



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO P5500.2J
4ARM

04 NOV 2002

STATION ORDER P5500.2J

From: Commanding Officer
To: Distribution List

Subj: ARMORY STANDARD OPERATING PROCEDURES (SHORT TITLE: ARMORY SOP)

Ref: (a) MCO P4400.150D
(b) MCO P4790.2C
(c) MCO P1500.12
(d) MCO P5530.14
(e) MCO P5600.31
(f) MCO 3574
(g) MCO 4340.1
(h) MCO 4400.32
(i) MCO 4855.2
(j) MCO 5311.1
(k) MCO 5500.6F
(l) MCO 5500.13
(m) OPNAVINST 5530.13B
(n) TM 4700-15/1
(o) UM 4400.15
(p) NAVSEAOP 5 Vol 2
(q) StaO P5510.8
(r) StaO P4700.1C

Encl: (1) LOCATOR SHEET

1. Purpose. To establish policy, procedures, and responsibilities for the handling of ordnance materials.
2. Cancellation. StaO P5500.2H.
3. Action. Requirements and procedures for handling ordnance items will be in accordance with this manual.
4. Summary of Revision. This manual has been revised and its contents should be reviewed in its entirety.
5. Recommendation. Recommendations concerning the contents of this Armory SOP are invited. Recommendations will be forwarded to the Commanding Officer, Marine Corps Air Station Yuma, AZ via the appropriate chain of command.

StaO P5500.2J
04 NOV 2002

6. Certification. Reviewed and approved this date.


J. J. COONEY

DISTRIBUTION: B

04 NOV 2002

ARMORY SOP

LOCATOR SHEET

Subj: ARMORY STANDARD OPERATING PROCEDURES (SHORT TITLE: ARMORY SOP)

Location:

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

ENCLOSURE (1)



ARMORY SOP

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change



ARMORY SOP

CONTENTS

CHAPTER

INTRODUCTION

1 GENERAL INFORMATION

2 PHYSICAL SECURITY

3 WEAPONS AND AMMUNITION PROCEDURES

4 MAINTENANCE

5 MAINTENANCE TRAINING

6 PUBLICATIONS

7 SUPPLY SUPPORT

8 INSPECTIONS, VISTS, AND QUALITY CONTROL

9 INVENTORY PROCEDURES

APPENDIX

A LIST OF ACRONYMS AND ABBREVIATIONS

B INSPECTION CHECKLIST

ARMORY SOP

INTRODUCTION

0001. PURPOSE

1. To promulgate policies and procedures contained in applicable Marine Corps Orders and directives to apply locally.
2. To provide guidance and direction for the establishment of an effective Maintenance Management program within the Station Armory.
3. To establish policy and procedures for the efficient day to day functioning of the Station Armory in support of the mission.

0002. SCOPE. This Manual is designed to provide instruction on all aspects of armory operations pertinent to the Station Armory.

0003. OBJECTIVE. This SOP delegates responsibilities for all ordnance matters, ordnance maintenance, armory operations, armory security and maintaining required amounts of individual weapons and accessories necessary to accomplish annual requalification, military training, local security contingency and ceremonial requirements, falling within the preview of the Commanding Officer, Marine Corps Air Station Yuma, AZ.



ARMORY SOP

CHAPTER 1

GENERAL INFORMATION

	<u>PARA</u>	<u>PAGE</u>
COMMAND RESPONSIBILITIES	1000	1-3
STAFF RESPONSIBILITIES	1001	1-3
AUTHORIZED LEVEL OF MAINTENANCE	1002	1-6
DESKTOP PROCEDURES AND TURNOVER FOLDERS	1003	1-6
LIST OF ACRONYMS AND ABBREVIATIONS	1004	1-7

2

3

4

ARMORY SOP

CHAPTER 1

GENERAL INFORMATION

1000. COMMAND RESPONSIBILITIES. The Squadron Commanding Officer has the following responsibilities:

1. Ensure a roster is submitted for any weapons requirements to the Station Armory.
2. Ensure Marines are at the Station Armory at the appropriate time to sign for their weapon.
3. Ensure that Marines clean their weapons and turn in their gear.
4. Ensure that Marines who are detaching on PCS or TAD orders in excess of 30 days, or are being confined or hospitalized, check out with the Station Armory and properly account for all issued equipment prior to their departure.
5. Advise the S-4 Officer, Armory Officer, and Station Armory of any Marine in an Unauthorized Absence (UA) or unfit status, so they will not be issued a weapon.
6. Division/Section OIC's/NCOIC's. Section OIC's/NCOIC's will assist in providing the impetus for a successful ordnance maintenance program through a continuing display of command emphasis. The importance of expeditiously accomplishing maintenance at the lowest level to preclude costly higher echelon of maintenance must be constantly stressed. Weapons cannot be allowed to deteriorate through neglect or design. In addition, section NCOIC'S/OIC'S will:

a. Ensure their Marines have cleaned their weapon three (3) consecutive days and turned in their ordnance gear, after qualifying.

b. Ensure their Marines are given sufficient time to clean their weapon.

1001. STAFF RESPONSIBILITIES

1. S-1 OFFICER:

a. Assign MOS qualified Marines for duty in the Station Armory at the level prescribed by the Authorized Strength Report (ASR).

b. Ensure the Station's Publications Listing (PL) and Internal Distribution Listing (IDL) has the required directives and publications for the Station Armory. Ensure distribution of newly required publications and changes required by the Station Armory.

2. S-3 Officer:

a. Coordinate with the Armory Officer on the technical training of assigned armorers, to include obtaining quotas to appropriate formal schools.

b. Provide for the completion of Local Records Check (LRC) and appropriate security investigations on Marines assigned duties in the Station Armory.

c. Provide the Station Armory with yearly range schedules and LOI's on all parades and ceremonies.

3. S-4 Officer: Serve as the principal staff officer on matters pertaining to maintenance management and supervise the activities of the Armory Chief.

