

A P P E N D I X B

C O M M A N D E R ' S

C H E C K L I S T S

The suggested checklists in this appendix are provided for the commander's use in analyzing and evaluating unit operational readiness and preparing for a WCTO. These checklists are not all-encompassing.

ADMINISTRATIVE CHECKLIST

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. What is the mission of the ASP, CSA, or TSA? 2. Are there adequate communication and coordination among the MMCs, the ammunition storage activities, and the transportation representatives? 3. Is liaison being maintained between the issuing ASP, CSA, TSA, and the using units? 4. Are the ASPs within reasonable distance of the using units? 5. Is there an up-to-date map showing the layout of the ammunition supply activity? 6. Is motor vehicle transportation adequate within the ASP, CSA, or TSA? 7. Are the protective clothing and equipment required by TM 9-1300-206 available and used when handling chemical ammunition? 8. Are there shortages of equipment or supplies? 9. Are internal and external SOPs up to date? | <ol style="list-style-type: none"> devoted to each? Are all areas of concern trained (for example, communications MSE)? 2. Are key personnel being cross-trained? 3. Does the ammunition supply activity have a field location plan? Is it adequate? 4. Is downtime excessive (elapsed time between the arrival and the departure of trucks)? 5. Is an attempt being made to segregate ammunition by lot at the transportation head or at the ASP or depot? 6. Are records kept of accident rates? Are the general causes determined? 7. Does the ammunition supply activity have SOPs that cover the following items: <ol style="list-style-type: none"> a. Operations. b. Routine security. c. Minor disturbances. d. Major disturbances. e. Uprisings. f. Fire. g. Enemy action. h. NBC defense. i. Accident reporting. j. Displacement, evacuation, or emergency destruction of the ASP. k. Maintenance operations. <ol style="list-style-type: none"> 1. Storage plans. m. UXO agents. |
|--|---|

OPERATIONS CHECKLIST

1. What is the status of each individual's training and the unit's training? How much time is

8. Where are the principal bottlenecks? Are they related to receipt, issue, retrograde, handling, or paperwork?

RECORDS AND REPORTS CHECKLIST

1. Have requisitions or letter requests concerning the removal of bottlenecks been submitted to higher headquarters? Is any follow-up action needed?
2. Do personnel know the ammunition reporting system?
3. Are reports forwarded on time?
4. Do personnel understand and follow the system of processing stock control and accounting documents?
5. Are partial shipments that were made against shipping documents reported promptly to consignees?
6. Are other means of communication used to notify the consignee of a shipment when the letter of notification is delayed?
7. Are condition code classifications on the stock record cards correct?
8. Are ammunition serviceability records and suspension/restriction information available for all lots?

STORAGE, ISSUE, AND RECEIPT CHECKLIST

1. Are ammunition storage areas and roads clearly marked and easily identified?
2. Is there evidence of any unnecessary handling of ammunition?
3. Are prescribed quantity-distance tables being followed based on METT-T (AR 385-64)?
4. Is rewarehousing being used to consolidate items in order to accommodate new, incoming shipments?
5. What is the general condition of shelters, buildings (if available), roads, and grounds?
6. Are items subject to rapid deterioration due to storage conditions?

7. Are ammunition stacks stable and properly segregated by type and lot to make mission work easier?
8. Does water run under ammunition stacks? If so, is the problem being corrected?
9. Are classified ammunition items safeguarded properly?
10. Are required supplies and equipment on hand or on order?

INSPECTION AND CLASSIFICATION CHECKLIST

1. Is serviceable, unserviceable, and hazardous ammunition and CEA physically segregated in storage?
2. If storage areas contain types of ammunition that are incompatible, are they being rewarehoused to correct the deficiency?
3. Are broken packages inspected and repaired before being placed in final storage?
4. What action is being taken to minimize pilferage?
5. Are proper steps being taken to find and placard unserviceable and dangerous lots of ammunition to restrict them from being issued? Are these stocks reported for disposition?
6. Can ammunition checkers correctly identify and recognize all ammunition items stored at the ASP?

MAINTENANCE CHECKLIST

1. Is a WCTO maintenance program in operation?
2. Are maintenance operations personnel being trained adequately?
3. Is there a qualified maintenance supervisor on the job?
4. Is the maintenance operations supervisor familiar with the applicable provisions in TM 9-1300-206?
5. Are maintenance records being furnished to the records section for appropriate change of condition code?
6. Is the WCTO maintenance operations SOP up to date?

7. Are required maintenance supplies and equipment on hand or on order?

SAFETY AND SECURITY CHECKLIST

1. Is hazardous ammunition disposed of safely?
2. Are the requirements in TM 9-1300-206 being met when destroying and disposing of ammunition?
3. How well are personnel trained to perform their duties in case of fire?
4. Are rules prohibiting matches, smoking, lanterns, and so on in restricted areas being enforced?
5. Is rubbish allowed to accumulate in the storage area and around FSUs or stacks? If so, is the problem being corrected?
6. Are ASPs or depots being inspected with a view towards fire prevention and the elimination of fire hazards?

STAND-DOWN CHECKLIST

1. What is personnel status?
2. What is equipment status?
3. Have personnel been briefed?
4. What is the ASP condition status?
5. Has safety been considered?
6. What is the difference between WCTO and peacetime regulatory requirements?
7. What is the support structure (local transport and communications)?
8. What headquarters support (maintenance, personnel, medical, financial, religious, POL, PLL, supply, and so on) is required?
9. What are disposal operations? What EOD support is available?