



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70146-5400

ForO 8000.1B

G-4/ORD

JAN 04 2012

FORCE ORDER 8000.1B

From: Commander, Marine Forces Reserve

To: Distribution List

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

Ref: (a) MCO 5530.14A
(b) MCO 5500.6G
(c) MCO P4790.2C
(d) MCO P4400.150E
(e) ForO P4790.3A
(f) TM 4700-15/1H
(g) UM 4400-124

Encl: (1) Standard Operating Procedures for Ground Ordnance

1. Situation. Ground ordnance maintenance operations is paramount to the combat effectiveness of every command. This order prescribes policy, assigns responsibilities, and presents requirements. This order also provides uniform procedures, standards, supporting details and outlines requirements to support the commander's efforts. To be effective this SOP must receive attention from all echelons within the chain of command.

2. Cancellation. ForO P8000.1A.

3. Mission. To establish policy, assign responsibilities, and prescribe procedures for the management, issue, receipt, use, turn-in, maintenance, transportation, Ordnance Vehicle Licensing and security of ordnance equipment within the Marine Forces Reserve (MARFORRES).

DISTRIBUTION STATEMENT A: Approved for public release,
distribution is unlimited.

4. Execution. This SOP will serve to amplify minimum standard requirements for ordnance material as prescribed by the references. Units below this Headquarters are discouraged from establishing separate or duplicate SOPs on ordnance. Subordinate units will provide local ordnance policy notices to satisfy requirements peculiar to their organization. These policy notices should be maintained with this directive.

a. Commander's Intent and Concept of Operation

(1) Commander's Intent

(a) Enhance armory operations and increase ground ordnance readiness within Marine Forces Reserve.

(b) Provide ground ordnance maintenance guidance and requirements.

(2) Concept of Operation. This Order establishes MARFORRES specific policies and applies to all Marine Forces Reserve commands.

b. Subordinate Element Mission. Commanders will ensure compliance and issue amplifying instructions as necessary to implement the contents of this SOP. A printed copy of this SOP shall be maintained in all unit armories, ordnance maintenance sections and by ordnance maintenance supervisors within MARFORRES.

c. Coordinating Instructions

(1) Because the Arms, Ammunitions, and Explosives (AA&E) facilities used by Marine Forces Reserve are both unique and usually geographically separated from Marine Corps installations, some policies contained within this Order cannot be strictly applied. Therefore, the unit Commanding Officer/Inspector-Instructor will incorporate the policies of this Order to the maximum extent possible. In all other cases, the spirit and intent of this Order will be adhered to wherever possible. All requirements for clarification will be addressed

to the Commander (AC/S G-4/ORD) via the appropriate chain of command.

(2) Tenant units aboard host installations who are unable to comply with policies contained within this Order will maintain a letter on file from the Commanding Officer/Inspector-Instructor identifying the discrepancy and reason for non-compliance. A copy of this letter will be filed with the Inter-service Support Agreement (ISSA) in the armory files.

5. Administration and Logistics. Recommendations concerning the contents of this SOP are encouraged. All recommendations will be forwarded via the chain of command to the Commander (AC/S G-4/ORD).

6. Command and Signal

a. Command. This Manual is applicable to the Marine Corps Reserve.

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



R. E. BRAITHWAITHE
Executive Director

DISTRIBUTION D: ALL MARFORRES ASSETS (TO INCLUDE HQTRS STAFF, MSC'S, RSU'S, AND MCD'S)

LOCATOR SHEET

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

Location: _____
(Indicate location(s) of copy(ies) of this order.)

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	GENERAL INFORMATION	1-1
1000.	DESCRIPTION AND PURPOSE	1-1
1001.	APPLICABILITY	1-1
1002.	DEFINITIONS	1-1
1003.	RESPONSIBILITIES	1-7
Chapter 2	ADMINISTRATIVE SECURITY PROCEDURES	2-1
2000.	EQUIPMENT RECORD PROCEDURES	2-1
2001.	ISSUE AND RECOVERY PROCEDURES FOR INDIVIDUAL WEAPONS	2-2
2002.	ISSUE AND RECOVERY PROCEDURES FOR CREW SERVED WEAPONS	2-11
2003.	TEMPORARY LOAN OF ORDNANCE ITEMS.	2-13
2004.	ISSUE AND RECOVERY PROCEDURES FOR OTHER ORDNANCE MATERIAL	2-14
2005.	SECURITY AND CLEANING OF STOCK WEAPONS	2-15
2006.	ARMAMENT SUMMARY CHART	2-16
2007.	MONTHLY SERIALIZED INVENTORY	2-16
2008.	REPORTING OF MISSING, LOST STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY	2-16
2009.	INVESTIGATION OF MISSING, LOST STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY	2-16
Chapter 3	PHYSICAL SECURITY	3-1
3000.	GENERAL	3-1
3001.	COMMAND SECURITY OFFICER	3-3
3002.	ARMS, AMMUNITION AND EXPLOSIVES (AA&E) OFFICER	3-3
3003.	AMMUNITION AND EXPLOSIVES (A&E) AUDIT VERIFICATION OFFICER	3-4
3004.	PHYSICAL / LOCAL SECURITY SURVEY	3-4
3005.	RESTRICTED AREAS	3-5
3006.	CLEAR ZONES	3-7
3007.	SIGNS AND POSTING OF BOUNDARIES	3-7
3008.	FORCE PROTECTION CONDITIONS (FPCONS).	3-8
3009.	ARMORY ACCESS	3-8
3010.	UNACCOMPANIED ACCESS ROSTER	3-9
3011.	ACCESS CONTROL LOG	3-11

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
3012.	TWO-MAN RULE	3-12
3013.	AA&E LOCK AND KEY CUSTODIAN	3-12
3014.	ACCESS CONTROL COMBINATION PROCEDURES	3-13
3015.	SAFES, ARMS RACKS AND STORAGE CONTAINERS.	3-15
3016.	WEAPONS BOLT STORAGE	3-16
3017.	DAILY SIGHT COUNT	3-17
3018.	INTRUSION DETECTION SYSTEM/ ELECTRONIC SECURITY SYSTEM (IDS/ESS).	3-18
3019.	TRANSPORTING WEAPONS.	3-19
3020.	TRANSPORTING WEAPONS VIA COMMERCIAL BUS/AIRCRAFT.	3-19
3021.	SHIPMENT OF WEAPONS	3-20
3022.	PERSONAL WEAPONS.	3-22
3023.	MWR/SPECIAL SERVICES WEAPONS.	3-25
3024.	MUSEUM AND DEMILITARIZED WEAPONS.	3-25
3025.	MONTHLY SERIALIZED INVENTORY.	3-26
Chapter 4	ADMINISTRATION.	4-1
4000.	PUBLICATIONS.	4-1
4001.	DESKTOP PROCEDURES AND TURNOVER FILES.	4-3
4002.	TRAINING ALLOWANCE (T/A) AND TABLE OF EQUIPMENT T/E RELATIONSHIP	4-3
Chapter 5	MAINTENANCE	5-1
5000.	GENERAL	5-1
5001.	MAINTENANCE CATEGORIES AND ECHELONS	5-2
5002.	INCREASED ECHELON OF MAINTENANCE (IEM) REQUEST	5-4
5003.	PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)	5-5
5004.	CORRECTIVE MAINTENANCE (CM)	5-6
5005.	MAINTENANCE BY CANNIBALIZATION/ SELECTIVE INTERCHANGE	5-7
5006.	MODIFICATIONS	5-7
5007.	OWNING UNIT MAINTENANCE PROCEDURES.	5-8
5008.	QUALITY CONTROL	5-9
5009.	EVACUATION TO HIGHER ECHELON (EVC HECH).	5-10
5010.	TRANSPORTING ORDNANCE MATERIAL	5-11

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
5011.	MAINTENANCE CONTACT TEAM REQUEST.	5-12
5012.	PRE-FIRE INSPECTION (PFI)	5-13
5013.	IDENTIFICATION MARKING OF SMALL ARMS	5-14
5014.	CALIBRATION	5-14
5015.	INFANTRY WEAPONS GAGE CALIBRATION EXCHANGE PROGRAM.	5-15
5016.	PAINTING ORDNANCE MATERIAL	5-16
5017.	CLEANING ORDNANCE EQUIPMENT	5-17
5018.	CORROSION CONTROL	5-17
5019.	WOODEN PARTS	5-17
5020.	OPTICAL EQUIPMENT	5-18
5021.	LASER SYSTEMS MAINTENANCE	5-21
Chapter 6	INVENTORIES	6-1
6000.	GENERAL	6-1
6001.	DAILY SIGHT COUNT	6-1
6002.	MONTHLY SERIALIZED INVENTORY	6-1
6003.	ANNUAL SERIALIZED INVENTORY CONTROL OF SMALL ARMS (CRANE REPORT)	6-1
6004.	SECURITY, CEREMONIAL AND DUMMY AMMUNITION ANNUAL/MONTHLY PHYSICAL INVENTORY	6-3
6005.	LAYETTE (ERO/WORK ORDER PARTS BIN) INVENTORY	6-3
6006.	ACCESS CONTROL INVENTORY	6-3
6007.	KITS, SETS AND CHESTS INVENTORY	6-3
Chapter 7	ORDNANCE INSPECTIONS	7-1
7000.	GENERAL	7-1
7001.	TYPES OF INSPECTIONS.	7-1
7002.	UNIT SELF INSPECTIONS	7-2
Chapter 8	SAFETY PROCEDURES	8-1
8000.	GENERAL	8-1
8001.	RESPONSIBILITIES	8-1
8002.	SAFETY PROGRAMS	8-1
8003.	LIFTING DEVICES	8-2
8004.	WEAPONS TRAINING	8-2
8005.	MACHINE GUN BARRELS	8-3
8006.	WEAPONS CLEARING BARRELS	8-3

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 9	OPERATOR'S LICENSE FOR ORDNANCE VEHICLES.	9-1
9000.	GENERAL	9-1
9001.	LICENSING AUTHORITY	9-2
Chapter 10	REPORTS REQUIRED	10-1
10000.	GENERAL	10-1
10001.	PRODUCT QUALITY DEFICIENCY REPORT (PQDR)	10-1
10002.	COMBAT ESSENTIAL EQUIPMENT DEADLINE REPORT	10-1
10003.	SUBMERGED EQUIPMENT REPORT.	10-1
10004.	AMMUNITION MALFUNCTION AND ACCIDENT REPORT	10-1
10005.	MISSING, LOST, STOLEN OR RECOVERED WEAPONS REPORT.	10-2
10006.	SMALL ARMS SERIALIZED INVENTORY REPORT (CRANE REPORT).	10-2
Chapter 11	MAINTENANCE TRAINING	11-1
11000.	MAINTENANCE TRAINING	11-1
11001.	ORDNANCE TRAINING RECORDS	11-3
Chapter 12	SUPPLY PROCEDURES AND SUPPLEMENTAL PROGRAMS.	12-1
12000.	SUPPLY.	12-1
12001.	SUPPLEMENTAL PROGRAMS (GENERAL)	12-2
12002.	REPLACEMENT AND EVACUATION (R&E) PROGRAM	12-2
12003.	SECONDARY REPAIRABLE ITEMS PROGRAM (SECREP).	12-2
12004.	RECOVERABLE ITEMS PROGRAM (WIR)	12-2
12005.	INSPECT AND REPAIR ONLY AS NECESSARY (IROAN)	12-3
12006.	ADMINISTRATIVE STORAGE/ADMINISTRATIVE DEADLINE.	12-3
12007.	COMBAT READY STORAGE PROGRAM (CRSP)	12-5
12008.	LEVEL "A" VOLATILE CORROSION INHIBITOR (VCI) PACKING OF WEAPONS.	12-5

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 13	FORMS, RECORDS, LOGS, GUN BOOKS & ORDNANCE VEHICLE LOG BOOKS. . . .	13-1
13000.	GENERAL	13-1
13001.	ORDNANCE VEHICLE RECORDS/LOGS	13-1
13002.	WEAPON RECORD BOOKS (NAVMC 10558 PART I AND NAVMC 10558A PART II)	13-2
13003.	ELECTRONIC WEAPONS RECORD BOOK	13-2
13004.	LOST OR MISSING WEAPONS RECORD BOOKS/ VEHICLE LOGS	13-2
13005.	TOW AND JAVELIN WEAPONS RECORDS/LOGBOOKS	13-5
13006.	RECORDS/LOGS	13-5
13007.	AMMUNITION LOG	13-5
13008.	ARMORY ACCESS LOG	13-5
13009.	LASER RECORDS	13-5
APPENDIX A	BATTALION APPOINTMENT LETTERS	A-1
APPENDIX B	COMPANY APPOINTMENT LETTERS	B-1
APPENDIX C	ARMORY COMMODITY LETTERS.	C-1
APPENDIX D	AA&E SCREENING PACKAGE.	D-1
APPENDIX E	PHYSICAL/LOCAL SECURITY SURVEY	E-1
APPENDIX F	ARMAMENT SUMMARY CHART.	F-1
APPENDIX G	WEAPONS INSPECTION SHEETS	G-1
APPENDIX H	REFERENCES.	H-1
APPENDIX I	PRE-FIRE INSPECTION (PFI) WAIVER.	I-1

CHAPTER 1

GENERAL INFORMATION

1000. DESCRIPTION AND PURPOSE

1. General. This Manual establishes policy and provides realistic guidance to all those responsible for ground ordnance operations and functions to include the management, safety, repair, storage, handling, inspection, security, and transportation of ground ordnance material, excluding ammunition. ForO P8011.2 (SOP for Class V (W) Material) addresses the procedures for ammunition.

2. The language in this Manual separates mandatory standards, measures or actions from recommended standards, measures or actions.

a. Directive words (e.g., shall, will, must, etc.) indicate that the standard, action or measure is mandatory.

b. The use of "should" means that the measure or action is required unless the Commanding Officer/Inspector-Instructor has a justifiable, compelling reason for not implementing the measure or not taking the action.

1001. APPLICABILITY

1. General. The contents of this Manual are applicable to all units organic and/or attached to MARFORRES.

2. Applicability. The procedures and instructions set forth herein are applicable to all routine training, deployments and combat operations conducted by all units organic and/or attached to MARFORRES unless modified by this Headquarters (G-4/ORD).

1002. DEFINITIONS

1. Arms. A weapon which will, or is designed to expel a projectile or flame by action of an explosive, and the frame,

receiver or major components of such weapons from which a complete weapon could be constructed.

2. Collateral Equipment. The equipment consisting of secondary items which are functionally related to an end item, but are not considered a part of them. The material is identified in the SL-3 (stock list) for the end item under the headings; supply system responsibility, using unit responsibility, and collateral material. An end item is considered complete only when the total quantities of items shown in the SL-3 are on hand. Repair parts, spare parts, and components are not considered collateral equipment.

3. Commanding Officer/Inspector-Instructor. The term Commanding Officer/Inspector-Instructor used throughout this Manual refers to the unit Commanding Officer/Inspector-Instructor, Inspector-Instructor or Officer In Charge (COMMANDING OFFICER/INSPECTOR-INSTRUCTOR/OFFICER IN CHARGE). In those cases where the individual must be the same person who "owns" the consumer level policy account, this SOP will specify "Battalion/Squadron level".

4. Combat Essentiality Code (CEC). A one digit code assigned to a critical item indicating that the item is essential to the conduct of a military mission. The item may be a functional part of an end item, component, or assembly whose failure would make the end item inoperable or incapable of fulfilling its mission.

5. Deadline. Equipment is considered deadlined when it is not mission capable; that is, cannot perform its designed combat mission due to the need for critical repairs, and then has been "not mission capable" in excess of 24 hours. When the deadlined item is evacuated to a service organization for critical repairs, the item will be reported to deadline without regard to the 24-hour grace period. Routine modifications, preventive maintenance checks and services, or lack of noncritical repair parts will not cause a reportable deadline condition.

6. Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or material. The term comprehends mutilation, dumping at sea, cutting, crushing, scrapping, melting, burning, or

alteration designed to prevent the further use of this equipment and material for its originally intended military or lethal purpose and applies equally to material in unserviceable or serviceable condition, which has been screened through the Inventory Control Point (ICP) and declared surplus or foreign excess.

7. Evacuation. A controlled process of moving equipment which cannot be maintained or modified by the owner to an organization which can affect the necessary equipment service.

8. Exception. A written, approved long-term (36 months or longer) deviation from a specific provision of this manual.

9. Force/Activity Designator (F/AD). The Force/Activity Designator is an integral part of the Uniform Material Movement and Priority System (UMMIPS). The F/AD is a Roman numeral (I to V) assigned by higher authority (Force Commander and above) to requisitioning units. An organization's F/AD assignment is permanent until its mission or status is changed.

10. Force Protection (FP). Security programs designed to protect Service members, civilian employees, family members, facilities and equipment in all locations and situations, accomplished through the planned and integrated application of combating terrorism, physical security, operations security, personal counterintelligence, and other security programs.

11. Job Order Parts Bin (Layette). An area where the parts ordered are stored waiting to be placed on the equipment. The area can be a shelf, box or bin. All parts for the same item are kept together in the same bin, the location of which is normally indicated by the job number. The parts are also tagged/marked with the applicable job number.

12. Keying Alike. Keying or installing the same pinning combination in two or more locks so that one key opens them all. This is not to be confused with "master keying". Keyed alike is authorized for AA&E use.

13. Master Keying. Keying locks so that each lock in a set of locks has its own unique key and a master key that will open all the locks in the sets. Master keying is prohibited for AA&E use.

14. Marine Corps Ground Equipment Resource Reporting (MCGERR). Marine Corps Ground Equipment Resource Reporting items are items of ground equipment determined to be of such importance that their readiness is reported to the CMC on a weekly basis. MCGERR items are identified by TAMCN, in Enclosure (1) of the current edition of Marine Corps Bulletin 3000.

15. Marine Corps Integrated Maintenance Management System (MIMMS). MIMMS is a set of manual procedures which assure the effective maintenance of ground equipment through the control of personnel, money, facilities, and materials. MIMMS is supported by an Automated Information System (AIS) that interfaces with other existing Marine Corps systems and programs. The three MIMMS subsystems are Headquarters Maintenance Subsystem, Depot Maintenance Management System, and Field Maintenance Subsystem.

16. Mission Essential Equipment (Pacing). Pacing items are items of equipment whose availability is essential and indispensable for the execution of a unit's particular wartime mission. These items are of such importance that they are subject to continuous monitoring and management at all levels of command. Items eligible for nomination as pacing items must be listed in the Joint Chiefs of Staff (JCS) Major Equipment (MEQPT) file. This JCS file is maintained by the CMC. Pacing items are identified by table of authorized material control number (TAMCN) in Enclosure 1 of the current Marine Corps Bulletin 3000.

17. Ordnance Material. Individual weapons, crew served weapons, mortars which are portable (60mm/81mm), recoilless weapons, portable rocket/missile launchers, personal weapons which are stored or held in the unit armory, bayonets, combat knives, machetes, night vision equipment, laser equipment, Light Armored Vehicle (LAV), Amphibious Assault Vehicles (AAV), tanks, artillery, binoculars, compasses, sub-caliber firing devices, and the repair parts, associated material and all custody or receipt documentation used therewith.

18. Physical Security. That part of security concerned with physical measures designed to safeguard personnel, prevent unauthorized access to equipment, facilities, material, computer media, and documents.

19. Physical Security Program. Part of the overall security posture at an activity including policy and resources committed to safeguard personnel, protect property, and prevent losses. Physical security is further concerned with means and measures designed to achieve force protection and anti-terrorism readiness.

20. Physical Security Inspection. An examination of the physical security programs of an organization to determine compliance with physical security policy. Physical security inspections are normally conducted by the Inspector General of the Marine Corps (IGMC) or as part of the command inspection program and should not be confused with an annual physical security survey. Commanding officers will establish local physical security inspection programs for their subordinate commands.

21. Physical Security Survey. A specific on-site examination of a facility, area, or activity conducted by a trained physical security specialist (MOS 5814), or civilian equivalent) to identify security weaknesses and recommend corrective measures.

22. Pre-Expended Bin (PEB). A PEB consists of low-cost, fast-moving parts held by maintenance shops that are replenished on a recurring basis and expended upon issue from the consumer inventory. The criteria for establishing a PEB is set forth in MCO P4400.150_.

23. Recoverable Item Report (WIR). A report used for the recovery, reporting, and management of recoverable items that: cannot be repaired within the resources available to the field commander; is beyond economical repair and requires disposal; or becomes excess to a command's allowance.

24. Repair Cycle. The stages through which a reparable item passes from the time of its removal or replacement until it is reinstalled or placed in stock in a serviceable condition.

25. Restricted Area. An area under military jurisdiction, in which special security measures are employed to prevent unauthorized entry or to safeguard property or material.

26. Sabotage. An act or acts with intent to injure, interfere with, or obstruct by willfully injuring or destroying, or attempting to injure or destroy, any national defense or war material, premises or utilities, to include human and natural resources. For crimes of sabotage see Title 18, United States Code, sections 2151-2157.

27. Security Force. Military police, state, county or city law enforcement personnel designated to respond to an armory assault, alarm or other emergency. (Unaccompanied access personnel are permanent members of the Interior Guard.)

28. SL-3. The Marine Corps Technical Publication System defines an SL-3 as a component list that contains illustrations, technical data and item identification data on collateral and collection-type items such as chests, sets, kits, outfits and assortments, and components to such principal end items as vehicles, weapons, and communications equipment within the Marine Corps. In some instances a technical manual (TM) is used in lieu of an SL-3. The categories for the components of an SL-3 are divided into three general areas: a. Supply System Responsibility Items (SSRI), Collateral Material (CM), and Using Unit Responsible Items (UURI).

29. TAM Control Number (TAMCN). Every item of equipment listed in the Table of Authorized Material (TAM) (NAVMC 1017) has a specific alphanumeric number known as a TAM Control Number (TAMCN). The TAMCN consists of the following three elements: Commodity designator, Item designator, and Class of supply.

30. Table of Equipment (T/E). A document listing the equipment in TAMCN sequence, which a specific unit is authorized and

required to possess and maintain in order to accomplish its mission.

31. Table of Organization (T/O). A document published for every type of unit in the Marine Corps, which indicates the maintenance authority of each unit based on the capabilities, personnel, equipment rated, and careful consideration of the unit's wartime mission.

32. Terrorism. The calculated use of violence or threat of violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

33. Two-Man Rule. A requirement for two authorized individuals to be present, while performing duties that require one individual to perform a task and the other individual to assist, provide security, or ensure the integrity of the process.

34. Urgency of Need Designator (UND). An alphabetical letter determined by the requisitioning activity, using guidance contained in MCO 4400.16_. The UND used by a requisitioning activity will vary according to the need for the specific items being requisitioned.

35. Waiver. A written temporary relief, normally for a period of one year from specific standards.

1003. RESPONSIBILITIES

1. MARFORRES Ordnance Officer. The MARFORRES Ordnance Officer performs the duties of a special staff officer, under the cognizance of the Assistant Chief of Staff (AC/S, G-4), with respect to ordnance matters. The Force Ordnance Officer's responsibilities include but are not limited to:

a. Serving as the technical advisor to the Commander and staff on all ordnance matters and exercising technical supervision over ordnance activities throughout MARFORRES.

b. Supervising and determining requirements for, and the requisitioning, procurement, storage and distribution of ordnance material. (i.e., infantry weapons, ordnance vehicles, optical instruments, etc.)

c. If required, planning and supervising the recovery, evacuation and maintenance of ordnance material beyond the capability of using units.

d. Coordinating the establishment and operation of ordnance maintenance supply activities.

e. Reviewing inspection reports and providing guidance or assistance to units, as appropriate, on ordnance matters.

f. Reviewing and providing recommendations where necessary on investigations involving ordnance material to the Staff Judge Advocate.

g. Reviewing and providing recommendations to the Supply Officer on modification of allowance requests on ordnance material.

h. Publishing directives relating to maintenance of ordnance material.

i. Conducting formal/informal, scheduled/unscheduled inspections to determine the effectiveness of maintenance and security programs and the adherence to orders and directives pertinent to ordnance material.

j. Acting as the Military Occupational Specialty (MOS) Sponsor and monitors the MARFORRES requirements for officers and enlisted personnel in occupational fields 21XX.

2. Battalion/Squadron Commanding Officer/Inspector-Instructor. Security, accountability, safety of operation, serviceability, periodic inspection, proper care and maintenance of ground ordnance material and equipment are inherent responsibilities of battalion/squadron. 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, the Battalion/Squadron Commanding Officer/Inspector-Instructor will assign in writing:

a. Ammunition and Explosives Verification Officer (A&E): Appointment letters will outline primary duties, responsibilities, and turnover procedures. The A&E Audit and Verification Officer/SNCO must be a disinterested Marine who has no responsibilities concerning ammunition and security or accountability.

b. Arms, Ammunition and Explosives (AA&E) Officer: Appoint, in writing, down to the Company level an AA&E Accountability Officer with responsibility for all AA&E accountability matters and to ensure command-wide compliance with all regulations. The duties and responsibilities of the AA&E Officer are found in reference(a), paragraph 0505 and reference(d), paragraph 7002.6.

c. Battalion Ordnance Officer: Appoint, in writing, at the battalion, and squadron level, a commissioned officer, warrant officer or staff NCO as the battalion/squadron ordnance officer. His/her duties will parallel those outlined in paragraph 1003.1 above. The Battalion Armorer can be appointed as the ordnance officer.

3. Commanding Officer/Inspector-Instructor

Security, accountability, safety of operation, serviceability, periodic inspection, proper care and maintenance of ground 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, the Commanding Officer/Inspector-Instructor will:

a. Maintain a complete file of all directives and publications that pertain to security and maintenance of ordnance material utilized by the unit. The SL 1-2 and NAVMC 2761 provide information required to accomplish this requirement. Moreover,

references (d) and (f) provide specific information regarding publications and directives.

b. Establish effective security and control measures for all ordnance material in accordance with references (a), (b), (c) and (e).

c. Establish an effective maintenance program for all ordnance material in accordance with references (d) and (f).

d. Require the development and use of turnover folders and desk-top procedures for use by ordnance personnel, as set forth in references (d) and (f).

e. Maintain appropriate ordnance records, including record jackets, gun books and ordnance vehicle logbooks, in accordance with TM 4700-15/1_.

f. Prior to using any weapon, ensure personnel are provided and understand the following instructions:

- (1) Operating procedures.
- (2) Proper safety procedures.
- (3) Immediate action and weapon clearing procedures.
- (4) Care and cleaning.
- (5) Security procedures.

g. Designate, in writing, a commissioned officer, warrant officer, staff NCO, or armorer (primary MOS 2111) to witness the issue and recovery of all weapons.

h. Appoint, in writing, an AA&E Lock and Key Custodian, and establish positive key control and inventory procedures for accountability of all unit ordnance keys in accordance with DoD 5100.76-M.

i. Appoint, in writing, an officer/staff NCO to conduct a monthly serialized inventory of all ordnance material. The individual conducting this inventory must be a disinterested third party and cannot work in the armory nor be in the supply commodity.

j. Publish an armory access roster for unaccompanied and accompanied access.

k. Ensure security personnel armed with weapons have successfully qualified during the past twelve months and receive documented, quarterly training on the use of deadly force and proper safe handling of the assigned weapon.

l. Designate in writing, crew served weapons teams for each crew served weapon.

m. Appoint, in writing, a unit radiation protection safety officer in accordance with current MCO 5104 and TI-5104-15/2.

n. Ensure that prior to requesting authorization for the storage of any Class V (W) material within the armory, that the capacity exists to secure the material under separate lock and key per current MCO P8020.10B.

