

LETTERHEAD

IN REPLY REFER TO:
8010
ASP
XX XXX XX

From: Chief Warrant Officer Incoming
To: Commander, Battalion
Subj: APPOINTMENT AS OFFICER IN CHARGE, DODAAC
Ref: (a) MCO 8010.13
Encl: (1) Master Asset

1. In accordance with the reference, a change of Responsible Officer Inventory was conducted from date to date. The Master Asset list may be found in enclosure (1).
2. There are no pending adjustments to the account.
3. The inventory posture is as follows:
 - a. DODIC's: XXX
 - b. Individual Items: X,XXX,XXX
 - c. Dollar Value: \$XX,XXX,XXX

I. M. RESPONSIBLE

ASP
XX XXX XX

From: Commander, Battalion
To: Chief Warrant Officer Incoming

1. Returned. You are appointed as Officer in Charge for account DODAAC.

B. N. COMMANDER

Figure AA-2.--ASP OIC Acceptance Letter

APPENDIX AB

NAVMC FORM 11865, CLASS V(W) DISCREPANCY REPORT

NAVMC 11865 (Rev. 07-12) (EF)

CLASS V(W) DISCREPANCY REPORT (DISREP)																												
Date: _____ DISREP# _____																												
<p style="text-align: center;"><u>Supported Unit Data</u></p> <p>Unit/TAMIS UIC: _____</p> <p>Unit Representative(s): _____</p> <p>Date/Time: _____</p> <p>Vehicle/Trailer No.: _____</p>	<p style="text-align: center;"><u>Supporting Activity Data</u></p> <p>Unit/DODAAC: _____</p> <p>Issue/Receipt: _____</p> <p>Vehicle Inspector: _____</p> <p>Reporting Official: _____</p>																											
DISCREPANCIES																												
<table style="width:100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Hazmat Endorsement</td> <td style="width: 33%;"><input type="checkbox"/> Tarpaulin</td> <td style="width: 33%;"><input type="checkbox"/> Improper Dunnage</td> </tr> <tr> <td><input type="checkbox"/> Medical Certification</td> <td><input type="checkbox"/> Fire Extinguisher</td> <td><input type="checkbox"/> Excess Gear</td> </tr> <tr> <td><input type="checkbox"/> Glove Box Edition</td> <td><input type="checkbox"/> Chock Blocks</td> <td><input type="checkbox"/> Segregation</td> </tr> <tr> <td><input type="checkbox"/> SF91/94</td> <td><input type="checkbox"/> Placards</td> <td><input type="checkbox"/> Excessive Breakout</td> </tr> <tr> <td><input type="checkbox"/> Load Plan</td> <td><input type="checkbox"/> Straps</td> <td><input type="checkbox"/> e581</td> </tr> <tr> <td><input type="checkbox"/> Route Plan</td> <td><input type="checkbox"/> Incompatible Load</td> <td><input type="checkbox"/> Incomplete/Improper Paperwork</td> </tr> <tr> <td><input type="checkbox"/> Mechanical Failure</td> <td><input type="checkbox"/> Packaging</td> <td><input type="checkbox"/> Armed Guard</td> </tr> <tr> <td><input type="checkbox"/> Warning Equipment</td> <td><input type="checkbox"/> Missing</td> <td><input type="checkbox"/> Delegation of Authority</td> </tr> <tr> <td><input type="checkbox"/> Other/Additional Information</td> <td><input type="checkbox"/> Enclosure Attached</td> <td><input type="checkbox"/> Photo Attached</td> </tr> </table>		<input type="checkbox"/> Hazmat Endorsement	<input type="checkbox"/> Tarpaulin	<input type="checkbox"/> Improper Dunnage	<input type="checkbox"/> Medical Certification	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Excess Gear	<input type="checkbox"/> Glove Box Edition	<input type="checkbox"/> Chock Blocks	<input type="checkbox"/> Segregation	<input type="checkbox"/> SF91/94	<input type="checkbox"/> Placards	<input type="checkbox"/> Excessive Breakout	<input type="checkbox"/> Load Plan	<input type="checkbox"/> Straps	<input type="checkbox"/> e581	<input type="checkbox"/> Route Plan	<input type="checkbox"/> Incompatible Load	<input type="checkbox"/> Incomplete/Improper Paperwork	<input type="checkbox"/> Mechanical Failure	<input type="checkbox"/> Packaging	<input type="checkbox"/> Armed Guard	<input type="checkbox"/> Warning Equipment	<input type="checkbox"/> Missing	<input type="checkbox"/> Delegation of Authority	<input type="checkbox"/> Other/Additional Information	<input type="checkbox"/> Enclosure Attached	<input type="checkbox"/> Photo Attached
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<p>Other/Additional Information or Comments:</p>																												
ACKNOWLEDGEMENTS																												
<p><u>Supporting Activity Supervisor:</u></p> <p>Print: _____ Sign: </p>																												
<p><u>Supporting Unit Representative:</u></p> <p>Print: _____ Sign: </p>																												
<p><u>Supporting Unit Supervisor:</u></p> <p>Print: _____ Sign: </p> <p style="text-align: right;">Notification Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p><u>Major Subordinate Command:</u></p> <p>Print: _____ Sign: </p> <p style="text-align: right;">Notification Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p><u>Explosives Safety Officer:</u></p> <p>Print: _____ Sign: </p> <p style="text-align: right;">Notification Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												

Figure AB-1.--Class V(W) Discrepancy Report

APPENDIX AC

AMMUNITION SPECIFIC TRAINING

1. Basic Ammunition Technician Course. The purpose of this course is to train entry-level and MOS re-designated Marines to standard in order to perform duties as an ammunition technician, MOS 2311. This course covers areas such as ammunition administration and ammunition operations within an ammunition supply point and a using unit, as well as how to prepare an ammunition load for shipment via AMMO-51 certification provided. The student will also tour the Marine Corps Base (MCB) Quantico ASP during this program of instruction (POI). Entry-level training (ELT) for the intended military occupational specialty (IMOS) of 2311, is 32 training days in length, and is considered a consolidated course. The first 12 training days are conducted in a consolidated environment and all Marines that attend this POI, must first master the Ammunition Specialist Course (Phase 1) (CID: A14GPM6), located at the Marine Corps Ammunition School, Fort Lee, Virginia, prior to attending. The final 20 training days are conducted in a collocated environment (Phase 2) (CID: A1423C6).

2. Non-Commissioned Officer (NCO) Mobile Training Team (MTT). The purpose of the NCO MTT is to provide Marine Noncommissioned Officers, MOS 2311, with the skills and knowledge necessary to perform effectively as an Ammunition NCO within the Fleet Marine Force. This specialized instruction covers administration, execution of the munitions disposition process, maintenance of training allowance records, management of an ammunition storage area, overseeing a physical security program.

3. Ammunition Managers Course. To provide Staff Non-Commissioned Officers, MOS 2311, with the skills and knowledge necessary to perform effectively as an Ammunition Manager within the Fleet Marine Force. Specialized instruction covering:

a. Procurement and disposition guidelines for establishing class V(W) operations planning requirements.

b. Establishment of procedures for and identify waste military munitions and the disposition process.

c. Establishment of a tactical ammunition storage facility in accordance with an operations plan utilizing Naval Facilities Plan and approved magazine storage configurations.

d. The management, control and accounting of class V(W) assets (manual and automated).

e. The training and directing of an ammunition platoon within the ammunition operations section.

f. Safety and security requirement for ammunition operations.

