

DEPARTMENT OF THE ARMY
U.S Army Medical Department Center and School
Fort Sam Houston, Texas 78234-6100

REGULATION
NO. 710-2

8 October 1993

Inventory Management
WEAPONS AND AMMUNITION INVENTORY

1. PURPOSE. To provide general procedural guidance for conducting the monthly weapons and ammunition inventory of all AMEDDC&S activities that have weapons hand receipted from the AMEDDC&S Property Book Officer, and/or maintain ammunition.

2 REFERENCE. DA Pam 710-2-

3. APPLICABILITY. The procedural guidance herein applies to those individuals designated as Inventory Officer responsible for conducting a weapons and ammunition inventory within the AMEDDC&S.

4. DEFINITION. A weapons and ammunition inventory is a physical count of supplies and equipment on hand. The inventory includes the verification of weapon serial numbers, ammunition lot numbers, and visual inspection of banded/sealed containers.

5 GENERAL

a. The Center Brigade is responsible for maintaining a duty roster of disinterested unit personnel, i.e., other than the individual(s) responsible for the weapons and ammunition to be inventoried, for the purpose of conducting the weapons and ammunition inventory.

b. The individual designated as the Inventory Officer will be a noncommissioned officer, warrant officer, commissioned officer, or DA civilian. Consecutive inventories will not be conducted by the same individual.

6 PROCEDURES

a. The designated individual reports to the Property Management Branch Supply Division, Directorate of Logistics, AMEDDC&S, to be briefed on responsibilities and to receive a written guide to follow.

AMEDDC&S Reg 710-2

b. Upon completion of the inventory, and after discrepancies have been accounted for, the Inventory Officer prepares a memorandum stating that a 100% inventory of all AMEDDC&S weapons and ammunition has been conducted. The memorandum will also state that any discrepancies noted have been processed IAW AR 735-5. The completed report and copies are returned to the Chief, Property Management Branch.

(HSMC-L)

FOR THE COMMANDER:

OFFICIAL:


CLODETH C. FINDLAY
CPT, MS
Adjutant General

CHARLES E. DYER, II
Colonel, MS
Secretary of the General Staff

DISTRIBUTION

E, plus:
10-HSMC-L
25-HSMC-IAP