## AMMUNITION RECEIVING AND SHIPPING OPERATIONS

## Subcourse MM 4620

## Edition 8

United States Army Combined Arms Support Command Fort Lee, Virginia 23801-1809

## 2 Credit Hours

Edition Date: 1988

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Credit Hours

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## INTRODUCTION

The key to any successful operation is prior planning, especially when running ammunition receiving and shipping operations. These operations involve much more planning than merely estimating how many trucks and soldiers it would require to move a given number of boxes. Ammunition receipts and shipments often involve minute details that must be worked out before actual operations begin.

As an ammunition NCO in the supply operations section of a depot, you will be expected to be able to prepare plans for receiving and shipping ammunition. You will have to be familiar with reports and documentation, packaging and palletization, materials handling equipment (MHE), manpower, and tools and supplies.

## Supplementary Requirements

There are no supplementary requirements in material or personnel for this subcourse. You will need only this book and will work without supervision.

## Credit Hours

Two credit hours will be awarded for the successful completion of this subcourse - a score of at least 70 on the end-of-subcourse examination.

Passing score for this subcourse material is $70 \%$.

## Lesson 1

PLAN RECEIVING OPERATIONS

OBJECTIVES

CONDITIONS
STANDARD You must score at least 70 on the end-of-subcourse examination that covers this lesson and Lesson 2.

## RECEIPTS

Receiving is the movement and transfer of ammunition stocks from one ammunition storage activity to another from the point of view of the receiver. The receipts discussed in this subcourse are shipments from an ammunition supply point (ASP), a corps storage area (CSA), a theater supply area (TSA), or the port of entry. Unit turn-ins are not included.

For the senior ammunition NCO to plan properly for receipts, the following steps must be taken after notice is received of what kind of ammunition is being shipped and when it is expected:

- Storage locations are selected so that compatibility requirements are met and net explosive weight (NEW) limits are not exceeded.
- Stock consolidation and requirements are met.
- The personnel and equipment necessary for unloading and storing the ammunition are determined.
- The receiving plan is submitted to the NCOIC for approval.

This lesson discusses each of these steps in greater detail.

## NOTICE OF SHIPMENT

Shippers of ammunition are required by AR 55-355, Defense Traffic Management Regulation, to forward the consignee (the receiver) a notice of shipment. This notice is sent electronically, such as message or automatic data link, and must be received at least 24 hours before the arrival of the shipment. These notices are clearly marked as a report of shipment (REPSHIP)(Figure 1-1). They include the information on the chart in Figure 1-2.

If the shipper is within 24 shipping hours of the receiving unit, the shipper must telephone the REPSHIP data and confirm the data by follow-up message within the 24 hours. There is no set format other than the format required for messages.


Figure 1-1. Example of a Report of Shipment (REPSHIP).

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1. Subject of message (REPSHIP)
2. DRO number.
3. Carrier and routing.
4. Vehicle and seal numbers.
5. Net explosive weight of Class $A$ and Class $B$ explosives.
6. Bill of lading number/Transportation Control Movement Document number.
7. Date of shipment.
8. Estimated date and time of arrival.
9. Data applicable to each shipment:
a. DOD Identification Code (DODIC) for ammunition explosives.
b. Ammunition lot number.
c. Complete or partial shipment.
d. Requisition document number from DD Form 1348-1 (Release/Receipt Document) and/or other documentation.
e. Quantity (round count).
f. Number and type of containers.
g. Weight and cube.
h. Project code.
i. The following annotation for ammunition: Flame- or heat-producing tools NOT to be used to remove seals and other security devices.

Figure 1-2. Data Most Commonly Found on a REPSHIP.

## DETERMINATION OF STORAGE LOCATION

At the receiving unit, the REPSHIP is compared to the stock records. This is done to determine if the ammunition listed is similar to ammunition already stored.

## Similar Items

If the shipment is similar (has the same NSN and lot numbers as what is in storage), it has to be determined if there is adequate space to store it. The storage locations' planographs or the actual storage locations must be checked. Planographs may be scale drawings of the magazine floor plan (Figure 1-3) or computer-generated location systems that lay the storage site out into grids. In either case, the measurement used must be identified somewhere on the planograph. The necessary pallet dimensions (length, width and height) are in the DOD Consolidated Ammunition Catalog by national stock number (NSN).