4. Armorer/Weapons Custodian. Many of the T/Os in MARFORRES do not include a qualified armorer (MOS 2111). The duties and responsibilities of a weapons custodian parallel those of an armorer. The primary distinction between an armorer and a weapons custodian is the ability of the 2111 to perform authorized preventive or corrective weapons maintenance or modification. The armorer/weapons custodian duties include but are not limited to:

a. Ensuring that all ordnance items are properly accounted for at all times.

b. Ensuring that all ordnance items located within the armory are properly secured.

c. Preparing and maintaining a set of turnover folders/desk-top procedures IAW references (c) and (e).

d. Maintaining a complete file of all directives and publications that pertain to the ordnance material rated or used by the unit. The SL 1-2 and NAVMC 2761 provide information required to accomplish this requirement. Moreover, references (c) and (e) provide specific information regarding publications and directives.

e. Ensuring that ordnance items requiring repairs are tagged with a properly completed Inspection/Repair Tag (NAVMC 1018).

f. Ensuring maintenance actions are properly recorded IAW reference(c).

g. Ensuring ordnance forms and records are completed and maintained IAW reference(d) and (f).

h. Ensuring that all PMCS on ordnance material is performed/documented on ordnance material as required by the appropriate Technical Manuals (TM) and Technical Instructions (TI).

i. Ensuring second echelon maintenance is performed and any evacuation to intermediate maintenance activities is accomplished in a timely manner. Ensuring that the results of this maintenance are recorded in the weapon record books part I/II and appropriate record jacket when applicable.

j. Maintaining modification control records.

k. Maintaining calibrations control records.

l. Conducting daily sight counts of ordnance material upon the original opening and final closing of the armory and record/file the results and maintain on file for three years.

m. Ensuring that results from monthly serialized inventories are maintained for three years.

n. Ensuring the storage of all privately owned weapons is approved, in writing, by the site Commanding Officer/Inspector-Instructor prior to accepting them into the armory.

o. Supervising SL-3 inventories of all sets, chests and kits by individuals who are assigned the item, (e.g., MK 19 machine gun SL-3s). If the sets, chests and kits are not assigned, then, the armorer/weapons custodian will conduct the inventories and the armorer/weapons custodian will supervise. SL-3 inventories will be maintained for three years.

CHAPTER 2

ADMINISTRATIVE SECURITY PROCEDURES

2000. EQUIPMENT RECORD PROCEDURES. The spirit and intent of administrative procedures governing control of weapons are designed to answer two questions: Do we know where our weapons are; and, are they in the hands of authorized individuals? Given the potential weight of the answers to these questions, we must ensure a valid audit trail is established and maintained. Accordingly, units will utilize the following forms and procedures to assist in the accountability, issue, recovery, and security of all weapons and ordnance material.

1. NAVMC 10359, Equipment Custody Record, (ECR Card). The NAVMC 10359 is used for the temporary issue of 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 directive for unique requirements when issuing other ordnance materiel. UM 4400-15 and UM 4400-124 provide detailed guidance on responsibility, preparation, filing and disposition.

2. NAVMC 10520, Weapon Custody Receipt. The purpose of the NAVMC 10520 is to provide a means for controlling individual weapons, crew-served weapons and ordnance equipment when individuals are required to turn in such items to an armory for storage. TM 4700-15/1_, UM 4400-15 and UM 4400-124 provide detailed guidance on responsibility, preparation, filing and disposition.

3. NAVMC 10576, Memorandum Receipt for Individual Weapons and Accessories. The purpose of the NAVMC 10576 is to serve as a certificate of inspection that provides a historical record of the weapon's condition at the time of issue and provide an issue/receipt document for individual weapons and accessories. TM 4700-15/1_, UM 4400-15 and UM 4400-124 provide detailed guidance on responsibility, preparation, filing and disposition.

4. NAVMC 11186, Crew-Served Weapons Card. The purpose of the NAVMC 11186 is to provide an issue and receipt document for crew-

served and vehicular mounted weapons, such as machine guns and mortars. TM 4700-15/1_ provides detailed guidance on responsibility, preparation, filing and disposition.

5. NAVMC 10245, Equipment Repair Order (ERO/WORK ORDER). The purpose of the ERO/WORK ORDER is to request modification, calibration, corrective maintenance (CM), preventive maintenance checks and services (PMCS), and limited technical inspection (LTI) on all ground equipment. An ERO/WORK ORDER consists of sheets of self-carbonized paper of 4 different colors: white, pink, green, and yellow.

a. The white copy is the original.

b. The pink copy is the administrative (key-punch) copy.

c. The green copy is the shop copy.

d. The yellow copy, with original ink signature by an authorized individual of the maintenance activity, is the owning unit's receipt for the equipment in the maintenance cycle. The yellow copy of the ERO/WORK ORDER is maintained by the owning unit until the equipment is returned from the maintenance activity.

e. TM 4700-15/1_ and UM 4400-124 provide detailed guidance on responsibility, preparation, and disposition.

f. Electronic version of NAVMC 10245 is authorized for use. When the electronic version of the NAVMC 10245 is used hard copy print outs must be maintained for filing purposes addressed above.

2001. ISSUE AND RECOVERY PROCEDURES FOR INDIVIDUAL WEAPONS.

1. The Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10576 is to serve as a certificate of inspection that provides a historical record of the weapon's condition at the time of issue and provide an

issue/receipt document for individual weapons; for example, rifles, grenade launchers and pistols. An automated system may be used, providing that the automated system contains the same information required by the manual system. The weapons rack number will be annotated to the right of the ORGANIZATION block. The NAVMC 10576 is filed by weapon type, in alphabetical order, by last name of individual to whom issued.

b. Issue. Each person within a unit should be issued an individual weapon. The source document which prescribes what type of weapon shall be issued is the units table of organization (T/O). The individuals' specific (T/O) line number will normally specify either "M" for rifle "P" for pistol. A weapon will not be issued to anyone who has an expired US Armed Forces Identification Card (DD Form 2 MC). In accordance with MARADMIN 186/03, a weapon will also not be issued to anyone convicted of a misdemeanor crime of domestic violence, regardless of when the conviction occurred. There is no exception for military personnel or for military issued weapons. The NAVMC 10576 will be filled out at the time of initial issue and final recovery of the weapon. The following actions will be taken in the initial issue process of an individual weapon:

(1) The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) will witness the issue and recovery of individual weapons. The Commanding Officer/Inspector-Instructor may appoint, in writing, an officer or staff noncommissioned officer, or qualified armorer (MOS 2111) the authority to witness the initial issue and final recovery of individual weapons. The written designation of personnel appointed to witness the issue/recovery of individual weapons will be readily available within the armory/weapons storage area. Only the current Commanding Officer/Inspector-Instructor's signature is valid on the letter of authorization. Conversely, there is no need to re-do any NAVMC 10576s when a Witnessing Officer departs, as long as his/her appointment letter is retained on-file in the armory until all NAVMC 10576s with his/her signature have been recovered. (Appendix A)

(2) The witnessing individual will carefully inspect the bore, chamber and stock condition of each weapon at the time of

issue/recovery and will record any defects on the NAVMC 10576. To ensure a standard system for recording the results of inspection and certification of weapon condition, the abbreviations and symbols provided in TM 4700-15/1_ will be used exclusively. The witnessing individual will ensure the NAVMC 10576 is completed properly, and sign the Inspecting Officer block of the form.

(3) During initial issue process, the temporary issue of an individual weapon using the NAVMC 10576 form is permissible for a period not to exceed the end of a drill weekend. This will allow time for the NAVMC 10520 to be signed by the Commanding Officer/Inspector-Instructor or his designated representative and the individual Marine to accomplish required training. In this case, the NAVMC 10576 would be placed in the weapons storage rack until the weapon is returned or the NAVMC 10520 Ordnance Custody Receipt is signed and replaces the NAVMC 10576 in the storage rack. The NAVMC 10576 would then be placed in the unit's NAVMC 10576 file.

(4) Only one weapon will be issued on any single NAVMC 10576 with the exception of the M203 grenade launcher/M16 series rifle combination.

(5) Personnel, such as a SNCO may be issued more than one individual weapon at a time. If his/her T/O weapon is a pistol, a rifle can be issued for annual re-qualification, sustainment training, etc. When this occurs, a separate NAVMC 10576 form and NAVMC 10520 card will be required.

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

(7) Erasures, strike outs, line outs, etc., are not authorized on serial numbers or 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 drawing a single line through the error and initial the deletion of the specific item(s).

(8) The individual's name will be printed exactly as listed on his/her US Armed Forces Identification Card (DD Form 2 MC).

(9) If the local command desires to store and issue bayonets or combat knives from the Armory, "Bayonets" or "Combat Knives" may be annotated on one of the lines of the NAVMC 10576 in lieu of entering them on a Memorandum Receipt for Individual/Garrison Equipment (NAVMC 10577). The method to be used is the prerogative of the command.

(10) Upon completion of the issue, the original copy of the NAVMC 10576 will be retained by the issuing armory and filed by weapon type, in alphabetical. The carbon copy will be given to the individual signing for the weapon.

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

(1) Individuals will present their check-out sheet, ID card and NAVMC 10520 card to the armorer/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.

(3) If the weapon shows no evidence of improper care or negligence and all issued weapon accessories are present, staple the whole NAVMC 10576 form to the back of the individual's check out sheet.

(4) Taking into consideration the weapon shows evidence of improper care or negligence or the issue weapon accessories are missing, retain the NAVMC 10576 and immediately notify the Commanding Officer/Inspector-Instructor or his/her designated representative, identify the problem or discrepancy, and request instructions on action to be taken.

(5) The Commanding Officer/Inspector-Instructor will then take the necessary steps to determine the cause and take whatever disciplinary action may be warranted. Written instructions, in the form of a policy letter, will be provided to the unit armorer/weapons custodian concerning the recovery of the weapons.

2. The Ordnance Custody Receipt (NAVMC 10520) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10520 is to provide a means for controlling individual weapons, crew served weapons and ordnance equipment when individuals are required to turn in such items to an armory for storage. Give the NAVMC 10520 to each individual assigned an individual weapon, crew served weapon and/or various optical equipment. The individual retains the NAVMC 10520 as long as the item is maintained in the armory. When an individual receives the item, he/she surrenders the NAVMC 10520 to the individual authorized to issue it. The individual CANNOT possess both the NAVMC 10520 and the item of equipment at the same time. Chapter 7 of TM 4700-15/1_ contains specific instructions on NAVMC 10520 preparation.

(1) The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) will sign the NAVMC 10520 and ensure that blank NAVMC 10520s are controlled. The Commanding Officer/Inspector-Instructor may appoint, in writing, officers or staff noncommissioned officers the authority to sign and control blank NAVMC 10520s. The individual or individuals appointed to sign and control blank NAVMC 10520s will not be the same individual or individuals authorized to maintain weapon custody/security (i.e., the armory/ordnance officer or armorer) or keep accountability records (i.e., the supply officer or supply chief). The appointment letter will not be valid unless it specifically contains the phrase "to sign the NAVMC 10520 card." The appointment letter will have a "Sample Signature" of the appointed individual, be maintained within the unit armory and must bear the current Commanding Officer/Inspector-Instructor's signature. Conversely, there is no need to re-do any NAVMC 10520s when individual departs, as long as his/her appointment letter is retained on file in the armory until all NAVMC 10520s with his/her signature have been recovered.

(2) It is the individual Marine's responsibility to retain control of the NAVMC 10520 card while hand carrying it to the Commanding Officer/Inspector-Instructor or his/her designated representative for signature, waiting for it to be signed and maintaining positive control over the NAVMC 10520.

(3) To expedite the issue and turn-in of weapons, rifle racks and pistol chests within the armory/weapons storage area will be legibly numbered. When feasible, that number will be stenciled on the left side of the weapon by the use of paint that lends itself to camouflage per TI-8370-15/1. The corresponding number will be annotated on both the NAVMC 10520 card and the NAVMC 10576. Machine guns will be stenciled on the top cover.

b. Control. Blank NAVMC 10520s must be controlled. NAVMC 10520 cards may be serialized. If NAVMC 10520s are serialized, the following procedures will apply:

(1) Serialize all blank NAVMC 10520 cards upon breaking the sealed wrapper.

(2) Blank serialized NAVMC 10520 cards will be stored under lock in a secure container, the location of which will be designated in writing by the site Commanding Officer/Inspector-Instructor.

(3) Maintain a NAVMC 10520 Card Logbook containing a minimum of the following information:

- (a) NAVMC 10520 card serial number.
- (b) Date issued.
- (c) Type of weapon.
- (d) Weapon serial number.
- (e) Name of individual to whom issued.
- (f) Signature of individual to whom issued.

(g) Date recovered.

(h) Signature of individual recovering the NAVMC 10520 card.

(i) Remarks (i.e., lost, stolen, duplicated issue, recovered, etc.).

(4) 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/equipment in his possession as specified in TM 4700-15/1_. The NAVMC 10520 card will be recovered by the armorer/weapons custodian when an individual is to be relieved of responsibility for the weapon or equipment.

(5) The signatures on the NAVMC 10520 card remain valid after the relief of a Commanding Officer/Inspector-Instructor, or anyone previously authorized to sign the NAVMC 10520 card. Previous letters of authorization will remain on file within the armory for 3 years to ensure proper identification of authorized signatures during formal inspections.

c. Lost or stolen NAVMC 10520 cards. Unit Commanding Officer/Inspector-Instructors will take actions necessary to reduce or preclude the loss of the NAVMC 10520 cards. Importance of maintaining the card properly must be stressed to all personnel. Lost or stolen NAVMC 10520 cards will be reported to the Commanding Officer/Inspector-Instructor, or designated representative, as soon as possible and one of the following actions will be taken:

(1) Prepare a replacement NAVMC 10520. Print "REPLACEMENT CARD" on the front of the 10520 and draw a blue diagonal (highlighter) line across the front as well. This readily identifies the 10520 as a replacement. Place a label marked "REPLACEMENT CARD" on the corresponding weapon rack and draw a blue diagonal (highlighter) line across it, on the back of the original NAVMC 10576 print "DUPLICATE CARD ISSUED." The Marine must re-initial the NAVMC 10520 block of the original

NAVMC 10576 when a duplicate is issued. If the old NAVMC 10520 card is returned, destroy it. If another individual tries to draw the weapon with the lost NAVMC 10520 card, detain the individual and notify the Commanding Officer/Inspector-Instructor.

(2) Recover the weapon assigned and issue a replacement weapon.

3. Check In/Out Procedures for an Individual Weapon. The following procedures will be used in the check in/out process for individual weapons:

a. Personal recognition by the armorer/weapons custodian of all persons within the unit is virtually impossible. Therefore, an individual's US Armed Forces Identification Card and NAVMC 10520 card will be surrendered to the unit armorer/weapons custodian when any assigned weapon/equipment is issued.

b. The armorer/weapons custodian will visually verify the identity of the individual against their ID, verify the name and SSN on the NAVMC 10520 card against the name and SSN on the ID card, and then return the ID card to the individual. It is imperative that these positive identification procedures be enforced. No person with an expired or invalid US Armed Forces Identification Card will be issued, or allowed to draw any weapon or ordnance material. 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)

c. Other forms of identification such as a driver's license, library card, etc., will not be used in place of an actual NAVMC 10520 card as a receipt for a weapon.

d. The armorer/weapons custodian will verify the weapon serial number on the NAVMC 10520 card matches the serial number on the weapon prior to every check out and turn in; with the M203 grenade launcher/M16 series rifle combination, both serial numbers will be verified.

e. While the weapon is out of the armory, the security of the weapon is the responsibility of the assigned individual.

(1) At all times the weapon will be treated as being loaded.

(2) At no time will any weapon be left unattended.

(3) During the course of training, if the weapon has a malfunction or becomes damaged, it is the responsibility of the individual to inform the armorer/weapons custodian.

f. When any weapon is returned to the armory, the armorer/weapons custodian will inspect each weapon for completeness and to ensure that it is clear of ammunition before accepting it into the armory.

g. The armorer/weapons custodian will remove the NAVMC 10520 card from the weapons rack, verify the serial number on the NAVMC 10520 card matches the serial number of the weapon turned in, place the weapon in its assigned rack, and then return the NAVMC 10520 card to the individual after positive identification via identification card. (Weapons will be stored with bolts forward and springs at rest.)

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

(2) If any weapon is turned in by other than the assigned individual, the NAVMC 10520 card will be turned over to the unit Commanding Officer/Inspector-Instructor, or designated representative, for appropriate disposition.

h. At the time of the recovery inspection of the weapon, the individual being transferred from the command will surrender the NAVMC 10520 card to the armorer/weapons custodian. The NAVMC 10520 card logbook (if used) will be completed and the NAVMC 10520 card destroyed.

4. Issue/Recovery of Weapons to Personnel Hospitalized, On Leave, Temporary Additional Duty (TAD), Confined or in an Unauthorized Absence (UA) Status.

a. Personnel that are hospitalized, on leave, or TAD in excess of 90 days will have their weapon and accessories recovered. A weapon will be reissued when they return to the unit.

b. Weapons of personnel confined, or in a UA status, will be recovered immediately.

(1) When the weapon is recovered, the NAVMC 10576 form will be completed and placed in the individual's SRB. Every effort will be made to recover the NAVMC 10520 card at the earliest possible time.

(2) The reissue of a weapon to an individual returning from confinement or UA status will be left to discretion of the unit Commanding Officer/Inspector-Instructor/Inspector-Instructor.

c. The issue or recovery of any weapon, either military or personal, to or from a known alcohol/drug abuser or any other type of incident, will be at the discretion of the unit Commanding Officer/Inspector-Instructor.

5. Issue/Recovery of Weapons to Personnel Receiving Psychiatric Care. The unit Commanding Officer/Inspector-Instructor will consult with appropriate medical authorities to determine, on a case-by-case basis, propriety of issuing or recovering weapons from personnel receiving psychiatric care.

2002. ISSUE AND RECOVERY PROCEDURES FOR CREW SERVED WEAPONS

1. The Crew Served Weapons Card (NAVMC 11186) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 11186 is to provide an issue/receipt document for crew served and vehicular mounted weapons; for example, machine guns, and mortars. Chapter 7 of TM

4700-15/1_ contains specific instructions on procedures for issue and recovery of crew served weapons. The NAVMC 11186 will be filed by weapon type, in serial number order.

b. Issue. The NAVMC 11186 will be filled out at the time of initial issue and final recovery of each crew served weapon. An inventory will be taken, in the initial issue process of a crew served weapon:

(1) The site Commanding Officer/Inspector-Instructor will appoint in writing, crew served weapons teams for each crew served weapon. Upon receipt of the letter designating the crew served weapons teams, the armorer/weapons custodian will prepare a NAVMC 11186. The crew served team leader will initial for all the accessories, although all members are responsible for the accountability of the accessories and are allowed to draw the accessories by use of the NAVMC 10520 card. Each crew member signing the NAVMC 11186 will be issued a NAVMC 10520 card for that weapon. This will allow any of the crew served team members to draw their designated weapon, and accessories, as ordered by proper authority.

(2) The NAVMC 11186 card will not be destroyed each time a crew member is deleted or added; provided that the crew served team leader does not change. As a crew served team member is deleted and another team member is added, the armorer/weapons custodian will draw a single line through the name of the individual being dropped, initial the NAVMC 11186, recover their NAVMC 10520, add the new team member's name in the blocks provided, and issue them a NAVMC 10520 card.

(3) A new NAVMC 11186 will be made, and the old NAVMC 11186 will be destroyed, when a new crew served team leader is assigned. (The old NAVMC 11186 card may be re-used if there is enough room to list all accessories again for new initials. When the accessories are accounted for, the NAVMC 10520 card will be recovered from that departed team leader. One line may be drawn through all accessories. They will be listed once again and be initialed for by the new team leader.)

(4) A new NAVMC 11186 card will be made, and the old NAVMC 11186 will be destroyed, when all of the NAME or ACCESSORIES spaces are filled.

(5) Upon termination of the crew served weapons team, the unit armorer or weapons custodian will recover and destroy all NAVMC 10520s along with the NAVMC 11186.

2003. TEMPORARY LOAN OF ORDNANCE ITEMS

1. Commanding Officer/Inspector-Instructors (Battalion/Squadron level) are authorized to approve requests for the temporary loan of government property with the exceptions noted below. Individuals approving temporary loan requests do so with the understanding that the temporary loan should be in the best interest of the Marine Corps and that the issue, inspection, and recovery of the equipment is their responsibility. Requests for temporary loan of government property will be approved as follows:

a. Commanding Officer/Inspector-Instructors (Battalion/Squadron level) are authorized to approve requests for the temporary loan of government property (except weapons) between MARFORRES units.

b. The Commander, MARFORRES (G-4/SUPO), will approve/disapprove all request for the temporary loan of weapons. Additionally, the Commander, MARFORRES (G-4/SUPO), will also approve/disapprove all requests for temporary loans of any equipment to civilian organizations, other military or government agencies, or other branches of service. When submitting a temporary loan request letter, the requesting unit will ensure the text sites the names and unit/organization of the requester, the specific purpose of the loan, the nomenclature and quantity of equipment requested, and a statement as to the impact (if any) that the loan will have on unit readiness/ training.

IN THE CASE OF WEAPONS, THE TEMPORARY LOAN REQUEST LETTER SHALL ALSO CONTAIN A DETAILED STATEMENT REGARDING ALL SECURITY/SAFEKEEPING ARRANGEMENTS AND IDENTIFY THE QUALIFIED SECURITY PERSONNEL, WHICH WILL BE PROVIDED BY THE

UNIT/ORGANIZATION REQUESTING THE TEMPORARY LOAN. THE REQUEST LETTER AND AN ENDORSEMENT FROM THE EQUIPMENT OWNER WILL BE FORWARDED TO MARFORRES, VIA THE CHAIN OF COMMAND.

c. In instances where a temporary loan involves a Principal End Item (PEI), a joint Limited Technical Inspection (LTI) will be conducted and documented prior to and following the loan. Additionally, a skeleton equipment record jacket will be provided, if applicable.

d. The temporary loan of government property for personal use is not authorized.

2. Where equipment is temp loaned, the unit providing the equipment will prepare an ECR card (NAVMC 10359) per UM 4400.150 and UM 4400-124.

2004. ISSUE AND RECOVERY PROCEDURES FOR OTHER ORDNANCE MATERIEL

1. The Equipment Custody Record (NAVMC 10359) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10359 is to serve as an issue/receipt document for the temporary loan of organic property. The Equipment Custody Receipt (NAVMC 10359) is used for temporary issue of highly pilferable ordnance materiel such as binoculars, compasses, night vision sights and machetes for a period not normally exceeding thirty days; however, this period may be extended at the discretion of the unit commander per UM P4400.15. Part III, Section 6 of UM 4400-124 and Figure 21-8 of UM 4400-15 contain specific instructions on procedures for the temporary loan of government property.

b. Issue. The following actions will be taken in the temporary loan of assets to an individual or organization:

(1) The NAVMC 10359 card can be used for the issue of weapons or items of individual equipment to unit officers and SNCOs when required for special occasions (i.e., parades, presentations or change of command ceremonies).

(2) The NAVMC 10359 card will be used for temporary loan of weapons (when properly authorized) in cases where one or more weapons are transferred from one unit to another for less than thirty days.

(3) The NAVMC 10359 card can be used as a receipt document to issue weapons for cleaning details when the weapons are taken out of the armory. Refer to paragraph 2005 for additional details.

3. 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 armorer/weapons custodian. The recovery inventory of collateral equipment will be compared to the issue inventory.

2005. SECURITY AND CLEANING OF STOCK WEAPONS

1. Stock weapons will be afforded the same security as all other weapons.

2. The unit Commanding Officer/Inspector-Instructor is responsible for ensuring that all weapons, including stock weapons, are clean. This may be accomplished by the use of a working party within the armory or outside the armory.

3. When using a working party within the armory, the following measures will be employed:

a. The working party must be under constant supervision.

b. The working party will not be left unattended in the unit armory/weapons storage area at any time. If the armorer/weapons custodian has to leave the armory, he/she will ensure the working party also leaves.

c. Prior to leaving the unit armory/weapons storage area, all working party personnel will be checked to ensure no weapons or parts are removed and a sight count conducted.

2006. ARMAMENT SUMMARY CHART

1. An armament summary chart will be maintained at every unit armory/weapons storage area (Appendix D). A chart can be in the form of electronic means. This chart will contain pertinent information on ordnance materiel rated by the unit, to include the status of those items updated on a daily basis. The armament summary chart should not be viewable to those standing outside the armory.

2. At a minimum, this chart will contain NOMENCLATURE, TAMCN, ID#, T/E QTY, T/A QTY, ON HAND (O/H) QTY, and QTY DEADLINED. The chart will also have a REMARKS column for amplifying information, such as requisitioned shortages, authorization for special allowances, and for evacuated equipment or pending investigations, etc..

2007. MONTHLY SERIALIZED INVENTORY. The Commanding Officer/Inspector-Instructor will appoint, in writing, a disinterested third party (E-6 or above) to conduct a Monthly Serialized Inventory of all weapons, using an extract of the current armory Consolidated Memorandum Receipt (CMR) (MCO P4400.150_, paragraph 2006 applies). The appointee may be active or reserve, and shall not have any involvement in the armory or the accountability/reporting of weapons (Supply). The appointment letter, CMR extract and written results shall be maintained for three years (reference(a), paragraph 8003.4.b.6 applies).

2008. REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY. The MLSR reporting system was designed to enable the Marine Corps to centrally track material losses and to identify trends and areas where security enhancements may be required (reference(a) paragraph 10001). Reports will be submitted within 48 or 72 hours per references. Immediately notify this MARFORRES (G-4 Ord/FAC) if weapons, including special services weapons, are stolen.

2009. INVESTIGATION OF MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY

1. Investigation of MLSR government property will be conducted per reference(d), and ForO P4400.

2. Investigations will be conducted in an expeditious manner and should be completed within 30 days. A copy of the investigative appointing order will be kept on file in the armory as appropriate.

CHAPTER 3

ARMORY PHYSICAL SECURITY3000. GENERAL

1. Each site Commanding Officer/Inspector-Instructor is responsible for armory physical security and loss prevention within his/her command while in garrison, field, or deployed. Armory physical security measures are physical security equipment, procedures, or devices that are used to protect security interest from possible threats. Potential threats include, but are not limited to:

- a. Criminal elements.
- b. Terrorists or Saboteurs.
- c. Paramilitary forces.
- d. Protest groups.
- e. Disaffected persons.

2. Weapons, ammunition and other negotiable military equipment have always been a target of pilferage in the armed services, either for personal or monetary gain or for subsequent barter. The proliferation of dissident groups and their willingness to use weapons and explosive devices in the fulfillment of their objectives has placed a high premium on arms, ammunition and military equipment. This has resulted in an increased risk that organized dissident groups will attempt to procure this equipment through covert theft or overt seizure.

3. The site Commanding Officer/Inspector-Instructor is responsible for safeguarding the weapons and ordnance material within his/her command. It is recognized that such equipment must be readily available to each Marine on short notice. However, such availability must be balanced against the possible

loss of life and property, should this equipment find its way into the hands of hostile dissident elements.

