

UNITED STATES MARINE CORPS  
Marine Corps Combat Development Command  
Quantico, Virginia 22134-5060

8000  
C 144

From:  
To: Commanding Officer, Marine Corps Air Facility, Quantico  
Subj: DRAWING OF PERSONAL WEAPONS  
Ref: a MCCDCO 8000.1A

1. In accordance with the reference, it is requested that I be allowed to draw my personal weapon(s) from the MCAF Armory from \_\_\_\_\_ to \_\_\_\_\_.  
(time/date) (time/date)

2. I understand that it is my responsibility to return my weapon(s) to the MCAF Armory at the time indicated above.

\_\_\_\_\_  
Signature of requestor

-----  
C 144

FIRST ENDORSEMENT

1. The above request is approved/disapproved

\_\_\_\_\_  
CO Signature/By direction

SOP FOR MCAF ARMORY

Appendix C

RECURRING REPORTING REQUIREMENTS

| <u>Report Title</u>  | <u>Submit To</u>       | <u>Date Due</u>                           | <u>Reference</u>     | <u>Remarks</u>                     |
|--|------------------------|---|----------------------|------------------------------------|
| Annual Class Requirements  | CG, MCCDC<br>(C 043-2) | Annually<br>30 Jun                        | MCCDCO<br>8011.1E    |                                    |
| Annual Report of Test and Measuring Equipment<br>(MCCDC 4355-2)  | CG, MCCDC<br>(C 043-5) | Annually<br>1 Oct                         | MCCDCO<br>P4790.2    |                                    |
| Quarterly Update of Class Requirements                           | CG, MCCDC<br>(C 043-2) | Quarterly<br>1 Mar, 1 Jun<br>1 Sep, 1 Dec | MCCDCO<br>8011.1E    |                                    |
| Authorization to Requisition and Receipt for Class V(W) Material | CG, MCCDC<br>(C 043-2) | Quarterly<br>1 Jan, 1 Jun<br>1 Jul, 1 Oct | MCCDCO<br>8011.1E    |                                    |
| Monthly Serialized Inventory                                     | CO, HqSvcBn            | Monthly                                   | OPNAVINST<br>5530.13 | Conducted by disinterested officer |
| Armory Opening/Closing Sight Inventories                         | Ordnance Officer       | Daily<br>After Closing                    | OPNAVINST<br>5530.13 |                                    |
| Quality Deficiency Report  | CG, MCLB,<br>Albany    | As required                               | MCO<br>4855.10       | (SF-368)                           |
| Quality Reliability Report                                       | CG, MCLB,<br>Albany    | As required                               | MCO<br>4855.6        | (NAVMC 10657)                      |
| Ordnance Officer Quarterly Inspection                            | Internal               | Quarterly                                 |                      |                                    |



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

AFO P8000.1 Ch 2  
C 144  
25 Jun 91

AIR FACILITY ORDER P8000.1 Ch 2

From: Commanding Officer  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE MARINE CORPS  
FACILITY ARMORY (SHORT TITLE: SOP FOR MCAF ARMORY)

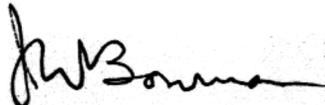
Purpose. To direct a pen change to the basic order

2 Action

a. Page 3-1, paragraph 3000.1, line 2, change quarterly to monthly

b. Page 5-3, paragraph 5004.2, line 3, change semiannually to "quarterly".

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic order.

  
J. W. BOWMAN

DISTRIBUTION: A/C

# SOP FOR MCAF ARMORY

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## SOP FOR MCAF ARMORY

0004. AUTHORIZED LEVEL OF MAINTENANCE. Organizational (second echelon) maintenance is authorized on all assigned ordnance items. Support for higher echelons of maintenance is provided by the Ordnance Maintenance Section, Support Branch, Facilities Division, Marine Corps Combat Development Command (MCCDC).

### 0005. DESK TOP PROCEDURES AND TURNOVER FOLDERS

1. The Armory Officer and the Armory NCOIC will each maintain a turnover folder. Turnover folders will include the following information:

- a Title of billet
- b. Subordinate billets
- c Reporting senior.
- d Mission of the billet
- e Functions involved in accomplishing the mission.
- f. Tasks and basic operations regularly performed in accomplishing specific functions.
- g. List of pertinent orders and directives.
- h List of required reports
- i. Relationship with activities both in and not in the chain of command with which business is conducted, and the type of matters on which each activity is consulted.
- j. Points of contact, telephone numbers and the purpose served by each contact.
- k Pending and anticipated projects

2. Desktop procedures will be prepared and maintained by the senior armorer. These procedures will include responsibilities for publications, equipment records, issue and recovery, calibration, modification control and physical security. Desk top procedures are not intended to be all inclusive or formalized, but a simple listing of significant items or notes pertinent to everyday operations. Desk top procedures normally contain the following information:

## SOP FOR MCAF ARMORY

- a. Current references
- b. Procedures for carrying out required orders
- c. Telephone numbers of individuals who might be contacted
- d. Reports required.

# SOP FOR MCAF ARMORY

## CHAPTER

### PHYSICAL SECURITY

#### 1000. GENERAL

1. Comprehensive instructions concerning the physical security of weapons, including facilities construction criteria, approved hardware, alarm system specifications, surveillance requirements, and key and lock control procedures are contained in OPNAVINST 5530.13.

2. The MCAF armory is designated a security area. Warning signs ('RESTRICTED AREA-KEEP OUT', 'AUTHORIZED PERSONNEL ONLY') will be posted at the entrance to the armory. Lighting inside the armory and in the basement of building 2106 will remain on at all times.