With the pallet dimensions and the dimensions of the space available, it is simple arithmetic to calculate the area and cube. A comparison of area to cube then shows if the ammunition will fit into the space available. If the shipment will not fit into the space available, rewarehousing of ammunition among the magazines may be required.


Figure 1-3. Example of a Planograph.

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## Different Items

When the records show that the same type of ammunition is NOT stored at the facility, there are several steps to take to select a storage site.

First, the compatibility groups of the items must be determined. Compatibility groups are determined by referring to TM 9-1300-206, Ammunition and Explosive Standards, Table 5-21 (Figure 1-4). To use Table 5-21, convert the Department of Defense Identification Code (DODIC) to nomenclature. For example, use DODAC 1315-C444 on the REPSHIP (Figure 1-1). The DOD Consolidated Ammunition Catalog Part IV shows that DODIC C444, NSN 1315-00-028-4841 is at index number 1519 (Figure 1-5). Look up the index number in Part V to find the nomenclature (Figure 1-6). This item is Cartridge, 105 mm , HE, M1, w/fuze PD, and is semifixed ammunition. Table $5-21$ is listed alphabetically, so ammunition, fixed and semi-fixed, 90 mm through 106 mm , is about three-quarters of the way down the page. At the columns to the right, the compatibility group is shown as E and the quantity distance (QD) class is (12) 1.2. (The (12) indicates a fragment hazard and imposes a 1,200 -foot minimum distance.) This process is repeated until all items have been researched.

To determine which compatibility groups may be stored together, use TM 9-1300-206, Figure 5-2 (Figure 1-7). Using the chart is a matter of locating the first compatibility group on the left edge and the other group at the top; if an $X$ appears where the columns intersect (cross) the items are compatible and may be stored together.

Next, the limits imposed by NEW must be determined. Ammunition magazines are designed to store a specific NEW. Standard earth-covered magazines have a design capacity of 500,000 lbs NEW. Nonstandard earth-covered magazines have a capacity of $250,000 \mathrm{lbs}$ NEW. Drawing numbers that dictate the weight authorized are contained in AR 385-64, Ammunition and Explosives Safety Standards. To determine if magazines can be loaded to their capacity, the facility license, if there is one, is checked along with any waivers or exemptions that are in effect at the site. The license gives the total NEW authorized for the depot.

The NEW of the example's receipt is researched in the NSN listing in the DOD Consolidated Ammunition Catalog, Part VII. First, use the index in Part IV (Figure 1-5). Find the NSN by looking up the DODIC, C444. To the right of the NSN is the index number. Go to Part VII (Figure 1-8) and find the index number, which is the leftmost column. The NEW is in the fourth column under the heading, "Item NEW Trans Storage W/F-S/B." Use the "Storage" figure.

When the NEW for one item is known, multiply it times the number of items to get a total NEW. Compare the total, including NEWs of the other material stored, to the magazine capacity (from the planograph). If it is the same or less, the incoming ammunition may be stored there if it is compatible.

Next, determine the space needed to store the ammunition. Begin with information from the REPSHIP. For example, Ctg 105mm HE, M1 w/FZ, NSN 1315-00-028-4841 C444. As explained earlier, using the NSN, the pallet dimensions can be found in the consolidated catalog, Part VII, Packaging. The pallet dimensions are: length 48.50 inches, width 36.75 inches, and height 36.50 inches (Figure 1-8).

Use DA Pam 75-5, List of Storage and Outloading Drawings for Ammunition, to locate the appropriate storage drawing. Conventional ammunition is in Chapter 3; 105mm Ammunition is FSC 1315 (the first group of numbers in the NSN) and it is boxed ammunition. Go to the column labeled "Item," find the NSN grouping that 1315 fits in, here "Thru FSC 1320" (Figure 1-9). There are two choices: Index 5 and Index 6 . Index 5 is boxed ammunition on pallets. Since a standard pallet is 40 inches long by 48 inches wide and dimensions for the example are 48.50 inches long by 36.25 inches wide, it is too large for a pallet and will come on skids.


Figure 1-4. Extract from TM 9-1300-206, Table 5-21, Page 5-46, Summary of Quantity Distance Classifications and Compatibility.


