**Headquarters**
**Department of the Army**
**Washington, DC**
**9 February 2024**

# *Army Regulation 740–1

**Effective 9 March 2024**

**Storage and Supply Activities**

## Storage and Supply Activity Operations

By Order of the Secretary of the Army:

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*Chief of Staff*

Official:

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

**Authorities.** This regulation implements provisions of DoDM 4140.70.

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

**Proponent and exception authority.** The proponent of this publication is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this publication 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 publication 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 requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (appendix B).

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–4 at usarmy.pentagon.hqda-dcs-g-4.mbx.publications@army.mil.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 740–1, dated 26 August 2008.



**UNCLASSIFIED**

# *SUMMARY of CHANGE*

AR 740–1
Storage and Supply Activity Operations

This major revision, dated 9 February 2024—

- Updates “national inventory control points” to “life cycle management commands” (para 2–3*f* and throughout).

- Prescribes the preparation and completion of DA Form 621 (Strategic and Critical Material Stored in Army Installations) (paras 2–7 through 2–10).

- Describes the preparation and completion of DD Form 805 (Storage Space Management Report) (paras 3–12 through 3–17).

- Moves ammunition storage and transportation procedures to AR 700–28 (formerly chap 6).

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## Chapter 1
## Introduction

### 1–1. Purpose
This regulation prescribes policy and procedures, and assigns responsibilities for the formation and management of material storage and supply operations. Army storage and supply operations must comply with this regulation. Other Army components or organizational elements with particular or peculiar assignments under this regulation are identified in the appropriate chapter(s). The policies pertaining to storage and supply operations are set forth, as appropriate, in each subsequent chapter. This regulation covers storage and maintenance of Army prepositioned stocks (APS); Ammunition Surveillance and Quality Assurance Program; determining storage space requirements; justifying the construction of new storage facilities; instructions for the preparation and submission of DD Form 805 (Storage Space Management Report) and DA Form 621 (Strategic and Critical Material Stored in Army Installations); Army quality control and reliability management of supplies and equipment within Army supply activities; and information concerning sources regarding identification, control, and utilization of shelf-life items.

### 1–2. References, forms, and explanation of abbreviations
See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at https://armypubs.army.mil/.

### 1–3. Associated publications
This section contains no entries.

### 1–4. Responsibilities
*a. Deputy Chief of Staff, G–4.* The DCS, G–4 will—

(1) Develop concepts and long-range plans for future worldwide storage space requirements in support of the Army supply distribution system.

(2) Evaluate worldwide storage space facility requirements and use to determine the need for acquisition, modification, diversion, conversion, assignment, closure, and assessing depot facilities.

(3) Serve as the principal staff element for the Ammunition Stockpile Reliability Program (ASRP) per AR 702–6.

(4) Process requests for warehouse space when Army commands (ACOMs) are confronted with storage problems that cannot be resolved between interdepartmental storage offices.

(5) Issue policy directions in connection with the application and use of quality control and reliability management at Army storage depots.

(6) Manage quality control and reliability management program in coordination with the ACOM commander.

(7) Develop, maintain, and supervise a program to standardize and control ammunition storage and transportation procedures in support of the Army Ammunition Program. Authority for execution and evaluation of this program is delegated to the Commanding General (CG), U.S. Army Materiel Command (AMC).

(8) Develop, maintain, and supervise a program to standardize and control ammunition storage and transportation procedures in support of Army ammunition requirements.

(9) Issue policy to standardize and integrate automatic identification technology (AIT) into existing and future storage and supply activity infrastructure.

(10) Perform the additional responsibilities listed at paragraph 4–3*a*.

*b. Commanding General, U.S. Army Materiel Command.* The CG, AMC will execute and evaluate the Army Ammunition Program as follows:

(1) Submit for approval to the DCS, G–4 (DALO–SPS) concepts, long-range plans, policies, and objectives for the operation and management of depot storage space under the command of AMC.

(2) Establish standards for the use of storage space on an Armywide basis within the framework of Department of the Army (DA) policy.

(3) Prepare technical requirements and procedures for the storage, inspection, testing, preservation, packaging, packing, exercising, rotation, and maintenance of APS.

(4) Conduct the ASRP pertaining to those ammunition items in storage worldwide. Accumulate data and findings from the tests for comparison with the results of previous and subsequent tests.

(5) Coordinate with commanders of other ACOMs/Army service component commands (ASCCs)/direct reporting units (DRUs), as required, in directing and conducting the ASRP, including furnishing the projected annual program.

(6) Budget, program, and fund for the conduct of the ASRP, including depot programs over which AMC exercises direction as the material developer.

(7) Provide quality assurance specialist (ammunition surveillance) (QASAS) personnel for the conduct of the Ammunition Surveillance Program. This includes necessary support and the provision of QASAS to deploying commands and ammunition supply units without organic QASAS to provide Class V technical assistance for the duration of the deployment.

(8) Coordinate and track integration of AIT in storage and supply activity infrastructure.

(9) Oversee the Director, U.S. Army Sustainment Command (ASC), Packaging, Storage, and Containerization Center (PSCC).

*(a)* The Director, ASC PSCC functions as the Army Storage Space Reporting Administrator (SSRA).

*(b)* The execution of SSRA responsibilities is accomplished by the Logistics Data Analysis Center PSCC Logistics Testing and Applications Division (LTAD). See paragraph 3–23*b* for the Army SSRA responsibilities.

(10) Oversee the Director, ASC, who will—

*(a)* Establish Army field support brigades (AFSBs) responsible for receipt, storage, maintenance, and issue functions for APS in their assigned geographic areas.

*(b)* Provide necessary resources including support functions (except for Class V) required to successfully perform the APS storage and maintenance mission.

*(c)* Develop and install a quality control/assurance and reliability management program for storage and maintenance of APS.

*(d)* Develop and submit construction requirements for facilities necessary for storage and maintenance of APS for funding consideration by CG, AMC for facilities located in continental United States (CONUS), or under the appropriate host nation support agreement, when appropriate, for facilities located outside CONUS.

(11) Oversee commanders of AMC storage installations, who will—

*(a)* Upon request, provide commodity command information as to availability of storage space.

*(b)* Advise AMC when adequate and appropriate type storage space is not available to store material received or scheduled for receipt.

(12) Perform the additional responsibilities listed at paragraph 4–3*c*.

*c. Commanding General, U.S. Army Forces Command.* The CG, FORSCOM will execute the responsibilities assigned in chapter 3.

*d. Commanding General, U.S. Army Training and Doctrine Command.* The CG, TRADOC will execute the responsibilities assigned in chapter 3.

*e. Commanders of Army commands, Army service component commands, and direct reporting commands.* Commanders of ACOMs, ASCCs, and DRUs will—

(1) Manage storage space use within subordinate commands and activities.

(2) Ensure storage space meets DA standards.

(3) Evaluate command storage space requirements; determine the need for acquisition, modification, diversion, conversion, assignment, or closure of depot facilities; and submit appropriate recommendations to DCS, G–4 (DALO–SPS) concerning excess depot facilities or future storage space requirements. Evaluations must identify absence of and barriers to AIT integration and recommend corrective actions to AMC for consideration.

(4) Develop and instill a quality control and reliability management program for Army depots within their command.

*f. Commanders of installations, activities, or commands with an ammunition mission.* The commanders of installations, activities, or commands with an ammunition mission will—

(1) Ensure all ammunition at an installation is subjected to Class V specific management and surveillance functions. Results of examinations, tests, and investigations will be reported in accordance with AR 700–28 and DA Pam 700–16.

(2) Ensure supplies and equipment stored are subjected to quality control and reliability management per chapter 4.

(3) Ensure compliance with all explosives safety requirements of DA Pam 385–64.

(4) Perform the additional responsibilities listed at paragraph 4–3, as applicable.

*g. Commanders of combat equipment groups.* The commanders of combat equipment groups will—

(1) Prepare and maintain current standard operational policies and procedures for use by all elements of their command.

(2) Prepare and maintain current plans and procedures for issue of APS in the event of an emergency. These procedures will be coordinated with those units designated to use APS.

(3) Store and maintain APS in combat ready condition.

### 1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

## Chapter 2
## Storage of Army Prepositioned Stocks and Strategic and Critical Material

### Section I

### Army Prepositioned Stocks

### 2–1. Army prepositioned stocks control (except Class V)

*a.* Controlled humidity (CH) storage space is the preferred type of storage for APS.

*b.* APS must be qualified for issue under applicable serviceability standards before they are accepted for storage at an APS storage site or vessel and before they are preserved, packaged and packed, and placed in storage.

*c.* APS, except for Class V, will be stored so as to maintain unit integrity down to and including battalion and separate company level. Engineer, signal, and maintenance battalion equipment may be configured so that issue can be made at company level. However, equipment of one battalion or separate company will not be stored in more than one APS storage site. APS will be configured for combat to decrease the amount of time between a ready force's alert and its ability to be employed.

*d.* The quality control/assurance and reliability management program (see para 1–4*b*(10)(*c*)) will assure that all APS are stored and maintained to meet prescribed serviceability standards.

*e.* Standing operating procedures will be developed and kept current for use by each ASC/AFSB and element thereof.

*f.* Issue procedures will be developed by each ASC/AFSB to facilitate the issue of APS to using units in an emergency or for use in an exercise.

### 2–2. Reporting (except Class V)

Unit status reporting of APS will be reported in accordance with AR 220–1. As an exception, the equipment serviceability criteria (ESC) used for reporting will be based on the ESC at the time of initial entry of equipment into Phase II, or the most recent Phase II cyclic inspection if the latter occurred on a more recent date.

### 2–3. Storage (except Class V)

*a.* APS types of equipment will be stored in available CH storage space when it is planned that APS will remain in storage for more than 1 year.

*b.* When CH storage is not available, covered storage space and open storage space in that order of preference will be used pending availability of CH storage space.

*c.* Warehousing requirements are as follows:

(1) Equipment stored in CH buildings will be block stowed in such a manner as to facilitate rapid withdrawal of equipment.

(2) Sufficient space will be provided around each major item stored to allow free movement of quality control, maintenance, and warehouse personnel.

(3) Equipment in open storage will also be stored to facilitate rapid withdrawal, but need not be block stowed.

(4) Except where specifically required by TM 38–470, equipment in storage will not be blocked off the ground.

