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**Ministry
of Defence**

**JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 6
COMMODITY SUPPLY MANAGEMENT**

**PART 1
MUNITIONS**

VERSION RECORD		
Version Number	Version Date	Description
1.13	07 Jun 12	Formatting and amendment to Ownership and Points of Contact
1.14	20 Jun 12	The addition of Firearms to Privately Owned Ammunition. Chapter 3
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1.16	09 Oct 12	Chapter 3: Appendix 1 to Annex H – Revised Paragraph 9.
1.17	19 Nov 12	Additional Instruction at Chapter 3 Paragraph 36 - Loss of Lot / Batch Identity – annotation on MJDI.
1.18	13 May 14	Correction to Reference ' Responsible Person '.

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CHAPTER 1: INTRODUCTION TO MATERIEL MANAGEMENT AND SUPPLY OF MUNITIONS

PURPOSE

1. The purpose of this instruction is to define the supply chain policy and related procedures to be followed to enable the efficient and effective management of service munitions across the full spectrum of Defence.
2. It is not practical to legislate for all possible special circumstances. In these exceptional cases they are to be dealt with on their merits as they arise with instructions being published by the relevant chain of command to take account of them. Such instructions are to follow the spirit and intentions expressed in this instruction and, unless they are only for amplification purposes, are only to be temporary arrangements that must have a published expiry date.
3. Those units and establishments which are equipped with Defence Support Chain (Def SC) Information Technology (IT) systems authorised to be used for munitions accounting and where the Officer in Charge has been formally delegated powers of command and is required to maintain accounts, are to use the relevant System User Guides which replace a number of the munitions accounting procedures detailed in this instruction. Authors of approved IT systems guides are to ensure that their procedures and controls follow the spirit and intentions expressed in this instruction.
4. The regulations in this instruction provide headquarters, units and establishments with the procedures for demanding, receiving, issuing, managing and accounting for conventional munitions (including chemical anti-riot and training natures) used operationally or during training, for investigative or research purposes, and the subsequent recovery of fired cartridges and munitions containers.
5. The regulations are applicable to all Regular and Reserve HM Forces, MOD Agencies, Cadet Forces¹ and contractor operated facilities.

OWNERSHIP AND POINTS OF CONTACT

6. The policy, processes and procedures described in JSP 886, the Defence Logistics Support Chain Manual are owned by ACDS LOGOPS. ACDS LOGOPS-Log Strat and Pol DH is responsible for the management of JSC policy on behalf of ACDS LOGOPS.
7. Enquiries concerning the content of this instruction are to be addressed to:
 - a. Regarding the content to the policy sponsors:

DES IMOC-TFM-SCE-Wpns5
Email: DESIMOC-TFM-SCE-Wps5@mod.uk

¹ MOD sponsored Cadet Forces comprise the Combined Cadet Force, Sea Cadet Corps, the Army Cadet Force and the Air Training Corps.

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- b. Regarding the accessibility of the document:

ACDS LOGOPS-Def Log Pol-JSP886
Tel: Mil 9679 80953. Civ 030 679 80953
Email: ACDS LOGOPS-Def Log Pol-JSP886

GLOSSARY

8. A Glossary of JSC Terms is available at JSP 886 Volume 1, Part 1A. The terms 'Ammunition' and 'Munitions' can be considered synonymous and both are used throughout weapons related MOD publications. A more comprehensive listing of ammunition definitions is provided at JSP 482 Volume 2, Preliminary Page xxii.

LINKED PUBLICATIONS

9. The following publications are linked to this instruction:
- a. [JSP 430](#): Management of Ship Safety Management – Parts 1, 2 and 3. Sets out the policy and procedures for ship and equipment safety, and defines key responsibilities, requirements and principles.
 - b. [JSP 440](#): Defence Manual of Security. MOD guide to Protective Security Policy.
 - c. [JSP 800](#): Defence Movement and Transport Regulations. Volume 4b provides guidance and regulations for the transport of ammunition.
 - d. [JSP 482](#): MOD Explosives Regulations. This publication covers regulation on the storage and handling of ammunition.
 - e. [JSP 862](#): MOD Maritime Explosives Regulations – Surface Ships and Submarines.
 - f. [JSP 886](#) Volume 3 Part 3: Purple Gate.
 - g. [JSP 886](#) Volume 3 Part 7: Consignment Tracking.
 - h. [JSP 886](#) Volume 4 Part 2: Defence Stocktaking.
 - i. [JSP 886](#) Volume 4 Part 203: Managerial Examination, Audit and Losses of materiel in Land Units.
 - j. [JSP 886](#) Volume 4 Part 3: Materiel Accounting During Operations.
 - k. [Queen's Regulations for the Royal Navy \(BR 2\)](#). Chapter 28 details the responsibilities of officers responsible for explosives within the Maritime environment.
 - l. [Queen's Regulations for the Army](#): Chapter 5 Part 4 and Part 16. Responsibilities of a Commanding Officer with respect to ammunition.
 - m. [The Queen's Regulations for the Royal Air Force](#). Chapters 11 and 29 require compliance with supporting regulations.

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CHAPTER 2: GENERAL INSTRUCTIONS

RESPONSIBILITIES

1. **Chief of Defence Materiel.** Chief of Defence Materiel (CDM) is the process owner for the provision, storage and supply of munitions across Defence and is responsible for their effective regulation to ensure the safe and efficient management of these items. He provides this through a number of Project Teams (PTs), Enabling Services and Agencies who have specific responsibilities delegated to them; this includes:

- a. Support Chain Management (SCM) Joint Support Chain (JSC) in consultation with DG Weapons is responsible for the provision of munitions-related Support Chain policy and regulation.
- b. The Director Explosives Operations, Logistic Commodity Services (LCS), is responsible for the receipting, storage, processing and issuing of munitions within LCS Explosive Storage Sites.
- c. PTs are responsible for the through life management of the munitions assigned to them.
- d. Front Line Commands (FLCs) are responsible for explosive storage sites within their theatre of operations.

2. **Chief Inspector of Explosives (Ministry of Defence).** Chief Inspector of Explosives (Ministry of Defence) (CIE (MOD)) is responsible for setting and monitoring safety standards for munitions during storage, handling and transportation; he is the ultimate authority on the interpretation of regulations bearing upon matters of his concern. The responsibility of CIE (MOD) is discharged through 4 functional 'Inspectors of Explosives' (IE), these can further delegate responsibilities to competent staff personally authorised by an IE to conduct inspections of Explosives Safety Management at units for which that IE is responsible. Designated IEs are:

- a. **Royal Navy.** The IE (RN Fleet Shore Establishments) (IE (FE)) is the Naval Authority Explosives (DES SESea-NAEXP) with responsibilities discharged through specialist civilian staff.
- b. **Army.** The IE (Army) (IE (A)) is the Principal Ammunition Technical Officer (PATO) LAND with responsibilities discharged through Ammunition Technical Officers (ATO), Ammunition Technicians (AT) and their civilian equivalents. They have the authority to condition ammunition and will also periodically inspect all ammunition on unit charge, the storage facilities and procedures used. The condition of ammunition defines its degree of serviceability and degree of constraint on storage, issue, movement and use. Condition is annotated on issue documentation.
- c. **Royal Air Force.** The IE (RAF) is DACOS A4 Armament and Equipment Support with responsibilities discharged through specialist armourers and / or civilian equivalent.
- d. **DE&S.** The IE (DE&S) is DES WPNS-DOSG-PSAD with responsibilities discharged through specialist civilian staff.

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3. **Commanding Officer of a Unit or Establishment.** The Commanding Officer is responsible for the day to day management and control of munitions and munitions related items within his area of responsibility iaw these regulations and any supplementary instructions issued through the chain of command. He / she is to ensure that:
- a. All munitions and munitions related items under his control are safely and efficiently managed in accordance with:
 - (1) JSP 886: Defence Logistics Support Chain Manual.
 - (2) JSP 440: Defence Manual of Security.
 - (3) JSP 482, including relevant legal requirements as covered by the Control of Explosives Regulations (COER) 1991 and the Firearms Act 1968. This is especially relevant when Contractors (non-MOD staff) are involved in the management of munitions.
 - b. Expenditure does not exceed entitlement.
 - c. Ammunition or explosives are not held in excess of maximum permissible quantities (see JSP 482 Chapter 12).
 - d. There are suitably qualified trained personnel under their command for managing, storing and transporting ammunition. This would normally mean nominated personnel trained for specific munitions responsibilities eg, Ammunition Storemen, trained Authorised Representatives (AR) and Hazardous Materiel (HAZMAT) trained drivers in possession of a current certificate for the category of risk.
 - e. It is to be noted that the Commanding Officer is NOT responsible for the day-to-day management and control of munitions which are contractor controlled.

SECURITY

4. **General.** Security of munitions is covered in JSP 440 Part 7 Section 7: Security of Arms, Ammunition and Explosives.
5. From a JSC perspective the following measures are to be adhered to at all times:
- a. When unused ammunition cannot be returned to an approved ammunition store (unit) on the same day as it was issued, an officer is to be made responsible for its security and control in accordance with chain of command instructions. This circumstance would be exceptional unless the ammunition is being used on an operation or exercise spanning several days. However, this does not permit the casual temporary storage of munitions as an administrative expedient.
 - b. Internal issues of ammunition are to be made only to persons nominated by the commanding officer to draw ammunition. Explosives are only to be issued to persons authorised and duly qualified. Lists of such nominated persons are to be published quarterly in Unit Orders and are to be retained for the full retention period of accounting

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documentation. The officer responsible for the store is to hold a sample signature of the nominated persons.

c. Details of operational entitlements are not to be recorded on unit electronic accounting systems unless the system has the appropriate level of security accreditation.

MUNITIONS UNIQUE IDENTIFIERS

6. Depending upon the manual processes and IT systems in use, munitions may be identified, managed and accounted for by either a NATO Stock Number (NSN) or an Ammunition Descriptive Asset Code (ADAC). Further unique identification is provided by the use of the munitions Lot / Batch and / or Serial Number. ADACs are used to identify ammunition as follows (in simple terms):

a. **Generic ADAC.** The generic ADAC is a 5 figure code denoting the type of ammunition, for example: 18400 Mortar Bomb 81mm HE.

b. **Specific ADAC.** The specific ADAC is a 7 figure code consisting of the 5 figure generic ADAC, followed by 2 additional figures used to denote the specific mark or model number, for example: 18400-36 Mortar Bomb 81mm HE L36A1.

CATEGORIES

7. **Explosives.** In this instruction, all bulk explosives (and explosives in bulk) are to be included in the terms ammunition and munitions wherever these terms are used.

8. **Operational Ammunition.** This is ammunition held for operational use and comprises:

a. **First Line Ammunition.** First Line ammunition is that operational ammunition which should be held and carried by a unit for its personnel, equipments and weapons. The quantity and type depends on the scale and type of military task, theatre of operations and units required readiness and sustainability state. It is based upon the requirement to provide ammunition for the unit in operations until the reserve stockpile can be made available through the normal supply chain. When units are not deployed operationally it is normal for their First Line ammunition, together with the operational balance, to be held centrally. It is then either made directly available to units deploying operationally or transported in bulk to a theatre of operations. First Line ammunition is held on unit ammunition accounts managed by, or on behalf of, the unit for items which they hold or consume to enable them to carry out their assigned function.

b. **With Weapon Scales.** The With Weapon Scales (WWS) is a guide to the quantity of First Line ammunition which ensures a full personal weapon load.

c. **Priming Equipment Pack Scale.** The Priming Equipment Pack (PEP) scale is only applicable to certain units and is based upon the With Weapon Scale.

d. **Second Line Ammunition.** These are the significant stockholdings of munitions held by logistic support units, including standard and Task Group enhanced, reissue loads held by Royal Fleet Auxiliary solid support ships, within the theatre of operations.

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In this context, a logistics support unit is one that holds or manages materiel over and above that required to enable it to conduct its role for the purposes of enabling elements of the Defence Logistics Support Chain. Accounts used to support this function are separate from the unit accounts above.

- e. **Follow on Stocks.** Reserve allocations may be authorised by the chain of command to meet special requirements and may be held at any point within the supply chain as deemed appropriate.
 - f. **Internal Security Ammunition.** Internal Security ammunition is issued when required and to a scale appropriate to the task.
9. **Training Ammunition.** Training ammunition includes the following types:
- a. Operational ammunition and explosives released for training.
 - b. Ammunition, including blank ammunition and pyrotechnics, practice munitions, and explosives suitable only for use in training.
10. **Drill and Instructional Ammunition Items.** These are items held by units to enable them to practise their drills and undertake instruction. They are not designed to be initiated, projected or individually dropped from aircraft. These items are not munitions and are not to be recorded in munitions specific accounts at any time, and are to be treated as technical stores. The exception to this is the inclusion of drill missiles on ships that form part of the Ships Warrant. These drill items have been allocated an ADAC in addition to the NSN.
11. **Simulated Ammunition.** Simulated Ammunition (SIMMO) is boxes, containers and Unit Load Containers (ULC) designed to enable units to practise their operational role in handling and managing munitions items. They do not contain any explosives or live weapon parts. Under no circumstances is SIMMO to be recorded within the same sub-account as live munitions nor are they to be stored together.
12. **Munitions for Proof.** Units may be required to expend munitions as part of the surveillance and proof process. The expenditure by units at proof will usually count as part of the training allowance.

ENTITLEMENT

13. **Operational Entitlement.** Operational ammunition entitlement is governed by the unit establishment and task. Details of entitlement are set by the relevant MOD authority and notified to the unit through the chain of command. When units hold their operational entitlement they are to ensure that when the entitlement is changed, either permanently or temporarily, action is taken to adjust their holdings accordingly.
14. **Training Entitlement.** The quantity of ammunition available for training will be calculated annually and passed down the chain of command that may retain central pools as required. However, shortages of specific ammunition natures may result in rationing against the entitlement. Units will be advised if ammunition issued for proof is to be counted against their training entitlement.

