



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

NAVMC 3500.89C
C 466
23 Jan 2020

NAVMC 3500.89C

From: Commandant of the Marine Corps
To: Distribution List

Subj: AMMUNITION TECHNICIAN/OFFICER TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A

Encl: (1) AMMO T&R Manual

1. Purpose. Per the reference, this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the ammunition occupational field.
2. Cancellation. NAVMC 3500.89B.
3. Scope. Highlights of the major changes included in this Manual are:
 - a. Chapter 1 no changes were identified.
 - b. Chapter 2 Marine Corps Task were validated and Mission Essential Tasks were added for units that report ammunition requirements in the Defense Readiness Reporting System-Marine Corps.
 - c. Chapter 3 collective events were updated to reflect current coding and descriptions.
 - d. Chapters 4 and 5 individual events were modified to reflect current coding and descriptions.
4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Policy and Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.
5. Command. This Manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.


W. F. MULLEN III
By direction

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AMMO T&R MANUAL

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AMMO T&R MANUAL

CHAPTER 1

OVERVIEW

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AMMO T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the operating forces (OPFOR) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. This comprehensive T&R program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. This T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps ground T&R program is found in reference (a).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by OPFOR units and supervised by personnel in the performance of unit mission essential task(s) (MET).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

1002. UNIT TRAINING MANAGEMENT

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. Unit training management techniques, described in reference MCO 1553.3_, MCTP 8-10A, and MCTP 8-10B provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

1004. ORGANIZATION. This Ammunition T&R Manual is comprised of 5 chapters and 3 appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core MCTs supported by the community, which are used as part of DRRS. Chapter 3 contains collective events. Chapters 4 through 5 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and abbreviations; Appendix B contains terms and definitions; Appendix C contains references.

1005. T&R EVENT CODING

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:
 - a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)

b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)

c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

Collective Training Command Element	Collective Training Regiment/Group	Collective Training Battalion/Squadron
9000-level	8000-level	7000-level
Collective Training Company	Collective Training Platoon	Collective Training Squad
6000-level	5000-level	4000-level
Collective Training Team/Section/Crew	Individual Training Skills Progression MOJT, Advanced Level Schools (Core Plus Skills)	Individual Training Entry-Level Formal School Training (Core Skills)
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.

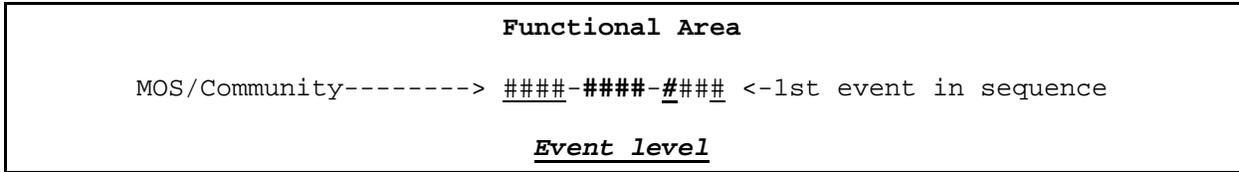


Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

<u>XXXX-XXXX-####</u> : Provide interior guard	
<u>SUPPORTED MET(S)</u> : MCT #.#.#	
<u>EVALUATION CODED</u> : YES/NO	<u>SUSTAINMENT INTERVAL</u> : 12 months
<u>DESCRIPTION</u> : Text	
<u>CONDITION</u> : Text	
<u>STANDARD</u> : Text	
<u>EVENT COMPONENTS</u> :	
1. Event component.	
2. Event component.	
3. Event component.	
<u>REFERENCES</u> :	
1. Reference	
2. Reference	
3. Reference	
<u>PREREQUISITE EVENTS</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>INTERNAL SUPPORTED</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>INTERNAL SUPPORTING</u> :	
XXXX-XXXX-####	XXXX-XXXX-####
<u>SUPPORT REQUIREMENTS</u> :	

EQUIPMENT: XXX
MISCELLANEOUS: XXX
ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-3. Example of a Collective T&R Event

XXXX-XXXX-####: Stand a sentry post
EVALUATION CODED: NO SUSTAINMENT INTERVAL: 12 months
DESCRIPTION: Text
MOS PERFORMING: ####, ####
INITIAL TRAINING SETTING: XXX
CONDITION: Text
STANDARD: Text
PERFORMANCE STEPS:
1. Event component.
2. Event component.
3. Event component.
REFERENCES:
1. Reference
2. Reference
3. Reference
PREREQUISITE EVENTS:
XXXX-XXXX-#### XXXX-XXXX-####
INTERNAL SUPPORTED:
XXXX-XXXX-#### XXXX-XXXX-####
INTERNAL SUPPORTING:
XXXX-XXXX-#### XXXX-XXXX-####
SUPPORT REQUIREMENTS:
EQUIPMENT: XXX
MISCELLANEOUS: XXX
ADMINISTRATIVE INSTRUCTIONS: XXX

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.
2. Title. The name of the event. The event title contains one action verb and one object.

3. Evaluation-Coded (E-Coded). Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.

4. Supported MET(s). List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.

5. Sustainment Interval. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.

6. Billet/MOS. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.

7. Grade. The grade field indicates the rank at which Marines are required to complete the event.

8. Description. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.

9. Condition. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the

conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished. These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. Event Components/Performance Steps. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the OPFORs. They must be sequenced to demonstrate the building block approach to training.

b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. Chained Events. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Supported Event. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. Supporting Event. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either formally, Marine on the Job Training (MOJT) within the OPFOR, or via a distance learning product (DL).

17. References. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. Distance Learning Products. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the MAGTF T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. Suitability of Simulation/Simulators/DL products. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as well as within the simulation field of the T&R event. The simulation field also identifies the type of simulation, units of measure, and any other pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

a. Training simulation capabilities offer an opportunity to build and sustain proficiency while achieving and/or maintaining certain economies. Commanders should take into consideration simulation tools as a matter of course when designing training.

b. Simulation Terms:

(1) Simulation: A model of a system animated discretely or continuously over a period of time. A simulation may be closed-loop (i.e., it executes based in initial inputs without human intervention), or it may be open-loop (i.e., human input to alter the variables in the system during execution is allowed). A simulation is an approximation of how the modeled system will behave over time. Simulations are constructed based on verified and validated mathematical models of actual systems. Simulations can be very simple or complex depending on the degree of fidelity and resolution needed to understand the behavior of a system.

(2) Simulator: A simulator is the physical apparatus employed as the interface for humans to interact with a model or observe its output. A simulator has input controls and outputs in the form of human sensory stimuli (visual, auditory, olfactory, tactile/haptic, and taste). For instance, some of the features of the vehicle cab (the seat, steering wheel, turn signals, accelerator pedal, brakes, and windshield) and projection screen. Both the vehicle cab and projection screen are the interface by which a human being interacts with the simulated environment of a driving a vehicle and observe the outputs of the mathematical models of vehicle dynamics.

(3) Model: A mathematical representation of the behavior (i.e., shows the behavior of projectiles, combat simulations, etc.) of a system at a distinct point in time.

(4) Live: Real people operates real systems to include both live people operating real platforms or systems on a training range and battle staffs from joint, component or service tactical headquarters using real world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor

control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

<u>XXXX-XXX-XXXX</u> : Call for indirect fire using the grid method (L/S)					
<u>SUPPORT REQUIREMENTS</u> :					
<u>SIMULATION EVALUATION</u> :					
<u>SIMULATED</u>	<u>SUITABILITY</u>	<u>SIMULATOR</u>	<u>UNIT OF MEASURE</u>	<u>HOURS</u>	<u>PM</u>
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal learning centers are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1007. **COMBAT READINESS PERCENTAGE (CRP)**

1. The Marine Corps ground T&R program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but

uses a "Combat Readiness Percentage" as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat readiness percentage is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. Unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called E-Coded Events. E-Coded events and unit CRP calculation are described in follow-on paragraphs. The CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew, or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. E-Coded collective events are the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. The MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has four E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: 325 (total MET CRP)/ 5 (total number of METS) = 65%

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

1. All personnel assigned to the OPFOR must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1010. NIGHT TRAINING

1. While it is understood that all personnel and units of the OPFOR are capable of performing their assigned mission in "every clime and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on the availability of equipment and personnel.

1011. RISK MANAGEMENT (RM)

1. Risk management is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a tool to aid decision making used by Marines at all levels to increase effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success. Risk management minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and activities. Furthermore, the authority to approve or accept risk assessment code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27_.

1012. IMPROVISED EXPLOSIVE TRAINING

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the OPFOR train and maintain proficiency in C-IED tactics, techniques, and procedures.

