

Product Assurance

**Quality
Assurance
Specialist
(Ammunition
Surveillance)
Program**

Headquarters
Department of the Army
Washington, DC
30 August 2012

UNCLASSIFIED

SUMMARY of CHANGE

AR 702-12

Quality Assurance Specialist (Ammunition Surveillance) Program

This major revision, dated 30 August 2012-

- o Changes the title Quality Assurance Specialist (Ammunition Surveillance) to Quality Assurance Specialist (Ammunition Surveillance) Program (cover).
- o Adds explosives safety policy and standards responsibilities for the Director of Army Safety, Office of the Chief of Staff, Army (para 1-4b).


Product Assurance

Quality Assurance Specialist (Ammunition Surveillance) 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 implements authority and responsibilities for the conduct and management of the Quality Assurance Specialist (Ammunition Surveillance) Program and the general qualifications and placement guidance for program careerists. It also correlates Headquarters, Department of the Army responsibilities in managing the Army Explosives Safety Program and related quality assurance specialist (ammunition surveillance) support.

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. It also applies to supported Joint U.S. Military Assistance Advisory Groups and DOD installations, activities, and commands that receive, store, maintain, issue, use, and dispose of

ammunition managed by the U.S. Army Materiel Command. During mobilization, policies contained in this regulation may be modified by the proponent.

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), 500 Army Pentagon, 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 Deputy Chief of Staff, G-4 (DALO-SUM), 500 Army Pentagon, Washington, DC 20310-0500.

Committee management. AR 15-1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP-ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15-1, then the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

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

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Glossary

Chapter 1

General

1-1. Purpose

This regulation provides the authority and sets forth the responsibilities to conduct and administer the Quality Assurance Specialist (Ammunition Surveillance) (QASAS) Program and the general qualifications and placement guidance for careerists in this program. It also establishes functions the QASAS performs in maintaining the Army's readiness and warfighting capabilities; therefore, exempting them from private-sector performance. This regulation directs QASAS area and off post support responsibilities.

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 special terms used in this publication are explained in the glossary.

1-4. Responsibilities

Responsibilities are listed in paragraphs 1-4 and 2-2.

- a.* Deputy Chief of Staff, G-4 (DCS, G-4) will—
 - (1) Direct and provide guidance for and oversight of the Ammunition Surveillance Program.
 - (2) Program and fund the resources needed to conduct the Ammunition Surveillance Program.
 - (3) Coordinate with Director of Safety, Office of the Chief of Staff, Army on explosives safety policy and standards to provide for QASAS coordination and explosives safety assistance to the field.
- b.* Director of Army Safety, Office of the Chief of Staff, Army will—
 - (1) Have Army staff responsibility for the Army's safety and explosives safety programs as defined in AR 385-10 and DA Pam 385-64.
 - (2) Coordinate explosives safety policy and standards with the DCS, G-4 (DALO-SUM) to provide QASAS coordination and explosives safety assistance to the field.
- c.* Commanding General, U.S. Army Materiel Command will—
 - (1) Be the functional chief of the QASAS civilian career program (CP).
 - (2) Provide QASAS support to DOD installations, activities, and commands that receive, store, maintain, issue, use, and dispose of munitions (also referred to as ammunitions and explosives (AE)).
 - (3) Will designate an individual to serve as the QASAS Program's functional chief representative.
- d.* The QASAS Program's functional chief representative will provide broad program operating policy guidance and direction and oversee career program management through semiannual in-process reviews and by serving as the Chairman, QASAS CP Management Committee.
- e.* The Director, U.S. Army Defense Ammunition Center, per the Commanding General, AMC, will manage, administer, and operate the QASAS civilian CP.
- f.* The Career Program Manager for CP-20, Ammunition Civilian Career Management office is responsible for the day-to-day overall management of the QASAS CP.

Chapter 2

Quality Assurance Specialist (Ammunition Surveillance) Program

2-1. Ammunition surveillance

- a.* Ammunition surveillance includes the following:
 - (1) Quality assurance and logistics functions related to the inspection, storage, receiving, issuing, testing, and classification of AE.
 - (2) Functions that affect explosives safety during handling, storage, transportation, maintenance, use, and disposal of military munitions.
 - (3) Core functions of inspecting and determining the reliability of the Army's military munitions stockpile, inspecting and monitoring military munitions-related operations for compliance with explosives safety requirements, and protecting the Army's warfighting assets and the public from unnecessary exposures to explosives hazards.
- b.* AR 740-1, complemented by AR 702-6, and SB 742-1, establishes the Ammunition Surveillance Program and prescribes policy, assigns duties, and outlines goals.