4. Ammunition Officers Course. The purpose of this course to provide specialized instruction on how to: manage qualification/certification program, develop SOPs, manage AA&E programs, plan ammunition support for operations, supervise ammunition distribution operations, design field ASP's, coordinate retrograde operations, develop waste munitions procedures, conduct naval facilities planning, and supervise ammunition security programs.

5. Defense Ammunition Center (DAC) Web Based Training (WBT). The following courses are available for completion via WBT from the DAC.

a. Ammo 18. Basics of Naval Explosives Hazard Control. This course provides a basic understanding of the hazards of A&E, and an introduction to explosives safety principles and practices outlined in NAVSEA OP 5, Volume 1. Characteristics of A&E, storage compatibility, and quantity distance requirements are introduced. Control of hazards, transportation, and various handling operations are also covered. An explanation of the Navy Safety and Qualification/Certification program will be given. Successful completion of Ammo-18-DL satisfies the certification requirements of Appendix D of NAVSEA OP 5, Volume 1.

b. Ammo 43. This course provides information required to re-inspect intermodal dry cargo containers in accordance with the Convention for Safe container (CSC) standards. Course content includes overview of various CSC container types, container structural and non-structural components, and a detailed analysis of re-inspection criteria required by CSC, U.S. Public Law, and Joint Service Regulations. Reporting requirements and re-inspection decal placement are also discussed.

c. Ammo 45. Introduction to Ammunition. This course provides basic training in the safety and fundamental technical aspects of A&E for personnel directly involved in hands-on exposure to ammunition items and/or operations. Course content introduces the characteristics of different classes of A&E and safe handling procedures and explosive safety requirements for the receipt, storage, maintenance, demilitarization, and issue of ammunition at U.S. Army installations.

d. Ammo 49. Naval Explosives Safety Managers/Supervisors Orientation. This course provides a detailed overview of general A&E safety training for Navy/Marine Corps shore activity explosives safety officers, managers, and supervisors in accordance with NAVSEA OP 5, Volume 1. This course introduces the different classes of A&E, stressing safe handling and explosives safety requirements. The training emphasizes the use of Navy publications and instructions for extracting information required to safely manage ordnance operations. Course content provides scenarios where the student must be able to find and use referenced information to solve problems. Successful completion of Ammo-49-DL satisfies the certification requirements of Appendix D of the NAVSEA OP 5, Volume 1.

e. Ammo 67. Hazardous Material Familiarization and Safety in Transportation. This web-based course is intended for personnel who meet the definition of a "HAZMAT employee" as defined in the 49 Code of Federal Regulation (CFR), Section 171.8. "HAZMAT employees" require training in the areas specified in Section 172.704 of the 49 CFR. AMMO-67-DL satisfies the General Awareness/Familiarization training and the Safety training portions of this requirement (NOTE: Certifying officials for shipments of HAZMAT require the 80-hour training course (AMMO-62) as outlined in DOD 4500.9-R, Chapter 204, D.1.b.).

f. Ammo 68. Military Munitions Rule (MMR). Ammo-68-MMR is based on regulatory implementation of the Military Munitions Rule. It provides consistent procedures for Department of Defense Components to comply with the Military Munitions Rule and manage waste military munitions. The Munitions Rule defines special requirements for the management of waste military munitions that are considered hazardous waste.

g. Ammo 69 (Amphibious Ships). Shipboard Explosives Safety- Amphibious Ships. This web-based course will provide you with the general safety requirements for your ship's Conventional Ordnance Safety Review (COSR). The course will guide you through general characteristics of Amphibious Warship explosive ordnance safety administration, management, physical security, and stowage and handling safety requirements. The ultimate goal of the course is to prepare each ammunition and weapons handler to maintain the highest level of Fleet readiness by preventing mishaps involving Arms, Ammunition, and Explosives.

h. Ammo 76. Identification of Ammunition. This course provides a basic introduction to the terms used to identify and manage ammunition stockpiles. Included in this course are sections covering National Stock Numbers (NSNs), lot numbers, and propellant lot numbers.

i. Ammo 91. Joint Munitions Command (JMC) Single Manager for Conventional Ammunition (SMCA) and Joint Ordnance Commanders Group (JOCG) Orientation. The JMC SMCA Orientation explains the origination, purpose, mission, and key players of the Single Manager for Conventional Ammunition (SMCA). It outlines the SMCA concept and organizations that comprise the SMCA. The JOCG Integration Orientation of the Joint Ordnance Commanders Group (JOCG) explains the establishment of the JOCG including its goals, objectives, and the methods used to achieve those goals and objectives. It also outlines the JOCG organizational structure as well as its recent significant accomplishments.

j. Ammo 104. Explosive Safety Awareness in Multi-National Operations for Commanders. Upon successful completion of this course, students will be aware of explosives safety management requirements in multinational (MN) operations, how to work within MN partnerships, know the fundamental considerations for MN operations and the intent of explosives safety management (ESM). All of which will prepare students for working in MN environments that require communicating and working with partners from different nations.

6. Defense Ammunition Center Resident Training. The following courses are resident courses required for certification from the Defense Ammunition Center (DAC). Individuals may be re-certified or complete the course without certification via WBT:

a. Ammo 29. Electrical Explosives Safety for Naval Facilities. This course provides the basic regulatory guidance to correctly inspect, test, document, and manage electrical safety aspects as they apply to explosive operating and handling facilities and storage areas. Course content includes the identification of lightning protection systems and components, design criteria, and requirements for grounding, bonding, control of static electricity, and electrical equipment in hazardous (classified) locations. An overview of the Hazards of Electromagnetic Radiation to Ordnance (HERO), Fuel (HERF), and Personnel (HERP) is also presented.

b. Ammo 36. Explosives Safety for Naval Facility Planning. This course provides preparation and review of Navy site plans submitted for various explosives facilities. This course includes an in-depth review of Department of Defense (DOD) quantity distance standards and an application of these standards in the form of a Facility Design Problems Workshop.

c. Ammo 51. Naval Motor Vehicle and Railcar Inspectors Course. This course is a basic training course required by NAVSEEA OP 5, Volume 1, and NAVSEA SW020-AF-HBK-010. It provides newly assigned inspection personnel with the up-to-date requirements, techniques, and procedures for inspection of motor vehicles and railcars on and off station for A&E. This course provides students with instruction in compatibility, placarding requirements, and blocking and bracing for ISO intermodal containers, railcar, non-tactical and tactical vehicles. Additionally, Department of Defense (DOD), and Navy transport equipment inspection procedures using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material), and NAVSEA Form 8023/3 are taught. Navy transportation safety requirements and security of sensitive conventional arms, ammunition, and explosives are also covered.

d. Ammo 62. Technical Transportation of Hazardous Materials. This course provides personnel from all services detailed technical information pertaining to all phases of transportation for hazardous materials, and satisfies the mandatory training for persons who certify hazardous materials and conduct function-specific training for subordinate personnel as specified in the Defense Transportation Regulation (DOD 4500.9-R). Course content regulations governing the transportation of hazardous materials by all modes (i.e. land, vessel, and commercial/military air). International regulations covered include the International Maritime Dangerous Goods Code and the International Commercial Air Transport Associations Dangerous Goods Regulations. United States regulations covered include the DOT, 49 Code of Federal Regulations (CFR) and U.S. military regulations. Course materials include emphasis on shipping papers, marking, labelling, placarding, packaging, compatibility, and emergency response information. Equivalent courses may be found in attachment 25 of NAVSUP P-505.

e. Ammo 74. Explosives Safety Officer Orientation Course. This course provides training for individuals assigned Explosives Safety Officers (ESO) duties training in the technical and managerial aspects of Naval explosives safety programs. Emphasis is on ESO responsibilities listed in NAVSEA OP 5, Volume 1 and Marine Corps Order 8020.10. This course provides foundational training in Command Administration and Management, Qualification and Certification, Standing Operating Procedures (SOPs), Ammunition Storage/Magazine, Operating Buildings and Production Lines, Lightning Protection/Grounding, Environmental Compliance, Arms Ammunitions and Explosives (AA&E) Physical Security, Ranges and EOD, Motor Vehicle Transportation, Railroad Transportation, Piers and Wharves/Barges, Airfield Operations, Ammunition/Explosives Associated Equipment, Inventory Management, and general safety concepts. The material presented in this course will expand the ESO's knowledge base by exposing the student to process, procedures, and Explosives Safety Programs.