Figure 1-5. Extract from the DOD Consolidated Ammunition Catalog, Part IV, Page 4-(4), Index.


Figure 1-6. DOD Consolidated Ammunition Catalog Showing Nomenclature by Index Number.

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NOTE:

1. THE MARKING "X" AT AN INTERSECTION OF THE ABOVE CHART INDICATES THAT THESE GROUPS MAY BE COMBINED IN STORAGE. OTHERWISE, MIXING IS EITHER PROHIBITED OR RESTRICTED PER NOTE 2 BELOW.
2. THE MARKING "Z" AT AN INTERSECTION OF THE ABOVE CHART INDICATES THAT, WHEN WARRANTED BY OPERATIONAL CONSIDERATIONS OR MAGAZINE NON-AVAILABILITY, AND WHEN SAFETY IS NOT SACRIFICED, THESE GROUPS MAY BE COMBINED IN STORAGE. COMBINATIONS THAT VIOLATE THE PRINCIPLES OF PARAGRAPH 5-18 REQUIRE JUSTIFICATION BY A WAIVER OR EXEMPTION.
3. EQUAL NUMBERS OF SEPARATELY PACKAGED COMPONENTS OF COMPLETE ROUNDS OF ANY SINGLE TYPE OF AMMUNITION MAY BE STORED TOGETHER. WHEN SO STORED, COMPATIBILITY IS THAT OF THE ASSEMBLED ROUND; I.E., WP FILLER IN GROUP H, HE FILLER IN GROUPS D, E, OR F, AS APPROPRIATE.
4. GROUP K REQUIRES NOT ONLY SEPARATE STORAGE FROM OTHER GROUPS, BUT ALSO REQUIRES THAT MUNITIONS HAVING DIFFERENT TOXIC CHEMICAL AGENT FILLERS BE STORED SEPARATELY FROM EACH OTHER. (SEE PARA 4-9):
5. THE MARKING "U" ON ABOVE CHART INDICATES THAT LEAKING TOXIC CHEMICAL MUNITIONS OF ONE AGENT TYPE, I.E., GB, WITH OR WITHOUT EXPLOSIVE COMPONENTS, MAY BE STORED TOGETHER IN ONE MAGAZINE SPECIFICALLY DESIGNATED FOR STORAGE OF LEAKERS OF THAT AGENT TYPE.
6. AMMUNITION DESIGNATED "PRACTICE" BY NSN AND NOMENCLATURE MAY BE STORED WITH THE FULLY LOADED AMMUNITION IT SIMULATES.
7. FOR STORAGE PURPOSES, FUZES ASSIGNED TO STORAGE PURPOSES, FUZES ASSIGNED TO STORAGE COMPATIBILITY GROUP "D" ARE ALSO COMPATIBLE WITH FUZES AND OTHER ITEMS IN COMPATIBILITY GROUP "B"

Figure 5-2. Storage compatibility maxing chart.

Figure 1-7. Extract from TM 9-1300-206, Figure 5-2, Page 5-40, Storage Compatibility Mixing Chart.

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Figure 1－8．Extract from the DOD Consolidated Ammunition Catalog，Part VII，Page 7－（4），Packaging．


Figure 1-9. Extract from DA Pamphlet 75-5, Page 3-3.

Thus Index 6 is what will apply because those pallets are skidded. Follow the indexed line across the top of the "Ammunition and Related Components" page to find the column, "Storage." The drawing number for igloos is 4125-1-2-3-4-14-22 PA 1003. Its cover has the title, index and the drawing number in the lower right corner under "Drawing and File" (Figure 1-10).

On the reverse of the cover are general notes that apply to all uses of the drawing. Make sure they are read and understood.

