

Logistics

**Worldwide
Ammunition
Logistics/Explosives
Safety Review and
Technical
Assistance
Program**

Headquarters
Department of the Army
Washington, DC
27 November 2012

UNCLASSIFIED

SUMMARY of CHANGE

AR 700-13

Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program

This major revision, dated 27 November 2012--

- o Changes title from Worldwide Ammunition Review and Technical Assistance Program to Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program (cover).
- o Adds Army safety responsibilities (para 2-3).
- o Adds the authority for the review program to include explosives safety review (para 2-4).
- o Adds an internal control evaluation (app B).
- o Adds explosives safety reviews as part of the logistics review program (throughout).


Logistics

Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation provides policies for accomplishing worldwide on-site reviews of ammunition facilities and operations. Also, it provides commanders of organizations with ammunition and explosives safety missions a source of technical assistance in all facets of ammunition logistics and explosives safety.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to agencies, commands, installations, units, and

activities with the mission of the receipt, storage, shipment, surveillance, maintenance, demilitarization/disposal, testing, evaluation, transportation, issue, use, or management of Class V materiel and related equipment, excluding surety materiel (toxic, chemical, radiological, and nuclear materiel). During mobilization, the proponent may modify chapters and policies contained in this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–4 (DALO–SUM), Washington, DC 20310–0500.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–4 (DALO–SUM), Washington, DC 20310–0500.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Objective • 1–5, page 1

*This regulation supersedes AR 700–13, dated 31 August 2007.

Contents—Continued

Chapter 2

Responsibilities, page 1

Deputy Chief of Staff, G-4 • 2-1, *page 1*

Commanding General, U.S. Army Materiel Command • 2-2, *page 1*

Director of Army Safety • 2-3, *page 1*

Director, U.S. Army Defense Ammunition Center • 2-4, *page 2*

Commanders, Army commands, Army service component commands, direct reporting units, National Guard Bureau, and U.S. Army Reserve Command • 2-5, *page 2*

Chapter 3

Reports and Technical Assistance, page 2

Logistics and/or explosives safety reviews • 3-1, *page 2*

Reports • 3-2, *page 3*

Technical assistance • 3-3, *page 3*

Annual digest and in-process reviews • 3-4, *page 4*

Appendixes

A. References, *page 5*

B. Internal Control Evaluation, *page 6*

Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation prescribes authority, objectives, responsibilities, and policies for conducting worldwide ammunition logistics reviews and requesting technical assistance in all matters of ammunition logistics. Ammunition logistics includes all bulk propellants, explosives, pyrotechnics, munitions, and/or missiles involving Class V materiel and related items, excluding surety materiel.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities

Responsibilities are listed in chapter 2.

1–5. Objective

The primary objective of the Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program is to improve the overall ammunition logistics and explosives safety system by—

- a.* Providing independent assessments of ammunition accountability, issue, receipt, transportation, storage, explosives safety, security, surveillance, maintenance, testing, demilitarization, range clearance, residue certification, automated identification technology (AIT), and management to evaluate the operational effectiveness of commands, activities, and other organizations who have an ammunition or explosives safety mission.
- b.* Identifying local and systemic problem areas and providing recommendations for corrective actions.
- c.* Advising Army command (ACOM), Army service component command (ASCC), and direct reporting unit (DRU) commanders and installation personnel on new or evolving developments to include AIT implementation in matters affecting the ability to accomplish missions on an accountable, secure, safe, and environmentally responsible manner.
- d.* Providing commanders a source for technical assistance.

Chapter 2 Responsibilities

2–1. Deputy Chief of Staff, G–4

The DCS, G–4 will—

- a.* Direct worldwide ammunition logistics and/or explosives safety reviews, studies, assessments, and other logistics support actions at commands, activities, and other organizations with an ammunition or explosives safety mission.
- b.* Establish and announce the Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program schedule prior to the beginning of each fiscal year (FY). The schedule will be provided to the ACOM and higher headquarters of each organization for review during the FY. Changes to the announced schedule may only be approved by the DCS, G–4 (DALO–SUM).
- c.* Monitor progress and accomplishment of the Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program.
- d.* Coordinate review report recommendations and correction of systemic problem areas to include highlighting the implementation and sustainment of AIT throughout the entire ammunition logistics system with Headquarters, Department of the Army elements and other ACOMs and/or higher headquarters.