AMMO T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

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AMMO T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The MCT table lists the MCTL tasks supported by the Ground Ammunition Community. The MET table lists the standardized core MET that is being reported for units with an AMMO mission.

2001. AMMO CORE MCTS. Ground Ammunition Community supports the following MCTs:

MARINE CORPS TASK	DESCRIPTION
MCT 1.2.6	Conduct Reception, Staging, Onward Movement, and Integration (RSO&I)
MCT 4.1	Conduct Supply Operations
MCT 4.1.1.6	Conduct Supply Chain Material Management
MCT 4.1.2	Conduct Ground Supply Operations
MCT 4.1.2.1	Determine Requirements
MCT 4.1.2.3.1	Provide Munitions Supply and Storage
MCT 4.1.2.4	Conduct Distribution Operations
MCT 4.1.2.6	Conduct Disposal
MCT 4.3	Conduct Transportation Operations
MCT 4.3.2	Conduct Port & Terminal Support
MCT 4.3.6	Conduct Material Handling Operations

2002. SUPPLY BATTALION CORE MET

MARINE CORPS TASK	DESCRIPTION
MCT 4.1.2	Conduct Ground Supply Operations

2003. SUPPLY BATTALION CORE MET MATRIX

MET 4.1.2 Conduct Ground Supply Operations	
Training Standards	
Yes/No	Sup Bn trained to standard in AMMO-CSSO-6001 Operate Field Ammunition Supply Point(s) (FASP)
Yes/No	Sup Bn trained to standard in AMMO-RSSI-6001 Operate an Ammunition Supply Point(s) (ASP)

AMMO T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

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AMMO T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Ground Ammunition Community.

3001. EVENT CODING

1. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
AMMO	Ammunition

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
CSSO	Combat Service Support Operations
EXPS	Explosive Safety
PS	Physical Security
RSSI	Receipt, Storage, Segregation, and Issues

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
6000	Company
5000	Platoon
3000	Crew/Team

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
6000 Level Events			
AMMO-CSSO-6001	YES	Operate Field Ammunition Supply Point(s) (FASP)	3-3
AMMO-RSSI-6001	YES	Operate an Ammunition Supply Point(s) (ASP)	3-4
5000 Level Events			
AMMO-CSSO-5001	NO	Plan Ammunition Support Operations	3-5
AMMO-CSSO-5002	NO	Coordinate Movement of Ammunition	3-6
AMMO-CSSO-5003	NO	Conduct Ammunition Disposal Operations	3-7

3000 Level Events			
AMMO-CSSO-3001	NO	Conduct Ammunition Disposal Operations	3-8
AMMO-CSSO-3002	NO	Establish a Basic Load Ammunition Holding Area(s) (BLAHA)	3-9
AMMO-EXPS-3001	NO	Conduct Firefighting Operations	3-10
AMMO-PS-3001	NO	Execute a Physical Security Plan	3-11

3003. COLLECTIVE EVENTS

AMMO-CSSO-6001: Operate Field Ammunition Supply Point(s) (FASP)

SUPPORTED MET(S):

MCT 4.1	MCT 4.1.1.6	MCT 4.1.2
MCT 4.1.2.1	MCT 4.1.2.3.1	MCT 4.1.2.4
MCT 4.1.2.6	MCT 4.3	

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition personnel are responsible for ensuring all operations within a FASP are conducted in accordance with command approved Standard Operating Procedure (SOP)s involving the storage, handling, transportation, security, accountability, and maintenance of Class V materiel. This includes the operational employment/deployment of the company, platoon(s), or detachment(s).

CONDITION: In a field environment, given a mission, the initial requirement for a Class V ground ammunition, identified field storage sites, site approval, personnel, and equipment.

STANDARD: To provide uninterrupted MAGTF Support of Class V ground ammunition to operating forces.

EVENT COMPONENTS:

1. Establish field ammunition supply point(s).
2. Establish physical security and force protection measures.
3. Determine logistical support requirements.
4. Manage stock objectives within approved explosives limits.
5. Perform receipt, segregate, storage and issue Class V ammunition.
6. Replenish stock objectives as required.
7. Conduct disposition and retrograde operations as necessary.

REFERENCES:

1. MCO 5530.14_ MARINE CORPS PHYSICAL SECURITY PROGRAM MANUAL
2. MCO 8010.13 Class V(W) Administration and Management Program
3. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
4. MCO 8020.10_ Marine Corps Explosives Safety Management Program
5. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. NAVSEA OP 3565/NAVAIR 16-1-529 VOLUME 2 Electromagnetic Radiation Hazards to Ordnance

7. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
8. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
9. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
10. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
11. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Handbook for Ammunition, Explosives and related Hazardous Materials
12. NAVSUP P-805 Navy and Marine Corps Conventional Ammunition sentencing - Receipt, Segregation, Storage, Issue and Fleet Sentencing
13. OPNAVINST 8020.14_ Department of the Navy Explosives Safety Management Policy Manual

CHAINED EVENTS:

INTERNAL SUPPORTING EVENTS:

AMMO-CSSO-5001 AMMO-CSSO-5002 AMMO-CSSO-5003

EXTERNAL SUPPORTED EVENTS:

LOG-OPS-6001 LOG-TRAN-6001 LOG-TRAN-6002
LOG-TRAN-6003

AMMO-RSSI-6001: Operate an Ammunition Supply Point(s) (ASP)

SUPPORTED MET(S):

MCT 4.1 MCT 4.1.1.6 MCT 4.1.2
MCT 4.1.2.1 MCT 4.1.2.3.1 MCT 4.1.2.4
MCT 4.1.2.6 MCT 4.3 MCT 4.3.6

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition personnel are responsible for ensuring all operations within an Ammunition Supply Point are conducted in accordance with command approved SOPs involving the storage, handling, transportation, security, accountability, and maintenance of Class V materiel. This includes the operational employment/deployment of the company, platoon(s), or detachment(s).

CONDITION: In a garrison environment, given a mission, base facilities, requirements for Class V ground ammunition, site approval/authorization, personnel, and equipment.

STANDARD: To provide continuous, uninterrupted intermediate level supply of Class V ground ammunition to all supported units training within the respective region.

EVENT COMPONENTS:

1. Assume responsibility and management of base facilities.

2. Establish physical security and force protection measures.
3. Determine logistical support requirements.
4. Manage stock objectives within approved explosives limits.
5. Replenish stock objectives as required from wholesale activities.
6. Manage routine maintenance and daily operations of the facilities.
7. Perform receipt, segregate, storage and issue Class V (W) ammunition.
8. Conduct disposition and retrograde operations as necessary.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8010.13 Class V(W) Administration and Management Program
3. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
4. MCO 8020.10_ Marine Corps Explosives Safety Management Program
5. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. NAVSEA OP 3565/NAVAIR 16-1-529 VOLUME 2 Electromagnetic Radiation Hazards to Ordnance
7. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
8. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
9. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
10. NAVSEA SW023-AH-WHM-010 (ESTDC) Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
11. NAVSUP P-805 Navy and Marine Corps Conventional Ammunition sentencing - Receipt, Segregation, Storage, Issue and Fleet Sentencing

CHAINED EVENTS:

INTERNAL SUPPORTING EVENTS:

AMMO-CSSO-5001 AMMO-CSSO-5002 AMMO-CSSO-5003

EXTERNAL SUPPORTED EVENTS:

LOG-OPS-6001 LOG-TRAN-6001 LOG-TRAN-6002
LOG-TRAN-6003

AMMO-CSSO-5001: Plan Ammunition Support Operations

SUPPORTED MET(S):

MCT 4.1	MCT 4.1.1.6	MCT 4.1.2
MCT 4.1.2.1	MCT 4.1.2.3.1	MCT 4.1.2.4
MCT 4.1.2.6	MCT 4.3	MCT 4.3.6

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to plan current and future ammunition support operations which involve all levels within a MAGTF. This includes providing Class V(W) ammunition support procedures to operation orders, planning the release of War Reserve assets, and coordinating the overall support of the mission operational forces.

CONDITION: Given a designated mission and ammunition requirements.

STANDARD: That supports the mission(s).

EVENT COMPONENTS:

1. Conduct deliberate planning.
2. Develop an ammunition support plan.
3. Request release of Class V War Reserve Stocks, if required.
4. Coordinate initial receipt of stocks and distribute as requested.
5. Coordinate ammunition re-supply procedures with HHQ's, if applicable.
6. Develop an ammunition retrograde plan.

