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Management

Training Ammunition Management

*This regulation supersedes AE Regulation 5-13, 17 March 2011.

For the Commander:

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Summary. This regulation prescribes administrative and operational policy and procedures for training ammunition management and to obtain ammunition for Army training events and exercises in Europe.

Summary of Change. This revision—

- Adds a requirement to provide a DA Form 7281 before attending the Training Ammunition Management Course (para 15b(3)).
- Changes the unit suspense for providing the request-for-issue document to the ammunition supply activity from 5 workdays before to 3 workdays before the required delivery date (para 21a(4)).
- Clarifies the justification requirement for requests for unforecasted training ammunition and modifies the justification requirement (to colonel or above) for the third or more occurrences (para 21c(2)).
- Adds a requirement for units to pay for premium transportation fees that result from short-notice shipping of unforecasted training-ammunition requirements (para 21e(2)).
- Changes the minimum rank requirement for unit inspection of expended ammunition from sergeant to sergeant first class (para 22c(2)(b)).
- Updates the list of Army in Europe primary training ammunition account holders (app B).
- Corrects timelines in table C-1 to reflect prescribed dates (app C).
- Updates instructions for completing the revised version of AE Form 5-13A (app F).
- Makes administrative changes, such as office symbols and e-mail addresses, throughout.

Applicability. This regulation applies to HQ USAREUR staff principals, USAREUR major subordinate and specialized commands (AE Reg 10-5, app A), training ammunition account holders, and organizations under the operational control of USAREUR.

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. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

Supplementation. Organizations will not supplement this regulation without G37 Training and Exercise Directorate, Office of the Deputy Chief of Staff, G3, HQ USAREUR (AEOP-TD) approval.

Forms. This regulation prescribes AE Form 5-13A. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is the USAREUR Training Ammunition Management Office (TAMO), G3, Headquarters, Seventh United States Army Joint Multinational Training Command (JMTC) (AETT-GS-P, DSN 475-7000) on behalf of the G37 Training and Exercise Directorate, Office of the Deputy Chief of Staff, G3, HQ USAREUR (AEOP-TD). Users may send suggested improvements to this regulation by sending an e-mail to usarmy.grafenwoehr.jmtc.mbx.grafenwoehr-usareur-ammo@mail.mil or by sending DA Form 2028 to HQ JMTC (AETT-GS-P), Unit 28130, APO AE 09114-8130.

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Glossary

SECTION I GENERAL

1. PURPOSE

a. This regulation establishes policy and procedures to manage, obtain, and ship training ammunition.

b. Requests for waivers to the policy in this regulation must be sent through the unit operations section or a training ammunition officer (TAO) to the USAREUR Training Ammunition Management Office (TAMO), G3, Headquarters, Seventh United States Army Joint Multinational Training Command (JMTC), (AETT-GS-P), Unit 28130, APO AE 09114-8130 (DSN 475-7000).

c. The USAREUR TAMO is the executive agent for management of training ammunition for the Army in Europe and the approval authority for waivers (b above). Neither the supporting ammunition supply activity (ASA) nor their respective G3 or support operations (SPO) may grant waivers to requirements in this regulation.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

a. The G37 Training and Exercise Directorate (G37), Office of the Deputy Chief of Staff, G3, HQ USAREUR, is the proponent for Army in Europe training ammunition policy, management, and operations. As the USAREUR executive agent for training ammunition, the USAREUR TAMO will—

(1) Manage training ammunition operations, authorizations, allocations, and related systems.

(2) In support of training, coordinate special requests for class V assets and requests that exceed Standards in Training Commission (STRAC) training strategy requirements with the Army Munitions Management Division, Office of the Deputy Chief of Staff, G-3/5/7, HQDA.

(3) Review training ammunition forecasts from the primary training ammunition account holders (TAAHs) (app B) according to this regulation.

(4) Provide the Support Operations, 21st Theater Sustainment Command (21st TSC), and ASAs access to the Total Ammunition Management Information System (TAMIS) to review monthly ASA forecast reports.

(5) Coordinate and manage priorities for issuing training ammunition when available assets do not meet training ammunition authorizations.

(6) Provide annual training ammunition authorizations to the primary TAAHs.

b. The USAREUR G4 (AELG-SD) will—

(1) Establish plans and policy for managing theater ammunition.

(2) Coordinate procedures affecting the authorization, issue, turn-in, and use of training ammunition with the G37.

(3) Establish plans and policy for stockage objectives at ASAs to support forecasted and unforecasted training ammunition requirements.

(4) Conduct ammunition management inspections according to AE Regulation 742-2.

c. The Commander, 21st TSC, will—

(1) Requisition training ammunition allocated to the Army in Europe at the national inventory control point by item managers from the United States Army Joint Munitions Command and the United States Army Aviation and Missile Command according to the forecasts and consumption rates provided by TAAHs through TAMIS.

(2) Ensure ASAs maintain sufficient training ammunition stocks to meet forecasted requirements and have sufficient facilities and space to store required assets. Storage space and license restrictions may apply.

(3) Direct intertheater shipment or redistribution of class V stocks from supporting storage depots or ASAs to meet forecasted unit training requirements.

(4) Notify the G37 when the quantity of on-hand stocks falls below the forecasted demand.

(5) Conduct a reconciliation and review of requirements and stocks with the USAREUR TAMO and the USAREUR G4 before the Total Army Ammunition Authorization and Allocation Conference convenes to determine training ammunition shortfalls and key support issues.

(6) Provide the USAREUR TAMO with ASA stock-status reports on request.

d. Army in Europe primary TAAHs (app B) will—

(1) Appoint a primary training ammunition officer (PTAO) and alternate training ammunition officer (ATAO) on appointment orders. (Appendix C provides timelines and requirements for PTAOs and ATAOs.) The actual commander (or a designated authority) equivalent to the command-level of the TAO appointment must sign the order (for example, a battalion PTAO will be appointed on orders by the battalion commander). The following information must be included in the appointment orders:

(a) Unit name; level (TAMIS hierarchy level); unit identification code (UIC); rank, name, and date eligible for return from overseas (DEROS) of appointees, and contact information (that is, telephone and e-mail address) for the appointees and the appointing commander.

(b) A statement authorizing the PTAO and ATAO to request, manage, subauthorize, approve the issue of, and reconcile training ammunition and class V related training aids, devices, simulators, and simulations (TADSS) as needed.

(2) Send a copy of each appointment and revocation order, as applicable, for the PTAO and ATAO to the USAREUR TAMO, HQ JMTC (AETT-GS-P), Unit 28130, APO AE 09114-8130 (DSN 475-6104/8348).

(3) Maintain a current DA Form 1687 for personnel authorized to request, receive, and turn in training ammunition or approve training ammunition requests (e581) at each supporting ASA and the USAREUR TAMO. Each DA Form 1687 must have a copy of the assumption-of-command orders for the current commander attached. Examples of DA Form 1687 are in appendix D.

(4) Serve as the POC for their subordinate units regarding training ammunition management, policy, and procedures according to AR 710-1, DA Pamphlet 350-38, DA Pamphlet 710-2-1, and this regulation.

(5) Ensure the monthly training ammunition forecast submission is accurate, supports the annual training plan, and includes only training ammunition authorizations that are available in the unit account. Monthly forecasts should include the following:

(a) Common table-of-allowances ammunition.

(b) Dummy, drill, and inert training ammunition.

(c) Projected consumption for 98 percent of the remaining authorizations for the FY.

(6) Ensure PTAOs and ATAOs are properly trained in procedures for using TAMIS and for managing training ammunition in the Army in Europe.

(7) Oversee training ammunition authorizations and subauthorizations for subordinate units.

(8) Ensure the organization does not forecast, request, draw, or expend ammunition above the available authorized amount in TAMIS.

(9) Establish policy and procedures to ensure units expend the minimum ammunition required for a specific training event or STRAC strategy event (DA Pam 350-38).

(10) Provide written justification through the chain of command for training ammunition authorization requests exceeding the annual authorization provided in the strategy tables of DA Pamphlet 350-38. Appendix E provides examples of written justifications.

(11) Establish a standing operating procedure (SOP) for unit forecasting requirements, requests, issues, and turn-ins of training ammunition at the ASAs.

(12) Establish procedures to ensure subordinate units properly prepare ammunition for turn-in using only approved and authorized packing materials.

(13) Establish training ammunition procedures to ensure subordinate units comply with the timelines for and restrictions on training-ammunition documents for home-station training (HST), major training area (MTA) training, deployed sustainment-training, and North Atlantic Treaty Organization (NATO) training area (NTA) training.

(14) Send a PTAO, ATAO, or other authorized representative to each United States Army Europe Ammunition Management Conference (UAMC).

(15) Comply with ammunition supply and accountability procedures according to AR 710-2, DA Pamphlet 710-2-1, this regulation, and the applicable SOP of the supporting ASA.