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- a. **HQ Navy Command (HQ NC).** HQ NC N4 will publish Royal Navy (including RM) related entitlements annually. Allocations to aircraft will be made against the parent squadron. The Electronic Management of Munitions (EMMA) system provides authorised munitions entitlement data for NC Units to demand against and acts as a tool for LCS to authenticate demands received as part of the issue process. It allows stakeholders to make changes to entitlements and allows customers to view and interrogate electronic listings in real time with visibility to HQ NC, RN ships, RFAs, Air stations and other shore establishments via the defence intranet.
 - b. **Army HQ.** Army HQ Unit Ammunition Management System (UAMS) 2 will disseminate allocations for Army and Central TLB units, based on the unit's strength and types of weapons held. Scales of entitlement for common user training ammunition are promulgated by G3 Training, Army HQ. Scales of RAC, RA, RE and infantry training ammunition are published by the respective Arms Directors.
 - c. **HQ Air Command.** HQ Air Command will co-ordinate the annual bids and publish the training entitlement for HQ Air units. The Annual Training Entitlement (ATE) is compiled through Joint Business Agreements (JBA) with D Wpns PTs. ATE for all munitions is issued and controlled through UAMSII. Scales of entitlement for common user training are promulgated through 2Gp FP Training (RAF Operational Shooting Policy) and Army HQ, G3 Training (Army Operational Shooting Policy).
 - d. **Permanent Joint HQ (PJHQ).** PJHQ controlled units (Permanent Joint Operating Bases (PJOB)) will receive their allocations through their respective single-Service chains co-ordinated via JBA with the relevant PT.
 - e. **HQ Joint Helicopter Command (JHC).** JHC publishes allocations for the Command.
15. **Under Expenditure of Training Entitlement.** When the training entitlement is not expended:
- a. Routinely, any entitlement that has not been expended by the end of the accounting year is to lapse.
 - b. Ammunition drawn in one accounting year but not expended in that year is to be carried forward and counted against the entitlement for the following year. Where an entitlement no longer exists disposal instructions are to be requested.
 - c. Units may put forward a case up the chain of command for a carry over of unexpended entitlement. These applications will be treated on a case by case basis.
16. **Special Issues.** HQ Air Command Units involved in trials or specialist tasks are to place their demands manually on MOD Form 2100, based on the UK 28 working days or Overseas 3 months prior to RDD.

EXPENDITURE OF AMMUNITION

17. **Operational Ammunition.** When a unit is deployed on operations operational ammunition may be expended in accordance with instructions issued by the chain of

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command. Under all other situations operational ammunition is not to be expended without the prior authority of the command HQ who must first obtain agreement from the relevant PT. Units are to annotate munitions demands with Special Operations Code (SOC), where appropriate.

18. **Training Ammunition.** Unless otherwise authorised by the allocating authority, training ammunition may only be expended within the authorised entitlement, or command allocation, for the training year. Units are to annotate munitions demands with a Special Exercise Code (SEC), where appropriate.

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CHAPTER 3: MANAGEMENT AND ACCOUNTING

GENERAL

1. For reasons of safety, security and operational significance, ammunition is always subject to full accounting procedures unless otherwise directed by the PJHQ in accordance with JSP 886 Volume 4 Part 3: Materiel Accounting During Operations.
2. The account, which may be manual as detailed in these regulations, or electronic on defence IT systems such as OASIS, OSCAR, UNICOM and MJDI, should be maintained by a person who is not immediately responsible for the physical receipt, custody or issue of ammunition. When it is not possible to allocate the accounting and storekeeping duties to separate persons, the Commanding Officer is to arrange for an independent officer to carry out test checks at irregular intervals on demands, receipts and issues of ammunition. Results of the checks are to be recorded in a locally produced register, which is to be retained with the account.
3. Ammunition provided by the unit for holding by a detached sub-unit is to be accounted for in accordance with the division of responsibilities as if the unit stock is held in another unit's store as detailed in Paragraphs 64 to 66 of this Chapter.

ELECTRONIC ACCOUNTING

4. Munitions may only be accounted for on IT systems when DE&S (Supply Chain Support (Inventory Optimisation)) has specifically approved the software for this purpose. Non-MOD provided IT systems are not to be used for the accounting of munitions.
5. When IT systems are used for the management of munitions:
 - a. The System User Guide, rather than these instructions, will dictate the processes to be followed.
 - b. The author of the System User Guide is to ensure that the spirit and intent of these instructions, and other accounting instructions within this publication, are complied with and there is no reduction in accounting control or in the ability to safely manage munitions.
 - c. Classified entitlements and holdings may only be entered upon systems which have the appropriate security accreditation.

GENERAL AMMUNITION ACCOUNTING PRINCIPLES

Operational Accounting

6. Units deployed on operations are to comply with these accounting instructions unless otherwise authorised. In exceptional circumstances, units may be authorised to adopt operational accounting. Where authorised they are, to comply with JSP 886 Volume 4 Part 3: Materiel Accounting During Operations.

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Non-Operational Accounting

7. The following principles of accounting apply to all ammunition accounts regardless of Service:

- a. **Receipts and Issues.** All ammunition receipts and issues at units are to be entered in the account on the day of occurrence.
- b. **Munitions Accounts.** Munitions accounts are to be continuous with all documentation retained for at least the minimum period specified in JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting.
- c. **Record of Movements.** The movement of all munitions is recorded and a signature given by the recipient at each stage.
- d. **Materiel Accounting Classification Code.** Ammunition is to have a Materiel Accounting Classification Code of 'Limited' (L) and is to remain on the main ammunition account of the unit to which it was issued until expended, back-loaded, issued to another unit, or embodied within an aircraft.
- e. **Lot and Batch.** Munitions are to be controlled down to Lot and Batch level. Where serial numbers are appropriate they are also to be recorded.
- f. **Sealed Packages.** The content of sealed ammunition packages is to be accepted, providing seals are intact and unbroken.
- g. **Operational and Training Stocks.** In units operational and training stocks are to be separately accounted for and there is to be no transfer between the accounts without formal authority from an authorised individual.
- h. **Non-ADAC Munitions.** Where munitions do not have an ADAC, or the IT systems do not support its use, they are to be managed entirely using the NATO Stock Number (NSN).
- i. **Components and Accessories.**
 - (1) Components and accessories fitted to munitions etc, or issued in the same package, are to be regarded as integral to the main assembly and accounted for under the parent ADAC / NSN.
 - (2) Loose components and accessories listed separately on the issue voucher (such as fuses, plugs and exploders) are to be accounted for under their respective ADAC / NSN.
 - (3) Internal packaging items and grommets are to be retained with their parent container and are not accounted for separately.
- j. **Drill and Instructional Items.** These items are inert replicas of munitions which are provided for drill and instructional purposes and are not designed to be fired, projected or individually dropped from aircraft. They do not form part of the munitions account. The exception to this is the inclusion of drill missiles on ships that form part of

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the Ships Warrant. These drill items have been allocated an ADAC in addition to the NSN.

(1) **Demands.** The majority of drill, instructional and other inert replicas of ammunition are to be demanded through the stores supply systems in accordance with standard procedures.

(2) **Accounting.** These items are to be accounted for under the provisions in JSP 886 Volume 4 Part 1 and are not to be on the same account as live munitions. The exception to this is the inclusion of drill missiles on ships that form part of the Ships Warrant as referred to above.

(3) **Conditioning.** Conditioning of inert items is to be in accordance with JSP 482 Chapter 27 Annex C.

k. **Simulated Ammunition (SIMMO).** During training SIMMO may be managed and accounted for as if it were live munitions. Under no circumstances are sub-accounts for SIMMO to be mixed with sub-accounts for live munitions.

l. **Ammunition Containers.** Ammunition containers, and their associated accountable packing fitments, are only to be separately accounted for when the container no longer contains munitions or when the items are separately vouched.

RN UNIT AMMUNITION ACCOUNT

8. The account is maintained as detailed below:

a. Munitions are to be accounted for on Armament Loan Records (ALR) with each magazine or store having a nominated ALR Custodian, Officer of the Quarter (OOQ).

b. Munitions are to be brought on charge using supply vouchers, RN Forms D2801A / Report 17, and posted direct to the appropriate ALR. The munitions are then the responsibility of the OOQ who will raise a RN Form S3139 for each munitions NSN received / held.

c. The method of internal transfer between a magazine and a quarters / ready-use locker is to be by use of RN Form S3139.

d. No munitions may be issued without the authority of a Ships Firing Order and a signature from the Specialist User Officer (SUO).

e. RN Forms S1091 and S156 are to be used to account for expended munitions, via the main OASIS account.

RN Air Stations Only:

9. The account is maintained as detailed below:

a. The receipt and dispatch of all munitions is to be recorded in the S3139 pages of the relevant Squadron / Unit OOQ / SOOQ log irrespective of whether the subject stores are physically placed in the Squadron's / Unit's magazine RU locker or PES.

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b. Where the form RN S1166 is used for the internal transfer of munitions between Squadrons and Units, within the confines of an RN Air Station, details of the transfer and the S1166 serial number are to be recorded in both the receiving and dispatching Squadron's / Unit's Form RN S3139 log.

10. The primary identifier for munitions is to be the NSN.

ARMY AND RM COMMANDO UNIT AMMUNITION ACCOUNT

11. **Account Documentation.** The ammunition account is to be maintained as below:

a. Where possible the account is to be maintained electronically, if an IT system is unavailable then the unit should maintain their account using forms AF G8226 and kept in loose-leaf format in a 2-ring binder. Within each section a separate AF G8226 is to be used for different natures of ammunition, by specific ADAC for operational stock and by generic ADAC for training stock (see Section 2 Paragraph 6 of this instruction).

b. Transfer between operational and training stock must be authorised on MOD Form 1663 by a Qualified Person, ie an individual who is technically trained and duly authorised by delegated powers from the Chief Inspector of Explosives (Ministry of Defence) (CIE (MOD)) to undertake specific munitions related tasks. Within the RN and RAF, a Qualified Person will be a specially trained Armourer and in the Army an Ammunition Technical Officer (ATO) or Ammunition Technician (AT), or their civilian equivalent. When agreement has been given, transfer between account sections can then be effected by a cross referenced Certificate Issue Voucher (CIV) / Certificate Receipt Voucher (CRV) (AF G1033) endorsed with the MOD Form 1663 reference, the ammunition moved to the appropriate store and record cards (MOD Form 957) adjusted.

c. A Schedule of Vouchers for the account is to be maintained on AF B6539A.

d. The content of each Unit Ammunition Store is to be maintained on MOD Form 957 for each different nature and lot / batch of ammunition.

RAF UNIT AMMUNITION ACCOUNT

12. The account is to be maintained as detailed below:

a. Where possible the account is to be maintained electronically.

b. RAF Form 6577 and RAF Form 6578, with separate sections for operational and training ammunition, containers and salvage, are to be kept in loose-leaf form in a 2-ring binder. Within each section a separate Forms 6577 and Forms 6578 are to be used for different natures of ammunition, by specific NATO Stock Number.

c. Transfer between operational and training stock may only be done with the prior agreement of HQ Air, A4 Armament, SE & ES. When authority has been given, transfer between account sections is to be effected on a Certificate Voucher (RAF Form 21) endorsed with the MOD Form 1663 reference, the ammunition moved to the appropriate store and record cards (MOD Form 957) adjusted.

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- d. A Voucher Register for the account is to be maintained on RAF Form 612.
- e. Codification of items is to be conducted iaw JSP 886 Volume 2 Part 4: Codification. However, amplification instructions for Air Units can be found at Air Logistic Instruction No 10.

PJHQ ASSIGNED AND CENTRAL TLB UNIT AMMUNITION ACCOUNT

13. PJHQ-assigned units and Logistic Support Units, and those units and organisations belonging to the Central TLB, are to follow the procedures within JSP 886 for their parent, or nominated, Service. The MOD Police are to follow the Army / RM procedures.

JOINT HELICOPTER COMMAND UNIT AMMUNITION ACCOUNT

14. JHC units are to use the accounting system for their parent Service.

SUPPLY OPTIONS

15. **Units Deployed on Operations.** Units on operations may continue to receive both operational and training stocks. The demands and supply for both categories will be identical although there may be different processes to be followed as directed by the chain of command iaw the operational Sustainability Statement (SUSTAT) or Log Directive.

- a. HM Ships and Submarines will usually be supported from stocks held in supporting RFAs although they may be supported direct from UK providing suitable capabilities exist. Usually, issues to units will be made as the result of a demand which may require chain of command approval. Replenishment of stocks held at second line will usually be as a result of requests passed up the chain of command.

- b. Army and RM units can be supported through a deployed second line Logistic Support Unit who in turn will be supported from theatre stocks or from the UK Base. Routinely, issues to units will be as a result of a demand, although there will be centrally managed task issues. Stocks held by Logistic Support Units in theatre will usually be replenished by task issues resulting from requests passed up the chain of command. The issue of specialist natures to units may be subject to chain of command approval.

- c. RAF units will be supported for stocks through the SUSTAT, or as directed by HQ Air A4.

- d. Units deployed on internal security or specialist operations will be supplied in accordance with the special instructions for the operation. Usually issues will be made as the result of a demand.

- e. All issues to operational theatres will comply with the requirements of:

- (1) JSP 886 Volume 3 Part 3: Purple Gate.
- (2) JSP 886 Volume 3 Part 7: Consignment Tracking.

16. **Units Deploying on Operations.** When a unit is deploying on operations they may receive all, or some, of their requirement direct from LCS or another centralised storage area

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prior to deployment. However, it may be arranged that they are issued all or part of their entitlement upon arrival in theatre. These issues will usually be as a result of task issues but in certain cases, such as the initial outfit or replenishment of HM Ships and Submarines, they will result from unit demands submitted to their Base port LCS Munitions Centre.