2–2. Commanding General, U.S. Army Materiel Command

The CG, AMC will support this program by providing resources for accomplishment by the U.S. Army Defense Ammunition Center (DAC).

2–3. Director of Army Safety

The DASAF will—

- a.* Serve as the proponent for ammunition and explosives safety.
- b.* Oversee the safety aspects of the ammunition logistics and/or explosives safety reviews including development and approval of ammunition and explosives safety survey criteria and special emphasis items.

c. Review survey reports to identify ammunition and explosives safety programmatic findings and trends and implement or direct corrective actions in coordination with the DCS, G-4.

2-4. Director, U.S. Army Defense Ammunition Center

The Director, DAC will—

- a. Execute the Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program by—
 - (1) Conducting on-site reviews, studies, assessments, and other logistics support actions directed by the DCS, G-4. The DAC will communicate and coordinate directly with the DCS, G-4 in all matters relating to the review program.
 - (2) Providing technical assistance to commands, activities, installations, and other organizations with an ammunition or explosives safety mission.
 - (3) Providing review and assistance in development of plans for construction or modification of ammunition facilities for handling, storing, maintaining, demilitarizing and/or disposing, or testing of ammunition and explosives.
 - (4) Initiating systemic improvements relative to all ammunition logistics functional areas to include AIT implementation throughout the entire ammunition logistics system.
 - (5) Identifying requirements for standard design of ammunition facilities, developing design requirements, and coordinating with installations, commands, and design activities.
 - (6) Providing an annual program in-process review (IPR) to the DCS, G-4 and periodic IPRs to applicable ACOMs and/or higher headquarters.
- b. Be responsible for internal management controls conformance with Government Accounting Office standards.

2-5. Commanders, Army commands, Army service component commands, direct reporting units, National Guard Bureau, and U.S. Army Reserve Command

Commanders, ACOMs, ASCCs, DRUs, NGB, and USARC will—

- a. Upon receipt of the annual DCS, G-4 Worldwide Ammunition Logistics/Explosives Safety and Technical Assistance schedule, notify locations under their command that are scheduled for review.
- b. Assure that responses to recommendations contained in the review report are generated within the suspense date. The headquarters forwarding the memorandum and/or endorsement will include a statement that the command concurs with all responses provided.
- c. Provide required support, information, and access to review teams in support of the Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program. A local point of contact will be designated to facilitate review team support and access to ammunition-related sites.
- d. Take immediate and responsive action to implement corrective recommendations required for regulatory compliance.

Chapter 3 Reports and Technical Assistance

3-1. Logistics and/or explosives safety reviews

- a. Normally, reviews of commands, activities, and installations will be conducted at intervals not to exceed 4 years. Follow-up visits to evaluate effectiveness of corrective actions taken on specific review findings may be directed by the DCS, G-4. Exceptions to the established interval (shorter or longer) may be directed by the DCS, G-4 when circumstances warrant.
- b. ACOMs and/or higher headquarters can request reviews at installations prior to expiration of the 4-year cycle. These requests can be based on mission changes, results of the previous DAC review, or results of inspections and assessments performed by other agencies (for example, General Accounting Office, Army Audit Agency, inspector general, or Department of Defense Explosive Safety Board).
- c. In advance of each review, the Logistics Review and Technical Assistance Office, DAC will initiate direct coordination with ACOMs, ASCCs, DRUs, NGB, and USARC scheduled for review.
- d. An in-brief will be scheduled for the first day of the review to acquaint the team with the installation ammunition and/or explosives safety mission and to explain team procedures and objectives. Personnel representing the installation ammunition mission (for example, installation garrison staff; director of logistics, and/or director of public works; Joint Munitions Command (centralized ammunition management); ammunition supply point operations; supply; operations; maintenance; transportation; quality assurance specialist ammunition surveillance; safety; security range operations; facilities; and environmental) should attend the in-brief.
- e. Reviews will include, but are not limited to the following:
 - (1) Compliance with directives.
 - (2) Adequacy of directives and guidance from higher headquarters.