1001. ARMS RACKS AND STORAGE CONTAINERS. Weapons will be stored in locked racks, chests, or other locally fabricated containers. Approved low security (secondary) padlocks specified in OPNAVINST 5530.13 will be used to lock rifle racks, pistol chests, and other arms containers. All rifle racks, pistol chests and other arms containers will be secured to a permanent part of the building with bolts or chains equipped with approved secondary padlocks. All racks and containers must be constructed so that when locked, a weapon cannot be removed by disassembling the weapon.

#### 1002. ARMORY ACCESS

1. The Commanding Officer will designate in writing those Marines authorized unaccompanied access to the armory.

2. Certified copies of the Commanding Officer's written unaccompanied access authorization will be maintained in the armory.

3. The Commanding Officer or the Armory Officer may authorize other persons to enter the armory in the performance of official duties. Such persons will present their ID card prior to entering and will be escorted by an individual on the unaccompanied access list. A visitor's log will be maintained inside the armory to record the authorized entrance and exit of persons not on the unaccompanied access list. The visitor's log will contain the following information:

a. Date

b. Grade and name of visitor

SSN o visitor

- d Unit of visitor
- e Time of entry
- f Signature of visitor upon entry
- g Time of departure
- h. Reason for visit.

### 1003. LOCK AND KEY CONTROL

#### 1. General

a. The armory vault door lock is secured by a combination known only to the Armory Officer and assigned armorer. The combination will not be communicated to anyone else.

b. A key custodian will be assigned in writing with the responsibility for ensuring that lock and key control regulations and procedures are enforced.

#### Key/Combination Control

a. A welded ring containing keys to the armory (set #2) will be maintained in a locked box at HMX-1 Security, Building 2103, when the armory is secured. The key (set #1) to the locked box at Security will be stored in the duty safe in Building 2100 after hours. The accountability of the armory keys (set #2) will be maintained by using a key control logbook. The Desk Sergeant will issue the keys only to individuals who have been authorized in writing to receive them. The logbook for the armory keys will stay in the possession of the individual who has the keys until they are returned to HMX-1 Security. The logbook for the security box key will remain in the duty safe, Building 2100. The key logbooks will contain the following information:

- (1) Date/time keys issued
  - (2) Key set number
  - (3) Initials of person issuing keys
- Signature of person receiving keys
- Date/time keys returned.
- Signature of person receiving returned keys

b. Keys to secondary locks within the armory will be tagged for identification and stored in the key locker. Spare locks will be stored in the safe.

c. A secondary key control register will be maintained in the armory to indicate, by serial number, the location of all secondary locking devices.

d. Duplicate keys will be tagged for identification and stored in the adjutant's safe.

e. When keys are lost, misplaced or stolen, affected locks will be immediately replaced.

f. Inventories of in-service locks will be conducted semi-annually. Rotation of locks will also be done at this time. Inventory records will be maintained for two years.

#### 1004. INVENTORIES

1. Daily Physical Sight Countings. A physical count of all weapons and ammunition will be made immediately upon opening the armory and immediately prior to closing the armory daily. Weapon and ammunition not physically present in the armory must be accounted for by valid signature on an authorized document. Appendix A will be used to record the results of daily sight counts. A copy of the inventory will be given to the Armory Officer and will be maintained for two years.

#### 2. Monthly Serialized Inventories

a. A commissioned officer or a staff noncommissioned officer, both of whom will be disinterested parties having no responsibility for the accountability of weapons, will be appointed each month to conduct a serialized inventory of weapons and ammunition.

b. The monthly serialized inventory will be conducted utilizing the Consolidated Memorandum Receipt, CMR (maintained by Marine Corps Property). Weapons and ammunition not physically present in the armory must be accounted for by a valid Ordnance Custody Receipt (NAVMC 10520) indicating the weapon has been issued from the armory to an individual or by valid signatures on Equipment Custody Records (NAVMC 10359) or Equipment Repair Orders (NAVMC 10245).

c. The designated inventory officer will report the inventory results to the Armory Officer. Monthly serialized inventories will be retained for two years.

1. An Intrusion Detection System (IDS) will be installed to provide constant surveillance during periods when the armory is not

1007 INTRUSION DETECTION SYSTEM (IDS)

2. Marines authorized to deliver and receipt for weapons from supporting maintenance activities will be designated in writing by the Commanding Officer. An Equipment Repair Order (ERO) will be used to transfer custody of weapons by serial number to the supporting maintenance activity.

1. Those weapons categorized as Category II (light automatic weapons) being moved from one facility to another will be under constant surveillance by armed guards. When requested, service pistols and rifles may be transported to or from training evolutions in privately owned vehicles (POVs) by officers and staff noncommissioned officers in accordance with OPNAVINST 5530.13.

1006 TRANSPORTATION OF WEAPONS

4. Except in instances specifically authorized by the Commanding Officer, all personnel drawing or returning weapons to the MCAF armory will be in proper military uniform.  
3. Weapons will not be removed from the base without written authorization from the Commanding Officer.

2. Detailed issue and recovery procedures are contained in Chapter 6 and TM-4700-15/1F.

1. Weapons will be issued for official requirements only and will be returned to the armory for safekeeping when no longer required in the performance of official duties. Armorsers will issue and recover weapons through designated issue ports only. Marines who have been issued weapons are responsible for the security of those weapons until they are returned to the armory. Weapons will remain in the personal and physical custody of the Marine to whom issued until they are returned to the armory.

1005. ISSUE AND RECOVERY OF WEAPONS

3. Missing, Lost or Stolen Weapons. The loss or inability to account for a weapon will be immediately reported to the Armory Officer (or the Officer of the Day after working hours). The Armory Officer will inform the Executive Officer and the Commanding Officer. Immediate investigative action will be requested from the Provost Marshal and from the Naval Investigative Service resident agent. Local procedures for submitting missing, lost, stolen, or recovered property reports are contained in MCCDCO P4400.1.