4. All portable ordnance items are particularly vulnerable to theft. However, the greatest concern is for those items which would cause loss of life or endanger the preservation of law and order if in the hands of persons with malicious intent or used for unlawful purposes. Specifically, these include weapons of all calibers, their respective repair parts, and ammunition. Other "negotiable" military items are bayonets, combat knives, global positioning systems, and optical equipment to include binoculars and night vision devices.

5. Armories offer the most inviting and lucrative source for violence oriented groups. The number of thefts of weapons from military installations by groups of armed intruders serves to demonstrate the seriousness of the threat. In many thefts that have been committed, it was apparent that the act could only have been accomplished with the aid of someone knowledgeable of the security procedures. Thefts often occur by one of the following means:

- a. Theft by the individual issued the ordnance item.
- b. Falsifying authorized documents to gain access to weapons or storage areas.
- c. Forced entry into an armory either by armed or unarmed personnel.

6. This chapter provides realistic guidance and prescribes the minimum physical security procedures for safeguarding weapons and ordnance material which are identified by security Risk Category II, III and IV as outlined in Appendix E. Commanding Officer/Inspector-Instructors may direct additional, more stringent protective measures when common sense and mature judgment dictate.

3001. COMMAND SECURITY OFFICER (CSO)

1. The site Commanding Officer/Inspector-Instructor will appoint, in writing, a Command Security Officer for his/her organization (reference(a), paragraph 1005.b applies). The CSO will be the focal point for all physical security related issues and will report directly to the site Commanding Officer/Inspector-Instructor in all matters pertaining to physical security. The CSO will be an Active Component Marine (E-6 or above). The CSO will not be the site Commanding Officer/Inspector-Instructor, armorer/weapons custodian, or supply personnel. A sample appointment letter is located in Appendix B.

3002. ARMS, AMMUNITION AND EXPLOSIVES (AA&E) OFFICER RESPONSIBILITIES

1. The duties contained herein for the AA&E Officer are as follows:

a. Shall conduct a complete review of the account within 30 days of appointment.

b. Shall complete a wall-to-wall inventory within 30 days of appointment.

c. Shall report any discrepancies immediately during the review/inventory to the appointing officer.

d. Maintain close liaison with the command security officer.

e. Assist the command security officer, Provost Marshall Office (PMO), Naval Criminal Investigation Service (NCIS agents, auditors, and other assigned personnel in investigating AA&E losses.

f. Monitor performance and the reporting of all AA&E inventories, as well as related MLSR reports.

g. Ensure RSOs comply with those duties/procedures outlined in paragraph 7002.7 of MCO P4400.150_.

3003. AMMUNITION AND EXPLOSIVES (A&E) AUDIT AND VERIFICATION OFFICER RESPONSIBILITIES

1. Certify expenditure reports (NAVMC 11381) once actual exercise is completed and any unused ammunition has been returned to the ASP.

2. Conduct and document a quarterly audit of the commands A&E accountability procedures. This quarterly audit will be unannounced and randomly conducted during each quarterly.

3004. PHYSICAL / LOCAL SECURITY SURVEY (P/LSS)

1. All Arms, Ammunition and Explosive storage facilities, (including RDT&E facilities, ammunition supply points, production buildings, and temporary storage in ready service magazines and lockers) will be surveyed. AA&E surveys will be conducted on an annual basis; subsequent surveys will not exceed 365 days. Physical / Local Security Surveys (Appendix G) will be maintained for three years, for review during assistance visits and command inspections (reference(a), paragraph 3001 apply).

2. School-trained military police personnel possessing the additional MOS 5814 (Physical Security Specialist) and a Secret clearance will conduct all physical security surveys aboard Marine Corps installations. Civilians (contractor or government employee), whose responsibilities include conducting physical security surveys, will possess a Secret clearance and one of the following:

a. ASIS International Physical Security Professional certification.

b. FLETC Physical Security Course certification.

c. Department of the Army Conventional Physical Security Course Certificate.

3. Personnel conducting these surveys serve as a representative of the installation commander for the purpose of evaluating the overall installation security posture. Physical security personnel will require access to restricted areas and non-restricted areas while in the performance and scope of their duties.

3005. RESTRICTED AREAS. There are three types of restricted areas:

1. Level One Restricted Area. Marine Corps Reserve centers, and surrounding real estate are classified as Level One Restricted Areas. This area may serve as a buffer zone for Level Two Restricted Areas. Level One Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause damage to the command mission. Uncontrolled or unescorted movement may or may not permit access to a security interest or asset.

2. Level Two Restricted Area. Marine Corps Reserve center armories are designated as a Level Two Restricted Area. Level Two Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest. Entry into these armories shall be restricted to personnel whose duties require access and who have been granted authorization by the site Commanding Officer/Inspector-Instructor.

3. Level Three Restricted Area. This is the most secure type of restricted area. Level Three Areas contain a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission or national security. Access constitutes, or is considered to constitute, actual access to the security interest or asset.

4. Designation of Restricted Areas. The site Commanding Officer/Inspector-Instructor will identify and designate, in writing, all restricted areas within his/her command, to include

whether or not these areas are vital or substantial to national security (reference(a), paragraph 3005 applies). This letter will be updated annually and furnished to the military, state, county, or city law enforcement department designated to respond to an armory assault or other emergency. A current copy of this letter will be maintained in the armory files. Decisions regarding the designation of restricted areas and their levels are at the discretion of the commanding officer; however the following areas will be designated as specified below, at a minimum.

a. Level One

(1) Motor Pools.

(2) Tank ramps, tank compounds, and tank housing facilities.

(3) Fuel issue points and storage tanks (500-999 gallons).

(4) Funds and negotiable instrument storage areas.

(5) Provost Marshal's Office Desk Sergeant area.

(6) Dispatch and alarm monitoring spaces.

b. Level Two

(1) Aircraft, aircraft hangars, ramps, parking aprons, flight lines and runways.

(2) Aircraft rework areas.

(3) Research, Development, Test, and Evaluation (RDT&E) Centers.

(4) AA&E RDT&E facilities, storage facilities and processing areas (including ammunition supply points, production

buildings, and temporary storage in ready service magazines and lockers). (Additional requirements are outlined in chapter 8).

(5) Fuel depots and bulk storage tanks (1000 gallons or greater).

(6) Installation, depot and critical communications, computer facilities, and antenna sites.

(7) Installation, depot, and critical assets power stations, transformers, master valve, and switch spaces.

(8) Military Working Dog (MWD) facility.

c. Level Three

(1) Chemical, biological, radiological, and nuclear (CBRN), special weapons research, testing, storage, and maintenance facilities.

(2) Sensitive Compartmented Information Facility (SCIF).

(3) Assets and equipment in direct support of the Presidential Mission.

3006. CLEAR ZONES. The following clear zone requirements apply only at those Marine Forces Reserve Center's where any wall of the armory is an exterior wall of the building. Interior/exterior clear zones combined will be a minimum of 33 feet, with the interior clear zone being no less than 20 feet, and the exterior clear zone being no less than 10 feet. Clear zones for AA&E facilities will remain at a 30 feet interior clear zone and a 20 feet exterior clear zone.

3007. SIGNS AND POSTING OF BOUNDARIES

1. Perimeter boundaries will be posted with signs measuring approximately eleven inches by twelve inches in size with proportionate lettering. Signs will read:

U. S. GOVERNMENT PROPERTY
NO TRESPASSING

2. Perimeter barriers of all restricted areas (including armories and buildings at primary entry points) will be posted with signs measuring approximately 12 inches by 18 inches in size with proportionate lettering. Signs will read as follows:

WARNING
RESTRICTED AREA
KEEP OUT
Authorized
Personnel Only

3. Where a language other than English is prevalent (OCONUS and areas bordering other countries), restricted and non-restricted area warning notices will be posted in both languages.

4. The interval between signs posted along restricted areas will not exceed 100 feet.

5. The interval between signs posted along perimeter boundaries will not exceed 200 feet.

6. All barrier signs will be placed so as not to obscure the necessary lines of vision for security force personnel.

3008. FORCE PROTECTION CONDITION (FPCON). The Force Protection Condition system, formerly known as Threat Condition (THREATCON), describes the progressive level of protective measures that are implemented by all DOD components in response to terrorist threats to U.S. military facilities and personnel. The FPCON levels are NORMAL, ALPHA, BRAVO, CHARLIE and DELTA. Commanding Officer/Inspector-Instructors should refer to the current edition of MCO 3302.1_ for additional guidance regarding FPCONS.

3009. ARMORY ACCESS. Entry into Marine Corps Reserve center armories will be limited to those persons necessary for performance of essential armory operations. The site Commanding Officer/Inspector-Instructor is responsible for approving all

unescorted and escorted armory access. Access into the armory spaces will be granted only after a positive ID and log entry has been made, and after the visitor is asked if he is carrying any weapons or contraband. Individuals will surrender all weapons and contraband before entering the armory, or have access denied. Individuals granted escorted access shall enter and/or occupy the armory only when under continuous armed escort for the duration of their armory visit. Personnel are subject to random searches and inspections upon entry and exit from AA&E areas.

3010. UNACCOMPANIED ACCESS ROSTER

1. UNACCOMPANIED ACCESS ROSTER PERSONNEL (UAR). The Unaccompanied Access Roster is applicable to site or unit personnel only.

a. The site Commanding Officer/Inspector-Instructor will grant, in writing, unaccompanied access to the unit armory (Appendix B). This access should be limited to armorers/weapons custodians, and those alternate personnel who would require access in the performance of their armory duties. Marines on the UAL may be active or reserve personnel. The site Commanding Officer/Inspector-Instructor will not be on the UAL, nor have any element of armory access. A&E record keeping personnel shall not be assigned unaccompanied access to the armory.

b. Opening and closing of the armory will only be accomplished by those individuals designated by the Commanding Officer/Inspector-Instructor. Those individuals will be listed on the unaccompanied access roster, and a comment will be annotated in the remarks column stating either Vault or IDS/ESS as appropriate. Open/Close personnel will be limited to four individuals possessing vault door combination and four individuals possessing IDS/ESS pin code. At no time will any one person possess both elements of access.

c. Individuals will not be assigned to the UAR until all of the following requirements are completed, in accordance with the NAVMC 11386.

d. Screening Process (ALL FORMS IN APPENDIX D)

(1) Individual's Medical record has been screened by a competent medical authority. There are no medical conditions that will prevent this individual from handling AA&E.

(2) Individuals Service Record Book (SRB) or Officer Qualification Record (OQR) has been properly screened. There is no derogatory information that would prohibit this individual from handling AA&E. Screening will be documented with a Unit Diary entry using Type Transaction Code (TTC) 483 (A&E screen) Event Code (AD). Those individuals assigned will be re-screened annually.

(3) Individual has no pending legal action and/or convictions by court-martial, civilian courts, or non-judicial punishment that would prohibit this individual from handling AA&E.

(4) Individual has demonstrated requisite maturity, judgment, and leadership required to handle AA&E.

(5) Individual has received documented instruction in "Loading and Clearing Safety Procedures" (Appendix L). Loading and Clearing Safety Procedures training will be conducted and documented on a quarterly basis.

(6) Individual has received documented "Deadly Force Instructions" (Appendix D). Deadly Force training will be conducted and documented on a quarterly basis.

(7) Individual has successfully qualified with the required security weapon within the previous twelve months. (Note: Individuals must be currently qualified with the type weapon they are armed with during the performance of their normal duties. No exceptions.)

(8) Individual has been subject to a favorable National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) in accordance with the NAVMC 11386. Additionally a National Agency

Check, with Local Agency Check, and Credit Check (NACLC) will need to be completed once access is granted.

(NOTE: Commanding officers may grant interim assignment to non-U.S. citizens, upon favorable completion of investigations identified in reference(a) paragrapha 8002.1.b, and proof of application for U.S. citizenship).

e. The UAR will be posted within the armory, out of view to those standing outside the armory.

f. When UAR 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. While engaged in the performance of their duties, members of the UAR must carry a duress alarm on their person.

2. Interior Guard. An interior guard force consists of personnel organic to an organization that are trained and organized for the purpose of providing security for specific areas or assets under the cognizance of the organization's commanding officer. Personnel assigned interior guard duties will fall under the direct control of the guard officer. Interior guard personnel will normally not perform law enforcement duties.

4. The use and/or possession of privately owned (personal) weapons and ammunition by military personnel while in the performance of assigned duties is strictly prohibited (MCBul 8011, paragraph 1002.5; & reference(a), paragraph 4008.1 apply).

3011. ARMORY ACCESS LOG. An Armory Access Log will be used to record entry into the unit armory. The following measures will be employed:

1. Unaccompanied access personnel will not log in/out during normal working hours. During "after hour" periods, unaccompanied access personnel will login.

2. Official Visitors shall be logged in/out for all entries and exits. All visitors will show the armorer/weapons custodian a valid military or other form of picture ID before access is granted.

3. The Access Control Log will include DATE, TIME-IN, RANK/GRADE, ORGANIZATION, NAME, SIGNATURE, PURPOSE, TIME-OUT, ID VERIFIED BY, and ESCORTED BY.

3012. TWO-MAN RULE. The Two-Man Rule is intended to prevent any single individual, acting alone, from ever obtaining access to the interior of the unit armory or weapons storage area. Under this rule, two separate personnel, each having only one element of armory access, are required during every original opening and final closing of the unit armory. Entry elements consist of the armory vault door combination and the Intrusion Detection System (IDS/ESS) access code. Under the Two-Man Rule, no one person shall ever possess both elements of armory entry. No exceptions.

3013. AA&E LOCK AND KEY CUSTODIAN. The site Commanding Officer/Inspector-Instructor will appoint, in writing, an AA&E Lock and Key Custodian and Alternates for his/her unit IAW DoD 5100.76-M. Key custodians shall not be unit armorers/weapons custodians or other persons responsible for the AA&E storage facilities. The duties of the AA&E Lock and Key Custodian include issue and recovery of operational keys to authorized personnel, and the semiannual inventory of keys and locks.

1. The appointment letter will be held within armory files during the tenure of the AA&E Lock and Key Custodian; the letter will be protected from public view. When AA&E Lock and Key Custodians are reassigned or transferred, the original letter shall be filed for three years and then disposed of.

2. The AA&E Lock and Key Custodian, and his/her Alternate, will be assigned Unaccompanied Access and given one element of armory access. The element of armory access shall be the IDS access code.

3. The AA&E Lock and Key Custodian, or his/her Alternate, will be present at each original opening and final closing of the armory, in order to issue/retrieve the armory keys and verify the daily weapons sight count.

3014. ARMORY ACCESS CONTROL PROCEDURES. Access Controls are used to ensure continuous accountability of all armory related keys, locks, and electronic or dial combinations. Armory related keys can fall into one of only two categories, High Security or Operational. High Security keys are those keys that open a High security Lock which is used in armories with a non-standard classified vault door. Operational keys are those keys that open the pad lock for weapons storage racks. In MARFORRES operational keys will be afforded the same security as high security keys.

1. Armory keys will not be left unattended or unsecured at any time. When not attended or in use - that is, in the physical possession of authorized personnel - keys will be secured in containers which provide protection commensurate with that for the materials to which the keys allow access.

2. Armory keys will be issued only to personnel on the unit Unaccompanied Access Roster. The armorer/weapons custodian will keep the unit armory keys secured on his/her person during normal working hours. Armory keys will be turned in to the AA&E Lock and Key Custodian at the close of every working day.

3. "Armory related keys" i.e. Operational keys will be maintained and stored separately from all other keys. Only the AA&E Lock and Key Custodian, and his/her Alternates, will have access to the armory key safe/container. These keys will be inventoried and recorded on the daily sight count.

4. Master keying of armory padlocks is prohibited (reference (a), paragraph 3005.6.e applies). Keying alike of low security, armory padlocks is authorized.

5. When arms and ammunition are stored near one another, keys to those storage areas/containers may be maintained together. Keep the number of keys to a minimum.

6. In the event of lost, misplaced, or stolen keys, the affected locks or cores must be replaced immediately. Secure replacement or backup locks, cylinders, and keys to prevent unauthorized access to them.

7. Each unit will maintain a minimum 10-15 percent backup of 5200 series locks. Series 5200 padlocks do not have to be rotated unless they become worn or unserviceable.

8. The AA&E Lock and Key Custodian will inventory all armory high security keys and locks semi-annually and retain inventory results 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, manufacturer, specific application of key, location of duplicate(s) and remarks. Additional header columns may be used as necessary.

9. For units that have a High Security Key the AA&E Lock and Key Custodian will maintain a high security key control register to reflect continuous key accountability of all High Security locking devices. Each issue and recovery of keys will be recorded in the register. Retain completed key control registers for three years after the last entry.

10. Keys to armories, racks and containers may not be removed from the Home Training Center (HTC), except to provide for protected storage elsewhere. Unauthorized possession of keys, key blanks, keyways, or locks adopted by a DOD component to protect AA&E is a criminal offense punishable by fine or imprisonment of up to 10 years or both (United States Code, Section 1386 of Title 10 applies).

11. Combination/Lock Rotation. The armory main door (to include the vault door) combination or high security lock shall be changed: annually, upon change of responsible personnel, after an attempted or successful forced entry, or if the combination/key is lost or compromised. These changes shall be recorded and maintained for three years.

12. The unit armory must be secured (vault door locked/IDS/ESS activated) whenever the unit armorer/weapons custodian is not

armed, carrying the mobile duress alarm, and physically present at the Home Training Center (HTC).

13. Armory keys will be stored in one of two ways:

a. Operational keys will be secured in a GSA-approved safe, within the unit armory, protected by the IDS/ESS.

b. High Security keys will be secured in a GSA-approved safe, outside the unit armory, within the Reserve Center. (Note: If stored in this manner, the GSA approved safe must be protected by the armory IDS/ESS.)

14. All duplicate armory keys and combinations will be placed in a sealed envelope within the GSA-approved armory key safe. This envelope will be drawn only in case of an emergency, when a new key or combination replaces the old one, or upon semi-annual inventory. The envelope shall be labeled "Duplicate Operational Key" once the envelope is sealed the Key Custodian will place their signature on the flap and cover it with clear tape.

3015. SAFES, ARMS RACKS, AND STORAGE CONTAINERS. Weapons will be stored in banded crates, standard issue (or locally fabricated) arms racks, or a Class 5 GSA-approved container.

1. Arms racks and containers/safes weighing less than 500 pounds, including weapons, will be fastened to the structure or fastened together in groups totaling more than 500 pounds. All racks or containers will be secured with chains equipped with low security padlocks or bolted together to prevent removal. Racks secured solely with bolts must be spot welded, peened, or otherwise secured to prevent removal. Racks secured with chains may be bolted together for stability and do not require bolt heads to be spot-welded or peened. Chains will be heavy-duty hardened steel or welded, straight link, galvanized steel, of at least 5/16-inch thickness, or equivalent. Weapons containers, (when locked) that secure and encase weapons and prevent access to nuts/bolts that fasten one container to another, do not require the nuts/bolts to be spot-welded or peened. However, these nuts and bolts must be adequately tightened to prevent movement.

2. When weapons are in transit, stored in depots or warehouses, or held for contingencies, crates or containers will be fastened together in groups totaling at least 500 pounds and banded or locked and sealed (with banding material).

3. Locally fabricated weapon racks may be utilized. The design and construction material of locally fabricated racks must be reviewed and approved by MARFORRES (FAC).

3016. WEAPONS BOLT STORAGE

1. All armories that meet the standard or hardened structural criteria listed in reference (a), paragraph 8005.1, may maintain their weapons bolts within the weapon.

2. For armories located outside a military installation, bolts of Risk Category II arms must be removed and secured in a separate Class V, three position combination safe, under any of the following conditions (reference (a), paragraph 8004.2.a applies):

- a. Facility does not meet structural criteria;
- b. Increased FPCON;
- c. Inoperative IDS/ESS;
- d. During periods of annual field training if arms are left in the facility; or
- e. At the decision of the Commanding Officer/Inspector-Instructor having direct security responsibility for the facility.

Note: Bolts so removed will be tagged with the weapon's serial number to ensure return to the same weapon. Etching of weapon's serial number on the removed parts is prohibited.

3017. DAILY SIGHT COUNT

1. Marine Corps activities will conduct and record an inventory of all weapons at each original opening and final closing of the unit armory (reference (a), paragraph 8021.5 applies). Both personnel present for the Two-Man Rule requirement will sign these inventories. The unit armory will be opened and Sight Counts will be conducted at least once a week. Daily Weapons Sight counts will be kept for three years.

a. All other weapons on charge to the unit that are not physically stored in the armory, i.e., evacuated for maintenance, will be accounted for upon opening and closing, by the armorer/custodian.

b. In addition, the armorer/weapons custodian may conduct a sight count inventory, each time before working parties, contact teams or personnel other than the assigned custodians depart the armory.

c. A sight count will be conducted when the individual who initially checked out the armory keys, transfers those keys to another person who is authorized to receipt for them.

Note: In the event the armorer/weapons custodian who conducts the opening sight count is unable to perform the closing sight count, a special sight count will be conducted in order to turn over responsibility of assets with the armorer/weapons custodian designated to perform the closing sight count at the end of the day.

d. Additionally, the TOW MGS, TOW day/night optical sights, SABERs and Javelin command launch units (CLU) stored in the weapon storage area will be included on the daily sight count.

2. MCO 5530.14A makes no mention of a requirement to conduct daily sight counts on any other ordnance materiel, such as optical equipment, bayonets, K-bars, etc.. As part of the "ordnance function", these counts/inventories are optional and at the discretion of the Commanding Officer/Inspector-Instructor (Battalion/Squadron level).

3018. INTRUSION DETECTION SYSTEM/ELECTRONIC SECURITY SYSTEM (IDS/ESS). An Intrusion Detections System / Electronic Security System (IDS/ESS) is an essential element of any in-depth physical security program. The IDS/ESS augments other physical security procedures, devices and equipment. An IDS/ESS consists of various sensors capable of detecting the entry or attempted entry into the area protected by the system. An IDS/ESS is designed to detect, not prevent, actual or attempted penetrations. Facilities where arms are stored must have an operable Intrusion Detections System / Electronic Security System unless they are continuously manned or under constant armed surveillance. An IDS/ESS will be used at all armories within MARFORRES.

1. All components of the IDS/ESS (to include mobile duress) shall be tested monthly. A log of this testing will be maintained for 3 years IAW reference (a).
2. A mobile duress alarm is an integral part of any units IDS/ESS system. The unit armorer/weapons custodian will carry the mobile duress alarm on his/her person at all times, while engaged in the performance of their duties.
3. If the IDS/ESS malfunctions or becomes inoperative:
 - a. The Commanding Officer/Inspector-Instructor will be notified.
 - b. The monitoring agency will be notified.
 - c. The Facility host Commanding Officer will be notified.
 - d. The Responding agency (DOD Police/Local Law Enforcement) will be notified.
 - e. The units Higher HQ will be notified.
 - f. MARFORRES Facilities will be notified.
 - g. The Interior Guard must be activated to mount a 24 hour armed guard to protect the armory until the IDS/ESS is functional.

3019. TRANSPORTING WEAPONS. Transportation of weapons as addressed herein applies to the transportation of items to and from maintenance facilities, transportation to and from field training, and transportation to and from ceremonial events such as funeral details, parades, color guards, static displays, etc.

1. Weapons must be provided security during transport. The Commanding Officer/Inspector-Instructor's decision as to the degree of security required will take into consideration the type and amount of ordnance transported, distance to be traveled, security threat, time of day, and the degree of individual responsibility. The following guidance is provided:

a. Weapons being transported must be stowed in such a manner as to protect the items from sustaining damage in transit.

b. The transport of Government owned weapons inside a privately owned vehicle (POV) is not authorized within MARFORRES.

c. Weapons being transported off a military installation (whether carried individually or shipped in bulk) MUST be under the constant surveillance of an armed guard trained in the use of Deadly Force. Refer to reference(a) for ammunition requirements for the M16 Series of rifles, M9 pistol, or 12 gauge shotgun. A minimum of one armed guard will ride in each vehicle transporting weapons. (An armed vehicle driver alone will not fulfill the armed guard requirement.) Weapons will NEVER be left unguarded.

d. Communication between vehicles must be maintained. Additionally, guards will possess a radio, cellular telephone or other means of electronic communication which is capable of immediately summoning law enforcement assistance.

3020. TRANSPORTING WEAPONS VIA COMMERCIAL BUS AND AIRCRAFT

1. Numerous instructions regulate the transportation of weapons by commercial bus and aircraft. DOD 4500.9-R (Defense Transportation Regulation) provides the Commanding Officer/Inspector-Instructor with extensive information on this

subject. Specific questions and concerns regarding the transportation of weapons aboard commercial bus and aircraft (in scheduled and chartered service) should be addressed to MARFORRES (Code G4/SMO). The following guidance is provided:

a. The using unit must notify the appropriate carrier, in advance, that weapons will be shipped/carried aboard.

b. Crew served weapons will only be transported in the baggage compartment of chartered or scheduled buses or aircraft, and must be assembled, unloaded, and containerized in accordance with carrier procedures.

c. Individual weapons (shoulder fired and side arm) may be carried, unloaded, in the passenger compartment of chartered aircraft or buses. The assembled weapon must have the bolt/bolt carrier removed and placed in a plastic bag/wrap or other protective cover and stored in the individual's pack prior to boarding per DOD 4900.9R and MCO 4600.14. (NOTE: Units may use a bolt box or any other container to fulfill this requirement.) During boarding, one person will be positioned at the bottom of the steps to check all weapons.

3021. SHIPMENT OF WEAPONS. Numerous instructions regulate the shipment of weapons and ordnance material. Specific questions and concerns regarding the shipment of weapons which are not covered in ForO P4600.1_ should be addressed to the Commander, MARFORRES (Code G4/SMO).

1. Registered Mail. Small quantity shipments are individual shipments of 15 or fewer weapons, and shall be shipped registered mail (return receipt requested) when size and weight meet U.S. Postal Service requirements (reference (a), paragraph 8025 applies). This mode shipment is the most expeditious and is the only method of shipping small quantities of weapons. The shipping unit will escort the weapons to the U.S. Post Office under armed guard.

NOTE: Except for shipment by Registered Mail, the Commanding Officer/Inspector-Instructor must request a freight routing from

the appropriate MTMC area command when shipping secret, confidential, or sensitive items. Routing requests will be submitted per MCO P4600.14_.

2. Commercial Carrier. Large quantities of weapons (16 or greater) may be shipped by commercial carrier providing DOD Constant Surveillance Service (CSS) (as the only required transportation service) when loaded in a sealed and locked container, and the size, weight and safety factors meet the carrier requirement. Unit commanders will request assistance from a local traffic management organization (TMO) or MARFORRES (G-4/SMO) for large quantity weapon(s) shipments.

3. Automatic Weapon Bolt Security. Category II weapons mailed for any reason will have their bolt removed, tagged with the weapon serial number, and mailed/shipped in a separate container. All other weapons will be shipped complete. Note: Category II weapons are M14s (with selector switches, not demilitarized) M16s, M4s, M249s, M240s and other weapons, designed to shoot automatically, more than one shot without manually reloading, by a single function of a trigger.

