



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 8000.3L  
G-4

29 SEP 2016

DEPOT ORDER 8000.3L

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR GROUND ORDNANCE  
(SHORT TITLE: SOP FOR GROUND ORDNANCE)

Ref: (a) MCO 5530.14A  
(b) MCO 5500.6H  
(c) MCO 4790.2  
(d) MCO 8300.1D  
(e) MCO 5530.15  
(f) MCO 4400.150  
(g) UM 4400 125

Encl: (1) STANDING OPERATING PROCEDURES FOR GROUND ORDNANCE

1. Situation. This order will promulgate standing operating procedures and assign responsibilities for the management, utilization, issue, receipt, turn-in, maintenance, transportation and security of ordnance equipment within the Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR PI). This order will serve to amplify minimum standard requirements for ordnance material as prescribed by references (a) through (g). This order will provide standardized procedures for all units, with like circumstances, in planning, storage, handling, inspection, record keeping and transportation of ordnance material. Construction of a local subordinate unit SOP is discouraged. Subordinate units will provide local ordnance policy notices to satisfy requirements peculiar to their organizations. These policy notices should be maintained with this order. Appendix T provides recommended topics examples of unit ordnance policy notices.

2. Cancellation. DepO P8000.3K.

3. Mission. This order provides amplified policy to set forth command, organization and unit responsibilities for the physical security, issue, recovery and maintenance of ordnance material. This order contains a substantial number of changes and must be completely reviewed.

4. Execution. Commanders will ensure compliance with this order and issue amplifying instructions as necessary to implement this manual. A copy of this order will be maintained in unit armories, arms rooms or repositories and by ordnance maintenance supervisors of all units within the MCRD/ERR PI.

5. Administration and Logistics. Submit recommendations to increase the effectiveness of this order to the Commanding General (CG), MCRD/ERR PI Assistant Chief of Staff (AC/S), G-4 via the appropriate chain of command.

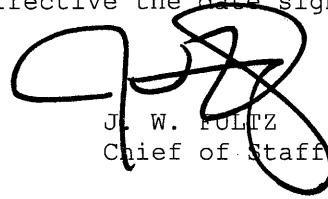
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29 SEP 2016

6. Command and Signal

a. Command. This order is applicable to all MCRD/ERR PI commands, units and activities.

b. Signal. This order is effective the date signed.



J. W. FOLTZ  
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR GROUND ORDNANCE  
(SHORT TITLE: SOP FOR GROUND ORDNANCE)

Location:

(Indicate location(s) of copy(ies) of this manual.)

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## CHAPTER 1

GENERAL INFORMATION1. General

a. Weapons and other negotiable military equipment has always been a target for theft throughout the armed services, either for personal or monetary gain or for subsequent barter. Security of weapons and other negotiable military equipment is a command responsibility at every echelon. It is recognized that such equipment must be readily available to individual Marines and units on a short notice; however, such ready availability must be balanced against the possible loss of life and property should this equipment illegally find its way into the civilian sector.

b. All portable ordnance equipment is particularly vulnerable to theft. The greatest concern is for those items which could cause loss of life or disrupt the preservation of law and order. Weapons of all calibers and their collateral equipment such as suppressors, lasers and optics are specific examples of such equipment. Improperly secured armories offer the most inviting and lucrative source of portable ordnance equipment.

2. Background

a. The standards and procedures described herein represent the minimum security to be implemented by organic and attached units. Commanders are authorized and encouraged to supplement and expand these requirements wherever the requirement for additional security is deemed necessary.

b. The physical security unit, under the control of the Base Provost Marshal's Office (PMO), will conduct annual physical security evaluations on all armories, arms rooms, and repositories storing ordnance material for all units within the MCRD/ERR PI. Security inspections will be conducted during the normal course of an ordnance or ammunition inspection.

3. Assignment of Ordnance Personnel. The Depot Ordnance Officer/Chief will monitor the depot requirements for enlisted personnel in occupational field 21XX and be prepared to make appropriate recommendations for assignment and reassignment of these occupational fields within MCRD/ERR PI. The Depot Ordnance Officer will inform the AC/S, G-4 of deficiencies in skill and number of personnel that adversely affect the ordnance mission of the depot.

4. Responsibilities of Accountable Officers. Security, accountability, safety of operation, serviceability, periodic inspections, proper care and maintenance of ordnance material and equipment are inherent responsibilities of command. Command emphasis must be placed on ensuring that appropriate resources are available to fulfill these obligations while in garrison, field, or deployed. In the execution of these responsibilities, Commanding Officer (CO) will:

a. Maintain a file of directives and publications listed in the current edition of the publication listing that pertain to ordnance material utilized by their commands;

b. Appoint, in writing, an officer as the Arms Ammunition and Explosives (AA&E) Officer, in accordance with reference (f);

c. Authorize, in writing, a subordinate Staff Noncommissioned Officer (SNCO) to sign the NAVMC 10520 cards "By Direction";

d. Publish policy notices vice standing operating procedures for unit peculiar situations;

e. Establish effective safety procedures for shop operations;

f. Establish an effective maintenance program for all ordnance material;

g. Maintain appropriate ordnance equipment records;

h. Ensure proper security and control of all ordnance material possessed by the unit;

i. Prior to the use of any weapon, ensure using personnel understand the following provided instructions;

(1) Operating procedures;

(2) Proper safety procedures;

(3) Immediate action and weapon clearing procedures;

(4) Care and cleaning; and

(5) Security procedures.

j. Designate a commissioned officer, warrant officer, SNCO, or qualified armorer (MOS 2111) to witness the issue and recovery of individual weapons (Appendix B);

k. Appoint, in writing, an Access Control Officer and establish positive control and inventory procedures for accountability of unit keys;

l. Appoint, in writing, an officer/SNCO (disinterested party) to conduct a monthly serialized inventory of ordnance items (Appendix N);

m. Publish an unaccompanied access roster for access to AA&E spaces (Appendix E);

n. Ensure security personnel armed with weapons receive proper training on the use of deadly force and proper safe handling of the assigned weapon; and

o. Appoint, in writing, required radiation safety personnel to perform or ensure the conduct of radiation safety program requirements, in accordance with MCO 5104.3B.

5. Depot Ordnance Officer (DOO). The DOO performs the duties of a special staff officer under the staff cognizance of the AC/S G-4 Officer with respect to ordnance matters. His staff responsibilities include:

a. Serve as the technical advisor to the CG and his staff on ordnance matters and exercising technical supervision over ordnance activities throughout the command;



b. Coordinate or supervise the determination of requirements, storage, and distribution of ordnance materiel;

c. Plan, coordinate, and supervise, the recovery, evacuation and maintenance of ordnance material;

d. Coordinate the technical inspection of ordnance material and its organizational maintenance;

e. Serve as a technical advisor for safety of ordnance materiel and operations;

f. Monitor the MCRD/ERR PI requirements for enlisted personnel in the occupational field 21 and make recommendations for assignment and reassignment of occupational field 21 personnel within the command. Coordinate with the subordinate unit AA&E officers to correct deficiencies in the technical training of ordnance personnel that adversely affect the Depot's mission;

g. Supervise the development and promulgation of desktop procedures and turn-over folders for use by ordnance personnel, as set forth in reference (c) and the DepO 4790.2D;

h. Maintain a current roster of personnel authorized unaccompanied access to the armory, and ensure that it is displayed properly (Appendix E);

i. Ensure all tasks and basic operations are carried out in accordance with references (a) through (c) and the DepO 4790.2D;

j. Have the necessary publications and directives on hand to properly manage ordnance security and equipment maintenance, as well as applicable higher headquarters' directives pertaining to these matters.

6. AA&E Officer. The AA&E Officer performs the duties of a special staff officer under the staff cognizance of the G-4/S-4 Officer with respect to AA&E matters. Their staff responsibilities include:

a. Conduct a complete inventory of all AA&E held by the command and review all AA&E records within 30 days of appointment per references (d) and (f). Results of the completed review and inventory will be forwarded to the CO for endorsement and guidance as appropriate. The results, endorsements, and supporting documentation will be retained on file in the AA&E officer turnover binder for a period of not less than six years and three months from the date of appointment/relief, to include the results of the previous AA&E officer's review.

b. Conduct personnel reliability checks prior to the assignment of Marines to the armory. This can be done by any commissioned officer, warrant officer, SNCO or civilian equivalent, GS-9 or above (Appendix A);

c. Maintain a current roster of personnel authorized unaccompanied access to the armory, and ensure that it is displayed properly (Appendix E);

d. Ensure physical security inspections are conducted annually to meet all the requirements set forth in reference (a). The unit armory must have a physical security inspection conducted annually by qualified personnel from the appropriate organization of Marine Corps Base;

e. Ensure that a twice-daily sight count of arms is conducted opening and closing of armories and the results are recorded and maintained for three years (Appendix M);

f. Ensure the monthly serialized inventories are conducted and maintained for a minimum of three years (Appendix N);

g. Ensure that weapons and associated equipment assigned to personnel in a Unauthorized status are recovered within 24 hours and tagged accordingly;

h. Ensure that all personnel that have been designated as a member of the armory internal security force, have qualified within the last twelve months with the assigned security weapon.

i. Schedule and conduct technical training for personnel involved in armory operations and/or ammunition management as prescribed in reference (c) and chapter 5 of this manual.

#### 7. Depot Ordnance Division

a. The Depot Ordnance Division, under the supervision of the Depot Ordnance Officer, will provide ordnance support to all Depot units and other activities as directed by the AC/S, G-4.

b. The Depot Armory, building #6001, is the point of issue and recovery of weapons for recruits and permanent personnel who are required to possess ordnance items.

c. Line armorers will be provided to live fire ranges by the Ordnance Division for weapons maintenance only. The DDO will determine the level of armorer support required for all live fire ranges.

d. Within the echelon capabilities authorized, the Depot Ordnance Division will perform limited technical inspections (LTI), pre-fire inspections (PFI), repairs, modifications, and maintenance on all small arms before initial qualification/requalification. This service is restricted to military weapons belonging to the Depot only.

e. Privately owned weapons will not be inspected or repaired by the Depot Ordnance Division. Civilian ammunition will not be used in government weapons.

#### 8. Armorers. Duties and responsibilities are as follows:

a. Prepare and maintain desktop procedures/turnover folders in accordance with reference (c) and DepO 4790.2D.

b. Conduct twice-daily sight counts of all ordnance equipment (upon opening and closing) and record/file the results. See Appendix M.

c. Ensure that maintenance actions are properly recorded in accordance with reference (g) and DepO 4790.2D.

d. Ensure that ordnance equipment requiring repairs are properly tagged with a completed NAVMC 1018 tag;

e. Ensure that all equipment records are properly maintained (e.g., NAVMC 10359, NAVMC 10520, NAVMC 10576, NAVMC 11186, etc.);

f. Ensure that equipment inspections are conducted for all newly accepted equipment in accordance with the appropriate technical manuals (TM). Ensure that results of all Preventative Maintenance Checks and Services (PMCS) are recorded in the electronic weapon record book, appropriate maintenance folders, and in GCSS-MC in accordance with appropriate technical manuals;

g. Ensure that organization level maintenance is performed and any evacuation to intermediate maintenance activities is accomplished in a timely manner. Also, ensure that the results of this maintenance are recorded in the electronic weapon record book, or appropriate weapons record jacket;

h. Coordinate scheduling and conduct PMCS on all ordnance equipment as required by appropriate TM's;

i. Maintain up-to-date modification control records; and

j. Maintain up-to-date calibration control records.

k. Supervise inventories of ordnance equipment SL-3 by individuals who are signed for the item, weapon/optical equipment. If the ordnance equipment is not assigned, then the SL-3 NCO will conduct the inventories; and

l. Ensure operator level PMCS is being conducted and documented (weapons cleaning roster).

m. Ensure that all privately-owned weapons are properly registered with Base PMO and authorized by the accountable officer prior to accepting them into the armory.

#### 9. Command Relationships

a. In the execution of responsibilities, the Depot Ordnance Division will be the supporting unit and the command/activity receiving service will be the supported unit. Direct liaison is authorized on routine matters as required.

b. Decisions, policy, staff coordination, and assistance required, other than routine, in the following areas will be referred to the AC/S G-4, via the DOO:

(1) Supply, storage, and procurement of weapons and ordnance repair parts.

(2) Personnel and technical skills.

(3) Budgetary matters.

(4) Inventory (serialized ordnance items) procedures.

c. All personnel of the Depot Ordnance Division will be assigned to Service Company, Headquarters and Service Battalion (HQSVCBn) and be provided billeting and messing by the CO, HQSVCBn.

10. Subordinate Command Responsibilities

a. CO, Recruit Training Regiment (RTR)

(1) Provide to the DOO a listing of personnel that will be granted authorization to sign NAVMC 10520 forms "By Direction" from the CG. The list of names will be kept to a minimum and reserved for personnel that do not move frequently as to minimize constant changes to the authorization letter.

(2) Provide to the DOO, via letter or e-mail, all requests for weapons other than recruit issues. The request must contain the quantity, type of weapons requested, dates and times required, dates and times to be turned-in, and the name, rank, Electronic Data Interchange Personal Identifier (EDIPI) of personnel authorized to draw the weapons. All requests will be provided no later than close of business the Friday prior to the start of Grass Week.

(3) Provide, on a continuing basis, instructions and training to units/sections on proper safekeeping measures, cleaning procedures, and authorized disassembly of individual weapons.

(4) Ensure consistent accountability of all issued recruit weapons in accordance with references (a) and (d).

(5) Ensure that no recruit weapons are transported in a Privately Owned Vehicle (POV).

(6) Ensure that personnel do not transport military weapons off the Depot unless authorized by the CG Attn: AC/S G-4 in writing. Ensure that personnel do not transport military weapons in a POV except under the conditions outlined in reference (a) and paragraph 2009 of this order.

(7) Ensure that all personnel assigned to annual rifle and pistol qualification ranges report to the Depot armory for issue of ordnance equipment no later than 1200 on the Thursday prior to start of the range. In the case of holiday routines, personnel will report no later than 1200 the day prior to the start of the holiday routine. Any personnel arriving to the Depot Armory after the deadline will not be issued a weapon for qualification. Exceptions will be dealt with on a case by case basis by either the DOO or Depot Ordnance Chief.

b. CO, HQSVCBn

(1) Provide to the DOO a listing of personnel that will be granted authorization to sign NAVMC 10520 forms "By Direction" from the CG. The list of names will be kept to a minimum and reserved for personnel that do not move frequently as to minimize constant changes to the authorization letter.

(2) Provide to the DOO, via letter or e-mail, all requests for weapons. The request must contain the quantity, type of weapons requested, dates and times required, dates and times to be turned-in, and the name, rank, EDIPI of personnel authorized to draw the weapons. All requests will be provided no later than close of business the Friday prior to the start of Grass Week.

(3) Provide, on a continuing basis, instructions and training to units/sections on proper safekeeping measures, cleaning procedures, and

authorized disassembly of individual weapons.

(4) Ensure consistent accountability of all issued weapons in accordance with references (a) and (d).

(5) Ensure that personnel do not transport military weapons off the Depot unless authorized by the CG Attn: AC/S G-4 in writing. Ensure that personnel do not transport military weapons in a POV except under the conditions outlined in reference (a) and paragraph 2.9 of this order.

(6) Ensure that all personnel assigned to annual rifle and pistol qualification ranges report to the Depot armory for issue of ordnance equipment no later than 1200 on the Thursday prior to start of the range. In the case of holiday routines, personnel will report no later than 1200 the day prior to the start of the holiday routine. Any personnel arriving to the Depot Armory after the deadline will not be issued a weapon for qualification. Exceptions will be dealt with on a case by case basis by either the DOO or Depot Ordnance Chief.

c. CO, Weapons and Field Training Battalion (WFTBn)

(1) Provide to the DOO a listing of personnel that will be granted authorization to sign NAVMC 10520 forms "By Direction" from the CG. The list of names will be kept to a minimum and reserved for personnel that do not move frequently as to minimize constant changes to the authorization letter.