# SOP FOR MCAF ARMORY

## INTRODUCTION

0001. PURPOSE. Individual weapons and accessories necessary to accomplish annual requalification, military training, local security, contingency, ceremonial, and recreational requirements are maintained in the armory. This SOP delineates responsibilities and establishes policy and specifies procedures for all ordnance matters. This includes ordnance maintenance, armory operations, and armory security which falls within the purview of the Commanding Officer, Marine Corps Air Facility.

0002. COMMAND RESPONSIBILITIES. Squadron commanders have the following responsibilities:

1. Ensure that Marines required to be armed check in with the armory and are issued a weapon and accessories.
2. Ensure that Marines perform proper first echelon (operator's) maintenance on assigned weapons.
3. Ensure that Marines who are detaching on PCS or TAD in excess of 30 days, or are being confined or hospitalized check out with the armory and properly account for all issued equipment prior to their departure.
4. Advise the Armory Officer when Marines who have been issued a weapon enter an unauthorized absence status.
5. Provide custodians, when needed, to transport weapons for individual/unit functions.

## 0003 STAFF RESPONSIBILITIES

### I S-1

a. Assign MOS qualified Marines for duty in the armory at the level prescribed by the Table of Organization.

b. In coordination with the Armory Officer, identify and distribute directives and publications required by the Armory Officer for the operation of the armory. Insure that the individual activity table of allowances for publications reflects the necessary distribution codes for automatic distribution of new publications and changes required in the armory.

## SOP FOR MCAF ARMORY

2. S-3. Ensure rifle/pistol range rosters are given to the armory five days prior to the first day of the range. No additions will be accepted three days prior to the range.

3. Armory Officer. The Armory Officer will be assigned in writing as an additional duty of an officer under the cognizance of the S-4. Responsibilities of the Armory Officer are listed below. Additional technical guidance for the Armory Officer is found in TI-8000-13/2.

- a. Responsible Officer for weapons
- b. Serves as principal advisor to the Commander and provides supervision over ground ordnance matters, including ammunition and armory security.
- c. Ensures that necessary publications and directives are on hand to properly manage ordnance matters.
- d. Schedules and ensures technical training for Marines involved in armory and ammunition management.
- e. Plans, coordinates and conducts inspections of the armory
- f. Ensures that first and second echelon maintenance is performed on all assigned equipment.
- g. Ensures that armory physical security standards are achieved and maintained.
- h. Ensures that ordnance forms and records are properly maintained in accordance with current directives.
- i. Prepares a budget and provides financial supervision over the armory.
- j. Establishes and monitors the modification control program as it pertains to assigned ordnance items.
- k. Establishes and monitors the calibration control program as it pertains to assigned infantry weapons gages.
- l. Updates the MCAF SOP as required
- m. Prepares and maintains a turnover folder
- n. Supervises the care, accountability and control of ammunition.

open and unoccupied. IDS alarms will annunciate at the Provost Marshal's office and initiate security actions by military police units. The IDS will be activated when the armory is closed and deactivated when the armory is opened.

2. An alarm log will be maintained to record IDS alarms. The alarm log will contain the following information:

- a. Date and time of alarm
- b. Number of the alarm.

3. The IDS alarm will be tested monthly. Alarm tests will be coordinated with the Provost Marshal. Procedures for conducting alarm tests are contained in OPNAVINST 5530.13. Records will be maintained reflecting the date of testing, names of persons conducting the test, results of the test, response time of reacting military police units, and actions taken to correct any malfunctions. These records will be maintained for two years.

## 1008. ARMED SECURITY

### Requirements

a. Requirements for armed security of the armory are contained in OPNAVINST 5530.13 and are based on the level of security provided by the construction of the armory itself and the efficiency of installed supporting security measures, such as Intrusion Detection Systems (IDS). After working hours, when the armory is closed and the IDS is activated, armed surveillance will be provided in consonance with the criteria contained in OPNAVINST 5530.13.

b. During working hours, when the armory is open and the IDS is deactivated, constant armed surveillance will be provided by an armorer armed with a 9mm pistol <sup>two magazines with ten rounds each</sup> and working inside the armory. The armory vault door will remain open and the day gate will be closed during working hours.

c. During non-working hours, when the armory vault door is secured and the IDS is activated, no armed security is required.

2. Training. Quarterly training will be submitted to S-3 and classes are to include the following:

- a. Nomenclature
- b. Deadly force
- c. Publications

- d Calibration control
- e. Modification control.
- f. Equipment records
- g. Technical inspection procedures
- h Safety.
- i. MIMMS

# SOP FOR MCAF ARMORY

## CHAPTER 2

### ARMORY PROCEDURES

#### 2000. ISSUE AND RECOVERY PROCEDURES

1. Inspections. The Commanding Officer will designate a qualified armorer to witness the issue and recovery of individual weapons. An inspection will be conducted at the time a weapon is issued and at the time of recovery. Inspection results will be recorded on NAVMC 10576 (Memorandum Receipt for Individual Weapons and Accessories). Inspection procedures are contained in TM 4700-15/1F.