17. **Training Ammunition.** Training ammunition will normally be held in LCS depots or compounds until issued to units as the result of an authorised unit demand or Issue Order. Training ammunition may be pre-positioned in centrally managed storage areas close to the area of training when this is appropriate. HM Ships and Submarines will hold training ammunition as part of their initial outfit.

UNIT DEMAND PROCEDURES

18. **Unit Demand Procedures.** Unit demand procedures are detailed at Annex A. Units are not to use automated electronic re-stocking processes for demanding munitions.

19. **Electronic Demands.** Electronic demands are to be submitted by email on MOD Form 2100, unless specific instructions apply to the contrary. As a last resort demands may be submitted by fax, or post, on MOD Form 2100 or RN Form S145 or MATDEM (for RN).

20. **All Demands.** All demands are to provide as a written minimum, the following:

- a. A Generic ADAC or NSN is to be provided as a minimum. For routine training demands the Unit Ammunition Management System (UAMS)II Selection Screen will present a range of Specific ADACs and the associated NSN to choose from. When demanding munitions to be embarked on ships, the specific ADAC and NSN is to be clearly stated, so that only stock authorised for embarkation is supplied (see sub Paragraph m).
- b. Designation (Short Item Name).
- c. Quantity.
- d. Consignee.
- e. Demanding Unit UIN.
- f. Address for Ammunition.
- g. Address for Vouchers.
- h. Standard Priority Code (SPC).
- i. Required Delivery Date (RDD). (Where applicable).
- j. Point of Contact in Unit.

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k. Special Operations Code (SOC) or Special Exercise Code (SEC) - if appropriate. All operational demands must show an SOC².

l. If Contractors (non-MOD staff) are involved in the Demand process, then the MOD Head of Establishment is to confirm that they comply with the relevant legislation as stated in JSP 482, Volume 1, Chapter 3, Annex B. Any non-Crown body (Civilian Contractor and sub-Contractors) holding (or having access to) military ammunition and / or explosives is to be in possession of the following, where required:

- (1) Control of Explosives Regulations (COER) Certificate.
- (2) Registered Firearms Dealer Certificate.
- (3) Section Five Firearms Authority.

m. Reason for Demand:

- (1) For operational stocks this will be:
 - (a) Initial issue to bring to entitlement.
 - (b) To replenish expended or lost stocks.
 - (c) Replacement for that sentenced by a Qualified Person as unserviceable or suitable only for training. In this case the MOD Form 1663 serial number and originating office is to be quoted.
 - (d) To replace life-expired items.
 - (e) To replace items which are subject to a Ban or Constraint that unacceptably limits their operational use. The Ban or Constraint reference must be quoted on the demand.
- (2) For training stocks this will be:
 - (a) Annual training.
 - (b) Pool allocations.
 - (c) Replacement of that sentenced by a Qualified Person as unserviceable, in which case the MOD Form 1663 serial number and originating office is to be quoted.
 - (d) To replace items which are subject to a Ban or Constraint that unacceptably limits their use in planned training. The Ban or Constraint reference must be quoted on the demand.

n. The 'Reason For Demand' (RFD) Code. The RFD is a single A / N character for use with OASIS, SS3 and MJDI, which remains extant for MATDEMs or manual RN

² Not required for RN ships Outfits (FSO) and Standard Ships Outfits (SSO).

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Forms S145. These codes are detailed at JSP 886 Volume 3 Part 15: Supply Chain Transactions.

o. Special Instructions – as appropriate. For munitions to be embarked on ships add ‘Do not supply alternative unless it is cleared for embarkation’.

21. **Standard Priority Code.** The Standard Priority Code (SPC) matrix detailed in JSP 886 Volume 3 Part 1: Standard Priority System and any relevant operational instructions such as the SUSTAT or Log Directive are to be used to decide the SPC to be used on the demand.

22. **Demand Priorities and the Use of Required Delivery Dates (RDD).** Technical control, transportation and receipt of munitions are complicated by security, safety and movement clearance requirements. For these reasons, routine requirements in support of planned training and re-stocking or re-arming activity should be planned well in advance. Demands in this category should be placed at Priority 13 and include a realistic RDD. Demands for munitions for operational theatres should be placed in accordance with operational instructions and at an appropriate priority in accordance with the SPS. All overseas issues, whether routine or operational, require movement and often diplomatic clearances, which vary by circumstance, destination and transportation mode.

23. **Theatre Advice.** Advice on how this will affect particular theatres or individual issues can be obtained from LCS, Freight Ops. The table at Annex B gives further guidance on planning times. It should be noted that all timings assume the availability of stock for immediate issue (Munition Condition Code - A1/A2/A3).

24. **Demand Routing.** The routing of demands will conform to the following procedures:

a. **Operationally Deployed Units.** Units deployed on operations are to submit their demands directly on to their nominated Logistic Support Unit or Headquarters as instructed by the chain of command. Logistic Support Units are to re-supply in accordance with the operational SUSTAT and Log Directive.

b. **Units Deploying on Operations.** Most issues to units deploying on operations will be the result of a centrally managed task issue. However, when instructed, units are to submit demands to the Headquarters responsible for managing the deployment or, for HM Ships, to the appropriate Base port LCS Munitions Centre who in turn, authenticates the requirement against the Electronic Management of Munitions (EMMA) system. The Headquarters mounting the operation will negotiate with the relevant PT regarding the stocks to be issued and pass authorised demands to LCS Central Demand Cell (CDC) for issue or transfer to industry for them to issue. LCS CDC is not to pass any demand for issue unless it has been duly authorised by the relevant PT.

c. **Training Demands.** Training demands are to be made and processed as follows:

(1) **Royal Navy.** Training demands for RN Ships and shore bases to replenish training expenditure are to be submitted directly to their supporting LCS Munitions Centre via FAX, E-mail or post and specify that the munitions are for training. On behalf of HQ NC the Munitions Centre is to verify the demand against the entitlement which is now visible on the EMMA application. When PTs require them to do so the Munitions Centre is to contact the relevant PT for confirmation of Lot /

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Batch / +Serial Number to be issued. The Munitions Centre is to endorse the demand appropriately and then:

- (a) For items managed on ASTRID, pass to LCS CDC to arrange for issue.
 - (b) For items not managed on ASTRID, pass to the appropriate depot for issue.
- (2) **Army / Royal Marines.** Training demands by Army and RM units can be submitted through UAMSII using the on-line facility for authorised account holders, by using MOD Form 2100 or through the UNICOM External Demand Voucher – Ammunition, via FAX, E-mail or post. Having ensured that the demand is within entitlement UAMS is to pass the approved issue to LCS CDC via FAX, E-mail or post. Unless PTs direct to the contrary, LCS CTC will select the Lot / Batch to be issued.
- (3) **RAF.** Training demands for HQ Air units are to be submitted through the UAMSII application. If there is no entitlement to a specific nature or the demand does not meet the specified 28 working day timeline, they are to be authorised by HQ Air A4.
- (4) **JHC.** All demands for training are to be submitted on MOD Form 2100 to UAMS through HQ JHC. UAMS is to pass the approved issue to LCS CDC via FAX, E-mail or post.
- (5) **Central TLB.** All demands for training are to be submitted on MOD Form 2100 to UAMS. UAMS is to pass the approved issue to LCS CDC via FAX, E-mail or post.
25. **Munitions Directly Supplied by Industry.** All demands for munitions which are directly supplied by industry are to be generated in the routine manner and processed through LCS CDC, who will pass the requirement to the contractor. If appropriate, LCS CDC will instruct the contractor which Purple Gate the Director Explosives (LCS) has directed to be used and ensure that the receipt point is able to receive the items.
26. **Entry onto ASTRID.** Regardless of the routing of demands UAMS, PTs and LCS depots are to ensure that all demands for ASTRID-managed items are forwarded to LCS CDC for entry on to ASTRID in order to produce the appropriate Issue Instruction.
27. **Demand Amendment or Cancellation.** Whilst units may amend or cancel their demands at any time by notifying the organisation on which they placed the demand, as much notice as possible is to be given. Should a demand be cancelled by the chain of command or controlling authority, they are to ensure that the demanding unit is advised and provided with a reason for cancellation. LCS may not cancel demands without the specific authority of the chain of command or relevant PT. In the case of maritime demands, if queries result from EMMA checks, HQ NC N4 Logs are to be consulted. Automated supply responses as detailed in JSP 886 Volume 3 Part 1: Standard Priority System, will not be provided.

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AMMUNITION MOVEMENT TO UNIT

28. LCS / contractors will deliver if necessary, but units are to collect their munitions from the nominated LCS issuing depot providing:

- a. The return journey time does not exceed 6 hours.
- b. The gross weight of the consignment is less than 5 tonnes.
- c. They hold the appropriate transport assets.
- d. The demanding unit is at its home base.
- e. The demanding unit has suitable qualified personnel.
- f. No technical or safety requirements, as specified in JSP 482, are compromised.

29. Prior to the shipment of large quantities of munitions, or items requiring specialist handling equipment, units should contact the issuing depot to discuss if a liaison visit would be advantageous. This is mandatory for RN ships planning ammunition storings. As a minimum the ships Explosive Responsible Officer (ERO) or his representative is to liaise closely with the LCS Munitions Centre to plan MHE, streaming orders, variations to supply and any requirements for pallets / containers for munitions to be returned.

UNIT RECEIPT PROCEDURES

30. The unit receipt procedures are detailed in Annex C.

31. **Discrepancies.** Standard discrepancy reporting procedures are contained in JSP 886 Volume 4 Part 10: Discrepancies. There are additional reporting requirements contained in JSP 440 and these are to be followed in all cases. Additionally, the following action is to be taken immediately a discrepancy in munitions is identified:

- a. **Complete Consignment Fails to Arrive by the Due Date.** The matter is to be reported immediately, with full supporting details, to the appropriate security staff after first checking with the issuing unit or depot as appropriate.
- b. **Consignment is Incomplete.** When the consignment on being checked against the relevant vouchers is found to be incomplete, full details are to be reported at once to the appropriate security staff after first checking with the issuing unit or depot as appropriate.
- c. **Packages are Damaged or Seals Broken.** Details are to be given to the railway representative (if appropriate), transport and movement staff (if movement was by means other than unit transport), or the depot representative if present. In all cases it is to be reported to the local Qualified Person by the unit receiving the store as detailed in JSP 482 Edition 3, Chapter 14, Annex A.

32. **Issue Transaction Summaries (MOD Form 458).** Issue Transaction Summaries (ITS) which contain munitions natures are to be actioned as detailed in JSP 886 Volume 3 Part 15: Supply Chain Transactions.

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33. **Storage.** For safety, security and engineering reasons there are specific regulations regarding the physical storage of munitions. Munitions are to be stored in accordance with the regulations specified in JSP 482 Chapter 13 Page 1 and if appropriate, JSP 862.

UNIT INTERNAL ISSUE PROCEDURE

34. **Unit Internal Issues and Returns and Salvage.** The procedures for internal issues to and from the unit store(s) are detailed in Annex D. The same procedures are used for the internal issue of both operational and training ammunition within the unit, and to record the return of unexpended ammunition, ammunition components and accountable salvage arisings.

35. **Construction of Complex Weapons.** When a weapon which comprises a number of separate sub-components is constructed within a unit with the intention of holding it in the built state for a period of over 24 hours, where appropriate the individual sub-components are to be removed from the account by CIV and cross referenced to the CRV for bringing the assembled weapon on charge. If the weapon is disassembled the reverse process is to be followed.

36. **Loss of Lot / Batch Identity.** In order to maintain traceability of SAA, and to avoid unnecessary waste, whenever practical issues are to be made using the same lot and batch for each individual stock item as this will assist in the identification of any unused items returned to store. However, for operational or training reasons it may be more appropriate to issue a range of lots / batches. In these instances, where practicable, ammunition from each batch should be kept separate so that any returns can be associated with the correct Batch Key Identity. Following issues where ammunition is removed from its packaging a situation may arise where ammunition is required to be returned to the unit store but it is not possible to ascertain its lot / batch details. Units are to retain this ammunition on charge to the main account but record it as Batch / Lot 'Unknown' or as BKI-0101--000000-NK on MJDI and seek instructions from a Qualified Person.

37. **Issue to Guards and Sentries.** Ammunition issued to guards, sentries and their related immediate use lockers is to remain on the unit main account and will be issued in bulk to the Officer, Warrant Officer, or SNCO in charge as a short term loan from the unit store. They are, in turn, to ensure they have a receipt for ammunition issued to individuals. This may be in a locally produced register providing the register is retained for the period required in JSP 886 Volume 4 Part 1: Fundamentals of Materiel Accounting. When the individual in charge of the guard or locker changes, the ammunition is either to be returned to the unit store or signed over to the incoming commander. To reduce the risk of waste all SAA issues to guards and sentries are to be from the same lot / batch and, unless on operations, preferably drawn from training stock. A regular inspection of condition should be carried out as part of the Monthly Check to ensure SAA and other ammunition is rotated and withdrawn when necessary. Unit instructions are to detail the procedures to be followed.

38. **Ready Use Munitions.** For safety and security reasons it is important that details of ammunition held within a unit remain visible by both quantity and lot / batch. Ready Use Munitions which are issued for ready use, such as for Explosive Ordnance Disposal (EOD) and Rescue teams, included in survival kits, and to small marine craft, are therefore to remain on the main unit account and treated as an internal issue. The main account is to be updated

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within one day of the items being consumed by use of the internal issue and receipt documentation.