Drawings show how the unit (a pallet) is measured (Figure 1-11). The actual dimensions of the items in the shipment are used. Typical floor plans and elevations are also shown, along with an isometric view of the magazine (Figures 1-12 and 1-13). Note that it shows type A stacks, which are stacks that reach across the width of the magazine. Special notes on the same page as the isometric view give guidance having to do with special instructions for specific magazines. They must all be read carefully. Next in the drawing are charts (figures 1-14 and 1-15) that help in computing how many pallets will fit in the magazine. Using the example's pallet dimensions, pallet width is 36.75 inches rounded to 37 inches. The side aisle should be 11 inches or 29 inches. Using Chart 1 (Figure 1-14), which gives aisle width, go down the left column to 37 . Using the example, the smaller dimension would apply because the height in Chart 2, "'Up to 37" (Figure 1-14), shows a side aisle smaller ( 5 inches) than the 11 inch minimum in Chart 2. So, the aisle has to be 11 inches.

Chart 3 (Figure 1-14) shows that units up to 40 inches (the example is 36.50 inches high) and 34 to 38 inches (36.75 inches) wide can be stored 8 wide in the first tier (layer).

Chart 4 (Figure 1-14) shows units that can be stored in the second tier using measurements as with charts 1 though 3.

Charts 5,6 and 7 (Figure 1-15) are used the same way for remaining tiers.
With Chart 8, using 48.5 inch length of the example, go to the column showing 46 to $491 / 2$ inches. The magazine can have 17 A stacks in the magazine. See Figure 1-13 and 1-15.

Typical multiple lot storage is also shown. When multiple lots will be stored in one igloo, the final page in the drawing is used (Figure 1-16).

The total space is now allowed for and the specific pattern of storage can be drawn.

## USE OF PLANOGRAPH

At this time, pallet dimensions can be used to plot the planned storage on a planograph as required by TM 743-200-1. When planning storage, the largest lot is stored in A stacks in the rear of the magazine. There must also be space for equipment to turn around. The MHE aisle is based on measurements at least 4 foot 7 inches plus the length or width of the pallet, or 40 inches for the fork lift tines, whichever is greater.

A typical planograph is in Figure 1-17. Most planographs are scale drawings of the magazines floor space scaled at 5 -foot increments. As mentioned earlier, planographs may vary, but they will always be scaled so contents' space can be calculated.

To use the planograph, compute the total square feet needed for the receipt and measure to find if there is room. For example, the REPSHIP at the beginning of this lesson listed the following:

- NSN 1315-00-028-4841 C444.
- Pallet dimensions: 48.5 inches long, 36.25 inches wide, and 36.50 inches high.
- Quantity: 636 rounds, 318 boxes, 10.6 pallets (rounded to 11 ).

Using the REPSHIP information, the receipt is plotted on the planograph as shown in Figure 1-18.

# STORAGE $\mathbb{I N}$ 60' \& 80' IGLOO MAGAZINES, 80' STRADLEY MAGAZINES, AND STANDARD MAGAZINES OF BOXED AMMUNITION AND COMPONENTS ON SKIDDED BASES 

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Figure 1-10. Extract from Ammunition Drawing 19-48-4125-1-2-14, Cover.


Figure 1-11. Extract from Ammunition Drawing 19-48-4125-1-2-14, Page 3.


Figure 1-12. Extract from Ammunition Drawing 19-48-4125-1-2-14, Page 4.


Figure 1-13. Extract from Ammunition Drawing 19-48-4125-1-2-14, Page 5, Showing an Isometric View.


Figure 1-14. Partial Extract from Ammunition Drawing 19-48-4125-1-2-14, Page 10.


Figure 1-15. Partial Extract from Ammunition Drawing 19-48-4125-1-2-14, Page 11.


Figure 1-16. Partial Extract from Ammunition Drawing 19-48-4125-1-2-14, Page 12.


Figure 1-17. Blank Planograph for an 80-Foot Igloo Magazine.


Figure 1-18. Planograph Showing Proper Placement of Ammunition.

## DETERMINATION OF PERSONNEL AND EQUIPMENT

Now the munitions and the space needed for them are known. Next, equipment and personnel requirements must be determined.

How many ammunition handlers are necessary is based on factors such as type, quantity, and packing configuration of the ammunition. The ammunition senior NCO uses his or her experience to make this determination. In any event, there must be at least two persons to do the work at any location. There must also be at least one supervisor.

Because very few magazines have approved lighting, explosive operations are restricted to daylight.
If work must be done at night, lighting must be arranged. The unit CO will have to approve use of portable lighting equipment. Whatever lighting is used, it can illuminate the interior of the magazine only by reflection for safety reasons.

