

**Office of Secure Transportation
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Document History

Rev	Date	Description of Change (Include name of individual making the revision)
	12/1/06	This manual is an initial creation. The manual supersedes previous OST SOP T-5. The manual is a complete rewrite of SOP T-5. The manual details specific procedures and references forms for accountability, handling, storage, transportation and disposition of OST munitions. Owner: Lynn Pincumbe
	10/12/07	Redefined requirement for submitting Report of Survey, p. 3 of 32. Added designation of "sensitive" property, p.7 of 32. Owner: L. Pincumbe

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OFFICE OF SECURE TRANSPORTATION

OST M 5.16A, MUNITIONS MANAGEMENT SYSTEM

1.0 MUNITIONS ACCOUNTABILITY

A. General Requirements

The Albuquerque MSA is the OST Headquarters location for their munitions stockpile. All OST procured munitions are received into the stockpile and then transferred as needed to requesting Commands and programs to meet authorized operational and training requirements. The CMC is responsible for overall management of the Albuquerque MSA and its assigned munitions.

1. Procurement and Forecasting

- All OST munitions shall be procured through OST Acquisitions and Funds Management Branch. Munitions procurements will be reviewed in accordance with OST PR Handbook, Special Approvals, Section 8.
- The five-year munitions forecast is an annual process used to request, allocate and procure OST munitions required for testing, training, and operational needs.
- The Director of each Command/Program will submit, no later than February 1st of each year, a consolidated ammunition forecast based on their next 5-calendar year's requirements to the OMO SPC and CMC.
- Forecasts will include as a minimum:
 - Ammunition caliber.
 - Type (blank, ball, AP, etc.).
 - Estimated quantity required for each calendar year.

When practical, calculate the quantities based on the number of participants and rounds per participant required per event. When the number of participants and rounds to be used per participant is known, [OST F 4421.05](#), *Munitions Forecast* may be used to assist in calculating quantities for those events.

- The CMC will validate and consolidate forecasts and forward to OMO.
- OMO will base fiscal year procurement requirements on forecasted requirements, inventory analysis, prior procurement actions and availability of munitions assets through production sources.

2. Inventory Control

- All OST munitions in munitions storage facilities will be identified by using [OST F 4421.12](#), *Munitions Data Card*, to record munitions type, lot number, location, and quantities added,

removed, returned and on-hand. Post the data card in a conspicuous location on the munitions lot number stack its information represents.

- All OST munitions will be recorded and tracked in an AIMS.
 - The AIMS will track munitions type, lot or serial number, quantity and condition of munitions locally controlled. AIMS should be tailored to easily function with local Command procedures. Additional munitions information will be recorded and tracked as required by other sections of this manual or as needed by local procedures.
 - The CMC will maintain an AIMS that tracks and records all OST munitions managed within the Albuquerque MSA. In addition, the CMC will monitor and track overall quantities for each munitions type currently on-hand throughout OST.
 - AOCC, AOEC, AOWC and TRALOC will maintain an AIMS that tracks and records the munitions managed, stored and used at their respective sites.
- Each OST organization responsible to maintain an AIMS will also maintain a manual file system organized by munitions type and lot number. Supporting documentation for inventory adjustments will be tracked and maintained in this lot history file. Each munitions lot number assigned and tracked in AIMS will have a corresponding lot history file that contains as a minimum:
 - All calendar year transactions that change inventory quantities.
 - Corresponding support documents for each transaction.
 - Transaction record that specifies date of transaction, type of transaction, inventory adjustment quantity and adjusted balance of munitions lot number.
 - Lot history files will also contain additional munitions lot information including, but not limited to:
 - Manufacturer specifications and technical data.
 - Storage, transportation and inspection data.
- Forms listed in this manual will be used as supporting documents for inventory adjustments in AIMS and filed in lot history files. Additional documentation may consist of OST approved forms, memo or electronic mail traffic.
- All inventory adjustments should be updated in AIMS and lot history files on a timely basis, not to exceed 15 days from the date actual transaction occurred. Transactions pending updates in AIMS and lot history files that have exceeded 15 days, i.e. awaiting paperwork completion, investigation results, etc. must be available for inventory assessments/spot inspections to justify quantity discrepancies. A memorandum for record must be attached that includes, but is not limited to:

- Reason for delay, including point of contact names and dates.
- Follow-up actions taken.
- Estimated completion date.
- Specialist/custodian name and date.
- Discrepancies between accountable records (AIMS, lot history files, issue forms) and on hand balances may be discovered during inventory assessments, inspections or while accomplishing day to day operations. In any case, the discrepancy must be thoroughly investigated to determine the cause.
 - If the discrepancy involves only an identification error of munitions type or lot number, verify correct information through CMC by memo, electronic mail or similar means and use correspondence as source document for correcting accountable records.
 - If the discrepancy is a quantity shortage or excess found to be an *erroneous transaction* (documentation error, typo, miscount, etc.), verify correct information, document discrepancy and explanation of error on memorandum of record, and attach copy of erroneous document as supporting documentation for correcting accountable records.
 - If the discrepancy involves physical loss of munitions, conduct an inventory of on hand munitions, search munitions storage areas and user operating locations, and review all transactions for affected munitions type and lot number.
 - Follow procedures as outlined in [OST SOP T7, Property Management, Annex F, Lost, Damaged, or Stolen Government Property](#).
 - For high risk items, i.e., live ammunition \geq 100 rounds (non-ESS), or any amount of the following: specialty rounds, pyrotechnics, and explosives, notify the OST resident Facility Security Representative within 24 hours, who will then notify the OST Facility Security Officer.
 - Regardless of whether or not the loss meets security reporting criteria, an [OST F 4421.4, Report of Survey](#) must be completed.
 - Inventory quantities will not be adjusted until, an *Incident/Inquiry Report* or an [OST F 4421.4, Report of Survey](#) is completed. Use appropriate excerpts from any or all of these final/approved reports as source document to correct accountable records.