4. Seals. Vehicles, vans, and railcars transporting AA&E must be parked in designated restricted areas. AA&E will be under constant surveillance or each vehicle, van, and railcar will be physically inspected by a security patrol every hour. A numbered seal meeting specification FF-S-2738, "Seals Anti-Pilferage" Type 11 or 12 (latest revision) will be secured to each vehicle, van, or railcar door. Numbered seals and seal inventory records for movements and shipments will be provided security at all times to prevent theft or alteration.

5. Report Of Shipment (REPSHIP). Shippers must notify the designated receiver of the inbound shipment no later than Two (2) hours after its departure (an email from the I-I of the releasing activity to the I-I of the receiving activity will meet this notification requirement). Such notification will be by Naval Message, or other immediate electronic means and The releasing activity will maintain a record of the shipment and monitor the shipment pending an acknowledgement of receipt by receiving activity. The REPSHIP will include the following information:

<u>FORMAT</u>	<u>EXAMPLE</u>
a. Shipping Unit AAC	a. M14353
b. Item	b. Rifle, 5.56mm, E1441
c. Quantity	c. Three (3)
d. Serial Number	d. 6013345, 6013972, 6025973
e. GBL/Registration Number	e. R 349 773 005, R 349 773 006
f. Mode of Shipment/Shipper	f. Registered Mail
g. Date Departed	g. 020727
h. ETA	h. 020801
i. Receipt Acknowledgement Request	

6. Owning units may request support from their Battalion Armorers or contact teams from the Intermediate Maintenance Activity (IMA) to affect on-site repairs when this is more cost effective than mailing/shipping weapons to supporting maintenance facilities.

3022. PERSONAL WEAPONS. A personal weapon is a privately owned weapon, procured through non-military sources, for personal use.

1. Unit personnel may store their personal weapons in the unit armory if authorized by installation, at the discretion of the Site Commanding Officer/Inspector-Instructor.

2. Unit personnel may request, in writing, that the site Commanding Officer/Inspector-Instructor authorize them to store their personal weapons in the unit armory. This authorization

will be maintained in the armory. Such storage must not interfere with any armory related operation.

3. Personal weapons will not be stored in the same racks or containers with government owned weapons (reference (a), paragraph 8029 applies).

4. Security for personal weapons will be the same as for government weapons.

5. The only individuals authorized to store personal (privately owned) weapons in Marine Corps Reserve Center Armories are active duty personnel assigned to that designated site and reserve personnel who are either drilling or performing annual training (AT).

6. The individual owning the personal weapon to be stored is responsible for ensuring that the weapon is registered IAW applicable Federal, State, Local and or Base regulations. If registration is required, the individual is responsible for presenting documentation reflecting proper registration of the weapon when requesting authorization to store the weapon in a government facility.

7. Any records required by the Commanding Officer/Inspector-Instructor (Battalion/Squadron level) for accountability of personal weapons will be maintained separately from those government weapons (reference (a), paragraph 8029 applies). Therefore, personal weapons shall not be included on the daily sight count or the monthly serialized inventory. A separate inventory will be maintained.

8. To preclude any possible liability to the Marine Corps, a Personal Weapons Logbook will be established for and maintained within each armory. A logbook entry will be made each time a personal weapon is checked in/out of the armory. The logbook will contain, at a minimum, the following information on all personal weapons:

a. OWNER.

- b. WEAPON TYPE (rifle, pistol, shotgun).
- c. MANUFACTURER.
- d. MODEL.
- e. SERIAL #.
- f. DATE the weapon was checked-in and the SIGNATURE of the individual receiving the weapon.
- g. DATE the weapon was checked-out and the SIGNATURE of the individual receiving weapon.

9. The following procedures will be utilized when requesting to store personally owned weapons in the unit armory:

- a. The weapon owner is responsible for filling out the Personal Weapons Storage Request and hand carrying it to the site Commanding Officer/Inspector-Instructor along with a copy of any applicable registration.

- b. Once approved by the Commanding Officer/Inspector-Instructor, the weapon owner will take the request to the armory along with the personal weapon to be stored.

- c. Weapons will be turned into the armory in an unloaded and cleared condition. (It is recommended that the owner provide a protective case in which to store the weapon.)

- d. The unit's armorer/weapons custodian will sign the Personal Weapons Storage Request and make all appropriate entries in the Personal Weapons Logbook. A photo-copy of the signed Personal Weapons Storage Request will be given to the weapon owner as a receipt. The owner will keep it until it is surrendered for the permanent recovery of the weapon from the armory due to transfer or discharge. Withdrawl of weapons or ammunition require the owner to produce one form of identification. The original signed storage request will be

filed in the armory. It will be retained in a dead file for three years from the date of final return to the personal weapon to the owner.

e. In the event a personal weapon(s) or ammunition is abandoned in an armory, attempts will be made to locate the owner(s) in accordance with State abandonment laws. Once the requirements of State abandonment laws have been satisfied, and the owner(s) not located, commanders will ensure that the weapon(s) and/or ammunition is destroyed in accordance with reference (DOD 4160.21-M-1). Additional information concerning lost and found property and abandoned property handling is provided in chapter 9, paragraph 9007 of reference (a).

3023. MWR/SPECIAL SERVICE WEAPONS

1. MWR/Special Services weapons will be afforded the same level of security as described for other government and privately owned weapons.
2. Issue and recovery procedures will be the same as described for non-individual weapons using the NAVMC 10359 card.
3. Authorization to issue special services weapons will be controlled by the site Commanding Officer/Inspector-Instructor.
4. Missing special services weapons will be reported in the same manner as any government weapon. The reporting unit will immediately notify the Commander, MARFORRES (FAC, & G-4/ORD) of the loss.

3024. SECURITY OF MUSEUM AND DEMILITARIZED WEAPONS (TO INCLUDE FOREIGN WEAPONS). Museum weapons that are not demilitarized will be afforded the same level of security as other military weapons within the same security risk category. An AK47 automatic weapon will be stored as a security risk category II weapon, where as a Springfield bolt action rifle would be stored as a security risk category IV weapon.

3025. MONTHLY SERIALIZED INVENTORY

1. The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) shall appoint, in writing, a disinterested third party (officer or SNCO) to conduct a monthly inventory of all serialized weapons using an extract of the current, signed copy of the armory/weapons storage area Consolidated Memorandum Receipt (CMR) (reference (a) 8021.5 & (c) paragraph 2003 apply). The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) may delegate, in writing, site Commanding Officer/Inspector-Instructors within his/her organization the authority to sign monthly serialized inventory appointments.

a. 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, supply personnel, armory NCO, Commanding Officer/Inspector-Instructor/Officer In Charge, armorer or weapons custodian.

b. The assignment of the Commanding Officer/Inspector-Instructor to inventory his/her own weapons is prohibited.

c. The organization supply officer/chief will provide the inventory officer with a current copy of the Consolidated Memorandum Receipt (CMR) which will be used as the inventory document to conduct the monthly serialized inventory. The completed inventory will be submitted to the Commanding Officer/Inspector-Instructor who will verify the report.

d. MCO 5530.14A makes no mention of the requirement to conduct monthly serialized inventories on any other ordnance materiel, such as optical equipment. The inventory of these items is optional and at the discretion of the Commanding Officer/Inspector-Instructor (Battalion/Squadron level).

e. The assignment letter, CMR extract, and written results of the inventory shall be maintained for 3 years.

2. 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 an ERO/Work Order, a NAVMC 10359, a NAVMC 10520, a 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.

a. Items evacuated for repair will be verified by the appropriate ERO/Work Order number. The inventory officer will cite the copy of the ERO/Work Order and verify that the serial number annotated matches that on the CMR.

b. 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. Serial numbers of ordnance materiel held in violate corrosion inhibitor (VCI) packaging will be verified by sighting the certified serial number listing posted on the exterior of each container. The inventory officer will also inspect each container to ensure that no tampering or forced entry has taken place and it is secured per MCO 4030.16_.

4. Items shipped, as being excess and/or coded out, but still listed on the CMR, will be backed by copy of Letter of Unserviceable Property (LUP) or a Recoverable Item Report (WIR).

CHAPTER 4

ADMINISTRATION4000. PUBLICATIONS

1. The Marine Corps has a comprehensive technical publication system to support the maintenance effort at all levels. The current edition of MCO P5600.31_ requires Commanding Officer/Inspector-Instructors to ensure that current maintenance publications are on hand, effective internal distribution control procedures are established, and that prompt action is taken to increase and/or decrease allowances as requirements change. Because of the variety and complexity of current weapons and ordnance equipment, it is impossible for technicians to perform all maintenance actions from memory alone. Proper diagnosis and repair cannot be performed without a current publication library. Outdated publications contain outdated information and material. Technicians who use outdated publications to guide their efforts can do more harm than good. They chance missing some essential, updated inspection criteria or repair procedure. This may result in delays in repairing equipment, or worse, placing unsafe or improperly repaired equipment in the hands of Marines.

2. A publications library is dynamic in the sense that it is constantly changing; for example, new publications are added, changes are made to existing publications, publications are replaced, etc. Therefore, establishing a publication library is only half the mission. It is also necessary to maintain a system to support the continuing operation of a publication library. Reference (e) provides excellent guidance on establishing and maintaining a publication system.

3. When establishing a publications library, it is necessary to consider both technical publications (equipment associated & non-equipment associated) and non-technical publications. Those publications that pertain to armory operations and not to weapon system/equipment should be maintained separately in Armory Operations Directives Binder/Binders, sectioned by publication/directive type, (i.e. MCOs, UMs, ForOs, etc.).

4. Units are not limited to holding publications associated to their equipment within their authorized echelon of maintenance (EOM). If units do maintain publications beyond their EOM, those publications must be maintained IAW MCO P5600.31_ and Appendix B of MCO P4790.2_.

5. The Marine Corps Publication Distribution System (MCPDS) lists all current technical publications - technical manuals (TM), stock lists (SL), supply instructions (SI), technical instructions (TI), modification instructions (MI), etc., in item designator (ID) number sequence and is updated quarterly. Units with direct access to MCPDS will use the system for publication management per MCO P5600.31_. Units without direct access to MCPDS will use the PLMS for publication management. PLMS provides access to an automated SL-1-2/1-3 that is updated quarterly and may be accessed via the Internet at: <https://mcsd4.ala.usmc.mil/MCSD/SL/>.

6. Publication Procedures

a. Contact the unit supply section and obtain a current Consolidated Memorandum Receipt (CMR), then record the TAMCN/ID numbers of all equipment rated within the armory.

b. Obtain a copy of the current SL-1-2, via PLMS. Reconcile the ID numbers rated on the CMR with the SL-1-2 to determine all publications released for each piece of equipment. Determine exactly which publications are rated considering the unit's authorized echelon of maintenance.

c. Utilize the current SL-1-2 to perform a complete inventory of the armory publication library. Check the Publication Control Number (PCN) and date on each publication to ensure that they are current. Verify all publication changes (especially pen change) are properly entered. Ensure each publication is in a good state of serviceability. (Discard all publications that are outdated or unserviceable.)

d. Maintain technical publications in separate binders, by equipment type (i.e. M16 series rifle, M249, M9, etc.).

Label/stencil binders neatly in a fashion that personnel can understand.

e. Order replacements for all outdated or unserviceable publications.

4001. DESKTOP PROCEDURES AND TURNOVER FILES

1. Desk-Top Procedures. The frequent change of personnel within units results in a lack of expertise and continuity in day-to-day operations. Proper use of desktop procedures greatly alleviates this situation and improves the overall efficiency of the unit. Desktop procedures should be a simple listing of significant items or notes pertinent to the everyday operation of a particular billet. Normally, they would include such items as current references, procedures for carrying out required duties, telephone numbers of individuals who might need to be contacted, and reports required. Procedures should also include information about general duties, opening and closing procedures, key control procedures, inventory procedures, etc.

2. Turnover Folders. A turnover folder will include information about policy, personnel, status of pending projects, references, management controls, functioning of the section, ways and means of accomplishing routine as well as infrequent tasks. In addition, it should include other such information as would be of value to an individual newly assigned to that billet. A format for the preparation of a turnover folder may be found in paragraph 1005 of reference (c) and paragraph 1003 of reference (e).

3. Additional information regarding desktop procedures and turnover files is contained in reference (c) and reference (e).

4002. TRAINING ALLOWANCE (T/A) AND TABLE OF EQUIPMENT T/E RELATIONSHIP

1. Units of the MARFORRES manage two equipment requirements, the Training Allowance (T/A) and Table of Equipment (T/E). The T/A is that portion of the T/E required to train in garrison non-mobilization and is based on each unit's individual situation.

2. The Special Allowance is a requirement above the units T/E that is required to accomplish training, approved only at higher levels of command. For mobilization, it is imperative that commanders have on-hand information concerning ordnance equipment overages and shortages for rapid transportation dissemination requirements. The Armament Summary Chart, in Appendix D, provides a format for maintaining the status differences in regards to the T/A and T/E relationship.

CHAPTER 5

MAINTENANCE5000. GENERAL1. Scope

a. Maintenance is all action taken to retain equipment in, or restore it to, serviceability. Ordnance equipment will be maintained per the procedures set forth in MCO P4790.2_, applicable policy letters, pertinent regulations, Technical Manuals (TM), Technical Instructions (TI), Supply Instructions (SI), and Modification Instructions (MI).

b. Priority of maintenance will be dedicated to the inspection and repair of Marine Corps Ground Equipment Resource Reporting (MCGERR) equipment as listed in enclosure (1) of the current MCBul 3000, followed by Non-MCGERR equipment.

c. Ordnance equipment requiring repair beyond the scope and capability of the owning unit shall be evacuated to the next higher echelon of maintenance (EOM). Maintenance support is provided by the Intermediate Maintenance Activity (IMA). This support is furnished without cost to the owning unit. Direct liaison (DIRLAUTH) is authorized between units and the IMA subordinate units for the conduct of ordinary maintenance support of ordnance equipment.

d. Repair Cycle Time (RCT) is that period during which equipment is inoperative and requires repair. In order to minimize RCT, delays in performing maintenance or evacuating equipment must be eliminated.

e. The Marine Integrated Maintenance Management System (MIMMS) is an integral part of the ground ordnance maintenance process. MIMMS was developed to standardize equipment reporting and, at the same time, reduce and consolidate reporting requirements throughout the Marine Corps. MIMMS is used to

provide immediate and accurate maintenance data to unit commanders, and reduce the effort required to manage maintenance.

2. Responsibilities

a. Each Commanding Officer/Inspector-Instructor is responsible for maintaining the operational readiness of their equipment. Therefore, the owning unit is responsible for proper operating techniques, normal up-keep, and the timely performance of those maintenance actions authorized by their Unit T/O and specific MARADMIN releases.

b. Using units will comply with the provisions of MCO P4790.2_ in reporting equipment under the Marine Corps Integrated Maintenance Management System (MIMMS), Automated Information System (AIS), and Field Maintenance Subsystem (FMSS).

c. The IMA, is responsible for the timely performance of all maintenance actions which exceed those authorized to owning units. Requests for higher echelons of maintenance support on ordnance equipment will be made IAW TM 4700-15/1_.

d. Maintenance activities in support of MARFORRES will furnish all possible support, with the goal of increasing equipment readiness, by maximizing the service life of all equipment, while minimizing RCT.

5001. MAINTENANCE CATEGORIES AND ECHELONS. Maintenance categories are broken down into three distinct areas:

1. OPERATOR / CREW. Operator / Crew maintenance is that maintenance, scheduled or unscheduled, which is the responsibility of, and performed by the using unit on Table of Equipment (T/E) and special allowance assigned equipment. Organizational maintenance has two echelons of maintenance within it.

a. First Echelon. The Crew or operator performs first echelon maintenance. It includes, but is not limited to, the proper care, use, operation, cleaning, lubrication, and such

adjustment, minor repair, testing, and parts replacement as may be prescribed by pertinent technical publications. (There is no requirement to collect MIMMS data at first echelon.)

b. Second Echelon. Second echelon maintenance is performed by specially trained personnel in the organization. It includes, but is not limited to, both preventive and corrective maintenance identified as being second echelon and authorized by the equipments appropriate technical publications.

2. FIELD. Field maintenance is performed by designated activities in direct support of using organizations. It includes calibration and repair/replacement of damaged or unserviceable parts and provides technical assistance, support through a secondary repairable issue point and/or contact team support. Intermediate maintenance has two echelons of maintenance within it.

a. Third Echelon. Third echelon maintenance is authorized by appropriate publications to be performed by specially trained personnel either in an intermediate or organizational role. Third echelon maintenance includes adjustments and alignment of modules using Test, Measurement, and Diagnostic Equipment (TMDE), repair by replacement of modular components and piece parts which do not require extensive post maintenance testing.

b. Fourth Echelon. Fourth echelon maintenance is normally associated with permanent or semi-fixed shops of the IMA that have a commodity peculiar mission. Fourth echelon maintenance includes diagnosis, isolation, adjustment, calibration, alignment, and repair of malfunctions to the internal piece part level.

3. Depot. Depot maintenance (Fifth echelon) is maintenance requiring major overhaul or complete rebuild of parts, subassemblies, assemblies or end items, including the manufacture of parts and performance of required modifications, testing and reclamation. Fifth echelon maintenance involves major overhaul and rebuild and is normally provided only by Marine Corps Logistics Bases (MCLB), Albany, Georgia or Barstow, California.

5002. INCREASED ECHELON OF MAINTENANCE (IEM) REQUEST

1. MARADMIN 110/00, "Common Sense Approach to Maintenance", was intended to increase equipment readiness by reducing unnecessary maintenance requirements. This policy authorizes units to perform specific IEM tasks for which they have the trained personnel, tools, TMDE, publications, facilities, and budget to perform.

2. To perform a selected IEM task, the unit commodity manager will request, in writing, authority from the Commanding Officer/Inspector-Instructor (Battalion/Squadron level), via the unit MMO (e-mail meets this requirement). Requests must provide details of the unit's ability to meet the requirements below. Approval must be granted, in writing, before the higher echelon task can be performed.

3. Considerations for granting IEM authority on ordnance equipment are as follows:

a. Performing the task must save the unit time. It should take less time for the unit to perform the repair than to evacuate the weapon system for repair.

b. No special tools or test equipment are required. Owning units can only request to perform those tasks that they have tools and TMDE to perform. No additional tools or TMDE will be procured to perform IEM tasks.

c. Trained maintenance personnel must be resident in the unit. If a trained technician is not resident within the unit, the ordnance equipment will be evacuated to the next higher EOM, or a contact team requested.

d. Conducting the higher EOM tasks will not interfere with accomplishment of the unit's maintenance mission.

e. Once a specific IEM task has been approved, the unit may continue performing that particular task until the Commanding

Officer/Inspector-Instructor revokes the approval, or a change of command occurs.

4. To be granted a temporary (Six months or less) increase in the authorized EOM, the Commanding Officer/Inspector-Instructor (Battalion/Squadron level) will request, in writing, authorization from the Commander, MARFORRES (G-4/MMO). Such assignments must provide for the more effective use of available maintenance resources, enhance combat readiness, reduce excessive backlogs existing at higher EOM, or result in an overall savings in maintenance costs.

5003. PRE-FIRE INSPECTIONS (PFI)

1. 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. Civilian Technicians must have a letter signed by a Ground Ordnance Maintenance Officer (MOS 2102/2110/2120/2125) affirming that the employee has the necessary training and experience to inspect and certify weapons for live fire operation. The date of the PFI will not exceed 30 days prior to weapon use for any live fire and/or qualification/re-qualification. At the time of inspection, the weapon serial number will be recorded on an ERO/WORK ORDER. When performing a PFI on weapons authorized for batching, the weapons serial numbers will be recorded on a locally produced Limited Technical Inspection (LTI) sheet. A copy of the appropriate documentation used to document the PFI will be supplied to the Range Safety Officer (RSO) for re-qualification details.

2. The Commander, Marine Forces Reserve is authorized to waive the 30 day time compliance for specified Reserve Units on a case-by-case basis. A sample request is provided in Appendix I. In order to be eligible for a waiver, a weapon must have had documented PMCS/Gaging by an armorer (MOS 2111) within the previous 12 months; and not left the armory for firing or field training.

5004. PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)

1. Preventive maintenance checks and services are systematic programs of inspecting, servicing, lubricating, and adjusting equipment. An effective PMCS program will prevent the early breakdown or failure of equipment, preventing costly, complex, and time-consuming repairs and allowing the optimum use of maintenance resources.
2. The owning unit is responsible for scheduling and ensuring the completion of equipment PMCS. The owning unit will request support for all PMCS requirements which exceed their authorized EOM.
3. Schedule PMCS for ordnance equipment under warranty as indicated in the applicable equipment Technical Manual (TM) until warranty expiration. Applicable Fielding Plans address equipment under warranty.
4. Schedule PMCS for ordnance equipment not under warranty as follows:
 - a. Ordnance crew-served weapons and individual weapons with dual barrels (e.g., M249 SAW) not under a warranty period will have their PMCS scheduled on an annual basis. A completed PFI with IMA gauges fulfills the annual PMCS requirement.
 - b. Ordnance individual weapons not under a warranty period do not require second EOM or higher scheduled PMCS.
5. PMCS will be scheduled utilizing a NAVMC 10561 per TM-4700-15/1_. Use the appropriate symbol listed on the back of the NAVMC 10561 to indicate the interval. The reporting of completed PMCS will be accomplished for all PMCS performed in organizational or support activity maintenance shops.
6. All armorers (MOS 2111) are strongly encouraged to use the PMCS sheets which are provided in Appendix G.

5005. CORRECTIVE MAINTENANCE (CM)

1. Corrective maintenance consists of all maintenance actions performed to restore equipment to a specific condition - due to material failure, equipment damage, or as a result of equipment operations. A properly applied CM program, when augmented by effective Preventive Maintenance, will ensure maximum combat readiness of all equipment. The CM process commences when equipment is reported as requiring CM. It terminates when the equipment is either restored to a serviceable condition, declared not reparable, or as otherwise determined by competent authority. The owning unit is responsible for the timely performance of all CM actions within its authorized EOM.

5006 MAINTENANCE BY CANNIBALIZATION/SELECTIVE INTERCHANGE

1. The following guidance/clarification concerning cannibalization and selective interchange is provided:

a. Cannibalization is defined as the removal without replacement of serviceable parts from an item of equipment in order to install them on another like item of equipment (reference (b), paragraph 1003.j(1)a applies). Maintenance of this type will not be employed and is expressly prohibited, except in extreme circumstances and then only when authorized by the Commander, MARFORRES (G-4/MMO).

b. Selective interchange is the exchange of selected serviceable repair parts/components from a deadlined item of equipment for unserviceable repair parts/components from a like item. The exchange must be complete to qualify as selective interchange. The exchange, however may take the form of a requisition for the replacement repair part/component in lieu of the actual unserviceable repair part/component (reference (a), paragraph 1003.j(1)b applies).

2. The difference between the two definitions is that selective interchange addresses the replacement of the removed serviceable repair part/component, where as cannibalization does not. As

such, the conduct of selective interchange will require the same authorization as cannibalization.

5007. MODIFICATION

1. Equipment modifications are maintenance actions performed to change the configuration of equipment systems, end items, components, assemblies, subassemblies, or parts in order to improve equipment functioning, maintainability, reliability, and/or safety characteristics. Marine Corps equipment will be modified only as directed by the CMC.

2. Requirements for equipment modification, including the detailed step-by-step procedures for accomplishment, are published as Modification Instructions (MIs). They identify specific types and items of equipment to be modified, as well as the maintenance resources, skills (to include echelon of maintenance), and time necessary for their accomplishment. If the modification to be applied falls within the owning units authorized echelon of maintenance, it is scheduled and performed at that level.

3. Equipment modifications fall into one of two categories: Modifications required preventing death or serious injury to personnel, preventing major damages to equipment, or make changes considered essential to equipment that their application must be accomplished at the earliest possible time are designated "URGENT." Other modifications are designated "NORMAL."

a. "URGENT" MIs require that equipment be deadlined or its use sharply curtailed until modifications are applied. "URGENT" MIs specify a required completion date and may contain restrictive operating conditions. Utmost priority must be given to the accomplishment of "URGENT" MIs.

b. "NORMAL" MIs are accomplished on a scheduled basis and must be completed within one year of the effective date of the MI, unless the MI indicates otherwise. Equipment in level "A" Pack need not be opened to perform "NORMAL" MIs. The required modification kits will be requisitioned and held until applied.

The modification will be applied as soon as the equipment is removed from level "A" Pack.

4. The owning unit is responsible for determining which modifications have been issued for their assigned equipment, and to ensure that all required modifications have been properly completed and documented. A modification control record will be prepared for each major end item of equipment for which an MI has been issued. The equipment commodity manager and unit MMO will maintain modification records per TM 4700-15/1_ and MCO P4790.2_. Use the current edition of the SL-1-2 to determine all MIs which are applicable to the using unit's equipment.

5. When equipment modifications exceed the using units authorized echelon of maintenance, the unit must request an increased echelon of maintenance (IEM), evacuate the equipment to the Intermediate Maintenance Activity or request a contact team.

6. Commodity Managers Modification Control Record (NAVMC 11053/54). The purpose of the Commodity Managers Modification Control Record is to provide the unit commodity managers with a readily available means of accurately determining the modification status of assigned equipment. Unit commodity managers will maintain the Commodity Managers Modification Control Record (NAVMC 11053 or NAVMC 11054) based on information obtained from other records and physical observation of the equipment. TM 4700-15/1_ and MCO P4790.2_ provide detailed guidance on responsibility, preparation, filing and disposition.

5008. OWNING UNIT MAINTENANCE PROCEDURES

1. MCO P4790.2_ outlines the policies and procedures to be followed in the maintenance of Marine Corps ground equipment. Repairs on equipment will be performed at the lowest echelon/category of maintenance as possible. The echelon/category depends on the type of repair, repair parts, and the availability of time, tools, equipment, and qualified personnel.

2. All organizations shall perform those maintenance actions which they are authorized to perform. The unit's T/O is the source for determining the level of maintenance authorized along with pertinent TMs, TIs, SIs, and MIs.

3. Each unit will maintain all publications, tools, and special equipment necessary to perform their authorized maintenance IAW MCO P5600.31 and reference (b).

4. An Inspection/Repair Tag (NAVMC 1018) will be properly completed per TM 4700-15/1_ and attached to all items of ordnance equipment upon detection of any defect or unserviceability.

5. Validation/Reconciliation. Validation is the process used to confirm repair part requirements. It involves confirmation of requirements that are still needed, cancellations, receipts, scrounges, and current status. Reconciliation is the process used to ensure that validated requirements are properly logged within the MIMMS and supply output reports. Each week, the unit commodity manager or MMO will conduct and document validation/reconciliation (reference (b), Appendix C, paragraph 2c(3); reference (e) paragraph 3006).

6. Commanding Officer/Inspector-Instructors will ensure that equipment requiring maintenance due to conditions other than normal wear and use (i.e., accidents or negligence) have been properly investigated as per TM 4700-15/1_. Equipment under investigation may be evacuated to a supporting maintenance facility for a Limited Technical Inspection (LTI) and cost estimate, however, repairs will not commence until released from investigation by the convening authority ordering the investigation.

5009. QUALITY CONTROL. Quality Control (QC) requires a complete equipment check to verify the proper completion of all maintenance actions IAW the applicable equipment TM, and verify that equipment records are completed per TM 4700-15/1_. Each Commanding Officer/Inspector-Instructor will appoint, in writing, a primary and alternate Quality Control Inspector for each commodity (reference (c) & (e) apply). Commodity managers will

ensure that QC inspectors are performing their duties using the applicable policy letters, pertinent regulations, TMs, TIs, and MIs. QC inspectors for small arms shall use the Inspection Sheets provided in Appendix G.

