

Logistics

# **Worldwide Ammunition Review and Technical Assistance Program**

Headquarters  
Department of the Army  
Washington, DC  
31 August 2007

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 700-13

Worldwide Ammunition Review and Technical Assistance Program

This rapid action revision dated 31 August 2007--

- o Updates terminology to comply with Army force generation and modularity (throughout).
- o Updates official designations of Army Commands and eliminates the reference to MACOMs (throughout).
- o Clarifies that HQDA (DALO-SUM) is the approving authority for changes to the schedule for ammunition logistics review (para 2-1).
- o Authorizes the Defense Ammunition Center to provide technical assistance visits to other Army organizations with an ammunition mission, in addition to commands and installations (para 2-3).
- o Directs the Defense Ammunition Center to communicate directly with HQDA, Deputy Chief of Staff, G-4 on matters concerning the review program (para 2-3).
- o Adds the authority for the review program to include other organizations that have ammunition missions to ensure compliance with ammunition safety and logistics policy (para 2-3).
- o Includes the Installation Management Command in policy and responsibilities and adds requirement to forward responses to reports within HQDA suspense (para 2-4).
- o Directs advanced coordination with activities being reviewed (para 3-1).
- o Adds the term higher headquarters (para 3-1).
- o Identifies the Defense Ammunition Center as the agency to identify documentation and support requirements (para 3-1).
- o Requires the Defense Ammunition Center to establish a new suspense date when reports deemed inadequate and are returned to reviewed organization (para 3-2).
- o Changes suspense for responses from 60 days to 75 days (para 3-2).
- o Adds the authority to include commendatory remarks in the closeout report (para 3-2).
- o Authorizes a follow-on visit to evaluate implementation of recommendations from the initial assistance visit (para 3-3).

- o Includes requirement for commands to include funding availability when requesting additional technical assistance visits (para 3-3).
- o Limits the number of requested technical assistance visits and follow-on visits to one between official logistics assistance/reviews due to priorities and funding limitations (para 3-3).
- o Changes the requirement for providing a digest to a requirement of making the digest available to all organizations (para 3-4).
- o Makes administrative changes throughout.



## Logistics


### Worldwide Ammunition Review and Technical Assistance Program

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

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

**History.** This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

**Summary.** This regulation provides policy and responsibilities for accomplishment of the worldwide on-site reviews of ammunition facilities and operations. It also provides commanders of organizations having ammunition missions a source of technical assistance in all facets of ammunition logistics.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless

otherwise stated. Also, it applies to agencies, commands, installations, units, and activities having a mission, which includes receipt, storage, shipment, surveillance, maintenance, demilitarization/disposal, testing, evaluation, transportation, issue, use, or management of Class V materiel and related equipment, excluding surety materiel (toxic, chemical, and nuclear material). During mobilization, the proponent may modify chapters and policies contained in this regulation.

**Proponent and exception authority.**

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

**Army management control process.**

This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

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

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DALO-SUM), Washington, DC 20310-0500.

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

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\*This regulation supersedes AR 700-13, dated 6 January 2003.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

*a.* This regulation prescribes authority, objectives, responsibilities, policies, and procedures for conducting worldwide ammunition logistics reviews and requesting technical assistance in all matters of ammunition logistics.

*b.* For purposes of this regulation, ammunition includes all bulk propellants, explosives, pyrotechnics, and munitions/missiles involving Class V materiel and related items, excluding surety materiel.

### **1-2. References**

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

### **1-3. Explanation of abbreviations and terms**

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

### **1-4. Objective**

The primary objective of the Worldwide Ammunition Review and Technical Assistance Program is to improve the overall ammunition logistics system by—

*a.* Providing independent assessments of ammunition accountability, issue, receipt, transportation, storage, safety, security, surveillance, maintenance, testing, demilitarization, automated identification technology (AIT), and management to evaluate the operational effectiveness of commands, activities, and other organizations having an ammunition mission.

*b.* Identifying local and systemic problem areas and providing recommendations for corrective actions.

*c.* Advising major Army commands, commanders, and installation personnel on new or evolving developments to include AIT implementation in matters affecting the ability to accomplish missions in an accountable, secure, safe, and environmentally responsible manner.

*d.* Providing commanders a source for technical assistance.

## **Chapter 2 Responsibilities**

### **2-1. Deputy Chief of Staff, G-4**

The Deputy Chief of Staff, G-4 (DCS, G-4) will—

*a.* Direct worldwide ammunition reviews, studies, assessments, and other logistics support actions at commands, activities, and other organizations having an ammunition mission.