#### 2 Issues

a. Sergeants and below will be issued a service rifle with accessories upon joining MCAF. Unless the weapon becomes unserviceable, a Marine can expect to have the same weapon for the duration of his assignment to MCAF. That weapon will be used for all military requirements, including annual requalification.

b. Officers and SNCOs will be issued rifles, pistols or revolvers only when required by official duties, most commonly for annual requalification. Once the requirement for a weapon has ended (i. e. following requalification), the weapon will be thoroughly cleaned and turned back into the armory.

c. Individual weapon issue will be accomplished using NAVMC 10576. The individual Marine will receipt for the weapon by signing the NAVMC 10576. The hard copy of the NAVMC 10576 will be retained in the armory. The carbon copy will be given to the individual signing for the weapon. At the time of issue, an Ordnance Custody Receipt (NAVMC 10520) will be prepared by armory personnel and given to the individual signing for the weapon. The Ordnance Custody Receipt must be signed by the Commanding Officer, or a designated subordinate officer.

d. Upon presentation of a valid ID card and an authenticated Ordnance Custody Receipt, an individual may withdraw his assigned weapon from the armory. The Ordnance Custody Receipt will remain in the armory until the weapon is returned.

#### e Lost, Stolen, Missing Rifle Card Procedures

(1) If a NAVMC 10520 becomes lost, stolen or missing the individual will fill out a Missing/Lost Gear Statement as per Appendix B and have it signed by Commanding Officer, Armory Officer or designated officer.

(2) A new NAVMC 10520 will be made and highlighted at the bottom. A highlighted strip of paper will be affixed to the rifle rack above the rack number to indicate the individual has received a replacement rifle card.

(3) After NAVMC 10520 is signed by an authorized person the individual will re-initial for the new card in the remarks column.

(4) When issuing rifles to Marines who have previously lost a rifle card, armorers will ensure the replacement rifle card is highlighted. If not, the rifle will not be issued and the Armory NCOIC or Armory Officer will be notified.

(5) Personnel Hospitalized, Confined or in Unauthorized Absence Status

(a) Morning Reports will be screened each morning to determine if individuals are U/A, hospitalized or in the brig.

(b) NAVMC 10576 cards will be checked to determine if any individuals in the above statuses have a weapon issued to them. If so, an armorer will tag the weapon. These weapons will not be issued until further authorization is given.

### 3 Recovery

a. Individual weapons must be thoroughly cleaned prior to turn-in. If the results of the recovery inspection do not indicate abuse or negligence in the care of the weapon, and the weapon is properly cleaned, the weapon will be accepted by the armory.

b. Officers and SNCOs who do not maintain weapons permanently will surrender their Ordnance Custody Receipt to the armorer. The armorer will return the original NAVMC 10576 to the individual and destroy the NAVMC 10520. Individuals who maintain weapons permanently will return the weapon for storage and the Ordnance Custody Receipt will be returned to them by the armorer.

c. If the recovery inspection indicates abuse or neglect in the care of the weapon, inspection results will be forwarded to the Marine's commanding officer for appropriate action. Recovery action will not be completed until the commander has taken final action.

2001. SECURITY WEAPONS. Weapons and ammunition may be issued to Marines authorized to pick up ammunition and weapons from the Property Control Officer (PCO). Such issues will be made as a temporary loan using NAVMC 10359 (Equipment Custody Record).

UM 4400.15 provides instructions on the completion of NAVMC 10359. The authorized Marine will receipt for the weapons and ammunition by signing the NAVMC 10359. The original copy will remain in the armory and the carbon copy will be given to the individual receipting for the property. Temporary loans may not exceed 30 days, at which time the property must be returned to the armory. The Commanding Officer may grant extensions for up to 180 days.

## 2002 PRIVATELY OWNED WEAPONS

1. Regulations. Regulations concerning the possession, use, registration and storage of privately owned weapons are contained in MCO 8000.1. Sergeants and below who live in the barracks and SNCOs residing in Building 2106 who are in possession of privately owned weapons shall store those weapons in the armory. Marines residing in Government family quarters, Bachelor Officer quarters, Bachelor Staff NCO quarters or residing ashore may store privately owned weapons in the armory but are not required to do so. Privately owned weapons to be stored in the armory shall be registered with the Provost Marshal's Office (Pass and I. D., Building 1002). The Provost Marshal will issue the owner a copy of MCCDC Form 5500/5 upon registration.

### 2 Turn-In and Temporary Withdrawal/Recovery Procedures

a. Privately owned weapons and accompanying ammunition will be taken to the armory with a completed MCCDC Form 5500/5 as proof of registration. The owner will surrender weapons, ammunition and MCCDC Form 5500/5 to an armorer who will record pertinent information and will receipt for the weapons and ammunition in the logbook for privately owned weapons. The armorer will inspect the weapon and take note of any damage, rust, finish marks or any other discrepancies in the condition of the weapon prior to acceptance. Privately owned weapons will be tagged for identification within the armory.

b. NAVMC 10576 (Memorandum Receipt for Individual Weapons and Accessories) will be completed and the "remarks" block annotated "Privately Owned Weapon." The original copy of the NAVMC 10576 will remain in the armory with the MCCDC Form 5500/5 attached. The carbon copy will be returned to the weapon's owner and will become the owner's receipt for his property. NAVMC 10520 (Weapons Custody Receipt) will be completed by an armorer and given to the owner. The NAVMC 10520 will be conspicuously lettered "Privately Owned Weapon" diagonally across the face. The NAVMC 10520 must be signed by the owner's commanding officer or designated subordinate officer.

## SOP FOR MCAF ARMORY

c. Upon presentation of a valid ID card, an authenticated NAVMC 10520 and a letter of authorization from the individual's commanding officer (Appendix C), the owner may withdraw the weapon from the armory. The NAVMC 10520 will remain in the armory until the weapon is returned to the armory for storage.

3. Removal Procedures. Permanent removal from the armory of a privately owned weapon is accomplished when the owner surrenders his NAVMC 10520 and receipts for the weapon in the log for privately owned weapons. An armorer will return the original NAVMC 10576 and MCCDC Form 5500/5 to the owner.

