Letter of Instruction (LOI) is prepared which details the proper storage, handling, and accountability procedures for class V items (which includes blanks, pyrotechnics, and smoke producing devices). This SOP should also address force protection considerations based on threat and vulnerability where losses due to terrorist activity, theft, etc. are a possibility (reference

AR 525-13). Appropriate Arms Room attendants must sign the SOP whenever a change of personnel is made. Send SOP to the Installation Safety Office for review prior to initial publishing and after any changes. Failure to keep this SOP in current status may invalidate the storage license.

(6) A fire emergency evacuation escape route diagram is posted inside of the arms room.

e. Reserve Component and Reserve Officer Training Command units that are conducting weapons qualification during inactive duty training may, when required, store limited quantities of HD 1.4 munitions inside an arms room for a limited period of time, not to exceed 7 days.

f. Active Component units that are not located near an approved ammunition storage facility (e.g., ASP, AHA, etc.) may store limited quantities (i.e., the amount required to support their immediate training needs) of HD 1.4 munitions inside an arms room for a limited period of time, not to exceed 7 days.

g. You may store a limited quantity of HD 1.3 ceremonial ammunition (e.g., 75 mm blank, 105 mm blank) in an arms room provided no other practical alternative exists. Commanders must ensure that storage of quantities of ceremonial ammunition meet the "cardinal" principle of explosives safety: Expose the minimum number of people to the minimum amount of explosives for the minimum length of time, consistent with mission and operational requirements. Storage of HD 1.3 ceremonial ammunition will not exceed one full outer pack or 100 pounds net explosive weight, whichever is less.

h. All ammunition must be packed in approved Department of Transportation containers.

i. Segregate ammunition physically by storing "blank" ammunition separate from ball ammunition and separate the different lots numbers.

6. Requirements.

a. Units

(1) Contingent upon unit compliance with the above noted criteria, you may store items noted on the attached storage license form in unit arms room without regard to Quantity Distance Verification (figure 1-1). This form (Fort Sill Form 700) is available in Acrobat Reader and/or Word by accessing the following web site(http://sill-www.army.mil/dhr/Admin_Svcs_Div/fs_blank_forms.htm). Unit personnel will develop a hazard risk assessment and a SOP that outlines user procedures in the safe handling, storage, and accountability of ammunition prior to routing of the form for approval by applicable personnel. After obtaining these documents, unit commanders must authorize storage as indicated by signature on the form. The brigade commander or next applicable level of command must approve such storage need as indicated by

signature on the form. Present the document to security and fire department personnel for authorization. DOL Supply and Services Division Quality Assurance Specialist (Ammunition Surveillance) (QASAS) office representative will then conduct an Arms Room Inspection to determine suitability for storage of ammunition items. If approved, the document will then be sent to Post Safety Officer for final signature.

(2) Post the approved storage license in the arms room for inspection purposes. It will remain valid indefinitely.

(3) Units must have two each 10 BC fire extinguishers readily available in the location where ammunition items are stored. Post a fire evacuation plan in the applicable arms room location or as directed by fire department personnel. Personnel with key access to arms rooms must be available 24 hours a day should fire fighters be required to enter an arms room to extinguish a fire.

(4) Fort Sill Fire and Emergency Services requires that, in addition to above noted requirements, they be contacted whenever ammunition other than small arms ammunition is placed in, or removed from any unit storage area. They may be reached at 580-442-6010/4905.

(5) Each unit will provide DOL Supply and Services Division, Quality Assurance Specialist (Ammunition Surveillance) Office, with a listing of all ammunition items (by stock number, DODIC, lot number, and quantity as applicable) for all items stored by COB at the end of each month. Provide this listing via electronic mail or hard copy. The purpose of this listing is to assure that suspended, restricted, or potentially unsafe ammunition is identified and appropriate action taken to replace this stock.

(6) Units have 180 days from date of this regulation to implement its requirements. Units found to be storing ammunition in unit areas without a valid approved storage license will be found in violation of this regulation.

(7) Store only 75/105mm blank and small arms ammunition (both ball and blank) in Arms Rooms. Store all other types of ammunition in the AHA.

(8) Rotate ammunition stored in unit Arms Rooms annually.

(9) Perform unit arms room inspections annually whether or not you use it to store ammunition.

b. Installation Safety Office

(1) Review Unit's SOP

(2) Provide copies of each signed and approved storage license to the QASAS office, DES, Fire Department, and Physical Security Branch.

c. Quality Assurance Specialist (Ammunition Surveillance) QASAS

(1) Inspect arms room and review storage licenses annually. Provide copies of inspections to ISO.