39. **Dispensations.** The following dispensations from the specified accounting procedures are authorised:

- a. In exceptional circumstances, when manpower is limited, an application for dispensation to permit the Range Conducting Officer or NCO to both draw ammunition and certify its expenditure may be made by Reserve Forces, Cadet Force contingents and UOTCs to their administrative HQ Log Staff.
- b. Operational EOD teams may hold munitions ready for use in an EOD vehicle for some time before expenditure. This will result in the loan from the store remaining open indefinitely until an EOD task causes expenditure. At that time, only the EOD operator can certify expenditure for the stocks that he previously signed for at the time of the loan. This dispensation gives authority to operational EOD Operators to sign for both the receipt and consumption of ammunition held on, and expended from, EOD operational vehicles.

UNIT EXTERNAL ISSUES

40. **External Issues.** Procedures are detailed at Annex E. The disposal of the following munitions is to be in accordance with JSP 482 Chapter 25 Annex D, and accounted for as expended:

- a. Blinds and Misfires.
- b. Unfired Part Charges.
- c. Exposed Training Aids.

41. **Return of Munitions.** When a unit or operational theatre identifies economic quantities of surplus or unserviceable munitions for return to LCS, Theatre munitions depot or contractors, they are to follow the procedure in JSP 482 Chapter 12 Annex B to ensure the items are safe to move. The MOD Form 1663 is to be completed by an inspecting Qualified Person and will remain valid for 3 months from the date of inspection³. The MOD Form 1663 must include:

- a. Consignor Unit.
- b. UIN of Consignor.
- c. Location of Consignor.
- d. Contact Telephone Number.
- e. Specific ADAC (or NSN if specifically authorised or if no ADAC is allocated).
- f. Inspectors Details and Signature.

³ For RN afloat – qualified person from LCS depot examines load and prepares for offload to depot onshore.

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- g. Designation.
 - h. Hazard Code Classification (HCC).
 - i. UN Serial Number.
 - j. Batch Key Identity (and Serial Numbers if appropriate).
 - k. Quantity.
 - l. Condition (only JSP 482 authorised codes are to be used).
 - m. Remarks. In all cases the conditioner is to include the ammunition container to be used and details of any constraints. RN ships are to include the preferred LCS depot for return.
42. **MOD Form 1663.** Completed MOD Form 1663 is to be forwarded by FAX as follows:
- a. **For Torpedoes and Associated Natures.** Send direct to the relevant PT who will liaise with LCS CDC or the relevant depot to arrange the return.
 - b. **For all other Munitions.** Units in an overseas Command where suitable storage facilities exist are to pass to appropriate Command depot. If in the UK or in Rest of World (ROW), FAX to LCS CDC, through the chain of command if directed.
43. **Use of the RAF Form 7477.** The current version of MOD Form 1663 does not fulfil RAF inventory management requirements; therefore use of RAF Form 7477 will continue to be used by RAF Unit Supply Staff. The RAF Form 7477 should list the explosive stores used in the Air Environment offered up for return or disposal. Once completed, these forms are to be submitted to the appropriate Munitions Capability Manager within the respective DG Weapons PT for return / disposal advice prior to the store being moved. Having received advice from the respective PT authority, the unit signature on the RAF Form 7477 certifies that the store listed is fit for transportation. This instruction is to be carried out until a modified version of MOD Form 1663 has been introduced.
44. **Depot Receipt.** LCS CDC, or the overseas depot, will liaise with the appropriate IPT if required and advise the unit of which depot will receive the munitions and allocate a unique Returned Ammunition Group (RAG) control number.
45. **Consignee Can Accept Number.** Despatching units are to contact the allocated depot to arrange delivery or collect details and will receive a unique Consignee Can Accept (CCA) number. The RAG control and CCA numbers are to be annotated on all documentation.
46. **Inter Unit Transfers.** Transfers between units are not to take place without the authority of the chain of command and notification of Unit Ammunition Management System (UAMS). When authorised, the process for external issues is to be followed except all references to LCS are to be replaced with 'receiving unit'.
47. **Issues to Visiting Aircraft.** When issues are made to visiting aircraft, other than for embodiment (for the purpose of this instruction, 'embodiment' is the permanent, or semi-permanent, fitting of an item into an equipment in order to enable the equipment to perform its

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function), the issue is to be regarded as external and the items removed from the issuing unit account. Should some or all of the stores be subsequently returned to the issuing unit the receipt voucher is to be cross referenced to the original issue voucher. Copies of all issue and receipt vouchers, which are to be annotated with the aircraft tail number, are to be forwarded to the parent unit who is responsible for reporting training consumption. When an aircraft is supported by a unit for a prolonged period issue and receipt vouchers may be consolidated and forwarded to the parent unit on a monthly basis.

48. **Issues on Repayment or Gifting.** No munitions or munitions-associated items are to be issued on repayment or gifted without the express permission of the chain of command who must first obtain approval from the relevant PT and the Disposals Services Authority (DSA).

49. **Issues to NATO Nations.** No UK MOD-managed munitions or munitions-associated items are to be issued to NATO nations without the express permission of the chain of command who must first obtain approval from the relevant PT. Where a unit has been directed to hold another NATO nation's munitions for safe custody they may issue that stock to the owning nation's authorised representative.

50. **Issues to Industry.** Where a munition is centrally stored by a contractor on behalf of MOD rather than by LCS the routine process is to be followed and LCS CDC will liaise with the contractor for movement of the munitions. The MOD Head of Establishment is to confirm that the contractor complies with the relevant legislation as stated in JSP 482, Volume 1, Chapter 3, Annex B. Any non-Crown body (Civilian Contractor and sub-Contractors) holding (or having access to) military ammunition and / or explosives is to be in possession of the following, where required:

- a. Control of Explosives Regulations (COER) Certificate.
- b. Registered Firearms Dealer Certificate.
- c. Section Five Firearms Act Authority.

51. **Movement Priorities.** All movement is to comply with the priorities and timings detailed in JSP 886 Volume 3 Part 1: Standard Priority System and any relevant operational instructions. Return of munitions will normally be at the lowest priority using RDD, although this may be raised to meet operational requirements.

52. **Consignment Tracking and Control.** All issues from operational theatres will comply with the requirements of:

- a. JSP 886 Volume 3 Part 3: Purple Gate.
- b. JSP 886 Volume 3 Part 7: Consignment Tracking.

MUNITIONS EMBODIED IN EQUIPMENT

53. Munitions are often embodied into military equipment. This is usually as part of a safety or defensive aids system. The accounting process is:

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- a. Munitions Embodied into Ground Equipment.
 - (1) Embodiment is to be regarded as a short term loan from the store to the sub-unit responsible for the equipment. The loan record is to show, by Batch Key Identity, details of the vehicle to which it was fitted.
 - (2) If the embodied munition is expended it is to be regarded as consumed, the loan cancelled, and the item issued from the unit charge by Certificate Issue Voucher (CIV).
 - (3) If the equipment is transferred out of the sub-unit the munitions are to be removed and returned to the store, thus clearing the short term loan.
 - (4) If the munition is removed by a unit who is not the accounting unit it is to be brought on temporary charge and subsequently issued to the owning unit as soon as practical.
 - (5) These items are to be subject to stocktaking and managerial inspections.
- b. Munitions Embodied into Aircraft.
 - (1) Embodiment issues to aircraft are to be an issue off the main account (to Embodiment), cross-referenced to the aircraft tail number and entered on the aircraft Form 700.
 - (2) Receipts ex-embodiment are to be an issue from the aircraft (tail number) account, aircraft Form 700, and a receipt on to the unit account.
 - (3) When embodied munitions are expended they are to be issued from the aircraft (tail number) account by CIV. Chain of command instructions will detail against which unit the consumption is to be recorded.

ACCOUNTING FOR AMMUNITION CONTAINERS AND FITMENTS

54. Ammunition containers of all types and their fitments require effective management at all levels as they are high cost drivers either because of their individual construction or the number used throughout Defence. When containers are vouched separately by the issuing depot, such as RF overpacks, they are to be brought on charge and fully accounted for. Containers not vouched separately need only be accounted for in their own right when they no longer hold live munitions. At this time they are to be brought on charge by a CRV cross-referenced to the munitions consumption or issue.

- a. **Containers.** When brought on charge all ammunition containers, Unit Load Containers and pallet trays relating to ammunition are to be accounted for by NSN if known, or by container number and mark or by description, as appropriate, in a separate section of the account. When empty containers, ULCs and pallets are handed over from one unit to another they are to be issued on either a RN Form S549IV (RN), AF G1033 (Army and RM) or RAF Form 600 or MJDI equivalent.

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b. **Recoverable Fitments.** All items used as internal packing within containers or cylinders (excluding thin card, paper and thin plastic wrapping) are recoverable items and are to be retained with the outer container for reuse. These fitments are not brought to account unless specifically advised, but units are to ensure all such fitments are replaced in their original containers and disposed of with the container.

ACCOUNTING FOR FIRED CARTRIDGE CASES

55. The quantities entered in the account are the number of cases of gun ammunition, or actual weights of SAA brass that have been returned to store. An approximate guide to the weight of SAA expected to be brought on charge for each 1000 rounds expended, is given at Figure 1. Where these figures differ from those expected the individual responsible for conducting the firing is to endorse the return voucher with an explanation.

Figure 1: Weight of SAA (1000 Rounds)

Ser	Ammunition Nature	Weight in Kgs
a	.22in Ball Mk	0.5
b	9mm Ball Mk 2Z	3.5
c	5.56mm Ball, tracer or blank	6.0
d	.303in Ball or blank	10.0
e	.30in	10.5
f	7.62mm Ball, tracer or blank	11.0
g	.50in Ball Mk 3Z; observing L11 and L13 tracer Mk 6Z	50.0

56. Prior to disposal of fired cartridge cases, stocks are to be subject to investigative stocktake and reconciled with the account and MOD Form 957. Discrepancies are to be investigated in accordance with existing stocktaking instructions and surpluses are to be brought to account by CRV and recorded and reported as stocktaking adjustments. Deficiencies are to be treated as stores losses iaw JSP 886 Volume 4 Part 6: Losses.

DISPOSAL OF AMMUNITION SALVAGE

57. **Addresses for Back Loading of Ammunition Salvage.** Some ammunition salvage is refurbished whilst other items are subject to specific disposal instructions once Certificated Free From Explosives. Units are to ensure that they return items to the correct address. Annex F details the consignor for the return of fired cartridge cases, fired launch tubes, ammunition containers packing pieces and recoverable fitments by nature. Such items are to be returned in economical loads.

58. **Certification of Free From Explosives.** All ammunition salvage requires formal Certification of Free From Explosives (CFFE) - less Small Arms Ammunition (SAA) expended cartridge cases which can only be declared FFE after being formally recovered as scrap. Detailed guidance is at JSP 482 Chapter 27 Annex A Paragraph 2 Page 1. Where specific seals are held for the secure closure of containers certified as FFE the seals are to be held on

the unit main account and not within the munitions account. Records of the usage of seals are to be in accordance with JSP 482 Chapter 27 Paragraph 2.5 and the records retained for five years.

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59. **Ammunition Containers.** When returning empty ammunition containers they should where practical be palletised by type. All Hazard Division / Dangerous Goods labels and the Proper Shipping Name are to be removed or obliterated. They are to contain all recoverable fittings which are associated with the package and the appropriate CFFE documentation.

60. **Small Arms Ammunition Brass Return Procedure.** All fired Small Arms Ammunition (SAA) brass up to 12mm (0.5inch is therefore excluded) is to be accounted for and returned as contaminated brass. The brass arisings are to be returned in sealable and approved metal ammunition containers or, if unavailable, strong wooden boxes closed and fitted with wire or plastic cable ties to prevent inadvertent opening. The filled containers are not to individually weigh in excess of 32 kilograms. Suitable dunnage materials, such as sandbags, should be used to fill the void in part filled containers. Containers are to be configured as part or fully loaded Unit Load Specification and the boxes correctly banded using 1 inch metal tape banding together with metal edge protectors. Full and half-height post pallets together with cardboard cartons can also be used for SAA brass and link. These containers are then to be marked "CONTAMINATED SAA BRASS UNDER 12MM". All accompanying paperwork is to be similarly endorsed. These brass arisings are not classified as dangerous goods, therefore hazard label marking or dangerous goods documentation is not required. Any existing hazard classification marking, supplementary symbol, Proper Shipping Name and UN Serial Number is to be painted over. CFFE spent brass and link is not to be moved in:

- a. Wire Bound Crates (WBC).
- b. Cage Metal Retention (CMR).
- c. LCS Returnable Transit Containers.
- d. Cardboard Cartons (not packed in a post pallet).
- e. Sandbags.
- f. Plastic Banding.

61. Except where Commands have local disposal contracts approved by the Disposals Services Authority (DSA), contaminated brass returns are to be collected from units using the LCS Reverse Supply Chain Request Freight Collection procedures and returned to LCS Bicester. Only accumulated returns held by LCS should be forwarded to QinetiQ, Shoeburyness for recovery. Where overseas commands have DSA-approved local disposal contracts the Command instructions are to be followed. There is to be no local disposal of SAA brass unless a DSA contract is in place. If the brass is forwarded in accountable boxes or pallets, then the voucher is to include these items. Documents should be placed in a plastic sleeve attached within the post pallet or consignment and secured by twist-wire.

62. **Fired Cartridge Cases Over 12 mm.** All recovered cartridge cases are to be accounted for and must be in as good a condition as practical when returned. Care is to be taken that grit and dirt are removed, no live rounds, cartridges, caps, primers, tubes or igniters are present, and that no metal is included other than copper or brass. Cartridge cases of metal other than copper or brass, such as Tube Vent Electric (TVE) L4A2 which has an aluminium bronze alloy base, are to be accounted for and returned separately to brass. Packaging is to be clearly marked "CONTAMINATED BRASS". There is to be no local

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disposal of fired cartridge cases without the express authority of the DSA and the relevant PT. Post pallets are often the most appropriate means to consign fired cartridge cases.