(2) Provide to the DOO, via letter or e-mail, all requests for weapons. The request must contain the quantity, type of weapons requested, dates and times required, dates and times to be turned-in, and the name, rank, EDIPI of personnel authorized to draw the weapons. All requests will be provided no later than close of business the Friday prior to the start of Grass Week.

(3) Provide, on a continuing basis, instructions and training to units/sections on proper safekeeping measures, cleaning procedures, and authorized disassembly of individual weapons.

(4) Ensure consistent accountability of all issued weapons in accordance with references (a) and (d).

(5) Ensure that personnel do not transport military weapons off the Depot unless authorized by the CG (Attn: AC/S G-4) in writing. Ensure that personnel do not transport military weapons in a POV except under the conditions outlined in reference (a) and paragraph 2.9 of this order.

(6) Ensure that all personnel assigned to annual rifle and pistol qualification ranges report to the Depot armory for issue of ordnance equipment no later than 1200 on the Thursday prior to start of the range. In the case of holiday routines, personnel will report no later than 1200 the day prior to the start of the holiday routine. Any personnel arriving to the Depot Armory after the deadline will not be issued a weapon for qualification. Exceptions will be dealt with on a case by case basis by either the DOO or Depot Ordnance Chief.

11. Armory Operating Procedures

a. Hours of operation for the Depot Armory will be from 0500 to 1700, Monday through Friday. Weapons issue or turn-in for platoons will be conducted only between the hours of 0500 to 1500 Monday through Friday (unless otherwise authorized by the DDO). Due to recruit scheduling, permanent personnel drawing weapons for requalification can only draw their weapons out of the armory from 0500 to 0630. All permanent personnel drawing pistols for qualification firing will do so in accordance with scheduled range times.

b. The DDO will be the resolving authority on weapons issue or recovery problems.

c. Issue or recovery of weapons, or any official business, will be conducted only with personnel in the uniform of the day.

d. The following personnel have priority in the conduct of weapons issue and recovery:

- (1) Scheduled recruit platoons.
- (2) Scheduled permanent personnel, MCRD/ERR PI.
- (3) Recruit personnel other than scheduled.
- (4) Other non-scheduled personnel.

## CHAPTER 2

SECURITY PROCEDURES1. Security and Control of Ordnance Equipment

a. General. Commanders are responsible for safeguarding weapons and ordnance equipment. Weapons and other negotiable military equipment have always been a target for theft throughout the armed services, either for personal gain or for subsequent barter. Security of weapons and other negotiable military equipment is a command responsibility at every echelon. It is recognized that such equipment must be readily available to individual Marines and units on a short notice; however, such ready availability must be balanced against the possible loss of life and property should this equipment illegally find its way into the civilian sector. All portable ordnance items are particularly vulnerable to theft. The greatest concern is for those items which could cause loss of life or disrupt the preservation of law and order. Weapons of all calibers and their collateral equipment such as suppressors, lasers and optics are specific examples of such equipment. Provisions prescribed in this order and in the current edition of reference (a) must be met. However, there is latitude for the individual commander to explore the particular security problems and inject additional measures deemed appropriate.

b. Unit commanders will conduct frequent inspections of the following:

(1) In vulnerable areas, commanders will ensure that the physical barriers are intact and if not, will initiate the maintenance work requests;

(2) Protective lighting will be such as to assist the security forces in maintaining effective surveillance of the critical area; and

(3) Electronic Security Systems (ESS), synonymous with Intrusion Detection Systems (IDS), are an essential element of any in-depth physical security program. Ensure the system is functional and meets all current standards as set forth in reference (a).

c. Personnel in receipt of individual weapons or other government-owned ordnance materiel will be responsible for ensuring that equipment in their charge is properly safeguarded and maintained at all times.

d. Weapons will be issued for official requirements only. When the requirement no longer exists, the weapon will be returned to the armory storage area for safekeeping and accountability.

e. Weapons will not be removed from the MCRD/ERR PI installation except for operational commitments or as specifically authorized in written orders. In cases where weapons are evacuated to the next higher echelon, or as an inter-shop evacuation for repair, items will be accounted for on a valid transfer of custody document generated by the receiving unit and signed by the organization's commander or designated representative.

f. When personnel are working within the armory or weapons storage area, facilities must be locked from the inside. At no time will personnel be locked within the armory without the ability to open the lock from the inside.

g. Personal gear other than ordnance associated equipment will not be stored in areas designated as armories/weapons storage areas.

h. Communications. All AA&E storage facilities will maintain two separate and distinct forms of communication in order to summon a security force. The ESS duress button is recognized as a form of communication. The additional form of communication will be either a two way radio, phone, or cell-phone. The communication system will be tested on a monthly basis for each facility equipped with an ESS. Coordination will be made with the Marine Corps Electronic Security System (MCESS) operator prior to testing duress buttons which will prevent the dispatching of a response force.

i. Racks. Weapons racks will employ a positive means of securing weapons stored in the rack. Racks must meet the criteria in accordance with reference (a).

j. Seals. Seals are devices used to detect tampering. Seal systems provide a level of assurance that no tampering or entry has occurred during the period since the seal was applied or checked. Seals do not deter forced entry. Tamper resistance of a seal is dependent upon its unique identification. Seals are distinguished by the addition of unique identification characteristics such as sequential serial numbers, scratches, or other random marks.

(1) Seals are classified into 19 different types by FF-S-2738.

(2) Seals Available Through Federal Supply System

<u>Type</u>	<u>Description</u>	<u>NSN</u>
7	Flat car	5340-00-662-9817
9	Metal car/ball	5340-00-081-3381
10	Cable	5340-00-084-1570

2. Letters of Authorization. The DOO will ensure that the following letters of authorization are current and on file inside the armory. Only the current CG, or a "By Direction", signature is valid on letters of authorization.

a. AA&E Officer appointment letter.

b. The Officer/SNCO/Armorer MOS 2111, witnessing officer's authorization letter to sign the issue and recovery of individual weapons on the NAVMC 10576 Form. (Appendix B.)

c. Letter from the CG authorizing a subordinate officer/SNCO to sign the NAVMC 10520 cards by direction. This letter must specifically state that the "By Direction" authority is for signing NAVMC 10520 cards (Appendix C). Only the current CG signature is valid on the letters of authorization. This is not to be interpreted to mean that NAVMC 10520 cards signed by previous authorized individuals are invalid.

d. Key access list. A letter authorizing personnel whose official duties requires security keys for armories, arms rooms, arms storage buildings, magazines, arms racks and containers and other buildings storing weapons or ammunition. A separate key access list letter is not necessary if



authority to draw/maintain the security keys is granted on the Unaccompanied Access List. (Appendix E and Paragraph 4 of this order)

e. Unaccompanied access list. A letter authorizing essential personnel unaccompanied access to a critical area. When a unit is a tenant to a consolidated armory, the commander with overall responsibility for the facility will publish a consolidated access list. (Appendix E and Paragraph 4 of this manual)

f. Access control officer appointment letter. An Access Control Officer is responsible to assure that key/lock control regulations and procedures outlined in the references are enforced and inventory of all keys/locks are being completed. (Appendix F.)

3. RESTRICTED AREA ACCESS LOG. ALL PERSONNEL, UPON ENTERING THE ARMORY, WILL BE REQUIRED TO SIGN IN ON THE RESTRICTED AREA ACCESS LOG ONCE ACCESS IS APPROVED BY THE ACCOUNTABLE OFFICER. This log will be maintained by the armorer or weapons custodian inside the armory and/or inside the entrance of the armory by guard personnel. Additionally, this log will be retained on file for a period of three years from completion of the last entry. See Appendix F for restricted access log format. Automated versions of this record are permitted providing they meet the requirements set forth in this order and Appendix F.

#### 4. Unaccompanied Access List

a. Access to AA&E storage facilities will be limited to those personnel required for essential operation of the armory. This access should be limited to armorers/weapons custodians. The unaccompanied access list will be posted in the armory where unauthorized personnel cannot view it. Individuals authorized unaccompanied access will be designated in writing by the CG. (Appendix E) Each posted copy of the access list must bear the current CG's Signature or a "By Direction", signature. Pen and pencil changes to the access lists are not authorized. The unaccompanied access list will be updated as changes occur or every six months, whichever comes first.

b. In no case will a single individual be permitted unescorted entrance into AA&E storage facilities or areas. The two-man rule will apply at all times.

#### 5. AA&E Screening

a. Individuals must be carefully screened by the unit AA&E officer to ensure that only the most reliable personnel are utilized as armory/weapons custodians, whether the duties are full time or collateral.

b. Per reference (a), military personnel assigned custody, maintenance, disposal, distribution, or security responsibilities for AA&E, will be subject to National Agency Check, with Local Agency Check, and Credit Check (NACLAC). The individual must receive a completed, favorable National Agency Check (NAC).

c. The individual's service record book, health record and the individual will be screened. This screening will consist of AA&E screening letter, personnel screening form, medical screening form, and statement of understanding, deadly force brief, domestic violence statement, training code

entry, and certification of annual AA&E training (See Appendix A). This screening should certify that the individual possesses the maturity, good judgment, trustworthiness, and reliable characteristics needed to perform such duty. Persons having a high rate of disciplinary problems, awaiting court martial, suspected of known drug/alcohol abuse, or characteristics lending doubt toward their reliability will not be considered. Determination of which traits and actions are disqualifying is at the discretion of the CG.

d. The dates and the results of the screening/rescreening and associated interviews will be entered in the Marine's training and/or AA&E record jacket which will be maintained for one year from either termination of assignment or disqualification. Screening will be conducted on an annual basis and an entry (AD) will be made in the Marine Corps Training Information Management System (MCTIMS) to ensure that the screening is reflected in the Marine's Basic Training Record (BTR). Individuals assigned will be re-screened annually by the unit AA&E officer.

e. The Depot security manager should initiate a National Agency Check for those individuals who are considered favorable for assignment, but do not possess a NAC. The NAC process can take several months; therefore, commanders should be aware and plan accordingly. Monthly inquiries will be made as to the status of the pending adjudication, and status will be documented in the individuals screening package (See Appendix P).

f. Marines assigned custody, maintenance, disposal, distribution, or security responsibilities for AA&E can continue to perform assigned duties while awaiting adjudication of the investigation at the CO's discretion only if all other screening requirements have been completed.

Note: No waivers will be granted to the minimum selection criteria when assigning an armorer/weapons custodian to the unaccompanied access list.

#### 6. Lock, Key, and Combination Procedures

a. Under no circumstances will ordnance material or weapons storage areas be left unsecured. Positive security control must be maintained at all times.

b. Keys providing access to AA&E facilities will be issued only to those personnel designated in writing by the CG. All keys that provide access to AA&E facilities will be maintained under the direct control of the organization duty officer or area guard force after working hours and/or must be secured in a Class 5 GSA approved security container or equivalent. Equivalent is defined as a security container constructed of 20-gauge steel secured with a GSA approved changeable combination padlock (Fed Spec FF-P-110), and located within a restricted area.

(1) During working hours, access to armory keys will be controlled by armory personnel.

(2) Under no circumstances will armory personnel open the door to the armory after hours to a visitor, unless authorized by the DDO, and then the visitor will be escorted by duty personnel. No one will be permitted to retain keys to the AA&E facility on his or her person overnight.

(3) When an individual such as a duty officer or area guard commander is charged with the responsibility for safeguarding or otherwise having the

AA&E facility keys immediately available, he should sign for a closed container with a numbered seal affixed. When the container changes hands, the unbroken seal is evidence that the keys have not been disturbed. The weapons custodian will sign a duty log entry indicating that he or she has received or returned the keys to the sealed container. The seal number will also be recorded in the duty log book.

(4) The quantity of keys to weapon storage areas shall be held to the minimum essential. Keys will not be removed from the command or unit except to provide for protected storage elsewhere.

(5) In the event of loss, misplaced, or stolen keys to include duplicate keys, affected locks or cores will be replaced immediately. Replacement locks, cores, and keys, will be secured to prevent unauthorized access to them. Duplicates of armory keys will not be made without permission of the CO.

c. All doors providing access to weapon and ammunition storage areas will be secured with approved locking devices. High security locks are acceptable for securing AA&E. Medium security locks are acceptable for securing magazines and for weapon storage areas or other structures storing all categories of AA&E when the lock is used in conjunction with the high security hasp, NAPEC 0957 or 0958 with anti-rotation blocks installed. Low security locks are acceptable for locking individual cage doors in consolidated armories and arms racks.

(1) High security locks. High security padlocks will be of the shrouded, case-hardened shackle, key-actuated type. The most common high security lock available is NSN 5340-01-217-5068.

(2) Medium security lock. The most common medium security lock is the American Model number 5200, NSN 5340-00-158-3807 with a chain, NSN 5340-00-158-3805 without a chain.

(3) Lock used to secure AA&E facility and storage keys. An approved, three-position changeable combination lock will be used to secure AA&E keys when stored in a container of at least 20 gauge steel or material of equivalent strength.

(4) When not in use, all types of locks will be snapped shut on their hasps and not permitted to hang loose where they can be changed covertly by unauthorized personnel. Keys will not be left in locks after opening.

(5) Locks that do not have a matching duplicate key or are determined to be unserviceable will be replaced immediately.

(6) The security locks are to be cleaned as needed or at a minimum, annually.

d. Lock, Key, and Combination Control

(1) Any device can be breeched. However, unauthorized possession of a lock, key, or combination not only simplifies entry procedures, but also prevents detection of unauthorized entry and can greatly delay discovery of any breach of the system. Key and combination control are a passive keystone of the entire security system.

(2) The unit will establish a lock and key/combo control program to ensure the accountability of locks and keys are used to enhance the protection of ordnance items.

(3) A key control register will be maintained to ensure continuous administrative accountability for keys. Such registers will contain the signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, signature of the person issuing the key, date and hour the key was returned, the signature of the individual receiving the returned key and a "remarks" column. Completed registers will be retained within the armory for at least three years after the last entry. (See appendix F.) Automated versions of this record are permitted providing they meet the requirements set forth in this order and Appendix F.

(4) An access control officer will be appointed in writing by the CG and be directly responsible for all security related key and lock control functions. The access control officer will conduct an annual inventory of all controlled issued keys and will maintain appropriate logs and records. Inventory records will be retained for three years.

(5) An access control custodian will be designated in writing by, at a minimum, the head of each major functional area within a unit. The custodian will be responsible to the access control officer for all keys/locks controlled by that functional area. Each custodian will inventory keys/locks and log accounts semiannually and retain records for three years. Access control custodians for AA&E facilities will not be assigned a MCESS PIN, nor will they be assigned unaccompanied access. Access control custodians for AA&E facilities will be responsible for:

(a) Preparing MCESS access PIN requests for assignment or removal for signature by unit commander for submission to the PMO physical security section;

(b) Maintaining and securing all spare keys for the facility, including active, spares, and replacement core keys; and

(c) Ensuring all safe combinations are changed annually or upon personnel rotation and appropriate records of the changes are maintained.

(6) The use of a master key system for protection of ordnance storage areas is not authorized. Cores to high security locks shall be rotated as situations require, at a minimum of one year intervals, and recorded in the key log or automated system, if used.

(7) Keys or combinations to weapons' storage areas, ready storage ammunition lockers, arms racks and containers, and other buildings storing ordnance items shall be maintained separate from other keys. They shall be accessible only to those individuals whose official duties require access to them. An access list of those individuals shall be maintained and not displayed where an unauthorized person can view it.

(8) Combinations and duplicate keys will be placed in a sealed envelope with the authorization letter to draw the duplicate key affixed to the envelope. This envelope will be drawn only in case of an emergency; i.e. when a new key or combination replaces the old one or upon semi-annual inventory. Combinations and duplicate keys will be inventoried or changed

coinciding with the working lock and key inventories, core rotations or when compromised. The DOO must be notified upon removal of the duplicate keys for any reason.