*b.* Establish and announce the Worldwide Ammunition Review and Technical Assistance Program schedule prior to the beginning of each fiscal year. The schedule will be provided to the Army command/higher headquarters of each organization to be reviewed during the fiscal year. Changes to the announced schedule may only be approved by HQDA (DALO-SUM).

*c.* Monitor progress and accomplishment of the Worldwide Ammunition Review and Technical Assistance Program.

*d.* Coordinate review report recommendations and correction of systemic problem areas to include highlighting the implementation and sustainment of AIT throughout the entire ammunition logistics system with Headquarters, Department of the Army (HQDA) elements and other Army command/higher headquarters.

### **2-2. Commanding General, Joint Munitions Command**

The Commanding General, Joint Munitions Command, by delegation from HQDA through U.S. Army Materiel Command (AMC), will support this program by providing resources for accomplishment by the U.S. Army Defense Ammunition Center (DAC).

### **2-3. Director, U.S. Army Defense Ammunition Center**

The Director, U.S. Army Defense Ammunition Center (DAC)—

*a.* Is tasked to accomplish the Worldwide Ammunition Review and Technical Assistance Program by—

(1) Conducting on-site reviews, studies, assessments, and other logistics support actions directed by HQDA (DALO-SUM). The DAC will communicate and coordinate directly with DCS, G-4 in all matters relating to the review program.

(2) Providing technical assistance to commands, activities, installations, and other organizations having an ammunition mission.

(3) Providing review and assistance in development of plans for construction or modification of ammunition facilities for handling, storing, maintaining, demilitarizing/disposing, or testing of ammunition and explosives.

(4) Initiating systemic improvements relative to all ammunition logistics functional areas to include AIT implementation throughout the entire ammunition logistics system.

(5) Identifying requirements for standard design of ammunition facilities, developing design requirements, and coordinating with installations, commands, and design activities.

(6) Providing an annual program in-process review to HQDA (DALO–SUM) and periodic in-process reviews to applicable Army commands/higher headquarters.

*b.* Is responsible for internal management controls in conformance with Government Accounting Office standards.

## **2–4. Commanders, Army Commands, Army Service Component Commands, and Direct Reporting Units**

*a.* Upon receipt of the annual DCS, G–4 Worldwide Ammunition Review and Technical Assistance Schedule, Army Commands (ACOMs) (FORSCOM, TRADOC, AMC), Army Service Component Commands (ASCC) (USAREUR, USARCEN, USARNORTH, USARSO, USARPAC, USASOC, SDDC, EUSA), and Direct Reporting Units (DRUs) (NETCOM, MEDCOM, INSCOM, CIDC, USACE, MDW, ATEC, USMA, USARC, USAASC, IMCOM) will notify locations under their command that are scheduled for review.

*b.* Assure that responses to recommendations contained in the review report are generated within the suspense date established in the HQDA distribution memorandum; that responses are provided for each recommendation; and that all actions are sufficient to correct the noted situations. The headquarters forwarding the memorandum/endorsement will include a statement that command concurs with all responses provided.

## **2–5. Reviewed commands, activities, and installations**

Reviewed commands, activities, and installations will—

*a.* Provide required support, information and access to review teams in support of the Worldwide Ammunition Review and Technical Assistance Program. A local point of contact (POC) will be designated to facilitate review team support and access to ammunition-related sites.

*b.* Take immediate and responsive action to implement corrective recommendations required for regulatory compliance.

# **Chapter 3 Reviews, Reports, and Technical Assistance**

## **3–1. Logistics reviews**

*a.* Reviews of commands, activities, and installations will normally be conducted at intervals not to exceed four years. Follow-up visits to evaluate effectiveness of corrective actions taken on specific review findings may be directed by HQDA (DALO–SUM). Exceptions to the established interval (shorter or longer) may be directed by HQDA (DALO–SUM) when circumstances warrant.

*b.* Army commands/higher headquarters can request reviews at installations prior to expiration of the four-year cycle. These requests can be based on mission changes, results of the previous DAC review, or results of inspections and assessments performed by other agencies (for example, GAO, AAA, IG, or DDESB).

*c.* In advance of each review, the Logistics Review Technical Assistance Office, U.S. Army Defense Ammunition Center, will initiate direct coordination with commands/higher headquarters, activities, and installations scheduled for review.