Equipment requirements must be coordinated with the appropriate equipment or motor pool. Equipment possibly needed includes transport vehicles, materials handling equipment, forklifts (electric for inside and rough terrain forklift outside), pallet jacks, conveyors, dunnage, blocking, banding equipment and pallets, and safety equipment for personnel. Definitive quantities are up to the judgment of the ammunition senior NCO.

## SUBMISSION OF PLAN

When the plan is complete, it must be submitted to the operations and storage officers for their comment and approval. The plan must include planograph(s) and personnel and equipment lists and must conform to local SOP directions.

## REVIEW EXERCISES

Circle the letter of the correct answer to each question.

1. What is sent to the receiving ASP for advance notice of shipment?
a. Report of Shipment (REPSHIP).
b. DD Form 1384.
c. DD Form 3151-R.
d. DD Form 5210-R.

## Use Figure 1-6 to answer Question 2.

2. What mark shows that two compatibility groups can be stored together without restrictions?
a. Z .
b. U.
c. X .
d. No mark.

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3. What is the correct way to determine if the same type of ammunition as the shipment is on hand?
a. Ask the storage officer.
b. Inspect the magazines.
c. Research stock records.
d. There is no need to know.
4. How far in advance must the receiving unit be notified a shipment is due to arrive?
a. No more than 2 days.
b. At least 36 hours.
c. No more than 3 days.
d. At least 24 hours.
5. What document is used to see if the receipt will fit in a particular magazine-without actually going to that magazine?
a. The stock record card.
b. The DA Form 3020-R.
c. The DA Form 3151-R.
d. The planograph.

Recheck your answers to the review exercises. When you are satisfied that you have answered every question to the best of your ability, check your answers against the exercise solutions. If you missed one or more questions, you should retake the entire lesson, paying particular attention to the areas in which your answers were incorrect.

## Lesson 2

PLAN SHIPPING OPERATIONS

OBJECTIVES When you have completed this lesson you will be able to describe how to plan shipping operations. You should be able to describe how to determine ammunition availability and location, transportation requirements, and compatibility. You should also be able to explain how to determine how many personnel and how much equipment is necessary, and where to store items before loading. Finally, you should be able to describe a plan and how to submit it.

CONDITIONS You will have this subcourse book and work without supervision.
STANDARD You must score at least 70 on the end-of-subcourse examination that covers this lesson and Lesson 1 (answer 12 of 15 questions correctly).

## SHIPMENTS

Shipment is the movement and transfer of ammunition stocks from one ammunition storage activity to another from the point of view of the sender. Transportation assets not organic to the shipping ammunition unit are used. Issues and rewarehousing activities are not considered shipments.

In routine operations, CSAs and depots schedule ammunition shipments directly to ASPs and ammunition transfer points (ATPs). These shipments are made up from operating stocks arriving in the theater or stored in the communications zone (COMMZ). As these stocks build up, the material management center (MMC) directs shipments of selected stocks forward.

Commonly, ammunition shipments are palletized and are consolidated for throughput distribution directly to forward ASPs. Shipment of ammunition between ASPs within the COMMZ is usually in smaller quantities than those from COMMZ storage facilities. These shipments are made on shorter notice, so less time is available for planning, but this subcourse is concerned with depot operations so there will be time enough to plan completely. When planning shipments the following steps must be taken after a material release order (MRO), shipping instructions, or other such document is received:

- The ammunition to ship is available and located.
- The total weight and cubic feet of the ammunition to be shipped are calculated to determine transportation requirements.
- The compatibility of the ammunition is checked.
- How many personnel and materials handling equipment (MHE) are needed to load, block, and brace the ammunition are determined.
- What equipment and tools will be needed in preload storage area(s) must be determined.
- The plan must then be prepared and approved.

This lesson discusses each of these steps in greater detail.

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## DETERMINATION OF AMMUNITION AVAILABILITY AND LOCATION

Upon receipt of an MRO, shipping instructions, or other shipment authority, the supply activity makes sure the ammunition is available. Stock records are reviewed by the clerks to determine if the quantities on hand are the correct condition code and if there is enough to fill the requirement. A DA Form 3151-R (Ammunition Stores Slip) must be prepared (Figure 2-1). The DA Form 3151-R is sent to the Surveillance Section for verification of condition of ammunition for shipment. Surveillance verifies the condition and/or provides instructions on preparation of the ammunition (Figure 2-2).