APPENDIX AD

NAVMC FORM 11850, CLASS V(W) MATERIEL WORK ORDER

NAVMC 11850 (02-12) (EF)
FOUO - Privacy sensitive when filled in.

Print Form

CLASS V (W) MATERIEL WORK ORDER	
Document Number:	Date:
Records/Inventory Accuracy Action	
Asset Record (From) Location: _____ DODIC: _____ NSN: _____ Lot Number: _____ C/C: _____ NAR/CDC: _____ Serial Number: _____ Quantity: _____	Action Required (To) <input type="checkbox"/> Location: _____ <input type="checkbox"/> DODIC: _____ <input type="checkbox"/> NSN: _____ <input type="checkbox"/> Lot Number: _____ <input type="checkbox"/> C/C: _____ <input type="checkbox"/> NAR/CDC: _____ <input type="checkbox"/> Serial Number: _____ <input type="checkbox"/> Quantity: _____
Originating Individual (Print):	Originating Individual Signature:
Receipt, Storage, Segregation, and Issue Action	
Initial Status (From) Location: _____ DODIC: _____ NSN: _____ Lot Number: _____ C/C: _____ NAR/CDC: _____ Serial Number: _____ Quantity: _____ BBOH: _____ ABOH: _____	Action Required (To) <input type="checkbox"/> Location: _____ <input type="checkbox"/> DODIC: _____ <input type="checkbox"/> NSN: _____ <input type="checkbox"/> Lot Number: _____ <input type="checkbox"/> C/C: _____ <input type="checkbox"/> NAR/CDC: _____ <input type="checkbox"/> Serial Number: _____ <input type="checkbox"/> Quantity: _____ <input type="checkbox"/> BBOH: _____ <input type="checkbox"/> ABOH: _____
First Verifier (Print):	Second Verifier (Print):
First Verifier Signature:	Second Verifier Signature:
Records/Inventory Accuracy Validation	
Processing Individual (Print):	Processing Individual Signature:
Remarks:	

Figure AD-1.--Class V(W) Materiel Work Order

APPENDIX AE

NAVMC FORM 10774, AMMUNITION NSN/LOT NUMBER RECORD

NSN/DODIC		DESCRIPTION					LOT NUMBER		COND
NSN/DODIC		DESCRIPTION					LOT NUMBER		COND
DATE	DOCUMENT	TRAN	QUANTITY	QUANTITY	AVAILABLE	ACCOUNTABLE	EXPECTED RECEIPTS		
	NUMBER		INCREASE	DECREASE			FOR ISSUE	BALANCE	DOCUMENT NUMBER
	BROUGHT FORWARD								
SAMPLE									
AMMUNITION NSN/LOT NUMBER RECORD (8015) NAVMC 10774 (REV. 4-85) (12-80 11-68 edition will be used) SN 0109-LF-064-1600							U/t PG OF 100 CARDS		
	CARRIED FORWARD								

Figure AE-1.--Ammunition NSN/Lot Number Record

APPENDIX AF

ESTABLISHING ROLES (TAMIS)

1. TAMIS Approval Process. Each unit or supporting MSC must define its E581 approval setup before it can create an E581 request. The E581 approval setup process establishes the order in which an E581 is to be requested, approved, and validated. All E581s must have at least one requestor and approver. The number of validators may vary (if required). User rights and User Set-up to the access the E581 module must be assigned before a user can access the "Manage E581" module. Although there are multiple ways to define the E581 approval setup process, the most direct is as follows:

a. From the TAMIS home page, click "Manage E581"; the munitions requests screen appears.

b. Select "Administration" and then click "Approval Setup".

c. Select an "Account" and then click "Continue". The Marine Corps utilizes TAMIS for Training and Test ammunition. The majority of Marine Corps units will select "Training".

d. Select the desired UIC(s) and then click "continue". The E581 Approval Setup screen appears, populated with the selected UIC(s). Right clicking on any Command level will provide the user with the option of selecting "All Direct Units" or "All Units".

e. Do one of the following:

(1) Click "Setup All" to configure the approval process for all selected UIC's.

(2) Click the icon to the left of the UIC check box that you want to configure.

f. If you do not need to add a validator or change the order of the approval setup, proceed to subparagraph "10".

g. Click "Add Validator" for every validator that you want to add.

h. If you want to change the order of the approval setup, click the arrows. If you want to remove a validator, click its "Delete" icon.

i. Digital Signature functions are not authorized for Marine Corps use within TAMIS. Ensure the "Signature Required" check box is left unchecked.

j. Click "Continue". The Updated Approval Setup dialog box appears. An "R" stands for Requestor, the "A" stands for Approver, and the "V" stands for Validator. The order in which the E581 will be routed is displayed reading from left to right.

k. Repeat paragraphs "5" through "10" until all desired UIC's have an E581 approval setup.

l. Click "Save", and then click "OK" to acknowledge that changes were saved.

2. E581 User Setup. After defining the E581 approval process for a unit, specific individuals must be identified to be requestors, approvers, or validators (if required). A primary person must be assigned to fulfill the requirements of each role; alternates for requestor, approver, and validator are optional. Although there are multiple ways to accomplish the E581 User setup, the most direct is as follows:

a. If the E581 User Setup screen is not already displayed, do the following:

(1) From the TAMIS homepage, click "Manage E581".

(2) Select "Administration" and then click "UIC User Setup".

(3) Select an "Account" and then click "Continue". The Marine Corps utilizes TAMIS for Training and Test ammunition. The majority of Marine Corps units will select "Training".

(4) Select the desired UIC(s) and then click "Continue". The E581 User Setup screen should appear. Right clicking on any Command level will provide the user with the option of selecting "All Direct Units" or "All Units".

b. Select a role to define the "Setup For" from the drop down box to the right of the screen:

(1) Requestor. See enclosure (1), Chapter 3 for roles of the "requestor".

(2) Approver. See enclosure (1), Chapter 3 for roles of the "Approver".

(3) Validator (if required). This is an optional field for the Marine Corps. If required, the validator would more than likely need to be a separate individual from the approver and requestor.

c. Select one or more of the check boxes of the user role you selected in step (b) above. Click "Check All" to quickly select all the check boxes.

d. Click "Add Alternates" or "Change Primary"; the User Selector dialog box appears.

e. Select the desired user to fill the role(s). The E581 User Setup screen displays the user's name for each selected check box in the role specified (alternates or primary). A user may not be assigned as a primary and alternate. To delete alternates, click "Remove" icon (red "X") next to the alternate.

f. Select the "Send Email Alert" check box to the right of the designee's name to have TAMIS send an email notification to the new designee.

g. If you want to stop email notifications from being sent to one or more specified users, click "Stop All Email" or click individual "Email" icons.

h. Click "Save", and then click "OK".

i. Repeat Steps (b) through (h) until all user roles are assigned at least one primary and one alternate individual.