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
2. MCO 4400.39 War Reserve Materiel Policy
3. MCO 8010.13 Class V(W) Administration and Management Program
4. MCTP 3-40B.1 Ammunition Logistics
5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
8. NAVSEA SW023-AH-WHM-010 (ESTDC) Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)

CHAINED EVENTS:

INTERNAL SUPPORTED EVENTS: AMMO-CSSO-6001

INTERNAL SUPPORTING EVENTS:

AMMO-CSSO-3001 AMMO-CSSO-3002 AMMO-EXPS-3001
AMMO-PS-3001

AMMO-CSSO-5002: Coordinate Movement of Ammunition

SUPPORTED MET(S):

MCT 1.2.1.1	MCT 1.2.6	MCT 4.1
MCT 4.1.1.6	MCT 4.1.2	MCT 4.1.2.1
MCT 4.1.2.3.1	MCT 4.1.2.4	MCT 4.1.2.6
MCT 4.3	MCT 4.3.6	

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition personnel are involved in the many phases of movement of ammunition at various levels. Primary modes of transportation (ship or air) and secondary modes (truck or rail) are used when planning and executing ammunition distribution.

CONDITION: Given a designated mission, an automated information system, logistical support, and ammunition requirements.

STANDARD: To ensure ammunition is provided to support operating forces.

EVENT COMPONENTS:

1. Coordinate offload of Class V (W) materiel.
2. Determine lift and movement requirements.
3. Conduct RSO&I activities.
4. Complete administrative requirements.

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
2. JMTCA Joint Munitions Transportation Coordinating Activity
3. JOPES Joint Operations Planning and Execution System Users Manual

CHAINED EVENTS:

INTERNAL SUPPORTED EVENTS: AMMO-CSSO-6001

INTERNAL SUPPORTING EVENTS:

AMMO-CSSO-3001 AMMO-CSSO-3002 AMMO-EXPS-3001
AMMO-PS-3001

AMMO-CSSO-5003: Conduct Ammunition Disposal Operations

SUPPORTED MET(S):

MCT 1.2.1.1	MCT 1.2.6	MCT 4.1
MCT 4.1.1.6	MCT 4.1.2	MCT 4.1.2.1
MCT 4.1.2.3.1	MCT 4.1.2.4	MCT 4.1.2.6
MCT 4.3	MCT 4.3.6	

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are involved in the many phases of movement of ammunition for contingency purposes at various levels. Primary modes of transportation (ship or air) and secondary modes (truck or rail) are used when planning and executing ammunition distribution.

CONDITION: Given a designated mission, an automated information system, logistical support, and ammunition requirements.

STANDARD: To ensure ammunition is provided to support operating forces.

EVENT COMPONENTS:

1. Coordinate offload of Class V (W) materiel.

2. Determine lift and movement requirements.
3. Conduct RSO&I activities.
4. Complete administrative requirements.

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
2. JMTCA Joint Munitions Transportation Coordinating Activity
3. JOPES Joint Operations Planning and Execution System Users Manual

CHAINED EVENTS:

INTERNAL SUPPORTED EVENTS: AMMO-CSSO-6001

INTERNAL SUPPORTING EVENTS:

AMMO-CSSO-3001 AMMO-CSSO-3002 AMMO-EXPS-3001
AMMO-PS-3001

AMMO-CSSO-3001: Conduct Ammunition Disposal Operations

SUPPORTED MET(S):

MCT 4.1	MCT 4.1.1.6	MCT 4.1.2
MCT 4.1.2.1	MCT 4.1.2.3.1	MCT 4.1.2.4
MCT 4.1.2.6	MCT 4.3	MCT 4.3.6

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians perform the destruction of unserviceable ammunition when required. A general plan will be established to ensure this process is completed in a safe manner. Site selection, authorization, and removal of hazards to personnel and facilities will be accomplished during the execution of unserviceable ammunition disposal.

CONDITION: Given ammunition designated for disposal, an automated information system, equipment, supplies, and the requirement to dispose of those stocks.

STANDARD: To safely dispose of all identified assets via disposal method(s).

EVENT COMPONENTS:

1. Prepare SOP or Letter of Instruction (LOI).
2. Determine the types and quantities of munitions that will require destruction to include donor material.
3. Request approval authority from the Designated Disposition Authority if required.
4. Identify the method of destruction for the item.
5. Determine the appropriate site for the destruction event.
6. Determine appropriate safe withdrawal distance.
7. Prepare the sites for the destruction event.
8. Conduct the Operation.
9. Coordinate sanitation of the disposal site.
10. Coordinate disposal of any residue or retrograde materiel.

11. Complete administrative requirements.

REFERENCES:

1. FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
2. MCO 8020.10_ Marine Corps Explosives Safety Management Program
3. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. NAVSEA SW023-AH-WHM-010 (ESTDC) Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
6. NAVSEA SW060-AA-MMA-010 Volume 1 Technical Manual Demolition Materials
7. NAVSEA SW060-AA-MMA-020 Volume 2 Technical Manual Demolition Materials

CHAINED EVENTS:

INTERNAL SUPPORTED EVENTS: AMMO-CSSO-5001

INTERNAL SUPPORTING EVENTS:

2311-ADMN-1002	2311-CSSO-2501	2311-EXPS-1001
2311-EXPS-2501	2340-ADMN-2001	2340-ADMN-2002

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>QUANTITY</u>
G950 Grenade, Hand Red Smoke M18	2 per Team
L306 Signal, Illumination Ground Red Star Cluster M158	2 per Team
M130 Cap, Blasting Electric M6	40 per Team
M131 Cap, Blasting Non-Electric M7	40 per Team
M456 Cord, Detonating PETN Type I Class E	500 per Team
M670 Fuse, Blasting Time M700	1000 per Team
M757 Charge, Assembly Demolition M183 Comp C-4	20 per Team
MN08 Igniter, Time Blasting Fuse with Shock Tube Capability M81	40 per Team

RANGE/TRAINING AREA:

Facility Code 17430 Impact Area Dudded
Facility Code 17830 Light Demolition Range

AMMO-CSSO-3002: Establish a Basic Load Ammunition Holding Area(s) (BLAHA)

SUPPORTED MET(S):

MCT 4.1	MCT 4.1.1.6	MCT 4.1.2
MCT 4.1.2.1	MCT 4.1.2.3.1	MCT 4.1.2.4
MCT 4.1.2.6	MCT 4.3	MCT 4.3.6

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition personnel are responsible for ensuring all operations within an established BLAHA are conducted in accordance with approved guidance involving the storage, handling, security, accountability, and maintenance of Class V. This includes the physical management, issue, and return, repackaging and shipping of Class V.

CONDITION: Given a designated mission, automated information system, logistical support, and ammunition requirements.

STANDARD: To safely receive, store, and issue Class V ammunition.

EVENT COMPONENTS:

1. Select appropriate location.
2. Develop a storage plan based upon the mission, terrain, packaging, hazard class/division, and Net Explosive Weight (NEW).
3. Coordinate security requirements.
4. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8010.13 Class V(W) Administration and Management Program
3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
4. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
8. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
9. NAVSEA SW023-AH-WHM-010 (ESTDC) Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
10. NAVSUP P-805 Navy and Marine Corps Conventional Ammunition sentencing - Receipt, Segregation, Storage, Issue and Fleet Sentencing
11. OPNAVINST 8020.14_ Department of the Navy Explosives Safety Management Policy Manual

CHAINED EVENTS:

INTERNAL SUPPORTED EVENTS: AMMO-CSSO-5001

INTERNAL SUPPORTING EVENTS:

2311-ADMN-1002	2311-CSSO-2501	2311-EXPS-1001
2311-EXPS-2501	2340-ADMN-2001	2340-ADMN-2002

MCT 4.1.2.1
MCT 4.3

MCT 4.1.2.4
MCT 4.3.6

MCT 4.1.2.6

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition personnel are required to ensure physical security requirements for the storage and transportation of conventional Ammunition and Explosives are maintained.

CONDITION: Given ammunition, personnel, and equipment.

STANDARD: To prevent theft, tampering, or damage to ammunition.