Figure 2-1. Ammunition Stores Slip Filled Out To Send to the Surveillance Section.


Figure 2-2. Ammunition Stores Slip Returned from Surveillance Section.

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At the same time, another copy of the DA Form 3151-R is sent to the Storage Section, where any preparation required by the surveillance inspection is made. For example, the figures show that 14 boxes need palletization into light pallets. The instructions say to ensure the pallet is squared off to normal size. The ammunition senior NCO must plan for the lumber, or empty boxes for squaring off, but in most cases will use empty boxes. If empty boxes are used, plans must include orange and contrasting paint on the list of materials. This is because boxes must be painted orange and marked EMPTY in a contrasting color on the top, both ends, and one side. The proper placards must be available, too. MILSTD 129 has more information on placards.

If the ammunition is not palletized and must be, the drawing must be available and ammunition handlers must understand its use. Lesson 1 of this subcourse discusses how to use DA Pam 75-5 to find drawings. Look at Figure 1-9. Note that the column on the far right is for special drawings. For palletization, find the unitizing column. Use the drawing given in this column for palletizing a particular item. Figure 2-3 shows samples of general information for palletization of boxed ammunition. The complete drawing has extensive notes and information in it. Figure 2-4, Appendix 0 of Drawing 4116/20PA1002, is the index of appendixes for the specific drawings. It is organized by item as well as by national item identification number (NIIN) and DODIC. The applicable appendix number is in the right column, which is labeled "*APP NO." or "APP NO." To use an example close to the C444 105mm cartridge, find the DODIC C445. It lists the appendix number as 45A. In the appendix are complete instructions and illustrations for palletizing.


Figure 2-3. Partial Extract from Basic Procedures, Ammunition Drawing 19-48-4116-20PA 1002.


Figure 2-3. Partial Extract from Basic Procedures, Ammunition Drawing 19-48-4116-20PA 1002, Continued.


Figure 2-4. Partial Extract from Appendix O, Ammunition Drawing 19-48-4116/0-20PA 1002.

## DETERMINATION OF TRANSPORTATION REQUIREMENTS

Since most shipments in the COMMZ are limited to the highway, this subcourse explains them. Rail and water facilities are sometimes used when available; aircraft are used only when absolutely necessary.

Planning transportation requirements begins with computing the total weight and cube of the shipment. By researching the NSN of the example in Part VII of the DOD Consolidated Ammunition Catalog (Figure 1-8), it is shown that each pallet/skid is listed as weighing 1,751 pounds. There are nineteen full pallets ( 16 boxes each), or 33,269 pounds, and one light pallet with 14 boxes, approximately 1,511 pounds, for a total of 34,780 pounds.

The cube is computed by multiplying the number of pallets by the pallet's cube, also found in the DOD Consolidated Ammunition Catalog, Part VII (Figure 1-8). The example's cube of one pallet is 37.6 cubic feet. There are 19 pallets full and one light, but the light pallet was squared off to normal size, so it counts one full pallet for volume. Twenty times 37.6 cubic feet is 752 cubic feet.

When the total weight and volume have has been computed, the documentation to have the ammunition shipped can be begun. The documentation required is a DD Form 1348-1 (Single Line Item Release Receipt Document)(Figure 2-5) and DD Form 1384 (Transportation and Movement Document)(Figure 2-6). When the documentation by the clerks in the Operations Section is completed and checked by their supervisor, a copy of each of the forms is sent to the local transportation movements officer (TMO). The documents go into a suspense file in the Operations Section and are held until the TMO provides transportation and directs the shipment.


Figure 2-5. DD Form 1348-1 Filled Out to Send to the Transportation Movements Officer.

## DETERMINATION OF COMPATIBILITY

There are handling and loading requirements for maintaining transportation compatibility for explosives and other hazardous cargo. Compatibility for transportation has the same priority as for storage, only the standards for which types of items may be mixed are different. Figure 2-7, an extract from BOE 6000 (Bureau of Explosives Tariff), shows which items can be loaded together.