(5) Vehicles in storage or open storage will be protected in accordance with the appropriate vehicle Technical Manuals and Bulletins.

(6) Both the storage facility and the inventory stored within will be AIT-enabled.

*d.* A central stock location system will be established for each APS storage site. This system will utilize the location system prescribed by DoDM 4140.70. Data appearing in the locator card may be tailored as required but will be standardized for each ACOM concerned.

*e.* A planograph of each open storage area and storage building will be developed, maintained, and displayed as prescribed by DoDM 4140.70.

*f.* Most APS material stored afloat requires temperature and CH storage as well. Determination is made by ASC/Army field support battalion in coordination with item life cycle management command (LCMC) personnel.

**2–4. Inspection, packaging, and maintenance (except Class V)**

*a. Inspections.*

(1) APS will be subject to the following inspection requirements:

*(a)* Combat equipment in a non-CH environment will be subject to at least one serviceability inspection annually.

*(b)* Tactical equipment in a non-CH environment will be subject to at least one serviceability inspection every 24 months.

*(c)* Equipment in covered and open storage will be given a visual inspection once each 30 days (except Class V).

*(d)* Equipment afloat (APS–3) will be inspected onboard ship, when practical, according to item manual requirements and during ship download/upload periods.

(2) Inspection techniques applicable to APS are prescribed by TM 38–470.

(3) Sampling techniques prescribed in TM 38–470 will be employed for serviceability inspections. Equipment will be rated based on the condition of the sample. If the sample is rated serviceable, each item in the lot from which the sample is taken will be rated serviceable. If the sample fails (that is, not serviceable), the lot becomes suspect as to serviceability and each item in the lot will be inspected and rated separately. Equipment that fails an inspection will be downgraded and scheduled for necessary maintenance within 5 days after assignment of an unsatisfactory inspection rating.

(4) Class V (ammunition) stored afloat will be inspected in accordance with DA Pam 742–1 at established cycles as determined by Headquarters, ASC Ammunition Branch.

*b. Packaging (except Class V).*

(1) APS will be preserved, packaged, and packed prior to storage. Preservation of secondary items will be in accordance with MIL–STD–2073–1 or the special packaging instructions for that item.

(2) APS stored in CH storage will be processed for storage using the procedures in TM 38–470 applicable to CH storage. APS stored in the non-CH storage awaiting availability of CH storage space or designated for open storage will be processed for storage using the procedures in TM 38–470.

(3) Packaging will include AIT marking in accordance with DCS, G–4 policy.

*c. Maintenance (except Class V).* Maintenance will be provided in support of APS during all phases of the prepositioned material cycle. The maintenance provided in each phase of the prepositioned material cycle will be as follows:

(1) *Phase I (preparing for storage).* Maintenance provided during this phase for APS will be the field and sustainment maintenance necessary to qualify earmarked stocks in accordance with established serviceability criteria for inclusion in APS.

(2) *Phase II (storage).* The maintenance provided during this phase will be field and sustainment as required. Maintenance is provided to inspect and maintain APS stock at that level of overall condition and operational reliability necessary for these stocks to qualify for issue under prescribed serviceability criteria and for stocks to be issued within the reaction time established by applicable operational plans.

(3) *Phase III (issue).* The maintenance provided during this phase is necessary to qualify APS stocks for issue within the timeframe prescribed by operational plans.

**2–5. Representative types of equipment requiring controlled humidity storage**

*a.* Vehicular and nonvehicular equipment including towed equipment having—

(1) Internal combustion engines.

(2) Sensitive or delicate components.

(3) Electrical or electronic components.

(4) Components subject to deterioration from mildew, corrosion, or rot.

*b.* Artillery and small arms weapons.

*c.* Electric and electronic equipment.

*d.* Tents, canvas and leather items.

*e.* Instruments (optical, mechanical, and hydraulic).

*f.* Special protective equipment.

*g.* Chemical warfare equipment and devices.

*h.* Miscellaneous items, such as batteries and basic issue items of a sensitive nature.

*i.* Medical supplies and equipment.

*j.* Audiovisual and photographic equipment.

*k.* Test, measurement, and diagnostic equipment.

*l.* Tool sets, tool kits and shop sets.

*m.* Afloat stocks of Class V and other classes of supply as determined by ASC and Army field support battalion–afloat in coordination with the LCMC.

**2–6. Representative types of equipment not requiring controlled humidity storage**

*a.* Trailers, such as ammunition, cargo, and semitrailers.

*b.* Towed nonpowered equipment, such as rocket launchers and construction equipment.

*c.* Bridging.

*d.* Pipeline.

*e.* Storage tanks.

*f.* Fortification materials.

*g.* Hand tools, such as picks and shovels.

**Section II**

**DA Form 621, Report Control Symbol, U.S. Army Materiel Command 111**

**2–7. Purpose and scope of report**

This section prescribes DA Form 621 (Strategic and Critical Material Stored in Army Installations). This form includes all strategic and critical materials stored at Army installations for the account of Defense Logistics Agency (DLA) strategic materials. The form reflects the storage space allocated and occupied by strategic and critical material at each installation and the quantity by commodity stored there. No change will be made in allocated space without prior approval of the Director, ASC PSCC.

**2–8. Preparing agencies**

Each depot/installation storing strategic and critical material will prepare DA Form 621 quarterly. The Army report is comprised of all individual reports.

**2–9. Frequency, period covered, due date, and submission**

*a.* DA Form 621 will be prepared quarterly as of 30 September, 31 December, 31 March, and 30 June. The report will be dispatched within 5 working days after the close of the report quarter.

*b.* Reports will be forwarded in original and three legible copies to Director, U.S. Army Sustainment Command, Packaging, Storage, and Containerization Center (AMXLS–T), 11 Hap Arnold Boulevard, Tobyhanna, PA 18466–5097. Installations other than depots will forward reports through appropriate command channels.

### 2–10. Description of fields

*a. Heading.*

(1) *Quarter Ending.* Enter the date of the end of quarter being reported.

(2) *To.* The name and mailing address of the ASC, PSCC.

(3) *From.* The name and location of the installation preparing the report.

(4) *Outbound Storage Report No.* The last outbound storage report number issued by the installation prior to the end of the reporting period.

(5) *Receiving Report No.* The last receiving report number issued by the installation prior to the end of the reporting period.

(6) *Prepared By.* The name and position of the individual who prepared the report.

(7) *Approved By.* Enter the name, grade, and official position of the individual authenticating the report.

*b. Columns.*

(1) *Column a, Number.* The number of the line entries on the report consecutively for each commodity stored; 1, 2, 3, and so forth.

(2) *Column b, Commodity Identification Item.* In alphabetic sequence list the name of each commodity stored. For each commodity, provide data for each type of space in which material is stored.

(3) *Column c, Inventory Classification.* Provide the inventory classification symbol: SCM (strategic and critical material), D (defense material), CCC (commodity credit corporation), or DM (domestic minerals).

(4) *Column d, Type.* The type of space allotted for storage of each commodity, for example, warehouse, shed, igloo, magazine, tank, vault, open improved, or open unimproved.

(5) *Column e, Gross Storage Space Allotted (Sq. ft.).* The gross amount of storage space allocated to General Services Administration, Property Management and Disposal Service for storage of the specific commodities listed in column b. Entries for covered storage space will be rounded to the nearest hundreds of square feet (for example, 10,349 will be entered as “10,300” and 10,350 as “10,400”). Entries for open storage space will be rounded to the nearest thousands of square feet (for example, 25,499 will be entered as “25,000” and 25,500 as “26,000”). If more than one inventory classification (column c) is involved for a commodity listed, make entry in column e only for the first inventory classification listed.

(6) *Column f, Gross Storage Space Occupied (Sq. ft.).* The gross amount of storage space occupied by material indicated in column b. Entries will be rounded to the nearest hundred square feet or to the nearest thousand square feet as indicated in paragraph 2–10*b*(5) for column e.

(7) *Column g, Quantity in Storage.* The amount of material stored to the nearest whole short ton, converting ounces to pounds and pound to short tons when necessary. Should the total amount of material be less than 1,000 pounds, the amount will be entered in pounds and so identified.

*Note.* In accordance with paragraph 2–7, no change will be made in allocated space without prior approval of the Director, ASC PSCC.

## Chapter 3
## Storage and Space Control

### Section I

### Utilization, Allocation, and Conversion of Storage and Warehousing Facilities

### 3–1. Applicability

Policy regulating the establishment, disestablishment, inactivation, conversion, allocation, and use of storage and warehousing facilities within DA are set forth in this chapter. This section applies to overseas commanders and commanders of AMC, FORSCOM, and TRADOC. This section also applies to DoD components and civilian agencies requesting storage space at supply installations of the Army.

### 3–2. Storage and space control strategies

*a.* The Army, in concert with DLA and the United States Transportation Command, makes continual efforts to maximize the effectiveness and efficiency of the DoD’s Global Distribution Network to meet Army requirements without incurring the need for additional space. This requires an evaluation of transportation costs, procurement workload costs, inventory holding costs, and materiel handling costs. Where storage and warehousing facilities are justified, the DA policy is to retain and make maximum use of

those storage and warehousing facilities needed for the performance of the Army's logistics mission. In developing requirements for storage and warehousing facilities, emphasis is to be placed on using permanent or semi-permanent facilities that, separately or in combination with allied facilities, are the most economical to operate and maintain. Local policy must support and incorporate the current AIT processes, and these processes must be evaluated and updated periodically to adapt future AIT processes and provide optimum protection to store material. Planning will include phased programs to improve the use of permanent storage facilities and close out, vacate, and demolish or place in standby those facilities that are the least desirable for retention or operation. Inactivation of complete installations will be emphasized rather than partial inactivation of several installations.

*b.* Unless there is adequate justification to the contrary, existing storage facilities of DoD components will be used before establishment or expansion of the Army's storage or warehousing facilities is undertaken.

*c.* The DCS, G–4, for the DA, performs storage services for DoD components or government agencies at supply installations; for example, strategic and critical materials for DLA Strategic Materials.

*d.* Depots and depot activities will not divert storage facilities to nonstorage functions without preapproval of the facility LCMC. Exceptions to this policy are permitted when:

(1) Emergency situations arise involving high priority requirements that cannot be fulfilled satisfactorily by other reasonable means. In such instances, it must be demonstrated that other means have been explored and proven to be impracticable.