- For those items not requiring a Report of Survey or Incident/Inquiry Report, verify correct information, document discrepancy and actions taken, and attach a memorandum or record and applicable supporting documents. Obtain approval from the APO or PMO prior to correcting accountable records.
 - For all other discrepancies not identified here, contact the CMC for further guidance.
 - All transfers of OST munitions, except those internal to OST, will be documented using the [SF 122](#), *Transfer Order of Excess Personal Property*, or an automated facsimile. Transfers may not be executed without proper authorization. The OMO SPC is the coordination authority and the PMO is the only authorized signature approval authority.
 - Transfers of munitions within OST are authorized as follows:
 - Between Albuquerque MSA and Commands, coordinate through the CMC and OMO SPC, if applicable.
 - Between Commands, coordinate through each Command's assigned munitions specialist/custodian. Notify CMC of munitions type, lot number and quantity transferred.
 - Between users or individuals, only when coordinated, turned-in, reassigned, and documented through assigned munitions specialists/custodian. This is the only way munitions can be moved from one individual to another.
 - The document used to record the transfer must include the munitions type, lot number, quantity, date, names and signatures of individuals accepting and receiving munitions. Depending on the type and location of transfer, the following documents may be used to record the transaction:
 - [OST F 4421.06](#), *Munitions Transfer Record*
 - [OST F 4421.11](#), *Munitions Straight Bill of Lading*
 - [OST F 5832.7](#), *Equipment Issue/Receipt*
 - DOE Aviation Manifest

3. Inventory Requirements

Inventories are required to validate accuracy of accountable records by reconciling quantity, type and location of munitions.

- All OST assigned munitions will be inventoried at least annually IAW DOE M 470.4-3 and [OST SOP T7](#), *Property Management*.
 - Inventory will include on hand quantities reflected in respective AIMS.
 - Annual Command inventories will include individual/vehicle munitions issued for road use.

- Summary report of completed annual inventory will be signed by Property Inventory Lead. Each Command will file and maintain a copy of their respective annual inventory IAW Federal General Records Schedule.
- Federal Agent issued ammunition will be 100 percent inventoried every six months.
 - Inventory will compare on hand quantities against issue documents.
 - Summary report will include discrepancies and corrective actions taken. Summary report will be signed by Deputy Chief of Operations and maintained for two years.
- All OST assigned explosives and pyrotechnics will be inventoried at least monthly IAW DOE M 470.4-3, Section B, Chapter IV, paragraph 6.
 - Small arms ammunition is exempt from this monthly inventory.
 - Annotate printed inventory with completion date and individual(s) performing inventory. Document discrepancies. Maintain for one year.
- Beginning and end-of-day inventories will be conducted on munitions that are stored off-site in support of multi-day events such as ORT, SRF, JTX, and Unit Command training.
 - Annotate daily inventories on [OST F 4421.07](#), *Daily Munitions Inventory Record*.
- Inventory procedures:
 - Current inventory listing will be provided by the AIMS tracking assigned munitions. Issue documents will be used to verify inventories of individually assigned munitions.
 - Unopened factory sealed containers may be inventoried based on container quantity markings.
 - Resealed containers and “Lite Boxes” will be inventoried by physically locating and counting munitions.
 - Any non-sealed munitions container or any container with evidence of tampering or attempted entry will have its contents physically verified.
 - Inventory discrepancies will be reported as noted in Section 1.0, paragraph A2.
- Monthly munitions on-hand report to Albuquerque MSA/CMC.
 - Once a month each Command will report their current on hand balances for all munitions assigned. This report will include, as a minimum:
 - Ammo type.
 - Lot number.

- Quantity currently on-hand. Quantity will include all individual road ammunition issued on a hand receipt.
 - Once a month, SPB will report their current on-hand balances for all munitions supporting mobile training events.
4. Shipping and Receiving
- Shipments of OST munitions will be processed through approved commercial carriers, NNSA aviation or contractor support.
 - Shipments by ground transportation will be annotated on [OST F 4421.11](#), *Munitions Straight Bill of Lading*. Shipments by air will be annotated on a DOE aviation manifest.
 - In addition to CFR 49 Parts 100 -185 requirements, shipment paperwork will also include munitions type, lot number and quantity shipped.
 - For off-site shipments supporting ORT, SRF, JTX, and Unit Command training events, shipping paperwork may be used as source documentation for event inventory purposes.
 - Maintain a copy of shipment paperwork in applicable lot history file.
 - All munitions received will be brought on OST accountable records within two working weeks of initial receipt.
 - Munitions must be physically inventoried to verify receipt quantity. Follow inventory procedures outlined in Section 1.0, paragraph A2.
 - Receiving forms must list the munitions type, lot number and quantity shipped. Contact Albuquerque MSA for munitions received without a lot number.
 - Annotate receiving form with date of receipt and individual's printed name and signature. Annotate new lot number, if applicable.
 - Maintain copy of signed receipt paperwork in applicable lot history file and forward a copy to the original shipping agency and/or procurement official as applicable.
 - For munitions received without sufficient accountability documentation, contact Albuquerque MSA or shipping agency and request information be provided.
 - Munitions received that have not been brought on record within 14 days due to paperwork discrepancies, inspections, pending investigations, wrong shipment address, etc. must be available for inventory assessments. A memorandum for record must be attached to supporting receiving documentation that includes, but is not limited to: Reason for delay, including

point of contact names and dates; Follow-up actions taken; Estimated completion date; and Munitions specialist/custodian name and date.

- See Section 2.0, paragraph B, *Munitions Operations*, for additional information on shipping and receiving procedures.

5. *Disposition of Suspended, Restricted, Excess Munitions*

- Disposition of OST munitions will be coordinated through OMO SPC, PMO/PMS and Safety.
- OST munitions transferred to outside agencies for disposal must have the written approval of OMO SPC and PMO. Transfers will be annotated on [SF 122](#), *Transfer Order of Excess Personal Property*.
- Unsafe/dangerous munitions disposed of during an active OST event will be annotated on the applicable issue/turn in paperwork. As a minimum, specify the ammo type, lot number and quantity of munitions removed from inventory.
- Excess munitions will be determined annually during the munitions forecast process. To increase available munitions storage space, Commands may, as needed, coordinate and turn in excess munitions to Albuquerque MSA.
- Maintain all disposition paperwork in the applicable lot history file.
- ESHB will be immediately notified of any unsafe/dangerous munitions. ESHB will disseminate this information as necessary and take appropriate action to ensure safe disposal.

B. Operational Use Munitions

Operational (road) use munitions play a major role in each AO's munitions inventory. Because of the designation as "sensitive" and "high risk" property, road-use munitions must have extraordinary management procedures due to its potential impact on public health or safety and national security interests. Directors must ensure their personnel, both federal employees and contractors, are aware of and comply with the provisions of this manual. Directors can enlist the support of Command personnel by providing resources and support necessary to ensure compliance, and by establishing internal controls, such as a periodic walk-thru of munitions storage areas, reviews of Command accountability practices, and in-house inventories of assigned munitions.