APPENDIX AG

UIC ASSOCIATION (TAMIS)

1. UIC Association. Initially, UIC's are not associated with any specific Ammunition Supply Point. The UIC/ASP Association function allows users to remove and reestablish associations between UIC(s) and ASP(s). The Access E581 Module user right and Set UIC/ASP Associations user right must be assigned before a user can define associations between UIC's and ASP's. To remove or add an association between an ASP and a UIC:

- a. Log onto the TAMIS Live website.
- b. Select a "Fiscal Year" for your desired hierarchy level.
- c. Click "Manage E581".
- d. Select "Administration", and then click "UIC/ASP Association".
- e. Select the desired UIC(s) and then click "Continue". The UIC/ASP Association Setup screen appears.
- f. De-select/select the check box(es) beside each UIC that you do not want to modify. To deselect all UIC's, click the "Uncheck All" icon.
- g. Click the "Select ASP's" icon.
- h. Select the ASP(s) that you wish to associate/disassociate with the selected UIC(s), and then click the "Down Arrow". The selected ASP(s) moves from the Search Results area to the Selection area.
- i. Click "Continue". The UIC/ASP Association Setup screen displays the newly added UIC/ASP disassociations in bold.
- j. Repeat Steps (e) through (i) until all UICs have the desired disassociated ASP's.
- k. If you want to reestablish an ASP, click its "Remove" icon (red "X"). To undo the deletion, click the "Undo" icon that appears in place of the "Remove" icon.
- l. Click "Save".
- m. Click "OK".

2. Common Forecasting Codes. Commonly used Marine Corps forecasting codes are as follows:

- a. MMCQ50, Ammunition Supply Point, Camp Pendleton, CA
- b. MMLQ50, Ammunition Supply Point, Camp Lejeune, NC
- c. MMR150, Ammunition Supply Point, Okinawa, Japan
- d. MMQQ50, Ammunition Supply Point, Quantico, VA
- e. MMTQ50, Center Magazine Area, 29 Palms, CA

- f. M20228, Ammunition Supply Point, Camp Fuji, Japan
- g. MMWQ50, Ammunition Supply Point, Parris Island, SC
- h. M02211, Ammunition Supply Point, Kaneohe Bay, HI
- i. M33609, Ammunition Supply Point, Bridgeport, CA
- j. M98725, Ammunition Supply Point, Albany, GA
- k. M38010, Ammunition Supply Point, Barstow, CA

APPENDIX AH

E581 PROCEDURES (TAMIS)

1. E581 Fields. The following information is provided to describe the fields of an E581:

- a. Block (1) Issue. Indicates an issue if marked with an "X".
- b. Block (2) Turn-in. Indicates a turn-in of serviceable or residue (expended) ammunition if marked with an "X". Not applicable in TAMIS for Marine Corps use. However, the DA Form 581 will be utilized for turn-in of assets at Army supporting activities.
- c. Block (3) Document Number. The document number consists of 14 alphanumeric characters.
- d. Block (4) Local Use. If the E581 is for an issue; enter the type of issue (Training).
- e. Block (5) Page. The number of current and total page numbers of the printed DA Form 581.
- f. Block (6) For Local Use. Used as desired, the block is usually left blank.
- g. Block (7) Send To. The name and location of the ASP supporting the E581.
- h. Block (8) Request From. The name, address, and UIC of the using unit.
- i. Block (9) Date Material Required. The requested date and time for ammunition pickup of serviceable turn-in.
- j. Block (10) Priority. Priority designator for the request. See Enclosure (3), Appendix C for a complete list of priority designators and their use.
- k. Block (11) Allocation Period. The month that the unit forecasted the munitions for use, based on the E581 pickup date.
- l. Block (12) DODAAC. The first six characters of the document number are the unit's DODAAC.
- m. Block (13a) Requested By. The name of the authorized user.
- n. Block (13b) Date. The Julian date that the E581 was requested.
- o. Block (13c) Signature. The signature of the authorized requestor.
- p. Block (14a) Approved By. The name of the approving authority.
- q. Block (14b) Date. The Julian date that the E581 was approved.
- r. Block (14c) Signature. The signature of the person approving the E581.

- s. Block (15) Item. The sequential number of the item.
- t. Block (16) DODIC. The four-character Department of Defense Identification Code that identifies ammunition and non-nuclear explosive items.
- u. Block (17) NSN. The NSN of the Ammunition.
- v. Block (18) Nomenclature. The classification/category of the ammunition.
- w. Block (19) UI. The Unit of Issue (UI) is the standard measurement of exchange of the DODIC (feet, each, kit, etc.)
- x. Block (20) Qty Requested/Returned. The quantity of ammunition requested or returned.
- y. Block (21) TEC. Training Event Code. Shall be "TRO"- Training Other.
- z. Block (22) Action Code. "TIS"- Issue for training
 - aa. Block (23) Not Applicable to Marine Corps Use. Qty Issued/Received- The amount of ammunition issued to a unit for an event. Required when supported by Army supporting activities.
 - ab. Block (24) Not Applicable to Marine Corps Use. Lot/Serial No.- The lot or serial number of the item being returned. Required when supported by Army supporting activities.
 - ac. Block (25) Not Applicable to Marine Corps Use. CC- The Condition Code of the ammunition issued. Required when supported by Army supporting activities.
 - ad. Block (26) Not Applicable to Marine Corps Use. Posted By- The signature of the stock records clerk. Required when supported by Army supporting activities.
 - ae. Block (27) Not Applicable to Marine Corps Use. Date- The date the item was posted to SAAS. Required when supported by Army supporting activities.
 - af. Block (28) Remarks. Enter the remarks/advice code. See Appendix X for a complete list of advice codes.

2. E581 Creation

- a. From the TAMIS home page, click "Manage E581". The munitions request screen appears.
- b. Click "Create E581", select "Training", and then "Training Other". A Create E581 dialog box appears for the selected E581 munitions account.
- c. Click the calendar icons to enter "Start" and "End" training dates.
- d. Click the "Calendar" icon to select the "Date Material Required", type the "Pickup Time", and then select the "Allocation Period". The

Allocation period should be the month of the requested pick-up date. The date material required is the same as the Required Delivery Date (RDD). The pickup date for the material cannot be later than the training start date.

- e. Click "Create Online E581".
- f. Select the UIC that is making the request.
- g. Select the ASP where the ammunition will be picked up from.
- h. Select one or more DODIC's.
- i. The "Document Number" is system generated in block 3. The first six characters of the Document Number will be displayed in block 12. Document numbers entered must adhere to the following rules:
 - (1) The first 6 characters will be the requesting units DODAAC.
 - (2) The 7th character must be the last digit of the current calendar year.
 - (3) The 8th through 10th characters must be digits representing the current (today) Julian date.
 - (4) Serial Number. The serial number is entered in position 11 through 14 and is maintained in the supported unit serial log.
 - (a) Requisitions to Army activities shall be numeric only (0001, 0002, 0003).
 - (b) Requisitions to Marine Corps activities may include an alpha character in the first serial number position (A001, A001, B001).
 - (5) Duplicate document numbers are not authorized.
- j. If you want to change the ASP that the request is being sent to, click the "Send To" selector icon in Block 7 and select a different ASP.
- k. Select a "Priority" level. See Enclosure (3), Appendix C for a list of priority designators.
- l. Select a "Mission Event Code (MEC)". There are two authorized MECs for Marine Corps use:
 - (1) YSS. Training Use Requisitions. Select "YSS" for all requisitions that do not have a requirement to be cleared for overhead fire.
 - (2) YTT. Training Use, Clear for Overhead Fire. Select "YTT" for all training requisitions that have a requirement to be cleared for overhead fire (i.e., artillery projectiles).
- m. Click the "Remarks" selector icon in Block 28, select only the remarks/advice codes that apply to your request, and then click "Select". See enclosure (3), Appendix H for a list of advice codes.
- n. If you want to add another DODIC or event, click the "Select DODIC's" icon and repeat the procedure.

