AMMUNITION MANAGEMENT CHECKLIST

(For use of this form, see TRADOC Reg 350-8; the proponent is DCSOPS&T)

Use this checklist to review ammunition management procedures at TRADOC activities.

ITEM	YES	NO	NA
1. Is a copy of AR 5-13 on hand? (TRADOC Reg 350-8, app A)			
2. Is a copy of TRADOC Reg 350-8 on hand?			
3. Does activity have a copy of current FY authorizations? (TRADOC Reg 350-8, para 1-4b(4))			
4. If using manual procedures, is the Training Ammunition Manager properly using DA Pam 710-2-1 ammunition management forms (DA Forms 5203, 5204, 5514-R, and 5515-R)? (TRADOC Reg 350-8, para 1-4b(7))			
5. Does activity have an Ammunition Management SOP? (TRADOC Reg 350-8, para 1-4b(7))			
6. Does the command's Training Ammunition Manager have a Memorandum of Agreement with the installation covering training ammunition management? (TRADOC Reg 350-8, para 1-4b(9))			
7. Are DA Forms 581 prepared IAW DA Pam 710-2-1? (DA Pam 710-2-1, figs 11-8 and 11-9)			
8. Does the activity ensure that units forecast ammunition 60 days in advance and within authorization? (TRADOC Reg 350-8, paras 2-4b and c)			
9. Does forecast report account for all current FY authorizations? (TRADOC Reg 350-8, para 2-4b)			
10. Are DA Forms 581 verified against previously forecasted quantities? (TRADOC Reg 350-8, para 2-4f)			
11. Does the training ammunition manager suspense each issue on a manual DA Form 581 before approving and forwarding to the ASP? (TRADOC Reg 350-8, para 3-3b)			
12. Is the unit training ammunition manager reconciling each issue IAW DA Pam 710-2-1? (TRADOC Reg 350-8, para 3-5e)			

13. Is activity complying with TRADOC RCS Reports:
    a. ATTG-13(RI), Training Expenditures Report, monthly? (TRADOC Reg 350-8, para 4-2a)
    b. ATTG-38, Training Ammunition Requirements Report? (TRADOC Reg 350-8, para 4-2b)			

14. Does activity have a copy of the TAMIS-R User's Manual on hand?			
15. Is authorization data processed IAW TAMIS-R User's Manual within 1 week of receipt? (TRADOC Reg 350-8, para B-4g)			
16. Are monthly usage reports provided to using units on a monthly basis? (TRADOC Reg 350-8, para B-5a)			

REMARKS: (as required)