63. **Free From Explosives (FFE) Violations.** All units must be aware that should any live cartridge, misfire or explosive of any kind be found in any consignment which has been certified as FFE, or a consignment which should be certified FFE but not contain the appropriate documentation, the receiving depot, civilian contractor or establishment will report details to the Munitions Incidents Database (MID) Cell, on MOD Form 1671 in accordance with JSP 482 Chapter 27. The unit and higher formation will be informed and they may take such action as is considered appropriate with the HQ of the defaulting unit. All units are required to maintain an FFE Violation file. The file is to be presented to the visiting OPEVAL Logistic Support Inspector, who is to enter the number of violations in the inspection report.

DAMAGED ROUNDS AND MISFIRES

64. Any ammunition and / or its container which is found to be defective upon receipt is to be reported to a Qualified Person in accordance with JSP 482 Chapter 25 Annex D. The items are to be brought to charge, and all package fitments, seals and labels are to be retained and the defective items are to be segregated and marked accordingly awaiting inspection by a Qualified Person.

65. SAA which has been damaged or misfired whilst on charge to the unit is to be retained on the account and not regarded as expended. It is to be held in the unit store but is to be clearly marked and segregated from serviceable ammunition and be recorded on a separate MOD Form 957. When economic quantities are accrued a Qualified Person is to be notified. They are to sign the MOD Form 957 when they remove damaged rounds or misfires from the store to signify that they have received them. The signed MOD Form 957 is then to be used to support the issue from account by CIV. Authority to store damaged or misfired items of ammunition other than SAA is to be obtained from a Qualified Person before storage. Such items are to be segregated and marked awaiting inspection.

66. All ammunition misfires are to be reported in accordance with JSP 482 Chapter 25 Annex D Appendix 1.

AMNESTY BOXES

67. In order to assist with preventing unauthorised disposal of ammunition, the use of amnesty boxes is authorised. Subject to the Head of Establishment or Commanding Officer's risk assessment, amnesty boxes are to be installed in all those establishments which house units that use OME as part of training, exercise and for purposes of security.

68. Amnesty boxes are not to be considered the default means for the management and control of OME and spent munitions following range and training activity. Good discipline, effective supervision and the correct procedures for range and training area clearance; declarations and return of unused OME and spent munitions are to be strictly adhered to. There may, however, be various reasons why an individual may not feel able to declare ammunition and pyrotechnics inadvertently retained or subsequently discovered following range or exercise activity. Amnesty boxes provide a non-attributable means for the correct recovery of these small quantities of ammunition and pyrotechnics that may otherwise be disposed of inappropriately.

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69. Amnesty boxes are to be managed in accordance with Annex H.

MUNITIONS 'ON DEPOSIT' / LODGED WITH ANOTHER ORGANISATION

70. Units may need to deposit / lodge their munitions in a store managed by another organisation. This could be due to a number of reasons but includes where a unit does not have an approved store of its own or when a ship is going through maintenance.

71. The procedure for the temporary storage of munitions from a ship is to be known as 'On Deposit'. Where a ship has landed munitions and placed them 'on deposit' with LCS, the deposit period is not expected to exceed 3 months. If this time is to be exceeded the Logistics Officer is to either arrange an extension through HQ NC N4 MUNS, LCS or arrange for the items to be formally returned to LCS as an external issue and is to demand a new entitlement in due course. Items with a short shelf life remaining are to be formally returned and re-demanded and not deposited, unless prior approval has been granted.

72. The responsibilities of the organisation in whose store the ammunition is held on behalf of other units (the holding unit) and the unit whose ammunition is being stored (the accounting unit) are given below. Care must be taken to ensure that when the stocks are visible on global IT systems they are only reflected once within the MOD balance sheet.

a. The holding unit is responsible for:

- (1) Maintaining the store record and a safe custody register.
- (2) Obtaining receipts for all issues.
- (3) Checking the ammunition into and out of the store.
- (4) Sending receipt vouchers to the accounting unit with discrepancy reports (if any) for clearance.
- (5) Checking the quantities for fired cartridge cases and accountable salvage (eg empty packages), ensuring that CFFE certificates (see Paragraph 57) has been included in each package where such salvage is to be vouched to the holding unit by the accounting unit (on behalf of Land-based lodger units).
- (6) Disposal of such salvage which has been vouched to the holding unit by the accounting unit (on behalf of Land-based lodger units).
- (7) Ensuring that if holdings are visible on a global IT system they are clearly marked as being held for safekeeping and remain 'on charge' to the owning unit.

In addition to the responsibilities listed above, all stock held at LCS locations 'On Deposit' will be recorded on an asset tracking reference on the AMANDA IT system.

b. The accounting unit is responsible for:

- (1) Maintaining the Ammunition Account, clearly showing those items held in the other store.
- (2) Clearing all vouchers, and progressing discrepancy reports.

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- (3) The issue by number or weight of fired cartridge cases and accountable salvage to the holding unit (responsibility of Land-based lodger units).
- (4) Taking accounting action regarding surpluses or deficiencies in the amount of fired cartridge cases or accountable salvage returned (responsibility of Land based lodger units).
- (5) Ensuring that CFFE action has been taken where required with fired cartridge cases and other accountable salvage (eg empty packages) vouched to the holding unit (responsibility of Land-based lodger units).
- (6) Carrying out the checks at Paragraphs 70 to 77, in co-operation with the holding unit.
- (7) Reporting the stockholding and consumption figures.
- (8) Monitoring Bans and Constraints and ensuring that the holding unit is aware of any extant or new Bans or Constraints which are applied to the munitions.
- (9) Monitoring routine maintenance periodicity and arranging access with the organisation for this to be carried out.
- (10) Ensuring that munitions are appropriately sealed iaw JSP 482.

73. The checks at Paragraphs 71-87 are to be co-ordinated by the accounting unit and the holding unit as far as practicable. The store records relating to all ammunition in the holding unit's store are to be made available to checking officers.

PROOF MUNITIONS

74. When a unit receives munitions for proof vouchers are to be endorsed "for proof". The munitions are to be brought on charge as training ammunition but are only to be expended against the approved proof programme.

75. If the proof firing is not conducted the munitions are to be returned to the issuing depot under the same process as any other external issue, except that all vouchers are to be endorsed "Proof items, not Expended".

PRIVATELY OWNED FIREARMS AND AMMUNITION

76. Privately owned firearms and ammunition may be stored on MOD property in accordance with JSP 440: Defence Manual of Security, Part 7, Section 7, Chapter 3 and JSP 482: MOD Explosives Regulations, subject to permission being granted by the Commanding Officer. A record is to be maintained of the holding, issue and return of any privately owned firearms and ammunition held in the store on MOD Form 957 or for RN units Form S3139 (OOQ Log), with the owner of the firearms and / or ammunition countersigning every entry as they occur. This record is to be subject to managerial checks in accordance with the provisions contained within this instruction.

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STOCKTAKING

General Guidance

77. The frequency and procedure for stocktaking at both End User level and MOD stockholding establishments is contained in JSP 886 Volume 4 Part 2. Sealed ammunition packages are not to be opened for the purpose of counting their contents. Army HQ 1st line units must follow the Managerial Checks and Controls and Board of Officers (BOO) procedures as at JSP 886 Volume 4 Part 2 Section 5 (When Issued) in lieu of stocktaking procedures, shown below.

Definition of Organisation Types

78. The following definitions of organisation types are applicable to Stocktaking:

- a. **End User.** The End User is an organisation, establishment or unit (including RN ships) or Squadrons that is likely to expend held munitions whilst conducting training, on operations or both.
- b. **Stockholder.** A Stockholder is an establishment or unit that holds bulk stock for End Users. These are normally behind the front line and would include RAF MOB ESAs, Permanent Joint Operating Bases (PJOBs) and those Royal Fleet Auxiliary (RFA) vessels carrying Supply and Transport Officer (Naval) (STO(N)) Armament loads.
- c. **LCS Stockholding Establishment.** A LCS Stockholding Establishment is an organisation run by the Defence Storage and Distribution Agency (LCS) holding bulk stock for issue to End users directly or via the Joint Support Chain. This is normally located in the base and includes Naval Bases.

Programmed Stocktake

79. A significant proportion of in-service munitions held by organisations come under the Attractive to Criminal and Terrorist Organisations (ACTO) classification, set out in JSP 440 Part 7 Section 7 Chapter 1 Paragraph 6c. Because of this, it is necessary for regular Stocktakes to be made on a Programmed basis. Therefore, an Annual Stocktake of all ACTO items is to be carried out in accordance with JSP 886 Volume 4 Part 2 Annex A. For RN ships, this is referred to as a Type B muster and will be conducted every 6 months. Where operational constraints exist, timing of this stocktake can be brought forward, but not postponed, with the approval of the Command chain.

80. Stocktakes are to be undertaken by a Responsible Person, the definition of which is at [JSP 440: Defence Manual of Security, Part 7 Section 7 Paragraph 6i \(1\)](#). A Programmed stocktake need not be carried out on a single occasion but is to be organised so that all items held are checked within the specified period, although for RN ships, OOs⁴ are to muster the contents of each individual Armament Loan Record (ALR) in full. The checking officer is to take stock of the items held and verify the quantities found with the relevant account sheets, store record cards and Electronic Inventory Management Systems (IS). They should initial the verified balances in the account and store records and carry out a check to ensure that

⁴ Officer of The Quarter – see JSP 862: MOD Maritime Explosive Regulations.

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there is a properly receipted Issue Voucher (IV) for each external issue of ammunition where appropriate. The Types and minimum time intervals for the Stocktake of Munitions are shown in Figure 2.

Figure 2: Minimum Periodicity of Munitions Stocktaking

Type	Stockholder	End User ⁵	LCS Stockholding Establishment
4 year Cyclic Stocktake - Quadrennial	Quadrennially Including 100% of ACTO Annually	Quadrennially Including 100% of ACTO Annually	Quadrennially, including 100% of ACTO annually
2% Re-Performance Check of the Stocktake	Within 5 Working Days of the Original Stocktake	Within 5 Working Days of the Original Stocktake	Within 5 Working Days of the Original Stocktake

CHANGE OF CUSTODIAN

81. When a holder of munitions whether as a Stockholder or End User changes, a full stocktake of all items is to be conducted by the incoming individual immediately the individual assumes responsibility for the account / magazine. In HM Ships, these are referred to as Type A musters. All discrepancies are to be reported through the chain of command immediately on discovery and investigative action taken as appropriate.

MANAGERIAL CHECKS

Board of Officers (BOO)

82. Procedures for a BOO are explained in detail in JSP 886 Volume 4 Part 2 Section 5. These procedures are to be followed by all Army HQ 1st Line Units.

Responsible Person

83. All checks are to be carried out by a responsible person as defined at [JSP 440: Defence Manual of Security, Part 7 Section 7 Paragraph 6i \(1\)](#). The responsible person is to be someone other than those allowed unsupervised access. Thus, the armourer, arms or ammunition storeman must not carry out these checks. The Orderly Officer of the day or similar is an appropriate person.

General Guidance for Checks

84. Checks are to be carried out in accordance with the guidance set out in JSP 440: Defence Manual of Security.

Snap Checks

85. In order to verify storekeeping and stores accounting processes Unit Commanding Officers are to arrange for an Officer, Warrant Officer or Chief Petty Officer, independent of the account, to conduct Snap Checks. These are to be carried out on a minimum of 10 randomly selected items, by Batch Key Identity (BKI). Onboard RN ships this will be a full 100% muster of an ALR referred to as a Type C Muster, promulgated personally by Captains

⁵ Less HQ Land 1st Line Units – see Table 2 BOO.

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Temporary Memorandum (CTM) and occur at the halfway point between bi-annual ALR musters. This check is to include any items On-Loan.

Additional Account Supporting Documentation Checks

86. To ensure that effective Managerial Control is maintained by the Unit over their Munitions Account, additional account supporting documentation checks are to be carried out against a minimum of 10 transactions. Onboard ships this will be conducted utilising the Compliancy Management Tool. In addition, Units are to confirm that hastening action for cleared receipts and discrepancy reports has been initiated where appropriate.

Checks of Ready Use Munitions

87. In addition to the checks outlined above, Daily Quantity and Condition checks are to be made on 100% of all Ready Use munitions issued to individuals or held in the Ship's Protection Organisation (SPO) lockers.

Minimum Periodicity of Munitions Managerial Checks

88. Figure 3 below shows the periodicity of these additional managerial checks.

Figure 3: Minimum Periodicity of Munitions Managerial Checks

Type	Stockholder	End User Unit	LCS Stockholder
Board of Officers ⁶	N/A	Biennially	N/A
Non-Programmed 'Snap' Checks of 10 BKIs	Monthly	Monthly	Monthly
Type C Musters (RN Ships only)	N/A	Bi-annually	N/A
Additional Account Documentation Checks	Monthly	Monthly	Monthly
100% Stockcheck	N/A	Monthly - when deployed on operations ⁷	N/A
100% Check of Ready Use Munitions	N/A	Daily	N/A

89. **Further Additional Checks.** Such other checks as may be necessary or required by the Commanding Officer or chain of command may be carried out.

Requests for Dispensation

90. Units / Rear parties that feel that they are unable to comply with these instructions must apply to their FLC to seek dispensation.

Formal Recording of Checks

91. All physical checks of munitions are to be formally recorded in dedicated Registers and a 6 monthly inspection of the Register is to be conducted in accordance with JSP 440: Defence Manual of Security Part 7 Section 7 Paragraph 39a. For Maritime units, Form S3139 is to be regarded as the Register in this instance. These Registers are to be kept for 36 months from the date of the last check.

⁶ Army HQ 1st Line Units only.

⁷ Army HQ units, including disembarked RM units only.

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MANAGERIAL EXAMINATION, AUDIT, LOSSES AND STOCK ADJUSTMENTS

92. **General.** Due to their security nature, any discrepancies of munitions and where applicable stock adjustments, are to be fully investigated to resolution and also to be reported in accordance with JSP 440 and the chain of command instructions.