(16) Coordinate with the supporting ASA to obtain the status of issue and turn-in requests.

e. The PTAO and ATA O must—

- (1) Meet security requirements in AR 190-11. The unit must maintain copies of DA Form 7281 used to screen and evaluate TAOs on file until the TAO departs or is relieved of TAO duties.
- (2) Be on appointment orders signed by the appropriate commander as well as be on a DA Form 1687 authorizing the TAO to request for or approve requests for issue of training ammunition.
- (3) Be staff sergeants or above to perform ammunition security, complex document processing, and training ammunition management processes.
- (4) Successfully complete the training ammunition managers course (TAMC) within 30 days after receiving appointment orders.
- (5) Serve as primary POCs for the unit and subordinate units for training ammunition questions, issues, and operations.
- (6) Verify weapon densities for the unit and all subordinate units according to timelines in this regulation (app C) and as changes to the tables of distribution and allowances or the modification table of organization and equipment occur. TAOs will validate weapon densities for each unit using the requirements tool in TAMIS.
- (7) Compile annual training ammunition requirements for each Department of Defense identification code (DODIC) of ammunition that is required to meet command training plans and post them in TAMIS according to timelines established in this regulation.
- (8) Review monthly ammunition requirements by comparing them with available authorizations.
- (9) Provide and realign authorizations to subordinate unit TAMIS accounts to meet individual unit training needs for the FY. This includes ensuring that 100 percent of the total authorizations for each DODIC is subauthorized to the subordinate UIC accounts in TAMIS. Authorizations remaining in parent accounts and listed as “available to subauthorize” will be viewed as unnecessary and cross-leveled by USAREUR when other units identify a training need for those authorizations to the USAREUR TAMO.
- (10) Establish internal procedures for using an e581 that are in compliance with this regulation and local command guidance.
- (11) Forecast requirements for all available ammunition authorizations in TAMIS by ASA-location and month-required for at least 12 months starting with the current month. TAOs must update forecasts each month and enter the forecast in TAMIS by the 1st day of each month to lock in ammunition requirements for the next 2 calendar months.
- (12) Process and validate the e581 by comparing it to the monthly forecasts of subordinate units in their command and ensure that the total monthly forecasts for units do not exceed the amounts available at the supporting ASA.
- (13) Ensure to process unforecasted ammunition on a separate e581 from forecasted ammunition and annotate “unforecasted” in the comments field for each DODIC line-entry.
- (14) Enter each request for issue of training ammunition in TAMIS as an e581.
- (15) Coordinate with the supporting ASA to obtain the status of issue and turn-in requests.

(16) Reconcile training ammunition issue and turn-in transactions in TAMIS to ensure ASA postings are correct.

(17) Attend the UAMC.

(18) Maintain paper-copy records for each e581 created in TAMIS for the current year and the past two FYs.

f. ASA accountable officers assigned to the Operations Branch, Ammunition Center Europe (ACE), will—

(1) Process requests for issue of training ammunition according to AR 710-2, DA Pamphlet 710-2-1, this regulation, and the Standard Army Ammunition System-Modernization (SAAS-MOD) End-Users Manual.

(2) Maintain an active TAMIS account to access reports required to maintain ASA operations.

(3) Help MTA operation officers and commanders identify the units responsible for ammunition turned in as found on installation.

(4) Maintain a copy of the DA Form 1687 and the assumption-of-command orders for each AAH, ATAO, and PTAO who are authorized to approve, request, or receive ammunition.

(5) Maintain stocks of serviceable ammunition sufficient to meet the supported units 2-month forecasted amount, unless restricted by explosive licenses, storage space, or another regulation.

(6) Coordinate with the SPO, 21st TSC, to establish and maintain stock objectives for training ammunition based on total forecasts.

(7) Process and issue training ammunition for each completed and approved e581 with a valid and open TAMIS control number.

(8) Maintain records of training ammunition transactions for the current year and the two previous FYs, and help units conduct research into the history of orders and usage when required.

(9) Validate AE Form 5-13A before clearing a unit from the ASA.

(10) Attend or send a representative to the UAMC.

SECTION II GENERAL AMMUNITION MANAGEMENT PROCEDURES

5. USAREUR AMMUNITION MANAGEMENT CONFERENCE

a. The UAMC will take place at least three times each year (Mar, Jul, and Sep) to discuss issues affecting ammunition management, movement, receipt, operations, and training support. These conferences serve as working groups for TAOs, members of materiel management centers, ASA accountable officers, and senior functional area subject-matter experts from the USAREUR G3 and USAREUR G4 staffs on ammunition issues. The UAMC will include detailed discussions about individual unit training ammunition authorizations, perform cross-leveling of authorizations, and provide information about operational and combat loads according to AE Regulation 700-150.

b. The USAREUR TAMO will schedule the UAMC and use e-mail to inform unit POCs and HQ USAREUR staff offices of the schedule. The USAREUR TAMO may also conduct other meetings in preparation for HQDA ammunition meetings and other conferences for authorizations and allocations of ammunition items as required.

c. All primary TAAH units will send a representative (that is, normally the ATA0 or PTA0), who is prepared for open and detailed discussions on—

- (1) Current authorizations.
- (2) Historical use rates (past 3 years).
- (3) Obligated ammunition.
- (4) Open documents.
- (5) Remaining training ammunition account balances for the current FY.
- (6) Training requirements for the remainder of the FY.
- (7) STRAC strategy yearly authorizations.
- (8) Unit weapon densities.

d. Each unit representative will have a copy of their command's training forecast and FY forecast requirements, including special training events.

e. ASA representatives should be prepared to discuss ASA SOPs, key issues, and specific items that would be of interest or concern to the USAREUR G3 and USAREUR TAMO (for example, closure dates, new procedures). Accountable officers should also be prepared to discuss policy and procedures.

f. Each working group will discuss their assigned issues and brief the attendees on policy change discussion and consensus agreements for conference leadership decision. Working group leaders will coordinate the final decisions with the USAREUR TAMO for inclusion in AE publications as required.

6. AMMUNITION, TRAINING EVENT, AND MISSION EVENT CODES

The USAREUR TAMO can provide more detailed information about the use of codes.

a. DODICs. Units will—

(1) Use the appropriate four-digit DODICs when preparing an e581 for draw from Army in Europe ASAs. If an e581 is processed that does not use the proper DODIC, the ASA will defer issuing the ammunition until the discrepancy is resolved.

(2) Refer to SB 700-20, which is available at <https://liw.logsa.army.mil>, for DODICs authorized for use by HQDA. DA Pamphlet 708-3 provides descriptions and functions of logistics and cataloging codes, including ammunition codes.

b. Training Event Codes (TECs). Army in Europe units will use the appropriate TEC from table 1 when preparing the e581 in TAMIS.

Table 1 Training Event Codes	
Event Code	Code Description
TRN	New equipment training (NET)
TRO	Other training
TRP	Program of instruction training
TRS	STRAC training

c. Mission Event Codes.

(1) Mission Event Codes (MECs) are HQDA-approved three-digit codes that provide commanders and ammunition managers additional query capabilities to track expenditures for specific missions or events (for example, Exercise Bright Star, Operation Enduring Freedom).

(2) When required, units will enter an MEC in TAMIS when preparing the e581. Units will use MECs only as directed by the USAREUR TAMO or Munitions Branch, SPO, 21st TSC.

(3) Do not use MECs for standard training events, normal gunnery, or qualifications. Units should leave the MEC block of the e581 blank unless directed by one of the offices in subparagraph (2) above to use a specific MEC.

7. MTA TRAINING AMMUNITION

a. To limit unnecessary wear and tear of ammunition, units will draw only the quantity of ammunition required to conduct the training planned for the current gunnery or range rotation. The USAREUR TAMO may reduce future event authorizations if a unit draws excessive training ammunition to support events beyond established requirements.

b. When possible, unit TAOs will consolidate subordinate unit requests for issue of training ammunition to reduce the number of documents a unit is opening. Unit TAOs should close previously submitted documents and consolidate small-unit requests.

c. Units will never transport MTA training ammunition back to the home station. Units will reconcile MTA issue-documents within 5 workdays after the end of the unit exercise or before the unit departs the MTA (whichever is sooner). In addition, the approver must reconcile the e581 in TAMIS within 10 workdays after the last day of training. If the unit does not reconcile the document, the document becomes delinquent. Units with delinquent documents will be suspended from further issues of training ammunition until documents are reconciled.

8. TRAINING AMMUNITION FOR HST

a. Commanders are authorized to draw, store, and secure limited amounts of small-arms ammunition (storage compatibility coding 1.4S (7.62mm or smaller)) and chlorobenzalmalononitrile (CS) capsules at home station to support local training requirements or events.

(1) Units may draw only up to 90 days' worth of training ammunition for HST.

(2) Units are authorized only one HST document for training ammunition each quarter.

(3) Units must reconcile the previous HST document before drawing the next quarter's HST document.

(4) The authority to store ammunition at home station may be granted according to AR 190-11, AE Regulation 190-13, AE Regulation 385-64, AE Regulation 700-150, and this regulation only if the unit has a storage area that meets the requirements of AE Regulation 190-13 and AE Regulation 385-64.

b. When processing an e581 for training ammunition for HST, TAMIS allows the unit to select only DODICs authorized for HST.

c. Commanders must ensure the unit conducts monthly inventories to verify quantities and lot numbers of all stored ammunition.

(1) Units will keep results of inventories on file for the current and the past two FYs.

(2) Units will maintain a DA Form 3020-R for each usage category, type, lot, and condition code (CC) of ammunition (training and operational) stored at home station. Units will annotate issues and inventories on the DA Form 3020-R, which must be maintained as an inspectable item.

(3) Unit commanders must immediately reconcile any discrepancies between monthly inventories and ammunition accountability records (AR 15-6 and AR 735-5).

d. Units will annotate the loss column on DA Form 3020-R, adjust the remaining column, and prepare a DA Form 5515 when issuing training ammunition for HST to subordinate units or range personnel (AR 710-2 and DA Pam 710-2-1).

e. Units and TAOs will ensure that HST documents are cleared and reconciled by the 2d week of October each year, regardless of the date that the ammunition was drawn from the ASA. If required, units must schedule turn-in appointments in advance.

f. Units must clearly identify training ammunition as "training ammunition" when maintained in storage and must store the items separately from operational- or combat-load ammunition within the same storage area.

g. Units and commanders will not use training ammunition for HST for other missions (for example, force protection, funeral details, guard duty).

h. To request a waiver to the HST 90-day quantity restriction (a(1) above), the unit commander must send a memorandum through the appropriate PTAO (or ATAO) to the USAREUR TAMO, HQ JMTC (AETT-GS-P), Unit 28130, APO AE 09014-8130, for approval.

(1) Units must send HST waiver requests before the expiration date.

(2) The memorandum must include at least the following:

(a) The unit name and the UIC.

(b) The e581 document number.

(c) A list of DODICs on the open document.

