

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
AMSJM-QA, AMSJM-QAS, AMSJM-SF, AND AMSTA-CS-CZR

SUBJECT: Safety-of-Use Message (SOUM)/Ground Precautionary Message (GPM) Policy for Ammunition

1. Purpose. This MOA formalizes the responsibilities and procedures between AMSJM-QA, AMSJM-QAS, AMSJM-SF, and AMSTA-CS-CZR for issuing and monitoring SOUMs/GPMs for ammunition.

2. Scope. This MOA is applicable upon discovery of any defect or hazardous condition, actual or potential, which can cause death or injury to Army personnel or damage to Army property (that is ammunition related).

3. Reference AR 750-6, 21 September 1992, Ground Safety Notification System. http://www.usapa.army.mil/usapa_pubs.htm

4. General Requirements.

a. Format. The action officer shall prepare the SOUM/GPM in the format specified in AR 750-6, figure 2-1.

b. Message Precedence. Use an "Immediate Precedence" for all SOUMs and a "Routine Precedence" for all GPMs.

c. Safety Risk Assessment. The initiating action officer will prepare a safety risk assessment based on hazard severity and probability levels to determine high, medium, or low safety risk. See enclosure 1 for risk matrix and definitions for hazard severity and probability levels. Refer to enclosure 2 for a sample format.

d. Coordination. The originator of SOUMs/GPMs shall coordinate with AMSJM-QA, AMSJM-QAS, AMSJM-SF and AMSTA-CS-CZR at minimum. Internal and external coordination should be accomplished as appropriate.

e. Signature Authority. The Joint Munitions Command (JMC), Chief, Ammunition Surveillance Division, AMSJM-QAS, will sign all SOUMs/GPMs. The Joint Munitions Command (JMC), Chief, Safety/Rad Waste Office, AMSJM-SF, will review and concur with all SOUMs/GPMs.

f. Distribution. Use the following Defense Messaging System (DMS) Mail Lists (ML) or Address Lists (AL) numbers for all

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SOUM/GPMs: 12285 and 7539. Contact Information Management for current addresses.

5. Risk Level Categories and Required Actions.

a. HIGH (OR MEDIUM THAT REQUIRES SOUM): Prepare an "Immediate Precedence" SOUM. HQDA must approve on all SOUMs. The SOUM subcategories are as follows:

(1) DEADLINE. Order to cease operation/use of a specific model, series, or design of equipment, or to cease performance of a certain task.

(2) TECHNICAL. Guidance that requires actions or inspections that, if the hazardous situation is present, will deadline the equipment.

(3) OPERATIONAL. Guidance that changes operating procedures or imposes limits on the use of the equipment.

b. MEDIUM: Determination is made whether a SOUM (see HIGH) or GPM (see LOW) is prepared.

c. LOW (OR MEDIUM THAT REQUIRES GPM): Prepare a "routine precedence" GPM.

6. Responsibilities.

a. The JMC, Ammunition Surveillance Division, AMSJM-QAS, will:

(1) Review the SOUM/GPM messages for the proper format (AR 750-6, pages 8-12).

(2) Assign and manage JMC control numbers for SOUMs and GPMs. (Use the format of SOUM or GPM followed by JMC then year then number issued. Examples: SOUM JMC-00-001 or GPM JMC-00-001)

Note: Separate numbering systems are required for the SOUM and the GPM.

(3) Route SOUMs/GPMs for concurrences of AMSJM-SF and AMSJM-QA after appropriate internal/external coordination.

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(4) Coordinate all weapons related SOUMs with TACOM-RI Safety, AMSTA-CS-CZR.

(5) Prior to request for approval from HQDA outlined in Paragraph 6.a.(6) below, notify AMC, AMCAM-LG, Mr. Steve Penrod or Ms. Jackie Pegram, QASAS. They can be reached through the AMC SDO at DSN 767-4360/2536 or (703) 617-4360/2536.

(6) Notify HQDA (DALO-SMM) telephonically and request approval to send the SOUM IAW AR 750-6, paragraph 2-2. During duty hours, dial DSN 224-3914/1147/3875 or (703) 614-3914/1147/3875. Also send approval request by e-mail to SMMRTL@HQDA.ARMY.MIL. During non-duty hours notify the Army Operations Center at DSN 225-4695/4496/0212 or (703) 695-4695/4496/0212. Ask them to notify the DCSLOG duty officer for the Logistics Operations Cell (LOC). The duty officer will call in the appropriate personnel.

Note: If a follow-on message changes the technical guidance, HQDA does not need to be involved; i.e., AMSJM-QAS can assign an JMC control number. If the follow-on message affects the amount of equipment; i.e., whole fleet versus half fleet, HQDA must release the SOUM.

(6) Prepare a quarterly report of all SOUM/GPMs issued during the quarter. The quarterly report format shall be IAW AR 750-6, paragraph 3-2. Use AIG/DMS Mail Lists identified in paragraph 4.f. above.

b. The JMC Safety/Rad Waste Office, AMSJM-SF, will:

(1) Review and approve all assigned risk assessments.

(2) Provide comments/concurrence on all JMC SOUMs/GPMs before issue.

(3) Notify the U.S. Army Safety Center (USASC) for high risk levels IAW AR 750-6, paragraph 2-2d(1). USASC Operations Office numbers for 24 hour access are DSN 558-2660/3410 or COMM (334) 255-2660/3410. Also, notify AMC Safety, Susan Jervis, DSN 767-9342, SJERVIS@hqamc.army.mil, and copy furnish the following e-mail addresses: AMCSF@hqamc.army.mil, and pettingerd@hqamc.army.mil.