- o. Ensure "TRO" is selected as the appropriate "TEC" in block 21.
- p. Ensure "TIS" is listed as the appropriate "Action Code" in block 22.
- q. Type the "Quantity Requested" for each DODIC or event in Block 20. Note that the quantity requested cannot exceed the available authorized. If the unit has insufficient forecasts for the quantity being requested, then a warning icon will be present on the E581 interface and the "Fore Qty" and "Qty Requested" columns will be highlighted in red. If you move the mouse over the "warning icon", it will show a tooltip stating "insufficient forecasts". If this is the case, there is no guarantee that the ASP will have assets on-hand to support your requisition.
- r. The "Ranges" field is an optional field when the E581 is sent to a Marine Corps or Navy supporting activity. However, the range field is required for Army use. If utilized, select at least one check box in the "Ranges" column or the "Check/Remove All" and then click the "Ranges" icon.
- s. Click "Request" to finalize the E581. The request is now "Pending A" awaiting approvers action.

APPENDIX AI

REQUISITION APPROVAL (TAMIS)

Requisition Approval. The "Access E581 Module" user right and "Approve" user right must be assigned before a user can approve an E581 document. Users who approve E581 documents do so electronically via TAMIS. If an approver disapproves an E581, a test box appears for disapproval justification. The E581 may not be disapproved without justification. Approved or disapproved, a system generated email is sent to the Requestor. When an E581 document is ready for approval:

a. A system generated email will be sent to the primary and all alternate approver's set-up for the requesting UIC stating that an E581 with a "Pending Approval" status is waiting for approval.

b. The "E581s To Be Approved" link will appear in the "Alerts and Notifications" area of the home page.

c. The "Approve E581" link will appear in the Manage E581 Menu.

d. Approvers may modify the quantity of an E581 pending action within their respective hierarchy. Once approved, the quantity may not be changed by the requesting hierarchy. Any user may modify RDD and RNL Date(s).

e. The E581 is now "Pending ASP" awaiting ASP acceptance or sent to the validator (if applicable).

APPENDIX AJ

REQUISITION VALIDATION (TAMIS)

Requisition Validation (If Applicable). The "Access E581 Module" user right and "Validate" user right must be assigned before a user can Validate an E581 document. Users who Validate E581 documents do so electronically via TAMIS. If a Validator disapproves an E581, a test box appears for disapproval justification. The E581 may not be disapproved without justification. Validated or disapproved, a system generated email is sent to the Requestor and Approver. When an E581 document is ready for Validation:

- a. A system generated email will be sent to the primary and all alternate validator's set-up for the requesting UIC stating that an E581 with a "Pending Validation" status is waiting for validation.
- b. The "E581s To Be Validated" link will appear in the "Alerts and Notifications" area of the home page.
- c. The "Validate E581" link will appear in the Manage E581 Menu.
- d. The E581 is now "Pending ASP" awaiting ASP acceptance.

APPENDIX AK

REQUISITION MODIFICATION (TAMIS)

1. DODIC Add

a. From the TAMIS home page, select "manage E581" and do one of the following:

(1) Click "E581's To Be Approved".

(2) Click "E581's To Be Validated" (if applicable).

b. Click the E581 for which you want to add a DODIC. The selected E581 document appears.

c. Verify the "Remarks" information in Block 28, select all the remarks that apply to your situation, and then click "Select". If block 28 is already completed, the user may skip this step.

d. Click the "Select DODIC's" icon.

e. Enter a quantity for each DODIC added in the "Qty Requested" column. The quantities entered must be within the unit's available authorizations.

f. The "Ranges" field is optional. If utilized, select at least one check box in the "Ranges" column and then click the "Ranges" selector icon. Repeat this step until all events are assigned a range.

g. Ensure each document number has populated in the "DODIC Remark" column.

h. Click "Request, Approve, or Validate".

2. Quantity Adjustment. You can only decrease ammunition quantities previously requested by an E581 before they are signed by a requestor; you cannot increase the quantities. Decreasing quantities is referred to as "de-obligating" the quantities. De-obligated DODIC quantities are returned to the available authorization for that unit and can be used to process additional E581 documents. You must have user rights to accomplish this task. To modify the quantity on an E581 document:

a. Log onto the TAMIS Live website. A list of affiliations screen displays your affiliated hierarchy level(s).

b. Select a "Fiscal Year" for your desired hierarchy level. The TAMIS home page appears, along with your logon level, date, and time(s).

c. Click "Manage E581".

d. Select "Modify E581, Pending" and then click "Modify Quantities".

e. Click on the E581 that you want to edit. The selected E581 document appears.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION						1. ISSUE	X 3. DOCUMENT NO.	4. LOCAL USE	5. FOR LOCAL USE	REQUEST STATUS																		
For use of this form, see AR 710-2; the proponent agency is DCSLOG						2. TURN-IN	W74LS182830001			Pending																		
7. SEND TO Accountable Officer SHIL - ASP - FT A.P. HILL FT AP Hill ASP 12274 Campbell Road Bowling Green, VA 22427		8. REQUEST FROM W74CAA - 276TH MP GUARD CO		9. DATE MATERIEL REQUIRED 3/13/2009 at 0900 hr		10. PRIORITY None		11. ALLOCATION PERIOD March		12. DODAAC W74LS1																		
MISSION EVENT CODE (MEC): FTX - field training exercise						13a. REQUESTED BY:			13b. DATE:																			
						VALIDATOR:			DATE:																			
						14a. APPROVED BY:			14b. DATE:																			
						TAM VALIDATOR:			DATE:																			
						ASP ACCEPTOR:			DATE:																			
						ISSUE DATE:			RNLT: 3/23/2009																			
28. REMARKS																												
Training Dates From 3/13/2009 to 3/15/2009																												
<table border="1"> <thead> <tr> <th>Country</th> <th>Location</th> <th>Installation</th> <th>Range</th> <th>Events</th> <th>DODICs</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>VA</td> <td>Fort A.P. Hill</td> <td>123</td> <td>CCO Practice Record</td> <td>AA33</td> </tr> <tr> <td>USA</td> <td>VA</td> <td>Fort A.P. Hill</td> <td>123</td> <td>Combat Pistol Qualification Course</td> <td>AA49</td> </tr> </tbody> </table>											Country	Location	Installation	Range	Events	DODICs	USA	VA	Fort A.P. Hill	123	CCO Practice Record	AA33	USA	VA	Fort A.P. Hill	123	Combat Pistol Qualification Course	AA49
Country	Location	Installation	Range	Events	DODICs																							
USA	VA	Fort A.P. Hill	123	CCO Practice Record	AA33																							
USA	VA	Fort A.P. Hill	123	Combat Pistol Qualification Course	AA49																							
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	21. TEC	22. ACTION CODE	AVAIL AUTH	FORE QTY	20. QTY REQUESTED	QTY VALIDATED	QTY APPROVED	QTY TAM VALIDATED	QTY ASP ACCEPTED															
1	AA33	1305	CTG, 5.56MM BALL COM PACK	EA	TR8	T18	20,114	0	5,000																			
Events: CCO Practice Record																												
2	AA49	1305	CTG, 9MM BALL M892 COM PAK	EA	TR8	T18	6,020	0	3,000																			
Events: Combat Pistol Qualification Course																												
APPROVAL TYPE																												
NAME																												
RANK																												
DSN																												
COM																												
EMAIL																												
DATE SUBMITTED																												

Figure AK-1.--Modifying Quantities on an E581

f. Modify the "Quantity Requested" for one or more DODIC's. Note that the requested quantity can only be decreased, not increased.

g. Click "Save".