(d) A justification of why the unit cannot reconcile the HST ammunition document before the 90-day requirement.

(e) The requested adjusted training dates.

9. NTA TRAINING AMMUNITION

a. Commanders are authorized to draw, store, and secure limited amounts of training ammunition and CS capsules at NATO-controlled training areas (for example, Baumholder, Wildflecken) to support a 90-day local training requirement or event.

(1) Units are authorized only one NTA document for training ammunition each quarter.

(2) Units must reconcile the previous NTA document before the unit may draw ammunition using another NTA document.

(3) The authority to store ammunition at an NTA may be granted only if the unit has a storage area that meets the requirements of AR 190-11, AE Regulation 190-13, and AE Regulation 385-64.

b. TAMIS will allow the unit to select only DODICs authorized as NTA training ammunition when processing the e581.

10. SAFETY AND SECURITY OF AMMUNITION AND RECOVERED AMMUNITION

a. AR 190-11, AE Regulation 55-4, AE Regulation 190-13, and AE Regulation 385-64 prescribe requirements for transporting ammunition and explosives.

b. Procedures for recovered ammunition (ammunition found on post) are as follows:

(1) ASAs will accept recovered ammunition using DA Form 581 and ensure the unit annotates the appropriate code and "Found on Post" in the Remarks block.

(2) The unit or ASA must annotate the lot number (if known), the quantities of each lot, and the name of the unit on the DA Form 581. The unit POC must sign the DA Form 581.

(3) The ASA will accept the recovered ammunition only if the ammunition is safe to handle and transport. If there is a question about the safety of the recovered ammunition, commanders will—

(a) Ensure the ammunition is not touched or moved.

(b) Assign a guard to the ammunition.

(c) Notify the servicing explosive ordnance disposal detachment.

c. Advance coordination with the ASA accountable officer will minimize delays for unit turn-ins.

d. Units and ASAs will not use ammunition turned in as abandoned as the basis for initiating an investigation or prosecution. This type of turn-in is exempt from AR 190-series investigation requirements.

11. AMMUNITION MALFUNCTION PROCEDURES

a. Units will report ammunition or explosives malfunctions according to AR 75-1, the local range SOP, and AE Regulation 700-150.

b. The Chief, Munitions Branch, SPO, 21st TSC, will notify the USAREUR TAMO and the USAREUR G4 (AELG-SD) of ammunition-lot suspensions adversely affecting readiness or training and will provide a current stock status by location for each item suspended.

SECTION III TAMIS

12. GENERAL

a. TAMIS is the accredited U.S. Army system for managing training, combat-load, NET, operational-load, operational-project, sustainment-load, test, and training ammunition.

b. TAMIS provides real-time, web-based enterprise information. TAMIS processes data defined by the U.S. Army as *unclassified* and *nonsensitive* using advanced security features for additional protection against unauthorized use.

c. The USAREUR TAMO is the primary trainer, administrator, and help desk for Army in Europe TAMIS users. Additional information is available by contacting the USAREUR TAMO at DSN 475-6104/8253/8348 or e-mail: usarmy.grafenwoehr.jmtc.mbx.grafenwoehr-usareur-ammo@mail.mil.

13. PURPOSE OF TAMIS

TAMIS is a management tool and database to establish, maintain, and manage ammunition requirements, authorizations, and forecasts, and to monitor expenditures. TAMIS—

- a. Provides real-time information.
- b. Calculates requirements for training ammunition and operational loads.
- c. Ensures compliance with established authorization levels.
- d. Creates and routes e581 requests for issue or turn-in.
- e. Generates ammunition forecasts to an ASA.
- f. Provides standardized and ad hoc query ammunition management reports.

14. TAMIS USERS

The following are authorized TAMIS users:

- a. HQDA (DAMO-TR).
- b. Army commands, Army service component commands, and direct-reporting units.
- c. Active Army installations and ASAs.
- d. Training ammunition managers at the brigade, battalion, and separate company levels. Separate companies will be treated as battalions for TAMIS purposes.

NOTE: Battalions and separate companies are the lowest levels of TAMIS management. All companies in a battalion will requisition and forecast ammunition using the battalion UIC and appropriate Department of Defense activity address code (DODAAC) (that is, the DODAAC with the description “ULLS-S4” (Unit-Level Logistics System S4) or “PB/PBUSE” (Property Book/Property Book Unit Supply Enhanced)), and the requisitioning authenticity code (RAC) ”XR.”

15. ATTENDING THE TAMC

a. Units will use the Army Training Requirements and Resources System (<https://www.atrrs.army.mil>) to enroll personnel in the Combined Arms Training Center (CATC) TAMC. Each student must—

(1) Meet the course prerequisites, available at <http://www.catctraining.hqjmtc.army.mil/>.

(2) Be an officer, warrant officer, staff sergeant or above, or civilian employee in the grade of GS-5 or above.

(3) Be appointed by their battalion-level or higher commander as the unit PTAO or ATAO.

b. At least 1 week before the class starts, students will send the following by e-mail to the USAREUR TAMO at usarmy.grafenwoehr.jmtc.mbx.grafenwoehr-usareur-ammo@mail.mil:

(1) A signed PTAO or ATAO duty appointment memorandum.

(2) A signed DA Form 1687 with an assumption-of-command order attached (DA Pam 710-2-1, chap 11).

(3) A completed DA Form 7281 (AR 190-11).

c. The CATC funds this course. CATC registration information is available at DSN 476-3962.

d. The TAMC is not an ammunition handlers course. The course provides information about common ammunition forms, ammunition management functions, STRAC requirements, and the use of TAMIS.

SECTION IV REQUIREMENTS, AUTHORIZATIONS, AND FORECASTING

16. CALCULATING REQUIREMENTS

a. Determining training ammunition requirements ensures each organization receives the ammunition needed to perform mandatory qualification and sustainment training as prescribed by AR 350-1 and DA Pamphlet 350-38.

b. The STRAC manual (DA Pam 350-38) provides applicable units a strategy for each weapon system. The weapon system proponent school and center establishes the strategy based on a coordinated input from HQDA, Army units (para 14b), and combat developers.

c. The STRAC determines the quantities and types of ammunition required for Soldiers, crews, and units to attain and sustain weapon proficiency based on unit readiness levels while maximizing the use of TADSS.

d. Ammunition management success is based on the interactive exchange between the United States Army Training and Doctrine Command and Army units (para 14b) on proponent issues and strategies. This process helps develop training ammunition requirements for units to reach and sustain desired readiness levels.

17. AUTHORIZATIONS MANAGEMENT

a. USAREUR primary TAAHs (that is, USAREUR major subordinate commands (MSCs) and other select units) will receive initial authorizations for the next FY from the USAREUR TAMO by 1 July of the current FY. The primary TAAHs will provide initial authorizations for the next FY to their subordinates by 1 August of the current FY. The USAREUR TAMO will not consider requests for FY authorization increases until at least the first UAMC of that FY.

b. The USAREUR TAMO will process any requests for additional authorizations on a case-by-case basis. Units must provide any requests at least 30 days before the projected training date. These requests are not guaranteed to be filled. The USAREUR TAMO will determine whether other USAREUR organizations can provide support or if USAREUR will send the request to HQDA for consideration.

c. The USAREUR TAMO will post any changes to authorizations throughout the FY in TAMIS as an adjustment to the current authorization. TAMIS expenditure data will also be based on the new authorization.

d. Unused training authorizations in unit accounts after 31 March will remain in the unit account until USAREUR determines if other units will need those authorizations. Turning in authorizations after 31 March to improve expenditure rates is prohibited.

18. FORECASTING

a. Forecasts are projections of the quantity of ammunition that a unit plans to expend during the next 12-month period. Forecasts are important for distributing assets and ensuring that HQDA is aware of projected usage. Units must forecast the available ammunition authorizations, as shown in TAMIS, by identifying the supporting ASA for issue and month required for at least 12 months, starting with the current month. Units must update forecasts in TAMIS each month by the 1st day of each month to lock in ammunition requirements for the current and next month (lock-in period). Any forecast entered into TAMIS after the 1st day of the current month for a date during the lock-in period will be considered as unforecasted.

b. TAMIS is the HQDA-approved forecasting tool, but proper forecasting remains the responsibility of the unit. The unit TAMIS account must constantly show a 12-month moving projection.

c. TAMIS forecasts must not exceed the total authorization for those items. If a unit wishes to forecast an item for which it does not have an authorization, the unit must coordinate the authorization with the USAREUR TAMO before attempting to forecast.

d. Until the unit authorizations are posted in TAMIS, the entered forecast is considered “requirements forecasting.” Once the authorization has been posted, the forecast becomes “authorizations forecasting.”

(1) *Requirements forecasting* is the projection of training ammunition by DODICs with the quantity a unit intends to consume during the following FY. The forecast will equal the stated unit FY requirements submitted and validated in the TAMIS requirements tool.

(2) *Authorizations forecasting* is the projection of training ammunition by DODICs with the quantity a unit intends to consume during the current FY. The forecast must not exceed current ammunition-authorizations balances in TAMIS for the current FY.

SECTION V ASA PROCEDURES

19. GENERAL

Units will complete all training ammunition issue requests using the e581 process in TAMIS.

a. The Army designed TAMIS to ensure that units submit forecasted ammunition requests and identify all requirements 1 year before the training date. This enables theater ammunition managers to ensure sufficient resources are brought into the theater when needed.

b. The unit can modify the training ammunition requirement by updating its forecast in TAMIS up to the last workday of the month 2 months before the planned issued date.

c. Unit requests for forecast increases for the current or next month are unforecasted requirements. Units must submit all unforecasted ammunition requirements on a separate e581.

20. DELEGATION OF AUTHORITY TO REQUEST, APPROVE, AND RECEIVE AMMUNITION

a. General.

(1) The commander retains responsibility for accountability of supplies and ammunition even when delegating authority to approve, request, or receive ammunition assets.