EVENT COMPONENTS:

1. Determine security requirements.
2. Evaluate the conditions.
3. Develop SOP.
4. Coordinate ammunition security plan with external security organizations.
5. Implement and enforce required security measures.
6. Conduct drills, inspections, and evaluations of the security plan.
7. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8020.10_ Marine Corps Explosives Safety Management Program
3. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

CHAINED EVENTS:

INTERNAL SUPPORTED EVENTS: AMMO-CSSO-5001

INTERNAL SUPPORTING EVENTS:

2311-ADMN-1002	2311-CSSO-2501	2311-EXPS-1001
2311-EXPS-2501	2340-ADMN-2001	2340-ADMN-2002

AMMO T&R MANUAL

CHAPTER 4

MOS 2311 INDIVIDUAL EVENTS

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AMMO T&R MANUAL

CHAPTER 4

MOS 2311 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Ground Ammunition Community. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING

1. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
2311	Ammunition Technician

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administrative Functions
CSSO	Combat Service Support Operations
EXPS	Explosives Safety
RSSI	Receipt, Storage, Segregate, and Issue

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

4002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
1000 Level Events		
2311-ADMN-1001	Prepare Ammunition Reports	4-3
2311-ADMN-1002	Requisition Ammunition	4-4
2311-CSSO-1001	Prepare Disposal Operations	4-4
2311-CSSO-1002	Conduct a Field Return	4-5
2311-CSSO-1003	Operate a Basic Load Ammunition Holding Area (BLAHA)	4-6
2311-EXPS-1001	Prevent Fires in an Ammunition Storage Area	4-7
2311-RSSI-1001	Store Ammunition	4-8

2311-RSSI-1002	Certify Ammunition Laden Vehicles	4-9
2311-RSSI-1003	Issue ammunition	4-10
2311-RSSI-1004	Receipt for ammunition	4-10
2000 Level Events		
2311-ADMN-2001	Compute Ammunition Combat Requirements	4-11
2311-ADMN-2002	Supervise Ammunition Operations	4-12
2311-CSSO-2001	Prepare Ammunition for Shipment	4-13

4003. INDIVIDUAL EVENTS

2311-ADMN-1001: Prepare Ammunition Reports

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition technicians are required to prepare multiple reports in the performance of their duties. The reports directly relate to multiple event requirements within the AMMO T&R Manual; however, are critical enough to be identified within a stand-alone event requirement. The Ground Ammunition Community has been diversely affected by improper reporting of the following reports: malfunction reports, defect report, MLSR report, transportation discrepancy report, expenditure report, and the contingency munitions report. It is imperative that OPFOR personnel ensure that their technicians are aware of the requirements for review and validation of all ammunition reports.

MOS PERFORMING: 2311

BILLETS: Ammunition Technician

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, an automated information system, ammunition records and data.

STANDARD: To ensure all required data is documented in the appropriate format, and submitted within prescribed timelines.

PERFORMANCE STEPS:

1. Determine type of report.
2. Compile data.
3. Submit report.

REFERENCES:

1. MCO 4400.150 Consumer-Level Supply Policy
2. MCO 5530.14 Marine Corps Physical Security Program Manual
3. MCO 8010.13 Class V(W) Administration and Management Program
4. MCO 8020.10_ Marine Corps Explosives Safety Management Program
5. MCO 8025.1_ Class V (W) Malfunction and Defect Reporting
6. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual

2311-ADMN-1002: Requisition Ammunition

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to complete a series of administrative tasks in order to verify, validate, draft, request, approve, and accept Class V requisitions in both garrison and combat. These tasks may include both manual and automated processes.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, allocation, and an automated information system.

STANDARD: To ensure uninterrupted support to the end user.

PERFORMANCE STEPS:

1. Create Delegation of Authority.
2. Develop forecast.
3. Identify logistic requirements.
4. Complete administrative requirements.

REFERENCES:

1. DOD 4000.25-1-M Military Standard Requisitioning and Issue Procedures (MILSTRIP)
 2. MCO 8000.8_ Class V (W) Total Munitions Requirement
 3. MCO 8010.13 Class V(W) Administration and Management Program
 4. MCO 8011.5_ Class V(W) Ammunition Policies, Procedures and Information
 5. MCO 8020.10_ Marine Corps Explosives Safety Management Program
-

2311-CSSO-1001: Prepare Disposal Operations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians perform the destruction of unserviceable ammunition when required. A general plan will be established to ensure this process is completed in a safe manner. Site selection, authorization, and removal of hazards to personnel and facilities will be accomplished during the execution of unserviceable ammunition disposal.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, ammunition, demolition materiel, disposal tools, shot plan, and a safe disposal area.

STANDARD: To ensure proper disposal of ammunition.

PERFORMANCE STEPS:

1. Perform disposal operations.
2. Verify disposal.
3. Complete administrative requirements.

REFERENCES:

1. FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
 2. MCO 8010.13 Class V(W) Administration and Management Program
 3. MCO 8011.5_ Class V(W) Ammunition Policies, Procedures and Information
 4. MCO 8020.10_ Marine Corps Explosives Safety Management Program
 5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 7. NAVSEA SWO60-AA-MMA-010 Demolition Materials
 8. NAVSEA SWO60-AA-MMA-020, VOL 2 Demolition Materials Obsolete and Unserviceable
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2311-CSSO-1002: Conduct a Field Return

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to properly prepare ammunition received from Marines in the field/completion of an operation and return the ammunition to an authorized storage area.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unexpended ammunition, equipment, and packing materiel.

STANDARD: To return ammunition to an authorized storage area while maintaining safety and security requirements.

PERFORMANCE STEPS:

1. Segregate ammunition.
2. Inventory ammunition.
3. Sentence ammunition.

4. Package ammunition.
5. Develop load plan.
6. Inspect vehicle(s).
7. Load and secure ammunition to the conveyance.
8. Transport ammunition.
9. Complete administrative requirements.

REFERENCES:

1. FRIG Field Return Inspection Guide
2. MCO 8010.13 Class V(W) Administration and Management Program
3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
4. MCO 8023.3A Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
8. NAVSEA SW060-AA-MMA-010 Volume 1 Technical Manual Demolition Materials
9. NAVSEA SW060-AA-MMA-020 Volume 2 Technical Manual Demolition Materials
10. NAVSUP P-805 Navy and Marine Corps Conventional Ammunition sentencing - Receipt, Segregation, Storage, Issue and Fleet Sentencing

2311-CSSO-1003: Operate a Basic Load Ammunition Holding Area (BLAHA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are responsible for establishing a BLAHA in accordance with approved guidance involving the storage, handling, security, accountability, and maintenance of Class V. This includes the physical management, issue, and return, repackaging and shipping of Class V.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a designated mission, automated information system, logistical support, ammunition requirements, and an authorized storage location.

STANDARD: To safely receive, store, and issue Class V ammunition.

PERFORMANCE STEPS:

1. Develop a storage plan based upon the mission, terrain, packaging, hazard class/division, and Net Explosive Weight.
2. Coordinate security requirements.
3. Complete administrative requirements.

REFERENCES :

1. MCO 5530.14 Marine Corps Physical Security Program Manual
 2. MCO 8010.13 Class V(W) Administration and Management Program
 3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
 4. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 7. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 8. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
 9. OPNAVINST 8020.14_ Department of the Navy Explosives Safety Management Policy Manual
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2311-EXPS-1001: Prevent Fires in an Ammunition Storage Area

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

DESCRIPTION: Locations/facilities involved in the storage, issue/receipt, transport, maintenance, and handling of munitions will ensure fire safety and fire protection equipment is maintained. Regularly scheduled inspections will be scheduled to confirm compliance.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate fire bills, ammunition, an ammunition storage area, fire-fighting equipment, and appropriate communication assets.

STANDARD: To ensure safety of ammunition and accountability of personnel, equipment, and facilities.

PERFORMANCE STEPS:

1. Maintain housekeeping.
2. Maintain vegetation control.
3. Identify specific hazards.
4. Maintain firefighting equipment.
5. Extinguish fires, if applicable.

REFERENCES :

1. MCO 8020.10_ Marine Corps Explosives Safety Management Program

2. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 3. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 4. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
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2311-RSSI-1001: Store Ammunition

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to understand the processes, procedures, and requirements to safely store ammunition, whether located at permanent storage facilities, temporary field storage, or additional locations such as amphibious ships. locations such as amphibious ships.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition requirement, an authorized storage area, administrative support, appropriate logistical support, and an automated information system.

STANDARD: To maintain accountability, safety, and security.

PERFORMANCE STEPS:

1. Identify storage compatibility.
2. Inspect ammunition containers.
3. Identify ammunition.
4. Inventory ammunition.
5. Unitize ammunition items.
6. Determine storage location.
7. Stack ammunition.
8. Generate manual stock records.
9. Process documentation via automated system.
10. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8010.13 Class V(W) Administration and Management Program
3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
4. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training

6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 7. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 8. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
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2311-RSSI-1002: Certify Ammunition Laden Vehicles

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition laden vehicle certifying personnel are required to know the up-to-date requirements in compatibility, placarding, blocking and bracing for ISO intermodal containers, non-tactical and tactical vehicles, techniques, procedures and forms for inspection of motor vehicles on and off station.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given requirement for ammunition transportation, appropriate logistical equipment, and administrative supplies.

STANDARD: To ensure vehicles are safe for the transportation of ammunition, loaded correctly, and all required documentation completed.

PERFORMANCE STEPS:

1. Validate driver certifications.
2. Verify safety requirements.
3. Verify security requirements.
4. Verify load plan.
5. Verify ammunition placards.
6. Certify completed documents.