4. Supply Officer:

a. Budget for armory operations and ordnance maintenance.

b. Perform property control functions for accountable property on charge to the Station Armory.

c. Provide supply support for ordnance maintenance operations.

5. Armory Officer: The duty as Station Armory Officer will be assigned in writing under the cognizance of the S-4 officer. The responsibilities of the Station Armory Officer are listed below:

a. Serve as principal advisor to the Station Commander and provides supervision over ground ordnance matters, including ammunition and armory security.

b. Ensure that necessary publications and directives are on hand to properly manage ordnance matters.

c. Schedule and ensure technical training for Marines involved in the Station Armory and ammunition management is conducted.

d. Plan, conduct and coordinate inspections of the Station Armory.

- e. Monitor first and second echelon maintenance on all assigned equipment.
- f. Monitor the armory physical security standards.
- g. Ensure that ordnance forms and records are properly maintained in accordance with current directives.
- h. Prepare a budget and provides financial supervision over the Station Armory.
- i. Monitor the modification control program as it pertains to assigned ordnance items.
- j. Monitor the calibration control program as it pertains to assigned ordnance items.
- k. Update the Station Ordnance SOP as required.
- l. Prepare and maintain a turnover folder.
- m. Supervise the care, accountability, and control of ammunitions.

6. Armory SNCOIC:

- a. Responsible Officer (RO) for weapons.
- b. Serves as principal advisor to Station Armory Officer and provides supervision over the Station Armory.
- c. Ensures all necessary publications and directives are on hand for the Station Armory.
- d. Establishes and ensures technical training for Marines in the Station Armory.
- e. Ensures the Station Armory is ready for inspections.
- f. Ensures that first and second echelon maintenance is performed on all assigned equipment.
- g. Ensures that the armory physical security standards are achieved and maintained.
- h. Ensures that ordnance records and form are properly maintained in accordance with current directives and publications.

- i. Provides the Armory Officer with a projected budget for maintaining weapons and ordnance gear.
- j. Establishes the modification control program and all modifications pertaining to assigned ordnance items are completed.
- k. Establish and maintain calibration control program for infantry weapons gauges.
- l. Submit changes for Station Armory SOP to the S-4 Officer.
- m. Prepare and maintain a desktop procedure and turnover folder for the Station Armory.
- n. Ensure the care, accountability and control of all ordnance items in the Station Armory.

1002. AUTHORIZED LEVEL OF MAINTENANCE. Organizational (second echelon) maintenance is authorized on all assigned ordnance items. Maintenance support (3rd echelon) is provided by the CSSD-16 and or 1st FSSG, Camp Pendleton, CA.

1003. DESK TOP PROCEDURES AND TURNOVER FOLDERS

1. Frequent personnel changes often result in a lack of expertise and continuity in day-to-day operations. This SOP does not provide the detailed information necessary for the routine accomplishment of certain tasks. Desktop procedures and turnover folders provide the who, what, where, when, why, and how information needed to perform the assigned functions.

2. Desktop procedures: Will be prepared and maintained by armories assigned principal responsibilities for publications, equipment records, ammunition, issue and recovery procedures, calibration, modification control, supply support, and physical security. Desktop procedures are not intended to be all inclusive or formalized, but a simple listing of significant items or notes pertinent to everyday operations. Desktop procedures normally contain the following information:

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

2

3

4

ARMORY SOP

CHAPTER 2

PHYSICAL SECURITY

	<u>PARA</u>	<u>PAGE</u>
GENERAL	2000	2-3
ARMS RACKS AND STORAGE CONTAINERS	2001	2-3
ARMORY ACCESS	2002	2-3
LOCK AND KEY CONTROL	2003	2-4
INVENTORIES	2004	2-6
INTRUSION DETECTION SYSTEM	2005	2-7
ARMED SECURITY	2006	2-10
SECURITY GUARD PROCEDURES AND EMERGENCY RECALL	2007	2-10
PHYSICAL SECURITY EVALUATIONS	2008	2-13

FIGURE

2-1	LOCK AND KEY APPOINTMENT SAMPLE LETTER . . .	2-15
-----	--	------



ARMORY SOP

CHAPTER 2

PHYSICAL SECURITY

2000. GENERAL

1. Comprehensive instructions concerning the physical security of weapons, including facilities constructions criteria, approved hardware, alarm system specifications, surveillance requirements, and lock and key control procedures are contained in reference (m).
2. The Station Armory is designated a "Level Two" security area. Warning signs ("RESTRICTED AREA-KEEP OUT", "AUTHORIZED PERSONEL ONLY") will be posted at entrances to the Station Armory Bldg 480. Lighting inside the Station Armory will remain on at all times. All entrances to Bldg 480 will be well lighted during hours of darkness.

2001. ARMS RACKS AND STORAGE CONTAINERS

1. Weapons will be stored in locked racks, chests, or other locally fabricated containers. Approved low security (secondary) padlocks specified in reference (m) will be used to lock 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.
2. Privately owned weapons stored in the Station Armory will be provided the same degree of protection as government owned weapons.

2002. ARMORY ACCESS

1. The Station Commander must designate in writing those Marines authorized Unaccompanied Access to the Station Armory. Marine's authorized Unaccompanied Access to the Station Armory will be the authorized to receipt for armory keys from the desk sergeant at Provost Marshall Office. Unaccompanied Access will only be granted to Marines upon a favorable national agency check and an Arms, Ammunition, and Explosive (AA&E) screening.
2. A copy of the screening will be maintained in each individual Marines training record book and reviewed annually.

3. Certified copies of the Station Commander's written Unaccompanied Access letter will be maintained in the following locations:

- a. Station AOOD binder.
- b. Posted inside the Station Armory.
- c. Desk sergeant at PMO.
- d. Physical Security Section at PMO.