(a) Interior combinations and duplicate keys to the armory will be kept in a Class 5 GSA approved security container or equivalent. This safe will **NOT** be located in the AA&E storage facility

(b) Exterior combinations and keys to armory doors will be kept in a Class 5 GSA approved security container or equivalent designated by the DOO.

(9) Key-operated, high security locks on exterior armory doors will be rotated annually or when compromised. If combination locks are used, the combination will be changed upon transfer or reassignment of an individual knowing the combination, when compromised, or at least annually. This action must be conducted by the access control custodian, and an entry must be noted in the lock and key records.

e. Inventories. All keys and locks will be inventoried semi-annually by the appointed access control custodian and annually by the access control officer with the results **retained for three years**. The inventory will include all duplicate keys and spare locks. Key inventories will be established and contain the following header columns: **Serial number of key, specific application of key, location of duplicate(s) and remarks**. Additional header columns may be used as necessary.

f. Key Replacement. Request for security key replacements and for additional keys must be authorized by the CO of the requesting unit.

g. Naval Weapons Support Center (NAVWPNSUPPCEN), Crane, IN will issue, repair and replace cylinders, locks and keys for high and medium security locks. Damaged or malfunctioning locks and requests for cylinder and key replacement will be sent by registered mail to:

Commanding Officer  
Naval Weapons Support Center  
Code 4044  
300 HWY 361  
Crane, Indiana 47522-5010

h. Lock Repair. All locks that are suspected of being compromised or requiring repair may be sent by registered mail, with a complete return address and phone number of a point of contact enclosed, to the Navy Weapon Support Center lock shop at the above address.

## 7. Security Force Procedures

a. CO's are responsible for physical security and loss prevention within their commands while in garrison, in the field, or deployed. To be effective, a physical security program must receive command attention and direction from all echelons within the chain of command. Properly trained and equipped personnel must carry out physical security functions. Command emphasis must be placed on ensuring that the command security posture is accurately assessed and that resources are available to execute this responsibility. Security force procedures are outlined in references (a) and (e).

b. Reference (a) establishes a requirement for armory personnel to be armed upon deactivation of the IDS. Reference (e) establishes a requirement for each command to publish an interior guard SOP with all special orders for the conduct of the guard force. In the case of a consolidated armory, the area commander with overall responsibility for the facility will publish the Interior Guard SOP for all tenant commands.

#### 8. Arming of Security/Guard Personnel

a. The weapon with which a sentry is to be armed will be specified in the special orders for that post. Military security personnel are considered to be armed when in possession of the weapon prescribed for performance of their assigned duties together with ammunition for the weapon. For the purpose of clarification of the term "sentry" within this manual, all armorers and weapons custodians and all guard forces are considered sentries when armed with a weapon and ammunition. Sentries will be thoroughly familiar with all special and general orders for the post to which they are assigned.

b. Marines performing security duties and who are required to be armed, by local commanders or as required by reference (b), will be armed with a fully-loaded weapon.

(1) Commanders are responsible to ensure that all personnel who are assigned to security and armed with a loaded weapon are thoroughly trained on the use of deadly force in accordance with reference (b).

(2) Commanders are responsible to ensure that security personnel are armed with their Table of Organization and/or security weapon and that they have qualified with that weapon within the past twelve months. Commanders will also ensure that:

(a) Written procedures on loading and clearing of weapons are established;

(b) Marines are fully trained in and can demonstrate proficiency on the loading and clearing procedures;

(c) Proficiency is maintained through frequent refresher training and practical application; and

(d) Strong, effective supervision is emphasized.

c. Security personnel are required to sign a statement that they have received and understand the instructions pertaining to use of deadly force and that they fully understand the circumstances under which it may be used.

#### 9. Transportation of Ordnance Equipment

a. CO's are required to provide security commensurate with the category and significant military value of each AA&E shipment. All movements must be conducted in accordance with reference (a), MCO 8020.10 and this manual. An armed guard is required for the movement of any amount of AA&E greater than the individual issue (i.e.; rifleman's suite).

b. Ordnance equipment, greater than individual issue, which is being transported from one location to another, will be under the constant surveillance of an armed guard. An armed vehicle operator will not fulfill the armed guard requirement for off base movements. Specific guidance for on-base and off-base transportation of ordnance materiel are as follows:

(1) On-base. The security guard requirement for transportation of ordnance equipment aboard any DOD installation may be satisfied by a minimum of one armed guard per Government vehicle. The ordnance equipment aboard the vehicle will be under constant surveillance by the armed guard. weapons will never be left unguarded. The CO's decision as to the degree of security required will take into consideration the type and amount of ordnance, distance to be traveled, security threat, time of day, and the degree of individual responsibility. Refer to reference (b) for ammunition requirements for the M16 series rifle, M9 pistol, and 12-gauge shotgun.

(2) Off-base. Ordnance equipment, greater than individual issue, which is being transported from one location to another off base will be under the constant surveillance of armed security. The security will travel in a government vehicle other than the vehicle containing the ordnance material. Communication between the vehicles will be maintained. Convoy communication responsibility rests with the unit, and weapons will never be left unguarded.

c. Transportation of Government Weapons in Privately-Owned Vehicles (POV)

(1) Per reference (a), the CG may authorize transportation of small quantities (15 or fewer) of arms and associated ammunition to facilities on or near a military installation for marksmanship training, competition, testing, evaluation, demonstrations, or other requirements on a case-by-case basis. Weapons and ammunition must be in the custody of a designated individual. Use of POV for transportation may be authorized by the CG in writing (See Appendix I) on a case-by-case basis; **no blanket waiver may be authorized**. When POVs are used, the arms and ammunition must be securely stowed and protected from view.

(2) Civilian Motorcycles will not be used to transport weapons.

10. Control and Accountability of Privately Owned Weapons (POW). Reference (a) provides clear instructions regarding control and accountability of privately owned weapons. This policy will restate the requirements and standardize the forms used as follows:

a. Storage of personal weapons and ammunition in the Depot armory must be authorized in writing with a request to store privately owned weapon/ammunition letter, signed by the CG or "By Direction" (See Appendix J). One copy of the authorization letter will be maintained in the Depot armory, while the owner will maintain the original copy. The complete original signed request is the receipt for the weapon and will be given to the owner until it is surrendered for the permanent recovery of the weapon from the armory due to transfer or discharge of the owner.

b. Personal ammunition will not be stored in a magazine. Personal weapons will be provided security commensurate with that of government weapons. The owner will demonstrate the proper method of clearing the weapon to the armorer/weapons custodian.

c. Commanders authorizing storage of personal weapons and ammunition in armories will develop and maintain an order or SOP providing guidance to Marines wishing to store the weapon and to armory personnel. This order and DepO 5500.10D satisfy the requirements for control and storage of privately owned weapons aboard MCRD/ERR PI.

d. Requirements outlined in reference (a) and federal, state, and local statutes will be adhered to concerning possession of private arms and ammunition, including licensing and records requirements. All weapons stored in an armory will be registered on base with the PMO.

e. Personal weapons and ammunition will be stored in a separate container, or weapons rack (size permitting), but never in the same container with government arms or ammunition. It is recommended that the owner provide a protective case in which to store the weapon. Individual ammunition box/container is required to identify the owner, shell or casing count, and other identifying characteristics in order to maintain accountability.

f. Inventory of personal weapons and ammunition maintained in the Depot armory will be conducted concurrently with unit level inventories. Personal weapons and ammunition will be listed, by serial number on a separate document from government weapons. Caliber or other distinguishing characteristics will be listed on the personal weapons and ammunition inventory checklist. Personal weapons and ammunition may be stored in private cases within containers. These cases may be sealed (with ball end, or similar seal) after an inventory is completed by the owner and armorer/custodian, and requires a logbook entry. For the purposes of daily sight counts, sealed cases can reflect the integrity of the container, similar to the inventory requirement for banded and sealed weapons crates and boxes. Monthly serialized inventories will reflect the case seal number.

g. A logbook will be maintained for personal weapons and ammunition stored in the Depot armory. All issue and receipt transactions will be recorded in a single event format. Logbooks will be opened and closed on an annual basis and will be retained for at least three years.

h. Withdrawal of ammunition or weapon(s) requires the owner(s) to provide a copy of the request to temporarily check out privately owned weapon/ammunition authorization letter (See Appendix K) to the armorer/custodian with at least one form of identification. Withdrawal of ammunition or weapons will be conducted during normal business hours for the Depot Armory. Each transaction regarding the receipt and issue of personal weapons and ammunition will be recorded in a logbook in a single event format. Upon removal from the unit armory, weapons will be stored/transported in a lockable case and weapons will be fitted with a trigger guard.

i. Loss or theft of personal weapons or ammunition will be reported immediately to the installation PMO.

j. In the event a personal weapon(s) or ammunition is abandoned in an armory, every attempt will be made to locate the owner(s) in accordance with DOD 4160.21-M, "Defense Materiel Disposition Manual", and Title 10 U.S. Code, 2575. Once the requirements of DOD 4160.21-M and Title 10 U.S. Code, 2575 have been satisfied, and the owner(s) not located, commanders will ensure that the weapon(s) and/or ammunition is destroyed in accordance with DOD 4160.21-M-1, "Defense Demilitarization Manual". Additional information concerning lost



and found property and abandoned property handling is provided in chapter 9, paragraph 9007 of reference (a).

k. Permanent removal of personal weapons and ammunition will be authorized, in writing with a request to retrieve privately owned weapon/ammunition letter, signed by the CG or "By Direction" (See Appendix L). The original signed request will be recovered upon the final return of the weapon to the owner due to transfer or discharge. The original signed request and original request to remove will be retained until one year from the date of close-out at which time it will be removed from the file and destroyed. Upon removal from the unit armory, weapons will be stored/transported in a lockable case and weapons will be fitted with a trigger guard.

11. Security of Museum and Demilitarized Weapons (To Include Foreign Weapons). Historical weapons will be safeguarded in accordance with reference (a). Additional information on the accountability of these items is contained in reference (d).

12. Annual Physical Security Surveys

a. An annual physical security survey consists of a detailed and comprehensive examination of the physical aspects of an armory. The survey is designed to identify, for a commander, the security needs in relation to existing security regulations. In the case of armories, the purpose of the survey is to determine if the physical security measures providing protection for the armory meet the minimum requirements for the storage of ordnance equipment, as defined in current edition of reference (a).

b. The crime prevention section of the Marine Corps bases/stations Criminal Investigation Department conducts physical security evaluations.

c. Commanders should also conduct periodic inspections of the physical security of weapon storage areas to ensure compliance with this order and references.

## CHAPTER 3

GENERAL ORDNANCE EQUIPMENT PROCEDURES

1. Organization Equipment Record Procedures. Units will maintain the following forms to assist in the issue, recovery, accountability, and security of all ordnance material and other items kept in the armory, arms room or repository.

a. Form NAVMC 10576, Memorandum Receipt for Individual Weapons and Accessories. The purpose of the NAVMC 10576 is to provide an issue and receipt document for individual weapons and accessories and to serve as a certification of inspection which provides an historical record of the weapon's condition at the time of issue. TM 4700-15/1 and UM 4400-124 provides guidance for completion, control and disposition. (See paragraph 3002 of this order for additional guidance)

b. Form NAVMC 10520, Ordnance Custody Receipt. The purpose of the NAVMC 10520 card is to provide a means for controlling individual and crew-served weapons and ordnance equipment when individuals are required to turn in such items to the armory for storage. TM 4700-15/1 provides guidance for completion, control, and disposition. (See paragraph 4 of this order for additional guidance)

c. Form NAVMC 10359, Equipment Custody Record, (ECR Card). The NAVMC 10359 is used for the temporary issue of other ordnance items and devices which are maintained in the armory. The NAVMC 10359 card can be modified as specified in the instructions contained in this manual for unique requirements when issuing other ordnance material. UM 4400-124 provides guidance for completion, control and disposition. (See paragraph 6 of this order for additional guidance)

2. Issue and Recovery Procedures for Individual Weapons Permanent Personnel. The memorandum receipt for individual weapons and accessories (NAVMC 10576), issued to permanent personnel, will be prepared and maintained as outlined below:

a. General. The NAVMC 10576 form is used to record the issue/recovery of individual weapons, to include grenade launchers, their associated weapon accessories, and the condition of each ordnance item at the time of the initial issue and final recovery. The NAVMC 10576 form is filed by weapon type in alphabetical sequence by last name of individual to whom issued. Chapter 7 of TM 4700-15/1 contains specific instructions on procedures for issue and recovery of individual weapons.

b. Issue. Each individual within the unit will be issued an individual weapon upon assignment to an annual rifle or pistol qualification range. Weapons will not be issued in those cases where an individual is found to be unreliable. The NAVMC 10576 form will be filled out at the time of initial issue and final recovery of the weapon. Final recovery will take place immediately upon completion of the annual qualification range. The following actions will be taken in the initial issue process of an individual weapon:

(1) The CG will designate in writing a commissioned officer, warrant officer, SNCO or qualified armorer (any rank, primary MOS 2111 or 2112) to witness the initial issue/final recovery of individual weapons. The letter of authorized personnel to witness the initial issue and final recovery of

individual weapons will be readily available within the armory and posted at the weapons issue point.

(2) The witnessing individual will carefully inspect the general serviceability of each weapon at the time of initial issue/final recovery, verify the serial number, and sign the NAVMC 10576 form. Technical inspection of the weapon should be performed prior to issue by a commissioned officer, warrant officer, SNCO or qualified armorer (any rank, primary MOS 2111 or 2112); noting the bore, chamber and stock condition of each weapon and record the results on the NAVMC 10576 form. Extreme care will be taken to ensure the accuracy of these entries. **NAVMC 10576 forms will not be used for a temporary issue of individual weapons.**

(a) Only one weapon will be issued on any one NAVMC 10576 form; with the exception of, the M203A2 grenade launcher/M16 series rifle combination.

(b) The issue inspection recorded on the NAVMC 10576 form will not be conducted by the same individual to whom the weapon is being issued.

(c) Due to the large quantities of ordnance equipment and SL-3 issued to individual Marines, units are authorized to utilize a locally generated NAVMC 10576 form provided it captures the same data required by TM 4700-15/1. The locally generated form will allow for documentation of ordnance equipment and SL-3 to ensure consistent accountability (i.e.; rifleman's suite, weapon, RCO, AN/PEQ-15/16, AN/PVS-14). A separate NAVMC 10520 will still be required for each principle end item. (See Appendix O)

(d) Erasures, strike outs, line outs, and etc., are not authorized on serial numbers and signatures. If changes are required to the serial numbers or the signatures, a new card must be issued. Errors in issuing weapon accessories such as magazines, slings, or cleaning gear may be corrected by the unit armorer/weapons custodian by simply drawing a line through the error and initialing the deletion of the specific item (s).

(e) All signatures required on the NAVMC 10576 form will include first name, middle initial(if applicable) and last name. Jr., Sr., I, II, III, and etc., are considered part of an individual's last name and will be used.

(f) Upon completion of the issue, the original copy of the NAVMC 10576 form will be retained by the issuing armory and filed in alphabetical order by weapon type.

c. Recovery. Recoveries will be accomplished immediately upon completion of the annual rifle or pistol qualification range and once the issues weapon is cleaned and ready for re-issue. Recoveries will be accomplished in the following manner:

(1) Individuals will present their ordnance custody receipt (NAVMC 10520) card to the weapons custodian.

(2) Prior to returning the weapon to stock, a recovery inspection is required. Upon completion of the recovery inspection, the armorer or witnessing officer will record the recovery inspection data on the NAVMC 10576 form and compare the condition of the weapon with its condition at the time of issue, considering the time span between the issue and recovery.