4. Security. While in the armory, privately owned weapons and ammunition will be afforded the same security as Government weapons.

5. Privately Owned Weapons Log Book. A log book will be maintained in the armory to record the receipt of privately owned weapons into the armory and the permanent withdrawal of privately owned weapons from the armory. The log book will contain the following information for each weapon. Separate line entries will be made for privately owned ammunition.

- a. Grade and name of owner
- b. SSN of owner.
- c. Unit
- d. Weapon manufacturer, model, and serial number
- e. Date received into armory
- f. Signature of armorer receipting for weapon
- g. Date permanently withdrawn by owner
- h. Signature of owner receipting for weapon.

2003. HOURS OF OPERATION. The armory will be open for operation during any hours required to support commitments. However, in the absence of special commitments, normal hours of operation will be as follows:

a. Monday-Thursday

0730 Open for weapon issue

1515 Weapon issue ceases

1545 All weapons will be returned to the armory

1600 Armory daily inventory completed.

b Friday

0730 Open for weapon issue

1400 Weapon issue ceases

430 All weapons will be returned to the armory.  
(Field Day and Training)

1600 Armory daily inventory completed

c. Saturdays, Sundays, holidays - closed except as special commitments require opening.

# SOP FOR MCAF ARMORY

## CHAPTER 3

### MAINTENANCE

#### 3000. FIRST ECHELON (OPERATOR'S) MAINTENANCE

Ch.2 → 1. Marines will thoroughly clean their assigned weapons at least ~~quarterly~~ <sup>monthly</sup>, if the weapon has not been fired during that time. An armorer will inspect each Marine's weapon and certify completion by providing the Marine with a cleaning chit.

2. Weapons will be cleaned on each of three consecutive workdays following a firing. An armorer will inspect weapons following each day's cleaning and certify completion by dating and initialing a cleaning chit each time the rifle was cleaned.

3. Quality control of the first echelon maintenance effort is achieved by the armorer's inspection of each weapon upon completion of each cleaning and by periodic weapons inspections by the Commanding Officer.

4. First echelon maintenance of weapons will be performed in the designated weapons cleaning area in the basement of Building 2106.

5. SL-3 components will be issued with each weapon. Expendable cleaning materials (lubricants, rags, patches, etc.) will be stocked in the armory and will be made readily available for weapon cleaning.

6. For accountability purposes, cleaning items (rods, T-handles, brushes, chamber and bore brushes) will be returned to the armory for replacement and not thrown away.

#### 3001. SECOND ECHELON MAINTENANCE

##### 1. Shop Operations

a. Second echelon ordnance maintenance will be performed by assigned Infantry Weapons Repairer (MOS 2111) in the MCAF armory. The armory NCOIC will function as the maintenance inspector. They will inspect and accept equipment into the repair cycle, insure an Equipment Repair Order (ERO), NAVMC 10245, is opened on the equipment, assign a repairman to the job, inspect and certify completion of required repairs and insure the ERO is closed out.

b. An Inspection Tag (NAVMC 1018) will be completed and placed on each weapon identified as requiring second echelon or higher maintenance services. An ERO will be prepared to record all second echelon maintenance actions. An Equipment Repair Order

Shopping/Transaction List (EROSL) will be prepared and attached to the ERO to record parts utilized in making repairs. Authorized ERO priorities are 7, 9, or 14. Priority 14 will normally be used unless the number of weapons deadlined jeopardizes the organization's ability to perform assigned missions. Changes in ERO priorities and category codes may be made by the Armory Officer by annotating and initialing the appropriate block on the ERO.

c. Weapons will not be accepted for second echelon maintenance until first echelon (operator's) maintenance has been completed.

2. Pre-Fire Checks. Pre-fire checks will be performed on all weapons being readied for firing. Instructions for performing pre-fire checks are contained in TI-8005-24/19 and TI-8005-24/20

3. Serviceability Inspections. All weapons will periodically be given a comprehensive serviceability inspection by a qualified armorer. The purpose of serviceability inspections is to detect and correct problems before they occur or before they develop into major defects.

4. Corrective Maintenance. Corrective maintenance consists of repairs made as a result of equipment failure. Corrective maintenance requirements are identified during pre-fire checks, serviceability inspections and by Marines reporting defects on their assigned weapons. Assigned armorers will make repairs to defective weapons following procedures established in the applicable repair manual. Weapons requiring repairs beyond second echelon will be evaluated by the Ordnance Maintenance Section, Support Branch, Facilities Division.

### 3002 EQUIPMENT EXCEEDING ORGANIZATIONAL MAINTENANCE CAPABILITY

1. Ordnance items with defects exceeding organizational maintenance capability will be evacuated without delay to the Ordnance Maintenance Section (OMS), Support Branch, Facilities Division. An ERO will be opened to evacuate the equipment and serve as a receipt. The equipment and the original ERO with all copies will be delivered to OMS. Acceptance/receipt of the equipment at OMS is recorded by the signature of an authorized person from OMS on the ERO. The yellow copy of the ERO is returned to the armory and becomes the formal receipt for the equipment.

2. Repaired equipment is recovered from OMS by presenting the yellow copy of the ERO and signing "Delivered to" block on the original ERO. The original ERO and the equipment is then returned to the armory. Prior to receipting for the equipment, a thorough inspection will be conducted to ensure required repairs have been

properly completed. Equipment which has not been satisfactorily repaired will not be accepted.