4. The Station Commander, S-4 Officer, Armory Officer and armorer's may authorize other persons to enter the Station Armory in the performance of official duties. Such persons will present their Armed Forces Identification card prior to entry and will be escorted by an individual on the unaccompanied access list. A visitor's log will be utilized to record all personnel entering the armory and not on the Unaccompanied access list.

- a. Date.
- b. Grade and name of visitor.
- c. Social Security Number of visitor.
- d. Unit of visitor.
- e. Time of entry.
- f. Reason for visit.
- g. Signature of visitor upon entry.
- h. Time of departure.
- i. Signature of armorer upon departure of visitor.

2003. LOCK AND KEY CONTROL

1. General:

a. The Station Armory door is secured by a high security pad lock and accessed only by the Marines on the Unaccompanied Access list.

b. Issue port will be pad lock on the inside at all times unless a weapon exchange is being affected.

c. Internal Station Armory keys will not be removed from bldg 480.

d. A lock and key control custodian is responsible for ensuring that all lock and key control regulations and procedures are enforced and will be appointed in writing by the Armory Officer.

e. When doors, racks, chest, or other containers are opened, padlocks will be locked to hasps to preclude theft or loss.

2. Key/Combinations Control:

a. Station Armory Bldg 480 external keys will be stored in a safe at the Provost Marshal Office with the desk sergeant during non-working hours. The Station Armory external keys will be turned in immediately upon closing of the Station Armory. The desk sergeant will only issue the keys out to Marines on the Key Access list. The back up (external) keys will be kept inside a sealed box and stored at the CMCC vault located in bldg 980 and issued only to those Marines on the Key Access List. A key control register will be utilized and will contain the following:

- (1) Date/Time checked out.
- (2) Printed Name of Marine receiving keys.
- (3) Signature of Marine receiving keys.
- (4) Date/Time turned in.
- (5) Printed Name of Marine returning keys.
- (6) Signature of Marine returning keys.

b. The Station Armory safe(s) combinations will be changed every year or when a Marine is transferred out of the command. Copies of the combinations will be kept inside a sealed box and stored at the CMCC vault located in Bldg 980 and issued only to those Marines on the Key Access list.

c. The Station Armory internal keys will be stored in a key box and locked in a GSA approved safe inside the Station Armory at the end of each workday. The back up (internal) keys will be kept

in a sealed box and stored at the CMCC vault located in Bldg 980 and issued only to those Marines on the Key Access list. Spare locks will be stored in a safe in the Station Armory.

d. The Station Armory internal keys will be issued and recovered on the daily sight count inventory by the duty armorer.

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

f. The Station Armory keys and locks will be inventoried semi-annually and records maintained for one year.

2004. INVENTORIES

1. Daily Physical Sight Count: A physical sight count of all weapons, ammunition and keys will be made immediately upon opening the Station Armory, and immediately upon closing the Station Armory. Weapons, ammunition and keys not physically seen, a valid signature must account for present in the Station Armory on an authorized document. The physical sight count document will remain on hand for one year.

2. Monthly Serialized Inventories:

a. The Commanding Officer will appoint a Commissioned Officer or SNCO who is a disinterested party having no responsibility for the accountability of weapons, each month to conduct a serialized inventory of weapons and ammunition on charge to the Station.

b. The monthly-serialized inventory will be conducted utilizing the Consolidated Memorandum Receipt (CMR), maintained by the Supply Officer. Weapons not physically present in the Station Armory must be accounted for by a valid weapons custody receipt (NAVMC 10520) indicating the weapon has been issued from the armory to an individual, or by a valid signature on equipment custody records (NAVMC 10359) or equipment repair orders (NAVMC 10245).

c. The designated inventory officer will report the inventory results in writing to the Station Commander. Reports of monthly-serialized inventories will be retained for two years.

3. Missing, Lost or Stolen Weapons: The loss or inability to account for a weapon will be immediately reported to the Armory Officer or if after working hours the OOD/AOD. The Armory Officer will inform the Station Commander. Immediate investigation action

will be requested from the Provost Marshal Officer and from the Naval Investigative Service resident agent. Procedures for submitting Missing, Lost, Stolen, or recovered property (MLSR) reports are contained in reference (g).

2005. INTRUSION DETECTION SYSTEM:

1. An Intrusion Detection System (IDS) will be installed to provide constant surveillance during periods when the Station Armory is not open and unoccupied. The IDS alarms enunciate at the Provost Marshal's Office and the desk sergeant will initiate security actions by the military police units. The IDS will be activated when the armory is closed and deactivated when the armory is opened. The IDS is equipped with three types of motion sensors; motion detectors, balance magnetic switch and duress alarms. The Electronic Maintenance Branch services all alarms. This system meets the requirements for the deletion of a 24 hour armed guard.

2. A daily log will be maintained on all alarms and must be maintained for 90 days. Any alarms will be reviewed to identify and correct any problems with the IDS system. The log should contain the following:

- a. Date and time of the alarm.
- b. Location.
- c. Response to the alarm.
- d. Nature of the alarm.

3. The IDS system will be tested on a monthly basis and this test coordinated with the Physical Security Officer at PMO. A logbook will be maintained of all tests and maintained for one year. The logbook will contain the following:

- a. Date and time of test.
- b. Name of armorer doing the test.
- c. Name of the desk sergeant at PMO.
- d. Response time and remarks.
- e. Actions taken to correct problems.