(2) Maintain listing of all ammunition items (by stock number, DODIC, lot number, and quantity as applicable) for all items.

(3) Notify units of any suspended, restricted, or potentially unsafe ammunition.

Appendix A References

Section I Required Publications

DOD 6055.9-b
DoD Ammunition and Explosives Safety Standards

DA Pam 385-64
Ammunition and Explosives Safety Standards STD

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

Fort Sill Form 700
Quantity Distance Verification

Section IV Referenced Forms

DA Form 22028
Recommended Changes to Publications and Blank Forms

Appendix B

A. Mission or Task:		B. Date/Time Group Begin: End: Indef		C. Date Prepared:	
D. Prepared by: (Rank, Name/Duty Position)					
E. Task	F. Identify Hazards	G. Assess Hazards	H. Develop Controls	I. Determine Residual Risk	J. Implement Controls (“How to”)
Storage of Ammunition in Battery Arms Room	Loss of accountability of ammunition	High (H)	1. Establish property book accountability of ammo stored in Arms Room. 2. Sign out all ammo by the number of rounds and lot number. 3. Monthly inspections of rounds and paper work. 4. Store ammo in banded ammo cans, which you will chain to the floor of the Arms Room. 5. Each can will have a tamper proof seal. 6. Armoror will inspect seals upon entry into the Arms Room. 7. Amnesty program established with amnesty box.	Low (L)	Posting of Unit Arms Room SOP Armor training on proper procedures/ paper work. Posting of Unit Arms Room SOP. Posting of Unit Arms Room SOP.
	Tip overs – Rack tips over	Moderate (M)	1. Secure racks with bolt or zip-tie racks together	Low (L)	Posting of SOP and bolt or zip-tie racks together

Figure 1. Risk Management Assessment

E. Task	F. Identify Hazards	G. Assess Hazards	H. Develop Controls	I. Determine Residual Risk	J. Implement Controls ("How to")
<p>Storage of Ammunition in Battery Arms Room</p>	<p>Ammunition is confused with training ammo</p>	<p>Moderate (M)</p>	<p>1. Store ammo separately in marked, banded ammo cans with tamper proof seals.</p> <p>2. Sign out all ammo in Arms Rooms by number of rounds and lot number.</p>	<p>Low (L)</p>	<p>Establish Battery Ammo SOP within the Arms Room.</p>
	<p>Personnel being injured from accidental detonation of rounds "cooking off" during a fire or mishandling</p>	<p>High (H)</p>	<p>1. Notify DES of amount, type, and exact location of rounds in Arms Room.</p> <p>2. Keep two fire extinguishers in the Arms Room at all times.</p> <p>3. Post proper signs outside the Arms Room denoting it contains ammunition.</p> <p>4. Teach armorors proper handling skills for ammunition.</p>	<p>Low (L)</p>	<p>Admin control and inspection of Arms Room to determine if controls have been met.</p>

Figure 1. Risk Management Assessment (cont)

E. Task	F. Identify Hazards	G. Assess Hazards	H. Develop Controls	I. Determine Residual Risk	J. Implement Controls ("How to")
Storage of Ammunition in Battery Arms Room	Degradation of Ammunition due to excessive moisture.	Moderate (M)	1. Armorers will inspect ammunition monthly for any signs of degradation. 2. Use a dehumidified in the Arms Room at all times.	Low (L)	Unit Arms Room SOP and handlers class for all armorers.
	Not having ammo/inability to react to force protection.	High (H)	1. Establish an Operational Load of Ammo for the company/battery.	Low (L)	Establishment of company operating basic load.

Figure 1. Risk Management Assessment (cont)

Glossary

AHA

Ammunition Holding Area

ARIMS

Army Records Information Management System

ASD

Administrative Services Division

ASP

Ammunition Supply Point

DES

Directorate of Emergency Services

DHR

Directorate of Human Resources

DODIC

Department of Defense Identification Code

DOL

Directorate of Logistics

DPTMS

Directorate of Plans, Training, Mobilization and Security

HD

Hazard Division

LOI

Letter of Instruction

QASAS

Quality Assurance Specialist (Ammunition Surveillance)

SOP

Standing Operating Procedure

IMWE-SIL-LGO



RAYMOND P. LACEY
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

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