(3) If the weapon shows no evidence of improper care or negligence and all issued weapon accessories are present, return the right side (recovery inspection portion) of the NAVMC 10576 form to the individual.

(4) If the weapon shows evidence of improper care or negligence, retain the NAVMC 10576 and immediately notify the CO or designated representative, identify the problem or discrepancy, and request instructions on action to be taken. If the issued weapon accessories are missing, retain the NAVMC 10576 and immediately prepare a missing gear statement for routing through the individual's chain of command.

(5) The unit CO will then take the necessary steps to determine the cause and take whatever disciplinary action may be warranted.

3. Issue and Recovery Procedures for Individual Weapons Recruit Personnel. The memorandum receipt for individual weapons and accessories (NAVMC 10576), issued to recruit personnel, will be prepared and maintained as outlined below:

a. General

(1) The NAVMC 10576 form is used to record the issue/recovery of individual weapons, to include grenade launchers, their associated weapon accessories, and the condition of each ordnance item at the time of the initial issue and final recovery. Chapter 7 of TM 4700-15/1 contains specific instructions on procedures for issue and recovery of individual weapons.

(2) For the purpose of issue/recovery of ordnance equipment specifically utilized in the conduct of recruit training, the NAVMC 10576 will be the sole document documenting custody. No NAVMC 10520 will be issued as the ordnance equipment will not be returning to the Depot armory until the equipment is recovered.

(3) Due to the large quantities of ordnance equipment issued in support of recruit training, NAVMC 10576 for recruit issues will be filed by weapon type and in rack order instead of alphabetical. This is to facilitate accurate accountability of all ordnance equipment issued to recruits for use during the training cycle.

b. Issue

(1) One day prior to the platoon's rifle issue, the Depot Armory will retrieve platoon rosters from MCTIMS. A NAVMC form 10576 Memorandum Receipt for Individual Weapons and Accessories will be prepared for each recruit in the platoon by the depot armory. The NAVMC 10576 will be the only authorized form used to issue weapons to recruits.

(2) Upon arrival at the armory, each recruit will initial and sign for his/her weapon and cleaning gear. Improperly completed NAVMC Forms 10576 will be corrected at the Depot Armory.

(3) Recruit platoons will report to the Depot Armory for rifle issue as scheduled by the RTR. Rifle issues will not be scheduled after 1500 unless specific arrangements have been made with the DOO. Recruit platoon issues will require at least one hour for completion.

(4) The CO will designate in writing a commissioned officer, warrant officer, SNCO or qualified armorer (any rank, primary MOS 2111 or 2112) to witness the initial issue/final recovery of individual weapons. The letter of authorized personnel to witness the initial issue and final recovery of individual weapons will be readily available within the armory and posted at the weapons issue point.

(5) The witnessing individual will carefully inspect the general serviceability of each weapon at the time of initial issue/final recovery, verify the serial number, and sign the NAVMC 10576 form. Technical inspection of the weapon should be performed prior to issue by a commissioned officer, warrant officer, SNCO or qualified armorer (any rank, primary MOS 2111 or 2112); noting the bore, chamber and stock condition of each weapon and record the results on the NAVMC 10576 form. Extreme care will be taken to ensure the accuracy of these entries. **NAVMC 10576 forms will not be used for a temporary issue of individual weapons.**

(6) Only one weapon will be issued on any one NAVMC 10576 form.

(7) Erasures, strike outs, line outs, and etc., are not authorized on serial numbers and signatures. If changes are required to the serial numbers or the signatures, a new card must be issued. Errors in issuing weapon accessories such as magazines, slings, or cleaning gear may be corrected by the unit armorer/weapons custodian by simply drawing a line through the error and initialing the deletion of the specific item (s).

(8) All signatures required on the NAVMC 10576 form will include first name, middle initial(if applicable) and last name. Jr., Sr., I, II, III, and etc., are considered part of an individual's last name and will be used.

(9) Upon completion of the issue, the original copy of the NAVMC 10576 form will be retained by the issuing armory and filed in rack order by weapon type.

c. Recovery. Recoveries will be accomplished in the following manner:

(1) Recruit platoons will turn-in their rifles at the Depot Armory as scheduled. Rifles must be clean and properly lubricated upon turn in. After all weapons and SL-3 gear are turned-in, the series will receive the right half of the NAVMC Form 10576. In order to provide accountability for missing gear, a missing gear statement must be completed by the platoons and submitted to the armory at the time of turn-in.

(2) When a recruit is dropped, hospitalized, on emergency leave, in a disciplinary status, or otherwise absent, the CO will ensure that the recruit's rifle and SL-3 gear are delivered to the Depot Armory for turn-in within 24 hours or the next working day. When a recruit is dropped during the initial part of training, before firing the rifle, the rifle will only require a general cleaning and lubrication before turn-in. If the recruit is dropped after normal working hours, the weapon will be recovered the next working day.

(3) Prior to returning the weapon to stock, a recovery inspection is required. Upon completion of the recovery inspection, the armorer or witnessing officer will record the recovery inspection data on the NAVMC

10576 form and compare the condition of the weapon with its condition at the time of issue, considering the time span between the issue and recovery.

(4) If the weapon shows no evidence of improper care or negligence and all issued weapon accessories are present, return the right side (recovery inspection portion) of the NAVMC 10576 form to the Drill Instructor.

(5) If weapons accessories are missing the weapon will not be recovered until such time as the accessories are returned. If the weapon shows evidence of improper care or negligence a damaged ordnance equipment statement will be prepared by Drill Instructor.

4. Ordnance Custody Receipt NAVMC 10520 (OCR) Card

a. General. Each individual (permanent personnel) assigned an individual weapon, various optical equipment, K-bars, or bayonets will have a NAVMC 10520 issued. NAVMC 10520 forms will not be used for issue of ordnance equipment to recruits.

b. The CG will designate in writing, a subordinate officer or SNCO to sign the NAVMC 10520 card by direction, providing the officer or SNCO so assigned is not tasked also with maintaining weapon custody/security i.e., an ordnance/armory officer/chief or record-keeping supply officer/chief. A "By direction" letter will not be valid unless it contains the phrase "to sign the NAVMC 10520 card". The original by direction letter to sign the NAVMC 10520 card must be maintained within the unit armory and must bear the current CG signature. (See Appendix C)

REMEMBER

IT IS THE INDIVIDUAL MARINES RESPONSIBILITY TO RETAIN CONTROL OF THE NAVMC 10520 CARD WHILE HAND CARRYING IT TO THE COMMANDING GENERAL'S DESIGNATED REPRESENTATIVE FOR SIGNATURE, WAITING FOR IT TO BE SIGNED AND MAINTAINING POSITIVE CONTROL OVER THE NAVMC 10520.

c. Control. These procedures will include the following:

(1) Blank NAVMC 10520 cards will be stored in a secure location which will be designated by the DOO;

(2) Once issued, the NAVMC 10520 card will be retained at all times by the individual to whom issued, except when receiving the assigned weapon or equipment from the armory. The individual will have either the NAVMC 10520 card or the weapon or equipment in his possession as specified in TM 4700-15/1.

(3) The signatures on the NAVMC 10520 card remain valid after the relief of a CG, or anyone previously authorized to sign the NAVMC 10520 card. All previous letters of authorization will remain on file within the armory to ensure proper identification of authorized signatures during the issue/recovery process.

d. Check In/Check Out Procedures for Ordnance Equipment. The following procedures will be used in the check in/check out process for individual weapons:

(1) The NAVMC 10520 card and the individual's ID card will be surrendered to the unit armorer/custodian when an assigned weapon is issued;

(2) The armorer/custodian will visually verify the identity of the individual against the ID card, verify the NAVMC 10520 card against the ID card, and then return the ID card to the individual. It is imperative that positive identification procedures be enforced. The use of an ID card or a NAVMC 10520 card belonging to another individual to draw a weapon or any other ordnance item is prohibited (NO EXCEPTIONS);

(3) Other forms of identification such as a driver's license, credit card, "I owe you", etc. will not be used in place of the NAVMC 10520 card as a receipt for a weapon;

(4) The armorer/custodian will verify the ordnance equipment serial number on the NAVMC 10520 card against the serial number on the ordnance equipment prior to the check out;

(5) While the weapon is out of the armory, the security of the weapon is the responsibility of the assigned individual;

(a) At no time will the weapon be left unattended.

(b) Individual, crew-served or privately-owned weapons are prohibited from Bachelor Officer Quarters (BOQ), Bachelor Enlisted Quarters (BEQ), or barracks.

(6) When the weapon is returned to the armory, the armorer/custodian will inspect the weapon to ensure it is clear of ammunition and complete before accepting it;

(7) The armorer/custodian will remove the NAVMC 10520 card from the assigned slot, verify the serial number on the NAVMC card against the ordnance equipment and place in its assigned slot;

(8) The NAVMC 10520 card will be returned to the individual after verifying the last 4 of the individual's EDIPI; and

(a) Personnel will receive or turn-in only that weapon or NAVMC 10520 card which they have been issued.

(b) If a weapon is turned in by other than the assigned individual, the NAVMC 10520 card will be destroyed and the weapon and NAVMC 10576 marked for recovery.

(9) At the time of the recovery inspection of the ordnance equipment, the individual will surrender the NAVMC 10520 card to the armorer/weapons custodian. The NAVMC 10520 card will be destroyed.

e. Recovery of Weapons to Personnel Confined or in and Unauthorized Absence (UA) Status. Weapons issued to personnel confined or in a UA status will be recovered immediately. Every effort will be made to recover the NAVMC 10520 card and all issued SL-3 at the earliest possible time. The weapons/ordnance equipment rack will be marked "DO NOT ISSUE" until such time as the NAVMC 10520 is recovered or considered unrecoverable by the unit commander. Unit commanders must take great care to immediately notify the Depot armory when an individual issued a weapon has been placed in a UA or confined status.

5. Lost or Stolen NAVMC 10520 Cards. Unit commanders will take actions necessary to reduce or preclude the loss of the NAVMC 10520 cards. The importance of maintaining the card properly must be stressed to all personnel. Lost or stolen NAVMC 10520 cards will be reported to the unit commander or designated representative and the following action will be taken:

a. Prepare a lost NAVMC 10520 statement (see Appendix D);

b. Prepare a replacement NAVMC 10520; and

c. Attach the lost NAVMC 10520 statement (Appendix D) the back of the NAVMC 10576 or 11186 and retained until the weapon/ordnance equipment is recovered.

6. Temporary Issue of Ordnance Equipment. Temporary loans of organic property to an organization within another command are neither desired nor encouraged. Upon determination by the unit commander that such a loan is necessary and in the best interest of the Marine Corps, a loan may be authorized. The NAVMC 10359 Equipment Custody Record (ECR) is used for temporary issue of pilferable ordnance materiel such as binoculars, compasses, night vision sights, and machetes for a period not normally exceeding 30 days; however, this period may be extended at the discretion of the unit commander per reference (f).

a. The NAVMC 10359 card may be used for temporary loan of ordnance items in cases where one or more ordnance items are temporarily transferred from one unit to another; i.e., stock weapons for rifle range Staff Non-fire. The period of temporary loan for small arms will not exceed 30 days per reference (d).

b. The NAVMC 10359 card can be used for the issue of weapons or items of individual equipment to officers and SNCOs for equipment required for special occasions, e.g., parades, presentations or change of command ceremonies.

c. The temporary loan of equipment is dependent upon the CO, or designated representative, written approval via a Letter of Transmittal (See Appendix H). Gaining units must accept responsibility for the custody of equipment in writing upon the temporary loan. Gaining units should take measures to ensure "Temporary Loaned" equipment is stored separately from owning unit equipment. Once equipment is accepted by the gaining commander, the gaining unit accepts full responsibility for the security of those items.

d. The NAVMC 10359 will not be used to temporary loan an individual a weapon for a rifle range requalification.

e. Issue. When a NAVMC 10359 is used for temporary issue of ordnance materiel within a unit, the listing of applicable serial numbers and their condition at the time of issue will be documented on the NAVMC 10359 to include the completeness of SL-3; i.e. bulk draw of service pistols for the pistol range to an officer/SNCO. A copy of the NAVMC 10359 will be provided to the individual that is signing the NAVMC 10359. The unit will establish issue/recovery procedures to individuals during the conduct of the pistol range.

f. Recovery. Recovery of equipment issued on a NAVMC 10359 will be accomplished when all actions related to its issue have been completed. An



inspection of ordnance items for completeness, cleanliness, and serviceability will be conducted at the time of recovery by unit armorers/weapons custodian. The recovery inventory of collateral equipment will be compared to the issue inventory.

#### 7. Annual Rifle and Pistol Qualification/Requalification

a. Prior to the issue of any weapons to permanent personnel a roster via letter or e-mail from the requesting unit's S-3, listing the name, rank, and EDIPI of each individual authorized to draw a weapon, will be sent to the Depot armory no later than close of business the Friday before the start of Grass Week. Personnel assigned to qualification rosters will report to the Depot armory no later than 1200 on the Thursday prior to the firing week for issue of ordnance equipment. Personnel reporting after that time will be dropped from the qualification roster.

b. All issues of weapons to individuals will be recorded on a NAVMC Form 10576 and 10520 in accordance with TM 4700-15/1H. The NAVMC 10520 will be signed by any individual listed on the authorization to sign ordnance custody receipts letter published for each subordinate command. The 10520 must be maintained by the Marine and presented to the armory at the time he/she is directed to withdraw the weapon for the conduct of a qualification range. A Marine failing to provide a NAVMC 10520 will not be issued a weapon. No exceptions are allowed. Personnel must be in the uniform of the day and present their military identification card for weapons issue. Weapons draws for the conduct of the rifle range will take place between 0500-0630, before any schedule recruit evolutions.

c. At no time will government weapons or ammunition be transported in a POV except under the conditions outlined in reference (a) and paragraph 2009 of this order.

d. Military weapons will not be taken from MCRD/ERR PI without the written approval from the AC/S G-4. When authorized to transport military weapons off the Depot, weapons will be transported in a government vehicle in all cases.

e. All weapons/optics issued to permanent personnel will be properly cleaned, de-issued and weapons/optics accessories recovered on the last day of firing, after completion of the range detail. Requests for extensions will be approved by the DOO or Depot Ordnance Chief.

#### 8. Qualification/Requalification Non-Firing Staff Noncommissioned Officer In Charge (SNCOIC) Responsibilities

a. Schedule transportation for all personnel going to and from the range.

b. Ensure constant accountability of weapons during the period that weapons are checked out of the Depot armory.

c. Ensure the cleaning area at the Depot armory is in a proper state of police upon completion of daily weapons cleaning. The non-firing SNCOIC will not be released on the last firing day until all weapons/optics are recovered and the cleaning area of the Depot armory in a high state of police.