4. Access Control:

a. The Station Commander will authorize Unaccompanied Access to the armory to essential personnel only. A copy of the Unaccompanied Access list will be maintained by:

- (1) Station Armory.
- (2) OOD/AOOD.
- (3) Physical Security Officer.
- (4) Desk sergeant at PMO.
- (5) Armory Officer.

b. Other personnel requiring access to the armory may be granted accompanied access by the Station Commander, Armory Officer, and armorer's. All visitors' will sign in the visitor's logbook and accompanied by someone on the Unaccompanied Access list.

c. When the armory is open the main door will remain locked except when granting access to authorized visitors. A copy of the Unaccompanied Access list will be posted inside the armory door and out of view of the general public.

d. When it is necessary for the armorer's to work after normal working hours the OOD/AOOD and PMO desk sergeant will be notified, stating reason and expected time of closure.

e. To gain access to the Station Armory after normal working hours and or weekends/holidays, the OOD/AOOD will recall the duty armorer.

5. Security Personnel:

a. One person from the Unaccompanied Access list will be armed when the armory is open. There will be an armed guard when transporting weapons or ammunition.

b. Security ammunition, flak jacket, gas mask, helmet and 782 gear will be kept in the armory for each Marine on the Unaccompanied Access list.

c. Armory personnel must be qualified annually or have had familiarization fired (FAM) at least semi-annually with the weapon they carry on guard. In addition, armory personnel will receive deadly force training on a quarterly basis and documentation of such training kept in the Marine's training jacket.

6. Additional Security Measures:

a. Station Armory must be locked and bolted from the inside during working hours.

b. Guard/security ammunition must be inventoried and stored in a GSA approved safe and separated from the weapons.

c. Rifle racks and or weapons containers must be bolted or chained to each other or the building if it weighs less than 500 pounds when empty. All locks, hasps and hinges must meet security criteria.

d. The interior and exterior of the Station Armory will be lighted at all times.

7. Opening the Station Armory: The armorer will:

a. Pick up the armory primary keys from PMO and sign them out in their logbook.

b. Open the outside doors to the Station Armory.

c. Enter your Personal Identification Number (PIN) in to the IDS keypad to disarm the alarm.

d. Arm yourself and conduct a visual inspection to ensure the armory has not been tampered with.

e. Conduct an opening inventory by physically counting all weapons inside their respective racks. Opening all safes and wall lockers, and counting all weapons, ammunition, and secondary keys stored inside these containers.

8. Closing the Station Armory: The armorer will:

a. Conduct a closing inventory, ensuring that all weapons and ammunition issued out during the day are recovered and placed in their assigned racks or safes.

b. Ensure all racks, safes, and issue ports are locked and the lights to the outside are turned on.

c. With the front door closed and all Marines outside, you will enter your PIN into the keypad, arm the IDS, step outside, close the door and secure the front hatch with the high security lock.

d. Once you have locked the gate to the compound, you will proceed directly to PMO, lock the primary keys into the safe provided and log them in to the PMO logbook.

9. Security Inspections:

a. Periodic security inspections must be performed. At a minimum, there will be an annual physical security inspection by PMO.

b. The IDS system will be tested monthly and a logbook will be maintained by the Station Armory to record the testing.

2006. ARMED SECURITY

1. Requirements for armed security of the Station Armory (24 hour armed guard, periodic checks, or no requirement) are contained in reference (m) 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 IDS. After normal working hours, when the Station Armory is closed and the IDS is activated, armed surveillance will be provided in consonance with the criteria contained in reference (m).

2. During working hours, when the Station Armory is open and the IDS is deactivated, constant armed surveillance will be provided by an armorer armed with a M9 9mm pistol working inside the Station Armory. The Station Armory door will remain closed and will be locked from the inside during working hours. During non-working, when the Station Armory is secured and the IDS activated, no armed security is required.

2007. SECURITY GUARD PROCEDURES AND EMERGENCY RECALL

1. Purpose: To establish procedures for standby armory guards, to include recall procedures, physical security and rules for deadly force.

2. Background: The Station Armory is equipped with an Intrusion Detection System (IDS) that eliminates the need for the presence of armed sentries after working hours. If, however, the IDS system goes down an armed guard must be posted after hours.

3. Procedures:

- a. A duty armorer will be on call at all times. The Marine will be reachable at home or on the duty pager.
- b. H&HS will provide four Marines to stand guard on a monthly standby basis.
- c. Should the IDS system go down PMO will provide immediate security. After physically checking the building to ensure there has been no security breach, PMO will contact the duty armorer and the Armory Officer. The duty armorer will then come in to assume the duty and notify the H&HS OOD to recall the sentry.
- d. Once the sentries have arrived they will be issued a M16A2 rifle and split into shifts to stand duty with the armorer. All sentries will be reachable by telephone at all times within the Yuma area.
- e. In addition to the IDS malfunctions, standby Station Armory sentries will be recalled when the physical security of the armory is in question.
- f. Once the duties have been posted, all general and special orders will be in effect.

4. General and Special Orders:

- a. General Orders. All general orders apply to the sentry on post.
- b. Post. The armory portion of building 480, the compound, plus all areas within 50 feet forward of the fence.
- c. Duties. To provide internal security to the armory and to verify the identity of all personnel seeking entry into the armory. Personnel entering the armory compound must be in uniform (except for public work employees), have a valid Identification Card and a valid reason for entry into the compound.
- d. Uniform and equipment. Marines must have a serviceable set of utilities ready at all times. The following 782 gear will be given to the sentries once posted, cartridge belt, two canteens, first aid kit, and two magazine pouches. Sentries once posted will be armed with a M16A2 rifle and 60 rounds of 5.56mm ball ammunition with 30 in each magazine.
- e. If the IDS system goes down a radio will be provided by PMO as alternate communication. The only time the radio will be used

is during the disruption of phone communications. PMO will give the call sign when the radio is handed out.

f. There will be no alcohol consumption during the sentries' day of duty or once the sentries have been posted.

g. Any unusual noise or activity will be reported to PMO immediately at extension 2205.

h. The duty armorer will call extension 2205 hourly, at the time established by the armory NCOIC. Only the duty and the PMO Desk Sergeant will know the assigned times and report the armory as required in the telephone duress procedures.

i. Weapons will not be pointed at any person or thing, unless the use of deadly force is anticipated in the performance of duties.

j. The sentry will not chamber a round into the rifle, unless the use of deadly force is anticipated in the performance of duties.

k. Any unusual circumstances arising during the tour of duty that cannot be resolved will immediately be brought to the attention of the armory NCOIC or Armory Officer.