(2) Depots or depot activities have an occupancy rate of 70 percent or less of the type of facilities concerned.

(3) Temporary diversions of storage space will not exceed 60 days.

*e.* Diversion of storage facilities at installations, arsenals, test facilities, and industrial plants for nonstorage purposes such as office space and maintenance shops is discouraged. Diversion of storage space should only be considered in the event that all other means explored have proven impracticable. Diversion of ammunition and explosive storage or facilities for such non-ammunition related use will require an approved site safety plan. Explosives safety site plans (ESSPs) will be submitted through command safety channels to the Defense Ammunition Center, Director of Explosives Safety (ATCL–ACE) for Army approval.

*f.* Storage missions or activities that are not required to meet the current requirements will be inactivated. Any depot or depot activity having a sustained net covered storage space occupancy rate of 75 percent or less for a period exceeding 1 year is a candidate for closure. Action will be initiated to close or to justify the continued operation of those depots or depot activities failing to meet this occupancy rate. Status of closure or justification for the continued operation will be provided to DCS, G–4 (DALO–SPS) within 60 days of the end of the last fiscal year. Standby facilities should be integrated into a commercial contract. Also, the Army will not construct and maintain excess facilities strictly for mobilization.

*g.* Short-term covered storage requirements will be met through the use of temporary storage facilities. The need for temporary covered storage facilities such as transitory shelters must be justified by a detailed analysis of the requirement. This analysis will include consideration of available covered storage space at other Army and DoD installations on a regional and national basis. The acceptance or rejection of such space will be substantiated by a thorough economic analysis of the alternatives. Occupancy and density levels at the requesting installation will likewise support the need for additional covered space.

*h.* Additional covered storage space will not be provided at CONUS and overseas depots and installations as long as the command-wide storage system occupancy rate does not equal or exceed the DA utilization standard of 85 percent of net available (other covered) and 90 percent (igloo magazine).

*i.* All plans for new construction or renovation of storage facilities that do not include AIT provisions, regardless of type, will be disapproved.

### 3–3. Facility expansion or establishment

*a.* When additional storage and warehousing facilities are necessary, consideration will be given to the following in the order shown:

(1) Obtain required facility or services from existing Army assets.

(2) Alter and convert existing facility.

(3) Obtain required facility or service from another military department or agency.

(4) Acquire by whichever of the following methods is most feasible:

*(a)* Use of warehousing services, facilities, or portion of a facility of another government agency.

*(b)* Use of commercial services available under the DoD Commercial Warehouse Service Plan (see AR 740–3/DLAR (JSR) 4145.04/AFMAN 23–125/NAVSUPINST 4400.100B/MCO 4450.15B).

*(c)* Transfer.

*(d)* Lease.

*(e)* Construction.

*(f)* Purchase.

*b.* Prior to initiating action to acquire a permanent or temporary storage facility (for example, transitory shelter, by transfer, lease, construction, alteration, conversion, or purchase), approval by the DCS, G–4 (DALO–SPS) will be obtained. The request will explain how the use of facilities or services of another military department or agency, other government agencies, or commercial warehouse service is not practical (see para 3–2*g*). If the proposed acquisition is in accordance with mobilization plans, the approved mobilization plan will be cited. Prior to the acquisition or construction of ammunition or explosive facilities, a safety site plan must be submitted and approved. ESSPs will be submitted through command safety channels to the Defense Ammunition Center, Director of Explosives Safety (ATCL–ACE), for Army approval.

*c.* Storage space may be taken from standby status only on approval of the CG, AMC; CG, TRADOC; CG, FORSCOM; or overseas ACOM/ASCC/DRU commanders.

### 3–4. Inactivation of storage and warehousing facilities (except Class V)

Storage and warehousing facilities for which no current or projected Army requirement exists will be inactivated per paragraph 3–2*f*.

*a.* Storage and warehousing facilities for which no current or projected Army requirement exists will not be continued in operation because of prior commitments or occupancy by other military departments or nonmilitary agencies. These military departments or nonmilitary agencies will be given the option of accepting the transfer of the facility, the responsibility for its operation, or removing the stored material.

*b.* When portions of an installation are inactivated, emphasis will be placed on centralizing these inactivated portions by area and segregating these areas from the remainder of the installation.

*c.* Consideration will be given to space required for mobilization in determining projected Army requirements. Inactivated space that is considered necessary as a mobilization reserve will be placed in standby status. When storage space in standby for any command exceeds 15 percent of a command's gross storage space, action will be initiated by the command concerned to inactivate one or more depots, depot activities, storage activities, or similar activities.

*d.* Inactivated Army storage space may be leased to private interests in accordance with AR 405–80.

*e.* Storage and warehousing facilities selected for inactivation and placed in standby status will be reported on the DD Form 805 and explained in the Remarks block (see chap 3, sec II).

*f.* Careful consideration must be given to the location of non-Class V material in the vicinity of established Class V storage or operational sites. Failure to maintain the explosives safety separation distances mandated in DA Pam 385–64 (encroachment) can cause a reduction in the capability of the Class V storage area.

### 3–5. Contracts for commercial storage services

Contracts for garage space, parking, and storage of administrative vehicles, and the storage of supplies and equipment at contractor facilities will be the responsibility of the using activity.

### 3–6. Cross-servicing, license, or permit (except Class V)

*a.* The DA provides warehousing services and storage space to other military departments and agencies and nonmilitary agencies under cross-servicing agreements, licenses, or permits in accordance with AR 405–80.

*b.* Normally, licenses or permits will be used when—

(1) Required warehousing services cannot be provided by the command administering the facility.

(2) The intended operations are of a type not associated with warehousing services.

### 3–7. Space programming and allocation

*a. General.* Army activities receiving requests for storage space from DoD components or other government agencies are responsible for specifying, at the time of such requests, data to support programming requirements and procedures needed to ensure proper storage space management. Establishment

of new Class V storage sites must be supported by an ESSP submittal approved by the DoD Explosives Safety Board unless waived by Headquarters, Department of the Army (HQDA). Storage of Class V material beyond the currently approved limits of existing sites will be assessed based on time, risk, and exposure and will require a deviation approval and risk acceptance document (DARAD) to cover the additional assets. Depending on duration and risk, this DARAD may require a new ESSP for continued use of the storage location.

*b. U.S. Army Forces Command and U.S. Army Training and Doctrine Command supply installations.*

(1) CG, FORSCOM and CG, TRADOC are authorized to allocate to DA agencies open storage space in any amount, and covered storage space not to exceed 40,000 square feet of gross space.

(2) CG, FORSCOM and CG, TRADOC are authorized to allocate to other government agencies and DoD components open space in any amount, and covered space not to exceed 5,000 square feet of gross space.

(3) Regardless of the allocations of space that may be made in accordance with paragraphs 3–7*b*(1) and 3–7*b*(2), all space at these installations will remain under the control of FORSCOM and TRADOC.

(4) Requests for allocation of covered space in paragraphs 3–7*b*(1) and 3–7*b*(2) will be forwarded to CG, FORSCOM (AFLG) or CG, TRADOC (ATBO–H) for approval.

*c. U.S. Army Materiel Command supply installations.* No change in space allocation at AMC installations may be made without prior approval of CG, AMC (AMCOPS–IEB). The assignment of space is the responsibility of the senior commander.

(1) All DoD components and other government agencies requiring space for the storage of military or nonmilitary material at AMC-controlled supply installations will be requested to submit annually, on a fiscal year basis, programmed space requirements to AMC (AMCLG–LS) for space allocation. These programs will be reviewed semiannually, in June and December, and adjusted as required.

(2) Requests for allocation of space will include the following information:

*(a)* Name of department, agency, command, or Service.

*(b)* Desired or suggested location.

*(c)* Type of storage facility desired, shown in net square feet; for example, warehouse, CH, heated, refrigerated, shed, igloo.

*(d)* Type and estimated tonnage of supplies to be stored.

*(e)* Phased timing of space requirements and approximate length of time the allocation will be required.

(3) Programmed net square feet of storage space will be converted to gross square feet (GSF) by AMC (AMCOPS–IEB). Allocation of space will be expressed in GSF to programming activities and storage sites.

*d. Space in overseas installations.* Overseas commanders are authorized to allocate space at installations under their control to DoD components and civilian agencies of the Government.

### 3–8. Space diversion

*a.* Authority to divert storage space granted herein may not be redelegated. Regardless of the circumstances or the amount of space, storage facilities may not be diverted without prior approval of the ACOM/ASCC/DRU commander concerned. Permission must be granted by the commander of the installation to divert space for other use or by CG, AMC to modify the facility. Permission is required even if modifications have been made. The improper conversion can usually be determined if the facility is listed on the inventory of real military property listing and has a storage category code of 421, 422, 441, or 442.

(1) *Installations, arsenals, industrial plants, and test facilities.* Overseas commanders; CG, FORSCOM; CG, TRADOC; and CG, AMC are authorized to divert storage and warehousing facilities not to exceed 40,000 GSF at any one of the above type installations during 1 calendar year.

(2) *Depots and depot activities reporting storage space semiannually.* The CG, AMC and overseas commanders of installations are authorized to divert no more than 40,000 GSF of storage facilities during any 6-month calendar period. Calendar periods end 30 June and 31 December for each year concerned. The authority granted in this paragraph extends only to the exceptions to policy stated in paragraphs 3–2*d*(1) and 3–2*d*(2).

*b.* Requests for authorization to divert storage and warehousing facilities in excess of 40,000 GSF will be submitted by CG, FORSCOM; CG, AMC; CG, TRADOC; and overseas commanders to DCS, G–4 (DALO–SPS) for approval.

*c.* The provisions of paragraphs 3–8*a* and 3–8*b* are not intended to restrict the temporary use, not to exceed 60 days, of a facility in the event of an emergency. Facilities required on this basis will be used without structural changes.

*d.* A CH warehouse space will not be used for purposes other than for which constructed when any other warehouse or other type of suitable covered space can be made available. All requests for diversions of CH storage space for purposes other than that for which constructed will be referred to DCS, G–4 (DALO–SPS) for approval.

**3–9. Request for space diversion**

*a.* Requests for diversion of storage space will include the following information:

(1) The amount of space recommended for diversion.