(3) Methods and procedures for accountability/inventory, receipt, storage, issue, surveillance, inspection, testing, maintenance, demilitarization/disposal, transportation, materiel management, and reporting.

(4) Explosives safety and physical security. (This does not abrogate the requirement for Safety Program and Physical Security Program evaluations.)

(5) Plans for construction or modification of ammunition facilities to include the implementation and sustainment of AIT hardware.

(6) Special items of directed interest identified by the DCS, G-4 or ACOMs and/or headquarters. ACOMs and/or higher headquarters may request reviews of special items of interest by notifying the DCS, G-4.

f. Documentation in support of the above review areas will be provided by the reviewed organization as requested by the review team. Required documentation, as well as other support required, will be identified by the DAC in the initial coordinating message (see para 3-1c).

g. Review methodology will include the examination of records, procedures, and plans relating to ammunition operations; the observation of operations in progress and visually examining facilities and materiel in storage; and interviews with operating personnel and personnel from organizations supporting or receiving support from the ammunition organization.

h. The team will apprise appropriate personnel of progress of the review. Observations will be discussed with installation personnel in their area of responsibility during the review. Significant or hazardous observations will be promptly brought to the attention of command personnel by the review team, and/or to the ACOMs and/or higher headquarters and the DCS, G-4, if judged appropriate.

i. The review team will request an out-briefing to discuss results of the review. Installation personnel present at the out-brief is at the discretion of the reviewed installation.

3-2. Reports

a. Within 60 days of the review, a formal report of observations and recommendations will be submitted to the reviewed organization's higher headquarters. The cover letter will be signed by the Chief, Munitions Division and the DCS, G-4. DCS, G-4 will coordinate with the DASAF in accordance with paragraph 2-3c of this regulation.

b. Within 75 days of the formal report publication, a response stating the actions taken or planned to correct and prevent recurrence of cited discrepancies will be submitted by the reviewed organization's higher headquarters, through command channels to arrive at the DAC (JMAC-AV), 1C Tree Road, Building 35, McAlester, OK 74501-9053. An information copy of the response will be provided by the reviewed organization to the DCS, G-4 (DALO-SUM). The DAC will evaluate responses for adequacy. If the response is deemed inadequate, it will be returned to the reviewed organization's higher headquarters for resolution. A new suspense date for the response will be assigned by the DCS, G-4.

c. When resolutions are required by other than the reviewed organization or its higher headquarters, recommendations will be forwarded by the DAC to the responsible organization. Responses to these recommendations will be submitted to arrive at the DAC within 75 days.

d. A closeout report will be prepared by the DAC indicating concurrence with the responses. The closeout report will be submitted to the reviewed installation by the DCS, G-4 with an information copy to the reviewed ACOMs and/or higher headquarters. The closeout report will indicate any unacceptable responses, nonresponses, or open findings that may warrant follow-on action by the reviewed installation. The closeout report may also include commendatory comments, if appropriate.

e. Reports under the purview of this regulation are exempt from management information controls according to AR 335-15.

f. Use of electronic communication for reporting is preferred; however, final reports will also be available in hard copy.

g. Any findings or deficiencies critically impacting safety, readiness, security, cost savings, or any other life cycle functional discipline will be treated by separate timely correspondence in lieu of waiting for normal report publication.

3-3. Technical assistance

a. Technical assistance is available to organizations with an ammunition and/or explosives safety mission. To the extent possible, the requester will fund on-site technical assistance visits.

b. Commands, activities, and installations can request technical assistance in the areas identified in paragraph 3-1e or any area unique to their ammunition mission.

c. Requests for on-site assistance will be sent to the DAC (JMAC-AV), 1C Tree Road, Building 35, McAlester, OK 74501-9053 or by telephone DSN 956-8048, commercial (918) 420-8048, or by e-mail: usarmy.mcalester.jmc.list.dac-av-dl@mail.mil. Requests will include the following information:

- (1) Location involved.
- (2) Description of specific problem or operation for which assistance is requested.
- (3) An indication of funding availability to support the request for assistance.
- (4) Point of contact and telephone number.

d. The DAC will review requests and determine if the requested assistance is within the scope of its expertise. If the DAC determines the request is not within its area of expertise, the requester is advised to route the request to its higher headquarters.

e. For those requests that the DAC determines fall within its area of expertise, the DAC will provide the requester with a proposal for conducting the technical assistance visit (TAV). The proposal will include the following:

(1) Proposed time period for conducting the TAV.