#### 9. Issue of M16A4 With Collapsible Buttstock

- a. If WFTBn personnel OIC/SNCOIC Marksmanship Training Unit (MTU) identify a recruit or permanent personnel cannot properly manipulate the M16A4 rifle with a fixed buttstock, an M16A4 rifle with a collapsible buttstock may be issued to that individual for weapons qualification.
- b. The individual must be identified as having a genuine need (safety concern, height limitation, insufficient length of pull, etc...) on grass week by range personnel.
- c. Only personnel authorized to make the determination will be the OIC/SNCOIC MTU or WFTBN senior leadership.
- d. Once the individual has been identified, range personnel OIC/SNCOIC MTU will send a request email to the Depot armory to request issue of the M16A4 with collapsible buttstock.
- e. All personnel designated to be issued a M16A4 with a collapsible buttstock will report to the Depot armory no later than 1500 for issue.
- f. All other issue/deissue procedures remain the same.
- g. All M16 series weapons that have collapsible buttstocks applied will be documented in accordance with TI 05538D/10012A/10012B-OI/1. (See Appendix Q)

#### 10. Cleaning Ordnance Equipment

- a. The DOO will establish procedures to ensure that all weapons are inspected for proper cleanliness and lubrication. After periods of firing, individual weapons must be field stripped and thoroughly cleaned prior to return to the unit armory.
- b. Technical publications (Operator manuals) for specific equipment prescribe specific procedures for the disassembly, assembly, cleaning and preservation for that particular type of equipment. The only authorized cleaning agent for the M16 series weapons is Cleaner Lubricant and Protectant (CLP). The indiscriminate use of unauthorized cleaning material on ordnance equipment could result in deterioration or damage and is strictly prohibited.
- c. Detailed Cleaning Procedures. Before and during the firing of the rifle, lubricate the bolt, the bolt carrier, the inside of the lower receiver, and the upper receiver with a generous coat of CLP. Clean and re-lubricate the rifle after each day of firing. Upon completion of firing, clean the rifle as follows:
  - (1) Apply a light coat of CLP on all the metal parts of the rifle.
  - (2) Scrub the entire rifle and all parts utilizing a general purpose brush, paying particular attention to the heavy carbon areas of the rifle such as the chamber.
  - (3) Clean the entire rifle in accordance with appropriate TM's.
  - (4) Use pipe cleaners, Q-tips and patches in the hard-to-get at areas.

(5) When assembling the rifle, ensure all parts are well coated with CLP.

d. Command Responsibilities

(1) CO will ensure that each individual weapon issued to individual Marines or recruits is inspected on a scheduled basis for cleanliness and to identify corrective maintenance requirements to be performed by a qualified armorer.

(2) CO will ensure each individual is trained and given instruction on weapons cleaning.

(3) At the conclusion of the annual qualification/ requalification or training event, where live or blank firing is conducted, all recruit weapons will be thoroughly cleaned and inspected by supervisory personnel.

(4) When recruit weapons are scheduled for final turn-in battalion commanders are responsible for ensuring weapons are satisfactorily cleaned. Final turn-in authority rests with the DOO.

11. Pre-Fire Inspection (PFI)

a. PFIs are conducted to detect defects that may cause hazards to personnel or weapons. All weapons will have a PFI conducted prior to firing live ammunition. PFI procedures are contained in TI-8005-24/20 and the appropriate TM. PFIs must be performed by an Armorer, MOS 2111. At the time of inspection, the weapon serial number will be recorded on a Service Request. A copy of the appropriate documentations will be supplied to WFTBn for qualification details.

b. Due to the unique operational tempo and inherent difficulties involved with scheduling/conducting PFIs within the 30-day time requirement proscribed by TI 8005-24/20G, the commander of MCRD/ERR PI is authorized to waive the 30-day time requirement, not to exceed 60-days.

(1) PFIs are normally scheduled for Training Day 28 with the last day of firing being conducted on Training Day 64, a span of 42 days.

(2) 36 training days between firing evolutions is well within the 60-day authorization allowed for the commander of MCRD/ERR PI. The 30-day time requirement is waived not to exceed the 60-day time requirement.

12. Rifle Team Equipment (RTE) Weapons

a. In all cases, the Issue/Recovery of RTE weapons to authorized personnel will be accomplished at the Depot Armory.

b. RTE weapons will only be issued to the Depot Rifle and Pistol Team members. Upon activation of the Depot Rifle and Pistol Team, the CO WFTBn will forward to the DOO a roster of team members, with a team captain identified.

c. The Depot Rifle and Pistol Team captain will submit to the DOO, by letter, all requests for RTE weapons for the purpose of competing in local and state matches. The request will state the quantity of weapons, types of weapons, and the times and dates the weapons will be required, and when they

will be returned to the Depot Armory. In all cases, upon the return of the rifle and pistol team to the Depot, all weapons drawn will be immediately returned to the Depot Armory. At no time will government weapons or ammunition be transported in a POV except under the conditions outlined in reference (a) and paragraph 2009 of this order.

d. The RTE armorer will be assigned to the Depot Rifle and Pistol Team as required.

e. When weapons are drawn for the purpose of sanctioned team matches, the security of the weapons will be the responsibility of the individual shooter and the team captain. In all cases, the team captain will have in his/her possession a Letter of Authorization for Possession of U. S. Government Weapons from the CG. The Letter of Authorization will be prepared by the requesting unit and submitted to A/CS G-4 and will state those security precautions that must be taken to safeguard weapons in the individual's charge. At no time will any RTE weapons be removed from the Depot without this authorization.

### 13. Depot Color Guard/Funeral Detail Weapons

a. All requests for the color guard/funeral detail weapons leaving the Depot will originate from the CG, AC/S, O&T. All requests will be in letter or e-mail format and will be submitted to the Depot Armory. Last minute notices are acceptable. In the event of a "short fuse" commitment (i.e., holiday, weekend), the detail will contact the CDO/PMO who will notify the duty armorer. For routine commitments, the letter must contain the following information:

(1) The date and time the weapons are to be drawn.

(2) Name, grade, and SSN of personnel authorized to draw the weapons.

b. At a minimum, the following security procedures will be followed:

(1) U. S. Government weapons and ammunition will not be stored in an unattended vehicle even if locked.

(2) Weapons will not be stored in quarters while at the commitment site. The weapons will be stored in armories of U. S. military bases, reserve training centers, or ROTC units if available. If not available, the local police will be contacted for storage and security during the periods the weapons are not in actual use.

(3) The temporary storage of weapons in motels or civilian housing is strictly prohibited.

(4) Upon conclusion of the commitment and immediately upon return to the MCRD/ERR PI, the weapons will be turned in to the Depot Armory, regardless of date and time.

14. Temporary Additional Duty (TAD) With Parent Unit Weapon. Certain schools require that personnel report for training with their individual weapon. Per reference (d), attachments shall report to gaining units with individual weapons, rifle combat optics, night vision goggles, etc. (rifleman's suite per command's authorized T/E). The requirement for what weapons and optics should be based off the requirements published by the

gaining command. In the absence of published requirements, the attached individual will transfer with their Table of Organization/Equipment weapons/optics from their parent command. In addition, certain schools require that personnel report for training with their individual weapon. Extreme care must be taken to ensure control and accountability of such weapons and ordnance equipment. Units will ensure weapons are transferred and accounted for in accordance with reference (d).

15. Identification Marking of Small Arms

a. Scribing, stamping, engraving, or marking numbers or letters on ordnance equipment is unauthorized unless specified by Marine Corps Depot Maintenance Work Requirement (DMWR), Marine Corps directives, TIs, MIs, or TMs.

b. To assist the MCRD/ERR PI armorer in the issue and receipt of small arms in the Depot armory, paint pens will be used to mark the rack number on the buttstock of small arms and the rack number on an open surface for the rifle combat optic. This marking is for storage and accountability purposes only and can be immediately removed once issued to recruits.

c. These markings are for local identification of weapons and equipment for issue and recovery. The number should be entered on the NAVMC 10520 (Ordnance Custody Receipt Card). Do not enter these numbers on the unit property records.

16. Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property. Refer to and references (a) and (f) for guidance.

## CHAPTER 4

INVENTORIES

1. General. All inventories of ordnance equipment will be conducted per references (a), (c), (f), and this manual. The following information outlines the inventories required and amplifies procedures to be employed in the conduct of those inventories.

2. Daily Sight Count Inventory

a. Per reference (a), all arms not Level A packed, boxed, banded, and secured with a tamper proof seal will be physically "sight" counted and recorded on a daily sight count (inventory) form upon initial opening and final closing of any armory. Privately owned weapons stored in the unit armory will also be accounted for on the unit sight count.

b. Reference (a) makes no mention of the requirement to conduct daily sight counts on any other ordnance materiel, such as optical equipment, bayonets, K-bars, etc. All portable ordnance items are particularly vulnerable to theft and have always been a target of pilferage. As part of the "ordnance function" these counts/inventories are optional and at the discretion of the CO.

c. The daily sight count is a locally produced form. It is used to record sight counts of all arms accountable to the unit. Appendix M has a sample sight count that contains the minimum required information. Each separate storage space will conduct a sight count upon opening and closing. The armory chief will consolidate all sight counts and units are required to maintain a three year history.

d. Per reference (a), sight counts will be conducted, at a minimum, upon opening and closing of armory.

e. It is recommended that a sight count be conducted if working parties are used in AA&E spaces. A sight count should be conducted prior to the working party individuals leaving the compound.

3. Monthly Serialized Inventory

a. In accordance with references (a), (d), and (f), a serialized inventory of all crane-reportable weapons and privately owned weapons (in addition to other high cost ordnance items as directed by the commanding officer) will be conducted monthly by a disinterested officer or SNCO.

(1) A disinterested officer or SNCO is defined as an individual not tasked with maintaining weapon custody, security, and record keeping, such as the unit ordnance officer/chief, armory NCOIC, armorer, weapons custodian, or supply personnel.

(2) The unit commander accountable officer will appoint in writing an inventorying officer to conduct the monthly serialized inventory.

(3) The assignment of the commanding officer accountable officer to inventory his/her own weapons is prohibited per reference (a).

b. Weapons listed in reference (d) will be inventoried by the monthly serialized inventory officer and the results will be annotated on the monthly serialized inventory form.

(1) Reference (a) makes no mention of the requirement to conduct monthly serialized inventories on any other ordnance materiel, such as optical equipment, bayonets, K-bars, and etc. The inventory of these items is optional and at the discretion of the CO.

(2) The organization supply officer will provide the inventory officer with a copy of the consolidated memorandum receipt (CMR) or an extract of the current CMR and the current Crane report which will be used as the inventory document to conduct the monthly serialized inventory at the unit level. The completed inventory will be submitted to the commanding officer accountable officer via the Depot supply officer, who will verify the report.

(3) Each subordinate unit listed below will provide an officer or a SNCO as the inventory officer along with the enlisted team members for each month assigned. The same inventory officer will not be assigned for two consecutive months.

(a) HQSvcBn: Jan, Apr, Jul, Oct.

(b) RTR: Feb, May, Aug, Nov.

(c) WFTBn: Mar, Jun, Sep, Dec.

c. Items not physically present in the armory will be accounted for by appropriate documentation being sighted, verified and specifically recorded on the report. Appropriate documentation is the signed transfer of custody document produced when equipment is evacuated for maintenance, Equipment Custody Record NAVMC 10359, Ordnance Custody Receipt NAVMC 10520, deployed unit CMR, or an investigation appointing order. All accountable documents will be annotated on the monthly serialized inventory report with the serial numbers of the ordnance items on the documents.

(1) Items evacuated for repair will be verified by the signed transfer of custody document. The inventory officer will sight the transfer of custody document and verify that the serial number is properly recorded.

(2) Missing items under investigation will be verified by a copy of the investigative appointing order. The Inventory Officer will verify that the investigation is still pending and annotate the inventory report accordingly.

(3) Items shipped, as being excess and/or coded out, but still listed on the CMR, will be backed by copy of a Recoverable Item Report (RIR).

d. The monthly serialized inventory will be completed no later than the 20th day of the month assigned. The completed inventory will then be forwarded to the Depot Supply Officer for endorsement before being forwarded to the CG, via the AC/S, G-4. The inventory package will contain copies of the inventory officer appointment letter and CMR, the current Crane report, the inventory officer results and supply officer's endorsement. A complete copy of these original documents with endorsements will be maintained within the unit supply and kept on file for three years (Appendix N).

e. It is highly recommended that the unit conduct the monthly inventory of all ammunition held by the unit concurrently with the unit monthly serialized inventory.

4. Lock and Key Inventory. Inventories of all locks and keys used for securing weapons and ammunition will be conducted by the assigned access control officer annually and the access control custodian semi-annually. Inventory records will be retained in the armory files for a minimum of three years. See paragraph 2.6 of this order for additional details on locks and keys.

5. Annual Class IIIB and IV Laser Inventory

a. An inventory record of all command-held Class IIIB and Class IV laser devices will be maintained as required by MCO 5104.1C. Units are required to keep a current inventory to be provided to the Depot laser system safety officer (LSSO) as required.

b. Laser devices are not required to be stored in an armory. However, due to their high cost, a secure storage area is recommended.

6. Semi-Annual Radiation Inventory

a. An inventory record of specific command-held radioactive material will be maintained as required by SI 6665-15/1D (Control Procedures for Specific Equipment Containing Radioactive Material). Units are required to keep a current inventory to be provided to the MCRD/ERR PI Safety Officer as required.

b. Radioactive devices are not required to be stored in an armory. However, due to their sensitivity, a secure storage area is recommended.



## CHAPTER 5

ORDNANCE TRAINING1. General

a. Reference (c) and the NAVMC 3500 series (occupational field 21) provide basic policies and procedures for the conduct of operator/mechanic technical training. Each unit has a maintenance mission, the extent of which depends on the logistics capabilities of that unit. Equal in importance to maintenance training is that training provided to weapons custodians and ordnance repairmen in armory operations and shop management.

b. Minimum requirements. Commanders are responsible to ensure that ordnance related technical training is incorporated in the annual training plan, quarterly/weekly training schedule (as appropriate), and that appropriate attendance records are maintained. The individual training standards in the NAVMC 3500 series should be used as the baseline documents when units establish ordnance technical training. At a minimum, ordnance technical training must include the following:

(1) Occupational field 21 personnel:

(a) Serviceability inspection techniques for ordnance equipment held by the unit.

(b) Repair procedures at the appropriate echelon of maintenance for ordnance equipment held by the unit.

(c) A review of each MI pertaining to ordnance equipment held by the unit.

(d) A review of each TI series which is applicable to the unit's equipment and armory/gun park/ramp management.

(e) Procedures for completing ordnance equipment/weapons NAVMC forms and records.

(f) Procedures for completing maintenance management records related forms (GCSS-MC SR, Calibration/Modification control, Product Quality Deficiency Reports [PQDR's], etc.).

(g) Procedures for establishing and maintaining a technical publications program to include SL 1-2/1-3 reviews and supersede/change procedures, in addition to the automated publication operating system.

(h) Procedures for establishing and maintaining SL-3 tool set inventories.

(i) Review and application of MCO 5500.6 (Arming of law enforcement and security personnel and the use of deadly force).

(j) Review and application of the requirements for MCO 5530.14A (Physical security of sensitive AA&E.).

(k) Review and application of the requirements for special handling consideration for tritium fire control instruments per TI-5104-15/2.

(2) Monthly Training. Refer to MCO 4790.2 and the NAVMC 3500 series (ITS or Occupational Field 21) for minimum requirements. Some examples are listed below:

- (a) MOS training;
- (b) Maintenance management;
- (c) Supervisors training;
- (d) Safety; and
- (e) Security.

c. Custodian Training

(1) Per reference (a) units possessing AA&E will establish and conduct an annual AA&E training program for personnel with AA&E related duties (including personnel responsible for custody, maintenance, disposal, distribution, and security of AA&E items). Training will be conducted to ensure that all personnel remain vigilant of their responsibilities for controlling and safeguarding AA&E. All training will be documented and maintained in the individual's training or AA&E record. An entry (AA) will be made in the Marine Corps Training Information Management System (MCTIMS) to ensure that the training is reflected in the Marine's Basic Training Record (BTR). Individuals assigned will be re-trained annually.

(2) This training does not alleviate the current requirement for personnel to be screened prior to performing AA&E duties outlined in reference (a). This training is required to be completed prior to any Marine being assigned any duties in the Depot armory. This training requires an annual sustainment for all personnel whose primary duties require them to work in the armory. Training at a minimum will consist of:

- (a) AA&E reporting requirements;
- (b) Key AA&E billets;
- (c) Access control;
- (d) Open/closing procedures;
- (e) Key control;
- (f) Communications;
- (g) Duress procedures;
- (h) AA&E storage;
- (i) Transportation of AA&E;
- (j) Issue/recovery procedures;

- (k) Sight counts;
- (l) Privately owned weapons storage procedures;
- (m) Stock list 3 management; and
- (n) Preventative maintenance.