REFERENCES:

1. CFR 49 PARTS 100-185 Code of Federal Regulations - Transportation
2. MCO 5530.14_ Marine Corps Physical Security Program Manual
3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
4. MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments
5. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
6. MIL-STD-1320_ Department of Defense Standard Practice - For Designing Unit Loads, Truckloads, Railcar Loads, and Intermodal Loads for Ammunition and Explosives
7. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
8. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials

9. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 10. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
 11. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
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2311-RSSI-1003: Issue ammunition

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are tasked to pick, pull, and pack Class V ammunition items to meet war-fighter requisition needs. The issue process is executed in both garrison and combat with either hand-written documentation or automated systems.

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable documentation, ammunition, and an automated information system.

STANDARD: To ensure custody, transfer, and receipt of ammunition.

PERFORMANCE STEPS:

1. Process ammunition requisition.
2. Verify administrative documentation.
3. Verify all attributes on items/container.
4. Conduct joint inventory.
5. Complete administrative requirements.

REFERENCES:

1. MCO 4400.150 Consumer-Level Supply Policy
 2. MCO 8010.13 Class V(W) Administration and Management Program
 3. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
 4. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 5. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
 6. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
 7. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
 8. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide
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2311-RSSI-1004: Receipt for ammunition

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: TBD

MOS PERFORMING: 2311

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, an automated information system, ammunition records and data.

STANDARD: To ensure custody, transfer, and receipt of ammunition.

PERFORMANCE STEPS:

1. Identify requirements by DODIC and Quantity.
2. Verify all attributes on items/container.
3. Conduct joint inventory.
4. Segregate ammunition.
5. Sentence ammunition.
6. Complete administrative requirements.

REFERENCES:

1. MCO 4400.150 Consumer-Level Supply Policy
2. MCO 4400.151 Intermediate Level Supply Management Policy Manual
3. MCO 8010.13 Class V(W) Administration and Management Program
4. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
5. MCO 8020.10_ Marine Corps Explosives Safety Management Program
6. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
7. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
8. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
9. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
10. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide

2311-ADMN-2001: Compute Ammunition Combat Requirements

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to use the ammunition combat planning factors established by Deputy Commandant Combat Development & Integration (DC CD&I) for combat and/or contingency operations, and compute individual unit anticipated contingency requirements.

MOS PERFORMING: 2311

BILLETS: Battalion Ammunition Chief, Battalion Ammunition Tech, Battery Ammunition Tech, Company Ammunition Tech, Regimental Ammunition Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Table of Organization and Equipment (TO&E) or equipment density list (EDL), Combat Planning Factors (CPF), Operations Order (OPORD), and an automated information system.

STANDARD: To determine the ammunition requirements to support range of military operations (ROMO).

PERFORMANCE STEPS:

1. Review TO&E or EDL.
 2. Determine combat load.
 3. Identify consumption rates.
 4. Determine ammunition per phase.
 5. Compile total requirements.
 6. Submit computed requirements for validation.
-

2311-ADMN-2002: Supervise Ammunition Operations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are responsible for ensuring all operations are conducted in accordance with command approved SOPs involving the issue, receipt, segregation, storage, handling, security, accountability, and maintenance of Class V materiel.

MOS PERFORMING: 2311

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a local SOP, ammunition allocation, appropriate forms, an automated information system, administrative supplies, personnel, and logistical support.

STANDARD: So that all tasks are completed as directed, without compromising storage, accountability, safety, and security requirements.

PERFORMANCE STEPS:

1. Conduct receipt of ammunition.
2. Conduct storage of ammunition.
3. Conduct segregation of ammunition.
4. Conduct issue of ammunition.
5. Verify explosives safety requirements.
6. Verify security requirements.
7. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
 2. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
 3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
 4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 6. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
 7. NAVSEA SW023-AH-WHM-010 (ESTDC) Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
 8. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
 9. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
 10. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide
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2311-CSSO-2001: Prepare Ammunition for Shipment

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Ammunition Technician will prepare ammunition for shipment via air, motor vehicle, sea and/or rail, Technical transportation of hazardous materiel.

MOS PERFORMING: 2311

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition requirement, ammunition, appropriate logistical items, and safety equipment.

STANDARD: Ensuring ammunition is correctly prepared for respective transportation mode IAW CFR 49.

PERFORMANCE STEPS:

1. Package/repackage ammunition.

2. Block pallet, as applicable.
3. Load pallet, as applicable.
4. Brace pallet, as applicable.
5. Tarp pallet, as applicable.
6. Secure pallet.
7. Certify completed forms.

REFERENCES :

1. CFR 49 Parts 100-185 Code of Federal Regulations - Transportation
2. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
3. MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments
4. MIL-STD-129_ Department of Defense Standard Practice - Military Marking for Shipment and Storage
5. MIL-STD-1320_ Department of Defense Standard Practice - For Designing Unit Loads, Truckloads, Railcar Loads, and Intermodal Loads for Ammunition and Explosives
6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
7. NAVSEA SW020-AF-ABK0 Motor Vehicle Driver Handbook for Ammunition, Explosives, and Hazardous Material (NAVSEA SW020-AF-ABK-010)
8. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
9. ORDAMMO-813-3.7 Packaging Digest for Marine Corps Class V(W) Material

MISCELLANEOUS :

SPECIAL PERSONNEL CERTS: Technical Transportation of Hazardous Material.

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4005. 2500 LEVEL INDIVIDUAL EVENTS

2311-ADMN-2501: Execute Movement of Ammunition

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are involved in the many phases of movement of ammunition for contingency purposes at various levels. Primary modes of transportation (ship or air) and secondary modes (truck or rail) are used when planning and executing ammunition distribution.

MOS PERFORMING: 2311

BILLETS: Battalion Ammunition Chief, MARFOR Ammunition Chief, MEF Ammunition Chief, MEU Ammunition Chief, Major Subordinate Command Ammunition Chief, Regimental Ammunition Chief

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a designated mission, logistical support, and an automated information system.

STANDARD: To ensure proper geographic positioning of ammunition for operating forces.

PERFORMANCE STEPS:

1. Review ammunition requirements.
2. Compute Ammunition Combat Requirements if applicable.
3. Coordinate logistical support.
4. Track the movement of ammunition.
5. Complete administrative requirements.

REFERENCES:

1. MCO 8000.7_ Marine Corps Munitions Requirements Process (MCMRP)
2. MCO 8010.13 Class V(W) Administration and Management Program
3. WRMSF MARSO War Reserve Material Stocks Forceheld Marine Ammunition Requirements Support Order

2311-CSSO-2501: Manage a Field Ammunition Supply Point (FASP)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are responsible for ensuring all operations within a Field Ammunition Supply Point are managed in accordance with command approved SOPs involving the storage, handling, transportation, security, accountability, and maintenance of Class V materiel.

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission, the initial requirement for a Class V Ammunition, identified field storage sites, site approval, personnel, automated information system, and equipment.

STANDARD: To provide uninterrupted MAGTF Support of Class V ammunition to operating forces.

PERFORMANCE STEPS:

1. Create a field ammunition supply point site plan.
2. Manage logistical support requirements.
3. Manage physical security and force protection measures.
4. Manage stock objectives.
5. Manage Physical Inventory Control Program.
6. Replenish stock objectives.
7. Manage receipt, segregate, storage and issue Class V ammunition.
8. Manage disposition and retrograde operations as necessary.
9. Manage disposal operations.
10. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8010.13 Class V(W) Administration and Management Program
3. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
4. MCO 8020.10_ Marine Corps Explosives Safety Management Program
5. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. NAVSEA OP 3565/NAVAIR 16-1-529 VOLUME 2 Electromagnetic Radiation Hazards to Ordnance
7. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
8. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
9. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
10. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
11. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
12. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
13. OPNAVINST 8020.14_ Department of the Navy Explosives Safety Management Policy Manual

2311-EXPS-2501: Identify Types of Explosives Facilities

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to be able to identify different types of explosive facilities based their construction features and location and implement important safety considerations when planning to store ammunition and explosives.

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition requirement and an automated information system.

STANDARD: To ensure safe storage of ammunition and explosives.

PERFORMANCE STEPS:

1. Identify hazard class and division of ammunition and explosives.
2. Identify ongoing ammunition and explosives operations.
3. Identify the different explosives facilities.
4. Identify non DOD ammunition storage requirements, if applicable.
5. Submit non DOD ammunition storage requests, if applicable.
6. Determine ammunition storage compatibility requirements.
7. Select appropriate explosives facilities.
8. Complete administrative requirements.