1. *Issuing*

- Only authorized munitions will be issued for road use. Munitions will be 100 percent inspected for serviceability prior to issue.
- Munitions issued for individual road use will be annotated on [OST Form 5832.7](#), *Equipment Issue/Receipt*, and will include as a minimum: quantity, lot number and type of caliber or gauge.
- Munitions issued for vehicle road use will be annotated on [OST Form 5832.7](#), *Equipment Issue/Receipt*, and will include as

a minimum: quantity, lot number, type of caliber or gauge, and container serial number, if applicable.

- Form will include date, printed names and signatures of individuals issuing and receiving munitions.
- Munitions issued for road use will not to be used for personal reasons, qualification or proficiency.
- Road-issue small arms ammunition (hazard class/division 1.4 S & C) may be stored in individual assigned lockers compliant with Federal Agent SOP 14.1.11. All other road-issue munitions will be stored in an authorized or licensed structure to store explosives or munitions.
- Road-issue munitions in mission status will be stored in accordance with site-specific Memorandums of Agreement.

2. Turn Ins

- Individual and vehicle road issued munitions turned in will be annotated on original signed [OST Form 5832.7](#), *Equipment Issue/Receipt*, used to issue assets.
 - A duplicate copy of the original signed issue form may be used.
 - As a minimum, form will include date, printed names and signatures of individuals turning in and receiving munitions.
 - Discrepancies involving quantity, lot number, type of caliber or gauge will be immediately reported in accordance with Section 1.0, paragraph A2.
- Any Federal Agent transferred to another section, retired, dismissed or otherwise relieved from Federal Agent courier status will turn in all issued ammunition prior to departing AO and/or within 30-days of position change notification.
- Munitions turned in will be 100 percent inspected for serviceability. Unserviceable items will be documented, segregated and disposed of in accordance with other sections of this manual.

3. Transfers of Road Use Munitions

- Ground transfers require a completed [OST F 4421.11](#), *Munitions Straight Bill of Lading*, to record any road issue munitions transfers.
- Air transport of munitions requires a completed DOE aviation manifest and signature of the Convoy Commander-in-Charge.
- As a minimum, forms will include date, printed names and signatures of individuals releasing and accepting custody of munitions.
- Transfers between users or individuals, *is not allowed*, unless approved by Mission Commander and coordinated/documentated through assigned munitions specialists/custodian.

C. Training Use Munitions

Training use munitions constitute the bulk of OST's munitions inventory and have unique management processes highlighted in the sections below, especially concerning expenditures and reconciliation. Command Directors, program and training managers must involve their personnel in the accurate accounting of expended munitions and stress the importance of individual responsibility in the reconciliation of munitions during all training events. One way to accomplish this goal is to develop internal procedures that monitor how munitions are used and handled during the varied training events that occur within their area of responsibility.

1. General

- Each training event must have one dedicated issue point established for the issue and turn in of munitions. The issue point should be established on the range/site where training is to occur or as near as possible with regards to both safety and logistical requirements.
 - In the event two or more issue points must be established, each issue point will maintain a daily inventory and track munitions issued, turned in, and expended.
 - See Section 2.0, paragraph A3, Munitions Operations for additional information on issue points.
- Munitions specialist/custodian will inform the training event's lead federal employee or contractor of the quantity and type of munitions available for use.
- All munitions must be returned to the issue point at the completion of training. Once reconciliation is accomplished at the issue point, munitions will be returned to an approved storage facility. For multi-day events, munitions must be returned after each day's activities are completed.
- Non-OST munitions supplied by a vendor, and used or procured, during any commercially contracted training event will not be brought onto OST property, mixed, added or stored with OST munitions, nor retained for personal use.
- Road-issue munitions will not be brought to any training event without the written approval of the OMO and OTL SPC.
- All OST federal employees and contractor personnel participating in approved training events are authorized to sign forms/records for issue and turn-in.
- Only authorized OST federal employees may certify the expenditure of munitions. Certification requires printed name and signature on applicable paperwork.

2. Requests

- Munitions requested for OST approved Unit training events such as ORT, SRF or SPB will be annotated on [OST F 3410.01 Chg 1](#), *Logistical Support Request*.
- Munitions requested to support range qualification, proficiency training, test and research, or similar OST approved events, where additional logistical support is not required, may be annotated on [OST F 4421.08](#), *Munitions Issue Request*.
- Requests for munitions will contain as a minimum:
 - Type and caliber of munitions.
 - A specific calculated quantity based on number of participants and rounds per participant.
 - Duration of event.
- Munitions requested for un-forecasted (see Section 1.0, paragraph A1) training events must be approved through the OMO and OTL SPC prior to submittal.
- Submit munitions requests in a timely manner and no later than 60 days prior to the training event. Requests submitted later than 60 days may require the OTL SPC approval based upon CMC coordination and munitions may not be available on such short notice.

3. Issuing

- Munitions will be 100 percent inspected for serviceability prior to issue.
- Munitions issued to an individual for daily use will be annotated on [OST F 4421.09](#), *Individual Munitions Expenditure Record*, and will include as a minimum:
 - Quantity.
 - Lot number.
 - Type of caliber or gauge.
- Munitions issued in bulk for group event use will be annotated on [OST F 4421.10](#), *Consolidated Munitions Expenditure Record*, and will include as a minimum:
 - Quantity.
 - Lot number.
 - Type of caliber or gauge.
- As a minimum, forms will include date, printed name and signature of individual issuing and receiving munitions.

4. Turn Ins

- All users issued munitions for training are responsible for returning unexpended ammunition, packing materials and components.
- Turned-in munitions will be annotated on the original signed form of issue. Duplicates of the original signed form may be used.
- As a minimum, forms will include date, printed name and signature of individual turning in and receiving munitions.
- Munitions will be 100 percent inspected for serviceability after turn in. Unserviceable items will be documented, segregated and disposed of in accordance with this manual.

5. Expenditures

- Users issued munitions for training are responsible for returning all expended munitions residue in compliance with onsite training requirements and procedures.
- Munitions expended will be annotated on the original form of issue. Duplicates of the original signed form may be used.
- As a minimum, forms will include date, printed name and signature of individual verifying expended quantity of munitions, and printed name and signature of authorized federal employee.

6. Reconciling

- All munitions issued for training must be 100 percent reconciled at the close of each day. This means the sum of the turn-ins and expenditures must equal the quantity of munitions originally issued.
- Irrecoverable or missing residue will be annotated on the original issue form and certified in writing by an authorized federal employee.
- During the reconciliation process, munitions specialists/custodians must immediately report any unaccounted for, missing or stolen live ammunition (non-ESS), pyrotechnics and explosives. Notify the event's federal employee or contractor in charge (lead program or training manager/specialist) so a preliminary inquiry can be conducted. Follow inventory discrepancy procedures as outlined in Section 1.0, paragraph A2.