## 2. Security/Guard Training

a. Security consciousness is not an inherent state of mind; it must be acquired by a continuous, vigorous, and forceful security education program, established at each activity to ensure all guard personnel recognize, understand, and carry out their responsibilities regarding security. The unit quarterly training schedules will reflect positive security information and training courses and should be, but are not limited to, the following:

- (1) General orientation;
- (2) Organization and functioning of the guard force;
- (3) Specific duties of the individual;
- (4) Guard orders, both general and special;
- (5) Challenge procedures;
- (6) Instruction in the use, safe practices, and maintenance of assigned weapons;
- (7) Communication within the guard forces;
- (8) First aid and fire protection;
- (9) Use of deadly force per MCO 5500.6H;
- (10) Loading and unloading of armed sentry weapons; and
- (11) Use of duress codes.

b. An entry (DK) will be made in the Marine Corps Training Information Management System (MCTIMS) to ensure that the deadly force training is reflected in the Marine's Basic Training Record (BTR). Individuals assigned will be re-trained annually.

c. Specific instructions on the use of deadly force and guard orders for security force personnel must be developed and promulgated to all personnel involved in armory security.

APPENDIX A

AA&E SCREENING PACKAGE

References

- (a) MCO 5530.14A
- (b) MCO 5500.6H
- (c) DepO 8000.3L

An AA&E Screening Package Consists of the following items:

- (1) AA&E Screening Letter **(For Custodian Use)**
- (2) Personnel Screening Form for AA&E
- (3) Medical Screening Form
- (4) Statement of Understanding
- (5) Deadly Force Brief
- (6) Domestic Violence Statement
- (7) Training Code Entry for AA&E Screening
- (8) Certification of Armory Custodian Annual Training

The Package has to be completed before a Marine is authorized to be placed on the Unaccompanied Access Roster and before they can receive a PIN code to the IDS system from PMO. Personnel cannot have a history of or be convicted of theft, robbery, drugs, alcohol, or domestic disputes. Personnel cannot fill the duties as custodians and ammo tech; it is one or the other.

**Step 1:** Use the enclosures as templates for your letters.

**Step 2:** The AA&E Officer (authorized personnel to perform AA&E screening as directed by the commander) will, with the Marine, fill out the enclosures.

**Step 3:** The AA&E Officer will give the Medical Screening checklist to the Marine and have him report to the M.O. or IDC for his/her screening.

**Step 4:** The AA&E Officer using the Personnel Screening Form will go to S-1 to conduct the initial screening of SRB, Unit Punishment Book, and records for items that may prevent approval.

**Step 5:** The AA&E Officer will check with the Depot Security Manager and see if the Marine has a NACLC, if so annotate on the Personnel Screening Form. Not having a clearance is not a disqualifying factor; however, the SF 86 package must be started and validated monthly by the commander until adjudicated.

**Step 6:** Once the AA&E Officer has completed the screening and the Marine is qualified, then the AA&E Officer will submit the Training Request Form to S-3 to be ran in MCTIMS.

**Step 7:** Place original copy of completed screening package in Marines record jacket in the armory.

**Step 8:** Update access roster, key rosters and IDS rosters.

**Step 9:** Depot Ordnance Officer/Ordnance Chief will submit an updated access roster and PMO request to the CG for signature.

**Step 10:** Once approved, PMO request will be submitted to PMO and Marine can get their PIN code to enter the armory. Additional armory training will be scheduled through the unit Armory Chief.

Unit Header

5530  
ARM  
DATE

From: Arms, Ammunition, and Explosive Officer, Unit Name  
To: Commanding Officer, Unit Name

Subj: ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) INITIAL SCREENING  
CASE OF RANK NAME EDIPI/MOS USMC

Ref: (a) MCO 5530.14A  
(b) MCO 5500.6H  
(c) DepO 8000.3L

Encl: (1) Personnel Screening Form for AA&E  
(2) Request for MCTFS unit diary entry  
(3) Individual medical screening form  
(4) Statement of Understanding Regarding Security of  
Arms, Ammunition, and Explosives (AA&E)

1. Per the references, the above person is approved to perform the duties as company armory custodian.

I.M. MARINE

NAVMC 11386 (REV. 06-09) (EF)  
FOUO – Privacy Sensitive when filled in.

**PERSONNEL SCREENING FORM  
FOR ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)**

Screening (check one): ☐ INITIAL ☐ ANNUAL

Ref: (a) MCO 5530.14A  
(b) MCO P4400.150

Individual being Screened		
Rank:	Name:	
DOD ID:	MOS:	Blot:
Date of Screening:	Signature:	

Individual Conducting Screening		
Rank:	Name:	
DOD ID:	MOS:	Blot:
Date of Screening:	Signature:	

SUBJECT	YES	NO	N/A	REMARKS
Individual's medical record has been screened by a competent medical authority. There are no medical conditions that would prevent this individual from handling AA&E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual's service record book or officer qualification record has been screened. There is no derogatory information that would prohibit this individual from handling AA&E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual has no pending legal action and/or convictions by court-martial, civilian courts, or non-judicial punishments that would prohibit this individual from handling AA&E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual demonstrates the requisite maturity, judgment, and leadership required to handle AA&E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual had a National Agency Check (NACLC) or Entrance National Agency Check (ENTNAC) completed and is the result posted in the MMS system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual qualified with the required security weapon within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual completed instructions in the use of deadly force in the last three months and signed a deadly force certification if required to be armed in the performance of his/her duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Based on the above information, I have determined that the subject Marine (check one):

- ☐ does meet the personnel requirements to handle AA&E in the performance of their regular duties.
- ☐ currently does not meet the personnel screening requirements to handle AA&E in performance of their regular duties. Individual will be re-evaluated in \_\_\_\_ days.
- ☐ can not meet the personnel screening requirements to handle AA&E in performance of their regular duties. A summary of the findings for non-qualification are attached. If appropriate, the command will request via that action be taken to re-train and/or reassign subject individual to an occupational field not requiring routine handling of AA&E.

Retention: This record will be maintained for one year after termination of the individual's assignment, or one year after final interview if the individual is disqualified during the screening or re-screening process.

**FOR OFFICIAL USE ONLY**

Unit Header

5530  
ORD  
DATE

From: Arms, Ammunition, and Explosive (AA&E) Officer  
To: Medical Officer

Subj: MEDICAL SCREENING FOR AA&E DUTIES ICO RANK NAME EDIPI /MOS USMC

Ref: (a) MCO 5530.14A

1. Please screen the above individual's health record for assignment to Arms, Ammunition, and Explosive (AA&E) duty. A positive response to any of the questions below may disqualify the individual from assignment to working with AA&E in the performance of his/her duties.

a. Does the Marine have history of alcohol abuse?

Yes \_\_\_\_ No \_\_\_\_.

b. Has the Marine been the subject of psychiatric evaluation?

Yes \_\_\_\_ No \_\_\_\_.

c. Has the Marine been treated for suicidal tendencies?

Yes \_\_\_\_ No \_\_\_\_.

d. Has the Marine been treated for depression?

Yes \_\_\_\_ No \_\_\_\_.

e. Has the Marine been treated for stress?

Yes \_\_\_\_ No \_\_\_\_.

f. Has the Marine been treated for drug abuse?

Yes \_\_\_\_ No \_\_\_\_.

g. Is the Marine under any permanent medication that might degrade his/her mental capacity?

Yes \_\_\_\_ No \_\_\_\_.

2. The above Marine's Medical Record Book has been reviewed.

---

MEDICAL OFFICER SIGNATURE AND DATE

**FOR OFFICIAL USE ONLY**  
**STATEMENT OF UNDERSTANDING**

"I understand that my behavior on duty as well as off duty is expected to reflect mature, stable judgment and that I may be removed from my duties involving control of arms, ammunition and explosives, or other administrative action taken, if my behavior does not reflect high standards. I further understand that serious harm can come from my failure to properly carry out my duties. I am aware that my improper actions or failure to carry out my duties may result in criminal prosecution, fines, and imprisonment. I understand and accept the responsibility to safeguard arms, ammunition and/or explosives."

**INITIAL SCREENING**

RANK NAME EDIPI/MOS

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

**ANNUAL RE-SCREEN**

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**



**INDIVIDUAL'S ACKNOWLEDGEMENT OF SPECIFIC INSTRUCTIONS FOR ARMED SECURITY AND  
LAW ENFORCEMENT PERSONNEL REGARDING THE USE OF FORCE**

Name (Last, First, M. I.)	Rank	EDIPI	Date
---------------------------	------	-------	------

1. Inherent Right of Self Defense. Unit commanders always retain the inherent right and obligation to exercise unit self-defense in response to a hostile act or demonstrated hostile intent. Unless otherwise directed by a unit commander as detailed below, I may:

a. \_\_\_\_\_ Exercise individual self-defense in response to a hostile act or demonstrated hostile act.

b. \_\_\_\_\_ However, I understand that when I am assigned and acting as a part of a unit, my individual self-defense should be considered a subset of unit self-defense. As such, my unit commander may limit my individual inherent right of self-defense.

2. De-Escalation and the Use of Non-Deadly Force. I understand that:

a. \_\_\_\_\_ When time and circumstances permit, the threatening force should be warned and given the opportunity to withdraw or cease threatening action.

b. \_\_\_\_\_ Normally, force is to be used only as a last resort, and the force should be the minimum necessary. If force is required, a non-deadly force is authorized and may be used to control a situation and accomplish the mission, or to provide self-defense of DOD force, defense of non-DOD persons in the vicinity if directly related to the assigned mission, or in defense of the protected property, when doing so is reasonable under the circumstances.

3. The use of Deadly Force.

a. \_\_\_\_\_ When DOD unit commanders reasonably believe that a person poses an imminent threat of death or serious bodily harm to DOD forces. Unit self-defense includes the defense of other DOD forces in the vicinity.

b. \_\_\_\_\_ In defense of non-DOD persons in the vicinity, when directly related to the assigned mission.

c. \_\_\_\_\_ When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of properly designated assets vital to national security.

d. \_\_\_\_\_ When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property (i.e., explosives, weapons, ammunition, etc.).

e. \_\_\_\_\_ When deadly force reasonably appears to be necessary to prevent the sabotage of national critical infrastructure. For the purpose of DOD operations, "national critical infrastructure" is defined as President-designated public utilities, or similar critical infrastructure, vital to public, health and safety, the damage to which the President determines would create an imminent threat of death or serious bodily harm.

4. Additionally, when directly related to the assigned mission, deadly force is authorized under the following circumstances:

a. \_\_\_\_\_ When deadly force reasonably appears to be necessary to prevent the commission of a serious offense that involves imminent threat of death or serious bodily harm (for example, setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

b. \_\_\_\_\_ When deadly force reasonably appears to be necessary to prevent the escape of a prisoner, provided there is a probable cause to believe that such person(s) have committed or attempted to commit a serious offense, that is, one that involves imminent threat of death or serious bodily harm, would pose an imminent threat of death or serious bodily harm to DOD forces or other in the vicinity.

c. \_\_\_\_\_ When deadly force reasonably appears necessary to arrest or apprehend a person who, there is probable cause to believe, has committed a serious offense (as indicated in paragraph 3, above).

A-8

5. Additional Specific Instructions:

a. \_\_\_\_\_ I am prohibited from firing warning shots.

b. \_\_\_\_\_ I will remove my pistol from holster only when:

(1) The use of deadly force is imminent, or to affect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situation.

(2) Ordered to do so by competent authority.

(3) Returning it to storage.

(4) Cleaning it in an authorized area.

c. \_\_\_\_\_ I will show due regard for safety of innocent bystanders when using force.

6. \_\_\_\_\_ I will not point any firearm at any person, except:

a. To gain control of a situation.

b. When I intend to use deadly force.

c. During on-duty reaction drill, only after I have checked the firearm and it has also been checked by my supervisor to ensure no rounds are in the weapon.

7. \_\_\_\_\_ If I chamber a round in a rifle or shotgun, or remove my pistol from its holster, proper notifications will be made and a Statement of Force form completed.

8. \_\_\_\_\_ When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing, and safety.

a. No weapon will be cleared without a supervisor (NCO or above) present and clearing will be accomplished only in the designated area (i.e., clearing barrel).

b. When drawing a weapon from the armory/arms room, rounds will be drawn after ensuring the weapon is clear.

c. When returning a weapon to the armory/arms room, rounds will always be properly accounted for and turned in prior to clearing the weapon, unless a round has been chambered.

d. I will report any violation of these policies or procedures immediately to the proper authority.

9. \_\_\_\_\_ I am prohibited from using a privately owned firearm or ammunition on duty.

10. \_\_\_\_\_ During training, exercises and testing, I will check my firearm and have it double checked by another person, to ensure that no live rounds are in the weapon and that there is no magazine inserted in the weapon.

11. \_\_\_\_\_ I will comply with these principles when using non-lethal weapons or techniques in such a manner that could cause death or serious bodily harm.

12. Acknowledgement. I have been instructed on the use of deadly force and acknowledge that I understand and will comply with the basic rules for the use of deadly force and weapons safety. I acknowledge that failure to comply with the basic rules for the use of force and weapons safety may result in administrative, disciplinary, and/or penalties.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rank/Printed Name

\_\_\_\_\_  
Signature

**FOR OFFICIAL USE ONLY**

<b>QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION</b>								
<b>PRIVACY ACT STATEMENT</b>								
<p><b>AUTHORITY:</b> 18 U.S.C. 922(g)(9); E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.</p> <p><b>ROUTINE USE(S):</b> To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.</p> <p><b>DISCLOSURE:</b> Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.</p>								
<p><b>SECTION I - INSTRUCTIONS</b></p> <p>An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.</p> <p>The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>(1) the person was convicted of a crime;</p> <p>(2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;</p> <p>(3) the convicted offender was at the time of the offense:</p> <div style="margin-left: 20px;"> <p>(a) a current or former spouse, parent or guardian of the victim,</p> <p>(b) a person with whom the victim shared a child in common,</p> </div> </div> <div style="width: 45%;"> <p>(c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or</p> <p>(d) a person who was similarly situated to a spouse, parent, or guardian of the victim;</p> <p>(4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;</p> <p>(5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;</p> <p>(6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.</p> <p>If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.</p> <p>If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.</p> </div> </div>								
<p><b>SECTION II - QUALIFICATION INQUIRY</b> <i>(Complete and return to your commander or immediate supervisor within 10 days of receipt)</i></p>								
<p><b>1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE:</b> <i>(Initial and date)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">YES</td> <td style="width: 33%; padding: 5px;">NO</td> <td style="width: 33%; padding: 5px;">I DON'T KNOW <i>(Provide explanation on reverse)</i></td> </tr> </table>			YES	NO	I DON'T KNOW <i>(Provide explanation on reverse)</i>			
YES	NO	I DON'T KNOW <i>(Provide explanation on reverse)</i>						
<p><b>2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%; padding: 5px;">a. COURT/JURISDICTION</td> <td style="width: 35%; padding: 5px;">b. DOCKET/CASE NUMBER</td> </tr> <tr> <td style="width: 65%; padding: 5px;">c. STATUTE/CHARGE</td> <td style="width: 35%; padding: 5px;">d. DATE SENTENCED (YYYYMMDD)</td> </tr> </table>			a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER	c. STATUTE/CHARGE	d. DATE SENTENCED (YYYYMMDD)		
a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER							
c. STATUTE/CHARGE	d. DATE SENTENCED (YYYYMMDD)							
<p><b>3. CERTIFICATION.</b> I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">a. NAME <i>(Last, First, Middle Initial)</i></td> <td style="width: 20%; padding: 5px;">b. RANK/GRADE</td> <td style="width: 35%; padding: 5px;">c. DOD ID #</td> </tr> <tr> <td style="width: 45%; padding: 5px;">d. ORGANIZATION</td> <td style="width: 40%; padding: 5px;">e. SIGNATURE</td> <td style="width: 15%; padding: 5px;">f. DATE SIGNED <i>(YYYYMMDD)</i></td> </tr> </table>			a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK/GRADE	c. DOD ID #	d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED <i>(YYYYMMDD)</i>
a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK/GRADE	c. DOD ID #						
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED <i>(YYYYMMDD)</i>						

DD FORM 2760, DEC 2002

PREVIOUS EDITION IS OBSOLETE.