REFERENCES:

1. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
 2. MCO 8020.10_ Marine Corps Explosives Safety Management Program
 3. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
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2311-EXPS-2502: Manage Qualification and Certification Program Board

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to manage the participation of personnel in the Qualification/Certification program for ammunition and explosives due to the potential catastrophic consequences associated with explosive mishaps, which could result from the improper handling, loading, processing, and testing of ordnance items/explosive devices.

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition requirement and an automated information system.

STANDARD: To ensure personnel are trained in the safe storage and handling of ammunition and explosives.

PERFORMANCE STEPS:

1. Identify types of qualifications and certifications needed.
2. Create qualification and certification training curriculum.
3. Conduct qualification and certification training.
4. Verify training requirements meet required certifications.
5. Verify qualification and certification records are completed.
6. Verify personnel meet minimum certification requirements.
7. Recommend certification to board and board chair.
8. Complete administrative requirements.

REFERENCES:

1. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
2. MCO 8020.10_ Marine Corps Explosives Safety Management Program
3. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
4. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
5. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
6. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials

2311-EXPS-2503: Develop Hazard of Electromagnetic Radiation to Ordnance (HERO) Bill

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to develop a HERO EMCON bill which is a set of procedures prescribed, through advance planning, the easiest and most efficient method of managing the conflict between the Electromagnetic Environment (EME) created by transmitting emitter equipment and HERO classified ordnance.

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ammunition, an automated information system, and the requirement to determine HERO susceptibility.

STANDARD: To ensure HERO Bill is established in accordance with NAVSEA OP 3565, Vol 2.

PERFORMANCE STEPS:

1. Conduct operations within the scope of the established EMCON bill.
2. Obtain HERO survey.
3. Develop an EMCON Bill based on HERO survey.
4. Ensure compliance of EMCON Bill.
5. Schedule HERO surveys, if applicable.
6. Complete administrative requirements.

REFERENCES:

1. NAVSEA OP 3565/NAVAIR 16-1-529 VOLUME 2 Electromagnetic Radiation Hazards to Ordnance
2. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
3. NAVSEAINST 8020.7_ Hazards of Electromagnetic Radiation to Ordnance Safety Program

SUPPORT REQUIREMENTS:

EQUIPMENT: HERO Survey, barrier bags, HERO labels, Technical Manual to appropriate munitions, packaging material, EMCON Bill, stenciling ink to mark packaging.

2311-EXPS-2504: Manage Explosives Safety Management Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to establish and maintain an effective program to validate explosives safety compliance of military munitions designed to minimize potential hazards of ammunition and explosives while in storage, handling, transportation, and employment.

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to store ammunition, an automated information system, personnel, facilities, and safety equipment.

STANDARD: To ensure the safe, handling and storage of ammunition and explosives in accordance with MCO 8020.10.

PERFORMANCE STEPS:

1. Develop Standard Operating Procedures (SOP) for ammunition operations.
2. Conduct hazardous control briefs.
3. Calculate Explosives Safety Quantity Distance Requirements.
4. Recommend site approvals and deviations as required.
5. Implement a fire prevention program as part of the safety program.
6. Ensure explosive safety regulations are met during ammunition operations.
7. Verify certification for material handling equipment.
8. Complete administrative requirements.

REFERENCES:

1. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
 2. MCO 5100.8_ Marine Corps Occupational Safety and Health (OSH) Policy Order
 3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
 4. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 7. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 8. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 9. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
 10. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
 11. NAVSUP P-801 TWO24-AA-ORD-010 Unserviceable Suspended and Limited Use Ammunition (NAR MANUAL)
 12. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
 13. OPNAVINST 8020.14_ Department of the Navy Explosives Safety Management Policy Manual
-

2311-EXPS-2505: Conduct Munition Risk Management Assessments (MRMA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Technicians are required to identify risk when conducting ammunition and explosives operations. Accordingly, they will know the process for munitions MRMA and inform operational risk decisions.

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given mission, ammunition requirements, location, assessment team, and an automated system.

STANDARD: To ensure that all risk associated with munitions operations that do not meet DOD explosives safety criteria have been accepted by the appropriate level commander.

PERFORMANCE STEPS:

1. Identify requirement for Munitions Risk Assessment.
2. Identify NATO Explosives Safety Criteria, if applicable.
3. Develop Assessment Scope.
4. Conduct pre-assessment planning.
5. Perform on site assessment.
6. Generate draft assessment report.
7. Generate and submit final assessment report.
8. Generate risk acceptance documentation for submission to HHQ.

REFERENCES:

1. CJCSI 4310.01_ Logistics Planning Guidance for Global Pre-Positioned Materiel Capabilities
2. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping

2311-RSSI-2501: Manage Ammunition Operations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Ammunition Technician is responsible for managing the following: accountability of receipt, storage, segregation, issue and preparation of ammunition to include management of the sentencing program, security program, and facilities.

MOS PERFORMING: 2311

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition storage area, ammunition, personnel, appropriate logistical supplies administrative supplies, and an automated information system.

STANDARD: To ensure accountability, safety of personnel and timely ammunition support.

PERFORMANCE STEPS:

1. Review policy and procedures.
2. Validate ammunition account if applicable.
3. Manage the receipt storage segregation and issue of ammunition.
4. Manage ammunition requirements.
5. Validate standard operating procedures (SOP) for ammunition operations.
6. Manage safety and security requirements.
7. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
5. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
6. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
7. NAVSEA SW023-AH-WHM-010 (ESTDC) Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)

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CHAPTER 5

MOS 2340 INDIVIDUAL EVENTS

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CHAPTER 5

MOS 2340 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to Ground Ammunition Community. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING

1. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
2340	Ammunition Officer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
ADMN	Administrative Functions

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

5002. INDEX OF INDIVIDUAL EVENTS.

Event Code	Event	Page
2000 Level Events		
2340-ADMN-2001	Direct Ammunition Operations	5-3
2340-ADMN-2002	Validate combat ammunition requirements	5-4
2340-ADMN-2003	Plan Movement of Ammunition	5-4
2340-ADMN-2004	Design a Field Ammunition Supply Point (FASP)	5-5
2340-EXPS-2001	Establish a Qualification and Certification Program	5-6
2340-EXPS-2002	Direct Explosive Safety Management Program	5-7
2340-EXPS-2003	Develop Munition Risk Management Assessments (MRMA)	5-8
2340-PLAN-2001	Develop a Non-nuclear munitions Appendix for Contingency Operations	5-9

5003. INDIVIDUAL EVENTS

2340-ADMN-2001: Direct Ammunition Operations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are tasked with managing the receipt, storage, segregation, issue, inspection and sentencing of Class V to include the preparation of material for movement via ground, air, sea, or rail.

MOS PERFORMING: 2340

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition storage area, ammunition, qualified/certified personnel, logistical supplies, administrative supplies, PPE, and access to an automated system or appropriate accountable record.

STANDARD: To ensure accountability of all ammunition and explosives, provide ammunition support by the required date of delivery, and ensure the safety of all exposed personnel.

PERFORMANCE STEPS:

1. Determine operational requirements.
2. Validate standard operating procedures (SOP) for ammunition operations.
3. Validate ammunition account.
4. Direct the receipt, segregation, storage, and issue of ammunition.
5. Complete administrative requirements.

REFERENCES:

1. MCO 5530.14_ Marine Corps Physical Security Program Manual
2. MCO 8010.13 Class V(W) Administration and Management Program
3. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
4. MCO 8020.10_ Marine Corps Explosives Safety Management Program
5. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
6. MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
7. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
8. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
9. NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
10. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
11. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
12. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
13. NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing

14. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)

2340-ADMN-2002: Validate combat ammunition requirements

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are tasked with calculating combat ammunition requirements at the tactical and operational level of logistics.

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Table of Organization and Equipment (TO&E) or equipment density list (EDL), Combat Planning Factors (CPF), Operations Order (OPORD), and an automated information system.

STANDARD: To determine the ammunition requirements to support range of military operations (ROMO).

PERFORMANCE STEPS:

1. Review TO&E or EDL.
2. Determine combat load.
3. Determine consumption rates.
4. Determine ammunition per phase.
5. Compile total requirements.
6. Submit computed requirements for validation.

REFERENCES: MCO 8000.7_ Marine Corps Munitions Requirements Process (MCMRP)

2340-ADMN-2003: Plan Movement of Ammunition

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are tasked with planning the movement of ammunition by ground, air, sea, and rail at the tactical and operational level of logistics.

MOS PERFORMING: 2340

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a designated mission, logistical support, and an automated information system.

STANDARD: To ensure proper geographic positioning of ammunition for operating forces.

PERFORMANCE STEPS:

1. Identify requirements.
2. Plan logistical support.
3. Monitor the movement of ammunition.
4. Provide required reports.