3. Modifying Pickup Dates/Time. TAMIS users with the appropriate user rights can change the pickup date/time on a pending E581 document submitted to a Marine Corps Activity. Pickup Date/Time for E581's submitted to Army supporting activities may be modified prior to ASP Acceptance. To modify the pickup date on an E581:

a. From the TAMIS home page, click "Manage E581".

b. Select "Modify E581, Pending" and then click "Modify Pickup Date".

c. Click on the E581 that you want to edit. The selected E581 document appears.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION						1. ISSUE	X 3. DOCUMENT NO.	4. LOCAL USE	5. FOR LOCAL USE	REQUEST STATUS			
For use of this form, see AR 710-2; the proponent agency is DCSLOG						2. TURN-IN	M1120482830136			Pending			
7. SEND TO Accountable Officer MMTC50 - 29 PALMS, CA - ASP MC		8. REQUEST FROM M11204 - HQ CO 7TH MAR		9. DATE MATERIEL REQUIRED 2008-10-22 0730		10. PRIORITY 13 (USMC ASP)		11. ALLOCATION PERIOD October		12. DODAAC M11204			
MISSION EVENT CODE (MEC): YSS - TRAINING USE REQNS						13a. REQUESTED BY: Alejandro Pulido			13b. DATE: 10/9/2008				
						14a. APPROVED BY:			14b. DATE:				
						ASP ACCEPTOR:			DATE:				
						ISSUE DATE:			RNLT: 11/3/2008				
28. REMARKS													
Training Dates From 2008-10-22 to 2008-10-27													
Requestor: POC is SSGT Pulido, Alejandro 760-830-4126 DSN 203-4126 alejandro.pulido@usmc.mil 7th Marines HQ CO Range 103; same day pick up.													
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	21. TEC	22. ACTION CODE	DOCUMENT NUMBER	AVAIL AUTH	FORE QTY	20. QTY REQUESTED	QTY APPROVED	QTY TAM VALIDATED	QTY ASP ACCEPTED
1	A059	1305	CTG, 5.56MM BALL F/M16A2	EA	TRO	T18	M1120482830136	72,128	0	8,000			
TEC: TRO - Training Other													
APPROVAL TYPE													
NAME													
RANK													
DSN													
COM													
EMAIL													
DATE SUBMITTED													
Requestor													
Alejandro Pulido													
SSgt													
230-4126													
760-830-4126													
Alejandro.pulido@usmc.mil													
10/9/2008 7:05:55 PM													

Figure AK-2.--Modifying the Pickup Date on an E581

d. If you want to change the "Date Materiel Required", click its calendar icon and select a different date. If you want to change the time, type a different time of day.

e. If you want to change the month that authorization for the requested munitions are charged against, select a different "allocation period".

f. If you want to change the "Training Dates", click the "From" or "To" calendar icons. Note that the training start date cannot be before the "Date Materiel Required" date.

APPENDIX AL

REQUISITION RECONCILIATION (TAMIS)

Requisition Reconciliation. The Reconcile feature allows units to confirm all transactions (issue and returns) posted to an E581 and essentially close out the E581. However, transactions may be posted to the E581 and change the status back to either Active or Overdue based on the initially selected training dates. A unit must reconcile an E581 seven days after the last defined training day. To reconcile an active E581:

- a. From the TAMIS home page, click "Manage E581".
- b. Select "Modify E581, Active" and then click "Reconcile". All Active and Overdue E581s appear.
- c. Click on the E581 that you want to reconcile. The selected E581 document appears. To quickly find an E581 document, enter the E581 Doc# and then click "Search".
- d. For serialized E581's, it's critical that each serial number is verified prior to clicking "Reconcile". This is accomplished by utilizing the "Reports" feature. An "Expenditure Changes Report" for the specific E581 must be run with all optional columns checked. This allows for verification of each NSN, Lot Number and Serial Number issued or returned.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION		1. ISSUE	2. TURN-IN	3. DOCUMENT NO.	4. LOCAL USE	6. FOR LOCAL USE	REQUEST STATUS					
For use of this form, see AR 710-2; the proponent agency is DCSLOG				W738FM62670409			Reconciled					
7. SEND TO	8. REQUEST FROM	9. DATE MATERIEL REQUIRED		10. PRIORITY	11. ALLOCATION PERIOD		12. DODAAC					
Accountable Officer: SHIL - ASP - FT A.P. HILL FT AP Hill ASP 12274 Campbell Road Bowling Green, VA 22427	WAAAAA - 3D US INFANTRY RGMT	10/6/2008 at 0930 hr		High	October		W738FM					
MISSION EVENT CODE (MEC):												
13a. REQUESTED BY: John Ahern				13b. DATE: 9/23/2008								
14a. APPROVED BY: Pagan Jose				14b. DATE: 9/23/2008								
TAM VALIDATOR: JAY JOHNSON				DATE: 9/26/2008								
ASP ACCEPTOR: Shirley Crabtree				DATE: 9/29/2008								
ISSUE DATE: 10/6/2008 10:20:45 AM				RNLI: 10/16/2008								
28. REMARKS												
Training Dates From 10/6/2008 to 10/8/2008												
Country		Location		Installation		DODICs						
USA		VA		Fort A.P. Hill		8519						
Requestor: Training will be conducted by E. Co. on Ranges 3 and 16.												
15. ITEM	16. DODIC	17. NSN	18. NONDECLATURE	19. UI	21. TEC	22. ACTION CODE	AVAIL AUTH	FORE QTY	29. QTY REQUESTED	QTY APPROVED	QTY TAM VALIDATED	QTY ASP ACCEPTED
1	8519	1310	CTG, 40MM PRAC M701	EA	TRS	TIS		22,600	500	500	500	500
Event: Instructional												
APPROVAL TYPE		NAME		RANK	DSN	EDM	EMAIL			DATE-SUBMITTED		
Requestor		John Ahern		SSG	426-0741	703 696-0741	johnv.ahern2@conus.army.mil			9/23/2008 2:02:08 PM		
Approver		Pagan Jose		SFC	426-5935	703-696-5935	joze.pagan@army.mil			9/23/2008 2:40:41 PM		
TAM		JAY JOHNSON			578-8122	804-633-8122	george.v.johnson@conus.army.mil			9/26/2008 12:23:06 PM		
ASP Acceptor		Shirley Crabtree		GS-7	578-8198	804-633-8198	shirley.e.crabtree@us.army.mil			9/29/2008 8:04:15 AM		
Reconciled By		John Ahern		SSG	426-0741	703 696-0741	johnv.ahern2@conus.army.mil			10/8/2008 11:23:00 AM		

Figure AL-1.--Reconciling an E581

- e. If all issue and turn-in information matches the information on the DD Form 1348-1A, click "Reconcile". The Request Status changes to "Reconciled."
- f. Reconciled documents may take up to 48 hours to post to a supported units TAMIS account.
- g. In the event the data contained on the "reconcile" screen is inaccurate, the user will contact their respective MSC or the TAMIS help desk at TAMIS@usmc.mil.

