

Chapter 4

Division Ammunition Office and Ammunition Transfer Point

This chapter discusses the responsibilities, functions, and operations of the DAO and ATP sections within the division. It also covers the activities within division and corps structures that have staff and management responsibilities for munitions operations and planning during peacetime and contingency operations.

DIVISION AMMUNITION OFFICE

4-1. The Class V supply section of the DMMC is commonly referred to as the DAO. This section manages munitions for the division, provides staff supervision to division/brigade ATPs, and provides technical assistance and advice on munitions management to divisional units. Also, this section maintains records of munitions allocations, receipts, and expenditures for divisional units.

4-2. The DAO has administrative, operations, inspection, and ATP elements. Routine munitions duties and responsibilities may differ from one division to the next.

OFFICE ELEMENT

4-3. Within the Class V section, the DAO is the principal munitions staff officer for the division. The DAO assists the DISCOM commander in all matters pertaining to division munitions support and represents the DISCOM commander on matters concerning munitions requirements and availability. The DAO also maintains direct liaison with the division G3/G4 within limits defined by the DISCOM commander or DMMC chief. Other DAO responsibilities are as follows:

- Coordinates and controls use of Class V supplies.
- Monitors RSRs from tactical commanders for the G3.
- Monitors CSRs for the G4.
- Maintains munitions allocations for the division and approves munitions requests for users.
- Provides staff supervision for ATP operations.
- Maintains liaison with supporting CSAs and ASPs and the COSCOM MMC and MCC.

4-4. The senior munitions NCO is the principal enlisted assistant to the DAO and supervises all enlisted personnel assigned to the Class V section. Other responsibilities of the senior munitions NCO are as follows:

- Conducts on-the-job training to ensure proficiency and cross-training of enlisted personnel.
- Supervises preparation of all correspondence, plans, and reports and edits these documents prior to dispatch.