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Unit Header

5530  
ORD  
DATE

From: Arms, Ammunition, and Explosive (AA&E) Officer  
To: S-3 Training, Name of Unit

Subj: UNIT DIARY ENTRIES FOR AA&E SCREENINGS

Ref: (a) MCO 5530.14A

1. Per the reference, the below listed personnel have been screened and found qualified for duties involving Arms, Ammunition, and Explosives:

<u>NAME</u>	<u>RANK</u>	<u>DOD ID#</u>
LAST NAME, INITIALS	RANK	123456789-00

2. It is requested that the individuals listed above have a Type Transaction Code (AD), AA&E screened, entered into the Marine Corps Total Force System (MCTFS).

3. Point of contact for this matter is AA&E Officer at XXX-XXXX.

I. M. MARINE

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**CERTIFICATION OF ANNUAL ARMORY CUSTODIAN TRAINING**

The below listed Marine has been trained in the following areas prior to assuming duties as an armory custodian:

1. AA&E Reporting Requirements
2. Key AA&E Billets
3. Access Control
4. Communications
5. Duress Procedures
6. Open/Closing Procedures
7. AA&E Storage
8. Transportation of AA&E
9. Issue/Recovery Procedures
10. Sight Counts
11. Privately Owned Weapons
12. Stock List 3 Management
13. Preventative Maintenance
14. Command Policies/Unit Directives

**MARINE TRAINED:**

\_\_\_\_\_  
RANK NAME DOD ID/MOS

**MARINE CONDUCTING TRAINING/REFRESHER TRAINING:**

PRINT/SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT/SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT/SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT/SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT/SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT/SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

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APPENDIX B

WITNESSING OFFICER/SNCO/MOS 2111 FOR ISSUE AND RECOVERY OF INDIVIDUAL AND  
CREW SERVED WEAPONS AUTHORIZATION LETTER

UNIT HEADING

8000  
G-4  
Date

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)

To: Depot Ordnance Officer

Subj: AUTHORIZATION TO WITNESS THE ISSUE/RECOVERY OF INDIVIDUAL  
WEAPONS AND CREW SERVED WEAPONS

Ref: (a) UM 4400-124  
(b) TM 4700-15/1H  
(c) DepO 8000.2L

1. Per the references, the following personnel are authorized to witness the issue and recovery of individual and crew-served weapons by signing the inspecting officer block of the Memorandum Receipt for Individual Weapons and Accessories form (NAVMC 10576).

<u>NAME</u>	<u>RANK</u>	<u>DOD ID</u>	<u>TITLE</u>
Marine, I.M.	Cpl	123456789	Armorer

2. Applicable TM's, orders, directives, and publications will be used in the execution of these orders.

3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. COMMANDING

APPENDIX C

AUTHORIZATION LETTER TO SIGN NAVMC 10520 CARDS

UNIT HEADING

8000  
G-4  
DATE

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
To: Depot Ordnance Officer

Subj: AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT (NAVMC 10520) CARDS BY  
DIRECTION

Ref: (a) TM 4700-15/1H  
(b) MCO 5530.14A  
(c) DepO 8000.2L

1. The below listed individual(s) is(are) authorized to sign NAVMC 10520  
ordnance custody receipt by direction in my absence:

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>	<u>SAMPLE SIGNATURE</u>
Marine, I.M.	1stLt	Co XO	_____

2. You are directed to familiarize yourself with the references and ensure  
compliance with established procedures for the control of NAVMC 10520  
ordnance custody receipts.

3. This letter of authorization is rescinded upon your transfer  
from this command.

I. M. COMMANDING

Copy to:  
AA&E Officer



APPENDIX D

LOST NAVMC 10520 STATEMENT

UNIT HEADING

8000  
CO/ARM  
Date

From: \_\_\_\_\_ DOD ID#: \_\_\_\_\_  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
Via: Commanding Officer, Battalion/Regiment  
Subj: **STATEMENT OF LOST OR STOLEN WEAPONS CUSTODY RECEIPT  
CARD NAVMC 10520**

1. I do affirm that due to the circumstances described in the below statement that my weapon custody receipt card (NAVMC 10520) has been lost/stolen.
2. Statement detailing circumstances of loss or theft:

\_\_\_\_\_  
Signature of Marine

FIRST ENDORSEMENT

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
To: Depot Armory (Attn: Armory SNCOIC)

1. Request SNM be issued a new card. The following actions have been taken: (counseling, pg. 11, NJP, etc.)
2. Point of contact is SSgt Marine at (910)451-XXXX.

I. M. COMMANDING

APPENDIX E  
UNACCOMPANIED/KEY ACCESS AUTHORIZATION LETTER

UNIT HEADING

8000  
G-4  
Date

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
To: Depot Ordnance Officer

Subj: AUTHORIZATION FOR UNACCOMPANIED ARMORY ACCESS

Ref: (a) MCO 5530.14A  
(b) MCO 5530.15  
(c) MCO 5500.6H  
(d) DepO 8000.2L

1. UNACCOMPANIED ACCESS/KEY ACCESS. In accordance with references (a) through (d), the below listed personnel have been screened for suitable character and found to have a valid/favorable Entrance Level National Agency Check or National Agency Check and have completed an AA&E screening. These personnel are authorized unaccompanied access and to draw/maintain the security keys for the Depot Armory. These personnel are directed to familiarize themselves with and conform to the regulations outlined in the above references.

<u>NAME</u>	<u>RANK</u>	<u>DOD ID</u>	<u>BILLET</u>
Wayne, J.W.	1stLt	954586345	AA&E Officer
Marine, I.M.	Cpl	123456789	Armorer

2. UNACCOMPANIED ACCESS. In accordance with references (a) through (d), the below listed personnel have been screened for suitable character and found to have a valid/favorable Entrance Level National Agency Check or National Agency Check and have completed an AA&E screening. These personnel are authorized unaccompanied access to the Depot Armory. These personnel are NOT AUTHORIZED access to draw/maint the security keys. These personnel are directed to familiarize themselves with and conform to the regulations outlined in the above references.

Subj: AUTHORIZATION FOR UNACCOMPANIED ARMORY ACCESS

Subj: AUTHORIZATION FOR UNACCOMPANIED ARMORY ACCESS

<u>NAME</u>	<u>RANK</u>	<u>DOD ID</u>	<u>BILLET</u>
Wayne, J.W.	Sgt	954586345	Custodian
Marine, I.M.	Cpl	123456789	Custodian

3. Pen changes to these rosters are not authorized.
4. These rosters will be updated as changes occur, but will be re-screened and updated at least annually.
5. This authorization will be posted inside the armory cage, close to the armory door, and shielded from viewing outside of the armory cage.
6. This list supersedes and cancels all previous access lists.

I. M. COMMANDING

Copy to:

AA&E Officer

APPENDIX F

RESTRICTED AREA ACCESS LOG

1. Personnel not listed on the unaccompanied access list requiring temporary access into restricted area facilities must be cleared through the unit commander, or facility manager, such as the G-4 or ordnance officer, prior to entering the armory.

2. Any individual who possesses valid justification to enter the facility, but whose name is not on the posted unaccompanied access list, must be properly entered into the access log. Personnel not on the armory unaccompanied access list will be provided an escort while in the armory.

3. All information required with the exception of the signature column, must be neatly printed onto the restricted area access log by the facility armorer or weapons custodian. Information pertaining to the person desiring entry must be extracted from a valid identification card.

a. Entry Date. Only calendar dates will be used, i.e., 23 July 93. Julian dates are not authorized.

b. Entry Time. Only standard military time will be used, (0800, 1130, 1745) to indicate the actual time the individual entered the facility.

c. Name. Print (complete) last name, first name and middle initial (if applicable) as shown on military identification card.

d. Unit. The unit the individual is attached to.

e. DOD ID. The DOD ID number as it appears on the armed forces identification card.

f. Rank/Rate. The rank or grade of the individual, i.e., SSgt, Capt, GS12, etc. Do not use pay grade.

g. Reason for Entry. The reason for entry into the "Restricted Area Facility" will be entered in this column, i.e., inventory, maintenance, etc.

h. Signature. Upon verification that the information entered by the armorer/weapons custodian or interior guard is correct, the "individual desiring entry" will place his signature in this column. After verification by armorer/weapons custodian or interior guard, the individual's identification card will be returned.

i. Exit Time. The time the individual exited the facility. Only standard military time will be used. This entry will be made by an individual on the unaccompanied access list.

4. Upon filling all available lines, this log is to be filed in a secure location and retained for a minimum of three years from the date of the last entry.

RESTRICTED AREA ACCESS LOG

Command → → → → → → → Telephone #9

[illegible]

DF08-5521/1+ + + + + + + + Retain on file for 3 years

APPENDIX G

KEY CONTROL REGISTER

1. Only those personnel listed on the key access portion of the unaccompanied/key access authorization letter (Appendix E) will be authorized to draw/maintain armory/armory cage keys that allow entrance into the armory/armory cage.
2. A key control register will be maintained for each armory/arms room.
3. All required information must be neatly printed and accompanied by payroll signature.

## KEY CONTROL REGISTER

[illegible]

APPENDIX H

LETTER OF TRANSMITTAL

8000  
CO/ARM  
Date

From: Commanding Officer, PARENT UNIT  
To: Commanding Officer, ASSIGNED UNIT  
  
Subj: LETTER OF TRANSMITTAL FOR ORDNANCE EQUIPMENT)  
  
Ref: (a) Message or Tasking

1. Per the reference the below listed Marine is being assigned for temporary duty with ASSIGNED UNIT and is authorized to draw his/her weapon(s) from the armory and transfer the weapon(s) to ASSIGNED UNIT armory.

<u>NAME</u>	<u>RANK/SERVICE</u>	<u>DOD ID#</u>	<u>WEAPON</u>	<u>SERIAL NO</u>
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2. Point of contact is RANK, NAME, TITLE, PHONE NO.

I. M. COMMANDING

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FIRST ENDORSEMENT

From: Commanding Officer, ASSIGNED UNIT  
To: Commanding Officer, PARENT UNIT

1. Receipt of the above weapon(s) is acknowledged.

I. M. COMMANDING



## APPENDIX I

## WRITTEN AUTHORIZATION FOR TRANSPORT OF WEAPONS IN POV

UNIT HEADING

8000

G-4

Date

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
To: Range Personnel

Subj: AUTHORIZATION TO TRANSPORT GOVERNMENT OWNED WEAPONS TO  
RANGE VIA POV

Ref: (a) MCO 5530.14A  
(b) DepO 8000.2L

1. In accordance with the reference, the following Marines are permitted to transport their government owned M9 service pistols to Range 29B, MCAS Beaufort, SC in their POV's, on May 7, 2015 for annual re-qualification. The Marines names and weapons serial numbers are listed below:

<u>Name</u>	<u>Rank</u>	<u>DOD ID#</u>	<u>Serial #</u>
Brown, C.	Capt	123456789-00	1333405
Smith, K.J.	MSgt	234567891-00	1333413
Jones, B.G.	GySgt	345678912-00	1333407
White, S.A.	GySgt	456789123-00	1333414

2. Point of contact concerning this matter is SSgt Sanchez at 228-XXXX.

I. M. COMMANDING

## APPENDIX J

## REQUEST TO STORE PRIVATELY OWNED WEAPON/AMMUNITION

UNIT HEADING

8000  
CO/ARM  
Date

From: \_\_\_\_\_  
           Rank          Last Name          First Name          M.I.  
 To:  Commanding General, Marine Corps Recruit Depot/Eastern  
       Recruiting Region, (I&L)  
 Via:  Commanding Officer, \_\_\_\_\_ Bn  
 Subj: REQUEST TO STORE PRIVATELY OWNED WEAPON/AMMUNITION IN THE  
       DEPOT ARMORY

Ref:  (a) MCO 5530.14A  
       (b) DepO 8000.2L

Encl: (1) Copy of Base PMO Weapons Registration

1. Per the references, it is requested that I be granted authorization to store the following weapon in the (Unit) armory. Enclosure (1) is a copy of my base registration form.

Manufacturer	Gauge or Caliber	Model
Type of Firearm	Serial Number	Action Type

2. Additionally, I request \_\_\_\_\_ of \_\_\_\_\_  
                                   Quantity                                  Caliber or Gauge ammunition  
 also to be stored in the (Unit) armory.

3. If for any reason I am not able to retrieve my weapon/ammunition from the armory, the following person may retrieve it for me:

Subj: REQUEST TO STORE PRIVATELY OWNED WEAPON/AMMUNITION IN THE  
DEPOT ARMORY

Name \_\_\_\_\_ Address \_\_\_\_\_

Tel. # (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Marine's Signature

\_\_\_\_\_  
Date

## APPENDIX K

## REQUEST TO TEMPORARILY CHECK OUT PRIVATELY OWNED WEAPON/AMMUNITION

UNIT HEADING

8000

G-4

Date

From: \_\_\_\_\_  
 Rank Last Name First Name M.I.  
 To: Commanding General, Marine Corps Recruit Depot/Eastern  
 Recruiting Region, (I&L)  
 Via: Commanding Officer, \_\_\_\_\_ Bn

Subj: REQUEST TO TEMPORARILY CHECK OUT PRIVATELY OWNED  
 WEAPON/AMMUNITION FROM THE DEPOT ARMORY

Ref: (a) MCO 5530.14A  
 (b) DepO 8000.2L

1. Per the references, it is requested that I be granted authorization to temporarily check out my privately owned weapon/ammunition from the armory.

## Weapon:

Manufacturer	Gauge or Caliber	Model
Type of Firearm	Serial Number	Action Type

## Ammunition:

Manufacturer	Gauge or Caliber	Quantity
--------------	------------------	----------

2. Reason for request:

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Subj: REQUEST TO TEMPORARILY CHECK OUT PRIVATELY OWNED  
WEAPON/AMMUNITION FROM THE DEPOT ARMORY

3. I have read and understand the requirements for temporarily checking out my privately owned weapon/ammunition from the above listed references.

\_\_\_\_\_  
Marine's signature

\_\_\_\_\_  
Date

## APPENDIX L

## REQUEST TO PERMANENTLY RECOVER PRIVATELY OWNED WEAPON/AMMUNITION

8000

G-4

Date

From: \_\_\_\_\_  
 Rank Last Name First Name M.I.  
 To: Commanding General, Marine Corps Recruit Depot/Eastern  
 Recruiting Region, (I&L)  
 Via: Commanding Officer, \_\_\_\_\_ Bn  
 Subj: REQUEST TO PERMANENTLY RECOVER PRIVATELY OWNED  
 WEAPON/AMMUNITION FROM THE DEPOT ARMORY  
 Ref: (a) MCO 5530.14A  
 (b) DepO 8000.2L

1. Per the references, it is requested that I be granted authorization to permanently recover my privately owned weapon/ammunition from the armory.

## Weapon:

Manufacturer	Gauge or Caliber	Model
Type of Firearm	Serial Number	Action Type

## Ammunition:

Manufacturer	Gauge or Caliber	Quantity
--------------	------------------	----------

## 2. Reason for request:

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3. I have read and understand the requirements for permanently recovering my privately owned weapon/ammunition from the above listed references.