5. Application of Deadly Force: Deadly force, while on this watch, is only justified in conditions of extreme necessity; and as a last resort when all lesser means have failed or cannot be reasonably employed, as defined under reference (d). The firing of weapons at a person is justified only under one or more of the following circumstances:

a. In self-defense: When deadly force reasonably appears necessary to protect military security personnel who reasonably believe themselves in imminent danger of death or serious bodily harm.

b. To prevent theft or sabotage of weapons: When deadly force appears necessary to prevent the theft or sabotage of property, which is inherently dangerous to others, i.e., operable weapons and or ammunition.

c. To prevent serious offenses against persons: When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm to other persons, such as arson, armed robbery, aggravated assault or rape.

d. To apprehend or prevent escape: When deadly force appears to be necessary to apprehend or prevent the escape of a person reasonably believed to have committed an offense of the nature specified in paragraphs b or c above, the offense having personally observed by the sentry.

e. In response to a lawful order: When the application of deadly force has been directed or authorized by the lawful order of competent authority (competent authority meaning Commanding Officer).

2008. PHYSICAL SECURITY EVALUATIONS. Unannounced armory physical security evaluations will be conducted annually by the OIC of PMO. Assistance with physical security planning is available upon request from the OIC of PMO.



ARMORY SOP

LETTER HEAD

8000
Orig Code
(Date)

From: Commanding Officer, Marine Corps Air Station, Yuma
To: Lance Corporal John D. Marine 123 45 6789/MOS USMC

Subj: APPOINTMENT AS LOCK AND KEY NCO

Ref: (a) OPNAVINST 5530.13

1. In accordance with the reference, you are hereby appointed as the armory Lock and Key NCO.
2. You are to follow the guidance provided by the reference in the performance of your duties.

(CO Signature/By direction)

Figure 2-1. - Lock And Key NCO Appointment Sample Letter.



ARMORY SOP

CHAPTER 3

WEAPONS AND AMMUNITION PROCEDURES

	<u>PARA</u>	<u>PAGE</u>
ISSUE AND RECOVERY OF WEAPONS	3000	3-3
PRIVATELY OWNED WEAPONS	3001	3-4
SPECIAL SERVICES WEAPONS	3002	3-5
TRANSPORTATION OF WEAPONS	3003	3-6
CHECK-OUT PROCEDURES FOR WEAPONS	3004	3-6
HOURS OF OPERATION	3005	3-6
AMMUNITION ALLOWANCES	3006	3-7
REQUISITION AND TURN-IN PROCEDURES	3007	3-7
AMMUNITION ACCOUNTING	3008	3-7
STORAGE OF AMMUNITION	3009	3-8
TRANSPORTATION OF AMMUNITION	3010	3-8
AMMUNITION ROTATION	3011	3-8

FIGURE

3-1 STORAGE OF PERSONAL WEAPONS SAMPLE LETTER . .	3-9
3-2 DRAWING OF PERSONAL WEAPONS SAMPLE LETTER . .	3-10
3-3 AUTHORIZATION TO TRANSPORT WEAPON(S) IN POV .	3-11



ARMORY SOP

CHAPTER 3

WEAPONS AND AMMUNITION PROCEDURES

3000. ISSUE AND RECOVERY OF WEAPONS. All weapons will be issued utilizing NAVMC 10576 (Memorandum Receipt for individual weapons and accessories) cards. The only time weapons will be issued on NAVMC 10359 (Equipment Custody Record) cards are for color guard, funeral details, and parade ceremonies. Weapons will be issued for official requirements only and will be returned to the Station Armory for safekeeping when no longer required in the performance of official duties. Armorers will issue and recover weapons through designated issue ports only. Marines who have been issued weapons are responsible for the security of those weapons and those weapons will remain in the personal and physical custody of the Marine to whom it was issued until they are returned to the Station Armory.

1. Inspections: The Station Commander can designate qualified armorer's to witness the issues and recovery of individual weapons. An inspection will be conducted at the time a weapon is issued and the time of recovery. Inspection results will be recorded on Memorandum Receipt for individual Weapons and Accessories (NAVMC 10576).

2. Issues:

a. Marines will only be issued weapons for official duties, most commonly annual requalification.

b. Marines will not be allowed to draw weapons in PT gear or civilian attire.

c. Weapons and accessories will be issued using NAVMC 10576 form (Memorandum Receipt for Individual Weapons and Accessories). The Marine will initial and sign for the weapon and accessories on the NAVMC 10576. The hard copy will be retained by the armory and the carbon copy will be given to the Marine.

d. Upon the presentation of a valid armed forces active duty ID card and a signed NAVMC 10520 a marine may draw their assigned weapon from the Station Armory. The NAVMC 10520 will remain in the weapon slot until the weapon is returned to the armory. At no time will both weapon and a signed NAVMC 10520 for that weapon be in the armory at the same time.

3. RECOVERY:

a. Once a Marine has completed their requirement for a weapon, the weapon will be cleaned and deissued.

b. Weapons that are fired will be cleaned three consecutive days. Weapons that are not fired will be cleaned once. The weapon must pass an inspection by armory personnel and all accessories must be turned in prior to deissuing the weapon.

c. Once the weapon is clean and the accessories are turned in, the weapon will be deissued by armory personnel by filling out the recovery inspection portion on the Marines NAVMC 10576 card. Once this is done the Marine will receive the NAVMC 10576 card as a receipt for turning in their rifle and accessories.