(2) The types of space (warehouse, shed, open improved, and so forth). Request will contain the building number and/or area number involved, the planned use of the space recommended for diversion, suitability of the space for the planned use, and justification for the requirement.

(3) Foreseeable storage requirement for the space recommended for diversion.

(4) A statement regarding the availability of other space suitable for this purpose.

(5) The amount of re-warehousing and estimated cost if the diversion is authorized. In the event re-warehousing is required and vacant space is available, a statement should be included stating why occupied space is considered preferable to the available vacant space.

(6) Any modification of the facility required and the estimated cost.

(7) In the event that storage space is recommended for diversion to maintenance missions, the following additional information will be furnished:

*(a)* Explain why there is no production capability at other depots in the total depot system having similar depot maintenance missions that can be used to meet the requirement or that cannot be expanded to absorb the increased maintenance production.

*(b)* Document the need for the increase in the depot maintenance production output.

*(c)* Justify why the mission expansion that necessitates the diversion must be made at the depot in question in lieu of another depot.

*b.* When requesting diversion of storage space, show economic evaluation of gains that would result if diversion recommended is approved. For example, personnel spaces will be saved and reduced from the installation's table of distribution and allowances, or number of operational funds and military construction, Army (MCA) dollars will be saved through the diversion of storage space. The timeframe should also be used to permit computing total savings involved. Diversion of non-ammunition or non-explosive storage space to ammunition or explosive storage will require an approved safety site plan. ESSPs will be submitted through command safety channels to the Defense Ammunition Center, Director of Explosives Safety (ATCL–ACE).

**3–10. Space conversion**

*a.* All projects for conversion of storage and warehousing facilities (those involving permanent structural changes) will be submitted to DCS, G–4 (DALO–SPS) for approval. Conversion projects will not be submitted to DCS, G–4 prior to the receipt of approval for the diversion of storage space by the ACOM/ASCC/DRU, or HQDA, as appropriate (see paras 3–8*a* and 3–8*b*.) The request for diversion of storage space and the resulting approval will be submitted as an appendix to each storage space conversion project. Projects that do not contain the request for diversion and approval thereof will be returned for resubmission and compliance with this paragraph.

*b.* All approved conversions of space will be reported on DD Form 805 and explained in the Remarks block. See chapter 3, section II for more detail.

*c.* Approved conversions will be reflected in the installation master plan and the inventory of military real property in accordance with AR 210–20 and AR 405–45.

**3–11. Space utilization standards**

*a.* The efficient use of space at an installation is the responsibility of the senior commander. Principles and guidance concerning the proper management of storage space are contained in TM 38–400.

*b.* To improve Army wide space use, all space for which there is no foreseeable requirement will be reported by senior commanders for disposition, allocation to others, placement in standby, or disestablishment per AR 405–80.

*c.* Users of covered space, not including igloos and magazine space, will seek an occupancy level of 85 percent of net storage space available and will attain a storage density of 15 square feet per short ton (see table 3–3).

*d.* Utilization of igloo and magazine space will seek an occupancy level of 90 percent of net storage space available when such occupancy is not in conflict with regulatory directives concerning compatibility and safety distances. Additionally, ammunition storage space occupancy will attain the following storage densities:

(1) Conventional ammunition, 7 square feet per short ton.

(2) Chemical munitions, 12 square feet per short ton.

(3) Guided missiles, large rockets, command destruct units, and cluster bomb units, 9 square feet per short ton.

*e.* Net storage space available for storage will meet a minimum criterion of 65 percent of gross storage space used for bulk storage operations. This objective is applicable to total covered storage space excluding igloos and magazines.

*f.* Overseas commanders; CG, FORSCOM; CG, TRADOC; and CG, AMC will indicate in the Remarks block of DD Form 805 what actions are being taken to improve space management when the appropriate density level is not being achieved.

## Section II

## DD Form 805 Reporting

### 3–12. Purpose and scope of report

DD Form 805 provides a basis for the management of storage space for purposes of allocation, assignment, and control through evaluation of installation, utilization, and occupancy performance. It also provides background information on which to base responses to inquiries from higher authority.

### 3–13. Preparing agencies

*a.* Army installations listed in table 3–1, including those installations with 50,000 GSF or more of covered storage space that are activated subsequent to the publication of this regulation, will comply with this chapter.

*b.* Only storage space used for the following purposes are excluded:

(1) Bulk petroleum, oils, and lubricants.

(2) Post or installation exchange and supporting storage space.

(3) Installation civil or post engineer and the supporting storage space.

(4) Commissary and the supporting storage space.

(5) Shop stock and bench stock in shops.

(6) Transit sheds and open areas at terminals and depots used exclusively for cargo throughput operation.

**Table 3–1**
**Installation list, identity codes, and reporting frequency**

| Installation | Report | Installation identity code | Location |
|---|---|---|---|
| **OVERSEAS INSTALLATIONS** | | | |
| **England** | | | |
| Hythe Depot Activity (Burtonwood Army Depot) | L | LGXX | Hythe |
| **Germany** | | | |
| Baumholder Storage Area | A | MLAO | Baumholder |
| East Camp and Training Area | A | JEMW | Grafenwehr |
| European Exchange Service Facility | A | JMST | Gruenstadt |
| Hale Supply Area | A | FAWH | Darmstadt |
| Kaiserslautern Army Depot | L | LXPH | Kaiserslautern |
| Miesau | A | QEYK | Miesau |

**Table 3–1**
**Installation list, identity codes, and reporting frequency—Continued**

| Installation | Report | Installation identity code | Location |
|---|---|---|---|
| Pirmasens Depot Activity, Germersheim | L | TGYC | Pirmasens |
| Quartermaster Facility | A | SPVU | Kaiserslautern |
| Rhine Ordnance Barracks | L | UDJC | Kaiserslautern |
| Smith Barracks | A | AZEN | Baumholder |
| South Camp | A | XZCD | Vilseck |
| Training Area, Hohenfels | A | KVPD | Hohenfels |
| Weilerback Depot Activity | L | YQXM | Weilerback |
| **Italy** | | | |
| Leghorn Army Depot | L | ERSM | Livorno |
| **Japan** | | | |
| Sagami Army Installation | A | UQGA | Sagamihara |
| Yokohama Activity, Sagami Army Installation | A | ZLNQ | Yokohama |
| Camp Zama | | | Zama-Machi Akizuki |
| Akizuki Storage Area | A | EVKB | Hiro |
| Hiro Storage Area | | | |
| **Korea** | | | |
| AMC Support Center–Korea | L | YFEB | Waegwan |
| Pusan Storage Facility | L | TVJG | Pusan |
| **Okinawa** | | | |
| Chibana Army Depot | L | DPKL | Okinawa City |
| Kenoko Army Deport | L | KLXG | Kenoko |
| **CONTINENTAL UNITED STATES INSTALLATIONS** | | | |
| **AMC** | | | |
| Tobyhanna Army Depot | L | WXVE | Tobyhanna, PA |
| Picatinny Arsenal | A | TFCT | Dover, NJ |
| Redstone Arsenal | A | UBHS | Redstone Arsenal, AL |
| **U.S. Army Tank-Automotive and Armaments Command** | | | |
| Anniston Army Depot | L | AKWQ | Anniston, AL |
| Red River Army Depot | L | UAUM | Texarkana, TX |
| Rock Island Arsenal | A | UJHQ | Rock Island, IL |
| Sierra Army Depot | L | VRES | Herlong, CA |
| Watervliet Arsenal | A | YNKR | Watervliet, NY |
| **Joint Munitions Command/Joint Munitions and Lethality Life Cycle Management Command** | | | |
| Anniston Munitions Center | A | | Bynum, AL |
| Blue Grass Army Depot | L | BVJS | Richmond, KY |
| Crane Munitions Center | A | YNKR | Crane, IN |
| Hawthorne Army Depot | L | YNKR | Hawthorne, NV |
| Holston Munition Center | A | KXXK | Kingsport, TN |
| Iowa Army Ammunition Plant | A | LNLM | Burlington, IA |

**Table 3–1**
**Installation list, identity codes, and reporting frequency—Continued**

| Installation | Report | Installation identity code | Location |
|---|---|---|---|
| Lake City Army Ammunition Plant | A | | Independence, MO |
| Letterkenny Munitions Center | A | YNKR | Chambersburg, PA |
| McAlester Army Ammunition Plant | A | YNKR | McAlester, OK |
| Milan Army Ammunition Plant | A | QFNJ | Milan, TN |
| Pine Bluff Arsenal | A | TGAW | Pine Bluff, AR |
| Radford Army Ammunition Plant | A | | Radford, VA |
| Red River Munitions Center | A | YNKR | Texarkana, TX |
| Scranton Army Ammunition Plant | A | | Scranton, PA |
| Tooele Army Depot | L | XABS | Tooele, UT |
| **U.S. Army Chemical Materials Activity** | | | |
| Aberdeen Proving Ground | | | Aberdeen, MD |
| Anniston Chemical Activity | | | Anniston, AL |
| Bluegrass Chemical Activity | | | Richmond, KY |
| Deseret Chemical Depot | | | Stockton, UT |
| Edgewood Chemical Activity | | | Aberdeen Proving Ground, MD |
| Johnston Atoll | | | Pacific |
| Newport Chemical Depot | A | AAMP | Newport, IN |
| Pine Bluff Chemical Activity | | | Pine Bluff, AR |
| Pueblo Chemical Depot | | | Pueblo, CO |
| Umatilla Chemical Depot | | | Hermiston, OR |
| **U.S. Army Test and Evaluation Command** | | | |
| Dugway Proving Ground | A | FMGN | Dugway, UT |
| White Sands Missile Range | A | | Las Cruces, NM |
| Yuma Proving Ground | A | ZRCF | Yuma, AZ |
| **U.S. Army Forces Command** | | | |
| Camp McCoy | A | ETMB | Sparta, WI |
| Fort Campbell | A | HDBL | Clarksville, TN |
| Fort Carson | A | HDDL | Colorado Springs, CO |
| Fort Cavazos | A | HFTZ | Killeen, TX |
| Fort Devens | A | HEHL | Ayer, MA |
| Fort Drum | A | EUVG | Watertown, NY |
| Fort Gillem | A | AQMV | Forest Park, GA |
| Fort Johnson | A | HJVH | Leesville, LA |
| Fort Lewis | A | HGUH | Tacoma, WA |
| Fort Liberty | A | HCTL | Fayetteville, NC |
| Fort McPherson | A | HHQL | Atlanta, GA |
| Fort Riley | A | HKBN | Junction City, KS |
| Fort Stewart | A | HKUZ | Hinesville, GA |
| Yakima Firing Center | A | ZLJW | Yakima, WA |