93. **Army and RM Commando Units.** Discrepancies, losses and stock adjustments to munitions, the associated containers and salvage are to be recorded and actioned within the accounts in accordance with procedures contained within JSP 886 Volume 4 Part 203: Managerial Examination, Audit and Losses of Materiel in Land Units. Procedures for use by the other Services are as follows:

- a. **Maritime.** Refer to Volume 4 Part 100 Series.
- b. **Air.** Refer to Volume 4 Part 300 Series.

PRICING OF MUNITIONS AND AMMUNITION CONTAINERS

94. Prices for ammunition natures are included on LCS issue vouchers. Alternatively, units may obtain prices for live ammunition natures from DE&S DGM-ENT FIN 1, Defence General Munitions (DGM) PT. The prices for fired cartridge cases, ammunition containers and fitments to be used for debit vouchers or loss action can be obtained from Defence General Munitions (DGM) PT.

STOCK EXPENDITURE RETURNS

95. **Maritime.** RN Ships, Submarines, Squadrons and Shore Establishments are to submit an expenditure return (RN Form S202) annually as directed by HQ NC signal. Expenditure by embarked aircraft is to be reported by the parent squadron and not recorded against the ship.

96. **Army.** Army, RM, JHC, Central TLB, and Cadet Force Units are to complete an ammunition stock / expenditure return in the format at Annex G to this Section, in accordance with the instructions. Units are to retain a copy of all UAMS Expenditure Returns submitted, which will be audited during unit Logistic Support Inspections. A census of ammunition and explosives is completed by UAMS using the data reported by units; no other action is required from units.

97. **RAF.** HQ Air units are to ensure that the UAMSII is up to date, on a monthly basis, for stock expenditure and stock holdings.

98. **UAMS Return Form.** An example of a Unit Ammunition Physical Stock / Expenditure Return (UAMS Form SR2) is at Annex G.

UNIT MOVES AND CLOSURE

99. Prior to a move or closure units will receive instructions regarding their ammunition holdings. Normally, ammunition stocks will be issued / transferred to the relieving unit on unit moves and copy of the handover voucher / certificate is to be sent to the command UAMS for Army and RM Units and common user items held by RAF units. On closure, units will receive

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transfer or disposal instructions and are to comply with JSP 886 Volume 4 Part 5: Closure of Materiel Accounts.

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ANNEX A: UNIT DEMAND PROCEDURES

(Introduced at Paragraph 18)

Unit Demand Procedures		
Ser	Event	Remarks
1	Identify when and what Qty of munitions are required.	See Paragraphs 19 and 20 of this Chapter regarding SPC and RDD. RN: LCS require a minimum 5 weeks notice for major munitions storings eg: at harbour ammunitioning facilities. See Paragraph 36 ref pre-planning. RN entitlements are managed via the EMMA (Electronic Management of Munitions Allowances) system. All units are to comply accordingly.
2	Check if demand within entitlement.	If not obtain authority through chain of command before demanding. RN: Maritime requirements are to be confirmed against the EMMA system. Maritime requirements above or additional to standing data on EMMA are to be confirmed with HQ NC N4 Logs before submission.
3	Identify where ammunition required.	Ensure transfer point and Unit store have adequate Explosive Limit Licences. If intended to receipt into another Unit's store they must confirm that they have adequate storage capacity before the demand is submitted. □
4	Submit demand.	Operations: Demands for ammunition within an operational theatre are to be submitted in accordance with the operational order - Force Instruction Document. This may require the submission of a request through the chain of command rather than a demand. RN: On OASIS set ALL / IS at O (zero). OASIS Munitions replenishment demands are to be submitted by electronic transfer using OASIS Demand Routeing Code (DRC) 'G' to Base LCS Munitions Centre include with replenishment demand for other stores ranges. Manually raised demands on MOD Form 2100 (3 copies) and or OASIS hard copy should be sent via the MMT to the Base LCS Munitions Centre for first/initial outfit and replenishment. Alternatively, demands may be submitted on Form S145 via e mail. MATDEM is acceptable for high priority demands Late, supplementary demands should be avoided as munitions are pre-planned / loaded and lighters sealed in advance for major harbour ammunitioning. Army, RM, JHC and Central TLB: Use on-line demand facility on UAMS 2 as authorised user or submit original and 2 copies of MOD Form 2100 to UAMS. Record demand in AB 595. RAF: Training entitlement is to be demanded on UAMSII. Pre Deployment Training demands are to be submitted on a MOD Form 2100 and emailed or faxed to Army HQ, SO2 G4 UAMSII PDT

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ANNEX B: MUNITIONS REQUIRED DELIVERY DATE (RDD) MATRIX

(Introduced at Paragraph 23)

Munitions RDD Matrix						
Ser	Requirement	Usual SPC	Minimum Days to be Added to Demand Date ^{1,6}	DPT ^{1,2}	MHT ^{1,3}	TFD ^{1,4}
1	Op demands.	1-3	As per Operational Instructions	As per Operational Instructions	As per Operational Instructions	As per Operational Instructions
2	Training demands submitted in an operational theatre.	1-3 or 5-13	As per Operational Instructions	As per Operational Instructions	As per Operational Instructions	As per Operational Instructions
3	Pre-operational training unit collect.	13	28	4	24	0
4	Training demands for use in UK and Germany and unit collect.	13	28	4	24	See Note 5
5	Training demands for use outside the UK and Germany.	13	28 + TFD See Note 7	4	24	See Note 5
6	HM Ship initial outfit or re-ammunitioning	13	32	4	24	4
7	Units returning munitions to depots by road	13	14	N/A	N/A	N/A
8	Units returning munitions by lighter barge	13	20	N/A	N/A	N/A

Notes:

1. All days are calendar days.
2. DPT (Demand Processing Time). Starts when demand arrives at authorising organisation. Ends when authorised demand received by LCS.
3. MHT (Material Handling Time). Starts when LCS CDC receives the authorised demand. Ends when stocks available for collection from a Depot or Compound.
4. TFD (Time For Distribution). Starts when MHT ends. Ends when stores delivered to unit locality.
5. TFD depends on the destination and can vary by current circumstances. Up to date advice can be given by DSCOM, Freight Ops.
6. It should be noted that all timings assume the availability of stock for immediate issue (Munition Condition Code - A1/A2/A3).
7. The minimum time (TFD) which must be allowed for demands for satisfaction in the USA is 168 calendar days.

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ANNEX C: UNIT RECEIPT PROCEDURES

(Introduced at Paragraph 30)

Unit Receipt Procedures		
Ser	Event	Remarks
1.	Initial Action	
1-1	Unit receive advance copy of issue voucher.	AMANDA Report R24 or R19.
1-2	Plan storage.	RN Ships are to plan storing with LCS Munitions Centre representative
1-3	Confirm if unit collect.	See guidelines at Paragraph 25. If appropriate ensure issuing Munitions Centre knows that delivery to unit is required.
1-4	If unit collect go to Serial 2-2. If being delivered to railhead go to Serial 2-3. If delivered to unit go to Serial 2-4.	
2	If Unit Collect from Depot / Compound	
2-1	Obtain authority from transport control agency.	
2-2	Arrange collection with issuing depot / compound.	If issue is being made from an ammunition compound the unit must contact the compound at least 7 working days before collection to confirm details.
2-3	Despatch vehicle and escort.	Escort, if required, to be briefed in accordance with JSP 440 Chapter 2 Section 7 Part 7 and JSP 482 Chapter 13.
2-4	Collect copies 2 and 3 of issue document and SITPRO 1999 from Depot.	
2-5	Check consignment complete.	Check against issue voucher and SITPRO 1999.
2-6	Check package seals and do not accept if seals broken.	Issuing depot is to accept packages and either provide replacements or amend issue vouchers.
2-7	Give temporary receipt, entering any discrepancies.	On SITPRO 1999. Depot to countersign any discrepancies recorded; depot is responsible for clearance of the discrepancy.
2-8	Deliver munitions to unit. Hand copies 2 and 3 of issue document to store and obtain a receipt.	On SITPRO 1999
2-9	Go to Serial 3-4.	
3	If Depot Arranged Delivery to Rail Head	
3-1	Liaise with local transport and movements.	Ascertain location of railhead and arrival date/time.
3-2	Arrange collection from rail head.	One unit may be instructed to collect on behalf of a number of units. Escort to be briefed in accordance with JSP 440 Chapter 2 Section 7 Part 7 and JSP 482 Chapter 13.
3-3	If delivered by rail, ensure ACME / twist seals on the wagon are intact, the wagon has not been tampered with and the ACME seal number is as documented.	If not the case, notify the railway representative and unit QM / Supply / Logistics Officer before proceeding.
3-4	Open the wagon. Check all package seals intact and packages undamaged.	If not the case notify the railway representative and unit QM / Supply / Logistics Officer before proceeding.
3-5	Check consignment against SITPRO 1999.	If there are any discrepancies notify the railway representative. Care must be taken to check for fraction packages.
3-6	Give a temporary receipt on SITPRO 1999.	
3-7	Deliver munitions to unit. Hand copies 2 and 3 of issue document to store and obtain a receipt on SITPRO 1999.	Identify to receiver any discrepancies, damaged packages or broken seals.
3-8	Go to Paragraph 4-4.	
4.	On Arrival at Unit	

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Unit Receipt Procedures		
Ser	Event	Remarks
4-1	Check munitions and associated items received against issue documents.	Include serial numbers if appropriate. If a package has a broken seal or there is visible damage notify an AT or ATO immediately. Segregate any unsealed or damaged packages and munitions. RN: Ships are to check off receipts at each loading point. Serial numbers of small arms, security classified and ACTO items are to be immediately cross checked with issue vouchers and LCS Munitions Centre rep. O/C all issue vouchers are to be receipted and passed to LCS Munitions Centre rep. Packages with broken seals or defects are to be immediately referred to the LCS Munitions Centre rep for return and vouchers annotated.
4-2	Place munitions and associated items in store.	Segregate unsealed or damaged packages and munitions. RN: The Officer of the Quarter (OOQ) / ALR Custodians is to be given copies of the supply vouchers (AMANDA R17) for items supplied to their magazine. Receipt is to be confirmed by initial signature at each line item. Any discrepancies are to be notified immediately to the Logistics Officer for investigation. Receipted vouchers are to be passed to the Logistics Officer Army and RM: Store to initial voucher to confirm receipt. RAF: Store to initial voucher to confirm receipt. Raise RAF Form 1177 and attach to Issue Voucher.
4-3	Update MOD Form 957.	
4-4	Send all documents to unit QM / Supply / Logistics Officer immediately.	
4-5	Compare demand against receipt and investigate discrepancies.	Compare quantity invoiced on AMANDA R17' against actual receipts. If discrepancy confirmed, submit MOD Form 445 to issuing LCS Munitions Centre.
4-6	Record unit RV numbers on issue documents.	AMANDA Form R17 or NAWBUS D2801A.
4-7	Complete both copies of the issue voucher and attach MOD Form 445 if necessary.	Discrepancies identified at point of collection are to be recorded by the receiving unit but actioned by the issuing depot.
4-8	Bring munitions and associated items on to the main account using a copy of depot issue document as receipt voucher.	RN: Munitions are to be brought on charge to OASIS using AMANDA R17 and direct posted to the appropriate ALR. The NAWBUS Sales Order number on the Form R17 is to be used as the issue voucher number. Army and RM: Cross reference AB 595 and AF B6539A. RAF: On RAF Form 6577, RAF Form 6578, and on MJDI (using the appropriate NSN). Clear demand in locally produced Demands Register.
4-9	Sign and return one copy of the issue document to issuing depot/compound within 14 days.	Vouchers may be returned direct to depot representative if present at time of delivery.
4-10	Retain one copy of depot issue documentation in unit RV file.	

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ANNEX D: UNIT INTERNAL ISSUE PROCEDURES

(Introduced at Paragraph 34)

1. Issues from Unit Store:

Ser	Event	Remarks
1	QM / Supply / OOO (RN Custodian receives request from user / sub unit SUO.	Check if request within entitlement.
		RN: See authorising Firing Order
		Army and RM: On AF G8227 in duplicate. Individual named in Box 5 must be on list of authorised persons.
		RAF: In duplicate on locally produced form.
2	Check if sufficient stock and within entitlement.	May be necessary to demand or amend request.
3	QM / Supply / Logistics Officer to agree issue.	Pass vouchers to store. Allocate and record IV number.
		RN: Authorising Firing Order passed to Stores Dept.
		Army and RM: QM to authorise issue by signing both copies of AF G8227 in Box 7.
		RAF: Raise RAF Form 1177 or local equivalent, numbering it from the locally produced Issues Register.
4	The Store Checks that the Individual Drawing the Munitions is Authorised to do so.	RN: Verify against COTM Specialist User Officer (SUO) list.
		Army and RM: Confirm person collecting is same as shown in Box 5 of AF G8227.
		RAF: Confirm person drawing is entitled to do so.
5	Make the issue.	Check JSMCR & LUMATS for Bans and Constraints. Print off a hardcopy of the relevant BKI to accompany the issue. Issue Lot / Batch / Serial Number as recorded on the Issue Voucher.
		RN: OOQ obtains user signature of the SUO in S3139 (OOQ log) for expenditure
		Army and RM: On both copies of the AF G8227 enter in columns c and d the actual quantities issued by BKI and serial number if appropriate. Enter in Columns a and c the quantities of packaging and other accountable items which are expected to be returned. This should include expected weight of brass returns (Kg) should issue be fully expended - annotate in Column a. Obtain signature of drawer in Box 8. Hand a copy of the completed AF G8227 to the drawer. Update MOD Form 957.
		RAF: Sign and annotate remaining stock on RAF Form 1177. Update MOD Form 957. When issuing for embodiment in aircraft update MOD Form A700.
6	The Store passes copy of Issue Voucher to the QM / Supply / Logistics Officer.	RN: OOQ calculates / confirms actual qty expended. Vouchers to be fwd to LO within 48 hrs of firing.
7	Update account.	Allocate and Record IV number.
		RN: Stores Office :
		<ul style="list-style-type: none"> • Raise Form S1091 for expended qty, (OOQ signs and x-refers to S3139). • Action S1091 to BOC expended qty to OASIS from ALR. • Raise Form S156 (Expenditure), marked 'Training / Practice / Operational' as appropriate for expended qty, attaching Firing Order / Local Certificate, (SUO signs authorising issue for expenditure, OOQ x-refers to S3139). • Action S156 to issue expended qty off OASIS main a/c. • X-refer and file S156 and S1091. • Conduct confidence check with OOQ, comparing OASIS with S3139 log to ensure all fired munitions quantities match'.
		Army and RM: File AF G8227 as an IV. Record in AF B6539A.
		RAF: Update RAF Form 1165. (One RAF Form 1165 is to be maintained for each sub-unit who receives munitions). Update RAF Form 6577 and RAF Form 6578 if used, or local database.