5010. EVACUATION TO HIGHER ECHELON (EVC HECH)

1. When any maintenance actions required exceed the using unit's authorization/capability, equipment must be evacuated to the next higher echelon. Excessive delays in evacuation postpone corrective action and therefore must be avoided. The site Commanding Officer/Inspector-Instructor is responsible for ensuring that such ordnance equipment is evacuated in a timely manner.

2. MARADMIN 383/02, "Ground Equipment Maintenance Policy Change", was released to eliminate restrictive, non-value added maintenance process requirements. This policy authorizes owning units to request maintenance support without having all lower level maintenance actions completed. This policy does not relieve the equipment owner from the responsibility of performing their authorized maintenance tasks. It only allows for the execution of maintenance support without the precondition that all lower maintenance be performed and accomplished prior to induction.

3. The equipment owning unit is responsible for making liaison with the IMA or their respective Inter Service Support Agreement (ISSA) provider, clearly articulating the nature of the maintenance required, then ensuring compliance with any requirements.

4. A second EOM ERO/WORK ORDER (NAVMC 10245) will be properly completed per TM 4700-15/1_ and entered into the MIMMS system (Job Status/EVC HECH). A separate, courtesy third EOM ERO/WORK ORDER will be prepared and accompany all ordnance equipment evacuated for maintenance. The 2nd EOM ERO/WORK ORDER number will be entered as the Request Number on the Courtesy 3rd ERO/WORK ORDER. The unit evacuating the equipment will receive

the signed yellow ERO/WORK ORDER copy as a receipt for the equipment.

5. An Inspection/Repair Tag (NAVMC 1018) will be properly completed per TM 4700-15/1_ and attached to all items of ordnance equipment requiring evacuation to maintenance facilities for repair.

6. Maintenance support units will report evidence of abuse or lack of organizational maintenance by using units to the Commander, (AC/S G-4/ORD), and the Commanding Officer/Inspector-Instructor of the unit concerned.

7. When maintenance actions are completed, the equipment owning unit will accomplish the following:

a. Pick up equipment as soon as possible.

b. Perform a joint inspection with the maintenance support activity. When a joint inspection is not possible due to the geographic separation within MARFORRES, the owning unit must still perform an LTI on all returned ordnance equipment before placing it back in service. This inspection includes work performed by contact teams.

c. Ensure that all appropriate maintenance entries are documented, and/or recorded in any required log/weapons record book (part I and/or II) prior to acceptance of the item.

5011. TRANSPORTING ORDNANCE MATERIAL

1. Weapons transported for repair or pick-up must be stowed in such a manner so as to provide maximum protection in transit. Use of padding or specially constructed transport boxes must also provide maximum protection from the elements and must prevent further damage to equipment being turned in for repair, or damage to equipment already repaired. Ordnance equipment being carried by an individual is the direct responsibility of that individual and must be handled in such a manner as to prevent damage or loss.

2. When transporting optical equipment to and from maintenance support facilities and during normal training, every precaution will be taken to ensure proper storage aboard the vehicle, to preclude damage in transit. Optical components will be protected by padding, and covered for protection against dust or rain. Those items of optical equipment with cases will be transported in their cases.

3. In the case of items transported for calibration, care and precaution must be taken to ensure calibrated instruments are afforded maximum protection from damage.

4. When transporting secondary repairable items for turn in/pick-up, the same care must be provided. The fact that an item of ordnance equipment or component is inoperable does not mean it is non-repairable. Damage to an item in transit may render it unserviceable or economically unrepairable thus decreasing the availability of repairable assets.

5. Security procedures for transporting weapons are addressed in paragraph 3019 and 3020 of this directive.

5012. MAINTENANCE SUPPORT TEAM REQUEST. Maintenance support team requests may be submitted directly to the IMA, per ForO P4790.3_. The request will cite the TAMCN, nomenclature, type of maintenance required, quantity, location, points of contact, and telephone numbers.

1. Reasons for the request may include, but are not limited to, Annual Gauging, pre-deployment inspection, bore-scope/pullover gauging, Javelin or TOW missile maintenance/PM, and third and fourth echelon inspection/repair.

2. Technical assistance will be provided to units upon request. Normally, technical assistance consists of classes on ordnance equipment and care, maintenance, and armory procedures. Assistance may also be requested for ordnance problems that cannot be resolved internally. Requests for technical assistance will be submitted via the appropriate chain of command.

5013. IDENTIFICATION MARKING OF SMALL ARMS

1. 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.

2. To assist the unit armorer/weapons custodian in the issue and receipt of small arms, weapons may be stenciled with the storage rack number on its receiver or stock per TI-8370-15/1, which establishes painting as the only approved method of marking small arms and accessories. Ordnance items requiring local serial numbers will be marked using a stencil no larger than one inch in a color conducive to camouflage. Marking will consist of any unique set of letter and/or numbers.

a. Bayonets and combat knives will be marked on the scabbard or sheath.

b. Rifles will be marked on the left (Serial #) side of the stock near the butt.

c. Pistols will be marked on the left (Serial #) side grip panel.

d. Machine guns and squad automatic weapons will be marked on the top of the feed cover.

e. Other accessory items will be marked on any flat non-friction bearing surface.

f. These markings are for local identification of weapons and equipment for issue and recovery. The number should be entered in the RACK NO block of the NAVMC 10520 (Ordnance Custody Receipt Card). Do not enter these numbers on the Reporting Unit Allowance File (RUAFF).

5014. CALIBRATION. The complexity of current Marine Corps equipment has resulted in an ever increasing degree of complexity

of the required Test, Measurement, and Diagnostic Equipment (TMDE). TMDE are sophisticated tools that require control, inventory and maintenance. The main emphasis of TMDE maintenance is accuracy, assured through calibration. By failing to make sure that TMDE is properly calibrated the unit may conduct maintenance using test equipment that is not accurate - thereby compromising the integrity of the end item undergoing maintenance. Additional guidance on calibration can be obtained in TI-4733-15/11. Calibration records will be maintained on all gages per instructions in TM 4700-15/1, MCO P4790.2 and ForO P4790.3_.

5015. INFANTRY WEAPONS GAGE CALIBRATION PROGRAM (IWGCP)

1. Using units will ship their gages for calibration to NSWC Corona using a DD-1149 correctly filled out as outlined in TI-4733-15/11_. Once the IWGs requiring calibration are received by IWGCP at NSWC Corona, calibrated gages from the pool will be shipped and delivered to the Contiguous United States (CONUS) units within ten working days and OCONUS units within twenty working days. The IWGCP has been developed to maintain a pool of calibration gages for exchange of uncalibrated gages at no cost to the unit.

2. Using units are responsible to ensure the timely submission of gages for calibration services, for staggering the calibration intervals of their gages to increase the availability of their on-hand gages, and ensure they are calibrated at the required intervals per current editions of MCO 4733.1_ and MCO P4790.2_.

a. Using units requesting calibrated gages must turn-in gages that are due for calibration in order to receive calibrated gages from the IWGCP.

b. Request using units send IWGs requiring calibration to the below listed address that corresponds to method the using unit chooses to utilize. It is recommended that units use the fastest traceable means to provide visibility of shipments to determine when the gages are receipted for by Corona.

(1) If using a commercial carrier (FedEx or UPS), use the following address:

Commanding Officer, Corona Division
Naval Surface Warfare Center (PE-22)
Measurement Science and Technology Laboratory PE22, Bldg 575
2300 Fifth Street, Norco, California 92860
Commercial (951) 273-5044

(2) If utilizing the United States Postal Service (USPS) mail by register mail with return receipt to (see enclosure (2)):

Commanding Officer, Corona Division
Naval Surface Warfare Center (PE-22)
Gage Laboratory, Bldg 575
P.O. Box 5000
Corona, CA 92878-5000

5016. PAINING ORDNANCE MATERIAL

1. Indiscriminate painting of ground ordnance equipment and material including fire control and optical instruments inhibits the performance of proper preventive maintenance. Painting is for preserving the surface of the item from which the protective finish has been removed by corrosion or wear, for disruptive patterning for camouflage, and to eliminate light reflection from parts which have become shiny.

2. Satisfactory metal surfaces for weapons range from black to light gray. A worn, shiny metal surface is objectionable only when it is capable of reflecting light. Minor loss of finish (shiny spots, nicks, scratches, etc.) on exterior surfaces can often be restored by the use of solid film lubricant, NSN 9150-01-260-2534. (Refer to TM 05538/10012-IN for proper use and application.) The only authorized level of maintenance to phosphate finish small arms is Depot.

3. Paint tactical and combat equipment per reference (c) and reference (e).

4. The painting and registration marking of Marine Corps vehicles and equipment will be as specified in TM 4750-15/1_. Marine Corps green gloss enamel will not be used on tactical and combat equipment. The only paint authorized for MARFORRES vehicles is Chemical Agent Resistant Coating paint (CARC). Those portions of combat vehicles requiring interior painting will be painted with fire retardant paint.

5017. CLEANING ORDNANCE EQUIPMENT

1. The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) will establish procedures to ensure that all weapons are inspected for proper cleanliness and lubrication. After periods of firing, individual and crew-served weapons must be field stripped and thoroughly cleaned prior to return to the unit armory. Procedures for cleaning security and stock weapons are contained in paragraph 2005.

2. Commanding Officer/Inspector-Instructors are cautioned that technical publications pertaining to a specific item of equipment may prescribe materials and procedures for cleaning and preserving that particular type of equipment. USMC supply instruction (SI-9150-15/2) authorizes the use of CLP, which provides protection for weapons systems. The indiscriminate use of unauthorized cleaning material on ordnance equipment could result in deterioration or damage and is strictly prohibited.

5018. CORROSION CONTROL. Marine Corps tactical ground and ground support equipment are particularly susceptible to corrosion and other types of moisture damage due to their material composition and assigned missions in moisture-laden environments. Corrosion control will be conducted per equipment TMs, LOs, LIs, TM-3080-34, and TM-3080-25/1 (Corrosion Control for Assault Amphibian Vehicle AAV7A1).

5019. WOODEN PARTS. Few pieces of equipment in the modern Marine Corps have wooden parts. Only raw linseed oil will be used on any wooden parts on military weapons. Rubbing of raw linseed oil into the wood prevents dryness, prohibits absorption of moisture, and gives protection to the wood. When cleaning and

caring for wood components, visually check for any cracks, gouges, dents, of loose parts, and replace as required. Use of commercial products containing substances other than raw linseed oil on wooden components of military weapons is prohibited.

5020. OPTICAL EQUIPMENT

1. Adverse climatic conditions and frequent use of optical equipment imposes a requirement for optimum organizational maintenance. Because of the delicate and complex nature of optical equipment, organizational corrective maintenance is limited in scope. Therefore, continuous operator and organizational preventive maintenance is essential. While in use, the lenses of optical equipment should be protected from the elements whenever possible. Lens tissue and camel hair brushes will be made available to remove dirt and fingerprints from the lenses of optical equipment while issued and upon return of equipment to the unit armory of designated storage area.

2. When not in use, instruments may be stored in their carrying/storage cases. Batteries will be removed from optical instruments before storage to prevent equipment from becoming unserviceable/unrepairable due to battery corrosion. Batteries will be stored in an authorized area. Optical equipment is no longer required to be stored in a hot locker; therefore, hot lockers are no longer required within MARFORRES.

3. Using units possessing the personnel and equipment required to purge fire control equipment with dry nitrogen will ensure that this service is performed at required intervals. Units without this capability will arrange for this service with the appropriate maintenance support facility.

4. Some items of optical equipment contain a radioactive isotope used to energize phosphorescent materials for illumination. The most common radioactive isotope, in the form of a gas, is called Tritium (H-3). (Any unit with such equipment shall closely comply with paragraphs 5, 6, 7 and 8 below.) The tritium is contained in a sealed vial within the device and as long as the vial is intact, the tritium poses no threat to personnel. If the

vial is broken however, the gas will escape and a portion of it may combine with oxygen in the air to form "tritiated water" (H3O). Although the gas itself disperses rapidly, it can pose a health hazard by inhalation, particularly within an area of limited ventilation. In addition, tritiated water, being more persistent, poses a serious health hazard by inadvertent ingestion. In an effort to protect all personnel in general and maintenance personnel in particular, prior to the handling of any intact radioactive commodity containing tritium, an illumination check should be done to ensure the integrity of the tritium source(s). This check is conducted by simply taking the item into a dark room and visually confirming that all illumination sources are functioning as designed. Prior to conducting the check, maintenance personnel shall review pertinent documentation concerning the item to ensure their understanding of the location and number of sources contained within the specific piece of equipment. In the case of a damaged radioactive commodity or one that fails the illumination check, the item shall be considered contaminated until proven otherwise and the unit shall follow the procedures set forth in paragraph 8 below.

5. Although not specifically an ordnance item, the Compass, Magnetic Un-mounted Lensatic (TAMCN K4222), should be retained in the unit armory and stored in a container marked with the standard radiation symbol and words "WARNING, RADIOACTIVE MATERIALS". In the event of a damaged compass, the unit shall comply with paragraph 8 below.

6. All equipment containing radioactive materials, must be labeled, "WARNING, RADIOACTIVE MATERIALS" and shall be classified as a Radioactive Commodity (RC). As per the current edition of MCO 5104.3_ and Marine Forces Reserve (MFR) policy, any unit possessing, storing, handling or shipping RC shall have a trained Radiation Protection Assistant (RPA). (For more information on RPA training, units shall contact the MFR safety office.) Under the supervision of the local RPA, each unit shall have on hand a designated container (i.e. marked ammo can) containing the following emergency response equipment:

a. Heavy duty plastic bags sufficient in size to hold any RC that is potentially contaminated.

b. Duct Tape for sealing bags.

c. Latex gloves for the personal protection of those handling the potentially contaminated RC.

d. Wipe test materials to conduct wipe testing of the RC.
Note: Each RPA is trained in the procedures for conducting contamination surveys and is aware of the source of wipe test materials.

7. Organizations that possess, use, store, maintain, ship, handle or otherwise come in contact with RC shall:

a. Assign an RPA in writing.

b. Establish and maintain directives and instructions for the safe handling, shipment and storage of RC.

c. Report all radiological incidents in accordance with MCO 5104.3_ and MFR policy.

d. Advise the local fire department of the location, amount and type of RC aboard the unit's facility.

e. Post standard radiation markings in accordance with MCO 5104.3_.

f. Post the Nuclear Regulatory Commission "Notice to Employees" (NRC Form 3) as required by Federal law.

g. Ship RC only with proper authority and coordination with the Command Radiation Safety Officer of Marine Forces Reserve.

8. Radiological Incidents. A radiological incident is any unplanned event, which causes the loss of, damage to, or theft of any RC. In the event of damage, all potentially contaminated commodities shall be immediately double bagged and a report

submitted to the unit Radiation Protection Assistant (RPA). Absent a trained RPA, the unit shall contact the next higher unit within their respective chain of command requesting guidance/assistance from the higher level RPA with the possible radiological contamination issue. If such trained assistance is not available within the unit's chain of command, a call shall be made to the Marine Forces Reserve Command Radiation Safety Officer.

5021. LASER SYSTEMS MAINTENANCE. Lasers and Laser light are potentially dangerous. MCO 5104.1_ and Marine Forces Reserve policy requires that any unit using or performing maintenance on any Laser system shall have a trained Administrative Laser Safety Officer (ALSO). This training is available from the Marine Forces Reserve ground safety office. The unit ALSO will then be able to manage a Laser Safety program as outline in the above listed directives tailored to the needs of the unit. The ALSO's responsibilities include but are not limited to:

- a. Developing local SOPs and instructions governing the safe operation of Laser systems.
- b. Identifying all personnel who are likely to come in contact with Laser energy sufficient to cause injury.
- c. Implementing control measures to ensure the safety of personnel who conduct maintenance on Laser systems.
- d. Maintaining the required records pertaining to Laser firing, Laser eye protection and the training of Laser personnel.
- e. Establishing a medical surveillance program designed to protect the welfare of Laser personnel.
- f. Maintaining an accurate and on-going inventory of all Laser systems under the unit's control.
- g. Tracking the shipment of all Lasers and Laser systems from the unit to any consignee.

h. Maintaining all records related to Laser and Laser systems for a period of five years.

i. Ensuring all required reports concerning either known or suspected Laser over-exposures regardless of whether an injury occurs or not.

j. Ensuring all maintenance personnel are thoroughly trained regarding the hazards associated with Laser light and with the non-beam hazards present in the Laser systems on which they work.

CHAPTER 6

INVENTORIES

6000. GENERAL. The site Commanding Officer/Inspector-Instructor will ensure that inventories of ordnance items are conducted per reference (a), (b) and MCO P4400.150_. The following information outlines the inventories required and amplifies procedures to be employed in the conduct of those inventories.

6001. DAILY SIGHT COUNT. Paragraph 3018 of this SOP applies.

6002. MONTHLY SERIALIZED INVENTORY. Paragraph 3025 of this SOP applies.

6003. ANNUAL SERIALIZED INVENTORY CONTROL OF SMALL ARMS (CRANE REPORT).

1. At least annually, the Marine Corps registry will provide each Marine Corps reporting unit with a machine-produced listing of all small arms, by serial number, reported as being in the unit's possession. This listing will be in two parts and is required to be verified, by serial number, to those small arms physically maintained on-hand by the unit.

2. The MARFORRES Supply Officer will maintain staff cognizance over serialized small arms reporting by MFR units. MCO 4340.1, MCO 8300.1 and MCBUL 4440 can be referred to for further guidance.

3. All reporting units, having an allowance of small arms as defined in MCO 8300.1, will report to the Commander, Naval Surface Warfare Center (NSWC), (Code 2045), 300 Highway 361, Crane, Indiana 47522-5000 (RCS MC-8300-01) all receipts, issues, or other adjustments to the accountable balance of the unit's records.

4. The Commanding Officer/Inspector-Instructor shall ensure that they submit in writing to the NWSC, Crane, via CG, (AC/S, G-

4/SUPO) within five working days, any time a change occurs regarding the on-hand quantity of any assigned small arms.

a. Submission of transactions will be per the reporting instructions contained in MCO 8300.1. Batch submission of receipts is not authorized.

b. Reportable occasions include but are not limited to:

(1) The transfer of small arms between accounts (the responsibility of both the transferring unit and the receiving unit).

(2) Small arms turned in to the IMA for repair, are subsequently coded out (washed out in the maintenance cycle (WIR)) or sent to the Defense Reutilization Marketing Office (DRMO).

(3) Missing, Lost, Stolen and Recovered (MLSR) small arms (MCO 4340.1).

(4) Any other instance where the units supply officer is required to adjust the accountable balance of a reportable item in the supply officer's account (investigations, CMC directed, etc.).

5. Units will not report transfers in custody when a weapon is evacuated for maintenance or temporary loan.

6. Reports will include a DD 1348-1, which will, at a minimum, contain the following information:

- a. National (or local) Stock Number (NSN).
- b. Serial number.
- c. Account number.
- d. Quantity.

- e. Unit of issue.
- f. Nomenclature.
- g. A statement of the transaction involved and the certifying signature of the unit responsible officer.
- h. Any additional documentation, such as requests for disposition instructions (Letters of Unserviceable Property (LUP)) and the disposition instructions will be provided along with the DD 1348-1.

7. Units that receive weapons in level "A" packing from supply sources in heat sealed VCI material should not open such packing for verification of serial numbers, providing hand-to-hand receipt requirements have been fulfilled and documentation of the serial numbers of those items contained therein are provided.

6004. SECURITY, CEREMONIAL AND DUMMY AMMUNITION ANNUAL/MONTHLY PHYSICAL INVENTORY. All security and dummy ammunition within the armory must have an annual/monthly physical inventory conducted. The inventory results will be annotated on the NAVMC 10774 form by the monthly serialized inventory officer.

6005. LAYETTE (PARTS BIN) INVENTORY. The unit layette will be inventoried biweekly (every two weeks) IAW reference (b).

6006. LOCK AND KEY INVENTORY. Inventories of all locks and keys used for securing weapons and ammunition will be conducted by the assigned AA&E Lock and Key Custodian semi-annually. Inventory records will be retained in the armory cage files for a minimum of three years. See paragraph 3015 of this directive for additional details on locks and keys.

6007. KITS, SETS AND CHESTS INVENTORY

1. Reference (d), MCO P4400.150_, and UM 4400-124 establish the criteria for the accountability of tool sets, chests, kits and components of PEIs. Use the following criteria to determine the minimum frequency of inventories:

a. Tool sets, chests, kits and individual hand/portable power tools, which are not issued and are securely stored (banded), will be inventoried annually.

b. Tool sets, chests, kits and individual hand/portable power tools which are issued to, and used by, the same individual on a semi-permanent basis, and where locks and a secure storage area are provided, shall be inventoried upon issue, semiannually and upon recovery. Inventories accomplished for either issue or recovery will satisfy the semiannual inventory requirement.

2. Inventory records will be retained for a period of three years. At a minimum, those records will contain the previous two semiannually inventories for items in service and the previous annual inventory for items not in service.

3. Inventories will also include an inspection for serviceability and cleanliness, and will ensure that items are free of rust and dirt. The last page of the inventory will have a space for the signature of the person conducting the inventory, date of the inventory and signature of person supervising the inventory per reference (b).

4. It should be noted that these procedures reflect minimum requirements. The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) may specify more frequent inventory intervals within their commands, if deemed appropriate.

CHAPTER 7

INSPECTIONS

7000. General. Inspections are one of the principal means available to the unit commander to ascertain whether planning and organization are sound, their staffs are functioning effectively; directives are clear, well understood, and being effected by subordinates. Inspections further enable unit commanders to properly measure unit effectiveness in the use of maintenance resources. Without inspections, costly delays in the accomplishment of required equipment maintenance, identification of equipment defects, and faulty maintenance procedures are likely to occur.

7001. TYPES OF INSPECTIONS

1. Formal inspections are usually announced in advance and a standard procedure for the conduct of the inspection promulgated. A checklist will usually be prescribed, used by the inspection team, and may be used by the inspected unit to prepare for the inspection. Such an inspection routine assures the commander of the correction of many small faults or omissions that could otherwise fail to get accomplished during normal operations. Formal inspections become the primary activity of the inspected unit during the inspection, with personnel and equipment being made available to the fullest extent. An example of a formal inspection would be CGI, FSMAO, LERT, FRAAP etc.

2. Informal inspections may examine the unit or certain areas of the unit's activity to the same extent as a formal inspection or to any lesser extent. A spot-check inspection of equipment or personnel in the conduct of routine operations is an example of the simplest of the informal inspections. The helpful instructional aspect of the inspection process may be more readily achieved with the informal inspection if that aspect is stressed. Inspection checklist may be prescribed; either written or oral reports may be rendered. Informal inspections, though previously announced, are frequently conducted simultaneously with and not in lieu of normal unit operations. Examples of

informal inspections would be Marine Corps Logistics Command Maintenance Assistance Team (MMAT), G-4/Ordnance Assist Visit etc..

3. Command inspections will include a general inspection of all ordnance equipment, records, and supporting maintenance management programs. Command inspections will include, but are not limited to the following:

- a. Supply and accounting procedures.
- b. Maintenance of weapons, other ordnance equipment, and tool kits, chests, test sets and hand tools.
- c. Status of technical training.
- d. Maintenance of ordnance publications and directives.
- e. Maintenance of records.
- f. PEB accountability.
- g. The Infantry Weapons Gage Calibration Program.

7002. UNIT SELF-INSPECTION

1. At least annually, the site Commanding Officer/Inspector-Instructor will conduct a self-inspection of all ordnance operations under his/her control. To assist in this inspection, a checklist is provided on the MFR Ordnance SharePoint page located at:

<https://portal.marforres.usmc.mil/sites/mfr/hq/g4/MAINT1/pages/ORDNANCE.aspx> or by requesting through MFR G-4 Ordnance personnel.

2. Each newly appointed armorer/weapons custodian will complete a self-inspection of their areas of responsibilities. This self-inspection should be conducted within 30 days of the individual being appointed or joined.

3. All inspection results, whether command inspections, Technical Assist Visits, G-4/Ordnance assist visits or self inspection results are to be maintained in the armory for a period of three years.

CHAPTER 8

SAFETY PROCEDURES

8000. GENERAL. It is the responsibility of all personnel to be aware of, understand, and observe all safety orders and regulations which are established to prevent injury to themselves or others and unnecessary damage to property or equipment.

8001. RESPONSIBILITIES. The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) must establish programs and procedures for accident prevention and safety consistent with higher headquarters directives in the 5100 series, MCO 5100.8 and OSHA 2206 (CFR 1910). Safety programs must be established in each unit to ensure all personnel are familiar with and understand the safety precautions required in the operation of all vehicles and the firing of weapons. Unit training and safety programs will include specific guidance in establishing training and instruction periods to promulgate operational measures and precautions, as related to safety, of all applicable weapons/vehicles, as prescribed in current technical manuals and directives.

8002. SAFETY PROGRAMS

1. MCO P5100.8 outlines and provides specific guidelines on safety programs, which include sight conservation, foot protection, and the hazardous material safety program. MCO 6260.1_ provides guidance for the implementation of the hearing conservation program.

2. The Sight Conservation Program is designed to eliminate eye injuries, reduce accidents resulting from faulty vision, increase production and eliminate waste caused by defective vision.

3. The Foot Protection Program is designed for protection in those areas that are usually associated with high rates of foot injuries. MCO P5100.8_ provides instructions for personnel regarding the wearing of foot protection devices (safety shoes and/or safety toe caps).

4. The Hazardous Material Safety Program is designed to identify certain hazardous materials, which by virtue of their potentially dangerous nature, requires control to ensure adequate safety to life and property.

5. The Hearing Conservation Program is designed to prevent hearing loss in personnel assigned to areas of high intensity noise. Use of hearing protection devices in hazardous hearing areas is mandated.

8003. LIFTING DEVICES. MCO 11262.2 provides instructions concerning annual safety inspections, load tests, calibration, and marking of lifting devices. Commanders will establish schedules to ensure all lifting devices are tested as required.

8004. WEAPONS TRAINING. Prior to firing any weapon, all personnel will be trained on the safe operation of the weapon(s) being used.

1. At minimum, the following safety concerns will be covered during the training period:

- a. Safety warnings identified in operators manuals.
- b. Weapons Condition Codes.
- c. Immediate action procedures.
- d. Range safety precautions.

2. It is recommended that documentation of training received be entered in the appropriate personnel record (SRB/OQR), and Individual Training Records.

3. During live fire, ensure responsible, appropriately trained individuals are designated as Safety and/or Range Officers in accordance with applicable Marine Corps orders and directives and individual range regulations.

8005. MACHINE GUN BARRELS

1. All machine gun barrels (serviceable or not) will have a single dog tag secured to the gas cylinder and barrel. The serial number of the receiver to which the barrel is assigned will be stamped on one line of the dog tag. The designation "BARREL A" or "BARREL B" will be stamped on the second line of the dog tag. This will ensure barrels are used with a single receiver based on wear patterns. This will also preclude the interchanging of barrels between weapons. (Note: Units may also stamp the unit name and/or the weapon type on separate lines of the dog tag.)