**Table 3–1**
**Installation list, identity codes, and reporting frequency—Continued**

| Installation | Report | Installation identity code | Location |
|---|---|---|---|
| **U.S. Army Training and Doctrine Command** | | | |
| Carlisle Barracks | A | DCWX | Carlisle, PA |
| Fort Bliss | A | HCRL | El Paso, TX |
| Fort Eisenhower | A | HFDZ | Grovetown, GA |
| Fort Eustis | A | HERT | Lee Hall |
| Fort Gregg-Adams | A | HGQH | Petersburg, VA |
| Fort Huachuca | A | HFVZ | Sierra Vista, AZ |
| Fort Jackson | A | HGBZ | Columbia, SC |
| Fort Knox | A | HGFZ | Louisville, KY |
| Fort Leavenworth | A | HGNC | Leavenworth, KS |
| Fort Leonard Wood | A | HGSH | Waynesville, MO |
| Fort Moore | A | HCML | Columbus, GA |
| Fort Novosel | A | HKFN | Dalesville, AL |
| Fort Sam Houston | A | HKHN | San Antonio, TX |
| Fort Sill | A | HKNN | Lawton, OK |
| Fort Story | A | HKVZ | Virginia Beach, VA |
| **U.S. Army Pacific** | | | |
| Fort Greely | A | HFFZ | Delta Junction, AK |
| Fort Kamehameha | A | HGFQ | Honolulu, HI |
| Fort Richardson | A | HJZH | Anchorage, AK |
| Fort Shafter | L | HKJN | Honolulu, HI |
| Kipapa Storage Site | L | YFKW | Wahiawa, HI |
| Schofield Barracks | L | VCHR | Wahiawa, HI |
| **U.S. Army Medical Command** | | | |
| Fitzsimons General Hospital | A | GRRY | Denver, CO |
| Walter Reed Army Medical Center | A | YJQF | Washington, DC |
| **Military District of Washington** | | | |
| Fort Belvoir | A | HCHL | Accotink, VA |
| Fort George G. Meade | A | HEZQ | Odenton, MD |
| Fort Lesley J. McNair | A | HHNL | Washington, DC |
| Fort Myer | A | HJCQ | Arlington, VA |
| U.S. Military Academy | A | YDHZ | West Point, NY |

Legend:
A = annually
L = semiannually

### 3–14. Frequency, period covered, and due date

*a.* At the discretion of the DCS, G–4 (DALO–SPS), installations having less than 50,000 GSF of covered storage space may be required to submit reports should the installation be considered to have significant importance by reason of mission assignment, location, or activity. Exceptions will be made to this criteria based on demands for information from higher authority.

(1) CONUS and overseas installations annual and semiannual reports will be prepared in accordance with information provided in paragraph 3–23*d* and reviewed for accuracy and completeness prior to submission to the Director, ASC PSCC.

(2) Reports will be submitted annually or semiannually as indicated in table 3–1.

*b.* In accordance with paragraph 3–23*b*(1), the Director, ASC, PSCC will prepare Armywide electronic reports.

*c.* Changes are reported as follows:

(1) To keep listing current, changes to table 3–1 caused by activations, changes in name, principal function, or similar actions will be reported through reporting channels to Director, U.S. Army Sustainment Command, Packaging, Storage, and Containerization Center (AMXLS–T), 11 Hap Arnold Boulevard, Tobyhanna, PA 18466–5097. This also applies to installations not currently required to report that expand their covered storage space to 50,000 GSF or more.

(2) Changes will be reported to the Director, ASC, PSCC within 45 days after the effective date of the activation.

*(a)* In the case of overseas activations, inactivation, changes in name, prime mission or category of material stored, a copy of the authorizing document will accompany corrections to the listing. Grouping of installations or activities under one command does not remove the necessity for reporting by installation or activity and will not be considered an activation.

*(b)* Inactivated installations will be deleted from this listing when a final report is submitted. A copy of the authorizing document will accompany overseas final reports.

**3–15. Report submission**

*a.* Reports will be prepared on DD Form 805. Instructions are available from the Director, U.S. Army Sustainment Command, Packaging, Storage, and Containerization Center, (AMAS–SPI), 11 Hap Arnold Boulevard, Tobyhanna, PA 18466–5097.

*b.* DD Form 805 will be submitted in accordance with this regulation. Reports may be emailed to ASC PSCC at usarmy.tyad.usamc.mbx.ltad@army.mil, in addition to official mail.

**3–16. General instructions for preparation of DD Form 805**

*a.* Instructions contained in this paragraph apply to each installation listed in table 3–1. These instructions also pertain to those installations with 50,000 GSF or more of covered storage space that are activated subsequent to the publication of this regulation.

(1) The principles of storage space control and reporting are contained in TM 38–400.

(2) DD Form 805 will be prepared to cover the total amount of storage space, by type, at the installation or activity concerned, even if such space is temporarily used for other purposes. It will include all such space which has been out-leased, licensed, permitted, cross-serviced, or which otherwise is used. It will include the total amount of storage space at the installation, regardless of the identity of the occupants except those specific exclusions in paragraph 3–11*b*.

(3) Only one DD Form 805 will be prepared for each installation. Real property and improvements thereon located on contiguous land under the control of the Army will be considered as one installation regardless of missions, functions, activities, or installation classification that may be located thereon. A public highway or railroad right-of-way passing through an installation will not be considered as breaking the continuity of the land. In those instances where installations are geographically separated, they will be treated and reported as separate installations regardless of command structure.

(4) Where an installation has an annex or sub-installation, or is geographically separated, the annex or sub-installation will be reported on a separate DD Form 805 at the same frequency as the parent installation. The parent installation will be identified under the Remarks block on all sub-installation reports. Data pertaining to the sub-installation or annex, geographically separated, will not be included in the parent installation report. Annexes or sub-installations not presently reporting will submit reports only if the 50,000 GSF criterion is met. A separate installation identity code will be assigned in this instance.

*b.* All entries, line entries, or remarks pertaining to space will be expressed in thousands of square or cubic feet rounded out to the nearest thousand; for example, 23,499 will be “23” and 24,500 will be “25.” All reported data must be checked prior to transmittal.

(1) *Gross space.* All entries requiring an expression of areas in GSF will be computed by—

*(a)* Using inside measurements between exterior walls without deductions for firewalls or other structural losses, including employee parking areas, when covered storage space is used. Employee parking areas will be reported as vacant.

*(b)* Using overall measurements of open storage areas with no deductions for trackage and permanent roads within the area. In the case of unimproved open areas, only that space actually occupied by stored material or used in support of storage operations will be reported.

(2) *Cubic space.* All entries requiring an expression of area in cubic space capacity will be computed by multiplying square feet by the unobstructed stacking height permitted by safety restrictions.

### 3–17. Installation identity codes used on DD Form 805

Installation identity codes are contained in table 3–1.

## Section III

## Covered and Open Storage of Supplies

### 3–18. Scope

This section—

*a.* Establishes DA policy for the use of storage space.

*b.* Establishes responsibility and criteria for determining items of supply for storage in CH, conventional warehouse, shed, and open storage space; identification of items as to required type of storage; and for positioning of items at installations having adequate and appropriate storage space.

*c.* Applies to—

(1) The Office of the DCS, G–4 of AMC, major AMC subordinate commands, and overseas commands.

(2) All DA CONUS installations and activities engaged in the storage of wholesale supplies and equipment. This section will be implemented to the maximum extent feasible by posts, camps, and stations worldwide.

### 3–19. Warehousing policy (Except for Class V)

*a.* Warehouse space will be used to the maximum extent of availability to store serviceable and economically reparable unserviceable supplies. When warehouse space is not available, items may be placed in shed storage. Open storage will only be used for those items determined to be suitable for open storage.

*b.* The prescribed relative humidity (RH) level (50 percent RH) for dehumidified storage will be achieved through dynamic dehumidification, air conditioning, or by using the moderating effects of the building and the natural environment. Certification of the latter will be requested from AMC.

### 3–20. Processing requests for warehouse space (except for Class V)

DCS, G–4 (DALO–SPS) processes requests for warehouse space when ACOMs are confronted with storage problems that cannot be resolved between interdepartmental storage offices. Such requests should be made under one of the following conditions:

*a.* When supplies can be more economically positioned at another installation operated by another DoD component or Federal civilian agency for example, in order to avoid unnecessary backhauls.

*b.* When the lack of a specific type of storage space at an installation of the requesting DoD component will result in the storage of supplies in a manner not in the best interest of the Federal Government. Suitable storage space is available at another installation operated by another DoD component or federal civilian agency.

*c.* When storage space available to one DoD component is insufficient to meet the requirement and such space can be made available at an appropriately located installation operated by another DoD component or federal civilian agency.

### 3–21. Criteria for use of storage facilities (except for Class V)

*a.* Most military supplies and equipment will deteriorate rapidly when exposed to the elements. To prevent item deterioration, reduce the costs of initial and recurring care, and extend the shelf life of items, supplies and equipment should be afforded the protection of covered storage.

*b.* Except for items determined suitable for open storage, supplies and equipment will not be positioned at any installation lacking adequate covered storage space. Agencies responsible for directing shipments into storage installations will make certain that adequate covered storage space is available at the installation (see table 3–2).

*c.* When the demands on CH storage result in limited or no space available, warehouse and shed space will be used in that order of priority.

*d.* All vehicles in unserviceable condition codes F and M equipped with protective closures and preserved may be stored in open improved space while awaiting maintenance action. Material so stored will be inspected every 36 months to ensure the degree of unserviceability does not increase as a result of such exposure.

*e.* In instances where a depot or similar supply installation receive advance notice of shipments of material and the receipt of such material would result in the improper use of storage facilities—that is, the type of storage is less than the minimum required type—action will be taken by the storage activity to notify the appropriate inventory control points. After notification, the appropriate inventory control point will divert the shipments to another installation(s) that has (have) the required facilities available.