3003. FORMS AND RECORDS. The following forms and records will be utilized in the armory:

1. NAVMC 10245, Equipment Repair Order (ERO). An ERO will be utilized to record the performance of all second echelon maintenance services, to include corrective maintenance, pre-fire checks, serviceability inspections or modifications. An ERO will be utilized to evacuate equipment to higher echelon maintenance activities for corrective maintenance, calibration, modification or Limited Technical Inspection (LTI). Instructions for the preparation of NAVMC 10245 are contained in TM-4700-15/1F.
2. NAVMC 10925, Equipment Repair Order Shopping/Transaction List (EROSL). The EROSL will be used in conjunction with the ERO to requisition, receipt for, cancel and record partial issues of repair parts associated with equipment requiring repair. Instructions for the preparation of NAVMC 10925 are contained in TM-4700-15/F.
3. SF 368, Quality Deficiency Report (QDR). The QDR is used to report a deficiency in equipment and material. Instructions for the preparation and submission of QDRs are contained in TM-4700-15/1F and MCO 4855.10.
4. NAVMC 1065, Quality/Reliability Report (Q/RR). The Q/RR is used to report the quality and condition of equipment received from a Marine Corps logistics base. Instructions for the preparation and submission of Q/RRs are contained in TM-4700-15/1F and MCO 4855.6.
5. NAVMC 11053 and 11054, Commodity Managers Modification Control Record (Form A) and (Form B). Commodity Managers Modification Control Records will be used to record the modification status of assigned equipment. Instructions for the preparation of modification control records are contained in TM-4700-15/1F.
6. NAVMC 11052, Calibration Control Record. Calibration Control Records will be used to record the scheduling and performance of primary maintenance and calibration of infantry weapons gages. Instructions for the preparation of Calibration Control Records are contained in TM-4700-15/1F.
7. Repair Log (ERO Log Book). A Repair Log will be maintained to provide a central work control register. Instructions for the preparation of the Repair Log are contained in TM-4700-15/1F.

8. NAVMC 1018, Inspection/Repair Tag. The Inspection/Repair Tag will be used to identify weapons requiring repair or certification of serviceability. Instructions for the preparation of the Inspection/Repair Tag are contained in TM-4700-15/1F.
  9. NAVMC 11003, Ordnance Serialized Items/Rounds Fired Data Card. The NAVMC 11003 will be used to record identifying information on serialized weapons, so they may more easily be identified if lost, stolen or missing. Issue/Turn-In information and pre-fire check information is also recorded on the NAVMC 10576 as directed in TM-4700-15/1F.
  10. NAVMC 10576, Memorandum Receipt for Individual Weapons and Accessories. The NAVMC 10576 will be used as an issue/receipt document for individual weapons and as a certificate of inspection to record the condition of weapons at the time of issue and recovery. Preparation instructions for NAVMC 10576 are contained in TM-4700-15/1F.
  11. NAVMC 10520, Weapon Custody Receipt. The NAVMC 10520 will be used to control individual weapons stored in the armory. The NAVMC 10520 will be given to each individual assigned to a weapon. The individual retains the NAVMC 10520 as long as the weapon is maintained in the armory. When the individual draws the weapon from the armory, he will surrender the NAVMC 10520 to the armorer. Instructions for the preparation of NAVMC 10520 are contained in TM-4700-15/1F.
  12. Personal Weapons Log. The Personal Weapons Log will be used to record the receipt of privately owned weapons into the armory for storage and the permanent withdrawal of privately owned weapons from the armory. Instructions for the preparation of the Personal Use Weapons Log are contained in chapter two (Armory Procedures) of this manual.
  13. NAVMC 10359, Equipment Custody Record (ECR). The ECR Card will be used as a receipt for equipment on temporary loan to another activity and for the accountability of ammunition issued for security purposes. Instructions for the preparation and use of the ECR Card are contained in UM-4400-15.
3004. MODIFICATION CONTROL. The Armory Officer is responsible for establishing and monitoring the Modification Control Program. The manual system of modification control using Commodity Manager's Modification Control Records (NAVMC 11053 or 11054) will be used. Procedures for establishing a modification control program are contained in MCO P4790.2 and TM-4700-15/1F.

**3005** MAINTENANCE AND CALIBRATION OF INFANTRY WEAPON GAGES

1. Infantry weapons gages necessary to perform pre-fire checks in accordance with TI-8005-24/19 and TI-8005-24/20 will be maintained in the armory. Gages will be accounted for as distinct Table of Equipment or Non-FMF Allowance Items, or as components to kits, sets, or chests, as may be appropriate.
2. Gages will be maintained in a clean and complete condition. Any missing components must be on a valid requisition. Maintenance of gages included in the Infantry Weapon Exchange Program will be performed annually by MCLB, Albany, GA.
3. A Calibration Control Chart will be prepared for all gages and will be utilized to schedule and record PM and calibration services. Instructions for the completion and maintenance of Calibration Control Charts are contained in TM-4700-15/1F.
4. Calibration requirements for infantry weapon gages are contained in TI-4733-15/11. All gages will be checked annually. A message must be sent to Albany, GA sixty days prior to the calibration due date of each gage. The message will include the nomenclature, NSN and quantity. All gages for the .38 caliber pistol will be shipped to Albany, GA 30 days prior to the calibration due date. A letter will accompany the gages that provides the nomenclature and quantity. These gages will be noted as "Calibrated and Return" with the RUC, since they are not on the exchange program and must be returned.

**3006. SAFETY.** Safety precautions pertaining to individual weapons are contained in appropriate operator's manuals and technical manuals. Safety regulations applicable to the operation of the armory and weapons cleaning areas are contained in NAVMC P-5100 and MCO 5100.8. The armory and weapons cleaning areas will be maintained in a neat, clean, uncluttered manner. Oily rags will be stored in covered metal cans and disposed of daily.

**3007.** MILITARY OCCUPATIONAL SPECIALITY TRAINING

1. The Armory Officer is responsible for establishing and implementing a viable and continuing maintenance training program for Marines assigned to the armory. Technical training must be scheduled and recorded. Formal periods of instruction, and on the job training should all be included in the training program. MCI course 2124 (Armory Procedures) will be completed by all armory personnel.