(2) Security-screening requirements for individuals listed on a unit DA Form 1687 are prescribed in AR 190-11, chapter 2. The unit must maintain security-screening documentation (that is, the DA Form 7281) on file for review and inspection until the individual departs or is relieved of ammunition duties.

(3) The unit drawing the training ammunition from the ASA will provide the accountable officer with assumption-of-command orders and three copies of DA Form 1687 with all original signatures or a single electronic DA Form 1687 with all digital signatures. Units must complete the documents according to appendix D. The ASA will not accept a scanned or “pdf” digital copy of the DA Form 1687, because an electronic copy must contain the original digital signature.

(4) The ASA accountable officer or designated representative will initial and stamp the original DA Form 1687 and return two originals to the submitting unit (one for the unit and one for the USAREUR TAMO).

(5) The supporting ASA will maintain one original DA Form 1687 and the assumption-of-command orders to validate requests for ammunition.

(6) The ASA will not issue ammunition unless a current DA Form 1687 with original signatures and an attached assumption-of-command order is on file.

(7) Units must use a separate DA Form 1687 for each authority delegated (that is, to request, to approve, and to receive).

b. Delegation of Authority to Request Ammunition. Commanders may delegate the responsibility of requesting training ammunition to Soldiers in the rank of sergeant or above or civilian employees in the grade of GS-5 or above using DA Form 1687.

c. Delegation of Authority to Approve Ammunition.

(1) Commanders may delegate the authority to approve requests for training ammunition to responsible individuals who are Soldiers or civilian employees (to include civilian contractors). Normally these individuals are the PTAO or ATAO at the next higher headquarters.

(2) Units must list all the DODAACs and UICs for which individuals are authorized to approve requests for training ammunition on the DA Form 1687 or an accompanying memorandum.

d. Delegation of Authority to Receive Ammunition.

(1) Commanders may delegate the authority to receive training ammunition to any responsible individual who is a Soldier or civilian in any grade using the DA Form 1687. To receive controlled item inventory code "1" or "2" items however, the individual must be a sergeant or above or civilian employee in the grade of GS-5 or above.

(2) When the ASA issues ammunition, the ASA must obtain an original signature in block 31b of the ASA-generated DA Form 581.

21. REQUESTS FOR ISSUE

a. General.

(1) Units will make all requests for training ammunition using a TAMIS e581. If TAMIS is unavailable, the USAREUR TAMO will issue procedures for requesting training ammunition.

(2) Units will submit the e581 with a tentative requested issue date in the required delivery date (RDD) field. At least 30 days before the RDD, units must coordinate with the supporting ASA to schedule a specific appointment for pickup, which may not be more than 72 hours before the RDD.

(3) The appropriate regional ASA will process requests for issue according to USAREUR TAMO guidance.

(4) The ASA must receive requests for issue at least 3 workdays before the RDD. The ASA may process requests received less than 3 workdays before the RDD based on availability as determined by the accountable officer.

(5) Units will establish their RDD using the date-requested function when completing the e581. Units must enter “0000” in the requested-appointment time block. The TAMIS-generated e-mail verifying an ASA-accepted e581 does not validate the date or time of an appointment. The requesting unit representative will schedule (by telephone or e-mail) an appointment with the appropriate ASA.

(6) For units arriving at the ASA on the day of the appointment with insufficient qualified transportation capacity, the ASA will reduce the ammunition issue according to what the unit can transport with the available vehicles. Partial issues are not authorized.

(7) ASAs will prioritize the issue of training ammunition by CC according to AR 725-50. The issue priority is as follows:

- (a) CC C (local lot numbers).
- (b) CC C (industrial lot numbers).
- (c) CC B (restriction code B01).
- (d) CC A (oldest to newest).
- (e) Missile and other shelf-life sensitive items (oldest to newest).

b. e581 Processing.

(1) Units will normally use the e581 process to request forecasted ammunition.

(2) Units will use the same process for unforecasted-ammunition requests, but must submit unforecasted training ammunition requirements on a separate e581 from forecasted ammunition requests as well as comply with any additional requirements that apply (c below).

(3) The ASA will not accept an e581 more than 30 days before the requested date of issue. The ASA will not process an e581 until it meets the 30-day requirement.

(4) The ASA will accept e581s only if the unit has a valid DA Form 1687 and assumption-of-command orders on file.

(5) e581s may have a maximum of 27 line items.

(6) Units will not have more than five open documents at any given time.

c. Unforecasted Training Ammunition.

(1) Training ammunition requests are unforecasted when any of the following apply:

(a) The unit did not forecast the training ammunition requirement using TAMIS. This includes forecasts using TAMIS that are submitted for pickup within the lock-in period (that is, the remainder of the current and all of the next month (para 18a)).

(b) The training ammunition request includes unapproved quantities based on the TAMIS-forecast, UIC-detailed report.

(c) The training ammunition request includes a quantity in excess of the forecasted quantity.

(2) Units must provide written justification to the supporting ASA when requesting unforecasted training ammunition. The justification must state the effect on the mission if the unforecasted request is not supported. A lieutenant colonel or above in the unit chain of command must sign the memorandum for the first two occurrences in the FY of unforecasted requests. The first colonel or above in the chain of command must endorse the third or further occurrences in the FY. (Fig E-3 provides a sample.)

(a) If the ASA has sufficient unobligated quantities of the requested ammunition, the ASA will obligate the items to support the unforecasted requirement when the e581 is accepted.

(b) Units may still request unforecasted training ammunition even if the supporting ASA cannot support the request.

d. e581 Acceptance by ASA. The ASA will not accept an e581 that is not prepared correctly. The ASA TAMIS operator will select “Not Accepted” during the e581 receipt process, and the unit PTAO or ATAO will receive one of the following six standard e-mail messages and should take the action stated:

(1) “Request in excess of authorized, forecasted quantity. Adjust quantity to authorized level and resubmit e581.” This is self-explanatory.

(2) “Requested quantity already obligated by same UIC. Contact unit training ammunition manager.” This indicates that another unit falling under the same UIC-level account has already obligated the item or quantity, or a portion thereof. In this situation, the requester must contact the PTAO or ATAO to resolve the issue.

(3) “Assets not available. If required, request forecasted support from another MSC or submit a Short Notice Ammunition Shipment request through the USAREUR TAMO.” This indicates that the ASA does not have sufficient unobligated quantities to support the request. If the requirement is valid, the TAO should contact another primary TAAH TAO to request cross-leveling of forecasted ammunition. If cross-leveling is not possible, the TAO should initiate a high-priority resupply request.

(4) “Unit documentation incomplete. Contact the ASA immediately for further assistance.” This is self-explanatory. The e-mail should identify which documentation is incomplete.

(5) “Forecasted/unforecasted items identified incorrectly. Correct and resubmit e581.” This indicates that the unit incorrectly identified one or more items on the e581.

(6) “Requested issue date conflicts with closed ASP.” This is self-explanatory and requires the unit to resubmit the request with a new date. (An ASP is an ammunition supply point, which is a type of ASA.)

e. High-Priority Requests for Unforecasted Ammunition and Short-Notice Shipment.

(1) A TAMIS forecast is not essential for an ASA to issue ammunition, but an ASA may reject any request for issue if the request was not properly forecasted or if the assets are not available.

(2) Unforecasted requirements may also result in the requesting unit or organization being charged premium transportation fees to cover the cost of short-notice, unplanned shipments. Units requesting unforecasted training ammunition support, which may require unplanned movement of ammunition, must send a short-notice ammunition shipment memorandum (app E) signed at the appropriate level using the following guidelines:

(a) The first general officer in the requesting unit chain of command must endorse requests for shipment submitted within 5 workdays before the RDD.

(b) The first colonel or above in the requesting unit chain of command must endorse requests for shipment that are more than 5 workdays but less than 30 calendar days before the RDD.

22. REQUESTS FOR TURN-IN

a. General.

(1) Units will not draw ammunition from one ASA and turn it in at another ASA.

(2) Units will use the SAAS-MOD-generated DA Form 581 that was issued at the time of pickup, not a TAMIS-generated e581 to request ammunition turn-in.

(3) Units will request turn-in of live ammunition items and turn-in of packaging material using separate document numbers on separate copies of DA Form 581.

(4) Units will contact the supporting ASA at least 72 hours before the requested turn-in date. Units may coordinate turn-in appointment dates with the supporting ASA during the pickup appointment. When a unit has not coordinated the turn-in in advance, ASAs will accept turn-ins on a first-come, first-served, space-available basis according to the ASA SOP.

(5) Units will provide personnel to assist with all ammunition receipt and turn-in processes, including loading and unloading vehicles within the ASA.

(6) Units will return assets in the original packaging configuration. Packaging will be marked with appropriate identification markings (that is, DODIC, stock number, lot number, and quantity).

(7) Ammunition for turn-in that is incomplete or damaged (for example, missing propelling charge, missing safety pins, damaged rounds) is considered unserviceable. Units will not receive turn-in credit (TAMIS authorizations) for unserviceable ammunition in CC H. These assets will count as expenditures in the unit TAMIS account for the FY.

(8) The unit must prepare a DA Form 5811-R if the ASA inspectors determine that ammunition is unserviceable because of reasons other than normal wear and tear. Until the ASA receives a completed DA Form 5811-R, the ASA will not consider the issue document as reconciled.

(9) Units should open only containers for the amount of ammunition needed for immediate expenditure. If the ASA suspects damage, notices obvious tampering of the original container, or identifies opened containers (seals or banding is broken), the ASA will perform a 100-percent inspection to determine the condition of the ammunition.

(10) ASA personnel may open and sample inspect ammunition returned in unopened, original containers according to ASA SOPs.

(11) Units and ASAs must store ammunition with service or shelf-life restrictions in areas protected from the weather.

b. Forms Preparation for Turn-in.

(1) Units will complete all forms required for turn-in according to regulatory guidance and applicable ASA SOPs.