2.0 MUNITIONS OPERATIONS

A. Munitions Handling Procedures

1. Munitions Safety Precautions

The handling of OST munitions can involve everyone from program and training managers, contractor munitions specialists/custodians to the individual users themselves. All personnel handling munitions are responsible to immediately report any hazardous or potentially hazardous condition that could reasonably be expected to cause injury or death to personnel.

- Operations involving munitions shall be conducted in a manner which exposes the minimum number of people to the smallest quantity of explosives for the shortest period of time.
- Munitions will be handled only by personnel trained in the hazards and risks involved in the operation. Personnel will be knowledgeable of explosives safety, munitions involved, and task to be performed.
- Facilities and areas containing munitions will be maintained free of debris and rubbish and accumulation of oily rags or other material subject to spontaneous ignition. Accumulations of combustible trash, such as wood, paper and packing material will be removed from operating areas as needed, but at least at the end of each shift.
- Detonators, initiators, squibs, firing devices and other electrical and non-electrical initiating devices will be carried in their protective containers. Use containers designed to prevent item-to-item contact.
- Munitions will not be altered from their original design or purpose, including labels or markings.
- Munitions (packaged or unpackaged) will not be tumbled, dragged, dropped, thrown, rolled, or “walked”. Containers designed with skids may be pushed or pulled for positioning. Do not use boxes containing munitions as work areas to perform maintenance or to support tables, conveyors, and platforms of any type.
- Nails may be used to secure covers or repair munitions containers only if there is no hazard to the munitions item or no possibility of penetrating protective coverings.
- Keep all munitions properly packed to the maximum extent possible. Munitions should remain packed until immediately prior to use. Unpack only the quantity expected to be used, fired or displayed. Save all packing material for possible use in repack of munitions.
- Munitions which have been classified as unserviceable must be conspicuously marked and segregated from serviceable munitions.

- Smoking is prohibited within 50-feet of an area containing bulk munitions, and/or in accordance with local on-site requirements, whichever is more restrictive.
- A minimum of two fire extinguishers, suitable for the hazards involved, will be available for immediate use when munitions are being handled. Extinguishers need not be permanently located at the site. Each extinguisher will be placed in a conspicuous and readily accessible location. Each extinguisher will be in a full, or fully charged, operable condition.
- During inclement weather, a readily available means of lightning detection must be present during operations involving munitions, either by carrying personal lightning detection devices or notification by an on-site control center in constant communication with lead personnel.
- Only trained personnel will prepare and activate pyrotechnics, including ground burst or hand grenade simulators and smoke producing munitions used during training events.
- Munitions will not be taken into public assembly areas except as required by essential mission needs or approved training plans.

2. Munitions Safety Briefings

With the inherent risks associated with handling munitions, safety briefings ensure workers, supervisors and visitors alike are aware of the potential hazards involved with the operation being conducted. Safety briefings are the responsibility of the person in charge of the operation to be conducted. Safety briefings must be given to all personnel involved in or observing any munitions operation and prior to start of operation. Safety briefings will include:

- Operation to be performed. Includes such activities as inventory assessment, container repacking, storage, transport, and inspection of munitions, etc.
- Personnel limits, including workers and visitors.
- Type of munitions involved. For operations involving more than one type of munitions, identify all munitions regardless of hazard/class division.
- Hazard class/division and compatibility group of munitions involved.
- Specific hazards of munitions involved. See Section 5.0, *Emergency Procedures*.
- Location where operation will be conducted.
- Specific hazards of location. Include hazards related to the immediate operating area, such as facility damage, weather conditions, animal or vegetation concerns, and similar hazards that may pose a risk to workers or visitors.

- Location and serviceability of fire extinguishers. Include individuals responsible to man extinguishers in case of emergency.
- Location of emergency response equipment, i.e., first aid kits, AED, etc.
- Emergency withdrawal distance and location. See Section 5.0, *Emergency Procedures*.
- Means of communication to emergency response personnel. Include individual responsible to notify response personnel in case of emergency.
- Personal protective equipment required.

3. *Munitions Issue Points*

For the purposes of this instruction, an MIP is a designated area established for the temporary storage and issue of munitions supporting a training event. This instruction does NOT apply at locations where MIPs have already been established by an approved procedure or Safety Plan. The MIP is established in a concerted effort by the applicable Command's Program Director/Manager or training manager/specialist, safety personnel, and responsible contractor munitions specialist/custodian. In addition to the safety precautions listed in Section 2.0, paragraphs A1 and A2, the following guidelines apply:

- Each training event must have at least one dedicated MIP established for the issue and turn-in of munitions. The MIP should be established on the range/site where training is to occur, or as near as possible considering both safety and logistical site requirements.
 - A mobile armory may be established as an MIP when only Hazard Class/Division 1.4S ammunition is intended to be used and issued. In this case, the guidelines listed here do not apply unless otherwise required by on-site safety personnel or local procedures.
- Limit the quantity of munitions to the smallest amount required to support one day's worth of training.
- A minimum 50-foot clear zone must be established around the MIP.
- Issue of munitions will not take place until all MIP safety requirements have been met.
- Live ammunition will not be present at the issue point with blank ammunition.
- Unless otherwise authorized by OST safety and security personnel, and in consideration of local procedures, all munitions must be removed from the MIP at the end of the day's training.
- Contractor munitions specialist/custodian or designated federal employee is responsible for the established MIP and manages

the munitions and related operations. Responsibilities may include:

- Notifying the Command center when area is closed for the day.
- Notifying the training event's designated lead personnel of the accountability status of live ammunition, pyrotechnics and explosives at the end of the day.
- Ensuring munitions are not issued to personnel without proper authorization or documentation.
- Providing sufficient space for handling, inventorying and inspecting of munitions.
- Keeping "Lite Boxes" to a minimum. Consolidate as often as operations allow.
- Do not store *bulk* paints, oils, or other flammable material in the MIP.
- Ensuring proper marking, tagging, and packing of munitions. Clearly mark unserviceable munitions and containers.
- Segregating unserviceable/restricted/suspended munitions from serviceable for issue munitions.
- Posting applicable fire symbol signs or DOT placards in accordance with site procedures. Post signs/placards for highest hazard/class division present at MIP.