2-2. Program responsibilities of quality assurance specialist (ammunition surveillance) careerists

QASAS careerists will—

- a. Develop, manage, and execute the Ammunition Surveillance Program.
- b. Conduct tests and studies to assess serviceability or deterioration of military munitions.
- c. Inspect and/or monitor military munitions-related operations for regulatory compliance.
- d. Develop and/or approve procedures and apply controls so that military munitions logistical operations (for example, storage or maintenance issue) comply with explosives safety policy and procedures.
- e. Develop, analyze, and apply information about design, production, modification, disposal, and reliability of military munitions.
- f. Provide technical assistance to the Army, including matters related to military munitions management, including research, development, test and evaluation, explosives safety, and compliance with applicable federal and state regulations (for example, Environmental Protection Agency's Military Munitions Rule) and Department of Defense and Army Implementing policy and guidance.
- g. Serve as explosives safety officers (in the absence of qualified occupational safety and health managers).

2-3. Assignment and management of quality assurance specialist (ammunition surveillance) personnel

- a. The Ammunition Civilian Career Management office assigns QASAS to fill positions by directed placement and manages the recruitment, training, assignment, and promotion of QASAS personnel.
- b. Commands, to which QASAS are assigned, supervise, rate, and provide performance appraisals for assigned QASAS (see AR 702-6, AR 740-1, and SB 742-1).
- c. During deployment for contingency or wartime operations, QASAS support may be obtained through the Army command (ACOM), Army service component command (ASCC), direct reporting unit (DRU), or DCS, G-4.
- d. Senior-level QASAS who are assigned to the U.S. Army Defense Ammunition Center will—
 - (1) Inspect, review, and assess military munitions operations for effectiveness per AR 700-13.
 - (2) Identify issues affecting the Army's mission performance and provide recommendations to address them.
 - (3) Provide onsite technical assistance for military munitions malfunctions, accidents, and incident investigations.
 - (4) Assist with the development of military munitions logistics policy and procedures to conclude the effective implementation and sustainment of automatic identification technology.
 - (5) Advise on technical matters affecting stockpile reliability and explosives safety.
 - (6) Provide technical assistance to plan, develop, construct, and modify military munitions equipment and facilities.
 - (7) Assist in the implementation of explosives safety standards and assess and monitor the use of those standards during military munitions related operations such as:
 - (a) Use and/or handling.
 - (b) Storage.
 - (c) Transportation.
 - (d) Maintenance.
 - (e) Demilitarization.
 - (f) Testing.
 - (g) Training.
 - (8) QASAS personnel will be rotated through all available job assignments consistent with personnel staffing resources and mission requirements. Although adjustment of intervals and order of assignment are at the discretion of the QASAS in charge, as a rule:
 - (a) Journey persons will rotate at 6-month intervals.
 - (b) First-line supervisors will rotate at 1-year intervals.

**Chapter 3
Area Support Responsibilities to Off-Post Customers**

3-1. Area Support to off-post customers

- a. QASAS will provide military munitions surveillance support as specified in SB 742-1 to ACOMs, ASCCs, DRUs, and commanders of Installation Management Command regions publications during peacetime and mobilization. Support agreements will document specific support requirements, including funding for travel and per diem expenses of the support provider. ACOMs, ASCCs, DRUs, and Installation Management Command unit commanders may recommend revisions to QASAS functional responsibilities in table 3-1 to accommodate future Army restructuring.
- b. Technical support visits by QASAS will normally be conducted:
 - (1) At 12-month intervals, but will not normally exceed 15 months.
 - (2) Upon request of the supported installation.

- c. Military munitions support includes the following areas:
- (1) Military munitions storage.
 - (2) Military munitions transportation.
 - (3) Military munitions malfunctions-support provided by AR 75-1.
 - (4) Military munitions suspension and/or restrictions.
 - (5) Propellant stability program.
 - (6) Review of standard operating procedures and local regulations pertaining to munitions operations.
 - (7) Mobilization assistance.
 - (8) Inspection (or approval of inspection procedures) for military munitions that affect the readiness of the unit.
 - (9) Reviewed units are responsible for checking military munitions, including missile suspensions and restrictions at least weekly using the Munitions History Program, which is available at <https://mhp.redstone.army.mil>.
 - (10) Explosives safety support. Although safety directors and managers are responsible for management of their respective explosives safety management programs, QASAS personnel are available to provide technical assistance upon request in the following areas:
 - (a) Development of the Department of Defense Explosives Safety Board required explosives safety submissions (for example, explosives site plans or explosives licenses).
 - (b) Preparing explosives safety certifications of risk acceptance and identifying mitigation measures to reduce potential risk.
 - (c) Reviewing protective construction designs for military munitions operational facilities (for example, production, manufacture, testing, storage, surveillance, maintenance, demilitarization, and disposal facilities for compliance with explosives safety standards).
 - (d) Conducting safety inspections of military munitions handling, storage, use, maintenance, and disposal areas that should be conducted at least annually.
 - (e) Monitoring AE uploads and other activities that involve the transportation, storage, or conducting of other military munitions-related operations to help ensure compliance with applicable requirements; particularly for such operations for which a certificate of risk acceptance has been approved or is awaiting approval.
 - (f) Assisting garrisons and installations in the master planning process and reviewing, annually, master plans to ensure construction or major modifications are not planned within an explosives safety quantity distance arc.
 - (g) Reviewing explosives safety quantity distance compliance for existing and planned facilities, both prior to and after constructions.
 - (h) Reviewing standard operating procedures and directives for compliance with explosives safety requirements.
 - (i) Evaluating military munitions-related activities, including but not limited to:
 1. Production, storage, handling, maintenance, operating, demilitarization, and disposal.
 2. Transportation.
 3. Explosives safety training.
 - (j) Participating, when requested, in accidents, incidents, or mishaps investigations involving military munitions.
 - (k) Evaluate explosives safety submission policies and procedures to help ensure compliance during the conduct of operational and tactical military munitions related activities such as—
 1. Siting and operation of military munitions storage areas (for example, ammunition holding areas, ammunition transfer points, and basic load ammunition storage areas).
 2. Siting of uploaded tactical vehicles.
 3. The provisions of relief in place and transfer of authority for military munitions-related operations.
 4. The establishment of locations for and processing of captured AE.
 5. Retrograde, reconstitution, and reset activities in a tactical area of operation that involve military munitions.