REFERENCES: DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

2340-ADMN-2004: Design a Field Ammunition Supply Point (FASP)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are tasked with designing a Field Ammunition Supply Point (FASP) in both garrison and combat. The design of a FASP includes a variety of considerations ranging from Net Explosives Weight, requirement forecasting, captured enemy ammunition, facility restrictions, demolition areas, lightning protection, and site approvals.

MOS PERFORMING: 2340

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission, the initial requirement for Class V.

STANDARD: To ensure Class V is safely stored and maintained in a field or combat environment IAW an approved site plan.

PERFORMANCE STEPS:

1. Identify an adequate field storage site.
2. Determine operational layout requirements.
3. Create a site plan package and submit for approval.
4. Determine physical security and force protection requirements.
5. Complete administrative requirements.

REFERENCES:

1. DOD 5100.76-M Department of Defense Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
2. MCO 5530.14_ Marine Corps Physical Security Program Manual
3. MCO 8010.13 Class V(W) Administration and Management Program
4. MCO 8015.3_ Marine Corps Class V(W) Physical Inventory Control Program (PICP)
5. MCO 8020.10_ Marine Corps Explosives Safety Management Program

6. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives
 7. NAVSEA OP 3565/NAVAIR 16-1-529 VOLUME 2 Electromagnetic Radiation Hazards to Ordnance
 8. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 9. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 10. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 11. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
 12. NAVSUP P-805 Navy and Marine Corps Conventional Ammunition Sentencing - Receipt, Segregation, Storage, Issue and Fleet Sentencing
 13. OPNAVINST 8020.14_ Department of the Navy Explosives Safety Management Policy Manual
 14. USMC Field Return CD U.S. Marine Corps Field-Return Ammunition Inspection Guide
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2340-EXPS-2001: Establish a Qualification and Certification Program

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are tasked to establish qualification and certification program. The establishment of a qualification/certification program includes the development of screening, training, and certification requirements to qualify ammunition technician/handler to perform explosives safety operations such as store, handle, and transport.

MOS PERFORMING: 2340

GRADES: CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ammunition requirement, personnel, and computer assets with internet access, and administrative supplies.

STANDARD: To ensure personnel are trained to safely conduct ammunition and explosive operations.

PERFORMANCE STEPS:

1. Complete Board Chair Appointment Process.
2. Identify types of qualifications and certifications needed.
3. Establish member roles and responsibilities.
4. Manage training on qualification standards.
5. Certify individual members.
6. Maintain program.
7. Complete administrative requirements.

REFERENCES: MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives

2340-EXPS-2002: Direct Explosive Safety Management Program

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are tasked to direct an explosive safety management program within their assigned command. This task may be completed in either garrison or combat at the tactical and operational level of logistics. Explosive safety management programs include standard operating procedures, inventory management, transportation, and physical security programs, as well as Receipt, Segregation, Storage, and Issue (RSSI) procedures.

MOS PERFORMING: 2340

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to store ammunition, conduct ammunition operations, personnel, facilities and safety equipment.

STANDARD: To ensure the safe, handling, and storage of ammunition and explosives in accordance with MCO 8020.10.

PERFORMANCE STEPS:

1. Approve Standard Operating Procedures (SOP) for ammunition operations.
2. Submit explosives safety site approvals and deviations as required.
3. Ensure all personnel receive safety training and participate in current safety programs.
4. Establish a qualification and certification program.
5. Develop a fire prevention program as part of the safety program.
6. Direct explosive safety regulations during all ammunition operations.
7. Validate electrical explosives safety test plan.
8. Establish lightening inspection program.
9. Validate certification for material handling equipment.
10. Conduct Explosives Safety Self Assessments.
11. Complete administrative operations.

REFERENCES:

1. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
2. MCO 5100.8_ Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
4. MCO 8023.3_ Personnel Qualification and Certification Program for Class V Ammunition and Explosives

5. NAVSEA OP 5 Vol 3 Ammunition and Explosives Safety Ashore for Contingencies, Combat Operations, Military Operations Other Than War, and Associated Training
 6. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
 7. NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition, Explosives, and Related Hazardous Materials
 8. NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
 9. NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
 10. NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
 11. NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
 12. NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
 13. OPNAVINST 8020.14_ Department of the Navy Explosives Safety Management Policy Manual
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2340-EXPS-2003: Develop Munition Risk Management Assessments (MRMA)

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are required to identify risk when conducting ammunition and explosives operations. Accordingly, they will know the process for munitions risk management assessments (MRMA) and inform operational risk decisions.

MOS PERFORMING: 2340

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given mission, ammunition requirements, location, assessment team, and an automated system.

STANDARD: To ensure that all risk associated with munitions operations that do not meet DOD explosives safety criteria have been accepted by the appropriate level commander.

PERFORMANCE STEPS:

1. Identify requirement for Munitions Risk Assessment.
2. Identify NATO Explosives Safety Criteria, if applicable.
3. Develop Assessment Scope.
4. Conduct pre-assessment planning.
5. Perform on site assessment.
6. Generate draft assessment report.
7. Generate and submit final assessment report.
8. Generate risk acceptance documentation for submission to HHQ.

REFERENCES:

1. CJCSI 4310.01_ Logistics Planning Guidance for Global Pre-Positioned Materiel Capabilities
 2. DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and Explosives Safety Standards
 3. MCO 8020.10_ Marine Corps Explosives Safety Management Program
 4. NAVSEA OP 5, VOL 1 Ammunition and Explosives Ashore Safety Regulations for Handling, Storing, Production, Renovation and Shipping
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2340-PLAN-2001: Develop a Non-nuclear munitions Appendix for Contingency Operations

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Ammunition Officers are tasked with developing a non-nuclear munitions appendix to the logistics annex of an operations plan.

MOS PERFORMING: 2340

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given guidance and a base plan from higher headquarters.

STANDARD: That supports the concept of operations.

PERFORMANCE STEPS:

1. Review the plan.
2. Determine support requirements.
3. Align munitions sustainment with concept of support.
4. Write the appendix.
5. Submit for approval.
6. Coordinate actions identified within the appendix.

REFERENCES:

1. FM 4-30.1 Munitions Distribution in the Theater of Operations
2. GTN Global Transportation Network System
3. JMTCA Joint Munitions Transportation Coordinating Activity
4. JTAV Joint Asset Visibility Strategic Plan
5. MCO 4400.39 War Reserve Materiel Policy
6. MCO 8000.7_ Marine Corps Munitions Requirements Process (MCMRP)
7. MCO 8020.10_ Marine Corps Explosives Safety Management Program
8. MCTP 3-40B.1 Ammunition Logistics

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APPENDIX A

ACRONYMS

AAV - amphibious assault vehicle
ACP - automated commissioning package
ACT - accuracy completeness time sequence
ACTS - Assignment, Classification, and Travel Systems
AIRS - Automated Inspection Reporting System
AO - area of operations
APTS - advanced presentation and training skills
AR - Active Reserve
ASTB-E - Aviation Selection Test Battery Series-E
AT4C - advanced tool for coaching
BIC - billet information code
CAPT - Captain
CAR - commander's attainment report
CBRN - chemical, biological, radiological, and nuclear
CBT - computer-based training
CG - commanding general
CMC - Commandant of the Marine Corps
CMR - consolidated memorandum receipt
CO - commanding officer
COA - course of action
CONPLAN - contingency plan
CONUS - continental United States
COT - consecutive overseas tours
CPL - Corporal
CRP - combat readiness percentage; command recruiting program
CSR - consolidated strength report
CWO - chief warrant officer
DEP - delayed entry program
DL - distance learning
DOD - Department of Defense
DoDFMR - Department of Defense Financial Management Regulation
DON - Department of the Navy
DRRS - Defense Readiness Reporting System
EAD - extended active duty
ECFC - enlisted career force controls
ECS - effective communication skills
EFMP - Exceptional Family Member Program
ENLPROM - enlisted promotions
EPM - enlistment processing manual
1STLT - First Lieutenant
FAI - functional area inspection
FLC - formal learning center
FMF - fleet Marine force
FY - fiscal year
GOV - government owned vehicle
GSA - Government Services Administration
GYSGT - Gunnery Sergeant
HOTAS - hands-on throttle and stick
HQMC - Headquarters, Marine Corps
IAW - in accordance with