B. Shipping and Receiving Procedures

1. Munitions Shipping

- Prioritize shipments of OST munitions by the most cost effective means of transportation. Normally, this will be:
 - Support contractor.
 - NNSA Aviation.
 - Commercial carriers.
- Only hazardous material trained contractor personnel will prepare shipments and pertinent documents.
- Shipments will be documented, packaged, labeled and marked in accordance with Title 49 CFR HMR.
- Process all munitions shipments through the on-site designated shipping and receiving organization. Report any difficulties in coordinating shipments to Albuquerque MSA/CMC.
- Notify TECC of all bulk shipments, in support of OST functions/events, that require monitoring. This does not include FEDEX, UPS, or other express, over-night delivery services/carriers.

- Track all shipments until delivery confirmation.
- Methods (packaging/means) to ship restricted, suspended, or damaged munitions will be determined by ESHB and the CMC. Methods will be compliant with DOT regulations.
- Ship munitions by quantity unit pack when requirements permit.

2. Munitions Receiving

- Personnel responsible to receive munitions will in-check assets immediately upon receipt and prior to storage. In-checking consists of comparing shipping documents with outer container markings.
- Incoming shipments of nonstandard (not normally used by OST) munitions received without sufficient documentation constitute a potential safety hazard to facilities and personnel. Notify safety personnel immediately.
- New munitions to the OST inventory may require test and evaluation through TEB. Notify the CMC and ESHB personnel for test determination and coordination.
- Report any discrepancies in documents, quantities, packaging, markings and labeling to Albuquerque MSA/CMC.

C. Unserviceable, Suspended, Restricted Munitions

1. General Requirements

Unserviceable munitions generate from normal deterioration, expired shelf/service life, improper storage and handling, improper packaging and transporting, and from defects inherent in manufacture. Notification of suspended or restricted munitions may generate from the US Army or Air Force, DOE Firearms Safety Committee, National Training Center, OST Safety, or Albuquerque MSA/CMC.

- Munitions classified as “unserviceable” are items that are determined to be unsuitable for their intended use, and:
 - Require only limited expense or effort to restore to serviceable condition.
 - Require major maintenance, but not repairable at local level.
 - Require local demilitarization or disposal.
- Munitions classified as “suspended” are items that are:
 - Pending serviceability determination.
 - Pending safety or security investigations.
 - Pending condition classification or analysis.
 - Pending inspection, test or restoration.
- Munitions classified as “restricted” are items that are:

- Serviceable, but with qualifications. Items are restricted for issue only to specific units, activities or areas.
- Upon notification of unserviceable, suspended and restricted munitions, Albuquerque MSA/CMC will:
 - Review inventory records to determine all locations of affected munitions lot number.
 - Determine to what extent unserviceability affects OST munitions stockpile.
 - Notify affected users, the OMO SPC, OTL SPC and Safety.
 - Coordinate disposition of affected munitions.
- Issue or use of unserviceable, suspended or restricted munitions is prohibited without the expressed written consent of the CMC, and when applicable, OMO SPC, OTL SPC and Safety.
- Affected munitions will be segregated from serviceable munitions and clearly marked with placards indicating "SUSPENDED", "RESTRICTED" or as delegated by the CMC. Storage data cards will be clearly annotated with the same information.
- All related documents will be filed in the munitions lot history.

2. Determining Serviceability

- Personnel who handle munitions must be trained to recognize indications of unserviceability and report them to contractor munitions specialists/custodians, and when applicable, safety personnel.
- Suspect/unsafe munitions found during a training event will be reported immediately to Exercise Director/Controller/Safety. Do not move UXO. Mark the area with any available means of identification, i.e., surveyor's tape, rope, traffic cones, etc. to secure the area until a competent authority (Safety, contractor munitions specialist, host site EOD personnel) determines serviceability condition and disposition procedures.
- Personnel trained in the use and inspection of affected munitions will use available technical data (military or manufacturer) to determine extent of unserviceability. Document research and actions taken on memorandum for record and file in applicable lot history. Memo should contain, as a minimum:
 - Munitions type and lot number affected.
 - Quantity and location.
 - Reason for unserviceability.
 - Research and actions taken.
 - Coordination through CMC, and if applicable, Safety Branch.

- Munitions with expired shelf/service may be restricted for “training use only” if authorized by Albuquerque MSA/CMC and applicable technical data.

D. Munitions Residue Procedures

Munitions residue is an important by-product of all training events, large and small. Due to its potential impact on public health and safety, Command Directors and program managers must ensure that their personnel, both federal employees and contractors, are aware of, and comply with, the guidelines of this section.

1. Collection

Residue collection procedures will vary depending on the type and location of the training event. In any event, Command Directors, program and training managers, and munitions users are responsible to ensure munitions residue is adequately collected.

- Immediately notify safety personnel when suspect munitions ordnance is found. Do not attempt to pickup or move suspect munitions until cleared by authorized personnel.
- Establish a consolidated collection point for munitions residue. In most cases, this will be the established issue point for the training event.
- Collect munitions residue at frequent, periodic intervals based on length of training event, use and maintenance of ranges, and number of participants.
- Collect to the extent possible all residue generated by munitions.

2. Inspection

In accordance with DOE M 440.1-1A, Chapter II, section 19, all metal scrap shall be inspected to detect explosives, contaminated items. This process also includes inspection of brass casings, munitions residue, dunnage, components and rubbish exposed to explosives. All items exposed to explosives must be inspected for explosive content or contamination. Contractor munitions specialists/custodians are responsible to perform inspections of munitions residue in accordance with local procedures.

- Large residue items such as 40mm casings, canisters for smoke and flares, grenade and flash-bang bodies, and training fuses will each be visually inspected for any explosive content.
- Small arms ammunition up to and including .50 caliber residue will be inspected by any means available to adequately detect live rounds.
- Inner and outer container packing material will be visually inspected for any explosive content.
- All live or damaged rounds, misfires, or partially expended munitions will be removed, segregated and clearly marked for proper disposal.

- Remove or obliterate all markings and labels on inspected packing material prior to disposal.

3. Disposal

Contractor munitions specialists/custodians are responsible for the disposal of collected munitions residue in accordance with local procedures. OST federal employees and contractor personnel are responsible for following established procedures for munitions disposal. The following guidelines apply:

- Segregate all munitions residue awaiting disposal from serviceable munitions.
- Do not dispose of munitions residue to unauthorized/unapproved agencies or personnel.
- Sale of collected brass through approved contracts may be utilized.
- Local military procedures may require the weighing of expended small arms ammunition brass for accountability purposes.
- Local military or contract procedures may require segregation by type and caliber for expended small arms ammunition brass turn in and/or resale.
- Inspected munitions residue, free of explosives, and consisting of empty cardboard boxes, wooden boxes, plastic casings or paper, may be disposed of in trash collection containers as permitted by local procedures.