(2) The DAC's understanding of the scope of the request, that is, what the requester desires.

(3) An estimated cost and a request for funding from the customer.

f. Information resulting from the TAV will be provided only to the commander and/or organization requesting assistance.

g. To assess progress made, a follow-on visit may be requested from the DAC.

(1) An information copy of the results of the follow-on visit will be furnished to the installation's higher headquarters and the DCS, G-4.

(2) A TAV and one follow-on visit may be requested in the time period between scheduled logistics reviews discussed in this regulation. For example, if an installation receives an ammunition logistics review in FY00, its next scheduled review may be expected in FY04. That installation may request one TAV and one follow-on visit in the interim. Any additional visits during the time period must be requested through the DCS, G-4.

3-4. Annual digest and in-process reviews

a. The Ammunition Logistics/Explosives Safety Review and Technical Assistance Office will analyze reports of all reviews conducted within a FY and will prepare a digest of significant observations and trends. The digest will not relate observations to a specific installation, command, or organization, since it is intended to serve as a source of systemic problem identification and resolution for all locations and commands. The digest is available to all ACOMs, ASCCs, DRUs, NGB, USARC, higher headquarters, activities, and installations as an aid to identifying potential problem areas.

b. The Ammunition Logistics/Explosives Safety Review and Technical Assistance Office will present an annual IPR to the program proponent and periodic IPRs to ACOMs and/or higher headquarters. The IPRs will include an analysis from ammunition logistics reviews conducted during the most recent FY and will include an analysis of any significant trends evident from previous review cycles. Recommendations and/or corrective action plans will be included in the IPRs to the extent possible when reporting unfavorable trends.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 11-2
Managers' Internal Control Program

AR 335-15
Management Information Control System

AR 385-10
The Army Safety Program

AR 385-63
Range Safety

AR 740-1
Storage and Supply Activity Operations

DA Pam 385-16
System Safety Management Guide

DA Pam 385-64
Ammunition and Explosives Safety Standards

DA Pam 385-65
Explosive and Chemical Site Plan Development and Submission

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

Unless otherwise indicated, DA Forms are available at APD Web site (<http://www.apd.army.mil>).

DA Form 11-2
Internal Control Evaluation Certification

DA Form 2028
Recommended Changes to Publications and Blank Forms

Appendix B Internal Control Evaluation

B-1. Function

The function of this checklist is to provide guidance for the conduct of the management of the Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program.

B-2. Purpose

The purpose of this checklist is to assist ammunition and explosives safety senior managers in evaluating the accomplishment of worldwide on-site logistics and explosives safety reviews of ammunition facilities and operations.

B-3. Instructions

Answers must be based upon the actual testing of controls (for example document analysis, direct observation, interviewing, sampling, and/or others). Answers that indicate deficiencies must be explained and the corrective action indicated in the supporting documentation. These internal controls must be evaluated at least once every 5 years and then certified on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

a. Did the DAC provide an annual IPR to the DCS, G-4 (DALO-SUM) and periodic IPRs to applicable ACOMs and/or higher headquarters?

b. Did the DAC provide technical assistance to commands, activities, installations, and other organizations having an ammunition or explosives safety mission upon request?

B-5. Supersession

Not applicable.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G-4 (DALO-SUM), 500 Army Pentagon, Washington DC 20310-0500.

Glossary

Section I Abbreviations

ACOM

Army command

AIT

automated identification technology

AMC

U.S. Army Materiel Command

ASCC

Army service component command

CG

Commanding General

DAC

U.S. Army Defense Ammunition Center

DASAF

Director of Army Safety

DCS, G-4

Deputy Chief of Staff, G-4

DRU

direct reporting unit

FY

fiscal year

IPR

in-process review

NGB

National Guard Bureau

TAV

technical assistance visit

USARC

U.S. Army Reserve Command

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 017695-000