2. Units are authorized to retain one unserviceable barrel per machine gun for firing blank ammunition. Barrels retained for firing blank ammunition will be marked as such by painting a two inch yellow band around the barrel and gas cylinder. Unserviceable barrels retained for firing blank ammunition must have serviceable barrel sockets in order to preclude damage to the machine guns bolt.

8006. WEAPONS CLEARING BARRELS

1. Clearing barrels will be provided at designated weapons clearing locations, which are generally located outside arms rooms and ranges.

2. A designated noncommissioned officer, staff non-commissioned officer, or commissioned officer will supervise all weapons clearing.

3. Clearing barrel criteria as set forth in MCO P8020.10b, is as follows:

a. 30 to 50 gallon container, filled with pea gravel or sand. (Pea gravel has the greatest projectile stopping ability.)

b. If sand is used, it must be dry and free of rocks and other debris. Properties of wet sand can cause ricochets.

Place dry sand in a plastic bag and tie the bag closed prior to placing into clearing barrel. The owning unit must inspect clearing barrels annually and document the inspection as part of the Magazine Inspection Program.

c. Locally constructed clearing barrels will have 3/4 inch plywood or thick rubber matting covering the interior surface diameter of the container fitted directly behind the lid to reinforce the lid against muzzle blast (not applicable to Commercial Off The Shelf - COTS).

d. Locally constructed barrels will be at least 14 inches wide, 24 inches deep, and be mounted at a height and angle to permit safe and smooth firearms clearing.

e. Locally constructed barrels will have an aiming point in the center of the lid at least 4 inches in diameter (Not applicable to COTS).

f. Clearing barrels will be painted red in color with yellow 1-inch stenciling "Weapon Clearing Barrel" on two opposing sides and lid.

g. GSA approved Commercial-Off-the-Shelf (COTS) clearing barrels may be used. If COTS barrels are used, the unit using/maintaining the clearing barrel will obtain and maintain product test and specification data from the manufacturer for as long as the barrel is in use/service. This data will be made available to the Range Safety Officer (RSO) and outside inspection personnel upon request. COTS barrels will be inspected for serviceability and maintained in accordance with manufacturer's specifications. In no case shall COTS barrels be inspected less than annually.

h. Commands must post positive control and procedural guidelines for all weapons at clearing barrels and ensure personnel use them during weapons clearing.

CHAPTER 9

OPERATOR'S LICENSE FOR ORDNANCE VEHICLES9000. GENERAL

1. All operators of ordnance vehicles will be properly trained, tested and licensed. The criteria for training and qualifying ordnance vehicle operators are contained in MCO 8400.6, FM 21-306 and FM 21-17.

2. The Commanding Officer/Inspector-Instructor of units possessing ordnance vehicles shall initiate and authorize all licensing actions for personnel within their command per MCO 8400.6.

a. The unit Commanding Officer/Inspector-Instructor will ensure that appropriate instructions are issued with regard to properly licensing operators of ordnance vehicles. Included within this category are:

- (1) Tanks, AVLBs, and Tank Recovery Vehicles.
- (2) Assault Amphibian Vehicles (all variants).
- (3) Light Armored Vehicles (all variants).

b. Commanding Officer/Inspector-Instructors may suspend or remove any optional form 346 using procedures per enclosure (1) of MCO 8400.6.

3. Operators of ordnance vehicles will be licensed to operate ordnance vehicles only after they have demonstrated proficiency in the operation of the vehicles and the performance of proper preventative maintenance. When issued, licenses will denote a qualification to operate the vehicle in one of the following categories:

a. Category Unrestricted. Qualified operator under all circumstances (water, surf, night, fording, combat, etc.).

b. Category Unrestricted (Maintenance). Qualified operator for maintenance or recovery purposes.

c. Category Restricted. Qualified operators except for specified limitations (night/surf/combat/etc.).

d. Learners. Only for operators presently under instruction and only when accompanied by a licensed instructor.

4. Format. Licenses issued will be on a Standard Form 346. The Standard Form 346 will be modified as required, properly authenticated and issuance entered in the operator's Service Record Book (SRB). The actual vehicle, or vehicles, that the individual has been approved to operate will be listed on the form. Proper nomenclature will be used such as M1A1 or M88A2 and not general terminology, such as "Tanks", "AAVs", "LAV" etc. Furthermore, licenses will not be issued for a period in excess of three years. Learners permits will be issued on the same Standard Form 346 with "Learner Permit" stamped on the reverse side of the form in the restriction block.

9001. LICENSING AUTHORITY

1. The following organizations are authorized to license ordnance vehicle operators for the type of ordnance equipment listed.

a. 4th Tank Battalion. Tanks and tank recovery vehicles (all types and all categories).

b. 4th Assault Amphibian Battalion. Assault Amphibious Vehicles and assault amphibian recovery vehicles (all types and all categories).

c. 4th Maintenance Battalion, 4th Marine Logistics Group. All ordnance vehicles organic to Division units (license category unrestricted (maintenance) and restricted only).

d. 4th Light Armored Reconnaissance Battalion. All Light Armored Vehicles variants (all types and categories).

2. Organizations that have requirements for operators of ordnance shop set (vans) will ensure compliance with the provisions of MCO 11240.66_ and ForO P11240.2_.

CHAPTER 10

REPORTS REQUIRED

10000. GENERAL. This section provides guidance and instructions for the submission of reports pertinent to ordnance material and is in agreement with, or in addition to, reports required by other directives. It is essential that the submission of reports be timely and accurate.

10001. PRODUCT QUALITY DEFICIENCY REPORT (PQDR) (SF 368). The PQDR is used to provide information to activities responsible for the development, procurement, or management of equipment where deficiencies in material, design, or procurement are noted so that action may be initiated to correct the discrepancy. PQDRs shall be submitted by the individual who discovers the deficiency. A copy of all PQDRs submitted on ordnance equipment will be forwarded to the MARFORRES (G4/ORD). MCO 4855.10_ provides additional guidance relating to the submission of PQDRs.

10002. COMBAT ESSENTIAL EQUIPMENT DEADLINE REPORT. Ordnance combat essential equipment is listed in the current MCBul 3000 series. All combat essential ordnance equipment deadlined for longer than 24 hours will be reported as per MCO 3000.11 and reference (e).

10003. SUBMERGED EQUIPMENT REPORT. Ordnance vehicles subjected to submersion to the extent of rendering the vehicle inoperable will be reported to the MARFORRES (G-4/ORD) immediately via phone. A written report will be submitted as required by TI 8005-25/12 and TI-2350-25/36. Also, appropriate entries shall be made on NAVMC 10398 of the vehicle log book.

10004. AMMUNITION MALFUNCTION AND ACCIDENT REPORT. These reports are submitted per MCO 8025.1. These reports consist of a preliminary report and a detailed report. The detailed report is not to be confused with the "Line of duty/misconduct report" required by JAGINST 5800.7. The ammunition malfunction data collection guide (8025) NAVMC 10135, will be carried by all officers and SNCOs, while utilizing ammunition.

10005. MISSING, LOST, STOLEN OR RECOVERED WEAPONS REPORT.

Missing, lost, stolen, or recovered weapons or other serialized items of ordnance equipment will be handled per MCO P4400.150_. A phone call will be made to the Chief of Staff and Ordnance Officer, MARFORRES, whenever a loss occurs. Reports required by MCO P4400.150 and MCO 5530.14_ prescribe the policy and procedures for reporting MLSR property.

10006. SMALL ARMS SERIALIZED INVENTORY REPORT (CRANE REPORT).

Marine Corps units possessing or having an allowance of small arms are required to report the serial numbers of those small arms to the Commanding Officer/Inspector-Instructor, (Code 70413), Naval Weapons Support Center, Crane, Indiana 47522. All gains, losses or exchanges of the weapons cited in MCO 8300.1_ are to be reported within five (5) working days. These reports will be submitted by the unit's supply officer.

CHAPTER 11

MAINTENANCE TRAINING11000. MAINTENANCE TRAINING

1. Maintenance training is a command responsibility at all levels. The current edition of NAVMC 3500.33 (GROUND ORDNANCE MAINTENANCE TRAINING AND READINESS MANUAL, (SHORT TITLE: GROUND ORD MAINT T&R MANUAL) Provides basic policies and procedures for the conduct and recording of operator/mechanic technical training.

2. Collateral duties, i.e. publications clerk, MIMMS clerk, calibrations clerk, training clerk, modifications clerk, etc., will all be provided through training in these duties and recorded in the Marine's individual training jacket.

3. Minimum Requirements. The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) is responsible for ensuring that ordnance related technical training is incorporated in the annual training plan, quarterly/monthly/weekly (as appropriate) training schedule, and that appropriate attendance records are maintained. At a minimum, ordnance technical training for MOS 21XX personnel will be scheduled, conducted, recorded, evaluated and will include the following:

a. Training and Readiness Standards using the current edition of the NAVMC 3500.33 required of their grade and MOS. This training requires documentation of performance level and if the performance level is not proficient, training is to be provided until the Marine can perform the specific task.

b. Serviceability inspection techniques for ordnance equipment held by the unit.

c. Repair procedures at the appropriate echelon of maintenance for ordnance equipment held by the unit.

d. A review of each Modification Instruction (MI) pertaining to ordnance equipment held by the unit and instruction on how to document modifications.

e. A review of each Technical Instruction (TI) in the 1005, 4700, 5500 and 8000 series which is applicable to the unit's equipment and armory/gun park/ramp management.

f. Procedures for completing ordnance equipment NAVMC forms and records, to include all ground launched missile systems as per the most current edition of TM 4700-15/1_.

g. Procedures for completing maintenance management related forms, calibration, modification control forms, Product Quality Deficiency Report (PQDR) etc.

h. Procedures for establishing and maintaining a technical publications program to include ordering, documenting changes, inventories and submitting NAVMC 10772.

i. Procedures for establishing and maintaining SL-3/tool set inventories, with emphasis on identifying all required tools in their echelon of maintenance.

j. Review and application of the current edition of MCO 5500.6_ (Arming of Law Enforcement and Security Personnel and the Use of Deadly Force).

k. Review and application of the current editions of reference (a) (Physical Security of Sensitive Arms, Ammunition and Explosives) and reference (b) (Physical Security and Loss Prevention).

l. Review and application of the requirements for handling Tritium Fire Control Instruments in accordance with current edition of TI-5104-15/2.

m. Review of proper lubrication per weapons system, paying special attention to the different environments that weapons may be in, i.e. cold/hot weather or high/low humidity.

3. Correspondence Course. The use of Marine Corps, Army and Air Force correspondence courses should be encouraged to enhance unit training programs [MarineNET, Army Knowledge Online (AKO) etc...]

4. Explosive Ordnance Disposal (EOD) Lecture. Once annually, (if possible) all MOS 2100 personnel and weapon custodians should receive an EOD lecture on unexploded ordnance changes and reporting procedures.

11001. ORDNANCE TRAINING RECORDS. All training conducted will be recorded in the individual Marine's training jacket. The individual training jacket is an important tool for understanding the level of training/experience a Marine may have. The training jacket should be a detailed part of a Marine's career, as is the Service Record Book, documenting the skills he/she learns. It is not recommended that counseling, unless it is proficiency related, be incorporated into the training jacket.

CHAPTER 12

SUPPLY PROCEDURES AND SUPPLEMENTAL PROGRAMS12000. SUPPLY

1. General. The key to successful supply support is the close coordination between supply and maintenance commodities. It is critical to ensure that publications, supplies, and repair parts are on hand and valid requisitions exist.

2. Familiarization with, and observance of the procedures established by MCO P4400.150_ and UM 4400-124, in addition to maximum use of the Support Activities Supply System (SASSY) and MIMMS are essential to effective supply procedures.

3. A reconciliation of all valid document numbers/supply requests will be made with the supply officer/clerk at least biweekly (every two weeks) per reference (c) and (g).

4. Parts Bins (Layette). Once any repair part(s) have been placed on order and a valid document number(s) has been assigned from Supply, proper documentation will be placed in the corresponding parts bin. The Marine designated to manage the parts bin will annotate the applicable document number with the date, quantity received, and his/her initials as repair parts are received. Reference (d) and reference (e) provide detailed guidance.

5. Pre-Expended Bins (PEB). The Commanding Officer/Inspector-Instructor (Battalion/Squadron level) may authorize in writing, the establishment of PEBs within the armory or repair shop. However, materiel in these bins must be maintained in accordance with references (c), (e) and (g).

6. Scrounges. Repair parts and consumables which are received from other than the normal source of supply are commonly referred to as scrounged. Report the usage of all scrounges per instructions contained in UM 4790-5.

12001. SUPPLEMENTAL PROGRAMS (GENERAL). Programs have been established to supplement the maintenance effort and assist in maintaining equipment. These programs include the recoverable item program, replacement and evacuation program, secondary depot reparable program, and inspect and repair only as necessary program.

12002. REPLACEMENT AND EVACUATION (R&E) PROGRAM. This program provides for systematic replacing and evacuating for repair of certain major ordnance items before the equipment condition becomes unacceptably degraded or uneconomical to repair. Procedures and established criteria for this program are contained in MCO P4400.82.

12003. SECONDARY DEPOT REPAIRABLE PROGRAM (SECREP). This program uses the maintenance effort as a source of supply and reduces end item down time by exchanging unserviceable assemblies for serviceable like items. The unserviceable items turned in are repaired and used to fill subsequent demands. The reparable program includes separate programs for "R" coded direct exchange items and secondary reparable items. Procedures for conduct of this program are provided in MCO P4400.82_.

12004. RECOVERABLE ITEMS PROGRAM (WIR)

1. The recoverable items program provides for the recovery, reporting and management of recoverable items which: cannot be repaired within the resources available to the field commanders; are beyond economical repair; or become excess to the command's allowance. MCO P4400.82_ sets forth the procedures for the recoverable items program.

2. When equipment is determined to require fifth echelon maintenance or is uneconomically reparable, the third/fourth echelon maintenance facility will submit a WIR and provide the using unit with all supporting documentation [Letter of Unserviceable Property (LUP letter), Disposition Instructions, Replacement/Requisition (A0A), etc...] authorizing requisition of a replacement item. Requisition replacements per reference (g).

12005. INSPECT AND REPAIR ONLY AS NECESSARY (IROAN)

1. Intended as an extension of the R&E program and cost saving measure, the purpose of IROAN is to extend the service life of equipment not normally eligible for R&E. Unlike the R&E program, equipment inducted into IROAN is not subjected to a complete rebuild.
2. MCLB, Albany, Georgia will issue a message announcing the equipment and procedures for processing IROAN candidates. Detailed procedures will include the authorization and extent of selective interchange of serviceable components.
3. Equipment nominated for the IROAN program is not exempt from normal required PM/CM services. Commanders will ensure that equipment nominated for the IROAN program is not subject to neglect, abuse or cannibalization.
4. The unit MMO and supply officer are normally responsible for managing the IROAN program.

12006. ADMINISTRATIVE STORAGE/ADMINISTRATIVE DEADLINE. PMCS may be deferred or intervals extended for the following reasons: equipment is placed in administrative storage or equipment is placed on administrative deadline. Administrative storage or administrative deadline is the voluntary removal of a serviceable item of equipment from operational use. These two programs are management techniques for conserving maintenance resources. When a unit's operational or training tempo does not require the constant use of all equipment on-hand, administrative storage and deadline should be considered. The criteria and PMCS requirements for equipment placed in administrative storage program or administrative deadline are as follows (reference (c), paragraph 3002.11 & reference (e), paragraph 6001 apply):

1. The Commander MARFORRES may authorize administrative storage programs. When administrative storage programs are authorized, the equipment must:
 - a. Not be stored less than 12 months or more than 30 months.

- b. Be in Condition Code "A".
- c. Be visually inspected quarterly.
- d. Be exercised every 6 months.
- e. Have had a semiannual PMCS before induction.
- f. Have any due PMCS conducted and a new PMCS scheduled upon removal.
- g. Be in Level "B" preservation per MCO P4030.36A.

2. Commanding Officer/Inspector-Instructors (Battalion, Squadron and higher) may authorize administrative deadline. When administrative deadline programs are authorized, the equipment may have batteries and pilferable items removed and stored and must:

- a. Not be stored less than six months or more than 12 months.
- b. Be in a mission capable status.
- c. Be visually inspected monthly.
- d. Have a daily or equivalent PMCS performed in conjunction with quarterly exercise.
- e. Have a semiannual or annual PMCS performed within 30 days before induction.
- f. Have any due PMCS conducted and a new PMCS scheduled upon removal.

3. When Test Measurement Diagnostic Equipment (TMDE) is placed in administrative storage or on administrative deadline, it must be classified as inactive, and the appropriate "Inactive" calibration label affixed.

4. Authority to remove materiel from administrative storage or administrative deadline may be requested by the Commanding Officer/Inspector-Instructor (Battalion, Squadron and higher) at any time.

12007. COMBAT READY STORAGE PROGRAM (CRSP). The CRSP is an out-of-service storage program designed to conserve combat and mission essential assets and reduce the maintenance cost required to assure an operationally ready unit. Proper utilization and management of the program will improve equipment readiness, balance the ratio of maintenance personnel to equipment and increase the time and money available to conduct essential unit operational and technical training.

12008. LEVEL "A" VOLATILE CORROSION INHIBITOR (VCI) PACKING OF WEAPONS

1. VCI packaging provides protection against corrosion by means of volatilization (the release of vapors within the package). These vapors form an invisible film around an item and prevent corrosion as long as the item is completely enclosed by the VCI material and the package is maintained air tight. VCI is an effective and economical method for packaging and protecting small arms weapons. In this regard, items properly packaged by this method are ready, with limited cleaning, for immediate use upon removal from the package.

2. The unit Commanding Officer/Inspector-Instructor will ensure individual Marines are issued an individual weapon to accomplish the unit mission. There may be the need to Level "A" pack weapons due to firepower enhancement weapon systems and staffing goals below T/O. Each CO/I-I will ensure that all T/O and T/E weapons are retained per reference (b). Authorization to place weapons, optical instruments, or any other ordnance item in VCI packing will be granted on a case-by-case basis. Request containing TAMCN, nomenclature, total on hand, quantity to Level "A" pack, and justification will be submitted as follows: From the AA&E officer to Commander MARFORRES (AC/S G-4/ORD) via the Commanding Officer/Inspector-Instructor and Maintenance Management Officer.

CHAPTER 13

FORMS, RECORDS, LOGS, GUN BOOKS AND ORDNANCE VEHICLE LOG BOOKS13000. GENERAL

1. TM 4700-15/1_ provides detailed instructions for the preparation, use and disposition of required forms and records associated with the operation, maintenance, repair, and disposition of Marine Corps equipment.
2. Commanding Officer/Inspector-Instructors and supervisory personnel responsible for ordnance maintenance will ensure strict adherence to current directives and the provisions contained in TM 4700-15/1_ in maintaining ordnance equipment records.
3. Inspection tags (NAVMC 1018) will be properly completed and attached to all items of ordnance equipment, upon detection of repairs required, and when evacuated to maintenance facilities for repair.
4. Ordnance equipment records will accompany equipment evacuated to maintenance facilities.

13001. ORDNANCE VEHICLES RECORDS/LOGS

1. The unit Commanding Officer/Inspector-Instructor is responsible for all aspects of record maintenance concerning ordnance vehicles. The Commanding Officer/Inspector-Instructor will ensure that current directives are promulgated within his/her unit to specify required entries in ordnance vehicle log books, and assign personnel to conduct periodic and timely inspections of logbooks.
2. Maintenance officers and vehicle commanders will be thoroughly familiar with the records required for the operation and maintenance of ordnance vehicles and will ensure that appropriate required maintenance entries are recorded in a timely manner in each individual logbook.

3. Log books are required for each Marine Corps ordnance vehicle. Entries in log books will be made with black ball point pen or indelible pencil.

4. Responsibilities and specific instructions for preparation of forms/pages of the ordnance vehicle log book are contained in TM 4700-15/1_. Sequence of pages is provided in SL-3-03095A.

13002. WEAPON RECORD BOOKS (NAVMC 10558 PART I AND NAVMC 10558A PART II)

1. Purpose. The purpose of the weapon record book is to maintain an historical record of the number of rounds fired and an accurate record of repairs. Additional pertinent information may be included at the Commanding Officer/Inspector-Instructor's discretion.

2. Refer to TM 4700-15/1_ for additional information.

13003. Electronic Weapons Record Book (EWRB) serves as a backup and an augment to the Navy and Marine Corps (NAVMC) 10558 Weapon Record Book Part 1 and NAVMC 10558a Weapon Record Book Part II. The EWRB allows for the permanent electronic storage of critical maintenance and rounds count information. The EWRB was developed and implemented as a means to mitigate paper based Weapon Record Book deficiencies.

13004. LOST OR MISSING WEAPONS RECORD BOOKS/VEHICLE LOGS

1. Weapon Record Book. When the custody of a weapon is transferred, it is the responsibility of the new custodian to ensure that the weapon record book is with the weapon upon receipt. In the event that the record book is not received, the new custodian initiates action to locate the missing record and is responsible for preparing new records if the missing record is not found. In the event a weapon record book is lost, the weapon will be placed on Administrative Deadline immediately, and an investigation initiated (TM 4700-15/1).

a. As a matter of routine, the current rounds fired count will be annotated when used to requesting borescope/pullover inspections.

b. In the event of a lost gun book, and after a thorough search fails to recover the gun book, the owning unit's S-4/ORDO will notify CG, (AC/S G-4/ORD) and arrange to pick up a replacement book. Deployed units report lost books via message; subsequently Division Ordnance will expedite shipment of replacement books. The weapon will then be delivered to the supporting IMA, "request LTI for the purpose of gun book reconstruction." The unit must provide detailed background information, i.e., estimated the number of rounds and effective full charge (EFC) at time of loss. In the collection and subsequent presentation of info/data, the following points are germane:

(1) Reconstruction of the operational use/availability of the guns since the last known rounds count is essential. Use training schedules, range requests, ordnance vehicle log book, etc...

(2) If the gun is associated with similar guns, i.e., one of a tank, LAV or AAV platoon, or a mortar section, then the number of rounds fired should be an average of the other guns in the platoon/section. Averaging is required if for some reason the gun was not taken to the range with the remainder of the platoon at specific times. A quick review of the maintenance record folder for the gun can yield valuable data which will assist in determination of gun availability during periods of live fire exercises. Non-available guns cannot fire. If the gun was consistently available, then the rounds fired should be very near the number recorded for the other guns, thus eliminating the need for averaging.

(3) A review of the ammunition requisitions submitted for the type of gun, divided by the number of similar guns taken to the range during times of availability can further serve to assist in averaging rounds fired.

(4) Finally, interview the gun crew missing the gun book as well as other gun crews who may have insight into the methods of gun employment in order to assess reliability of information obtained via those points made above.

c. When missing gun books (NAVMC 10558A) are replaced, a beginning entry must be made in the bore inspection record section by the infantry weapons repair shop at the IMA.

d. When a pen change is required in a gun book the following procedures will be followed:

(1) A supervisor will verify that a change is needed.

(2) Neatly line out the wrong data and enter the correct data with black ink.

(3) Once changes are annotated, a supervisor will review the change and place his/her initials and the date near the change. The use of white out/correction tape is prohibited. The Commanding Officer/Inspector-Instructor or designated representative will conduct a quarterly review of the weapon record book part I and/or part II for accuracy and completeness of all entries therein.

2. Ordnance Vehicle Logbook. The log book will accompany the vehicle when transferred between units. It is the responsibility of the receiving/owning unit to initiate action to locate missing log books.

a. The vehicle should be deadlined until enough information in regards to safe operation and maintenance status can be obtained, i.e., research local records, LTIs etc..

b. Miles, hours, PM services and modifications, etc., will be reconstructed as best as possible and a new log book will be started.

13005. TOW AND JAVELIN WEAPONS RECORDS/LOG BOOKS

1. Chapter 6 of TM 4700-15/1_ establishes a requirement for records in the form of a file folder to be maintained on ground-launched missile systems. The equipment folder provides an accurate historical record of the entire service life of the item. It provides the field commander with exact information as to the condition and serviceability of that item and serves as an invaluable source of performance data to all echelons of maintenance.

2. It is the responsibility of each commander with custody or responsibility for the care, storage, and maintenance of the above listed items to ensure that equipment record folders are maintained per TM 4700-15/1_.

3. The record folder will accompany the weapon system or component to and from the intermediate maintenance activity when inducted for repairs, adjustments or tests.

13006. RECORDS/LOGS. Commanders and responsible personnel concerned with ordnance maintenance will ensure strict adherence to directives, the provision contained in current editions of TM 4700-15/1_, MCO P4790.2_, and UM 4400-124 in maintaining ordnance equipment records.

13007. AMMUNITION LOG. A log will be maintained to record ammunition signed out to the armorer/weapons custodian, and to the ammunition technician. Information as to lot numbers, DODIC, quantity, time in/out, signature, and armorer's initials receiving/issuing of ammunition. The NAVMC 10774 is the standard form for accounting for ammunition.

13008. ARMORY ACCESS LOG. See paragraph 3011 of this directive.

13009. LASER RECORDS. At a minimum, unit exposure records shall contain a list of exposed personnel, an estimate of the exposure received, and a description of the physiological symptoms. This report should also include as an enclosure, a description and examination necessary to prevent future occurrences. All records

will be kept on file by unit Laser System Safety Officer (LSSO) for five years. The records shall also be kept on file with the cognizant medical center. Regiments, battalions and separate companies will maintain records for five years. Records will include, but need not be limited to:

1. A log to record all operational, maintenance or training laser firings to include date, time, location, target, laser range officer, operator, purpose and personnel present. Additional documentation may also be included, as deemed appropriate.
2. An inventory record of all command held laser devices will be maintained. Inventory records will be kept on file for five years by the subordinate command LSSO.
3. A current listing of all personnel authorized to engage in laser operations and their specific functions/limitations. Such a list will be maintained by the unit LSSO and range control and periodically updated when changes occur.
4. Training records will be maintained of all personnel who engage in laser operations, maintenance or training, to include times and dates of training received, as well as copies of designations and assignments for laser operations. Unit LSSO maintains records for five years.

APPENDIX A - BATTALION APPOINTMENT LETTERS

APPOINTMENT AS THE ARMS, AMMUNITION AND EXPLOSIVES (AA&E) OFFICER

From: (Battalion/Squadron) Inspector-Instructor/Inspector-Instructor, Unit, City

To: Gunnery Sergeant Jose F. Olmos 3877/3529 USMC

Via: Inspector-Instructor, Unit, and City

Subj: APPOINTMENT AS THE ARMS, AMMUNITION AND EXPLOSIVES (AA&E) OFFICER

Ref: (a) MCO P4400.150_
(b) MCO 5530.14_
(c) ForO 8000.1_

1. In accordance with the references, effective immediately, you are appointed as the AA&E Officer for Unit, City.

2. You are directed to conduct a complete review of the assigned account, to include a complete inventory of all AA&E assets on hand and chargeable to this Command within 30 days of this appointment.

3. You will immediately report any discrepancies identified during this review to the Appointing Officer.

4. Additionally, per references, you shall ensure that the following duties are accomplished:

(a) You will maintain close liaison with the Command Security Officer (CSO) throughout your appointment as the AA&E Officer.

(b) You will assist the CSO, PMO, Naval Criminal Investigative Service (NCIS), auditors, and other assigned personnel in investigating AA&E losses.