*d.* An in-brief will be scheduled for the first day of the review to acquaint the team with the installation ammunition mission and to explain team procedures and objectives. Personnel representing the installation ammunition mission—for example, installation garrison staff, DOL/DPW, JMC/CAM ASP operations, supply, operations, maintenance, transportation, QASAS, safety, security range operations, facilities, and environmental—should attend the in-brief.

*e.* Reviews will include, but are not limited to the following:

(1) Compliance with directives.

(2) Adequacy of directives and guidance from higher headquarters.

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

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

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

(6) Special items of directed interest identified by HQDA (DALO–SUM) or Army Commands/headquarters. Army Commands/higher headquarters may request reviews of special items of interest by notifying DALO–SUM.

*f.* Documentation in support of the above review areas will be provided by the reviewed organization as requested by the review team. Required documentation, as well as other support required, will be identified by the U.S. Army Defense Ammunition Center in the initial coordinating message (see para 3–1c).

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

*h.* The team will apprise appropriate personnel of progress of the review. Observations will be discussed with installation personnel in their area of responsibility during the review. Significant or hazardous observations will be promptly brought to the attention of command personnel by the review team, and/or to the Army Command/higher headquarters and HQDA (DALO–SUM) if judged appropriate.

*i.* The review team will request scheduling of an outbriefing to discuss results of the review. Installation personnel present at the outbrief is at the discretion of the reviewed installation.

### **3–2. Reports**

*a.* Within 60 days of the review, a formal report of observations and recommendations will be submitted to the reviewed organizations' higher headquarters. The cover letter will be signed by the Chief, Munitions Division, Office of the Deputy Chief of Staff, G–4 (ODCS, G–4), HQDA (DALO–SUM).

*b.* Within 60 days of the formal report publication, a response stating the actions taken or planned to correct and prevent recurrence of cited discrepancies will be submitted by the reviewed organization's higher headquarters, through command channels to arrive at the U.S. Army Defense Ammunition Center (SJM–AV), McAlester, OK, 74501-9053, within 75 days of the formal report publication. An information copy of the response will be provided by the reviewed organization to HQDA (DALO–SUM). The Defense Ammunition Center will evaluate responses for adequacy. If the response is deemed inadequate by the Defense Ammunition Center, it will be returned to the reviewed organization's higher headquarters for resolution. A new suspense date for the response will be assigned by the Defense Ammunition Center.

*c.* When resolutions are required by other than the reviewed organization or its higher headquarters, recommendations will be forwarded by the U.S. Army Defense Ammunition Center to the responsible organization. Responses to these recommendations will be submitted to arrive at the Defense Ammunition Center within 75 days.

*d.* A closeout report will be prepared by the U.S. Army Defense Ammunition Center indicating concurrence with the responses. The closeout report will be submitted to HQDA (DALO–SUM) with an information copy to the reviewed Army command/higher headquarters. The closeout report will indicate any unacceptable responses, or non-responses, that may warrant follow-on action by DALO–SUM. The closeout report may also include commendatory comments, if appropriate.

*e.* Reports under the purview of this regulation are exempt from management information controls according to AR 335-15, paragraph 5-2g.

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

*g.* Any findings or deficiencies critically impacting Safety, Readiness, Security, Cost Savings or any other Life Cycle functional discipline will be treated by separate timely correspondence in lieu of waiting for normal report publication.

### **3–3. Technical assistance**

*a.* Technical assistance is available to commands, activities, installations, and other organizations having an ammunition mission. To the extent possible, the requester will fund on-site technical assistance visits.

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

*c.* Requests for on-site assistance will be forwarded to the Defense Ammunition Center (SJM–AV) 1 C Tree Road, Building 35, McAlester, OK 74501–9053, or telephone DSN 956–8048, commercial (918) 420–8048, e–mail sjmac-av@dac.army.mil. Requests will include the following information:

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

*d.* The U.S. Army Defense Ammunition Center will review requests and determine if the requested assistance is within the scope of its expertise. If the Defense Ammunition Center determines the request is not within its areas of expertise, the requester will be advised to route the request to its higher headquarters.

*e.* For those requests that the U.S. Army Defense Ammunition Center determines fall within its areas of expertise,

the Defense Ammunition Center will provide the requester with a proposal for conducting the technical assistance visit (TAV). The proposal will include:

- (1) Proposed time period for conducting the TAV.
- (2) The Defense Ammunition Center's understanding of the scope of the request, that is, what the requester desires.
- (3) An estimated cost and a request for funding from the customer.

*f.* Information resulting from the technical assistance visit will be provided only to the commander/organization requesting assistance.