APPENDIX AM

REQUISITION CANCELLATION (TAMIS)

Requisition Cancellation. The E581 Cancel feature allows you to manually cancel pending E581s. You can cancel an E581 document as long as the ASP has not issued any ammunition for or posted any expenditure against it. When you cancel an E581, the system immediately returns the obligated quantities to the UIC's available authorizations. Note all cancelled E581s automatically generate email to all personnel with the requisition chain and those defined as ASP Acceptors at the specified ASP.

- a. From the TAMIS home page, click "Manage E581".
- b. Select "Modify E581, Pending", and then click "Cancel". The Cancel E581 screen appears with all Pending E581s listed.
- c. Click on the E581 that you want to cancel.
- d. Click "Cancel E581". The Request Status changes to "Manually Cancelled".

APPENDIX AN

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) EXAMPLE

D7Z/MMR/SEE BELOW/EA/SEE BELOW/M12345/1234/SEE BELOW
/R/BLNK/BLNK/BLNK/-OT/YTT/13/7134/BLNK/
(READ IN THREE COLUMNS)

A059	100,000	0045
A062	45,000	0046
A080	40,000	0047
A111	32,000	0048
A143	40,000	0049
A363	10,000	0050
A475	20,000	0051
AA60	200	0052
B519	1500	0053
EA12	3,000	0054
D540	100	0055
M757	2	0056
M980	76	0057
M981	50	0058

Figure AN-1.--Military Standard Requisitioning and Issue Procedures
(MILSTRIP) Example

RP 1-3- Document Identifier Code. The document identifier code (DIC) is a three-digit code which indicates the purpose and use of the document (i.e., issues, receipts, vouchers etc.). The document identifier is a mandatory entry on a MILSTRIP document.

RP 4-6- Routing Identifier. The Routing Identifier Code (RIC) is a three-digit code used to represent the address of the recipient of the document (RP 4-6); to denote the actual consignor of material (RP 67-69); or to identify the supply activity originating the action (RP 4-6). Frequently used Marine Corps RIC's may be found in Enclosure (3), Appendix R. NAVSUP P-485 Vol II maintains a complete listing.

RP 7- Media and Status Code. The Media and Status Code (M/S) indicates the recipient of status and the means of transmission. The M/S Code may indicate that status is to be furnished to the requisitioner (RP 30-35) or the supplementary addressee (RP 45-50) and an activity identified by a distribution code in RP (54), if one is entered. When a valid UIC is entered in RP (45-50) on an ammunition requisition, supply status will be sent to the requisitioner and the supplementary address as well as the monitoring activity when one is prescribed by an entry in RP (54). Enclosure (3), Appendix F contains a list of class V(W) M/S Codes.

RP 8-22- Stock Number. For NSN's, the FSC will be entered in RP (8-11) and the NIIN will be entered in positions 12-20.

RP 23-24- Unit of Issue (RP 23-24). The Unit of Issue is an abbreviation describing the standard unit under which material is ordered and issued. Frequently used Units of Issue codes may be found in Enclosure (3), Appendix M.

RP 25-29- Quantity. The quantity is the number of units required for the requested item. Numeric zeros will precede significant digits in the

quantity field. Code "M" may be used in rp 29 to designate thousands when the quantity exceeds the five-digit field limitation. For example, a quantity of 100,000 may be expressed as "0100M".

RP 30-43- Document Number. The document number is a fourteen-digit, unique number constructed of four basic elements: Service code (single digit), requisitioner, Julian date, and serial number. For example, MMHQ5020680001.

RP 44- Suffix Code (RP 44). The suffix code identifies separate partial supply actions taken on the original requisition without losing the identity of the original document number. When the requisition is processed on a partial basis, a suffix code letter or number replaces the demand code in each transaction.

RP 45-50- Supplementary Address. This field will be used to identify the service and activity address to receive material, billing, or status- as indicated by the assignment of Signal Codes and/or M/S codes.

RP 51- Signal Code. The signal code designates who to ship and bill to. Signal code "D" is used to ship to requisitioner while code "M" is used to ship to a Supplementary Addressee. Both codes do not contain any billing/Fund Code requirements.

RP 52-53- Fund Code. The fund code is a two-digit code that indicates the funds to be charge, i.e. the bill-to office. The fund code is exempt from Marine Corps use due to Signal Code of assignments of D or M; considered "free-issue".

RP 54-56- Distribution Code. The distribution field is a dual purpose field. The appropriate distribution code will be entered in RP (54-56) when additional status must be furnished to a monitoring activity. The distribution code "HOT" (Hotel Zero Tango) will be entered to route the requisition to PM Ammo, Inventory Management. Supported units may enter a distribution code of "BLNK".

RP 57-59- Project Codes. Entries in RP (57-59) will contain a project code. Project codes contained in requisitions will be perpetuated in all related documentation and appear as a part of the shipping container markings. Project codes are not related to priority. Project codes do not alter or override the priority assigned a requisition or shipment. A complete list of applicable project codes may be found in enclosure (3), Appendix J.

RP 60-61- Priority Designator. The priority designator is determined by combining the assigned Force/Activity Designator (FAD) and the appropriate Urgency of Need Designator (UND). See enclosure (3), Appendix C for priority designator requirements/timelines.

RP 62-64- Required Delivery Date. A numeric consecutive day of the calendar year (i.e. the Julian date less the first digit). See enclosure (3), Appendix AO to determine the Julian date.

RP 65-66- Advice Code. This field serves a dual purpose. An advice code may be entered by the requisitioner to provide coded instructions to supply sources when such data is considered essential to supply action. When the

requisition is processed, a Status Code is inserted in this field to provide the recipient(s) of status with information regarding action taken. A complete list of applicable advice codes may be found in enclosure (3), Appendix H.

APPENDIX AO
JULIAN DATE CALENDAR
PERPETUAL

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

Figure AO-1.--Perpetual Julian Date Calendar

JULIAN DATE CALENDAR

LEAP YEAR

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	232	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

Figure AO-2.--Leap Year Julian Date Calendar

APPENDIX AP

SAMPLE VOUCHER AUTHORIZATION LETTER

LETTERHEAD

IN REPLY REFER TO:
8010
ASP
XX XXX XX

From: Commander, Battalion
To: Responsible Officer

Subj: AUTHORITY TO APPROVE CLASS V(W) ADJUSTMENT VOUCHERS

Ref: (a) MCO 8010.13
(b) MCO 8015.3_
(c) MCO P4400.150E

1. Per the references, the personnel designated below are authorized to approve class V(W) adjustment vouchers within the dollar value and security risk code designated:

NAME/RANK	BILLET	DOLLAR VALUE	CIIC	SIGNATURE
Jane Doe, Capt	Co Cmdr	\$2,500	3, 4, 7	_____