3001. PRIVATELY OWNED WEAPONS

1. Regulations: Regulations on possession, use, registration and storage of privately owned weapons are contained in StaO 8000.1. Marines who live in the barracks and are in possession of privately owned weapons must store the weapons in the Station Armory or off the installation. Marines residing in government family quarters, bachelor officer quarters, bachelor SNCO quarters, or off base housing may store their privately owned weapons in Station Armory, but are not required to. Privately owned weapons stored on base must be registered with Pass and ID of the Provost Marshal's office.

2. Turn-in and Temporary Withdrawal/Recovery Procedures:

a. Marines wanting to store privately owned weapons in the Station Armory must have the weapons registered with PMO and a letter of authorization to store privately owned weapons from the Commanding Officer.

b. The Marine will bring the weapons, copy of the PMO registration form and the letter of authorization to the Station Armory.

c. The Station Armorer will take the letter of authorization, copy of the PMO registration form and weapon into the armory.

d. The Station Armorer will fill out a NAVMC 10359, Equipment Custody Card for each weapon. The armorer and owner will inspect the weapon and annotate any discrepancies the weapon has such as scratches, dirty, broke, etc., in the remarks column. In addition

armorers will not perform a prefire inspection (PFI) on privately owned weapons. The Station armorer will maintain all paperwork on file.

f. When a Marine wants to draw out their private weapon, they must contact the armory 24 hours in advance. They must have a letter of authorization to draw privately owned weapons signed and approved by the Commanding officer with a valid military identification card. Personal weapons will only be turned in or drawn out during normal working hours.

g. When a Marine is going to permanently remove their private weapons from the Station Armory, they need a letter of authorization from the Commanding Officer to draw privately owned weapon(s). The Marine will bring the letter to the Station Armory with a valid military identification card. The armorer will verify all documents and return the privately owned weapon(s) to the owner with all documents.

h. Privately owned weapons stored in the armory will be stored separated from government weapons and be afforded the same security as government weapons.

3002. Special Service Weapons

1. Marines will be assigned in writing by the CO or designated rifle team RO. A copy of this assignment letter will be forwarded to the Station Armory for accountability purposes.
2. The rifle team Responsible Officer will submit a letter to the Station Armory (14) working days prior to any competition that the teams will be participating in. This letter will include the following information: day and time departing, where the competition is to take place, expected time to return, and name, rank, ssn/mos, of Marines who will be attending the competition.
3. The rifle team Responsible Officer will ensure that once team members are done competing that all weapons and equipment is cleaned and returned to the Station Armory.
4. Rifle and Pistol teams weapons be issued using NAVMC 10576 and NAVMC 10520 cards.
5. Color Guard and funeral detail NCOIC will ensure that a current copy of Marines assigned to these details is forwarded to the Station Armory.

a. The current weapons of choice for these details are the M16A2 Rifle, but these details may use the Marine Corps League M1 Rifle, provided proper authorization is obtained.

b. All Marines assigned to these details will be qualified with the M9 service pistol and be given a deadly force class. A statement acknowledge that the Marine's understand the deadly force rules will be signed and dated by these Marines and a copy kept in the armory files.

c. All Color Guard and Funeral Detail weapons will be issued and recovered utilizing NAVMC 10369 (Equipment Custody Record (ECR) cards).

3003. TRANSPORTATION OF WEAPONS

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. The Commanding Officer may authorize in writing Officer's and SNCO's to transport the service pistol to and from evolutions in privately owned vehicles.

2. Marines authorized to deliver and receipt for weapons from supporting maintenance activities will be designated in writing by the Station Commander. An ERO will be used to transfer custody of weapons by serial number to the supporting maintenance activity.

3004. CHECK-OUT PROCEDURES FOR WEAPONS

1. Marines being TAD for a period exceeding 30 days, confined, or transferred out of the Station will be required to check out of the Station Armory. Marines transferring out of the Squadron, being confined, or being ordered TAD for a period exceeding 30 days will be required to thoroughly clean their weapon, accessories and turn it into the Station Armory. Once the weapon and all accessories have been turned recovered, an armorer will stamp and sign the Marine's checkout sheet.

2. The Commanding Officer will establish procedures to ensure Marines don't depart with out having properly checked out of the Station Armory. Marines who have lost accessories may be subject to non-judicial punishment and will be afforded the opportunity to reimburse the government for the property lost.

3005. HOURS OF OPERATION. The Station Armory will be open for operation during any hours required to support Station commitments. In the absence of special commitments, normal hours of operation will be as follows:

Monday-Friday

0730 Open for weapons issue

1500 Weapons issue ceases

1500 All weapons will be returned to the Station Armory

1530 Station Armory daily inventory completed

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

3006. AMMUNITION ALLOWANCES. Ammunition allowances will be established to support armed security, Station Armory and ceremonial details. Minimum essential quantities of ammunition necessary for security and ceremonial detail requirements will be stored in the Station Armory. Maximum authorized ammunition allowances are contained in MCO P8011.4. Local procedures for establishing allowances are contained in reference (r).

3007. REQUISITION AND TURN-IN PROCEDURES. Requisitions for ammunition will be prepared on four part DD 1348 forms and will be submitted to the Head ASP at least six days prior to the required pickup date. Ammunition will be picked up at the ASP. Unused and unserviceable ammunition will be returned to the ASP using DD Form 1348-1 as a return in document. Specific requisition and turn in procedures/instructions for preparing documents are contained in StaO 8012.1G.

3008. AMMUNITION ACCOUNTING. Ammunition will be accounted for as nonexpendable material. The below listed records will be maintained so as to retain a complete audit trail by Department of Defense Identification Code (DODIC), lot number, and quantity. Detailed ammunition accounting procedures and instructions for preparing NAVMC forms and vouchers are contained in UM 4400-15.