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2. **Internal Issues to Store:**

Ser	Event	Remarks
1	Sub unit drawing the ammunition and other accountable items to record quantities of ammunition expended and quantities to be returned.	<p>Damaged or misfired SAA under 12mm is to be separately annotated. JSP 482 Chapter 25 Annex D covers the procedures to be followed for misfires and damaged munitions other than SAA under 12mm. All recoverable packaging material is to be placed within the empty ammunition containers.</p> <p>RN: On completion of firing, any unused munitions are to be returned to OOQ and this Return is to be recorded / entered on the Form S3139. Forms S1091 and S156 are completed as per Part 1, Ser 7 above, to balance S3139 and main a/c to reflect actual expenditure.</p> <p>Army and RM: Using issue copy of AF G8227 record number of damaged rounds in Box 11, the number of rounds being returned and their BKI / serial number in columns f and g. The number of gun cases, or weight of SAA brass, is to be entered in Column h.</p> <p>The certificate at Box 9 of AF G8227 is to be completed personally by the Range Conducting Officer, WO or SNCO as authorised under Infantry Training Volume 4 Pamphlet 21, who actually conducted the range.</p> <p>Remarks – Box 11 Range Conducting Officer to enter qty (Kg) Brass not recovered, state reason and sign.</p> <p>Should any ammunition for return have lost Lot / Batch / Workdate this is to be annotated in Column(s) a – item, f - qty and g – NK of the AF G8227.</p> <p>Explanatory note from RCO required at Remarks - Box 11</p> <p>RAF: The ESA is to provide the drawer with a numbered RAF Form 676 / 600 VDU. Recipient of munitions to endorse form stating service on which items expended. Quantity issued and returned to be completed on copies 2 and 3 of Form 676 or on the Expenditure Chit.</p>
2	Return unused ammunition, fired cases and other ammunition salvage to store as soon as possible. Wherever practical this is to be on the same day as expenditure or within 24 hours of the completion of the exercise, firing practice or mission.	<p>RN: On completion of firing, any unused munitions are returned to OOQ and entered on S3139. Forms S1091 and S156 are completed as per Part 1, Ser 7 above, to balance S3139 and main a/c to reflect actual expenditure.</p> <p>Army and RM: Hand completed AF G8227 and AF B159 to storeman. If there are no recoverable items completed AF G8227 is to be return direct to QM and go to serial 7 of this table.</p> <p>RAF: The Store countersigns copy 2 and inventory holder copy 3 of RAF Forms 676 / 600 VDU.</p> <p>Details on RAF Form 676 are to be entered on RAF Form 1165. If items are ex embodiment in aircraft check and update RAF Form 6581.</p>
3	Storeman to check quantities returned against voucher.	Confirm number of rounds, by BKI / serial number, weight or number of brass cases, quantity of containers by type, and all fitments are inside the containers. For any ammunition returned Lot / Batch Workdate not known (NK) unit to seek instructions from a Qualified Person.
4	Return munitions to store.	Update MOD Form 957.
5	Having checked that they are free from explosives, place the containers and brass in the appropriate store	JSP 482 Chapter 27 refers. They are not to be placed in a store containing ammunition other than SAA, and then must be segregated.
6	Check the quantity of damaged rounds and misfires and store separately.	To be placed in a box, segregated, and recorded on MOD Form 957.
7	Sign receipt voucher and send to QM / Supply / Logistics Officer.	<p>RN: On completion of firing, any unused munitions are returned to OOQ and entered on S3139. Forms S1091 and S156 are completed as per Part 1, Ser 7 above, to balance S3139 and main a/c to reflect actual expenditure.</p> <p>Army and RM: Box 10 on AF G8227. Together with AF B159.</p> <p>RAF: Completed RAF Form 676.</p>

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8	QM / Supply / Logistics Officer to check accuracy of reconciliation.	Should the number issued not equal the number expended plus the number returned, or the weight or quantity of brass and containers not reflect that expected (Annex F to this instruction) then ensure explanation for discrepancy is endorsed on the voucher.
		RN: Check Firing Order against stock issued and returned.
		Army and RM: Where no returns are received the completed AF G8227 is to replace the original IV to reflect expenditure. RAF: Reference back to issue RAF Form 6577 and MJDI record and RAF Form 676.
9	Update the account	RN: On completion of firing, any unused munitions are returned to OOO and entered on S3139. Forms S1091 and S156 are completed as per Part 1, Ser 7 above, to balance S3139 and main a/c to reflect actual expenditure.
		Army and RM: Enter the next RV number in box 4 of AF G8227. Enter quantity of unused ammunition, listed in column f of the AF G8227, on the appropriate AF G8226. Enter quantity of damaged or misfired SAA on the appropriate AF G8226. Enter quantity or weight of empty cartridge cases on the appropriate AF G8226. Enter the receipted number and type of empty ammunition containers in the appropriate AF G8226. Place AF G8227 in RV file, with the appropriate AF B159 and any associated certificates. Annotate the original IV with the RV number.
		RAF: Update MJDI, RAF Form 1165 and RAF Form 6578.
10	Submit expenditure return.	In accordance with Paragraphs 108 to 110 of this instruction.

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ANNEX E: UNIT EXTERNAL ISSUE PROCEDURES

(Introduced at Paragraph 40)

1. The Unit External Issue Procedures:

Ser	Event	Remarks
1	Unit identifies or is advised that it is holding surplus munitions.	Empty containers, packing materials and ammunition salvage is to be back loaded in accordance with Paragraphs 55 to 58 of these instructions.
2	HQ NC go to Paragraph 2. All other units go to Paragraph 3.	HQ NC includes RFAs. Excludes RM.

2. For HQ NC Units:

Ser	Event	Remarks
1	Notify LCS CDC of munitions requiring offloading	
2	Liaise with nominated depot regarding the supply of necessary containers, handling aids, and carriers etc that are required.	
3	Logistics Officer prepares documentation.	Returns to be issued using RN Form S331. Temporary receipts will be obtained on MF 1142/1143 / SITPRO 1999. A separate S331 is to be used for ACTO and security classified items / other munitions items empty packages .
4	Qualified person from depot examines munitions and prepares for off-load.	Completing MOD Form 1663.
5	Go to Paragraph 4.	

3. For All Units Except HQ NC Units:

Ser	Event	Remarks
1	Request Qualified Person to certify the items as safe to move.	
2	Qualified Person inspects items.	Issues MOD Form 1663. Certification has limited life.
3	Unit contacts LCS CDC or the appropriate overseas Command depot and requests disposal instructions.	Using MOD Form 1663. For ALM MOD Form 1663 is to be passed to ALM PT.
4	LCS CDC, or the overseas depot, liaises with PTs, if appropriate, and advises unit of receiving depot and RAG number.	By e-mail or FAX.
5	Unit liaises with nominated depot to decide if it is a unit delivery or LCS collect, and dates.	Units to quote RAG number and will receive a CCA number. If unit unable to return they are to arrange transportation through the local transport and movements agency.
6	QM / Supply / Logistics Officer prepares documentation.	Army and RM: 3 copies of AF G1033 and SITPRO 1999 RAF: 3 copies of AF G1033 (use RAF Form 600X if transferring to another RAF unit) and SITPRO 1999.
7	If LCS collect go to Paragraph 4. If unit delivery go to Paragraph 5.	

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4. If LCS Collect:

Ser	Event	Remarks
1	LCS representative is given copies of issue voucher and MOD Form 1663.	
2	LCS representative checks items to be moved against vouchers and MOD Form 1663 is in date.	Any discrepancies to be resolved before issue.
3	Stores are issued to Depot representative.	RN: A copy of MOD Form 1142 and SITPRO 1999 are signed by the depot representative and this is retained by the unit as a temporary receipt. A copy of the completed S331 is retained and 3 copies given to the depot representative.
		Army and RM: A copy of the AF G1033 and SITPRO 1999 are signed by the depot representative and this is retained and 2 copies given to the LCS representative.
		RAF: A copy of the AF G1033 (or RAF Form 600X) and SITPRO 1999 are signed by the depot representative and this is retained and 2 copies given to the LCS representative.
4	Go to Paragraph 6.	

5. If Unit Delivery to Depot:

Ser	Event	Remarks
1	Obtain authority from transport control agency	
2	Arrange delivery with receiving depot.	Obtain CCA number.
3	Vehicle(s) loaded. Stock account cards updated.	Army and RM: MOD Form 957
		RAF: MOD Form 957, RAF Form 6577 and RAF Form 6578
4	Update account on issue.	The QM / Supply / Logistics Officer uses the temporary receipt to update the account.
5	Despatch vehicle and escort.	Escort, if required, to be briefed in accordance with JSP 440 Chapter 2 Section 7 Part 7 and JSP 482 Chapter 13. Documentation to accompany munitions.
6	Vehicles arrive at Depot.	A copy of the unit issue voucher is to be signed by the depot as a temporary receipt.
7	Vehicle returns to unit.	The copy of the issue voucher signed by the depot as temp receipt is to be passed to the QM / Supply / Logs Officer.
8	Add temporary receipt to account.	Responsibility of QM / Supply / Logistics Officer.
9	Go to Paragraph 6.	

6. Depot Clears Receipt:

Ser	Event	Remarks
1	Depot accepts items and brings onto account the actual quantities received. Discrepancies are to be actioned in accordance with existing instructions.	RN: LCS completes S331 and returns one copy to the unit.
		Army and RM: LCS completes the AF G1033 and returns one copy to the unit.
		RAF: LCS completes the AF G1033, or the receiving unit the RAF Form 600X, and returns one copy to the unit.
2	Unit updates account.	The receipt from LCS is to replace the temporary receipt.
		RN: Clear Form S331 by entering the date in the Voucher Register System (VRS).
		Army and RM: Enter date in AF G6539A
		RAF: Cleared voucher to be used to replace temporary receipt. Depot RV number to be entered on account.

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ANNEX F: DISPOSAL OF FIRED CARTRIDGE CASES AND OTHER ACCOUNTABLE AMMUNITION SALVAGE

(Introduced at Paragraph 57).

1. Addresses for the back loading of fired cartridge cases and SAA accessories are as follows:

Addresses for the Back loading of Fired Cartridge Cases				
Ser	Nature	Consigned by:	Consign To:	Remarks
1a	Brass up to 12mm	UK Units.	QinetiQ Shoeburyness Via LCS Bicester QinetiQ Ltd, White City, Foulness Island, MOD Shoeburyness, SS3 9SR	Units are not to return direct to QinetiQ, but are to use the LCS Reverse Supply Chain (RSC) procedures for all consignments.
1b		Units in Germany.	In accordance with Command Instructions.	Ref SI BA(G) 4414 Part IV Chapter 4 Paras 51 – 54.
1c		Units Elsewhere.	As for Serial 1a unless local disposal contracts have been approved by DSA.	
2a	Brass over 12mm	UK Units.	QinetiQ Shoeburyness See serial 1a	Units are not to return direct to QinetiQ but are to use the LCS RSC procedures. To be segregated and packed by calibre.
2b		Units in Germany.	In accordance with Command Instructions.	Ref SI BA(G) 4414 Part IV Chapter 4 Paras 51 – 54.
2c		Units Elsewhere.	As for Serial 2a unless local disposal contracts have been approved by DSA.	Local disposal must also be agreed by the relevant PT.
3a	SAA links, chargers and clips	UK Units.	QinetiQ Shoeburyness See serial 1a	To be segregated by nature. Units are to use the LCS RSC procedures for all consignments.
3b		Units in Germany.	In accordance with Command Instructions.	Ref SI BA(G) 4414 Part IV Chapter 4 Paras 51 – 54.
3c		Units Elsewhere.	As for Serial 3a unless local disposal contracts have been approved by DSA.	Local disposal must also be agreed by the relevant PT.
4	105mm Cartridges	All Units.	LCS Longtown	Units can use the LCS RSC procedures for all consignments.
5	13 Pdr Cases	All Units.	LCS Longtown	Units can use the LCS RSC procedures for all consignments.
6	RN Cases 114mm (4.5 in)	RN Ships and Shore Establishments	Nearest depot.	Packed in Weld mesh or Post Pallets.

2. Addresses for the back loading of guided weapons containers and associated components are detailed in the table below. This instruction applies equally to operational, practice and drill weapons:

a. Guided missile containers and their internal fitments are very vulnerable to moisture that can cause serious damage; they are to be adequately protected at all times. Their fasteners are to be firmly secured, or screwed down, prior to movement.

b. Empty guided missile containers and their associated component containers, with all internal and external fitments, complete to the appropriate Schedule where

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applicable, are to be returned or disposal instructions sought as soon as practical after firing. Small containers are to be accumulated into economic loads if this can be affected in a reasonably short time.

c. Units are to ensure that containers and all other salvage are free from explosive or chemical contamination before dispatch to a depot or before local disposal is effected.