*g.* To assess progress made, a follow-on visit may be requested, per the policies herein, from the Defense Ammunition Center.

(1) This follow-on visit reveals lack of progress of additional significant problem areas; an information copy of the results of the follow-on visit will be furnished to the installation's higher headquarters and HQDA (DALO-SUM).

(2) A technical assistance visit and one follow-on visit may be requested in the time period between scheduled logistics reviews discussed in this regulation. For example, if an installation receives an ammunition logistics review in FY 2000, its next scheduled review may be expected in FY 2004. That installation may request one technical assistance visit and one follow-on visit in the interim. Any additional visits during that time period must be requested through the Army command/higher headquarters, to HQDA (DALO-SUM).

### **3-4. Annual digest and in-process reviews**

*a.* The Logistics Review Technical Assistance Office will analyze reports of all reviews conducted within a fiscal year and will prepare a digest of significant observations and trends. The digest will not relate observations to a specific installation, command, or organization, since it is intended to serve as a source of systemic problem identification and resolution for all locations and commands. The digest will be made available to all commands, higher headquarters, activities, and installations as an aid to identifying potential problem areas.

*b.* The Logistics Review and Technical Assistance Office will present an annual in-process review (IPR) to the program proponent and periodic IPRs to Army Commands/higher headquarters. The IPRs will include an analysis from ammunition logistics reviews conducted during the most recent fiscal year and will include an analysis of any significant trends evident from previous review cycles. Recommendations and/or corrective actions plans will be included in the IPRs to the extent possible when reporting unfavorable trends.

## **Appendix A References**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

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

**AR 11-2**  
Management Control

**AR 335-15**  
Management Information Control System

**AR 740-1**  
Storage and Supply Activity Operations

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

This section contains no entries.

## **Glossary**

### **Section I Abbreviations**

**AAA**

Army Audit Agency

**ACOM**

Army Commands

**AIT**

automatic identification technology

**AMC**

U.S. Army Materiel Command

**ASCC**

Army Service Component Command

**ATEC**

U.S. Army Test and Evaluation Command

**CG**

commanding general

**DAC**

U.S. Army Defense Ammunition Center

**DCS, G-4**

Deputy Chief of Staff, G-4

**DDESB**

Department of Defense Explosive Safety Board

**DOL**

Director of Logistics

**DPW**

Director of Public Works

**DRU**

Direct Reporting Unit

**EUSA**

Eighth Army

**FORSCOM**

U.S. Army Forces Command

**GAO**

General Accounting Office

**HQDA**

Headquarters, Department of the Army

**IG**

inspector general

**IMCOM**

U.S. Army Installation Management Command

**INSCOM**

U.S. Army Intelligence and Security Command

**IPR**

in-process review

**JMC**

Joint Munitions Command

**LRTAO**

Logistics Review and Technical Assistance Office

**MDW**

U.S. Army Military District of Washington

**MEDCOM**

U.S. Army Medical Command

**NETCOM/9th SC(A)**

U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)

**NGB**

National Guard Bureau

**OCONUS**

outside Continental United States

**ODCS, G-4**

Office of the Deputy Chief of Staff, G-4

**POC**

point of contact

**QASAS**

Quality Assurance Specialist Ammunition Surveillance

**SDDC**

Military Surface Deployment and Distribution Command

**SMDC**

U.S. Army Space and Missile Defense Command

**TAV**

technical assistance visit

**TRADOC**

U.S. Army Training and Doctrine Command

**USAASC**

U.S. Army Acquisition Support Center

**USACE**

U.S. Army Corps of Engineers

**USACIDC**

U.S. Army Criminal Investigation Command

**USMA**

United States Military Academy

**USARC**

U.S. Army Reserve Command

**USARCENT**

U.S. Army Central

**USAREUR**

U.S. Army Europe

**USARNORTH**

U.S. Army North

**USARPAC**

U.S. Army Pacific

**USARSO**

U.S. Army South

**USASOC**

U.S. Army Special Operations Command

**Section II**

**Terms**

This section contains no entries.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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**PIN 017695-000**

# USAPD

ELECTRONIC PUBLISHING SYSTEM  
OneCol FORMATTER WIN32 Version 238

PIN: 017695-000

DATE: 08-31-07

TIME: 09:51:27

PAGES SET: 15

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DATA FILE: C:\wincomp\r700-13.fil

DOCUMENT: AR 700-13

SECURITY: UNCLASSIFIED

DOC STATUS: REVISION