1. Ammunition NSN/Lot Number Records (NAVMC 10774): These records will be prepared for each lot of ammunition drawn from the ASP regardless whether the ammunition is immediately expended for training or is stored in the armory. It is the basic record used to account for ammunition, and will be updated immediately upon each receipt, issue, or other adjustment to a lot of ammunition. These records are filed in DODIC sequence.
2. Equipment Custody Record: An ECR card will be utilized to account for ammunition used from the Station Armory for security requirements. A designated responsible individual who is to have physical custody of the ammunition will acknowledge receipt by signing the ECR card. The ECR card will be filed with the appropriate NAVMC form.
3. Voucher File: All ammunition transactions will be vouchers with DD form 1348 or DD form 1348-1. Ammunition vouchers are retained in a voucher file and provide an audit trail for adjustment made on NAVMC forms. Ammunition vouchers will be retained for two years.
4. Completed Record History File: Ammunition NSN/lot number records filled on both sides or showing a balance of zero will be filed in DODIC sequence in a completed record history file. Completed records will be maintained for one year from the date placed in the completed in the record history file.

3009. STORAGE OF AMMUNITION. No more than 400 rounds of ammunition may be stored in the Station Armory. Ammunition will be stored in a safe under a separate lock within the Station Armory. Only security ammunition will be stored in the Station Armory.

3010. TRANSPORTATION OF AMMUNITION. Instructions concerning the transportation of ammunition contact Motor Transportation or Ordnance.

3011. AMMUNITION ROTATION. Security Ammunition will be rotated on an annual basis. Old security ammunition must be turned in to Station Ordnance; you are not authorized to familiarization fire the old ammunition.

ARMORY SOP

LETTER HEAD

8000
Orig Code
(Date)

From: Lance Corporal John D. Marine 123 45 6789/MOS
To: Commanding Officer

Subj: AUTHORIZATION TO STORE PERSONNEL WEAPON

Ref: (a) OPNAVINST 5530.14
(b) StaO

1. In accordance with the references, it is requested that I be allowed to store my personal weapon(s) in the Station Armory.

<u>WEAPON TYPE</u>	<u>SERIAL#</u>	<u>EQUIPMENT</u>
--------------------	----------------	------------------

2. I understand that it is my responsibility to register this weapon(s) with the Provost Marshall Office.

3. I may be reached at ext. 0000

(Signature of requester)

8000
Orig Code
(Date)

FIRST ENDORSEMENT

1. The above request is approved/disapproved.

(CO Signature/By direction)

Copy to:
CO files
S-4 files
PMO files
Armory files

Figure 3-1. - Store Personal Weapons Sample Letter

ARMORY SOP

LETTER HEAD

8000
Orig Code
(Date)

From: Lance Corporal John D. Marine 123 45 6789/MOS
To: Commanding Officer

Subj: AUTHORIZATION TO DRAW PERSONAL WEAPON

Ref: (a) OPNAVINST 5530.14
(b) StaO

1. In accordance with the references, it is requested that I be allowed to draw my personal weapon(s) from the Station Armory for the period of _____ to _____.

<u>WEAPON TYPE</u>	<u>SERIAL#</u>	<u>EQUIPMENT</u>
--------------------	----------------	------------------

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

(Signature of requester)

8000
Orig Code
(Date)

FIRST ENDORSEMENT

1. The above request is approved/disapproved.

(CO Signature/By direction)

Copy to:
CO files
S-4 files
PMO files
Armory files

Figure 3-2. - Draw Personal Weapons Sample Letter.

ARMORY SOP

LETTER HEAD

8000
Orig Code
(Date)

From: Commanding Officer
To: Staff Sergeant John D. Marine 123 45 6789/MOS
Subj: AUTHORIZATION TO TRANSPORT WEAPON(S) IN POV
Ref: (a) OPNAVINST 5530.14
(b) StaO

1. In accordance with the references, you are hereby authorized to transport the weapon(s) listed below to and from (exercise or reason) during the period of (date/time).

<u>WEAPON TYPE</u>	<u>SERIAL#</u>	<u>EQUIPMENT</u>
M9 9mm Pistol	12345678	Combat Knife

2. You are not authorized to make any stops unless it is an emergency. You will not leave the weapon in your vehicle unattended at any time. As soon as (exercise or reason) is over you will return the weapon to the armory.

3. You will have this letter in your possession while transporting this weapon(s) and surrender it to proper authorities when directed.

4. Point of contact concerning this matter is Capt Crook at ext. 0000.

(CO Signature or XO Signature)

Copy to:
CO files
S-4 files
PMO files
Armory files

Figure 3-3. - Authorization To Transport Weapons Sample Letter.