2. Training assistance is normally available upon request from the MCCDC Maintenance Management Office and from the Ordnance Maintenance Section, Support Branch, Facilities Division. The following subjects will include but not be limited to the training program:

- a. Nomenclature
- b. Deadly force.
- c. Publications.
- d. Calibration control
- e. Modification control.  
Equipment records
- g. Technical inspection procedures
- h. Safety  
MIMMS

# SOP FOR MCAF ARMORY

## CHAPTER 4

### PUBLICATIONS

#### 4000 PUBLICATION REQUIREMENTS

1. A technical publications library will be maintained in the armory. A full allowance of directives and publications necessary to support assigned equipment and perform required functions will be maintained.

2. The Marine Corps Stock List (SL) 1-2 will be used to identify publications required to support specific equipment end items. Marine Corps and MCCDC Bulletins in the 5215 series and the Marine Corps Stock List SL 1-3 will be used to identify other directives and publications required for armory operations as contained in TI-8000-15/1.

3. Marine Corps Stock Lists (SL) 1-2 and (SL) 1-3, Marine Corps and MCCDC Bulletins in the 5215 series, TI-4700 and TI-5600 will be reviewed upon receipt to identify new publications, changes to publications and cancelled or superseded publications. All publications will be maintained current.

4001. PUBLICATION ALLOWANCES. The Armory Officer will review MCO 5600.45 to determine distribution codes and lists that are applicable for armory operations. He will coordinate with the S-1 to ensure that publication allowances for applicable distribution codes and lists are established to support the armory and that the Table of Authorized Publications (TAP) reflects the necessary distribution codes for automatic distribution of newly required publications and changes affecting on hand publications. The Armory Officer, in coordination with the S-1, will review the TAP semi-annually.

#### 4002. MISSING DIRECTIVES AND PUBLICATIONS

1. Missing MCCDC directives will be requested from Marine Corps Property.

2. Missing Marine Corps directives and publications will be requisitioned through the Marine Corps Supply System. Information required by MCO P5600.31 will be recorded on 80 column worksheets. An original and one copy of the worksheet will be submitted to Marine Corps Property. The supply clerk will annotate document numbers on one copy of the worksheet and return it to the armory.

3. The armorer will coordinate with Marine Corps Property to insure that requisitions for required armory publications are validated during the publication backorder validation process

4003. PUBLICATION CONTROL. Publication Control Sheets (MCCDC Form 5604/2) will be prepared and maintained for each directive and publication required for armory operations. The sheets will be maintained in a consolidated file for use in locating publications within the library and recording status of publications on order.

4004. PUBLICATIONS ERRORS AND RECOMMENDATIONS. Form NAVMC 10772 will be used to report errors and recommend revisions to Marine Corps equipment support publications. Instructions for the use of NAVMC 10772 are contained in MCO P5215.14.

## SOP FOR MCAF ARMORY

### CHAPTER 5

#### SUPPLY SUPPORT

##### 5000. REPAIR PARTS REQUEST SYSTEM

1. Most required repair parts and maintenance materials, including expendable weapons cleaning supplies and tools, are available locally from the Direct Support Stock Control (DSSC) Issue Point. A Self-Service Center Shopping List (NAVMC 10700) will be prepared, authenticated by the Armory Officer and taken to the appropriate issue point where the required items will be issued.
2. Repair parts and materials that are not available from a local DSSC Issue Point will be requisitioned through Marine Corps Property. An EROSL will be prepared with an original and one copy. The EROSL will be authenticated by the armorer and submitted to Marine Corps Property. Marine Corps Property will requisition the needed material, annotate the EROSL with the supply document number and return an annotated copy of the EROSL to the armory.
3. Priority designators for repair part requisitions must be consistent with the priority assigned to the ERO. Authorized priority designators are as follows:
  - a. Priority 07 - used when the organization is unable to perform its primary mission due to lack of parts or materials
  - b. Priority 09 - used when operational capability of the organization is impaired due to lack of parts or materials
  - c. Priority 14 - used for routine repairs or stock replenishment.

##### 5001. REPAIR PARTS CONTROL

1. All repair parts held in the armory must be indicated on an EROSL associated with an ERO. All repair parts which cannot be associated with an ERO will be reported to the Supply Officer for disposition.
2. An EROSL will be associated with every ERO that requires replacement of parts. The EROSL will be annotated to indicate the date parts are received, quantity received and armorer's initials. Annotation of the ERO indicating the maintenance action performed is required.

5002 VALIDATION AND RECONCILIATION1 Daily Requirements. An armorer will accomplish the following:

- a. Ensure that an EROSL has been completed for all open EROs requiring parts.
- b. Ensure that all parts received from the supply source have been recorded on EROSL and placed on the weapon.
- c. Ensure that valid requisitions are held by Marine Corps Property for all EROs requiring back order of parts.

2 Bimonthly Requirements

- a. The armory NCOIC will validate the status/availability of required parts and materials with Marine Corps Property.
- b. Ensure that all EROs cite the actual condition and status of equipment.
- c. Marine Corps Property will initiate follow up actions/request for updated document status and provide this information to armory personnel prior to the next bimonthly validation.

(1) Identify parts no longer required and cancel requisitions

(2) Identify parts received but not shown as received by Supply.

(3) Identify parts not received but shown as received, initiate tracer action through Marine Corps Property and submit new requisitions when necessary.

5003. NEW EQUIPMENT. Policy for the logistic support of new equipment introduced into the Marine Corps is contained in MCO 4400.32. Advance logistic orders on ordnance equipment (Marine Corps Orders 8300 through 8900) contain information on the introduction of specific items of equipment into the Marine Corps.