\_\_\_\_\_  
Marine's signature\_\_\_\_\_  
Date

## APPENDIX M

## SIGHT COUNT

TAMCN	NOMEN	T/E AUTH	O/H	CHECKED OUT	EVAC	TAD	TEMP LOANED	TOTAL	REMARKS
E0025	M32A1 G.L.	17							
E0055	M41A4, SABER	8							
E0100	RIFLE, IAR	84							
E0103	M110 SASS	8							
E0127	SUPPRESSOR - M4A1	16							
E0131	SUPPRESSOR - M110	8							
E0132	SUPPRESSOR - M40A5	8							
E0190	CQBW - M4A1	16							
E0195	CARBINE 5.56mm, M4	441							
E0207	CLU	8							
E0892	M203A2	156							
E0915	SMAWS, MK153	18							
E0960	M249 SAW	45							
E0980	M2, .50 CAL	10							
E0989	M240	40							
E0994	MK-19 MOD-3	12							
E1065	M224A1 60MM MORTAR	9							
E1095	M252 81MM MORTAR	8							
E1250	M9	53							
E1442	M16A4	425							
E1460	M40A5	8							
E1475	SASR	4							
A363	9MM BALL	600							
G950	RED SMOKE	0							
L311	STAR CLUSTER	0							
A059	5.56 M16A2 AMMO	600							
M922	40MM DUMMY	50							
	BLUE BODY	16							

I certify that an OPEN/CLOSE sight count of all weapons and equipment stored in the armory has been conducted and is as indicated above.

Conducted by (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Verified By: \_\_\_\_\_

Completed Sight Counts must be maintained for 3 years.

APPENDIX N

MONTHLY SERIALIZED INVENTORY INFORMATION

UNIT HEADING

8300  
MSI  
DD Mmm YY

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
To: Rank First MI Last EDIPI/MOS USMC

Subj: MONTHLY SERIALIZED INVENTORY FOR MONTH YYYY

Ref: (a) MCO 4400.150  
(b) MCO 5530.14A  
(c) MCO 8300.1D

Encl: (1) Monthly Serialized Inventory (MSI) report format  
example  
(2) Armory Consolidated Memorandum Receipt (CMR)  
(3) Naval Surface Warfare Center (NSWC) Crane Registry  
Extract

1. Per the references, you are appointed as the Inventory Officer for the monthly serialized inventory for Month YYYY. You will conduct a serialized inventory and verification for all government and privately owned weapons, and count all ammunition stored in the Depot armory.

2. During the conduct of the MSI, the only authorized documentation for verifying the location of the weapons and ammunition are:

- a. Serialized inventory sheets for level "A" packed weapons.
- b. NAVMC 10520 (Weapons Custody Card).
- c. NAVMC 10576 (Memorandum Receipt for Individual Weapons).
- d. GCSS-MC Service Request (SR) for weapons transferred to a higher echelon maintenance activity.
- e. Investigation appointment letters or completed investigations referencing specific serial numbers.
- f. Letter of Transmittal/Letter of Unserviceable property (LUP) with a receiver signed DD1348.
- g. Temporary loan letters with a receiver signed DD1348 that have not exceeded 30 days since initiation.
- h. Authorization letter signed by the commanding officer to store privately owned weapons and ammunition.

3. The Depot Armorer will provide you access to the armory and accounting documentation, but may not assist you in verifying serial numbers or counting ammunition.

4. You will forward the findings of your inventory, copies of any documentation used, and this appointment letter to the Commanding Officer, via the Supply Officer, no later than the 15th day of the month to which you are appointed.

5. Point of contact on this matter is the supply officer/chief, at supply.officer@usmc.mil at 228-XXXX.

I. M. COMMANDING



UNIT HEADING

8300  
MSI  
DD Mmm YY

From: Rank First MI Last EDIPI/MOS USMC  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
Via: Supply Officer

Subj: MONTHLY SERIALIZED INVENTORY RESULTS FOR MONTH YYYY

Ref: (a) MCO 4400.150  
(b) MCO 5530.14A  
(c) MCO 8300.1D

Encl: (1) Annotated Armory Consolidated Memorandum Receipts  
(CMRs)  
(2) Annotated Naval Surface Warfare Center (NSWC) Crane  
Registry Extract

1. Per the references, a monthly serialized inventory was conducted for all government and privately owned small arms, and ammunition controlled or stored in the Depot armory, located in building 6001, MCRD PI.

2. During the conduct of the MSI, the following discrepancies were identified:

TAMCN	NSN	NOMEN	SN	DISCREPANCY
E1442	1234-56-789-1234	M16A4	1234567890	0 should be an O
			9876543210	8 should be a B
E1710	5678-91-012-3456	RCO-A4	456789abcd	S should be a 5
			1357924680	4 should be an A

3. Additionally, a count of all security and privately owned ammunition was conducted and the following on-hand amounts are reflected:

DODIC	QTY	NOMENCLATURE	NOTES
A363	200	9mm Ball	Looked like civilian ammunition
N/A	200	Civ 9mm Ball	Had a DODIC Lot # assigned

I. M. COUNTING

UNIT HEADING

8300  
MSI  
DD Mmm YY

FIRST ENDORSEMENT on MSI ltr 8300 of DD Mmm YY

From: Supply Officer  
To: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)

Subj: MONTHLY SERIALIZED INVENTORY RESULTS FOR MONTH YYYY

1. Forwarded, discrepancies are/are not reported. An investigation is/is not recommended.
2. Point of contact for this matter is 1stLt Supply Officer at DSN: 228-XXXX:

I. M. SUPPO

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SECOND ENDORSEMENT

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
To: Supply Officer

1. I have reviewed and concur. An investigation is/is not directed. File according to established directives.

I. M. COMMANDING

## APPENDIX O

LOCALLY GENERATED NAVMC 10576

NAME (Last, First Middle Initial)					GRADE		DOD ID #			
RANGE					DATE		RACK #			
MEMORANDUM RECEIPT FOR INDIVIDUAL WEAPONS AND ACCESSORIES (8000)										
NAVMC 10576 (REV. 10-86) (Previous editions are obsolete) SN: 0000-00-006-0809 U/I: PG OF 100 SETS.										
WEAPONS					ACCESSORIES					
QTY.	INIT.	ITEM	TYPE	SERIAL NO.	M16A4	QTY.	INIT.	RCO-A4	QTY.	INIT.
1		RIFLE	M16A4		MAGAZINE	4		MOUNT		
1		RCO-A4			VICKERS	1				
1		AN/PEQ-31A			SLING					
1		PISTOL	M9		BUTTSTOCK	1				
		9MM			ATTACHMENT					
1		NVG			11 RIB	4		AN/PVS-14	QTY.	INIT.
		AN/PVS-14			COVER					
1		LASER			9 RIB	2		LANYARD	1	
		AN/PEQ-15			COVER					
					5 RIB	1		DUST COVER	1	
					COVER					
					RAIL	1		EYECUP	1	
					ADAPTER					
NAVMC 10520 ISSUED								HEADSET	1	
								ADAPTER		
ITEM	INITIALS	DATE						HELMET	1	
M16A4								MOUNT		
					LEGACY	QTY.	INIT.			
					CLEANING /					
					M16					
					ACCESSORY	1				
					BAG					
RCO-A4					CLEANING	3				
					ROD					
					T-HANDLE	1				
M9 9MM					CLP BOTTLE	1		AN/PEQ-15	QTY.	INIT.
					EYELET	1		REMOTE	1	
								CABLE		
AN/PVS-14					CHAMBER	1		DIFFUSER	1	
					BRUSH			COVER		
					BORE BRUSH	1				
AN/PEQ-15					AP BRUSH	1				
NAVMC 10520 RECOVERED										
ITEM	INITIALS	DATE			M9 PISTOL	QTY.	INIT.			
M16A4					MAGAZINE	2				
					MAGAZINE	1				
					POUCH					

RCO-A4				BLKHWK HOLSTER	1				
M9 9MM									
				LEGACY CLEANING / M9	QTY.	INIT.			
AN/PVS-14				ACCESSORY CASE	1				
				BORE BRUSH	1				
AN/PEQ-15				AP BRUSH	1				
				CLP BOTTLE	1				
				CLEANING ROD	1				
<b>Weapons Inspection Data</b>									
ISSUE INSPECTION				RECOVERY INSPECTION					
BORE CONDITION M16A4 / M9				BORE CONDITION M16A4 / M9					
STOCK CONDITION M16A4 / M9				STOCK CONDITION M16A4 / M9					
REMARKS				REMARKS					
INSPECTING OFFICER			DATE	INSPECTING OFFICER			DATE		
I CERTIFY that I have received the above articles of Government property in the condition as noted.      SIGNATURE									

APPENDIX P

MONTHLY ADJUDICATION LETTER

UNIT HEADING

5530  
AA&E  
Date

From: AA&E Officer, Name of Unit  
To: Armory Chief, Name of Unit

Subj: MONTHLY ADJUDICATION INQUIRY, C/O UNIT ARMORY MARINES

Ref: (a) MCO 5530.14A

1. Per the reference the status of the NACLCs of the Marines listed below have been verified, through JPAS. These Marines will continue to perform assigned duties while awaiting adjudication of the investigation. All other screening requirements have been completed and filed accordingly.

2. Investigation and interim clearance information listed below:

Rank	Name	EDIPI Date Submitted	Interim Clearance
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3. The point of contact regarding this matter is AA&E officer at XXX-XXXX.

I. M. MARINE

APPENDIX Q

COMMAND DISCRETIONARY ADDITIONAL AUTHORIZED PARTS  
LIST FOR THE M16/M4 SERIES WEAPON LETTER

UNIT HEADING

8000  
G-4  
Date

From: Commanding General, Marine Corps Recruit Depot/Eastern  
Recruiting Region, (I&L)  
To: Depot Ordnance Officer

Subj: COMMAND DISCRETIONARY ADDITIONAL AUTHORIZED PARTS LIST  
FOR THE M16/M4 SERIES WEAPONS

Ref: (a) TI 05538D/10012A/10012B-OI/1  
(b) DepO 8000.2L

Encl: (1) Serial Number Listing of Additional Authorized Parts

1. Per references (a) and (b), the weapons listed on enclosure (1) are authorized to have the additional parts mounted on the weapons.
2. I understand that my command is responsible for returning these weapons to their original configuration before any permanent transfer of custody.
3. All removed parts will be retained in order to ensure weapons are returned to original configuration prior to transfer or disposition.
3. Point of contact in this matter is (Ordnance Chief) at (843)228-XXXX.

I. M. COMMANDING

## SERIAL NUMBER LIST OF AUTHORIZED ADDITIONAL PARTS

Ref: TI 05538D/10012A/10012B-OI/1			"X" represents authorization to have parts installed				
TAMCN	NOMENCLATURE	SERIAL #	M84 Charging Handle	Charging Handle Tactical Latch	Ambi Magazine Release	Ambi Safety Actuator	Collapsible Gun Stock
E0190	M4A1 Carbine				X		
E0190	M4A1 Carbine				X		
E0195	M4 Carbine		X				
E0195	M4 Carbine		X				
E0195	M4 Carbine		X				
E0195	M4 Carbine		X				
E0195	M4 Carbine		X				
E0195	M4 Carbine		X				
E0195	M4 Carbine		X		X	X	
E0195	M4 Carbine		X		X	X	
E0195	M4 Carbine		X		X	X	
E0195	M4 Carbine		X		X	X	
E1442	M16A4 Rifle		X				X
E1442	M16A4 Rifle		X				X
E1442	M16A4 Rifle		X				X
E1442	M16A4 Rifle		X				X
E1442	M16A4 Rifle		X				X
E1442	M16A4 Rifle		X		X	X	X
E1442	M16A4 Rifle		X		X	X	X
E1442	M16A4 Rifle		X		X	X	X
E1442	M16A4 Rifle		X		X	X	X

APPENDIX R

ORDERS REFERENCED IN THE SOP FOR GROUND ORDNANCE

Marine Corps Orders:

4400.150 Consumer Level Supply Policy

5104.1C Navy Laser Hazards Control Program

5104.3B Marine Corps Radiation Safety Program

5500.6H Arming of Law Enforcement and Security Personnel  
and the Use of Deadly Force

5530.14A Marine Corps Physical Security Program Manual

5530.15 U.S. Marine Corps Interior Guard Manual

8300.1D USMC Serialized Control of Small Arms System

4790.2 Field Level Maintenance Management Policy

Depot Orders:

4790.2D Maintenance Management Standard Operating  
Procedures

Technical Manuals:

4700-15/1H Ground Equipment Record Procedures

User Manuals:

4400.124 FMF SASSY Using Unit Procedures

4400.125 Retail Supply and Maintenance Execution Procedures

Department of Defense Orders:

4160.21-M-1 Defense Demilitarization Manual

Supply Instructions:

6665-15/1 Control Procedures for Specific Equipment  
Containing Radioactive Material

Technical Instructions:

05538D/10012A/10012B-OI/1 Command Discretionary Additionally  
Authorized Parts List for the M16/M4 Series

5104-15/2 Tritium Fire Control Instruments Radiological  
Affairs Support Program

8005-24/20 Pre-Fire Inspection for Small Arms Weapons

8370-15/1 Identification Marking Small Arms



APPENDIX S

FORMS REFERENCED IN THE SOP FOR GROUND ORDNANCE

DD Forms:

1348	Supply Receipt Document
2760	Qualification to Possess Firearms or Ammunition

NAVMC Forms:

1018	Inspection/Repair Tag
10359	Equipment Custody Receipt
10520	Ordnance Custody Receipt
10576	Memorandum Receipt for Individual Weapons and Accessories
11386	Personnel Screening Form for Arms, Ammunition, and Explosives (AA&E)
3500.33	Ground Ordnance Maintenance Training and Readiness Manual, (Short Title: Ground Ord Maint T&R Manual)

APPENDIX T

LOCAL UNIT ORDNANCE POLICY NOTICES

1. It is intended that Local Regimental and/or Battalion Ordnance Policy Notices for each respective unit be placed here.
2. The below listed items are some examples of topics to be addressed in local Policy Notices:
  - a. Commanding Officer's Policy/Procedures on Security of other Ordnance Items not stored in the Depot armory.
  - b. Any other policy items relating to Ordnance Equipment, Security, or Procedures deemed necessary by the Commanding Officer.

## APPENDIX U

## DEFINITIONS

1. Waiver. A written, temporary relief, not to exceed one year, from specific standards imposed by orders and directives, pending action or accomplishment of action which will result in the conformance of the required standards. Interim compensatory security measures are required.
2. Restricted Area. A restricted area is one that contains items that are necessary for the continued functioning of the activity that have potential for pilferage or safety hazards to untrained personnel. Weapons storage areas, such as armories, arms room, repositories, and ammunition storage areas are considered restricted areas.
3. Sensitive Items. Sensitive items are all government equipment subject to pilferage and capable of inflicting injury, to include privately owned weapons.
4. Security Force. The security force is comprised of elements which provide security protection to a facility or installation.
5. Competent Authority. Competent authorities are superiors in the chain-of-command and those who are specifically designated in writing to issue orders to law enforcement and security personnel.
6. Ordnance Equipment. Night vision sights, binoculars, compasses, combat knives, bayonets, machetes, rifles, pistols, sub-caliber firing devices, MK19/M203A2 40mm weapon systems, personal weapons which are stored or held on base, mortars which are portable (60mm/81mm), recoilless weapons, portable rocket launchers, laser equipment and all other hand or shoulder fired firearms up to and including .50 caliber weapons and the repair parts, associated material and all custody or receipt documentation used therewith.
7. Arms. A weapon which will, or is designed to expel a projectile or flame by action of an explosive, and the frame or receiver or major components of such weapon from which a complete weapon could be constructed.
8. Security Risk Categories. As a general rule, only arms, which have an unpacked unit weight of 100 pounds or less will be categorized as sensitive for purposes of this manual. Any single container storing a sufficient array of spare parts which, when assembled, will perform the basic function of the end item, will be categorized for security purposes the same as the end item. Security risk categories denotes the degrees of security protection and accountability that will be provided during its life cycle. Refer to MCO 5530.14A, Appendix H, for examples and definition.