



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

OCT 27 2011

IMEU-KAI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #39 - Arms Room Licensing Requirements and Procedures

1. References:

- a. Army Regulation 385-10, *The Army Safety Program*, 27 August 2007, RAR 003, 06/14/2010
- b. DA Pamphlet 385-64, *Ammunition and Explosive Safety Standards*, 24 May 2011
- c. A&E Regulation 385-64, *Explosives Safety*, 17 November 2006
- d. Army Regulation 190-11, *Physical Security of Arms, Ammunitions and Explosives*, 15 November 2006, RAR 001, 06/28/2011
- e. Department of the Army Memorandum, *Storage of Ammunition and Explosives in Arms Rooms*, 1 August 2011

2. In accordance with the references above, it is required that all Garrison and tenant units that store ammunition and explosives (A&E) be properly licensed through the USAGK. A&E in arms rooms are only permitted when stored in an approved A&E storage facility and it would adversely impact operations or result in an unnecessary commitment of resources. **A&E storage for convenience is not considered a valid justification for storage outside an approved A&E storage area.** For more information on A&E in arms rooms review the references above.

3. Mission: Properly license all Garrison and tenant units who store A&E and/or arms in accordance with US Army and USAREUR regulations.

4. Execution:

a. All units, Garrison, tenant, and contractor, will follow the subsequent procedures to properly license their arms room.

(1) All units will contact the following agencies to coordinate an inspection and request a signed and dated inspection report.

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(a) USAGK Directorate of Public Works (DPW) Buildings and Grounds section will conduct a building inspection to ensure the arms room meets requirements for building integrity for the intended purpose. DPW will provide the requesting unit with a Security Construction Statement (DA Form 4604-R) valid for five years.

(b) USAGK Directorate of Emergency Services (DES) will conduct a physical security inspection. DES will provide the requesting unit a physical security inspection report valid for 18 months.

(c) USAGK Fire Prevention will conduct an arms room fire inspection and provide the requestor with a report valid for one year.

(d) Quality Assurance Specialist Ammunition Surveillance (QASAS) will conduct an ammunition inspection (must be completed even if no ammunition is on hand). This inspection is valid for one year.

(e) USAGK Safety Office will conduct a safety inspection of the arms room, valid for one year. This inspection will be the last inspection conducted in the licensing process.

(2) The unit's point of contact (POC) will complete the USAGK Arms Room Licensing Packet to include: the safety risk assessment, A&E inventory, and license information. The POC will then provide the USAGK Safety Office with the complete licensing packet to include all signed and dated inspection reports.

(3) The unit Commander will review and sign the risk assessment, validating A&E storage is an operational necessity (not for convenience) and the risk is acceptable.

(4) The unit's arms room POC will display the signed license and risk assessment in a prominent location in the armory.

(5) The unit must contact the Safety Office if any modifications are made to the arms room license and risk assessment; i.e. changes to the A&E type or quantity, changes to designation or relocation, a new Commander.

b. USAGK:

(1) The Garrison Safety Specialist will review and validate all documentation required for the arms room license and will submit the application packet, along with a recommendation, to the Safety Manager for approval.

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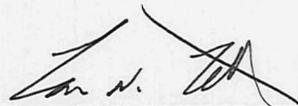
(2) The licensing certifying authority may be the Safety Manager or the Garrison Commander. This is based on the license's level of risk. Certifying licenses assessed as low risk may be delegated to the Safety Manager. The Garrison Commander will review and certify all licenses assessed with a medium risk or higher.

(3) The Safety Specialist will forward a copy of all documentation to the unit requesting the license.

(4) The safety staff will re-inspect the arms rooms on an annual basis to revalidate the arms room license and ensure compliance.

5. Removal of A&E from Arms Rooms: A disapproval recommendation for A&E storage and licensing will be forwarded to the Garrison Commander if the unit fails to comply with these procedures, obtain required inspections, provide supporting documentation, or exceed the license suspense. On the Garrison Commander's approval, the unit's A&E license will be revoked until all discrepancies are corrected. If the unit is currently storing A&E, they will relocate it to local Ammunition Storage Point (ASP) within 24 hours. The Garrison Commander will be the authorizing official to reinstate the license.

6. Contact the Installation Safety Office for the USAGK Arms Room Licensing Packet and information on mandatory inspection points of contact or contact the Arms Room Licensing Representative at 493-4056/4040.



LARS N. ZETTERSTROM
LTC, EN
Commanding

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