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(4) Coordinate with the TACOM-RI Safety Office on a semiannual basis to monitor and update any changes to AIG/DMS mail list numbers. The JMC Safety Rad/Waste Office will notify AMSJM-QAS when there is a change.

c. The JMC, Director, Quality, AMSJM-QA, will provide comments/concurrence on all JMC SOUMs/GPMs before issue.

d. The TACOM-RI Safety Office, AMSTA-CS-CZR, will:

(1) Review and comment on all JMC SOUMs/GPMs that are weapons related.

(2) Coordinate with JMC on all TACOM SOUMs/GPMs that may be ammunition related.

7. Effective date. This MOA is effective upon signature of the participants involved. The MOA will remain in effect until changed or revised by mutual consent.

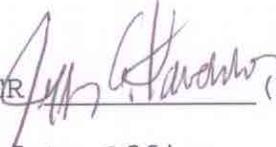
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JAMES E. BALL James Ball (DATE) 25 APR 03
Joint Munitions Command
Acting Chief, Ammunition Surveillance Division
AMSJM-QAS

GREGORY P. ZELNIO Gregory P. Zelnio (DATE) 25 Apr 03
Joint Munitions Command
Acting Director, Quality Directorate
AMSJM-QA

KELLY CROOKS Kelly Crooks (DATE) 4/25/03
Joint Munitions Command
Acting Chief, Safety/Rad Waste Office
AMSJM-SF

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JEFFREY A. HAVENNER  (DATE) 1 May 2003
TACOM-RI
Chief, TACOM-RI Safety Office
AMSTA-CS-CZR

SAFETY RISK ASSESSMENT

RISK MATRIX FROM AR 385-16

			HAZARD PROBABILITY				
			FREQUENT	REASONABLY PROBABLE	OCCASIONAL	REMOTE	IMPROBABLE
			A	B	C	D	E
HAZARD SEVERITY	CATASTROPHIC	I	HIGH				
	CRITICAL	II					
	MARGINAL	III		MEDIUM			
	NEGLIGIBLE	IV				LOW	

HAZARD SEVERITY CATEGORIES (see MIL-STD-882D, Appendix A)

DESCRIPTION	CATEGORY	DEFINITION
CATASTROPHIC	I	Could result in death, permanent total disability, loss exceeding \$1M, or irreversible severe environmental damage that violates law or regulation.
CRITICAL	II	Could result in permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, loss exceeding \$200K but less than \$1M, or reversible environmental damage causing a violations of law or regulation.
MARGINAL	III	Could result in injury or occupational illness resulting in one or more lost work day(s), loss exceeding \$10K but less than \$200K, or mitigatable environmental damage without violation of law or regulation where restoration activities can be accomplished.
NEGLIGIBLE	IV	Could result in injury or illness not resulting in a lost work day, loss exceeding \$2K but less than \$10K, or minimal environmental damage not violation law or regulation.

HAZARD PROBABILITY LEVELS (see MIL-STD-882D, Appendix A)

DESCRIPTION*	LEVEL	SPECIFIC INDIVIDUAL ITEM	FLEET OR INVENTORY
FREQUENT	A	Likely to occur often in the life of an item, with a probability of occurrence greater than 1/10 in that life.	Continuously experienced.
PROBABLE	B	Will occur several times in the life of an item, with a probability of occurrence less than 1/10 but greater than 1/100 in that life.	Will occur frequently.
OCCASIONAL	C	Likely to occur some time in the life of an item, with a probability of occurrence less than 1/100 but greater than 1/1000 in that life.	Will occur several times.
REMOTE	D	Unlikely but possible to occur in the life of an item, with a probability of occurrence less than 1/1000 but greater than 1/1,000,000 in that life.	Unlikely, but can reasonably be expected to occur.
IMPROBABLE	E	So unlikely, it can be assumed occurrence may not be experienced, with a probability of occurrence less than 1/1,000,000 in that life.	Unlikely to occur, but possible.

* Definitions of descriptive words may have to be modified based on quantity of items involved.

Enclosure 2
SAMPLE FORMAT FOR COORDINATING SAFETY RISK ASSESSMENT

OFFICE SYMBOL (MARKS #)

DATE

MEMORANDUM FOR RECORD

SUBJECT: Risk Assessment for Safety of Use Message (SOUM) or Ground Precautionary Message (GPM), (OSC SOUM/GPM # when assigned), Name of End Item, NSN, DODIC, Model No.

1. BACKGROUND. (To include notification/identification of the safety related problem and why the SOUM or GPM is required for relaying this information to the field.)
2. RESEARCH/INITIAL COORDINATION ACCOMPLISHED. (To include data sources, any meetings held, notification of the safety related problem to AMSOS-SF, etc.)
3. PRELIMINARY SAFETY RISK ASSESSMENT. (To include if the condition is a high, medium or low level safety risk.)
4. VERIFICATION OF PROCEDURES. (If applicable.)
5. FOLLOW-UP ACTIONS PLANNED. (Publications changes, planned inspection/maintenance, demil, etc.)
6. ADDITIONAL COMMENTS.

NAME OF ACTION OFFICER
OFFICE SYMBOL

CONCURRENCE:

AMSJM-SF	<u>(CONCUR/NONCONCUR)</u>	(Safety Team Leader)
AMSJM-QAS	<u>(CONCUR/NONCONCUR)</u>	()
AMSTA-CS-CZR	<u>(CONCUR/NONCONCUR)</u>	(if weapon related)

Other offices as deemed appropriate.