3.0 MUNITIONS STORAGE

A. **Munitions Storage Facilities**

1. Security

Security of OST munitions involves everyone. All personnel with access to munitions storage facilities are responsible to ensure entrances are kept secured, and to immediately report any breach, tampering or conditions that could reasonably be expected to cause a loss of munitions.

- OST munitions will be stored in approved OST munitions storage areas and facilities, unless otherwise approved by a security plan and coordinated under local courtesy storage agreements with agencies outside of OST, i.e., Fort Chaffee ASP storage agreements, temporary storage agreements with host training sites, etc.
- Access to munitions storage facilities will be limited to authorized OST personnel.
- Storage facilities must be securely locked and sealed when unattended.

- Padlocks and/or access control devices will be re-keyed, re-programmed, or replaced whenever there is a change of personnel authorized access.
- Locks, keys and access devices for OST munitions storage facilities will be controlled by current OST lock, key and access procedures.
- Munitions will not be removed from storage without proper authorization and documentation.

2. Safety

DOE M 440.1-1 and local site directives provide additional guidance on explosive safety requirements for designated munitions storage facilities. Always adhere to the more restrictive requirement. As a minimum for each facility:

- Clearly post Maximum Net Explosive Weight and personnel limits.
- Clearly post appropriate fire fighting symbols and hazards.
- Monitor and maintain adequate vegetation control.
- Ensure LPS are appropriately maintained and inspected.
- Practice good housekeeping. Keep interiors clean and free of prohibited articles, such as paints, oils or other flammable materials.
- Ensure at least two fire extinguishers are available for immediate use by personnel in the facility.
- Enforce no smoking in, on, or within 50 feet.

B. Munitions Storage Procedures

1. Storage and Compatibility

- Routinely monitor the storage of mixed compatibility groups.
- Ensure all containers are properly packaged and labeled for contents identification.
- Segregate munitions by type and lot number and arrange stacks to permit adequate air circulation on all sides.
- Ensure stacks are stable and aisles have unobstructed access. Allow room for inspection, inventory, sampling and material handling.
- Segregate unserviceable, suspended, and restricted munitions from serviceable munitions with more than normal lot-to-lot separation, using placards, rope, stanchions, tags, or any highly visible means, etc.
- Segregate road use munitions in ready configuration containers from serviceable like items. Identify road use munitions with placards that include as a minimum, a) UN number and proper shipping name, and b) item description of munitions.

- Store munitions containers on dunnage with a minimum clearance of two inches from the floor.
 - Conspicuously mark any partially filled container as “Lite Box” and place on the top and front of the stack for easy identification. Allow only one “Lite Box” per lot number.
 - Securely tape or seal all containers.
 - Do not store unrelated items, i.e., logistical equipment, office supplies, etc., with munitions.
2. Unique Requirements
- Conduct and document at least annually a total net explosive weight inventory of each munitions storage facility.
 - Track munitions storage locations in AIMS.
 - Monitor shelf/service life of munitions.
 - Maintain history of LPS inspections and tests up to and including five years.
 - Notify installation fire departments of changes in posted fire fighting symbols in accordance with local procedures.
3. Authorized Operations in Munitions Storage Facilities
- Palletizing, removing and replacing shipping crates incidental to transportation.
 - Replacing unserviceable strapping on boxes.
 - Minor repair, cleaning, painting or marking of containers.
 - Opening containers to remove or repack inner packages and/or munitions complete any further processing in an approved operating location outside the storage magazine

4.0 MUNITIONS TRANSPORTATION

OST federal and contractor staff shall adhere to [OST Policy 5.11](#), *Hazardous Material Shipments*, for all transport of hazardous materials.

Transport of munitions offsite, outside of an operational convoy, is subject to DOT Hazardous Material Regulations. Offsite is defined as any area within or outside a DOE site which the public has free and uncontrolled access.

Transport of munitions onsite (within the boundaries of a site or facility to which access is defined and controlled) for the purposes of training, exercises, or testing are considered “in use” and are subject to requirements defined in procedures, safety plans, execution plans and controller safe handling restrictions.

A. General Requirements

Nearly all local and state governments, and federal installations have laws, ordinances or directives regulating transportation of explosives and other

dangerous articles within their jurisdiction. Obey local laws and directives where the state and local government or federal installation have jurisdiction.

1. Operators

When transporting munitions, operators must:

- Possess a valid commercial driver's license and endorsements for the type of vehicle and cargo that is being transported.
- Be trained in hazardous material in accordance with 49 CFR HMR, DOE M 440-1-1A, this policy, and local procedures.
- Be knowledgeable of the munitions being transported and associated hazards.
- Complete applicable shipment papers.
- Inspect vehicle prior to loading and transporting munitions.
- Mount applicable placards for loaded munitions as required by site directives and 49 CFR 172.500.
- Ensure munitions load is secure.
- Prohibit personnel from smoking within 25 feet of the vehicle.
- Prohibit personnel from riding on or in the cargo compartment of the vehicle.
- Ensure hand brake is set while loading or unloading munitions.
- Use wheel chocks when loading or unloading vehicles on any un-level surface, steep grade or ramp.
- Prohibit transporting munitions in a passenger compartment of the vehicle.

2. Vehicles

Cargo-type trucks or vans and tractor drawn semi-trailers are preferred for the general transportation of munitions. Passenger vehicles or other types should not be used unless the items involved, or the route traveled, make handling by cargo specific vehicles impractical. Operators are responsible to ensure munitions loaded vehicles:

- Must be properly maintained and clean.
- Will not be moved until the cargo has been checked by the operator.
- Must have a current DOT inspection.
- Must have a current DOT Hazardous Materials Certification.
- Must have two serviceable fire extinguishers with a minimum rating of 2A:10BC, and mounted: 1.) In the cab of the vehicle, 2.) On the driver's side, outside of the vehicle.
- Will be fueled prior to loading munitions. Refueling vehicles with already loaded munitions will comply with 49 CFR FMCSR and site procedures.

- Will not be loaded/unloaded with munitions while engine is running.
- Will not be left unattended unless parked in an area specifically approved/sited by local, state, or federal authorities for the temporary storage of munitions.
- Provide seats and seatbelts for personnel.
- Provide a cargo area clean and free of trash and miscellaneous materials.