2. Adjustment vouchers are to be completed and maintained in accordance with reference (b) and (C).

3. This approval supersedes all previous letters of authorization.

B. N. COMMANDER

Figure AP-1.--Voucher Authorization Letter

APPENDIX AQ

DD FORM 2890, DOD MULTIMODAL DANGEROUS GOODS DECLARATION

DOD MULTIMODAL DANGEROUS GOODS DECLARATION				
This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.				
1. SHIPPER/CONSIGNOR/SENDER		2. TRANSPORT DOCUMENT NUMBER	3. PAGE 1 OF PAGES	4. SHIPPER'S REFERENCE (TCN)
5. FREIGHT FORWARDER'S REFERENCE	6. CONSIGNEE		7. CARRIER (To be completed by the carrier)	
24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:				
DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061/ +011-804-279-3131 AT SEA: COLLECT: (804) 279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT: +011 (703) 697-0218/ 0219 or DSN: 227-0218 (Watch Officer)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL: DUTY HOURS: DSN: 584-3044, 584-7211, 584-6455 Comm: +011 (410) 436-3044, +011 (410) 436-7211, +011 (410) 436-6455 AFTER DUTY HOURS: DSN: 584-2148 Comm: +011 (410) 436-2148 - Ask for TEU 53	DOD SECURE HOLDING: 1-800-826-0794 <i>(For TSP/drivers emergency secure holding issues, accidents, delays, and incidents)</i> OIL/CHEMICAL SPILLS: NR & TERRORIST HOTLINE: 1-800-424-8802 AT SEA: COLLECT: 202-267-2675	DOD RADIOACTIVE MATERIALS: COLLECT ARMY: +011 (703) 697-0218 USAF: (202) 767-4011 DLA: 1-800-851-8061 AT SEA: COLLECT: 1-804-279-3131 USN/NC: Use 24-hour emergency response number provided by activity.
8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: (X as applicable)			9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED (X if applicable)	
<input type="checkbox"/> MILITARY VESSEL	<input type="checkbox"/> COMMERCIAL VESSEL	<input type="checkbox"/> HIGHWAY/RAIL		
10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (To be completed by the carrier)		11. PORT/PLACE OF LOADING		
12. PORT/PLACE OF DISCHARGE		13. DESTINATION		
14. SHIPPING MARKS	DESCRIPTION OF GOODS (UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulation)		NET MASS/GTY (kg/l)	GROSS MASS (kg)
SAMPLE				
15. CONTAINER IDENTIFICATION NO./VEHICLE REGISTRATION NO.	16. SEAL NUMBER(S)	17. CONTAINER/VEHICLE AND TYPE		18. TARE MASS (kg)
19. ADDITIONAL HANDLING INFORMATION				
20. RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:				
a. RECEIVING ORGANIZATION REMARKS				
b. HAULER'S NAME	c. VEHICLE REGISTRATION NO.	d. SIGNATURE AND DATE	e. DRIVER'S SIGNATURE	
21. SHIPPER PREPARING THIS FORM				
SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to the International and national government regulations.				
a. NAME OF COMPANY/MILITARY UNIT		b. NAME/STATUS OF DECLARANT/CERTIFIER		
c. PLACE AND DATE		d. SIGNATURE OF DECLARANT/CERTIFIER		

Figure AQ-1.--DD Form 2890, DOD Multimodal Dangerous Goods Declaration

APPENDIX AR

DD FORM 626, MOTOR VEHICLE INSPECTION

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)									
<i>(Read Instructions before completing this form.)</i>									
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER				
SECTION I - DOCUMENTATION			ORIGIN a.			DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION									
3. DATE/TIME OF INSPECTION									
4. LOCATION OF INSPECTION									
5. OPERATOR(S) NAME(S)									
6. OPERATOR(S) LICENSE NUMBER(S)									
7. MEDICAL EXAMINER'S CERTIFICATE*									
8. <i>(X if satisfactory at origin)</i>								9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*	
a. HAZMAT ENDORSEMENT			d. ERG OR EQUIVALENT COMMERCIAL:			YES		NO	
b. VALID LEASE*			e. DRIVER'S VEHICLE INSPECTION REPORT*			a. TRUCK/TRACTOR		YES NO	
c. ROUTE PLAN			f. COPY OF 49 CFR PART 397			b. TRAILER		YES NO	
SECTION II - MECHANICAL INSPECTION									
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>									
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)				
12. PART INSPECTED <i>(X as applicable)</i>	ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	
a. SPARE ELECTRICAL FUSES					k. EXHAUST SYSTEM				
b. HORN OPERATIVE					l. BRAKE SYSTEM*				
c. STEERING SYSTEM					m. SUSPENSION				
d. WINDSHIELD/WIPERS					n. COUPLING DEVICES				
e. MIRRORS					o. CARGO SPACE				
f. WARNING EQUIPMENT					p. LANDING GEAR*				
g. FIRE EXTINGUISHER*					q. TIRES, WHEELS, RIMS				
h. ELECTRICAL WIRING					r. RAISING DEVICES				
i. LIGHTS AND REFLECTORS					s. AIR BRAKES*				
j. FUEL SYSTEM*					t. OTHER (Specify)				
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED <input type="checkbox"/>					REJECTED <input type="checkbox"/>				
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>									
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED <input type="checkbox"/>					REJECTED <input type="checkbox"/>				
15. REMARKS									
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>				
SECTION III - POST LOADING INSPECTION									
<i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>									
	ORIGIN (1)		DESTINATION (2)		COMMENTS (3)				
	SAT	UNSAT	SAT	UNSAT					
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR									
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT									
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT									
21. PROPER PLACARDS APPLIED									
22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS									
23. COPY OF DD FORM 626 FOR DRIVER									
24. SHIPPED UNDER DOT SPECIAL PERMIT 868									
25. INSPECTOR SIGNATURE <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>				
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>				

Figure AR-1.--DD Form 626, Motor Vehicle Inspection

APPENDIX AS

SERIALIZED EXPENDITURE REPORT

PRECEDENCE: PRIORITY
TO: COMMARCORSYSCOM QUANTICO VA AMMO (UC)
INFO: MARINE CORPS PROGRAMS FALLBROOK CA; NAVSURFWARCENDIV CRANE IN (JXMQ)

UNCLASSIFIED/
SUBJ/EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) W/REPORT NUMBER (7-13)
REF/MCO 8010.13
POC/CHARGE I./CAPT/COM: 910-451-XXXX/EMAIL: IN.CHARGE@USMC.MIL
GENTEXT/

1. GENERAL INFORMATION.
 - A. UIC/DODAAC: M12345/M12345
 - B. GEOGRAPHICAL LOCATION OF EXPENDITURE. RANGE 1234, CAMP LEJEUNE, NC.
 - C. DATE OF EXPENDITURE. 10 NOV 20XX.
 - D. EXERCISE NUMBER/NAME. STEEL RAIN 4-XX.
 - E. POINT OF CONTACT. CAPTAIN IN CHARGE, 910-451-XXXX, IN.CHARGE@USMC.MIL

2. EXPENDITURE INFORMATION.

LINE NO.	DODIC	MSL SER#	MSL LOT#	MOE
1.	C995	123456	JJS81J001-001	CBT
2.	C995	123457	JJS81J001-001	CBT
3.	PL87	123000	KCG68L010-001	DAS

3. DOCUMENT NUMBER ISSUED/RECEIVED ON.

LINE NO.	DODIC	DOCUMENT NUMBER
1.	C995	MMHQ5031230001
2.	PL87	MMHQ5031000001

4. REMARKS. INCLUDE OTHER DATA THAT MAY BE RELEVANT TO THE MISSILE EXPENDITURE: (E.G., TYPE OF TEST, MALFUNCTION REPORT DATE TIME GROUP (DTG) IF APPROPRIATE, IF SERIAL NUMBER ON BOX DID NOT MATCH SERIAL NUMBER ON MISSILE (GIVE DETAILS), ETC.)

Figure AS-1.--Serialized Expenditure Report