Table 3-1
Quality assurance specialist (ammunition surveillance) technical assistance

Headquarters, Army support command is responsible for providing installation-level director of logistics support including QASAS technical assistance to units within the limits of its available resources. Units requiring QASAS technical assistance should develop and coordinate a memorandum of agreement or an intra-service support agreement with the supporting Army field support brigade (AFSB) for the required technical assistance. The memorandum of agreement or intra-service support agreement should outline the technical assistance needed and how funding for such assistance will be provided.

Responsible organization for providing support (see note 1).	State or territory (see note 2).
403rd AFSB	HI, American Samoa, Marshall Islands, Guam, Mariana Islands
404th AFSB	AK, CA, ID, NV, OR, UT, WA

Table 3-1
Quality assurance specialist (ammunition surveillance) technical assistance—Continued

406th AFSB	AL, CT, DE, FL, GA, KY, LA, ME, MD, MA, MI, MS, MO, NH, NJ, NY, NC, OH, PA, RI, SC, TN, VT, VA, WV
407th AFSB	AZ, AR, CO, IL, IN, IA, KS, MN, MT, NE, NM, ND, OK, SD, TX, WI, WY, Puerto Rico, U.S. Virgin Islands

Notes:

¹ The AFSBs listed in this table are responsible for providing QASAS support upon request to the Reserve Officers' Training Corps, the U.S. Army Reserve, and installations within their geographic area with a military munitions mission, but without an assigned QASAS.

² The Army support command's AFSBs are the primary provider for Active Component and Active Army and Reserve sites. The National Guard is the primary provider for the National Guard sites.

3-2. Communications

Communications on administering the QASAS Career Program will be sent to the Director, U.S. Army Defense Ammunition Center (SJMCA-AVO), McAlester, OK 74501-9053.

Appendix A References

Section I Required Publications

AR 385-10

The Army Safety Program (Cited in para 1-4b(1).)

AR 700-13

Worldwide Ammunition Review and Technical Assistance Program (Cited in para 2-3d(1).)

AR 702-6

Ammunition Stockpile Reliability Program (Cited in paras 2-1b, 2-3b.)

AR 740-1

Storage and Supply Activity Operations (Cited in paras 2-1b, 2-3b.)

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 10-87

Army Commands, Army Service Component Commands, and Direct Reporting Units

AR 75-1

Malfunctions Involving Ammunition and Explosives

AR 690-950

Career Management

AR 700-116

U.S. Army Ammunition Management in the Pacific Theater

DA Pam 385-64

Ammunition and Explosives Safety Standards

SB 742-1

Inspection of Supplies and Equipment Ammunition Surveillance Procedures (Available at <https://www.logsa.army.mil/>)

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

Unless otherwise indicated, DA Forms are available on the 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 QASAS Program.

B-2. Purpose

The purpose of this checklist is to assist the QASAS program manager in evaluating the accomplishment of the CP 20 program objectives.

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.* Does the career management office recruit personnel to meet authorized program levels?
- b.* Does the career management office provide adequate training personnel to meet program objectives?

B-5. Supersession

Not applicable.

B-6. Comments

Help make this a better review tool. 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

AE

ammunitions and explosives

AFSB

Army field support brigade

ASCC

Army service component command

CP

career program

DCS, G-4

Deputy Chief of Staff, G-4

DRU

direct reporting unit

QASAS

quality assurance specialist (ammunition surveillance)

Section II Terms

Quality assurance specialists (ammunition surveillance)

Quality assurance specialists (ammunition surveillance) are Department of the Army civilians, GS-1910 series (CP 20). They accomplish the Ammunition Surveillance Program functions at Department of Defense installations, activities, and commands that receive, store, issue, maintain, dispose, perform surveillance on, or test ammunition.

Section III Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 037370-000