3. Munitions Cargo

Operators of munitions loaded vehicles are responsible to ensure that their munitions cargo is:

- Packaged, marked and labeled in accordance with 49 CFR HMR.
- Loaded, blocked, braced, tied down, or otherwise secured to the vehicle to prevent movement.
- Stable and stacked no higher than vehicle side boards or tailgates.
- Protected against moisture, sparks and damage from other cargo.
- Transported in a motor vehicle with a closed body or covered with a tarpaulin. Secure tarpaulin by means of rope, wire, or other equally efficient tie downs.
- Not transferred from one vehicle to another vehicle on any public highway, street or road, except in case of emergency.

4. Public Highways

49 CFR, Part 177 provides guidance on transportation of munitions on public highways. In addition, operators of munitions loaded vehicles will:

- Use designated primary and alternate explosives movement routes where identified and/or required by site procedures.
- Notify TECC of all bulk shipments transported in support of OST functions/events which require monitoring.

5. Air

49 CFR Part 175 has guidance for transporting munitions by air.

B. Hazard Classifications and Compatibility

1. Hazard Classifications

- Munitions, to be acceptable for transportation by any mode, must have an assigned hazard classification consisting of the following:
 - Hazard class/division.
 - Storage compatibility group.

- DOT class, markings, shipping name and label.
- UN serial number.
- Military munitions with a final hazard classification will have a NSN and DODIC assigned. These can be used to cross reference hazard classifications and DOT EX numbers (see below).
- Commercial munitions with a final hazard classification will have an “EX number” assigned. An “EX number” means a number preceded by the prefix “EX”, assigned to explosives by DOT that have been evaluated and accepted for transportation. This does not apply to “cartridges, small arms” which are:
 - Ammunition for rifle, pistol, or shotgun.
 - Ammunition with inert projectile or blank ammunition.
 - Ammunition not exceeding 50 caliber for rifle or pistol cartridges or 8 gauge for shotgun shells.
- Military or commercial munitions without a final hazard classification must be assigned an IHC prior to transporting. IHCs required for OST munitions can be obtained through the ESHB. IHCs assigned by the Air Force, Army and Navy are acceptable for OST munitions.
 - See 49 CFR 173.56(b)(2) for additional requirements or exceptions for munitions without a final hazard classification.
- Direct questions on suspect classifications to Albuquerque MSA/CMC and/or Safety.

2. Compatibility

- Title 49 CFR 177.849 provides guidance for separating and segregating hazardous materials, including explosives, for ground transportation.
 - OST munitions transported by OST motor vehicles and operated by OST personnel will be separated and segregated using the rules identified above, unless in mission status.
- Title 49 CFR 175.78 provides guidance for separating and segregating hazardous materials, including explosives, for air transportation.

5.0 EMERGENCY PROCEDURES

A. **Vehicle Operations**

The following section applies to motor vehicles carrying OST munitions on public roads/highways. An emergency condition may be declared by the vehicle operator(s) or any competent authority in OST. An emergency means any occurrence, natural or man-made, which interrupts transportation

or otherwise may cause personnel injury/death or equipment damage. When transporting munitions on government installations, follow local procedures for emergency notification.

1. General Procedures

The following procedures apply to *all* emergency situations involving vehicles carrying OST munitions on public highways.

- Remove the vehicle from traffic or at least five feet off the traveled portion of the public road or highway.
- Post emergency reflectors/flags as required.
- Notify TECC.
- Notify local city, state or federal authorities, as applicable.
- Maintain surveillance of the munitions loaded vehicle. Do not leave the vehicle unattended unless injury or loss of life is imminent.
- Secure the munitions loaded vehicle in an area specifically approved by local, state, or federal authorities for the temporary storage of munitions.

2. Inclement Weather

- Use extreme caution when transporting munitions during inclement weather that poses extreme hazardous conditions, i.e., snow storms, iced roads, poor visibility, etc.
- Seek safe and secure cover until emergency weather situation has passed or it is determined safe to proceed. Notify TECC and give location and estimated time of departure.
- Stay abreast of current weather information from TECC or local media outlets.

3. Vehicle Accident or Mechanical Breakdown

- Do not leave the scene of a motor vehicle accident.
- Prevent individuals from congregating in the vicinity of the munitions vehicle.
- Safeguard against aggravating the hazard of munitions present, i.e., smoking in the vicinity, fuel spills, fires, etc.
- In the event of fire, warn personnel of explosive dangers.
- Remove the munitions load to facilitate vehicle repairs when practical.
- Do not attempt to move a damaged vehicle until the munitions load has been removed to a safe distance.

B. Munitions Operations

1. Procedures in the Event of an Electrical Storm

The following guidelines apply when an electrical storm is in the vicinity of munitions operations. An electrical storm is considered “in the vicinity” if personal observation or official weather reports locate lightning flashes within 5 nautical miles (5.75 miles).

- Stop all munitions operations that are outdoors or at an indoor location that has no LPS.
- Continuation of munitions operations within an LPS protected facility is not prohibited, but supervisors/leads must assess the need and urgency to continue. There are no guarantees that LPS protection will provide the same degree of safety as a lightning-free environment.
- Whenever possible, obtain accurate assessments concerning duration of electrical storm prior to continuing munitions operations.
- Responsible persons should be empowered to order evacuation when considered necessary in the following circumstances:
 - Open storage and operating areas without LPS that contain munitions.
 - Facilities containing exposed explosives or unpackaged electrically initiated munitions (even if equipped with LPS).
 - Parked, munitions loaded vehicles not protected by LPS.
- Munitions loaded vehicles supporting range training events should be removed at least 300 feet from event personnel and equipment.

2. Emergency Withdrawal Distances

Use the following guidance when munitions are involved in an accident, fire, or any occurrence, natural or man-made, which otherwise may cause personnel injury/death or equipment damage.

- Competent authority on scene determines who are essential emergency personnel.
- When munitions are involved in a fire, non-essential personnel will evacuate upwind to the following minimum withdrawal distances for the hazard/class division of explosives listed below:
 - 1.4 300 feet
 - 1.3 600 feet
 - 1.2 2,500 feet
 - 1.1 4,000 feet

- When munitions are not involved in a fire, such as dropped or partially-armed munitions, clear the area initially to a distance of 300 feet. After evaluation of the emergency, competent authority may adjust the withdrawal distance for non-essential personnel.