(c) You will report the status of Command compliance with accountability controls, status of Command inventory versus AA&E allowances, and AA&E requisition status to the Commander and

APPENDIX A - BATTALION APPOINTMENT LETTERS

Appointing Officer on a quarterly basis. Copies of these reports will be kept for a minimum of three years.

(d) You will monitor the performance and the reporting of all AA&E inventories, as well as related Missing, Lost, Stolen or Recovered (MLSR) reports.

(e) You will ensure that the Range Safety Officers (RSO) comply with those duties and procedures outlined in references.

5. You will be guided in the performance of your duties by the instructions contained in references.

6. If you are to be separated from assets under your charge in excess of 30 days, an interim RO/AA&E Officer will be appointed.

I. M. INCHARGE

APPENDIX A - BATTALION APPOINTMENT LETTERS

From: Gunnery Sergeant Jose F. Olmos 3877/3529 USMC
To: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, and City

Via: Inspector-Instructor, Unit, and City

Subj: ACCEPTANCE OF APPOINTMENT AS THE ARMS, AMMUNITION AND
EXPLOSIVES (AA&E) OFFICER

Ref: (a) Commanding Officer ltr 4400/AA&E dtd 05 May 09
(b) MCO P4400.150_
(c) MCO 5530.14_
(d) ForO 8000.1_

1. In accordance with the references, I certify that I have conducted a complete audit of all AA&E accountability procedures and have validated those procedures for correctness. A thorough check was done to verify that all required documentation was on hand and that all of the accountability records were filled out correctly.

2. The overall condition of the AA&E accountability procedures is considered to be satisfactory.

3. I hereby acknowledge this appointment as the AA&E Officer for this command and I do agree to hold myself accountable to the Government of the United States for all Arms, Ammunition and Explosives accountability procedures.

J. F. OLMOS

APPENDIX A - BATTALION APPOINTMENT LETTERS

APPOINTMENT AS BATTALION ORDNANCE OFFICER

From: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, and City

To: Master Sergeant James T. Kirk 3025/3521 USMC

Subj: APPOINTMENT AS BATTALION ORDNANCE OFFICER

Ref: (a) MCO P4400.150_

(b) MCO 5530.14_

(b) ForO 8000.1_

1. In accordance with the references, you are hereby appointed as the Battalion Ordnance Officer for Unit, and City.

2. You are directly responsible to advise the Inspector-Instructor on all Ordnance matters. You are to perform the duties prescribed by the reference.

3. This assignment is effective this date and will remain in effect until you are formally relieved in writing.

I. M. INCHARGE

FIRST ENDORSEMENT

From: Master Sergeant James T. Kirk 3025/3521 USMC

To: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, and City

Subj: APPOINTMENT AS BATTALION ORDNANCE OFFICER

1. I have read and understand the references and have assumed all duties in conjunction with my appointment as the Battalion Ordnance Officer for Unit, and City.

J. T. KIRK

APPENDIX A - BATTALION APPOINTMENT LETTERS

AUTHORIZATION TO WITNESS THE ISSUE/RECOVERY OF INDIVIDUAL WEAPONS

From: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, and City
To: Corporal Lance A. Banatz 123 45 6789/2111 USMC
Subj: AUTHORIZATION TO WITNESS THE ISSUE/RECOVERY OF INDIVIDUAL
WEAPONS
Ref: (a) UM 4400-124
(b) TM 4700-15/1_
(c) ForO 8000.1_

1. Per the references, you are hereby authorized to witness the initial issue and final recovery of individual weapons, by signing the INSPECTING OFFICER block of the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) for Unit Name, City.

2. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.

3. Sample signature: _____.

4. This letter will be retained on file in the unit armory until all NAVMC 10576s with your signature have been recovered.

I. M. INCHARGE

APPENDIX A - BATTALION APPOINTMENT LETTERS

AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT CARDS

From: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, City
To: Captain Joseph S. Ragman 123 45 6789/0302 USMC
Subj: AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT CARDS
(NAVMC 10520)
Ref: (a) UM 4400-124
(b) TM 4700-15/1_
(c) ForO 8000.1_

1. Per the references, you are hereby authorized to sign ordnance custody receipt cards (NAVMC 10520) for Unit Name, City.
2. You will be responsible for ensuring the security and positive control of all blank NAVMC 10520 cards at your unit.
3. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.
4. Sample signature: _____.
5. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. INCHARGE

APPENDIX B - COMPANY APPOINTMENT LETTERS

UNACCOMPANIED/ACCOMPANIED/KEY ACCESS AUTHORIZATION LETTER

From: Commanding Officer/Inspector-Instructor, Unit Name, City
 To: Armory Files

Subj: UNACCOMPANIED ARMORY ACCESS ROSTER

Ref: (a) MCO 5530.14_
 (b) ForO 8000.1_

1. In accordance with the references, the following personnel are hereby granted unaccompanied access to the unit armory for Unit Name. Further, the personnel designated with vault or IDS/ESS in the remarks column are authorized to open and close the armory. Additionally, personnel designated as possessing vault door combination are also authorized to draw and maintain keys to the unit armory.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>BILLET</u>	<u>REMARKS</u>
Wayne, J.W.	SSgt	6345	I-I Armorer	Vault
Marne, I.M.	SSgt	6789	Wpns Cust	Vault
Smith, T.E.	SSgt	0401	Wpns Cust	Vault
Helper, I.M.	LCpl	5486	Unit Armorer	Vault
Marin, J.A.	Sgt	5321	Key Custodian	IDS/ESS
Doer, R.A.	SSgt	8889	Key Custodian	IDS/ESS
Pusher, M.A.	Sgt	1212	Key Custodian	IDS/ESS
Jones, B.A.	HM1	4545	Key Custodian	IDS/ESS
Perez, M.A.	LCpl	2367	Armorer	
Jones, J.J.	LCpl	9876	Armorer	
Lungren, D.	PFC	7530	Optics Tech	
Stallone, S.	PVT	3389	Optics Tech	

3. This list supersedes and cancels all previous access rosters.

I. M. COMMANDING

APPENDIX B - COMPANY APPOINTMENT LETTERS

COMMAND SECURITY OFFICER (CSO) APPOINTMENT

From: Commanding Officer/Inspector-Instructor, Unit, and City
To: 1stSgt Joseph A. Marine 6789/9999 USMC

Subj: APPOINTMENT AS COMMAND SECURITY OFFICER (CSO)

Ref: (a) MCO 5530.14_
(b) MCO P4400.150_
(c) ForO 8000.1_

1. Per the references, you are hereby appointed as Command Security Officer for Unit Name, City.
2. You will be responsible for all physical security related issues at this unit. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. INCHARGE

APPENDIX B - COMPANY APPOINTMENT LETTERS

COMMAND SECURITY OFFICER (CSO) APPOINTMENT

FIRST ENDORSEMENT

From: 1stSgt Joseph A. Marine 6789/9999 USMC
To: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, and City

Subj: APPOINTMENT AS COMMAND SECURITY OFFICER (CSO)

1. I have read and understand the references and have assumed all duties in conjunction with my appointment as the Command Security Officer for Unit, and City.

J. A. MARINE

APPENDIX B - COMPANY APPOINTMENT LETTERS

APPOINTMENT OF ACCESS CONTROL OFFICER

From: Commanding Officer/Inspector-Instructor (Site), Unit, City

To: 1stSgt I. M. Marine 123 45 6789/9999 USMC

Subj: APPOINTMENT AS ACCESS CONTROL OFFICER

Ref: (a) MCO 5530.14_

(b) ForO 8000.1_

1. Per the references, you are hereby appointed as the Access Control Officer for Unit Name, City.

2. You are directly responsible for all security related key and lock control functions within this unit. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position as the Access Control Officer. Additionally, you are required to conduct an annual inventory of all controlled issued keys and will maintain appropriate logs and records. Inventory records will be maintained on hand for three years.

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

I. M. COMMANDING

APPENDIX B - COMPANY APPOINTMENT LETTERS

FIRST ENDORSEMENT

From: 1stSgt I. M. Marine 123 45 6789/9999 USMC
To: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, and City

Subj: APPOINTMENT AS ACCESS CONTROL OFFICER

1. I have read and understand the references and have assumed all duties in conjunction with my appointment as the Access Control Officer for Unit, and City.

I. M. MARINE

APPENDIX B - COMPANY APPOINTMENT LETTERS

APPOINTMENT OF AA&E LOCK AND KEY CUSTODIAN

From: Commanding Officer/Inspector-Instructor (Site), Unit, City

To: 1stSgt I. M. Marine 123 45 6789/9999 USMC

Subj: APPOINTMENT AS AA&E LOCK AND KEY CUSTODIAN

Ref: (a) DoD 5100.76-M

(b) ForO 8000.1_

1. Per the references, you are hereby appointed as the AA&E Lock and Key Custodian for Unit Name, City.

2. You are directly responsible to the Access Control Officer for all security related key and lock control functions within the Armory. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position as the AA&E Lock and Key Custodian. Additionally, you are required to conduct a semiannual inventory of all keys and locks and will maintain appropriate logs and records. Inventory records will be maintained on hand for three years.

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

I. M. COMMANDING

APPENDIX B - COMPANY APPOINTMENT LETTERS

FIRST ENDORSEMENT

From: 1stSgt I. M. Marine 123 45 6789/9999 USMC
To: (Battalion/Squadron) Commanding Officer/Inspector-
Instructor, Unit, and City

Subj: APPOINTMENT AS AA&E LOCK AND KEY CUSTODIAN

1. I have read and understand the references and have assumed all duties in conjunction with my appointment as the AA&E Lock and Key Custodian for Unit, and City.

I. M. MARINE

APPENDIX B - COMPANY APPOINTMENT LETTERS

APPOINTMENT AS UNIT ARMORER

From: Commanding Officer/Inspector-Instructor, Unit, and City

To: Staff Sergeant Patrick D. Peabody 7514/2111 USMC

Subj: ASSIGNMENT AS UNIT ARMORER

Ref: (a) MCO 5530.14_

(b) ForO 8000.1_

1. Per the references, you are hereby appointed as the Unit Armorer for Unit, and City. You are directly responsible for all Armory Maintenance and you are to thoroughly familiarize yourself with the references and all applicable technical manuals. This appointment will remain in effect until you are formally relieved.

I. M. INCHARGE

FIRST ENDORSEMENT

From: Staff Sergeant Patrick D. Peabody 7514/2111 USMC

To: Commanding Officer/Inspector-Instructor, Unit and City

Subj: ASSIGNMENT AS UNIT ARMORER

1. I have read and understand the references and have assumed all duties in conjunction with my appointment as Unit Armorer.

P. D. PEABODY

APPENDIX B - COMPANY APPOINTMENT LETTERS

APPOINTMENT AS UNIT WEAPONS CUSTODIAN

From: Commanding Officer/Inspector-Instructor, Unit, and City

To: Staff Sergeant Patrick D. Peabody 7514/0311 USMC

Subj: ASSIGNMENT AS UNIT WEAPONS CUSTODIAN

Ref: (a) MCO 5530.14_

(b) ForO 8000.1_

1. Per the references, you are hereby appointed as the Unit Weapons Custodian for Unit, and City. You are directly responsible for all Armory Administrative matters and you are to thoroughly familiarize yourself with the references and all applicable manuals. This appointment will remain in effect until you are formally relieved.

I. M. INCHARGE

FIRST ENDORSEMENT

From: Staff Sergeant Patrick D. Peabody 7514/2111 USMC

To: Commanding Officer/Inspector-Instructor, Unit and City

Subj: ASSIGNMENT AS UNIT WEAPONS CUSTODIAN

1. I have read and understand the references and have assumed all duties in conjunction with my appointment as Unit Weapons Custodian.

P. D. PEABODY

APPENDIX B - COMPANY APPOINTMENT LETTERS

APPOINTMENT AS QUALITY CONTROL INSPECTOR

From: Commanding Officer/Inspector-Instructor, Unit, and City

To: GySgt James T. Kirk 7685/2111 USMC

Subj: APPOINTMENT AS QUALITY CONTROL INSPECTOR

Ref: (a) MCO 4790.2_

(b) ForO P4790.3_

(c) ForO 8000.1_

1. In accordance with the references, you are hereby appointed as Quality Control Inspector for Unit, and City armory.

2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position.

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

I. M. INCHARGE

FIRST ENDORSEMENT

From: GySgt James T. Kirk 7685/2111 USMC

To: Commanding Officer/Inspector-Instructor, Unit, and City

Subj: APPOINTMENT AS QUALITY CONTROL INSPECTOR

1. I acknowledge my appointment as the Quality Control Inspector. I certify that I have read and understand the references.

J. T. KIRK

APPENDIX B - COMPANY APPOINTMENT LETTERS

MACHINE GUN CREW ASSIGNMENT LETTER

From: Commanding Officer/Inspector-Instructor, Unit Name, City

To: Armorer/Weapons Custodian, Unit Name, City

Subj: MACHINE GUN CREW ASSIGNMENTS

Ref: (a) TM 4700-15/1_

(b) ForO 8000.1_

1. Per the reference, the following machine gun crews are assigned for Unit Name, City:

<u>Gun Crew 1</u>	<u>Name</u>	<u>Rank</u>	<u>SSN</u>
M240G MG Ser# 7474	Gunner		
Tripod M122 #7774	Asst Gunner		
	Ammo Man		
	Ammo Man		

<u>Gun Crew 1</u>	<u>Name</u>	<u>Rank</u>	<u>SSN</u>
M240G MG Ser# 7582	Gunner		
Tripod M122 #8111	Asst Gunner		
	Ammo Man		
	Ammo Man		

2. Individuals assigned to a gun crew are granted authority to receipt for that particular weapon. Prior to the release of the machine gun and collateral equipment, the individual responsible, by this assignment, will surrender their identification card and Weapons Custody Receipt, NAVMC 10520. After validation, the identification card will be returned to the individual. The weapons custody receipt card will remain in the armory while the weapon and collateral equipment are in the hands of the assigned personnel.

3. Individuals assigned to gun crew teams are responsible for the accountability of the weapon and all collateral equipment in their custody.

I. M. INCHARGE

APPENDIX B - COMPANY APPOINTMENT LETTERS

SPECIAL TOOLS LETTER

From: Commanding Officer/Inspector-Instructor, Unit Name, City
 To: Armory Files

Subj: SPECIAL TOOLS AUTHORIZATION

Ref: (a) MCO P4400.150_
 (b) MCO P4790.2

1. The items listed below are required Special Tools for the Maintenance Section to complete its mission. These items will be maintained and accounted for on the (Units Name) Special Tool Allowance.

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>U/I</u>	<u>QTY</u>	<u>REFERENCE</u>
5220-00-507-7200	GAGE, PLUG	EA	01	TI 4733-15/11L
5210-00-317-2502	GAGE, BARREL EROSION	EA	01	TI 4733-15/11L
5220-00-317-2503	GAGE, WEAR CHECK	EA	01	TI 4733-15/11L
5220-00-197-4421	GAGE, FIRING PIN	EA	01	TI 4733-15/11L
5220-01-043-8212	GAGE, HEADSPACE	EA	01	TI 4733-15/11L
5220-01-082-5564	GAGE, MUZZLE & BREECH WEAR	EA	01	TI 4733-15/11L
5210-01-082-1714	GAGE, BREECH BORE EROSION	EA	01	TI 4733-15/11L
5220-01-043-8211	GAGE, HEADSPACE	EA	01	TI 4733-15/11L
4933-01-043-9450	GAGE, FIRING PIN PROTRUS	EA	01	TI 4733-15/11L
5210-01-259-3454	GAGE, BARREL EROSION	EA	01	TI 4733-15/11L
1005-01-141-3830	GAGE, HEADSPACE	EA	01	TI 4733-15/11L
5220-01-141-4732	GAGE, FLUSH PIN	EA	01	TI 4733-15/11L

And no others.

2. Point Of Contact for this command is SSgt Marine at Comm 555-555-5555.

I. M. INCHARGE

APPENDIX B - COMPANY APPOINTMENT LETTERS
 USING UNIT RESPONSIBILITY ITEMS LETTER

From: Commanding Officer/Inspector-Instructor, Unit Name, City
 To: Armory Files

Subj: USING UNIT RESPONSIBILITY ITEMS

Ref: (a) MCO P4400.150_
 (b) MCO P4790.2_

1. In accordance with references, the following "AS REQUIRED" quantities are established.

<u>SL-3</u>	<u>ITEM#</u>	<u>NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
SL-3 08669A	15	5210-01-010-4522	CALIPER, DIAL	2
SL-3 08671A	11	1005-00-494-6602	BRUSH, CLEANING, SMALL ARMS	2
SL-3 08993A	5	1005-00-716-2132	BRUSH, CLEANING, SMALL ARMS	10
	6	1005-00-494-6602	BRUSH, CLEANING, SMALL ARMS	10
	7	8465-00-781-9564	CASE, MAINTENANCE EQUIPMENT,	10
	8	9150-01-102-1473	CLEANER, LUBRICANT AND PRESERVATIVE	10
	12	1005-00-556-4102	ROD, CLEANING, SMALL ARMS	10
SL-3 10919A	1	5220-01-014-8183	GAGE, BARREL, EROSION	3
	2	6695-00-070-7815	GAGE, FIRING PIN PROTRUSION	3
	3	5220-00-070-7814	GAGE, HEADSPACE	3
	4	5220-00-221-9391	GAGE, STRAIGHTNESS	3
	5	5220-01-075-5004	GAGE, PLU, PLAIN CYLINDRICAL	3

2. Any modifications to the "AR" quantities must be approved by the Commanding Officer/Inspector-Instructor.

I. M. INCHARGE

APPENDIX B - COMPANY APPOINTMENT LETTERS

SECURITY AMMUNITION LETTER

From: Commanding Officer/Inspector-Instructor, Unit Name, City
 To: Armory Files

Subj: MAXIMUM QUANTITY OF SECURITY AND BLANK AMMUNITION ALLOWED

Ref: (a) MCO P8020.10
 (b) ForO 8000.1_

1. Per the references, the following quantities of security ammunition is authorized to be kept on hand in the armory.

<u>DODIC</u>	<u>LOT</u>	<u>NOMEN</u>	<u>QTY</u>
A363	WCC05A037-066	9MM BALL	200

2. Per the references, the following quantities of blank ammunition is authorized to be kept on hand in the armory for use in funeral details.

<u>DODIC</u>	<u>LOT</u>	<u>NOMEN</u>	<u>QTY</u>
A060	LC-00M067-071	5.56MM BLANK	1260

B. A. BROWN

APPENDIX B - COMPANY APPOINTMENT LETTERS

From: Inspector-Instructor
To: Command Security Officer

Subj: DESIGNATION OF RESTRICTED AREA

Ref: (a) MCO 5530.14_
(b) ForO 8000.1_

1. In accordance with reference (a), the armory is designated as Level II restricted area, pursuant to lawful authority and DoD Directive 5200.8, dated 29 July 1980 and Section 21, Internal Security Act of 1950; Ch. 1024, 64 stat. 1005; 50 U.S.C. 797.

2. The following minimum security measures are required:

a. The perimeter and points of ingress shall be posted per reference (a).

b. During normal duty hours, all accompanied access personnel and all visitors must be positively identified and logged in and out in an access logbook. After normal duty hours, all personnel entering must log in and out.

c. Ingress and egress of the restricted area will be controlled by trained and cleared personnel assigned to an unaccompanied access roster.

d. Unaccompanied access personnel will escort all visitors at all times when inside the restricted area.

e. When secured, the restricted area shall be checked at least once per hour, if not adequately equipped with an IDS.

3. The security search procedures in enclosure (2) apply to this restricted area.

APPENDIX B - COMPANY APPOINTMENT LETTERS

Subj: DESIGNATION OF RESTRICTED AREA

4. Matters concerning the security of this designated restricted area should be brought to the attention of the Command Security Officer.

I. M. INCHARGE

APPENDIX C - ARMORY COMMODITY APPOINTMENT LETTERS

ARMORY PUBLICATIONS CLERK LETTER

From: Armory Chief
From: Corporal Brandin M. Andrews 4142/2111 USMC

Subj: APPOINTMENT AS ARMORY PUBLICATIONS CLERK

Ref: (a) MCO 4790.2_
(b) MCO 5600.31_
(C) ForO 8000.1_

1. In accordance with the references, you are hereby appointed as Armory Publications Clerk for Unit, and City armory.
2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. ARMORY

FIRST ENDORSEMENT

From: Corporal Brandin M. Andrews 4142/2111 USMC
To: Armory Chief

Subj: APPOINTMENT AS ARMORY PUBLICATIONS CLERK

1. I acknowledge my appointment as the Armory Publications Clerk. I certify that I have read and understand the references.

B. M. ANDREWS

APPENDIX C - ARMORY COMMODITY APPOINTMENT LETTERS

ARMORY MIMMS CLERK LETTER

From: Armory Chief
To: Corporal Stefan E. Laboy 8968/2111 USMC

Subj: APPOINTMENT AS ARMORY MIMMS CLERK

Ref: (a) MCO 4790.2_
(b) MCBul 3000
(c) TM 4700-15/1_
(d) MCO 3000.11_

1. Per the references, you are appointed as the Armory MIMMS clerk for the Unit, and City Armory. You will be guided in the performance of your duties by the references provided.

2. This appointment is effective until revoked, relief, or transfer from this command.

I. M. ARMORY

FIRST ENDORSEMENT

From: Corporal Stefan E. Laboy 8968/2111 USMC
To: Armory Chief

Subj: APPOINTMENT AS ARMORY MIMMS CLERK

1. I acknowledge my appointment as the Armory MIMMS Clerk. I certify that I have read and understand the references.

S. E. LABOY

APPENDIX C - ARMORY COMMODITY APPOINTMENT LETTERS

ARMORY TOOL CONTROL CLERK LETTER

From: Armory Chief
To: Corporal Corky Romano 5156/2111 USMC

Subj: APPOINTMENT AS ARMORY TOOL CONTROL CLERK

Ref: (a) MCO 4790.2_
(b) MCO P4400.150_

1. In accordance with the references, you are hereby appointed as Armory Tool Control Clerk for Unit, and City armory.
2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. ARMORY

FIRST ENDORSEMENT

From: Corporal Corky Romano 5156/2111 USMC
To: Armory Chief

Subj: APPOINTMENT AS ARMORY TOOL CONTROL CLERK

1. I acknowledge my appointment as the Armory Tool Control Clerk. I certify that I have read and understand the references.

C. ROMANO

APPENDIX C - ARMORY COMMODITY APPOINTMENT LETTERS

APPOINTMENT AS ARMORY CALIBRATIONS CLERK LETTER

From: Armory Chief
To: Corporal Charles J. Schwab 3477/2111 USMC
Subj: APPOINTMENT AS ARMORY CALIBRATIONS CLERK
Ref: (a) MCO 4790.2_
(b) MCO P4733.1_
(c) TM-4700-15/1_
(b) ForO 8000.1_

1. In accordance with the references, you are hereby appointed as Armory Calibration Clerk for Unit, and City armory.
2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. ARMORY

FIRST ENDORSEMENT

From: Corporal Charles J. Schwab 3477/2111 USMC
To: Armory Chief
Subj: APPOINTMENT AS ARMORY CALIBRATIONS CLERK

1. I acknowledge my appointment as the Armory Calibrations Clerk. I certify that I have read and understand the references.

C. J. SCHWAB

APPENDIX C - ARMORY COMMODITY APPOINTMENT LETTERS

APPOINTMENT AS ARMORY MODIFICATIONS CLERK LETTER

From: Armory Chief
To: Corporal Erik S. Smith 2841/2111 USMC

Subj: APPOINTMENT AS ARMORY MODIFICATION CONTROL CLERK

Ref: (a) MCO 4790.2_
(b) TM 4700-15/1_

1. In accordance with the references, you are hereby appointed as Armory Modification Control Clerk for Unit, and City armory.
2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

J. RODRIGUEZ JR.

FIRST ENDORSEMENT

From: Corporal Erik S. Smith 2841/2111 USMC
To: Armory Chief

Subj: APPOINTMENT AS ARMORY MODIFICATION CONTROL CLERK

1. I acknowledge my appointment as the Modification Control Clerk. I certify that I have read and understand the references.

E. S. SMITH

APPENDIX C - ARMORY COMMODITY APPOINTMENT LETTERS

ARMORY TRAINING CLERK LETTER

From: Armory Chief
To: Corporal Nicholas P. Clause 6779/2111 USMC

Subj: APPOINTMENT AS ARMORY TRAINING CLERK

Ref: (a) MCO 4790.2_
(b) MCO 1510 (MOS T&R)

1. In accordance with the references, you are hereby appointed as the Armory Training Clerk for Unit, and City armory.
2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

J. RODRIGUEZ JR.

FIRST ENDORSEMENT

From: Corporal Nicholas P. Clause xxx xx 6779/2111 USMC
To: Armory Chief

Subj: APPOINTMENT AS ARMORY TRAINING CLERK

1. I acknowledge my appointment as the Armory Training Clerk. I certify that I have read and understand the references.

N. P. CLAUSE

APPENDIX D - AA&E SCREENING PACKAGE

NAVMC 11386 (04-00) (EF)

FOUO - Privacy Sensitive when filled in.

**PERSONNEL SCREENING FORM
FOR ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)
(REV DTD 29 JAN 00)**

Screening (check one): INITIAL ANNUAL

Ref: (a) MCO 5530.14 _____
(b) MCO P440.150 _____

Individual Being Screened		
Rank :	Name :	
SSN :	MOS :	Billet :
Date of screening :	Signature :	

Individual Conducting Screening		
Rank :	Name :	
SSN :	MOS :	Billet :
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.				
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.				
Individual has no pending legal action and/or convictions by court-martial, civilian courts, or non-judicial punishment that would prohibit this individual from handling AA&E.				
Individual demonstrates the requisite maturity, judgment, and leadership required to handle AA&E.				
Has the individual had a National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) completed and is the result posted in the MMS system?				
Has the individual qualified with the required security weapon within the last 12 months?				
Has the individual completed instruction 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?				

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

- does meet the personnel screening requirements to handle AA&E in 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 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.

Adobe Designer 8.0

APPENDIX D - AA&E SCREENING PACKAGE

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

Subj: MEDICAL SCREENING FOR AA&E DUTIES ICO LCPL JOE B. MARINE
XXX XX 6789/21XX

Ref: MCO 5530.14_

1. Please screen the above individual's health record for assignment to Arms, Ammunition, and Explosives (AA&E) duty. A positive response to any of the questions listed 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

APPENDIX D - AA&E SCREENING PACKAGE

LOADING AND CLEARING INSTRUCTIONS**Loading M16 Series Rifle.**

1. With the hammer cocked, place the selector lever in the SAFE position. Point the muzzle in a safe direction.
2. Pull the charging handle rearward to open the bolt and lock it to the rear.
3. Check the chamber to ensure it is clear.
4. Insert a loaded magazine into the magazine well, pushing upward until the magazine locks into the weapon.
5. Tap upward on the magazine to ensure it is properly seated.
6. Depress the upper portion of the bolt catch. The bolt should go forward, stripping the top cartridge from the magazine and feeding it into the chamber.
7. Tap the forward assist button to ensure the bolt is fully forward and locked.

CLEARING THE WEAPON M16 Series Rifle.