3. **WARNING:** Certain fired missile components are hazardous. Details are contained in the Users handbooks.

Addresses for the Back loading of Guided Weapons Containers and Associated Components				
Ser	Nature	Component	Remarks	Consign To
1	HVM	All containers.		LCS Longtown
2	HVM Practice	HVM Prac (reusable) and components.	All HVM Prac containers and components are to be returned.	LCS Longtown
3	JAVELIN	Fired Launch Tube Assemblies, BCU, packaging and container.		LCS Longtown
4	MILAN	Fired Launch Tubes, packaging and Logistic Container.	FFE and reduce to scrap.	Local disposal. If local disposal not possible consign to LCS Longtown.
		RF Overpack and Intumescently painted RF Overpack.	Return within 1 month of firing.	LCS Kineton
5	NLAW	Fired weapons, packaging and container.		LCS Longtown
6	Rapier	All containers.	FFE and reduce to scrap.	Local disposal. If local disposal not possible consign to LCS Longtown.
7	SWINGFIRE	Launcher Box.	FFE and reduce to scrap.	Local disposal.
		ULC and World Wide Pack.		LCS Longtown
8	TOW	CWP	FFE and reduce to scrap.	Local disposal.
		ULC and packaging.		LCS Kineton
		Fired Launch Tubes.	FFE and reduce to scrap.	Local disposal. If local disposal not possible consign to LCS Longtown.
9	Naval GW	Containers.		Nearest Munitions Centre.
10	All Other Natures	Containers.		LCS Longtown

4. Addresses for general munitions containers and associated components are detailed below:

Addresses for the Back loading of Conventional Munitions Containers and Associated Components				
Ser	Nature	Consign From:	Consign To:	Remarks
1	Conventional Munitions Containers.	All Units.	LCS Longtown	Using the LCS Reverse Supply Chain procedures as directed in 2008DIN04-023 (released Feb 08).
2	Munitions containers issued to RN Ships.	RN Ships.	Nearest Munitions Centre	

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5. Addresses for other specific fired munitions components are detailed below:

Addresses for the Back loading of Disposal of Specific Fired Munitions				
Ser	Nature	Consign From:	Consign To:	Remarks
1	Signal Kit Pyro Pistol 16mm	All	LCS Longtown	
2	Empty 66mm Rocket Tubes	UK Units	LCS Longtown	Using the LCS Reverse Supply Chain procedures as directed in 2008DIN04-023 (released Feb 08).
		Germany	LCS Longtown via local LCS Distribution Outlets – DRDC Hohne or DDC Dulmen.	Ref SI BA(G) 4414 Part IV Chapter 4 Paragraph 51.
3	Empty 84mm (ILAW) Rocket Tubes	UK Units	LCS Longtown	Using the LCS Reverse Supply Chain procedures as directed in 2008DIN04-023 (released Feb 08).
		Germany	LCS Longtown via local LCS Distribution Outlets – DRDC Hohne or DDC Dulmen.	Ref SI BA(G) 4414 Part IV Chapter 4 Paragraph 51.
4	Mine AT & Discharger Barrel (SHIELDER) Assy Prac & Demo all components and packaging	All Units	LCS Longtown	Fired mines to be packed under local arrangements.
5	Naval Mine non-explosive components.	RN Ships	Nearest Munitions Centre	Items recovered after preparation of mines for mine laying are to be returned in bulk.
For recovered, expended Pyrotechnic Articles (such as fired Smoke Grenades) refer to JSP 482 Edition 3 (MOD Explosives Regulations) Chapter 27 Annex E for Inspection, Certification Disposal / Demil Instructions.				

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ANNEX G: UNIT AMMUNITION PHYSICAL STOCK / EXPENDITURE RETURN

(Introduced at Paragraph 98)

(UAMS FORM SR2) (REVISED FEB 98)

To: See Notes 1 and 2 UIN: UNIT TITLE:

Ammunition physically held / expended by this unit and dependants during the month of:

1. To be submitted as at the last day of each month, to reach the relevant Command HQ (UAMS) by the 15th day of the following month.
2. **Cadet Force Units only:** To be submitted as at the 1st Apr, 1st Jul, 1st Nov and 1st Feb to reach relevant Command HQ (UAMS) by the 15th day of that month.
3. A copy of all relevant paperwork is to accompany the UAMS return if there has been, any Transfer Action between Units or returns to depots.

ADAC	DESIGNATION	STOCK AT START OF MONTH	AMMUNITION RECEIVED			AMMUNITION ISSUED			CURRENT STOCK HELD
			CUS (1)	IUT (2)	POOL (3)	POOL RTN (4)	IUT (2)	EXPENDED	
SIGNED		RANK		NAME		PAGE		OF	

Notes:

1. Common User Scale (CUS) items from UAMS status summary.
2. Inter Unit Transfers (IUT), where units have moved ammunition between units with UAMS / Div / Bde authority.
3. The physical stock of ammunition issued from a pool.
4. Pool ammunition that has been returned to a depot and is to be surrendered back to a pool.

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ANNEX H: AMNESTY BOXES

(Introduced at Paragraph 69).

Number of Amnesty Boxes and Siting

1. The need for and number of amnesty boxes in establishment and unit lines are to be determined by Heads of Establishments and Commanding Officers subject to a formal and recorded risk assessment, including consideration of the role and size of the unit; the size and composition of the establishment (eg. Establishment, Unit, Station, shared barracks or garrison sites).
2. Commanding Officers who have at least one amnesty box for use by their personnel and under their control must balance the amnesty box siting considerations with the potential disincentive to use it since their use should be non-attributable (and perceived to be so). Garrisoned units may decide to share amnesty boxes. In this instance a single unit must be nominated by the Head of Establishment / Garrison / Unit / Station Commander as the responsible user.
3. The following siting conditions (which must be adhered to):
 - a. The siting of amnesty boxes must be carried out in consultation with the relevant Explosives Licensing Authority in the first instance. This will be the local Ammunition Technical Officer (ATO) or Establishment / Station Armament Authority or equivalent qualified person.
 - b. The relevant fire and security authorities must approve the site chosen for the amnesty box. Units are to comply with any recommendations made by these authorities. Amnesty boxes are to be recorded in the Fire Safety Management Plan (FSMP) and building / site fire risk assessments. Local Authority Fire Services (LAFS) are to be informed of their presence.
 - c. To be included on the Site Hazard Register and subject to a formal and recorded risk assessment.
 - d. The location of amnesty boxes is to be recorded by the relevant Inspector of Explosives (IE) as a "Registered Site" and inspected as part of the routine inspection of explosives safety management of the establishment.

Design and Control Considerations

4. Amnesty boxes are to conform to the following design and emergency control considerations:
 - a. Must meet the requirements of the Explosives Licensing Authority, normally the Inspector of Explosives, and those of the appropriate security authority'.
 - b. Be capable of taking infantry common user natures, pyrotechnics and SAA only. The aperture must not permit the unauthorised removal of contents.
 - c. The internal size must not permit a large drop.

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- d. Must be secure and tamper proof. This includes fixing to a building and / or other structure. The amnesty box must be secured with a minimum of a Class 1 SEAP approved padlock.
- e. Must be clearly marked and readily identifiable.
- f. In accordance with the Explosives Regulations have a Notice Board detailing the actions to be taken in the event of a fire.

Management and Control of Amnesty Boxes.

5. Establishments and units must produce CO / Head of Establishment direction for the management and control of amnesty boxes including how recovered ammunition is to be accounted for. This direction, which should be included in any orders for the management of ammunition and ammunition stores, must include:

- a. The authorised use of amnesty boxes. This is to be displayed alongside all amnesty boxes (a template is at Appendix 1 to Annex H).
- b. The authorised location(s).
- c. Key control (keys are to be controlled in exactly the same manner as ammunition bunker store keys).
- d. Instructions for the WEEKLY inspection and emptying of amnesty boxes. Unit duty staff may inspect the amnesty box, however, those personnel who empty an amnesty box MUST be ammunition trained and be authorised on orders.
- e. Requirements to keep amnesty boxes in a good state of repair through regular inspection by the controlling establishment / unit.
- f. Instructions for the recovery and accounting of OME and spent munitions collected from amnesty boxes. OME items recovered from amnesty boxes must be recorded on a MOD Form 957 and segregated from serviceable ammunition. Ammunition is to be inspected by the local ATO / Ammunition Technician / Armourer or equivalent qualified person who will either classify ammunition as safe to use or remove the ammunition if not. If classified as safe to use the ammunition is to be brought back onto the unit's main account. If not safe to use the ATO / Ammunition Technician / Armourer or equivalent qualified person is to remove the ammunition and sign the MOD Form 957 to signify receipt; in these circumstances an AFG1663 (or Service equivalent) is not required. The MOD Form 957 is to be retained by the unit as evidence that the ammunition has been removed by the ATO / Ammunition Technician / Armourer or equivalent qualified person.
- g. Instruction on the finding of unsafe or unrecognisable items in the amnesty box. This should be treated in the same way as the discovery of a suspect device.
- h. A monthly report is to be produced on quantities and natures recovered from amnesty boxes including how recovered items were accounted for. This report is to be forwarded to the relevant FLC authority.

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- i. Establishments / Garrisons / Formations / Units are to maintain an auditable record of amnesty boxes, their locations and the responsible unit for each amnesty box.

Inspection and Audit

6. The orders and procedures for the management and control of amnesty boxes will be subject to inspection through routine ammunition inspections and security inspections. The presence of all amnesty boxes must be declared to the inspecting Officer together with the list of ammunition holdings. The standard CESO(A) SHEF Audit process will include an assessment of amnesty box management controls.

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APPENDIX 1 TO ANNEX H: TEMPLATE DIRECTION FOR THE MANAGEMENT AND CONTROL OF AMNESTY BOXES

Usage

1. Amnesty boxes are to be used for the non-attributable recovery of small quantities of SAA and pyrotechnics (live and spent) that have been inadvertently retained or subsequently discovered following range or training activities. Use of amnesty boxes does not absolve **[enter name of unit]** or individuals of their responsibility for the proper and safe control, handling, recovery and disposal of Ordnance, Munitions and Explosives (OME), packaging, and ammunition salvage and scrap in accordance with JSP 482 and JSP 886. Amnesty boxes are not to be used for the recovery of large quantities of ammunition and pyrotechnics or general waste.
2. Only amnesty boxes that are registered with the unit's local ATO / appropriate Munitions Authority of the Establishment / Unit / Station / Garrison **[enter name]** are permitted to be used.

Location

3. The exact location of all amnesty boxes located within **[enter name of barracks / establishment]** is at Annex A to these orders **[include a map and / or grid reference list of all amnesty box locations under the control of the unit / establishment]**. A copy is to be held by the appropriate Munitions Authority of the Establishment / Unit / Station / Garrison.
4. Each location is to be subject to a formal and recorded risk assessment and a copy held by local Munitions Authority staffs.

Checking of Amnesty Boxes

5. All amnesty boxes are to be visually checked on a WEEKLY basis by either the Duty Officer or Duty SNCO. The check should include an assessment of:
 - a. The general condition on the amnesty box (paintwork and signs of rust damage) and instructions for use.
 - b. The security of the amnesty box:
 - (1) General integrity (eg Signs of attempted tamper).
 - (2) Fixings to wall or post.
 - (3) Fixing of post to ground.
 - (4) All hinges.
 - (5) Hasp and padlock.
 - (6) Aperture.

The Duty Officer / Duty SNCO is to record their findings in their Duty Report.

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Inspection of and Access to Amnesty Boxes

6. Amnesty boxes are to be opened and inspected internally by authorised personnel in accordance with the following schedule:
 - a. Following a report that ammunition and pyrotechnics may have been placed inside.
 - b. A minimum of once a week.
 - c. At an appropriate time following range and training activity if not covered by Paragraphs 11a and 11b above.

7. **Authorised Personnel.** Amnesty boxes are to be opened, internally inspected and emptied only by authorised personnel. An up to date list of authorised personnel is to be held in the [enter name of Establishment] HQ, Guardroom and Munitions Authority / QMs Department and published quarterly in appropriate Orders / Part 1 Orders. Only authorised personnel can draw amnesty box padlock keys. Authorised personnel **MUST**, at a minimum, be trained as an Ammunition Storeman on the All Arms Ammunition Storeman's Course or similar, according to Service.

Recovery of Contents of Amnesty Boxes

8. **Recovery of Contents.** Authorised personnel are to assess the condition of the contents of the amnesty box before removal. If any item is deemed to be in a potentially unsafe condition or is unrecognisable as an issued item, then the item(s) are to be left in position, the amnesty box secured and the ATO / appropriate Qualified Person / Munitions Authority staffs, tasked. All items for recovery must be in a recognisably safe condition prior to removal.

Accounting for Items Recovered From Amnesty Boxes

9. **Accounting.** All OME items recovered from amnesty boxes must be recorded on a MOD form 957 and are to be segregated from serviceable ammunition until removed for final disposal (see Reference D, Volume 6 Part 1 Chapter 3). Ammunition is to be inspected by the local ATO / Ammunition Technician / Armourer or equivalent qualified person who will either classify ammunition as safe to use or remove the ammunition if not. When ammunition is removed the MOD Form 957 is to be signed by the ATO / Ammunition Technician / Armourer or equivalent qualified person to signify receipt (in this instance an AFG 1663 or Service equivalent is not required); the MOD form 957 is to be retained by the unit as evidence that the ammunition has been removed by the ATO / Ammunition Technician / Armourer or equivalent qualified person.

Reports and Returns

10. The monthly report on recovered items from amnesty boxes is to include:
 - a. Period covered.
 - b. Items recovered by nature and quantity.
 - c. Disposal outcome.
 - d. Any other relevant information.