(2) Units requesting turn-in of live-ammunition items or packaging material must complete two copies of SAAS-MOD-generated DA Form 581 for each turn-in. The ASA will provide the unit with a SAAS-MOD-generated turn-in DA Form 581 when the ammunition is issued.

(3) ASAs are responsible for completing AE Form 5-13A (app F).

(4) Units are responsible for completing the appropriate missile-firing-data reports according to DA Pamphlet 700-19. Units will provide one copy of this report to the ASA during the turn-in process.

(5) When a unit consumes ammunition during a training event, and the ammunition is listed and identified with the letter “T” in the reconciliation column of appendix J, table J-1, of DA Pamphlet 710-2-1, the unit must submit a DA Form 5692-R.

(6) Units will complete and provide to the ASA a DA Form 5811-R with original signatures for lost or damaged ammunition and residue.

c. Unit Preparation for Munitions Turn-in.

(1) Live Ammunition. Units will—

(a) Separate ammunition by condition, lot number, and type.

(b) Set time fuses and time-fused ammunition to the “safe” position for ammunition items that are not in originally sealed shipping containers before transporting them.

(c) Return unused ammunition in the condition issued.

(d) Not mix or transport in the same vehicle live ammunition with salvaged items or residue.

(e) Coordinate with the ASA before the appointment when clearing multiple issue documents during a single turn-in, and provide a separate AE Form 5-13A for each issue document.

(2) Salvaged Items or Residue.

(a) Units must return all contaminated, treated, or ammunition-unique residue and packaging material generated through the use of training ammunition to the supporting ASA.

(b) A sergeant first class or above must inspect components of expended ammunition and associated packing materials required for turn-in before arrival at the ASA. The inspector will enter the following statement on DA Form 581: “I have inspected the contents listed on this document. They do not contain live rounds, unfired primers, explosives, or other dangerous material.” Additionally, the inspector will print and sign his or her name and print a duty telephone number next to the name.

(c) If ASA personnel find live ammunition during salvage turn-ins, ASA personnel will stop the turn-in process. This may result in the ASA rejecting the unit from the ASA and suspending the unit from future turn-ins until the ammunition is properly screened by the unit. If the ASA finds live ammunition during the subsequent turn-in process, the ASA will notify the first brigade-level commander in the unit chain of command. The ASA will not permit the unit to return to the ASA until the brigade-level command contacts the ASA accountable officer to confirm that the items are properly screened.

(d) Units clearing multiple issue documents during a single turn-in will coordinate this with the ASA before the turn-in and provide a separate AE Form 5-13A for each issue document.

23. RECONCILIATION

a. ASA Reconciliation.

(1) Units must return to the ASA or account for unexpended training ammunition, residue, salvage materials, and associated packaging material in order to reconcile a unit issue document.

(2) Units have up to 5 workdays after the training event to reconcile documents with the supporting ASA. At 5 workdays after the training completion date, an unreconciled document becomes delinquent. The ASA will suspend units with delinquent documents from receiving any further training ammunition until the unit reconciles the delinquent document.

(3) Units will reconcile all documents for the FY with the supporting ASA by 30 September each year, regardless of the date or type of issue.

b. TAMIS Reconciliation.

(1) Units must complete the TAMIS reconciliation process within 7 calendar days after the training completion date the unit identified on the e581 issue document.

(2) The unit will send all associated issue and turn-in documents, including the AE Form 5-13A, to the document approver within 7 calendar days after the training completion date. The unit will file copies by e581 control number and maintain files under the folder names “1 year active” and “2 years inactive.”

(3) The approver will manually reconcile each e581 to verify that TAMIS postings are correct by using a custom expenditure report and the hard-copy documents. After the manual verification, the approver will electronically reconcile each e581 in TAMIS and file hard copies by e581 document number. Appendix G shows a sample document-reconciliation checklist.

(4) Units will reconcile all documents for the FY with the TAMIS record by 15 October each year, regardless of the date or type of issue.

24. E581 EXTENSION PROCEDURES

a. Units will send a G3 or S3 signed memorandum (fig E-2) to the ASA accountable officer, and a copy to the operations section (S3 or G3) at the appropriate USAREUR MSC, to explain the need for any extension of training dates.

b. The ASA accountable officer will assign or coordinate a new turn-in appointment for the unit based on the new training completion date. When the ASA completes the coordination, the accountable officer will send the memorandum and supporting information to the USAREUR TAMO (hard copy or by e-mail to: usarmy.grafenwoehr.jmtc.mbx.grafenwoehr-usareur-ammo@mail.mil) for adjustment of the “reconcile no later than” date in TAMIS.

c. ASA accountable officers must grant extensions to delinquent dates if the ASA cannot provide turn-in support within the 5-workday window. If accountable officers grant an extension on this basis, the accountable officer will notify the USAREUR TAMO to adjust the “reconcile no later than” date in TAMIS.

SECTION VI

NET, MOBILE TRAINING TEAM, AND USAREUR EXERCISES

25. GENERAL

The responsibilities and procedures in this paragraph apply to units—

- a. Requiring ammunition assets because of notification by the USAREUR G3 (AEOP-FMD-I) or a program manager (PM) of NET.
- b. Coordinating with a United States Army Training and Doctrine Command organization to receive mobile training team (MTT) instruction on a weapon system.
- c. Participating in a USAREUR-sponsored training event or exercise anywhere in the USAREUR area of responsibility.

26. NET RESOURCING

The PMs for the weapon system or equipment associated with a weapon system must coordinate for ammunition in support of NET through the USAREUR G3 (AEOP-FMD-I). PMs must identify training ammunition requirements to the USAREUR TAMO as soon as possible, but no later than 90 days before the training begins.

27. MTT

Units must send requests for training ammunition to support MTT instruction through the USAREUR TAMO no later than 90 days before the training begins. The USAREUR TAMO must receive the instructor verified program of instruction to validate the requirement and coordinate for any TADSS or additional resources necessary to support the training. The unit will enter this training ammunition requirement in the TAMIS requirements module as a STRAC requirement during the requirements-build process that the unit must complete during the 2d quarter of each FY for the following FY.

28. USAREUR EXERCISES

a. Applicability. This paragraph addresses exercise training events conducted outside of Belgium, Germany, Italy, and the Netherlands, to include training authorizations for Kosovo Force (KFOR) rotations, Joint Task Force-East (JTF-E) rotations, and USAREUR-sponsored exercises (for example, Immediate Response in Croatia).

b. Retail Ammunition Operations for Exercises. When available, the 21st TSC will establish retail ammunition operations with on-site SAAS-MOD and TAMIS terminals for exercises.

c. Exercises.

(1) The USAREUR G3 (AEOP-OMT) and the JMTC G3 are responsible for establishing and identifying training ammunition requirements to support command-directed exercises, including support for JTF-E. After the USAREUR G3 validates these requirements, the USAREUR G3 sends them to the USAREUR TAMO for coordination. When possible, the USAREUR TAMO will use STRAC-provided ammunition authorizations to support these requirements. If STRAC-provided authorizations cannot support the training objective, the USAREUR TAMO will coordinate with the Army G-3/5/7. The exercise unit remains responsible for turn-in and reconciliation at the ASA and reconciliation in TAMIS after completion of the exercise. During exercise planning, the USAREUR G3 will include this requirement in the exercise operation order.

(2) The USAREUR TAMO will provide authorizations received to support exercises to the SPO, 21st TSC, for generation of a material release order to the exercise location using the SAAS-MOD DODAAC of the organization providing the retail support. The information must be provided to the Munitions Branch, SPO, 21st TSC, no later than 45 days before the RDD established by the USAREUR and JMTC G3s. During the exercise, units must send requests for training ammunition for the exercise using the e581 process. The retail ammunition operations organization will ensure to post the transactions in TAMIS or to provide the data to the USAREUR TAMO for posting.

(3) When retail ammunition operations support is not available on site, the USAREUR TAMO will provide authorizations through TAMIS to the battalion account for the unit to generate an e581 to an ASA 45 days before the RDD. This lead-time allows time for 21st TSC to process country clearances.

(a) In the e581 Remarks block, units must annotate “Out of sector training.” The ACE will use the information on the e581 to prepare the shipment of ammunition.

(b) Before shipment, the exercise unit will provide personnel to verify proper items and quantities (inventory) and package the items for shipping to support the exercise. The exercise unit must list personnel conducting the inventory on a DA Form 1687 as authorized receivers.

(c) The ACE and 21st TSC will complete all shipping and associated documents. The exercise unit is responsible for the accountability of the ammunition throughout the exercise and for shipment of unfired items or any associated residue back to the supporting ASA. The exercise unit must follow the accountability procedures in DA Pamphlet 710-2-1, chapter 11.