3. Operations in Storage Facilities

Fire or excessive heat is one of the greatest threats to munitions. In the event of a fire or explosion in a munitions storage facility or issue point, take the following actions:

- Notify installation fire department and emergency response personnel in accordance with installation procedures.
- Evacuate non-essential personnel to a designated assembly point.
- Designate a knowledgeable person to meet responding emergency personnel and brief hazards involved.
- Provide traffic control to prevent inadvertent access.
- Do not fight fires if hazard/class division 1.1, 1.2, 1.3 explosives are involved.
- If the munitions are not directly involved, attempt to prevent fire from spreading.

6.0 DEFINITIONS AND ACRONYMS

Albuquerque Munitions Storage Area: Bulk storage area for OST munitions stockpile.

Ammunition: See Small Arms Ammunition

Compatibility Group: The compatibility group for munitions which can be stored and/or transported together without significantly increasing the probability of accident or, for a given quantity, the magnitude of the effects of such an accident.

Competent Authority: Any responsible individual by virtue of their position (director, deputy, manager, chief, safety personnel, etc.) who have authority in their functional area for decision making. This applies also to DOE, DOD, installation, and local policies, directives and regulations.

Explosives: For the purposes of this manual, and unless otherwise indicated, are divided into four divisions as follows:

- Division 1.1 consists of explosives that have a mass explosion hazard.
- Division 1.2 consists of explosives that have a projection hazard but not a mass explosion hazard.
- Division 1.3 consists of explosives that have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosive hazard.
- Division 1.4 consists of explosives that present a minor explosion hazard. The explosive effects are largely confined to the package and no projection of fragments of appreciable size or range is expected.

Flammable: A material which has the characteristic of being easily ignited and burning readily.

In Use: Explosives/ammunition that are carried for operational purposes by OST teams, are in use, not being transported, and are not subject to HMR. Once OST personnel establish a controlled boundary or operate in one already established by the host site, explosives are issued and then considered in use. Per the [memorandum](#), dated 6/28/06, from Dr. James Shuler, subject, *Interpretation of Department of Energy – DOE O 460.1*, these areas are restricted to public access and not in commerce therefore not subject to HMR.

Munitions: For the purpose of this manual, all ammunition products and components used by OST both military and commercially procured. The term includes: small arms ammunition, explosives, pyrotechnics used by OST personnel, including chemical and riot control agents, grenades, smokes, signals, illuminants, charges, fuses and firing devices.

Federal Munitions Custodian: Other than a munitions specialist, delegated responsibility of a Command's assigned munitions.

Munitions Issue Point: An area designated for the temporary storage, staging, and issue of munitions during an OST training event.

Munitions Specialist: A contractor trained in the accountability, handling, storage, transportation, and inspection of munitions.

Munitions Storage Area: Any building or structure used for the storage of munitions which is authorized or licensed in accordance with DOE M 440.1-1A.

Net Explosive Weight: The total quantity, expressed in pounds, of explosives material or pyrotechnics in each item or round.

Pyrotechnics: Mixtures of finely divided fuels and oxidizer powders; may include various organic binders and color intensifiers. Examples of these include simulators, flash bangs, flares, airburst cartridges, and smoke grenades.

Small Arms Ammunition: Ammunition for small arms. Munitions designed to be thrust from a gun barrel by expanding gases resulting from burning propellant; for example, all ammunition up to and including 50 caliber.

ADA	Assistant Deputy Administrator
AED	Automated External Defibrillators
AIMS	Automated Inventory Management System
AO	Agent Operations; CC--Central Command; WC--Western Command; EC--Eastern Command
AP	Armor Piercing
APO	Accountable Property Officer
ASP	Ammunitions Storage Point
CD	Command Director
CFR	Code of Federal Regulations
CMC	Contractor Munitions Coordinator
CMS/C	Contractor Munitions Specialist/Custodian
DCO	Deputy Chief of Operations
DODIC	Department of Defense Identification Code
DOE	Department of Energy
DOT	Department of Transportation
ESHB	Environment, Safety and Health Branch
ESS	Engagement Simulation Systems
FA	Federal Agent
FMCSR	Federal Motor Carrier Safety Regulations
FSO	Facility Security Officer
HMR	Hazardous Materials Regulations
IAW	In accordance with
IHC	Interim Hazard Classification
JTX	Joint Testing Exercise
LPS	Lightning Protection System
MIP	Munitions Issue Point

MSA	Munitions Storage Area
NEW	Net Explosive Weight
NSN	National Stock Number
OMO	Office of Mission Operations
ORT	Operational Readiness Training
OST	Office of Secure Transportation
OTL	Office of Training and Logistics
PMO	Property Management Officer
PMS	Property Management Staff
SC	Squad Commander
SF	Standard Form
SOP	Standard Operating Procedure
SPC	Single point-of-contact
SPB	Special Projects Branch
SRF	Special Response Force
TEB	Technical Evaluation Branch
TECC	Transportation Emergency Control Center
TRALOC	Training and Logistics Command
UXO	Unidentified Explosive Ordinance
UN	United Nations

The documents below may be found on the OST-Web using the path indicated.

Document Name	OST-Web Path
OST Policy 5.11, <i>Hazardous Material Shipments</i>	InfoCenter/Policy
OST SOP T7, <i>Property Management</i>	OTL/LPMP/SOP
OST F 4421.05, <i>Munitions Forecast</i>	InfoCenter/Forms/Other Forms
OST F 4421.06, <i>Munitions Transfer Record</i>	InfoCenter/Forms/Other Forms
OST F 4421.07, <i>Daily Munitions Inventory Record</i>	InfoCenter/Forms/Other Forms
OST F 4421.08, <i>Munitions Issue Request</i>	InfoCenter/Forms/Other Forms
OST F 4421.09, <i>Individual Munitions Expenditure Record</i>	InfoCenter/Forms/Other Forms
OST F 4421.10, <i>Consolidated Munitions Expenditure Record</i>	InfoCenter/Forms/Other Forms
OST F 4421.11, <i>Munitions Straight Bill of Lading</i>	InfoCenter/Forms/Other Forms
OST F 4421.12, <i>Munitions Data Card</i>	InfoCenter/Forms/Other Forms
OST F 5832.7, <i>Equipment Issue/Receipt</i>	InfoCenter/Forms/Property Management
SF 122, <i>Transfer Order of Excess Personal Property</i>	InfoCenter/Forms/Property Management
OST F 4421.04, <i>Report of Survey</i>	InfoCenter/Forms/Property Management
OST F 3410.01 Chg 1, <i>Logistical Support Request</i>	InfoCenter/Forms/Other Forms
memorandum	InfoCenter/Documents & Manuals/Safety Memorandums ...