

How to License Explosives or Ammunition at Fort Hamilton

- (1) Once the director, mission or unit commander has determined that mission or operation requires the storage of ammunition or explosives outside of the ASP, they will assign an Explosive License Point of Contact (POC), to contact the following; Fort Hamilton Garrison Safety Office, Fort Hamilton Physical Security, and Fort Hamilton DES Fire Protection services, to conduct an physical on-site visit of the proposed site for the storage of ammunition or explosives. (Ref: DA PAM 385-64, 5-2 (c)(2) & IMCOM 5-13, 10-2 (c))
- (2) If there are no identified issues from Fort Hamilton Garrison Safety Office, Fort Hamilton Physical Security, and Fort Hamilton DES fire protection services in storing ammunition or explosives at the proposed site then the unit or organization can apply for a Fort Hamilton Explosives Facility License form. (Ref: DA PAM 385-64, 5-2 (c)(2))
- (3) The Explosive License (POC) will provide the Fort Hamilton Garrison Safety Office with the following information:
 - (a) Risk assessment from the director, mission or unit commander. The risk assessment will need to be coordinated on by Fort Hamilton Garrison Safety Office, Fort Hamilton DES Fire Protective Services, and Fort Hamilton DES Physical Security. (Ref: DA PAM 385-64, 5-2 (c)(3) & IMCOM 5-13, 10-2 (b))
 - (b) Maps of location for storage of ammunition or explosives. (Ref: DA PAM 385-64, 5-2 (e))
 - (c) Location of ammunition being stored. (Ref: DA PAM 385-64, 5-3)
 - (d) Department of Defense Identification Code (DODIC) number. (Ref: DA PAM 385-64, 5-3)
 - (e) The quantity or number of rounds of ammunition for each DODIC item. (Ref: DA PAM 385-64, 5-3)
 - (f) Primary use of building where ammunition is being stored. (Ref: DA PAM 385-64, 5-3)
 - (g) Room number and room use. (Ref: DA PAM 385-64, 5-3)
 - (h) Construction of the building. (Ref: DA PAM 385-64, 5-3)
 - (i) Any written standard operation procedures, will be submitted for review with the Fort Hamilton Explosives Facility License. (Ref: IMCOM 5-13, 10-2 (b))
 - (j) Name of unit or organization. (Ref: DA PAM 385-64, 5-3)
- (4) Fort Hamilton Garrison Safety Office will fill out Blocks I and II on the Fort Hamilton Explosives Facility License form, provided by the Explosive License POC. (Ref: DA PAM 385-64, 5-2 (b) (1))
- (5) Fort Hamilton Garrison Safety Office returns Fort Hamilton Explosives Facility License form to Explosive License POC to have director, mission or unit commander sign Block III of the Fort Hamilton Explosives Facility License. (Ref: DA PAM 385-64, 5-2 (c) (1))
- (6) Explosive License POC will take Fort Hamilton Explosives Facility License form to the fire protective services to sign in Block IV. (Ref: DA PAM 385-64, 5-2 (c)(2) & IMCOM 5-13, 10-2 (c))
- (7) Explosive License POC will take Fort Hamilton Explosives Facility License form to the physical security to sign in Block IV. (Ref: DA PAM 385-64, 5-2 (c)(2) & IMCOM 5-13, 10-2 (c))
- (8) Explosive License POC will take Fort Hamilton Explosives Facility License form to the Fort Hamilton safety office to sign for certification of the Fort Hamilton Explosives Facility License form and expiration date in Block V. (Ref: DA PAM 385-64, 5-2 (b) (4))
- (9) Fort Hamilton safety office will submit Fort Hamilton Explosives Facility License form to Fort Hamilton Garrison Commander for their signature for approval for authorization to storage ammunition outside the Ammunition Supply Point in Block VI. (Ref: DA PAM 385-64, 5-2 (b) (4) & IMCOM 5-13, 10-2 a & b)
- (10) Once the Fort Hamilton Garrison Safety Office receives the Fort Hamilton Explosives Facility License form, they will send copies Fort Hamilton Facility License form, risk assessment, and maps to the Explosive License POC, physical security, and DES fire protection services. (Ref: DA PAM 385-64, 5-2 (e) & IMCOM 5-13, 10-2 b)
- (11) Explosive License POC will post the Fort Hamilton Explosive Facility License form at the location, along with the risk assessment and maps. Which can be inspected be Fort Hamilton Garrison Safety Office, Fort Hamilton DES physical security, and Fort Hamilton DES fire protection services, at anytime to ensure compliance with Fort Hamilton Explosives Facility License form. (Ref: DA PAM 385-64, 5-2 (e) & (f) & IMCOM 5-13, 10-2 b)