(d) The USAREUR TAMO, in conjunction with the exercise unit; Ammunition Branch, SPO, 21st TSC; and the ACE, are responsible for transaction and expenditure reporting in TAMIS.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

AR 5-13, Total Army Munitions Requirements Process and Prioritization System

AR 15-6, Procedures for Investigating Officers and Boards of Officers

AR 75-1, Malfunctions Involving Ammunition and Explosives

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

AR 350-1, Army Training and Leader Development

AR 710-1, Centralized Inventory Management of the Army Supply System

AR 710-2, Supply Policy Below the National Level

AR 725-50, Requisition, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

DA Pamphlet 350-38, Standards in Training Commission

DA Pamphlet 700-19, Procedures of U.S. Army Munitions Reporting System

DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)

AE Regulation 10-5, Headquarters, United States Army Europe

AE Regulation 55-4, Safe Movement of Hazardous Goods by Surface Modes

AE Regulation 190-13, The Army in Europe Physical Security Program

AE Regulation 385-64, Explosives Safety

AE Regulation 700-150, Conventional Ammunition Services

AE Regulation 742-2, Ammunition Surveillance Program

SECTION II FORMS

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

DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 3020-R, Magazine Data Card

DA Form 5515, Training Ammunition Control Document

DA Form 5692-R, Ammunition Consumption Certificate

DA Form 5811-R, Certificate-Lost or Damaged Class 5 Ammunition Items

DA Form 7281, Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record

AE Form 5-13A, Training Ammunition Accountability

APPENDIX B

ARMY IN EUROPE PRIMARY TRAINING AMMUNITION ACCOUNT HOLDERS

The following units are the Army in Europe primary training ammunition account holders with responsibilities according to the basic regulation, paragraph 4d:

1/10th Special Forces Group

5th Signal Command

10th Army Air & Missile Defense Command

12th Combat Aviation Brigade

19th Battlefield Coordination Detachment

21st Theater Sustainment Command

53d Signal Company

66th Military Intelligence Brigade

172d Infantry Brigade

173d Airborne Brigade

202d Military Police Group

598th Transportation Group

American Forces Network, Europe

HHB, USAREUR

HHB, V Corps

Kosovo Force

Seventh United States Army Joint Multinational Training Command

Special Operations Command Europe

United States Army Africa

United States Army Europe Regional Medical Command

United States Army Installation Management Command, Europe Region

United States Army North Atlantic Treaty Organization

United States European Command

**APPENDIX C
TIMELINE SUMMARY**

Table C-1 identifies requirements and timelines for unit-appointed primary training ammunition officers (PTAOs) and alternate training ammunition officers (ATAOs).

Table C-1 Timelines for PTAOs and ATAOs		
	WHAT	WHEN
Administrative requirements	Send updated DA Form 1687 to the <u>ammunition supply activity (ASA)</u> .	Immediately after being appointed.
	Complete training ammunition managers course training.	Within 30 days after appointment date.
	Attend the United States Army Europe Ammunition Management Conference (UAMC) or send a representative.	March, July, and October.
Requirements, authorizations, and forecasting	Validate next FY weapons density lists using FMSWeb.	October through January (annually).
	By the last day of each month (monthly).	Ensure separate companies and battalions update forecasts.
	At the October UAMC (annually).	Identify authorization shortfalls for the remainder of the FY.
	Submit next FY requirements using the Total Ammunition Management Information System (TAMIS).	Before the March UAMC (annually).
	Identify FY turnbacks.	At the March UAMC (annually).
	Forecast next FY requirements using TAMIS.	By 1 April (annually).
	Distribute next FY authorizations using TAMIS.	Before the July UAMC (annually).
	Identify authorization shortfalls only for the 1st quarter.	At the July UAMC (annually).
e581 process	Submit electronic DA Form 581 (e581) using TAMIS.	Between 25 and 30 days before the required delivery date.
	Ensure subordinate units reconcile e581s with the supporting ASA.	Within 5 workdays after the end of the training exercise.
	Reconcile e581 with the TAMIS record.	Within 7 days after the end of the training exercise.
	Ensure units provide missile-firing reports to the ASA.	During unit and ASA reconciliation.
	Ensure units reconciled all e581s with the TAMIS record.	By 15 October (annually).

APPENDIX D EXAMPLES OF DA FORM 1687

D-1 GENERAL.

a. Account holders, commanders, and users may complete DA Form 1687 with digital or manual signatures, but must complete the form using either all digital or all handwritten signatures. Combining digital and handwritten signatures on a single form is not authorized.

b. When any information on the form becomes outdated, the form becomes invalid for all listed individuals and the unit must replace the form with an updated form.

c. DA Form 1687 is available at: <http://armypubs.army.mil/eforms/pureedge/a1687.xfdl> or <https://aepubs.army.mil/ae/public/forms-list.aspx?Form=DA FORM>.

D-2. DA FORM 1687 (EXAMPLE— AUTHORITY TO AUTHENTICATE AND APPROVE REQUESTS)

Account holders should send the completed form to the supporting ammunition supply activity (ASA) (the original if using a manual form) and the USAREUR Training Ammunition Management Office (TAMO). As an exception to the basic regulation, paragraph 20a(3), the USAREUR TAMO will accept a scanned “pdf” copy from the unit if sent by e-mail to usarmy.grafenwoehr.jmtc.mbx.grafenwoehr-usareur-ammo@mail.mil.

a. Date. Enter the date the unit initiated the form.

b. Organization Receiving Supplies. Enter, as the approval authority, the USAREUR major subordinate command (MSC) or brigade to which the unit is assigned.

c. Location. Enter the name of the country in which the unit is located.

d. Last Name, First Name, Middle Initial. The name is self-explanatory, but also enter the rank, date eligible for return from overseas (DEROS), and expiration term of service (ETS) for each individual. Enter “NOT USED” in the first blank line, if any.

e. Authority REQ (to request) or REC (to receive). For approval authority, type *NO* in each block. Commanders authorize individual representatives to approve and authenticate.

f. Signature and Initials. The listed individuals must sign and initial here.

g. Authorization by Responsible Supply Officer or Accountable Officer. Place an X in the appropriate block and type the statement shown in figure D-1 (that is, “Authenticate and approve class V (T) requests from [name of supporting ASA] as indicated above.”).

h. Remarks. Enter the statement shown in figure D-1 (that is, “Individuals listed above have passed security screening according to AR 190-11, section 2-11.”).

i. Unit Identification. Enter the unit identification code (UIC) of the accountable unit. If the authorization applies to more than three UICs, enter “memorandum attached” and attach to the form a memorandum listing the UICs.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES For use of this form see DA PAM 710-2-1. The proponent agency is DCS, G-4.					DATE 14-May-12	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES				LOCATION		
Z Brigade or Z MSC				Germany, Italy, Belgium, Netherlands, or Kosovo		
LAST NAME - FIRST NAME - MIDDLE - INITIAL				AUTHORITY		
RANK		DEROS	ETS	REQ	REC	SIGNATURE AND INITIALS
Cool, Joe S.	SGT	1-Sep-15	1-Jun-17	NO	NO	
Oil, Olive O.	SSG	1-Apr-15	1-May-17	NO	NO	
Appleseed, Jonathan M.	SFC	1-Aug-15	1-Oct-17	NO	NO	
////////// NOT USED //////////				NO	NO	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE						
THE AUTHORITY "Authenticate and Approve requests for Class V(T) from ASP 1, 2, 7, 9 as indicated above"						
REMARKS Personnel listed above have passed security screening IAW AR 190-11 section 2-11. This is page 1 of (1) pages.						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION				DODAAC/ACCOUNT NUMBER		
WSBNAA				W12345		
LAST NAME - FIRST NAME - MIDDLE - INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Nuisance, Ima T.		COL	475-1234	13-May-13		

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE. APDPE v100ES

Figure D-1. DA Form 1687—Authority to Authenticate and Approve Requests

j. DODAAC/Account Number. Enter the unit “S4 USE” or “PB/PBUSE” (property book or Property Book Unit Supply Enhanced) Department of Defense activity address code (DODAAC) or provide a memorandum that lists the DODAACs that these individuals are authorized to approve.

k. Expiration Date. The expiration date will be no later than 1 calendar year after the day before the form was prepared (a above) (for example, the expiration date for a form prepared on 14 May 12 is 13 May 13) or the earliest DEROS of any of the individuals listed on the form, if sooner.

l. Last Name, First Name, Middle Initial; Grade; Telephone Number; and Signature. Enter the name, rank (not grade), and telephone number of the signing commander. The commander must be at the level of authority corresponding to the level of approval authority granted by the form (for example, for brigade level, the brigade commander must sign).

D-3. DA FORM 1687 (EXAMPLE—AUTHORITY TO REQUEST)

Once the form is completed, the unit will send original signed copies to the approver, all supporting ASAs, and the USAREUR TAMO. As an exception to the basic regulation, paragraph 20a(3), the USAREUR TAMO will accept a scanned pdf copy from the unit if sent by e-mail to usarmy.grafenwoehr.jmtc.mbx.grafenwoehr-usareur-ammo@mail.mil.

a. Date. Enter the date the unit initiated the form.

b. Organization Receiving Supplies. Enter the name of the unit to which the requester is assigned.

c. Location. Enter the name of the country in which the unit is located.

d. Last Name, First Name, Middle Initial. The name is self-explanatory, but also enter the rank, DEROS, and ETS for each individual. Enter “NOT USED” in the first blank line, if any.

e. Authority REQ (to request) or REC (to receive). Enter “YES” in this block for each individual authorized to request training ammunition. Enter “NO” in the received block for each individual.

f. Signature and Initials. The individuals listed must sign here.

g. Authorization by Responsible Supply Officer or Accountable Officer. Place an X in the appropriate block and type the statement shown in figure D-2 (that is, “Request class V (T) from [name of supporting ASA] as indicated above.”).

h. Remarks. Type the statement shown in figure D-2 (that is, “Individuals listed above have passed security screening according to AR 190-11, section 2-11.”).

i. Unit Identification. Enter the UIC of the accountable unit. If the authorization applies to more than three UICs, enter “memorandum attached” and attach to the form a memorandum listing the UICs.

j. DODAAC/Account Number. Enter the unit “S4 USE” or “PB/PBUSE” DODAAC or provide a memorandum that lists the DODAACs for which these individuals may request supplies.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES						DATE 14-May-12	
For use of this form see DA PAM 710-2-1. The proponent agency is DCS, G-4.							
AUTHORIZED REPRESENTATIVE(S)							
ORGANIZATION RECEIVING SUPPLIES				LOCATION			
Z Battalion or HHC Z Company				Germany, Italy, Belgium, Netherlands, or Kosovo			
LAST NAME - FIRST NAME - MIDDLE - INITIAL				AUTHORITY		SIGNATURE AND INITIALS	
RANK		DEROS		ETS			
Cool, Joe S.	SGT	1-Sep-15		1-Jun-17	YES	NO	
Oil, Olive O.	SSG	1-Apr-15		1-May-17	YES	NO	
Appleseed, Jonathan M.	SFC	1-Aug-15		1-Oct-17	YES	NO	
////////// NOT USED //////////					NO	NO	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER							
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE							
THE AUTHORITY "Request Class V (T) from ASP 1, 2, 7, 9 as indicated above"							
REMARKS Personnel listed above have passed security screening IAW AR 190-11 section 2-11. This is page 1 of (1) pages.							
I ASSUME FULL RESPONSIBILITY							
UNIT IDENTIFICATION				DODAAC/ACCOUNT NUMBER			
WSBNAA				W12345			
LAST NAME - FIRST NAME - MIDDLE - INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		
Nuisance, Ima T.		LTC	475-1234	13-May-13			

DA FORM 1687, MAY 2009

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APD/PE v1.00ES

Figure D-2. DA Form 1687—Authority to Request

k. Expiration Date. The expiration date will be no later than 1 calendar year after the day before the form was prepared (a above) or the earliest DEROS of the individuals listed on the form, if sooner.

l. Last Name, First Name, Middle Initial; Grade; Telephone Number; and Signature. Enter the name, rank (not grade), and telephone number of the signing commander. The commander must be at the level of authority corresponding to the level of approval authority granted by the form (for example, for brigade level, the brigade commander must sign).