5004. TOOL KITS

1. The Table of Equipment provides for two Armorer's Tool Kits. Each armorer will be assigned a lockable tool kit for their own exclusive use.
2. The appropriate SL-3 or U. S. Army Supply Catalog will remain inside each tool box. Tool kits issued to individuals will be

inventoried <sup>quarterly</sup> ~~semiannually~~. A supervised inventory will be conducted using the appropriate SL-3, SL-3 extract or U. S. Army Supply Catalog. Inventory records must contain the date inventoried, signature of the person conducting the inventory and signature of the person supervising the inventory. Inventory records will be maintained for one year.

3. Tools will be maintained clean and free of rust at all times. An inspection for serviceability of tools will be conducted at the same time tool kits are inventoried.

4. Tool kits will be maintained complete at all times. Missing or unserviceable tools must be replaced. Most tools are available from the local DSSC Issue Point. Tools not stocked at the local DSSC Issue Point will be requisitioned through Marine Corps Property.

5. Amplifying instructions on tool control are contained in MCO P4790.2.

# SOP FOR MCAF ARMORY

## CHAPTER 6

### AMMUNITION

6000. GENERAL. Ammunition allowances will be established to support armed security and the reaction force security by the reaction force officer and officer in charge.

6001. ALLOWANCES. Maximum authorized ammunition allowances contained in MCO P8011.4. Local procedures for establishing allowances are contained in MCCDCO 8011.1.

6002. AMMUNITION ACCOUNTING. Ammunition for armory security is accounted for each day on the Daily Inventory Report (Appendix A) and monthly on the Serialized Monthly Inventory Report. Reaction force ammunition is located in a separate safe, combination known only to the Armory Officer. The combination will be sealed in an envelope and stored at HMX-1 Security for emergency use by designated members of the reaction force.

1. (NAVMC 10359) Equipment Custody Record (ECR). ECR cards will be utilized to account for ammunition issued from the armory for security requirements.

6003. TRANSPORTATION OF AMMUNITION. Instructions concerning the transportation of ammunition are contained in MCCDCO P8023.3.

INSPECTION REQUIREMENTS

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INSPECTION REPORTS

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INSPECTIONS CHECKLISTS

MA

SOP FOR MCAF ARMORY

CHAPTER 8

REPORTS

8000. RECURRING REPORTING REQUIREMENTS. Requirements for recurring reports are contained in Appendix D.

**UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND**

**DAILY WEAPONS INVENTORY**

DATE \_\_\_\_\_

**OPENING INVENTORY**

| <u>NOMENCLATURE</u> | <u>T/E</u> | <u>O/H</u> | <u>TAD</u> | <u>EVAC</u> | <u>TOTAL</u> | <u>REMARKS</u> |
|---------------------|------------|------------|------------|-------------|--------------|----------------|
| RIFLES, M16A2       |            |            |            |             |              |                |
| PISTOLS, M1911A1    |            |            |            |             |              |                |
| PISTOLS, M9         |            |            |            |             |              |                |
| REVOLVERS, M10      |            |            |            |             |              |                |
| SHOTGUNS, M870      |            |            |            |             |              |                |
| BINOS, 328MC        |            |            |            |             |              |                |
| BAYONETS, M7        |            |            |            |             |              |                |

**AMMUNITION** 9mm O/H \_\_\_\_\_ AT SCTY \_\_\_\_\_ 12 GAGE O/H \_\_\_\_\_ **REMARKS** \_\_\_\_\_

PRIVATELY OWNED WEAPONS O/H \_\_\_\_\_ TAD \_\_\_\_\_  
 PRIVATELY OWNED AMMUNITION CAL. \_\_\_\_\_ O/H \_\_\_\_\_ CAL. \_\_\_\_\_ O/H \_\_\_\_\_  
 CAL. \_\_\_\_\_ O/H \_\_\_\_\_ CAL. \_\_\_\_\_ O/H \_\_\_\_\_ CAL. \_\_\_\_\_ O/H \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
 TIME \_\_\_\_\_

**CLOSING INVENTORY**

| <u>NOMENCLATURE</u> | <u>T/E</u> | <u>O/H</u> | <u>TAD</u> | <u>EVAC</u> | <u>TOTAL</u> | <u>REMARKS</u> |
|---------------------|------------|------------|------------|-------------|--------------|----------------|
| RIFLES, M16A2       |            |            |            |             |              |                |
| PISTOLS, M1911A1    |            |            |            |             |              |                |
| PISTOLS, M9         |            |            |            |             |              |                |
| REVOLVERS, M10      |            |            |            |             |              |                |
| SHOTGUNS, M870      |            |            |            |             |              |                |
| BINOS, 328MC        |            |            |            |             |              |                |
| BAYONETS, M7        |            |            |            |             |              |                |

**AMMUNITION** 9mm O/H \_\_\_\_\_ AT SCTY \_\_\_\_\_ 12 GAGE O/H \_\_\_\_\_ **REMARKS** \_\_\_\_\_

PRIVATELY OWNED WEAPONS O/H \_\_\_\_\_ TAD \_\_\_\_\_  
 PRIVATELY OWNED AMMUNITION CAL. \_\_\_\_\_ O/H \_\_\_\_\_ CAL. \_\_\_\_\_ O/H \_\_\_\_\_  
 CAL. \_\_\_\_\_ O/H \_\_\_\_\_ CAL. \_\_\_\_\_ O/H \_\_\_\_\_ CAL. \_\_\_\_\_ O/H \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
 TIME \_\_\_\_\_

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SNM SIGNATURE

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CO OR ARMORY OFFICER