See attached Fort Hamilton Explosives Facility License:

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FORT HAMILTON EXPLOSIVES FACILITY LICENSE					
1. INSTALLATION/LOCATION:		2. UNIT/ORGANIZATION:		3. FORT HAMILTON LICENSE NUMBER (Safety Office):	
I. FACILITY DATA					
4. FACILITY IDENTIFICATION/NUMBER:					
5. PRIMARY USE:			6. WRITTEN SOP's:		
7. ROOM NUMBER:		8. ROOM USE:		9. CONSTRUCTION:	
II. EXPLOSIVES LIMITS REQUESTED					
(If more space is needed use second page)					
A: (HD) HAZARD CLASS/DIVISION	B: COMPATIBILITY GROUP(S)	C: DODIC NUMBER AND NOMENCLATURE	D: QUANTITY OF AMMUNITION	E: EXPLOSIVE WEIGHT (NEW)	F: FIRE SYMBOL
III. REQUESTING UNIT/ORGANIZATION					
EXPLOSIVE LICENSE POINT OF CONTACT:			PHONE NUMBER:		
REQUESTING DIRECTOR/COMMANDER TYPED NAME, GRADE AND TITLE:		SIGNATURE:		DATE:	
IV. COORDINATION					
FORT HAMILTON DES/FIRE:		SIGNATURE:		DATE:	
FORT HAMILTON DES PHYSICAL SECURITY:		SIGNATURE:		DATE:	
REMARKS:					
V. CERTIFICATION OF EXPLOSIVE LICENSE					
(Per Department of Army Pamphlet 385-64, Chapter 5)					
FORT HAMILTON SAFETY MANAGER:		SIGNATURE:		DATE:	
Explosive License is Valid Once Garrison Commander Signs and Dates. Explosive License Expires On:					
VI. GARRISON COMMANDER APPROVES STORAGE OF AMMUNITION AT EXPLOSIVE LICENSED FACILITY					
(Per IMCOM Regulation 5-13, Chapter 10)					
FORT HAMILTON GARRISON COMMANDER:		SIGNATURE:		DATE:	
Eluyn Ginés, Colonel, U.S. Army, Commanding					

EXPLOSIVES FACILITY LICENSE

EXPLOSIVES LIMITS REQUESTED

(HD) HAZARD CLASS/DIVISION	COMPATIBILITY GROUPS	DODIC NUMBER AND NOMENCLATURE	QUANTITY OF AMMUNITION	EXPLOSIVE WEIGHT (NEW)	FIRE SYMBOL

HOW TO COMPLETE EXPLOSIVES FACILITY LICENSE

Item 1. Self-explanatory.
 Item 2. Self-explanatory.
 Item 3. Fort Hamilton Safety Office will assign this number that will consist of the last two digits of the calendar year and a serial number, assigned in numerical sequence. (For example, the first license issued in 1990 would be numbered 90-1, the second be 90-2.)
 Section I:
 Item 4. Insert building number.
 Item 5. Insert, for example, small arms rooms, security and administrative building, rod and gun club, as applicable.
 Item 6. SOP and Risk Assessment will be attached with Explosive Facility License during coordination and routing for approval.
 Item 7. Enter room number.
 Item 8. Enter the primary use of room, for example, small arms rooms.
 Item 9. Enter construction of facility for example, concrete and steel.
 Section II:
 Column A. Insert hazard class/division.
 Column B. Insert compatibility groups authorized by Hazard Classification of US Military Explosives and Munitions, as applicable.
 Column C. Insert stock list nomenclature for each specific type item authorized in the location and national stock number (NSN) or federal supply class and Department of Defense Identification Code (DODIC).
 Column D. Insert number of items authorized.
 Column E. Insert total explosives weight based on number of items authorized.
 Column F. Insert fire symbol as required.
 Section III. Director or Commander of unit/organization will appoint a Point of Contact with phone number of individual. Director or Commander will fill in signature block, sign and date.
 Section IV. Coordination will be through Fort Hamilton Director of Emergency Services and Fort Hamilton Physical Security. Each will fill in their signature block, sign and date.
 Remarks. The DES fire protection services can specific the type, quantity, and physical placement of fire extinguishers for the location. Physical Security can list requirement as needed, for example, the use of high security locks, requirements to have a risk assessment for NEW that exceeds 100 pounds of NEW.
 Section V. Fort Hamilton Safety Manager will fill in signature block, sign and date. Fort Hamilton Safety Manager will assign an expiration date of the Explosive Facility License.
 Section VI. Fort Hamilton Garrison Commander's signature approves storage of ammunition/explosives at explosive licensed facility.

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