*f.* When a FORSCOM or TRADOC supply installation receives material that necessitates the use of an improper and detrimental storage environment, immediate action will be taken to advise AMC with complete information regarding the shipment.

*g.* Installations having material in inappropriate types of storage will establish a program to re-warehouse the material to proper storage at the earliest practicable date.

*h.* Material will always be stored in accordance with its controlled inventory item code.

**3–22. Types of warehouse space (except for Class V)**

*a. Controlled humidity space.* CH space, where available, will be used for the storage of those items that will best benefit from such storage facilities. Priorities established in TM 38–400 will be followed in selecting items for CH storage.

*b. General purpose warehouse space.* General-purpose warehouse space will be used as follows:

(1) For items qualifying for CH storage when CH space is unavailable at the installation.

(2) For supplies and equipment sensitive to moisture.

(3) When such storage will reduce the cost of initial and recurring preservation, packaging, and packing of material.

(4) To protect material such as rubber products adversely affected by sunlight and elements in the air.

(5) To protect packaging and packing materials and metal containers containing material.

*c. Shed space.* Shed space may be used for:

(1) Packaging material and items not sensitive to moisture.

(2) Extremely large and/or heavy equipment that cannot be stored physically in warehouse space.

(3) Metal containers, full or empty, including loaded, desiccated, reusable metal containers.

*d. Open space.* Open space may be used for items that will derive little or no benefit from covered storage nor lose their serviceability when stored in open space or are slated for demilitarization, and for items that are impractical to be placed in covered storage due to item characteristics. See table 3–2.

*e. Dehumidified atmosphere.* The dehumidified atmosphere provided in CH space must have access to the material to be protected in order to function as a preservative method. Items placed in airtight containers or sealed in vapor or waterproof envelopes are effectively isolated from the benefits of a CH environment. Therefore, the extra protection inherent in the airtight container placed in CH storage should be restricted to a very minimum number of items. Items selected for this double protection should have, as a minimum, a critical supply position, a high unit cost, a mandatory serviceability status responsive to a contingency plan (APS); and an identity as a major item or component essential to the conduct of combat.

**Table 3–2**
**Type of storage facilities required for supplies**

| Area | General | Medical | Ammunition |
|---|---|---|---|
| Noncombat CONUS and oversea depots, posts, camps, and stations [1] | Covered storage will be provided. Open storage may be used only for those items determined as suitable for open storage. In the absence of a list of material comprising the storage objective, the percentage of the storage objective to be provided covered and open space for posts, camps, and stations will be 80 percent covered and 20 percent open. The percentage of storage objective provided covered and open for all others will be 90 percent covered and 10 percent open. | Covered storage will be provided. | Covered storage will be provided. Open storage may be used only for those items that normally are provided open storage. In the absence of a list of material comprising the storage objective, the percentage to be provided covered and open space will be 95 percent covered to 5 percent open. |
| Noncombat CONUS and oversea depots [2] | The percentage of the storage objective to be provided covered storage and open space will be 60 percent covered to 40 percent open. Covered storage requirements will be met by using demountable structures such as transitory shelters. | Covered storage will be provided. | For short-term requirements, open storage supplemented by use of demountable structures as applicable. |
| Active combat operations other than war oversea depots, posts, camps, and stations | The percentage of the storage objective to be provided covered and open space is 60 percent to 40 percent open. Demountable structures, such as transitory shelters, should be used to meet covered storage requirements. | Covered storage will be provided. | The percentage of the storage objective to be provided covered and open space is 95 percent open to 5 percent covered. Demountable structures should be used to meet covered storage requirements. |

Notes:

[1] Long-term (over 1 year) storage.

[2] Temporary (up to 90 days) or short-term (90 days to 1 year) storage.

### 3–23. Army storage space reporting policy (except for Class V)

*a.* It is the policy of the Army to maintain a uniform, accurate storage space inventory and utilization reporting system to—

(1) Identify gross, net, occupied, and vacant storage space by type of storage.

(2) Exchange storage space data among DoD components to foster optimum use of DoD-owned space.

(3) Conduct DoD-wide and Federal Government-wide storage space management and distribution studies.

(4) Evaluate major storage space military construction or modernization projects.

(5) Identify future peacetime and contingency storage requirements.

(6) Evaluate the extent to which storage space policies are being implemented.

*b.* The Director, ASC PSCC functions as the Army SSRA. As the SSRA, the Director, ASC PSCC, LTAD—

(1) Receives and consolidates DD Form 805 submissions and prepares a detailed summary analysis.

(2) Develops and maintains the automated data processing program specification supporting the system; performs a routine analysis of the storage space inventory database and ensures the automated integrity and accuracy of the information; publishes and distributes storage space management and inventory information; responds to ad hoc requests concerning storage space availability or storage space management information; and reviews all requests and responses on the availability of storage space with a view toward optimum use of the Army's existing storage assets.

(3) Recommends system improvements to higher headquarters.

(4) Approves or denies requests for changes in allocated space.

*c.* Commanders will submit DD Form 805 in accordance with the provisions of this regulation.

*d.* Reporting requirements are as follows:

(1) Each installation having 1,000,000 GSF or more of warehouse space owned or in-granted for their use or any tenant of an installation having 1,000,000 GSF in-granted to them must report semiannually as of 30 June and 31 December. Reports must be submitted for installations having fewer than 1,000,000 GSF of covered storage space if the installation is considered to be of significant logistical importance by reason of mission assignment, location, or activity. It is the responsibility of the Army SSRA to maintain visibility of storage space for those installations having fewer than 1,000,000 GSF of covered storage space that are considered strategically important.

(2) DoD standard data elements and codes will be used in complying with this reporting requirement when applicable. Commanders will identify installations in the installation code block on DD Form 805. Other data elements used herein are subject to change.

(3) Reports will be submitted no later than 60 calendar days after June 30 and December 31 (the "as of" date) of each year. Only one report (a single copy of DD Form 805) will be submitted for each installation site or activity that is required to report. These reports will include storage space that is primarily used for mission operations, regardless of the identity of the occupants.

(4) The Army SSRA will provide reports to DLA prepared on DD Form 805 for those installations meeting the criteria of paragraph 3–1 and in accordance with TM 38–400. Reports will be provided to Headquarters Defense Logistics Agency Distribution, 430 Mifflin Avenue, New Cumberland, PA 17070.

## Section IV

## Determination and Justification of Storage Facilities Requirements

### 3–24. Scope

This section prescribes policies for determining requirements for and justifying the construction of storage facilities within DA. This section is applicable to the DCS, G–4 and all commanders responsible for the operation of U.S. Army depots and installations listed in table 3–1, except for the following:

*a.* Wet storage facilities, rail storage yards, petroleum, oils, and lubricants, tank farms, and arsenals.

*b.* Manufacturing plants.

*c.* Complete aircraft storage facilities.

*d.* Industrial tool storage.

*e.* Refrigerated facilities for the storage of special items such as perishable subsistence, pharmaceuticals, films, and photosensitized materials.

*f.* Self-service supply centers.

*g.* Adjutant general supply facilities.

*h.* Army post exchange storage facilities.

*i.* Storage space within hospitals.

*j.* Commissary storage facilities.

### 3–25. Storage facilities policies

*a.* Projects involving storage facilities required by ACOMs and activities will conform to the qualifications and limitations prescribed in this regulation.

*b.* Projects for new storage facilities at depots and depot activities will be based on computations using factors and methods presented in this section.

*c.* The criteria in table 3–3 will be applied in determining the type of facilities required for storage of supplies.

*d.* Criteria contained in paragraph 2–5 will be used to determine the amount and what type of equipment requires CH storage. In the absence of a list of equipment to be prepositioned, 90 percent of the storage objective will be provided CH storage and 10 percent will be provided another type of storage, as appropriate.

*e.* Space used in support of storage operations at a depot or depot activity and contained within the warehouse buildings will not exceed 15 percent of the actual covered storage space. This should not be construed to mean that as actual covered storage space expands, that support space will expand in the same ratio.

*f.* Except for office space for first line supervision governing the immediate warehousing area concerned, administrative office space should not be located in the warehousing area. If attached to the outside of the building perimeter, administrative office space should be located so as not to interfere with additions or extensions to the actual storage space. This does not preclude the location of personal service space; for example, toilets, washrooms, and lunch areas or facilities within the building concerned for the convenience of operating personnel assigned therein. These facilities should not intrude into actual storage space or limit future expansions.

*g.* If offices, administrative areas, and personal service areas must be within the warehouse perimeter, they should be grouped together to take maximum advantage of space economy. In high bay warehouses, consideration should be given to combine ground floor and mezzanine use of support space in vertical alignment to minimize the use of warehouse floor space.

*h.* Support space and administrative or personal services space will be identified separately and justified by validated workload and personnel requirements for the function concerned.

### 3–26. Facility requirements recognition

*a.* Projects submitted for construction of new storage facilities to qualify for approval must have requirements that are specific and easily recognizable as creating a real need for the project.

*b.* Storage space requirements recognition will be based on the following:

(1) DA-approved and authorized storage objectives, where applicable.

(2) Deficits in capacity where consideration has been given to the use of existing storage facilities within a command.

(3) Objectives, capacities, factors, and computations will be set forth in a clear and concise manner.

### 3–27. Facility computation requirements

*a. Density factors.* Density factors will be used in conjunction with validated tonnage data. The factors used for determining the amount of storage space required may be equal to, but not exceed the density factor depicted in table 3–3.

**Table 3–3**
**Density factors**

| Type of storage space required | Density factor [1] |
|---|---|
| **Covered Storage** | |
| General supplies | 15 sq ft/st |
| Medical supplies | 30 sq ft/st |
| APS | Variable |
| Conventional ammo | 7 sq ft/st |
| Chemical munitions | 12 sq ft/st |
| Guided missiles | 9 sq ft/st |
| **Open Storage** | |
| General supplies | 25 sq ft/st |
| Conventional ammo | 10 sq ft/st |
| APS | Variable |

Legend:
sq ft = square feet
st = short ton

Note:

[1] Factors exclude allowances for support space, but include allowances for aisles, quantity distance, and structural loss. Space requirements based on factors in excess of those listed will be authorized only after each increase has been specifically justified.