1. Point the weapon in a safe direction. Place the selector lever on SAFE. If the weapon is not cocked, the selector lever cannot be moved to the SAFE position.
2. Press the magazine release and remove the magazine.
3. To lock the bolt open, pull the charging handle rearward. Press the bottom of the bolt catch and allow the bolt to move forward until it engages the bolt catch. Return the charging handle to forward position, ensuring it locks into place. Verify the selector lever is on SAFE.
4. Check the receiver and chamber to ensure these areas contain no ammunition.
5. With the selector lever on SAFE, allow the bolt to go forward by pressing the upper portion of the bolt catch. The weapon is now cleared and SAFE.

APPENDIX D - AA&E SCREENING PACKAGE

LOADING THE M9 PISTOL

1. Point the weapon in a safe direction/clearing barrel. Ensure safety is in the "safe" position. Insert a loaded magazine into the magazine well of the pistol until a click of the magazine catch is heard. This will ensure proper catch engagement.
2. Pull the slide to the rear and chamber a round. Do not take the safety off except when Deadly Force is authorized.

CLEARING THE M9 PISTOL

1. Point the weapon in a safe direction/clearing barrel. Push the magazine release button and remove the magazine from the pistol. Pull the slide to the rear to remove the round from the chamber. Lock the slide to the rear. Visually and physically check chamber for a round. With the weapon still pointed in a safe direction/clearing barrel, release slide. Return round to magazine.

Marine Receiving Training

SNCO Providing Training

Print/Sign/Date

GUIDANCE ON USE OF DEADLY FORCE

I, _____, understand that Deadly Force is justified only under conditions of extreme necessity and when all three of the following circumstances are present:

1. Lesser means have been exhausted, are unavailable or cannot be

APPENDIX D - AA&E SCREENING PACKAGE

reasonably employed.

2. The risk of death or serious bodily harm to innocent persons is not significantly increased by use.

3. The purpose of its use is one of the following:

a. Self-Defense and Defense of Others. To protect myself or others if I reasonably believe that I or they are in imminent danger of death or serious bodily harm.

b. Assets Involving National Security. To prevent the actual theft or sabotage of assets vital to national security. DoD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission (i.e., nuclear weapons; nuclear command, control and communications facilities; and designated restricted areas containing strategic operational assets, sensitive codes, or special access programs).

c. Assets Not Involving National Security But Inherently Dangerous To Others. To prevent the actual theft or sabotage of resources that, in the hands of an unauthorized individual, present a substantial potential danger of death or serious bodily harm to others (i.e., high-risk portable and lethal missiles, rockets, weapons, ammunition, explosives, chemical agents, and special nuclear material).

d. Serious Offenses Against Persons. To prevent or interrupt the commission of a serious crime that involves imminent danger of death or serious bodily harm to another (i.e., murder, arson, armed robbery, aggravated assault and rape).

e. Protect Public Health or Safety. To prevent the destruction of public utilities or similar critical infrastructure vital to public health or safety, the damage of which, would create an imminent danger of death or serious bodily harm to others.

f. Arrest or Apprehension. To arrest or apprehend a person who, there is probable cause to believe, has committed one of the serious offenses referred to in subparagraphs b through e above.

g. Escape. When deadly force has been specifically authorized to prevent the escape of a prisoner, provided I have probable cause to believe that such a person:

(1) Has committed or attempted to commit one of the serious offenses referred to in subparagraphs 3.b through 3.e above.

(2) Would pose an imminent danger of death or serious bodily

APPENDIX D - AA&E SCREENING PACKAGE

harm to law enforcement or security personnel or to any other person.

4. Additional requirements for the use of firearms:

a. Warning shots are prohibited.

b. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Shots shall be fired only with due regard for the safety of innocent bystanders.

d. In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that use of the weapon may be necessary.

Marine Receiving Training

SNCO Providing Training

Print/Sign/Date

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 the control of arms, ammunition and explosives, or other administrative action will be 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

APPENDIX D - AA&E SCREENING PACKAGE

prosecution, fines, and imprisonment. I understand and accept responsibility to safeguard arms, ammunition and/or explosives."

INITIAL SCREENING

LCPL MARINE, I AM XXX XX 6789 DATE: _____

SIGN _____

ANNUAL RE-SCREEN

SIGN _____ DATE _____

FOR OFFICIAL USE ONLY

APPENDIX D - AA&E SCREENING PACKAGE

From: Commanding Officer
To: AA&E Officer

Subj: MONTHLY ADJUDICATION INQUIRY, C/O LCPL I. M. MARINE
6789/21XX

Ref: MCO 5530.14

1. Per the reference, the status of LCpl _____ NACLIC has been verified through JPAS. This Marine will continue to perform assigned duties while awaiting adjudication of the investigation. All other screening requirements have been completed and filed accordingly.

2. LCpl _____ investigation was submitted to DONCAF on DATE, and his/her interim clearance date began: DATE.

3. The point of contact regarding this matter is (list name of person with JPAS account/verification ability).

I. M. INCHARGE

FOR OFFICIAL USE ONLY

APPENDIX D - AA&E SCREENING PACKAGE

From: Arms, Ammunition, and Explosives Officer
To: Personnel Officer

Subj: **UNIT DIARY ENTRIES FOR AA&E SCREENING**

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

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

NAME	RANK	SSN
Incharge, I Am,	SSgt	123 45 6789
Dunn, I Am,	LCpl	987 65 4321

2. It is requested that the individuals listed above, have a Type Transaction Code (TTC) 483, Arms AA&E screen, entered into the Marine Corps Total Force System (MCTFS). Provide a copy of the certified unit diary printout to the Arms, Ammunition, and Explosives Officer.

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

A. A. ANDY

APPENDIX E - PHYSICAL / LOCAL SECURITY SURVEY

WARNING

PHYSICAL SECURITY
SURVEY



PHYSICAL SECURITY
SURVEY

**The Attached Document is a Report From the
Physical Security Office**

This document must not be left unattended or where an unauthorized person may have access to it. When not in use, it must be stored in a safe place. While this document is in your possession, it is your responsibility, that the information contained herein is not released to unauthorized persons. Requests for access to or disclosure of the attached document(s) must be referred to the Provost Marshal/Chief of Police.

Date : _____

Survey Control No. : _____

From :

To :

1. This Document is Furnished for Your Information And/Or Action as Deemed Appropriate.
2. When This Document is No Longer Needed it Should Be Destroyed by Burning or Shredding.

FOR OFFICIAL USE ONLY

IF CLASSIFIED - SECNAVINST 5510.36 APPLIES

NAVMC 11121 (Rev. 02-09) (EF)

APPENDIX E - PHYSICAL / LOCAL SECURITY SURVEY

United States Marine Corps Physical Security/Crime Prevention Survey (1600)
NAVMC 11121 (Rev. 02-09) (EF)

Print Form

		Date
		Status
Survey Control Number	Type of Survey	
Inspecting Unit	Requesting Unit	
Organization		
Address of Unit Inspected/Surveyed	Distribution	
Comments		
Signature of Inspector	Signature of Approving Officer	
Typed Name and Grade of Inspector	Typed Name and Grade of Approving Officer	

Reset Form

Adobe Designer 8.0

APPENDIX G – WEAPONS INSPECTION SHEETS

M9 PISTOL QUALITY CONTROL CHECKLIST
TM 08993-IN/2 PG. 0006 00-2 – 00-6

QC CHECKLIST		
S – SERVICEABLE	U – UNSERVICEABLE	N/A – NOT APPLICABLE
1. Perform Safety Checks		
QC	S/U	
		A. Remove magazine.
		B. Inspect chamber for ammunition.
		C. Function test the safety.
2. Slide Assembly		
QC	S/U	
		A. Visually inspect slide and slide rails for burrs and cracks
		B. Check rotation of decocking / safety lever between the safe (down) and fire (up) positions.
		C. Check firing pin block for up and down movement
3. Barrel Assembly		
QC	S/U	
		A. Check barrel and barrel lugs for cracks, obstructions and pitting.
		B. Check locking block for ease of movement while on barrel.
		C. Check block lugs for cracks or burrs.
4. Recoil Spring and Spring Guide		
QC	S/U	
		A. Check recoil spring for bends and flat spots.
		B. Measure recoil spring (will not be less than 5 inches)
		C. Check guide for straightness, breaks and burrs.
		D. Test recoil spring guide by dropping through both ends of recoil spring should pass freely.
5. Pistol		
QC	S/U	
		A. Visually inspect receiver rails to be sure they are not bent, cracked or burred.
		B. Visually inspect magazine well for cleanliness and burrs that will prevent proper operation.
		C. Visually inspect grips, grip screws, and washers.
		D. Visually inspect magazine release area for cracks.
		E. Visually inspect rail system for burrs and nicks and cracks (M9A1 only).
		F. Perform functions check.
11. Trigger Weight		
QC	S/U	Single Action
		A. Minimum trigger weight is 4.1 lbs. Maximum trigger weight is 6.5 lbs.
		Double Action
		A. Minimum trigger weight is 9.6 lbs. Maximum trigger weight is 16.5 lbs.
12. Final Check		
QC	S/U	
		A. Inspect for proper lubrication.

SECTION TWO

Quality Control Inspector's Verification

Pistol Serial Number _____

QC Rank and Name (Last, First, Middle) _____

QC Inspector's Signature _____

APPENDIX G – WEAPONS INSPECTION SHEETS

QC Inspector's Unit _____

Inspection Date _____

M16/M4 SERIES QUALITY CONTROL CHECKLIST
TM 05538/10012-IN PG. 0043 00-1

QC CHECKLIST		
S – SERVICEABLE	U – UNSERVICEABLE	N/A – NOT APPLICABLE
1. Perform Safety Checks		
QC	S/U	
		A. Remove magazine.
		B. Inspect chamber for ammunition.
		C. Function test the safety. There will be distinct clicks, positive catch, and no “mushiness”.
2. Inspect Flash Suppressor		
QC	S/U	
		A. No cracks
		B. Centered
		C. Refinished (blued or parker).
		D. Barrel crown clean, uniform, smooth. Crown cut at 45 degrees.
		E. Front sight square, serviceable, and tight.
3. Rear Sight		
QC	S/U	
		A. Elevation “clicks” crisp and distinct; no “mushiness” or “dead” clicks.
		B. Elevate aperture, hold the cartridge clip guide, and lightly push down on the rear of aperture. Aperture must not slip down (running).
		C. Without windage and elevation pinion installed, rear sight base should spring back when pushed forward.
		D. Windage knob tight, but moves freely. Push elevation pinion toward right and check for average windage knob clearance of 1/32 in., and if it springs back into place.
		E. Sight has lubrication.
4. Front Sling Swivel and Bipod		
QC	S/U	
		A. Check for proper installation of sling swivel (if equipped).
5. Apparent Misalignment		
QC	S/U	
		A. Check fit of magazine with bolt closed.
		B. With magazine inserted, pull charging handle to rear to simulate firing, engaging bolt lock.
		C. Bolt lock should retain bolt to rear with magazine removed.
		D. Check fit of magazine with bolt locked to rear.
		E. Magazine must not bind on stock or receiver.
6. Firing Mechanism		
QC	S/U	
		A. Bolt lock should retain bolt to rear with magazine removed or magazine empty.
		B. Check fit of magazine with bolt locked to rear.
7. Stock		
QC	S/U	
		A. Check for cracks around screw holes and rear sling swivel area.
		B. Check buttstock to ensure it pulls in and out.

APPENDIX G - WEAPONS INSPECTION SHEETS

8. Barrel and Receiver Group		
QC	S/U	
		A. Inspect optical platform welds for cracks (M16A4, M4A, and M4A1 CQBW only).
		B. Barrel will be free of carbon and rust.
		C. Charging handle should not be loose. Ensure the barrel is knurled.
		D. Receivers will be free of cracks and corrosion.
		E. Rifle will be refinished and have a new appearance.
9. Bolt		
QC	S/U	
		A. Firing pin will have a smooth round top and no chips or cracks.
		B. Face of bolt will not be chipped or cracked.
		C. Inspect the lugs and rest of bolt body for cracks.
10. Headspace and Breechbore		
QC	S/U	
		A. Bolt will not close on a headspace gage.
11. Trigger Weight		
QC	S/U	
		A. Perform safety function test. Refer to WP 0031 00.
		B. Dry fire the rifle and leave hammer forward. Hold trigger to rear and quickly cycle the charging handle. Release trigger completely, then pull trigger again. Hammer should fall. This ensures hammer will cock on firing and not go to full automatic fire. Perform this procedure three times.
		C. Minimum trigger weight for M16A2, M16A4, and M4 is 5.5 lb. Maximum weight is 9.5 lb.
		D. Minimum trigger weight for M4A1 is 5.5 lb. Maximum weight is 8.5 lb.
12. Final Check		
QC	S/U	
		A. Inspect for proper lubrication.

Quality Control Inspector's Verification

Rifle Serial Number _____

QC Rank and Name (Last, First, Middle) _____

QC Inspector's Signature _____

QC Inspector's Unit _____

Inspection Date _____

APPENDIX G – WEAPONS INSPECTION SHEETS

M249 SAW QUALITY CONTROL CHECKLIST
TM 08671A-23&P/2A PG. 0006 00-2 – 00-6

QC CHECKLIST		
S – SERVICEABLE	U – UNSERVICEABLE	N/A – NOT APPLICABLE
1. Perform Safety Checks		
QC	S/U	
		A. Remove magazine or belt
		B. Inspect chamber for ammunition.
		C. Function test the safety.
2. Barrel Assembly and Spare Barrel Assembly		
QC	S/U	
		A. Check barrel for bulges, cracks, bends, burrs, obstructions or pits in chamber and bore.
		B. Check for loose front sights.
		C. Inspect collar for cracks or burrs.
		D. Make sure compensator is not cracked and fastened securely.
		E. Check grip for cracks or if missing.
		F. Handle should not be bent. Pull back on handle to make sure spring is not missing or weak.
3. Heat Shield Assembly		
QC	S/U	
		A. Check heat shield for bent, broken or missing components.
4. Buttstock/Buffer Assembly		
QC	S/U	
		A. Check buttstock and buffer assembly for cracks, breaks, or missing components..
		B. Ensure Should rest locks in both positions.
		C. Push buffer plunger to make sure spring is not broken or weak. Check for oil leaks on backplate
5. Return Rod and Transfer Mechanism Assembly		
QC	S/U	
		A. Inspect guide Rod for cracks, breaks or bends. Ensure two pins are not missing or broken..
6. Spring Helical Compression		
QC	S/U	
		A. Check spring for kinks, damaged or broken strands. No more than ONE broken strand on the same coil, or more than TWO broken strands, regardless of location on entire spring.
7. Bolt and Slide Assembly		
QC	S/U	
		A. Check Cartridge Extractor for cracks or weak Extractor Spring.
		B. Check Firing Pin for straightness and make sure the Tip is completely rounded.
		C. Check Feed Roller for spring tension when compressed.
		D. Check Firing Pin Spring for kinks, breaks and retention capability.
		E. Inspect for pits on bolt face and firing pin hole is round and not elongated.
		F. Check for bulges on the top of slide assembly with a straight edge on top and sighting across.
8. Piston Assembly		
QC	S/U	
		A. Inspect Piston Rod for bends, breaks, burrs or cracks.
		B. Inspect Tower portion and tube portion for looseness.
		C. Inspect Hole for cracks

APPENDIX G – WEAPONS INSPECTION SHEETS

9. Trigger Mechanism Assembly		
QC	S/U	
		A. Inspect Tripping Lever and Sear for burrs, on edges or shoulders.
		B. Check grip assembly for cracks and looseness.
		C. Check Sear Spring to ensure the leg of spring is behind Trigger pin not between trigger and pin.
10. Cover and Feed Mechanism Assembly		
QC	S/U	
		A. Inspect Feed Lever for smooth movement and not binding.
		B. Check Cover Latches to make sure retaining clip is not weak or missing.
		C. Ensure Feed Pawl Springs are not weak, missing or improperly installed.
		D. Ensure cover fully opens under spring tension.
		E. Ensure Cocking Channel functions properly under spring tension and two pins are in place.
		F. Insure Hinge Pin Retaining Pin is not bent (Rotate).
11. Feed Tray		
QC	S/U	
		A. Check Feed Tray for cracks, deformation, and two rivets for looseness.
		B. Check for gouges just below the depressions of the link locators.
12. Rear Sight Assembly		
QC	S/U	
		A. Assure Rear Sight is securely attached to Cover.
		B. Check Windage Knob and Elevation Knob, looseness, binding, or slippage.
13. Bipod Assembly		
QC	S/U	
		A. Check Bipod Legs for Cracked, twisted or incomplete assembly.
		B. Ensure Bipod legs extend to next slot and lock in place remain spread apart under spring tension.
14. Handguard Assembly		
QC	S/U	
		A. Check Handguard for cracks, missing or broken retaining pins or retaining clips.
15. Receiver Assembly		
QC	S/U	
		A. Check Cocking Handle for cracks or distortions.
		B. Ensure handle is all the way forward, detent secures it in the groove of the cocking handle stop.
		C. Push in Barrel Locking Lever to make sure spring is not missing or weak.
		D. Check Magazine Cover, Ejection Port Cover for spring tension and latching function.
		E. Check Ejector for chipped, distorted, or rounded tip for tension.
		F. Ensure buttstock pins are securely held in receiver when pushed fully to the left.
16. Gas Cylinder Assembly		
QC	S/U	
		A. Inspect Gas Cylinder Assembly for cracks or distortions or for gas leakage (White Deposits) between cylinder and knurled head.
11. Trigger Weight		
QC	S/U	
		A. Minimum trigger weight is 8.0 lbs. Maximum trigger weight is 15.5 lbs.
12. Final Check		
QC	S/U	
		A. Inspect for proper lubrication.

Quality Control Inspector's Verification

APPENDIX G - WEAPONS INSPECTION SHEETS

M249 Serial Number _____
QC Rank and Name (Last, First, Middle) _____
QC Inspector's Signature _____
QC Inspector's Unit _____
Inspection Date _____

APPENDIX H - REFERENCES

AA&E LOCK AND KEY CUSTODIAN DoD 5100.76-M

ACCOUNTABILITY, SMALL ARMS MCO 8300.1_, MCO 5530.14_

ADMIN DEADLINE MCO P4790.2_, MCO 4400.194

ADMIN STORAGE. MCO P4790.2_, MCO 4400.194

ADVICE CODES UM 4790-5, UM 4400-124

ALLOWANCES, TYPE 1,2,3 MCO P4400.150_

AMMO ACCOUNTING POLICY MCO P4400.150_

AMMO INVENTORY CONTROL PROCEDURES. . UM 4400-124

AMMO RECORD NAVMC 10774. UM 4400.124, MCO P4400.150_

ARMING LAW ENFORCEMENT PERS. . . . MCO 5500.6_

ARMORY ACCESS CONTROL UNACCOMP . . . MCO 5530.14_

ASSIGNMENT OF ARMORY PERSONNEL . . . MCO 5530.14_

AUTHORIZED ECHELONS OF MAINT MCO P4790.2_

BILLS OF MATERIAL (BOM). UM 4400.100, MCO 4450.15

CALIBRATION CONTROL RECORDS. TM 4700-15/1_, MCO 4733.1_

CALIBRATION PROGRAM. MCO P4733.1_, MCO P4790.2_
 TM 4700-15/1_, TI 4733-15/11_

CALIBRATION EXCHANGE PROGRAM TI 4733-15/11_

CANNIBALIZATION. MCO P4790.2_

APPENDIX H - REFERENCES

ELECTRONIC WEAPONS RECORD BOOK. . . . TI 8000-OD

EROSL ANNOTATION MCO P4790.2_

ERO/WORK ORDER BATCHING TM 4700-15/1_

ERO/WORK ORDER NUMBER ASSIGNMENT UM 4790-5, UM 4400-124

ERO/WORK ORDER PARTS BIN (LAYETTE) MCO P4790.2_

EVALUATION OF CANNON TUBE. TM 9-1000-202-14

FORCE ACTIVITY DESIGNATORS (F/AD). MCO 4400.16_

FSMAO POLICY WAIVERS MCO P4400.150_

INDIVIDUAL WPN CHECK OUT PROCEDURES. UM 4400.124

INSPECTION BY WITNESSING OFFICER TM-4700-15/1_

INTRUSION DETECTION SYSTEM (IDS) MCO 5530.14_

JOB ID CODES UM 4790-5

JOB STATUS CODES UM 4790-5, UM 4400-124

JOB ORDER NUMBER (JON) UM 4400-124 PG 4-4-90

KEY CONTROL REGISTER/LOGBOOK MCO 5530.14_

KEYING ALIKE MCO 5530.14_

KEY INVENTORIES MCO 5530.14_

LEVEL 'A' PACKING OF WEAPONS MCO 4030.16_

LICENSING FOR ORDNANCE VEHICLES MCO 8400.6

APPENDIX H - REFERENCES

LIMITED TECHNICAL INSPECTION (LTI) . MCO P4790.2_
 LM2 REPORT UM 4790-5
 LM2 (ADD, CHANGE, DELETE). UM 4790-5
 LOADED UNIT ALLOWANCE FILE (LUAF). . UM 4400-124
 LOAD TESTING MCO P11262.2_
 LOCAL RECORDS DISCOURAGED. TM 4700-15/1_
 LOCAL TAM CONTROL NUMBERS. UM 4400-124
 LOCKING DEVICES AND SEALS. MCO 5530.14_
 LOCKS. MCO 5530.14_
 MAINTENANCE CATEGORIES MCO P4790.1_, MCO P4790.2_
 MAINTENANCE ECHELONS MCO P4790.1_, MCO P4790.2_
 MAINTENANCE OPERATIONS MCWP 4-11.4
 MAINTENANCE PHASES MCO P4790.2_
 MAINTENANCE PRODUCTION MCO P4790.2_
 MAINT MANAGEMENT FUNCTIONAL AREAS. . MCO P4790.2_
 MAXIMUM MAINT CYCLE TIME MCO P4790.2_
 MECHANIZED ALLOWANCE LIST (MAL). . . UM 4400.124
 MIMMS, GENERAL PROCEDURES. MCO P4790.1_
 MIMMS, HISTORY UM 4790-5

APPENDIX H - REFERENCES

MIMMS OUTPUT REPORTS UM 4790-5

MIMMS TRANSACTIONS UM 4790-5 CHAP 6

MISSION ESSENTIAL EQUIPMENT (PACING) MCO 4400.16_, MCO 3000.11_

MISSION STATEMENT, UNIT. T/O COVER PAGE

MISSING LOST STOLEN RECOVERED (MLSR) MCO P4400.150_, MCO 4340.1_

MODIFICATIONS. MCO P4790.2_, TM 4700-15/1_

NAVMC 1018 INSPECTION REPAIR TAG . . TM 4700-15/1_

NAVMC 10245 EQUIPMENT REPAIR ORDER . TM 4700-15/1_

NAVMC 10359 ECR CARD UM 4400.124

NAVMC 10392 ORD VEH ACCEPTANCE . . . TM 4700-15/1_

NAVMC 10393 ORD VEH DAILY LOG. . . . TM 4700-15/1_

NAVMC 10394 ORD VEH MONTHLY LOG. . . TM 4700-15/1_

NAVMC 10398 ORD VEH SERVICE RECORD . TM 4700-15/1_

NAVMC 10401 ORD VEH REBUILT RECORD . TM 4700-15/1_

NAVMC 10520 WEAPON CUSTODY RECEIPT . TM 4700-15/1_, UM 4400-124

NAVMC 10558 WEAPON RECORD BOOK . . . TM 4700-15/1_

NAVMC 10561 PREVENTIVE MAINT ROSTER. TM 4700-15/1_

NAVMC 10576 IMR. TM 4700-15/1_

NAVMC 10925 EROSL. UM 4400.124
 TM 4700-15/1_

APPENDIX H - REFERENCES

RECOVERABILITY CODES UM 4400-124

REPAIR PARTS MCO P4790.2_

RESPONSIBLE OFFICERS MCO P4400.150_

REQUIRED DELIVERY DATE (RDD) MCO 4400.16_, UM 4400-124

REPAIR PARTS MCO P4790.2_

RESTRICTED AREA POSTING. MCO 5530.14_

RIFLE RACKS, LOCKS, CHAINS MCO 5530.14_

RM4 REMARKS. MCO 3000.11_

SECONDARY REPAIRABLE PROGRAM MCO P4400.82_, UM 4400-123

SECURITY RISK CATEGORIES MCO 5530.14_

SECURITY FORCE PERSONNEL SCREENING . MCO 5530.14_

SELECTIVE INTERCHANGE. MCO P4790.2_

SERIALIZED CONTROL OF SMALL ARMS . . MCO 8300.1

SERIALIZED INVENTORIES MCO 5530.14_

SERVICE LIFE EXTENSION PROGRAM . . . MCO 4400.194

SHOP SECTION CODES UM 4790-5

SORTS. MCO 3000.11_

STANDARD SUBJECT ID CODES. SECNAVINST 5210.11_

STATUS CODES UM 4400-124

APPENDIX H - REFERENCES

STORES ACCOUNT CODES (SAC) MCO P4400.150_, UM 4400-124

SUPPLY SUPPORT MCO P4790.2_

TECHNICAL PUBLICATIONS MCO P5215.17_

TMDE MCO P4790.2_

TOOL CONTROL (SL-3). MCO P4790.2-, MCO P4400.150_
TM 4700-15/1_, SL-3/TM-10

TRAINING, MAINTENANCE. MCO P4790.2_, NAVMC DIR
3500.77

TRIGGER PULL MEASUREMENT TI 8005-24/20D

TURNOVER FOLDERS MCO P4790.2_

UNFUNDED DEFICIENCIES. MCO P4400.150_

URGENCY OF NEED DESIGNATOR (PRI) . . MCO 4400.16_, UM 4400-124

VALIDATION MCO P4790.2_

WAIVERS AND EXCEPTIONS, ARMORY . . . MCO 5530.14_

WEAPONS PARTS SECURITY MCO 5530.14_

WEEKLY MAINT EXCEPTION REPORT. . . . UM 4790-5

WEEKLY OWNING UNIT TAM REPORT. . . . UM 4790-5

WIR (RECOVERY ITEMS REPORT). MCO P4400.82_

APPENDIX I - PFI WAIVER

From: Commanding Officer/Inspector-Instructor, Unit, City
To: Commander, Marine Forces Reserve, (G-4/ORD)
4400 Dauphine St, New Orleans, LA. 70146-5400

Via: (1) Commanding Officer/Inspector-Instructor,
Battalion/Regiment/Group
(2) Commanding General, (4thMarDiv/4thMAW/4thMLG)

Subj: REQUEST FOR WAIVER OF PRE-FIRE INSPECTION FOR SMALL ARMS
WEAPONS PRIOR TO QUALIFICATION/REQUALIFICATION FIRING

Ref: (a) ForO 8000.1_

1. It is requested that subject inspection be waived. As directed by the reference, the following information is submitted:

- a. Date of scheduled qualification/re-qualification firing.
- b. Date of the last Technical Assistance Visit (TAV).
- c. Nomenclature of the weapon.
- d. Serial number of the weapons.

2. The weapons listed above have not been fired or used for any type of field training or removed from the unit armory since the Technical Assist Visit Limited Technical Inspection. Furthermore, the weapons listed above will not be fired or used for any type of field training or removed from the armory prior to scheduled qualification/requalification.

3. POC this unit is:

I. M. INCHARGE