D-4. DA FORM 1687 (EXAMPLE—AUTHORITY TO RECEIVE AND TURN-IN)

DA Form 1687 can be completed using the automated version at <https://trms.7atc.army.mil>. Once the form is completed, copies will be sent to each supporting ASA, and a copy will be scanned and sent to USAREUR TAMO by e-mail to usarmy.grafenwoehr.jmtc.mbx.grafenwoehr-usareur-ammo@mail.mil.

a. Date. Enter the date the unit initiated the form.

b. Organization Receiving Supplies. Enter the name of the unit to which the receiving authority is assigned.

c. Location. Enter the name of the country in which the unit is located.

d. Last Name, First Name, Middle Initial. The name is self-explanatory, but also enter the rank, DEROS, and ETS for each individual. Enter “NOT USED” in the first blank line, if any.

e. Authority REQ (to request) or REC (to receive). Enter “NO” in the request block and “YES” in the received block for each person authorized to receive supplies. Commanders may authorize any individual representatives for ammunition that is controlled item inventory code (CIIC) category 3 or 4. Commanders, however, may authorize only Soldiers who are sergeants or above or civilians in the grade of GS-5 or above for ammunition that is CIIC category 1 or 2.

f. Signature and Initials. The listed individuals must sign and initial here.

g. Authorization by Responsible Supply Officer or Accountable Officer. Place an X in the appropriate block and type the statement shown in figure D-2 (that is, “Receive class V(T) from and turn in class V(T) to [name of supporting ASA] as indicated.”).

h. Remarks. Type the statement shown in figure D-3 (that is, “Individuals listed above have passed security screening according to AR 190-11, section 2-11.”).

i. Unit Identification. Enter the UICs of the accountable units. If the authorization applies to more than three UICs, enter “memorandum attached” and attach to the form a memorandum listing the UICs.

j. DODAAC/Account Number. Enter the unit “S4 USE” or “PB/PBUSE” DODAAC or provide a memorandum that lists the DODAACs for which the individuals are authorized to receive supplies.

k. Expiration Date. The expiration date will be no later than 1 calendar year after the day before the form was prepared (a above) or the earliest DEROS of the individuals listed on the form, if sooner.

l. Last Name, First Name, Middle Initial; Grade; Telephone Number; and Signature. Enter the name, rank (not grade), and telephone number of the signing commander. The commander must be at the level of authority corresponding to the level of approval authority granted by the form (for example, for brigade level, the brigade commander must sign).

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE 14-May-12	
For use of this form see DA PAM 710-2-1. The proponent agency is DCS, G-4.						
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES				LOCATION		
Z Battalion or HHC Z Company				Germany, Italy, Belgium, Netherlands, or Kosovo		
LAST NAME - FIRST NAME - MIDDLE - INITIAL				AUTHORITY		SIGNATURE AND INITIALS
RANK		DEROS	ETS	REQ	REC	
Cool, Joe S.	SGT	1-Sep-15	1-Jun-17	NO	YES	
Oil, Olive O.	SSG	1-Apr-15	1-May-17	NO	YES	
Appleseed, Jonathan M.	SFC	1-Aug-15	1-Oct-17	NO	YES	
////////// NOT USED //////////				NO	NO	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE						
THE AUTHORITY "Receive and Turn-in Class V (T) from ASP 1, 2, 7, 9 as indicated above"						
REMARKS Personnel listed above have passed security screening IAW AR 190-11 section 2-11. This is page 1 of (1) pages.						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION WSBNAA				DODAAC/ACCOUNT NUMBER W12345		
LAST NAME - FIRST NAME - MIDDLE - INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE		
Nuisance, Ima T.	LTC	475-1234	13-May-13			

DA FORM 1687, MAY 2009

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Figure D-3. DA Form 1687—Authority to Receive

APPENDIX E

**SAMPLE MEMORANDUMS FOR AUTHORIZATION INCREASES, E581 EXTENSIONS,
AND SHORT-NOTICE AMMUNITION SHIPMENT REQUESTS**

E-1. SAMPLE MEMORANDUM—AUTHORIZATION INCREASE

Figure E-1 shows the format (with sample entries) for requesting an authorization increase.

Unit Letterhead

Office Symbol

Date

MEMORANDUM THRU (unit primary training ammunition officer (PTAO) and G3 of USAREUR major subordinate command (MSC) or equivalent)

FOR USAREUR TAMO, Seventh United States Army Joint Multinational Training Command (AETT-GS-P), Unit 28130, APO AE 09114-8130

SUBJECT: Request for an Authorization Increase for FY XX

1. [Unit name (unit identification code (UIC))] requests an authorization increase of the following:

DODIC	Strategy	Curr Auth	Expended	Available	Increase	New Total
BA30	27,544	20,447	20,447	0	480	20,927

2. Justification: The unit must certify and qualify 5 additional MK19 RWS Stryker vehicle commanders. Firers will execute the following from STRAC Table 5-58:

STRAC Table	Event	DODIC	Qty	Nbr Firers	Frequency	Total
Table 5-58	ST VII Crew Qual	BA30	96	5	1	480

3. Events are scheduled to occur on [actual date]
4. The POC is [name -normally of the PTAO (or alternate) at the primary training ammunition account holder unit or USAREUR MSC], DSN xxx-xxxx, e-mail: Ptao.civ@mail.mil.

NAME
Rank, Br (if military)
Position Title

Figure E-1. Sample Request for an Authorization Increase

E-2. SAMPLE MEMORANDUM—E581 EXTENSION

Figure E-2 shows the format (with sample entries) for requesting an e581 extension.

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR Accountable Officer, ASA #, Unit xxxx, APO AE 09xxx-xxxx

SUBJECT: Request for Extension of e581 Training Ammunition Document

1. Because of additional training requirements, we request extension of document number WXXXXX81600001 to a new training-end date of *1 February 2013*.
2. The current training dates are as follows:
 - a. Begin training on *14 January 2013*.
 - b. End training on *16 January 2013*.
3. This unit understands this will change the delinquency dates with the ammunition supply activity and in TAMIS. The unit will clear and reconcile the document with the ASA and reconcile the document in TAMIS according to the suspenses prescribed by DA Pamphlet 710-2-1, AE Regulation 5-13, and the Ammunition Center Europe SOP.
4. The POC is 1LT Jones, DSN 311-4276, e-mail: william.i.jones.mil@mail.mil.

NAME
Rank, Br (if military)
Position Title

CF:
S3, MSC Name
PTAO, MSC Name

Figure E-2. Sample Request for an e581 Extension

E-3. SAMPLE MEMORANDUM—SHORT NOTICE AMMUNITION SHIPMENT REQUEST

Figure E-3 shows the format (with sample entries) for requesting a short-notice ammunition shipment.

Unit Letterhead

Office Symbol

Date

MEMORANDUM THRU USAREUR TAMO, G3, HQ JMTC (AETT- GS-P), Unit 28130, APO AE 09114-8130

FOR 21st TSC (AETS-LOD-MB), Unit 23203, APO AE 09263-3203

SUBJECT: Request for Short-Notice Ammunition Shipment for [unit (UIC)]

1. Request a short-notice shipment of training ammunition in the DODICs and quantities in paragraph 2 to fill an unforecasted request. This is a high-priority (priority designator code-required delivery date (RDD) “02-999”) request.

a. This ammunition was originally forecasted for [date], which was based on the original deployment latest arrival date (LAD).

b. The unit deployment LAD was recently adjusted. To meet the new accelerated training plan, the ammunition must be available at the supporting ammunition supply activity (ASA) # by RDD-[actual Julian date].

2. The DODIC and quantities are as follows:

DODIC	Nomenclature	Quantity
BA15	CTG 60MM Mortar Full Range Practice	200
C226	CTG 81MM Mortar Illumination w/ fuze	20
C484	CTG 81MM Mortar Illumination Infrared	10
C623	CTG 120MM Mortar High explosive w/ fuze PD	85

3. If the requested RDD cannot be met, [unit (UIC)] will not be able to complete required pre-deployment training.

4. The POC is [name], DSN 123-4567, e-mail: pocname.last.mil@mail.mil.

NAME
Rank, Br (if military)
Position Title

Figure E-3. Sample Request for Short-Notice Ammunition Shipment

**APPENDIX F
PREPARING AE FORM 5-13A**

F-1. GENERAL

a. Ammunition supply activity (ASA) accountable officers and operations officers must ensure that ASAs prepare a separate AE Form 5-13A for each open e581 when a unit clears. ASAs will prepare three copies of the form (fig. F-1 provides an example) for original signature and distribution to each of the following:

- (1) The ASA files.
- (2) The primary or alternate training ammunition officer who approved the e581 for issue.
- (3) The unit file.

b. ASAs and units will use only one AE Form 5-13A for each issue document number. If, because of the quantity of Department of Defense identification codes (DODICs) approved, issued, or turned in, the ASA requires continuation pages, the ASA will use an additional form for the single-issue document number. ASAs will annotate “continuation page” in the bottom-right corner of each additional page.