*b. Formulas.*

(1) Actual storage space or density factor = capacity, in short ton.

(2) Storage objective − capacity of existing facilities = capacity deficit (only if objective is greater than capacity).

(3) Storage objective or capacity deficit × density factor = actual storage space requirement.

(4) Actual storage space requirement, covered or open excluding igloo and magazine space × 15 percent = storage space required for storage support.

(5) Actual storage space + storage support space = gross storage space.

(6) The results of computations using the formulas in paragraphs 3–27*b*(1), 3–27*b*(2), and 3–27*b*(3) will be the amount of actual storage space that is needed to store a certain tonnage of supplies and equipment. Requirements for each type of space will be computed and shown separately. When a depot, depot activity, direct or general support unit, or similar type storage activity is being created and the support facilities are to be located in covered storage buildings, support space may be added to the actual storage space requirement to determine the total number of GSF of storage space that needs to be constructed (formulas in paragraphs 3–27*b*(4) and 3–27*b*(5)). When an existing facility is being expanded, a requirement for support space will not be included as a storage space requirement unless covered storage is being used for support operations. When covered storage is being used for support operations, expansion of each support facility to accommodate an expanded mission requirement must be documented and accompany the stated requirement.

**3–28. Facility justification requirements**

*a.* Projects for modification, rehabilitation, or construction of new storage facilities to be included in the annual MCA program will be submitted in accordance with AR 420–1. Within the format of DD Form 1391 (FY ___ Military Construction Project Data), certain items of information must be included for storage and warehousing projects.

*b.* When requesting storage facilities in connection with the annual MCA program, the following information will be provided in paragraph 2 of the supplemental justification submitted in conjunction with project submissions on DD Form 1391 (see AR 420–1):

(1) ACOMs/ASCCs/DRUs reporting under section II of this chapter will provide a list of depots, depot activities, and other type activities comprising the command distribution system for peacetime operating stock (POS), war reserve materiel APS, and project stocks (PS). The list will be limited to those facilities in table 3–1 reporting storage space. Provide the installation identity code from table 3–1 mission statement for each installation listed. Also provide the capacities for each depot and depot activity listed. Provide capacities separately for open and covered storage. Provide ammunition, medical, and APS storage space capacities separately from general supplies space.

(2) Storage facilities at posts, camps, stations, and general and direct support units will provide a mission or functional statement for storage organization at the installation concerned, and compute and show capacity of existing covered and open storage facilities.

*c.* When requesting storage facilities in connection with the annual MCA program, the following information will be provided in paragraph 3 of the supplemental justification submitted in conjunction with project submissions on DD Form 1391 (see AR 420–1):

(1) Total storage objectives (tonnage to be stored) for the command or country(s) concerned with depot storage facilities will consist of three separate groups. These groups are war reserve, PS, and POS. Each of these groups will be broken down by classes of supply. These classes of supply are general supplies, medical supplies, and Class V. The requested data will permit identification of all tonnage to be stored in the theater, command, countries, and installations concerned. The total storage objective will be stratified and assigned to each depot listed in paragraph 2 of the detailed justification accompanying the DD Form 1391, per AR 420–1. This figure then represents the storage objective for each depot and forms the basis for determining the storage capacity deficit on a depot-by-depot basis. Using capacities determined for each depot and depot activity listed in paragraph 2 of the detailed justification accompanying the DD Form 1391, compute and show capacity deficits or excess capacity for each type of storage space concerned for each depot. Compute and show the actual and/or gross storage space requirement by type of space for each depot concerned. Gross space will be involved only when covered storage space is required.

(2) The total storage objective of storage facilities at posts, camps, stations, and general and direct support units stratified by general supplies, medical, and ammunition will be provided using those capacities for posts, camps, and stations, and so forth listed in paragraph 2 of the detailed justification

accompanying the DD Form 1391. Compute and show capacity deficits for each type of storage space concerned. Also compute and show the actual and/or gross storage requirement by type of space.

(3) When required by AR 11–18, prepare an economic analysis for each construction project in accordance with the instructions provided therein.

*d.* In addition, justification provided should document and explain the requirement in such terms as:

(1) Requirement for dispersion of stocks.

(2) Requirements, capabilities, and shortfalls in support of wartime operations, for both individual depots and the overall systems.

(3) Overcrowding and over concentration of depots in confined, heavily populated areas.

(4) Requirement to reposition stocks that may be stored to eliminate conflict with operational and tactical plans. The justification provided should be specific and must spell out, as strongly as possible, the consequences that may be expected if facilities are denied.

*e.* DD Form 1391 (item 25) contains the only written justification for construction furnished to the Office of the Secretary of Defense, Office of Management and Budget, and Congress. Item 25 of DD Form 1391 is an important part of the justification of a facilities project and cannot be prepared until all of the facts and figures for the project have been written into the supporting paragraphs of the supplemental justification attached as backup to the DD Form 1391.

*f.* The need for accurate and concise data on DD Form 1391 is extremely important. The DD Form 1391 justification to Congress is just as important as the supplemental justification is to the program review process and is as important as having Army witnesses appearing before the congressional committees in support of the project. To provide accurate storage-oriented data suitable for use in defense of requests for storage facilities projects, the commander will ensure that persons directly involved in storage functions will be major contributors to development of all data, including backup data, to be used in preparation of DD Form 1391. The commander will ensure that these persons review the final submission of DD Form 1391 prior to forwarding to higher headquarters.

## Chapter 4
## Quality Control and Reliability Management

### 4–1. General

This chapter prescribes basic objectives and responsibilities governing the Army quality control and reliability management of supplies and equipment, except Class V, within Army depots and supply activities (for Class V, see AR 702–6 and AR 702–12). Each activity will establish and maintain a quality control and reliability management program that will be managed independently of other functions at the activity. These programs will be designed to ensure that all supplies stored are suitably maintained to meet the standards established for their intended purpose.

### 4–2. Objectives

The major objectives of quality control and reliability management are:

*a.* To ensure responsibilities for accomplishing quality control and reliability management are assigned.

*b.* To provide for periodic quality inspections to evaluate supplies to ensure their readiness.

*c.* To improve quality and reliability of material and product by application of improved management techniques, engineering methods, and statistical techniques.

### 4–3. Functions

*a.* The DCS, G–4—

(1) Issues policy directions in connection with the application and use of quality control and reliability management at Army storage depots. In promulgating such policies, DCS, G–4 (DALO–SPS) will collaborate with the Chief of Research and Development and Acquisition, to ensure coordination and compatibility with the Quality Assurance Program (budget program allocation 2210.2300). All new quality control policy changes will be sent through DCS, G–4 (DALO–SPS).

(2) Manages the quality control and reliability management program in coordination with U.S. Army commanders operating Army storage depots, depot activities, and supply installations.

(3) Reviews and proposes appropriate recommendations to DoD with respect to policy, improvement or adjustments to the quality control and reliability management at Army depots.

(4) Promulgates DoD instructions and policy Armywide on quality control and reliability management at Army storage depots and supply activities.

*b.* Army commanders responsible for the operation of Army depots and depot activities—

(1) Develop and install a quality control and reliability management program for Army depots within the parameters of the definition of quality control in the glossary and in accordance with the policies and objectives prescribed in this chapter.

(2) Make recommendations to DCS, G–4 (DALO–SPS) for improvement of the quality control and reliability management program at Army depots.

(3) Evaluate the quality control and reliability management program to ascertain that the program objectives are being accomplished effectively, efficiently, and economically.

*c.* The CG, AMC—

(1) Develops and promulgates commodity-oriented policy and technical guidance concerning quality control and reliability management at Army depots. In carrying out this responsibility, the CG, AMC is authorized direct communication with other ACOMs, General Services Administration, and DLA, as necessary.

(2) Establishes storage serviceability standards for Army-managed items of supply, including shelf-life items (but excluding medical items, perishable subsistence, and bulk petroleum commodities, which are covered by standards published in AR 702–18/DLAR(JP) 4155.37/NAVSUPINST 4410.56B/AFMAN 23–232(IP)/MCO 4450.13B, and Class V supplies covered by AR 702–6, AR 702–12, DA Pam 742–1, and applicable SB 742– series bulletins). These standards will be applicable to Army depots and depot activities in CONUS and overseas, and will be used as a guide by general and direct support units and posts, camps, and stations worldwide. Standards will be prepared in accordance with AR 702–18/DLAR(JP) 4155.37/NAVSUPINST 4410.56B/AFMAN 23–232(IP)/MCO 4450.13B. See table 4–1 for frequency of inspections for life expectancies and shelf-life codes for shelf-life items; inspection and test procedures; criteria for determining compliance with prescribed standards; and criteria for determining restoration action required for type II shelf-life items.

*d.* The commander of each Army depot worldwide is responsible for—

(1) Ensuring that all supplies stored are subjected to quality control and reliability management. Also, that the results of inspections, examinations, tests, and investigations are promptly furnished through command channels to the responsible Army item manager for corrective action in improving product quality and reliability.

(2) Determining the adequacy of resources in terms of personnel, measurement and test equipment, and facilities to perform the various quality control functions specified in DFAS–IN Manual 37–100.

(3) Making periodic quality control checks, on a sampling basis, of overhauled material received at Army depots from contractor's plants to determine the adequacy of the work performed by the contractor.

(4) Arranging to use the quality control skills and facilities of another DoD component when more economically feasible (see DoDI 4000.19).

(5) Using Joint service training facilities to the maximum extent practicable in the training of DA personnel in quality control and reliability policies, procedures, and techniques.

(6) Evaluating periodically and systematically the quality of shelf-life items to detect material deterioration and degradation in product reliability and readiness.

(7) Providing, as part of the quality control and reliability function, an internal system for calibration of inspection measuring gages and test equipment, in accordance with AR 750–43. Calibration will be done at established intervals against certified standards that have known relationships to national standards.

(8) Ensuring that quality control and reliability functions provide for complete and reliable records of inspections and tests performed, and appropriate analysis of these data. These records and analyses will be used for identification of nonserviceable stocks, detection of causes of deficiencies, determination of restorative action, and subsequent determinations relative to adjustment of shelf life.

(9) Ensuring that quality control and reliability functions make use of statistical sampling procedures and tables provided in MIL–STD–1916 and ASQC–Z1.4.