IGMC - Inspector General of the Marine Corps
IIADT - incremental initial active duty training
IMI - individual multimedia instruction
IPOCT - in place consecutive overseas tours
IRAM - Individual Records Administration Manual
IRR - Individual Ready Reserve
IRT - Itinerant Recruiting Trip
JPIC - Joint Package Inspection Checklist
LATMOV - lateral move
LCPL - Lance Corporal
LDO - limited duty officer; line of duty
LOI - letter of instruction
LSL - lump sum leave
MAJ - Major
MARADMIN - Marine Administrative Message
MARCORPROMMAN - Marine Corps Promotion Manual
MARCORSEPMAN - Marine Corps Separation and Retirement Manual
MARFORRES - Marine Corps Forces Reserve
MASP - military academic skills program
MC2 - Marine Corps Communication and Consulting
MC3 - Marine Corps Communication, Coaching, and Counseling
MC4 - Marine Corps Communication, Consulting, Coaching, and Counseling
MCC - monitored command code
MCEOB - Marine Corps Enlisted Opportunities Book
MCI - Marine Corps Institute
MCMEDS - Marine Corps Medical Entitlements Data System
MCMP - Marine Corps mentoring program
MCO - Marine Corps order
MCOOB - Marine Corps Officer Opportunity Book
MCP3 - Marine Corps Performance, Programming and Philosophy
MCPS - Marine Corps Presentation Skills
MCRAMM - Marine Corps Reserve Administrative Management Manual
MCRC - Marine Corps Recruiting Command
MCRD - Marine Corps Recruit Depot
MCRISS - Marine Corps Recruiting Information Support System
MCRISS-OSS - Marine Corps Recruiting Information Support System-Officer
Selection Station
MCRISS-PSRS - Marine Corps Recruiting Information Support System-Prior
Service Recruiting Station
MCRISS-PSRSS - Marine Corps Recruiting Information Support System-Prior
Service Recruiting Substation
MCRISS-RS - Marine Corps Recruiting Information Support System-Recruiting
Station
MCROB - Marine Corps Reserve Opportunity Book
MCT - Marine Corps Task
MCTFSPRIM - Marine Corps Total Force Reporting Instructions Manual
MCTIMS - Marine Corps Training Information Management System
MCTL - Marine Corps Task List
MECEP - Marine Corps Enlisted Commissioning Education Program
MEPCOM - Military Entrance Processing Command
MEPS - Military Entrance Processing Station
MET - mission essential task
METL - mission essential task list
MGIB-R - Montgomery GI Bill-Reserve
MGYSGT - Master Gunnery Sergeant
MIRS - USMEPCOM Integrated Resource System
MISSO - Manpower Information Systems Support Officer

MOJT - Marine on-the-job training
MOL - Marine online
MOS - military occupational specialty
MSC - major subordinate command
MSGT - Master Sergeant
MUD - Merkel Unit Designator
NAMI - Naval Aerial Medical Institute
NAVMC - Navy Marine Corps
NIDT - Non-Instrumented Drug Test
NMCI - Navy Marine Corps Communication Information
NWA - new working applicant
OCHF - Operations Chief
OCM - Officer Commissioning Manual
OCONUS - outside the continental United States
OIC - officer in charge
OPFOR - operating forces; opposing force; opposition force
OPLAN - operational plan
OPNAV - Office of the Chief of Naval Operations
OPNAVINST Chief of Naval Operations instruction
OPS - operations
OPSO - operations officer
ORM - operational risk management
OSO - officer selection officer
OSS - officer selection station
OST - officer selection team
PAC - prospect applicant card
PADD - projected active duty date
PAR - Performance and Review
PFC - Private First Class
PSEP - prior service enlistment program
PSF - public speaking forum
PSR - prior service recruiter
PSRS - prior service recruiting station
PSRSS - prior service recruiting substation
PTAD - permissive temporary additional duty
PVT - Private
QC - quality control
QCIS - quality control SITREP
QSN - quota serial number
RAV - Retention Assist Visit
RECLP - Reserve Enlisted Commissioning Program
RELM - Reenlistment Extension Lateral Move
RI - Recruiter Instructor
ROEP - Reserve Option Enlistment Program
RS - Recruiting Station
RSCE - Recruiting Station Command Element
RSS - Recruiting Substation
RTF - recruiter training file
RUC - reporting unit code
S&R - Schedule and Results
SAT - Systems Approach to Training
SAV - staff assist visit
SDA - special duty assignment
SECNAVINST - Secretary of the Navy instruction
SGT - Sergeant
SGTMAJ - Sergeant Major
SITREP situation report

SMB - SNCOIC Management Book
SMCR - select Marine Corps reserve
SME - subject matter expert
SMOS - supplementary MOS
SNCO - staff noncommissioned officer
SNCOIC - staff noncommissioned officer in charge
SOP - standing operating procedure
SOS - statement of service
SOU - statement of understanding
SRB - selective reenlistment bonus
SRI - Systematic Recruiting Inspection
SRIP - Selected Reserve Incentive Program
SSGT - Staff Sergeant
T&R - training and readiness
T/O - table of organization
TECOM - Training and Education Command
TIP - training input plan
TMS - Training Management System
UMIS - Unit Manpower Information Sheet
UTM - unit training management
WO - Warrant Officer
XO - executive officer

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APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the

commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

AMMO T&R MANUAL

APPENDIX C

REFERENCES

Field Manual (FM)

FM 3-34.214/MCRP 3-17.7L Explosives and Demolitions
FM 4-30.1 Munitions Distribution in the Theater of Operations

Marine Corps Order (MCO)

MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
(May 06)
MCO 5530.14_ Marine Corps Physical Security Program Manual
MCO 8015.3 Marine Corps Class V(W) Physical Inventory Control Program (PICP)
MCO 8023.3_ Personnel Qualification and Certification Program for Class V
Ammunition and Explosives
MCO 8025.1_ Class V (W) Malfunction and Defect Reporting
MCO 8000.7 Marine Corps Capabilities-Based Munitions Requirements (MCCBMR)
Program
MCO P4400.150_ Consumer Level Supply Policy Manual
MCO P4400.151_ Intermediate-Level Supply Management Policy Manual
MCO P5090.2_ Environmental Compliance and Protection Manual
MCO P8020.10_ Marine Corps Ammunition and Explosives Safety Program

Marine Corps Warfighting Publication (MCWPs)

MCWP 4-11.9 Ammunition Logistics

Technical Manual

TM 43 Series

Miscellaneous

CFR 40 Parts 260-265 Code of Federal Regulations - Protection of Environment
DOD 5100.76-M Department of Defense Physical Security of Sensitive
Conventional Arms, Ammunition, and Explosives
DOD 6055.09-M Volumes 1 through 9 Department of Defense Ammunition and
Explosives Safety Standards
Global Transportation Network (GTN) System
Joint Munitions Transportation Coordinating Activity (JMTCA)
Joint Planning and Execution System (JOPES)
JOPES Joint Operation Planning and Execution System (JOPES) User's Manual
Joint Total Asset Visibility (JTAV)
NAVSEA OP 3565, Vol 1 Electromagnetic Radiation Hazards (Hazards to
Personnel, Fuel and Other Flammable Material)
MIL-STD-1320_ Military Standard - Truck loading of Ammunition and Explosives
MIL-STD-129_ Department of Defense Standard Practice - Military Marking for
Shipment and Storage
MIL-STD-1168_ Department of Defense Standard Practice - Ammunition Lot
Numbering and Ammunition Data Card
NAVSEA OP 3565, Vol 2 Electromagnetic Radiation Hazards (Hazards to Ordnance)
NAVSEA OP 5 Volume 1 Ammunition and Explosives Safety Ashore
NAVSEA OP 5 Volume 3 Ammunition and Explosives Safety Ashore for
Contingencies, Combat Operations, Military Operations Other Than
War, and Associated Training
NAVSEA SW020-AC-SAF-010 Transportation and Storage Data of Ammunition,
Explosives, and Related Hazardous Materials

NAVSEA SW020-AF-HBK-010 Motor Vehicle Driver and Shipping Inspector's Handbook for Ammunition, Explosives and Related Hazardous Materials
NAVSEA SW020-AG-SAF-010 Navy Transportation Safety Manual for Ammunition, Explosives and Related Hazardous Materials
NAVSEA SW023-AG-WHM-010 On-Station Movement of Ammunition and Explosives by Motor Vehicle
NAVSEA SW023-AH-WHM-010 Handling Ammunition and Explosives with Industrial Material Handling Equipment (MHE)
NAVSUP P-801 Ammunition - Unserviceable, Suspended and Limited Use
NAVSUP P-805 Conventional Ammunition Sentencing Receipt, Segregation, Storage & Issue Sentencing
NAVSUP PUB 538 Management of Materials Handling Equipment (MHE) and Shipboard Mobile Support Equipment (SMSE)
NOSSAINST 8020.14_ Department of the Navy Shore Station Explosives Safety Compliance Program
NOSSAINST 8023.11_ DON Standard Operating Procedures Development, Implementation and Maintenance for Ammunition and Explosives
OPNAVINST 8020.14/MCO P8020.11 Department of the Navy Explosives Safety Policy