TRAINING AMMUNITION ACCOUNTABILITY (AE Reg 5-13)										
a. Date cleared ASA		b. MSC		c. Unit		d. UIC		e. ASA		f. TAMIS control number
20120613		172d INF BDE		3-66 AR BN		WJTLAA		ASA1		
g. DODIC	h. Quantity approved	i. Quantity issued	j. Serviceable turn-in	k. Unserv. turn-in (CC: E, F, J, K)	l. Unserv. turn-in (CC: H)	m. Actual expenditure	n. Qty charge to unit acct	o. Unit issue document number		
A075	2,400	2,400	0	0	0	2,400	2,400	W90JJB21630001		
A080	6,850	6,840	0	0	150	6,690	6,840	p. Live turn-in document # W90JJB21650002		
G940	16	16	16	0	0	0	0	q. Residue document # W90JJB21650003		
G945	16	16	0	8	0	8	8	r. Attached documents DA Form 5692-R <input type="checkbox"/>		
G950	16	16	4	4		8	8	DA Form 5811-R <input checked="" type="checkbox"/>		
G955	32	32	8	5	3	16	19	s. ASA clearing stamp		
Last Item								t. ASA clearing official (print) (1) Rank and Name (first, MI, last) Mr. Joe M. Cool		
								(2) E-mail Joe.M.Cool.civ@mail.mil		
								(3) Telephone number 476-4111		
								(4) Signature		
								u. Unit representative (print) (1) Rank and Name (first, MI, last) SFC David R. Stone		
								(2) E-mail David.R.Stone.mil@mail.mil		
								(3) Telephone number 476-8333		
								(4) Signature		

AE FORM 5-13A, SEP 12

Previous editions are obsolete.

LCD Vers. 01.00 Page 1 of 2

Figure F-1. Training Ammunition Accountability (AE Form 5-13A) (Front)

F-2. INSTRUCTIONS

The ASA receiving the turn-in will prepare AE Form 5-13A as follows:

- a. Block a (Date cleared ASA).** Enter the date of unit reconciliation at the supporting ASA.
- b. Block b (MSC).** Enter the command abbreviation for the USAREUR major subordinate command (MSC) under which the unit belongs (for example, 21st TSC, 12th CAB). CONUS units supported by the Army in Europe may also enter the command abbreviation of their higher headquarters (colonel or above level command) in this block.
- c. Block c (Unit).** Enter the unit name designator (for example, 2-2 INF BN, 1-37 AR BN).
- d. Block d (UIC).** Enter the unit's unit identification code (UIC) as indicated in the Total Ammunition Management Information System (TAMIS).
- e. Block e (ASA).** Enter the supporting ASA and TAMIS ASA code (for example, ASA1).
- f. Block f (TAMIS control number).** Leave blank.
- g. Column g (DODIC).** Enter each applicable DODIC on a separate line. In the row after the last DODIC entry, enter "Last Item." If a continuation page is required, enter the continuation page number in block w (x below).
- h. Column h (Quantity approved).** Enter the approved quantity from column 20 of the e581. For items issued as substitutes for the approved DODIC, enter each item on a separate line and enter "0" as the approved quantity.
- i. Column i (Quantity issued).** Enter the total quantity issued for each DODIC, and list substitute items on separate lines to show DODICs and quantities actually issued. Do not place substitute items in the quantity-issued block as the primary or requested item.
- j. Column j (Serviceable turn-in).** Indicate the total amount of serviceable ammunition in condition codes (CCs) A, B, or C the ASA received from the unit during live ammunition turn-in.
- k. Column k (Unserviceable turn-in (CC: E, F, J, K)).** Indicate the total amount of unserviceable ammunition in CCs E, F, J, and K the ASA received from the unit during live ammunition turn-in.
- l. Column l (Unserviceable turn-in (CC: H)).** Indicate the total amount of unserviceable ammunition in CC H the ASA received from the unit during live ammunition turn-in. The ASA representative will completely remove these items from the Army inventory. Units returning ammunition in CC H will not receive authorization credit to their training ammunition accounts.
- m. Column m (Actual expenditure).** Enter the total amount of ammunition expended for each DODIC. The actual expenditure is the total quantity issued minus the total number of turn-ins (regardless of the CC) (that is, column I - columns (J+K+L)).
- n. Column n (Qty charge to unit account).** Enter the total amount of ammunition expended and amount in unserviceable CCs turned in by the unit (that is, add column L and column M).

o. Block o (Unit issue document number). Enter the issue document number from block 3 of the e581.

p. Block p (Live turn-in document number). Enter the unit document number from block 3 of the e581 used to reconcile a live ammunition turn-in. Enter additional document numbers in block v (page 2 of AE Form 5-13A) if the unit used multiple live ammunition turn-in documents.

q. Block q (Residue document number). Enter the unit document number used for residue turn-ins during reconciliation with the ASA. If required, enter additional document numbers in block w.

r. Block r (Attached documents). Check the appropriate blocks to indicate if the unit provided a completed DA Form 5692-R or DA Form 5811-R. The ASA representative must attach originals of these forms to the completed AE Form 5-13.

s. Block s (ASA clearing stamp). Stamp this block after the transaction is completed and signed.

t. Block t (ASA clearing official (print)). Print the rank, first name, middle initial, and last name of the Soldier or civilian ASA representative or clearing official. This official will also enter a telephone number in block t(3) and sign in block t(4) when the transaction is complete.

u. Block u (Unit representative (print)). Print the rank, first name, middle initial, and last name of the unit representative conducting the issue or turn-in transaction with the ASA. The unit representative will also enter a telephone number in block u(3) and sign in block u(4) when the transaction is complete.

NOTE: Blocks v, w, x, and y are on page 2 of AE Form 5-13A and are not shown in figure F-1.

v. Block v (Live turn-in document # (continued)). If required, complete this block according to subparagraph p above.

w. Block w (Residue document number (cont)). If required, complete this block according to subparagraph q above.

x. Block x (Comments and notes). Unit and ASA personnel may use this block to enter any other important information related to the transaction.

y. Block y (Continuation (if required)). If continuation pages are required, the ASA representative will enter the total number of continuation pages in block y(1) on page 2 and any additional even-numbered continuation pages. The ASA representative will also enter the continuation page numbers (for pages 3, 4, and so forth) in block y(2) as required.

APPENDIX G
SAMPLE DOCUMENT-RECONCILIATION CHECKLIST

Figure G-1 shows a sample checklist for approvers of ammunition requests to use when reconciling documents with transactions in the Total Ammunition Management Information System.

DOCUMENT-RECONCILIATION CHECKLIST

- DA FORM 581—INITIAL REQUEST
- DA FORM 581—ISSUE
- DA FORM 581—TURN-IN
- AE FORM 5-13A
- DA FORM 5811-R
- TAMIS EXPENDITURE REPORT
- MEMORANDUM
- DA FORM 5692-R
- RECONCILED ON (DATE) _____

REMARKS: _____

Figure G-1. Sample Document-Reconciliation Checklist

GLOSSARY

SECTION I ABBREVIATIONS

21st TSC	21st Theater Sustainment Command
ACE	Ammunition Center Europe
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AR	Army regulation
ASA	ammunition supply activity
ASP	ammunition supply point
ATAO	alternate training ammunition officer
Br	branch
CATC	Combined Arms Training Center
CC	condition code
CIIC	controlled item inventory code
CONUS	continental United States
CS	chlorobenzalmalononitrile
DA	Department of the Army
DEROS	date eligible for return from overseas
DODAAC	Department of Defense activity address code
DODIC	Department of Defense identification code
DSN	Defense Switched Network
ETS	expiration term of service
FY	fiscal year
HQDA	Headquarters, Department of the Army
HQ USAREUR	Headquarters, United States Army Europe
HST	home-station training
JMTC	Seventh United States Army Joint Multinational Training Command
JTF-E	Joint Task Force-East
KFOR	Kosovo Force
MEC	mission event code
MSC	major subordinate command
MTA	major training area
MTT	mobile training team
NATO	North Atlantic Treaty Organization
NET	new equipment training
NTA	NATO training area
PB	property book
PBUSE	Property Book Unit Supply Enhanced
pdf	portable data file
PM	program manager
POC	point of contact
PTAO	primary training ammunition officer
RAC	requisitioning authenticity code
RDD	required delivery date
SAAS-MOD	Standard Army Ammunition System-Modernization
SOP	standing operating procedure

SPO	support operations
STRAC	Standards in Training Commission
TAAH	training ammunition account holder
TADSS	training aids, devices, simulators, and simulations
TAMC	training ammunition managers course
TAMIS	Total Ammunition Management Information System
TAMO	Training Ammunition Management Office, Headquarters, Seventh United States Army Joint Multinational Training Command
TAO	training ammunition officer
TEC	training event code
TSC	theater sustainment commmand
UAMC	United States Army Europe Ammunition Management Conference
UIC	unit identification code
USAREUR	United States Army Europe

SECTION II

TERMS

authorizations forecasting

The process in which units project the quantities of training ammunition by Department of Defense identification code (DODIC) and month of use that the units intend to consume the ammunition during the current FY.

lock-in period

The first day of the current month through the last day of the next month, during which unit training ammunition forecasts may not be changed and during which units must submit any additional requirements as unforecasted.

requirements forecasting

The process in which units project the quantities of training ammunition by Department of Defense identification code (DODIC) and month of use that the units intend to consume during the upcoming or future FYs.

residue

Material remaining unconsumed after firing the round or ammunition (for example, brass, shell casings, unused explosive charges) that the Army has identified as recoverable.