(10) Ensuring that quantitative, qualitative, and reliability data generated from the quality control function are used to identify and segregate deficient supplies from serviceable material and to establish economical inspection cycling.

**Table 4–1**
**Inspection frequencies (except for Class V)**

| Type storage | Interval (months) [1, 2] |
|---|---|
| CH or equivalent when such rating has been approved by higher authority | 60 |
| Controlled temperature warehouse | 30 |
| Non-controlled temperature warehouse | 24 |
| Shed | 12 |
| Open | 6 |

Notes:

[1] Frequency variances may be made for Type II shelf-life items, items containing radioactive material, and items having inspection frequencies which are based on safety considerations such as aircraft. Includes items normally packaged in hermetically sealed containers, items normally stored in metal reusable containers, and items by reason of their composition requiring less frequent inspection than cited here. Proposed variances exceeding 25 percent of the prescribed frequency require written approval by the item manager, prior to implementation by submitting activity. (Except for Class V)

[2] Variances in inspection frequencies cited, if required, will be made on an item-by-item basis and will be noted as being an exception in the storage serviceability standard concerned. (Except for Class V)

## Appendix A

## References

### Section I

### Required Publications

Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website at https://armypubs.army.mil/. DoD issuances are available at https://www.esd.whs.mil/dd/.

**AR 11–18**
The Cost and Economic Analysis Program (Cited in para 3–28*c*(3).)

**AR 210–20**
Real Property Master Planning for Army Installations (Cited in para 3–10*c*.)

**AR 220–1**
Army Unit Status Reporting and Force Registration—Consolidated Policies (Cited in para 2–2.)

**AR 405–45**
Real Property Inventory Management (Cited in para 3–10*c*.)

**AR 405–80**
Management of Title and Granting Use of Real Property (Cited in para 3–4*d*.)

**AR 420–1**
Army Facilities Management (Cited in para 3–28*a*.)

**AR 702–6**
Ammunition Stockpile Reliability Program (Cited in para 1–4*a*(3).)

**AR 702–12**
Quality Assurance Specialist (Ammunition Surveillance) Program (Cited in para 4–1.)

**AR 702–18/DLAR(JP) 4155.37/NAVSUPINST 4410.56B/AFMAN 23–232(IP)/MCO 4450.13B**
Department of Defense (DoD) Shelf Life Materiel Quality Control Storage Standards (Cited in para 4–3*c*(2).)

**AR 740–3/DLAR (JSR) 4145.04/AFMAN 23–125/NAVSUPINST 4400.100B/MCO 4450.15B**
Stock Readiness (Cited in para 3–3*a*(4)(*b*).)

**AR 750–43**
Army Test, Measurement, and Diagnostic Equipment (Cited in para 4–3*d*(7).)

**ASQC–Z1.4**
Procedures, Sampling and Tables for Inspection by Attributes (Cited in para 4–3*d*(9).) (Available at https://quicksearch.dla.mil/qssearch.aspx.)

**DA Pam 385–64**
Ammunition and Explosives Safety Standards (Cited in para 1–4*f*(3).)

**DA Pam 700–16**
Ammunition Management (Cited in para 1–4*f*(1).)

**DA Pam 742–1**
Ammunition Surveillance Procedures (Cited in para 2–4*a*(4).)

**DFAS–IN Manual 37–100**
Army Management Structure (Cited in para 4–3*d*(2).) (Available at https://www.asafm.army.mil/dfas-guidance/dfas-in-manual-37-100/.)

**DoDI 4000.19**
Support Agreements (cited in para 4–3*d*(4).)

**DoDM 4140.70**
DoD Supply Chain Materiel Management Procedures for Storage and Material Handling (Cited in title page.)

**MIL–STD–1916**
DoD Preferred Methods for Acceptance of Product (Cited in para 4–3*d*(9).) (Available at https://quicksearch.dla.mil/qssearch.aspx.)

**Section II**

**Prescribed Forms**
Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website at https://armypubs.army.mil/.

**DA Form 621**
Strategic and Critical Material Stored in Army Installations (Prescribed in para 1–1.)

## Appendix B

## Internal Control Evaluation

### B–1. Function

The function covered by this evaluation is the management of storage and supply operations for Army supply installations.

### B–2. Purpose

The purpose of this evaluation is to assist installation managers and management control administrators at installations with Army storage and supply operations in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

### B–3. Instructions

Answers must be based on the actual testing of key internal controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

### B–4. Test questions

*a.* Are accurate planographs available for storage facilities?

*b.* Has space been reported on DD Form 805 within the required timeframes outlined in this regulation?

*c.* Does occupied space data appear to be similar to the previous report submitted?

*d.* Is material being stored in unapproved open storage (material that requires covered storage)? If yes, is material degradation evident?

*e.* Has warehouse space been diverted or converted (structurally modified) without permission?

*f.* Has DD Form 805 been prepared and submitted via email to ASC PSCC?

*g.* Does the person who is responsible for submitting the DD Form 805 have a good knowledge of their job, or do they require training?

### B–5. Supersession

This evaluation replaces the evaluation previously published in AR 740–1, dated 26 Aug 2008.

### B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G–4 (DALO–SPS) at usarmy.pentagon.hqda-dcs-g-4.mbx.publications@army.mil.

## Glossary of Terms

**Actual storage space**
An area measured in square feet required for actual storage of material. This area includes net storage space plus aisles and structural losses and, in the case of ammunition, vacant space within storage structures caused by enforcement on net explosive weight limits. This term is not to be confused with gross space since gross space includes support space.

**Alteration**
Change to an existing facility so that it may be more effectively utilized for a designated purpose.

**Army prepositioned stocks**
Material configured to equip specific table of organization and equipment type units upon initial deployment to a designated theater of operations.

**Army prepositioned stocks storage site**
Predesignated site for storage of APS.

**Block stowed**
Storage of equipment in a block configuration without main or cross aisles.

**Combat equipment group**
A subcommand of ASC tasked with managing APS in a specific designated area.

**Configured for combat**
To decrease the amount of time between a ready force's alert and its ability to be employed, select combat enabling equipment (not previously authorized) will be included in APS. This includes equipment installed on vehicle platforms and other combat enabling equipment. Configuring for combat also includes equipping APS unit sets with currently authorized equipment and changing APS modified tables of organization and equipment to authorize, procure, and field equipment currently coded as "to accompany troops," or "not authorized for preposition."

**Demountable structure**
A portable, transportable, pre-engineered prefabricated structure composed of component parts which, in accordance with the manufacturer's specifications or instructions, can be bolted or clipped together to serve a useful purpose on an austere basis and, after being assembled, can be readily and completely disassembled, relocated, and reassembled without substantial damage to its components.

**Density factor**
The average number of square feet of actual storage space necessary to store one short ton of material consistent with warehousing practices outlined in TM 38–400.

**Depot activity**
An activity physically separated from the parent depot that performs one or more wholesale supply or maintenance functions in support of the depot mission. It may be a separate installation or be located at another installation.

**Disestablish**
The discontinuance of a mission, function, or activity at an installation.

**Equipment serviceability criteria**
Procedure for evaluating the readiness condition of equipment to perform satisfactorily its primary missions for 90 days with normal maintenance support.

**Explosives safety site plan**
A package consisting of documents, drawings, maps, and/or tables that provide the intended use of a facility, its location, spatial relationship with other facilities (explosive and non-explosive), and the facility's design and construction.

**Material developer**
The AMC commodity command/project manager/product manager responsible for design, development, procurement, production, and stock management of ammunition items included in the stockpile reliability program.

**Net storage space**
Floor area upon which bins or racks are erected, plus the floor area upon which material can be stored.

**Permit**
Temporary authority conferred on one government agency to use property under the jurisdiction of another government agency.

**Prepositioned material cycle**
The sequence of three time periods (phases) through which material passes under prepositioned material concepts per TM 38–470.
*a. Phase I–Prepositioned Material Cycle*. The period starting when equipment is earmarked as APS and ending when the equipment is physically placed in APS storage location in a ready-for-issue condition.
*b. Phase II–Prepositioned Material Cycle*. The period during which APS is in storage at APS storage locations.
*c. Phase III–Prepositioned Material Cycle.* The period between date of issue order and date of physical issue to using units usually prescribed in specific operations plans.

**Quality control**
A function involving inspection, collection, and analysis of inspection results, corrective action, and defect prevention measures to ensure that material received, stored, and issued conforms to established standards and is properly classified as to condition. Encompasses those functional tasks identified to quality control in DFAS–IN Manual 37–100.

**Reaction time**
The number of days allowed from date of alert for troop units to receive and ready APS for combat use.

**Serviceability inspection**
Physical examination and testing of material to determine whether material conforms to established serviceability criteria.

**Shelf-life item**
An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily in service (see DoDM 4140.27, Volume 1). There are two types of shelf-life items.
*a. Type I.* An individual item of supply with a definite nonextendible period of shelf-life.
*b. Type II*. An individual item of supply having an assigned shelf-life period that may be extended after completion of visual inspection, certified laboratory test, restorative action, or a combination of these measures.

**Space diversion**
A change in the use of storage space from storage to nonstorage purposes.

**Space programming**
The forecasting of net space requirements for storage of material.

**Space requirement**
An established need justifying the allocation of space or a facility to accomplish an approved objective, mission, or task. Also called a facility requirement

**Storage and warehousing facilities**
Structures or areas containing space used for storage activities and support activities pertaining thereto; for example, packing and crating areas, box and crate shops, receiving and shipping areas, and care of supplies in storage areas.

**Storage objective**
The total number of short tons of mission stocks, including POS, war reserve, and PS to be stored.

**Supply installations**
Activities concerned primarily with supply and storage functions; for example, depots, storage activities, holding and reconsignment points, ammunition handling facilities, railroad ground storage yards, regulating stations, regional transportation offices and LCMCs excluding Army terminal (ports) where material is under the control of the Military Traffic Management Command.

**Visual inspection**
A specific type of inspection that primarily includes evaluation using sensory assessment; for example, sight. It consists of nondestructive investigation in most cases and is conducted without the use of special laboratory equipment. It may also include measuring, examining, or gauging one or more characteristics of an item and its packaging and comparing results with specified requirements in order to establish whether conformity is achieved for each characteristic (see DoDM 4140.27, Volume 2).