Figure 2-7 uses the Department of Transportation (DOT) shipping names. These names are available in The Ammunition Data Catalog (in Microfiche) or The DOD Hazardous Classification Guide. The names are also included with the manufacturer's data on the top of the box being shipped. Once the DOT shipping name is known, it should be cross-referenced to the BOE Chart to see if the items can be loaded together. If they cannot, more transportation assets must be requested.

## DETERMINATION OF PERSONNEL AND EQUIPMENT

Two factors, personnel and MHE, when not planned for, are the most common cause of slowdowns in shipping operations. The planner must take into account the following:

- There must be extra personnel arranged for to cover those missing due to sick call, appointments, or other administrative requirements.
- Personnel involved in the shipment should be exempt from other duties during the period.

Figure 2-6. DD Form 1384 Filled Out to Send to the Transportation Movements Officer.


Figure 2-7. Partial Extract from Bureau of Explosives Tariff, BOE 6000, Segregation and Separation Chart of Hazardous Materials.

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- There must be enough MHE for the operation, and it must be the correct type (electric fork lifts for inside work and rough terrain forklifts for outside).
- On-the-spot maintenance support must be available.

Malfunctioning tools and lack of supplies can also slow down or stop an operation. Thus, selecting the proper tools and supplies is another critical area in planning operations. The following areas must be considered well in advance:

- All hand tools must be serviceable, and enough must be available.
- Banding equipment must be serviceable, and extras must be available in case of breakdown. There should be one set of cutters and crimpers available for each band tightener.
- There must be enough steel strapping, clips, staples, and dunnage to complete palletization.
- If a crane is being used for shipping palletized projectiles, slings must be serviceable and available.
- There should be personal protective equipment available, such as face shields for banding operations, work gloves, and safety shoes.


## LOCATION OF PRELOAD STORAGE

The final planning to be done is to determine locations for storing the shipment until loading time. To keep the shipment from being spread all over the area and increasing its hazard, preloading storage sites should be as centrally located as compatibility permits. The shipment should be at the front of the storage sites (igloos, pads, etc.) to cut down on loading time. Stocks should be clearly marked as being prohibited from issue. There should be several copies of a master list showing the location of each portion of the shipment. Planographs are ideal for this. They are used as instructed in Lesson 1.

## SUBMISSION OF PLAN

Once everything has been planned and actions taken to assure transportation and preload storage areas, the ammunition senior NCO submits the plan to his or her supervisor for approval. Besides planographs, included in the plan are a record of all actions taken, a timetable of events, and a map showing where parts of the operation will happen. The format must follow the local SOP.

## REVIEW EXERCISES

Circle the letter of the correct answer to each question.

1. What should be known before proceeding to the transportation office to coordinate transport?
a. Weight and cube of the shipment.
b. The size of required railcars.
c. Results of surveillance inspection.
d. Who the dockmaster will be .
2. Who should verify the condition code and the pallet configuration of the ammunition to be shipped?
a. Operations officer.
b. Surveillance section.
c. Stock records clerk.
d. Magazine platoon sergeant.
3. What completed forms must be sent to the TMO?
a. DD Form 1348-1 and DD Form 1384.
b. DA Form 3151-R and DA Form 3020-R.
c. DA Form 2064 and DA Form 5210-R.
d. DD Form 626 and DD Form 836.
4. Why must there be plans for extra personnel to help with a shipping operation?
a. The two-person rule must be used.
b. The job usually gets complicated.
c. Trainees are used.
d. A soldier may get sick.
5. What is a good way to keep track of stock that is preload stored?
a. Tell the surveillance and operations sections.
b. Make and distribute several copies of a master list.
c. Write the locations down in a notebook.
d. Post locations on a DA Form 581.

Recheck your answers to the review exercises. When you are satisfied that you have answered every question to the best of your ability, check your answers against the exercise solutions. If you missed one or more questions, you should retake the entire lesson, paying particular attention to the areas in which your answers were incorrect.

## EXERCISE SOLUTIONS

## LESSON 1

1. a (page 6)
2. c (page 10)
3. $c$ (page 18)
4. d (page 1)
5. d (page 18)

## LESSON 2

1. a (page 35)
2. b (page 30)
3. a (page 35)
4. d (page 35)
5. b (page 39)