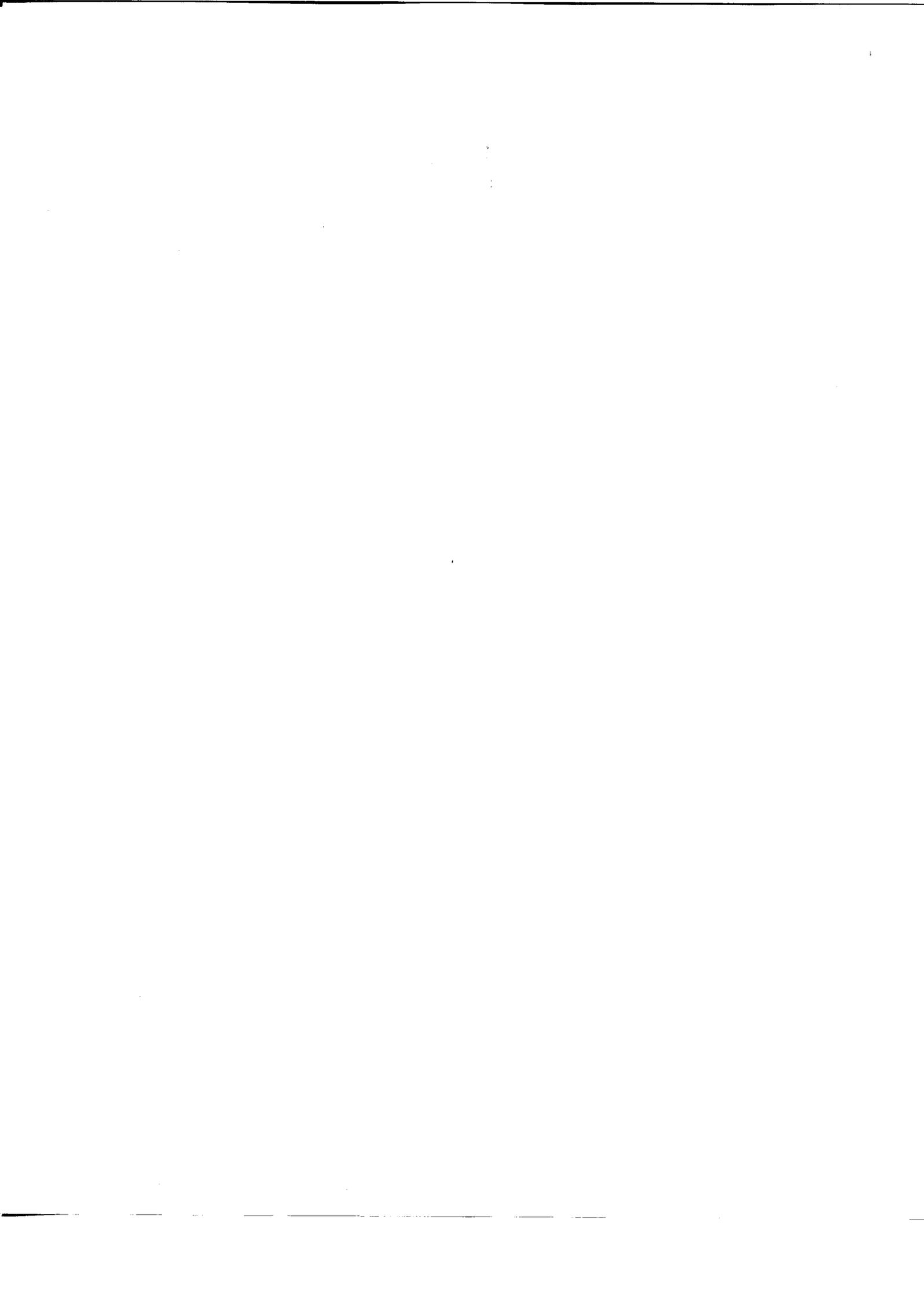


ARMORY SOP

CHAPTER 4

MAINTENANCE

	<u>PARA</u>	<u>PAGE</u>
MAINTENANCE POLICY	4000	4-3
FIRST ECHELON (OPERATOR'S) MAINTENANCE	4001	4-4
SECOND ECHELON MAINTENANCE	4002	4-5
LIMITATION OF CAPABILITIES	4003	4-5
MAINTENANCE ACTIONS	4004	4-6
EQUIPMENT EXCEEDING ORGANIZATIONAL MAINTENANCE CAPABILITY	4005	4-9
FORMS AND RECORDS	4006	4-10
MODIFICATION CONTROL	4007	4-11
MAINTENANCE AND CALIBRATION OF INFANTRY WEAPONS GAGES	4008	4-11
SAFETY	4009	4-12
MILITARY OCCUPATIONAL SPECIALTY TRAINING	4010	4-12



ARMORY SOP

CHAPTER 4

MAINTENANCE

4000. MAINTENANCE POLICY

1. The Station Armory will perform maintenance on organic equipment within authorized echelons of maintenance. Equipment requiring maintenance beyond the echelon authorized will be expeditiously evacuated to the Intermediate Maintenance Activity (IMA).
2. Maintenance by Cannibalization/Selective Interchange: The Station Armory will not employ Maintenance by cannibalization/service interchange unless specifically authorized by the CO. Definitions and guidance concerning maintenance by cannibalization/selective interchange are contained in references (a) and (b).
3. Authorized Maintenance Capabilities: The ordnance maintenance capabilities of the Station Armory are contained in the logistics capabilities paragraph of the Station Armory ASR in terms of echelons of maintenance. The echelon of maintenance specified determines the number and type of ordnance personnel assigned and the support and test equipment authorized in the table of equipment or allowance list.

a. Personnel: Armory personnel allocations sufficient to perform the authorized echelon of maintenance are contained in the ASR.

(1) The ASR serves as the basis for personnel allocations within the organization. The maintenance organization established in the ASR is recognized as the standard maintenance requirement for this organization but is not to be intended to be inflexible. The Station Commander may temporarily modify reference (j), whenever circumstances or personal judgment indicate that modification will improve efficiency.

(2) The ASR will be viewed as required by the Armory Officer to insure that the maintenance organization and ordnance personnel authorization established provides for the successful accomplishment of the maintenance mission. Reviews must be conducted on any occasion when changes in the mission, concept of employment, or equipment requiring maintenance affects the ordnance

maintenance capabilities of the unit. Instructions for the submission or recommended changes to the ASR are contained in reference (j).

b. Equipment: The ordnance equipment authorized for the accomplishment of the Station mission, including the support and test equipment required for equipment maintenance, is established in the unit T/E. Items listed in the T/E must be controlled by type and quantity. The Station Commander can authorize the Station Armory to hold required quantities of equipment that are not included in the T/E such as Inspection Tag (NAVMC 1018), TAM, Type II items.

(1) Equipment allowances for the performance of ordnance maintenance are based on the T/O, the concept of employment, authorized maintenance capabilities and projected maintenance requirements.

(2) The T/E and the list of required equipment will be reviewed as necessary by the Armory Officer any time there is a change in mission, concept of employment, or ordnance maintenance requirements. The purpose of this review is to ensure the equipment authorized is fully capable of supporting the unit's ordnance maintenance mission, and on hand equipment does not exceed requirements.

4001. FIRST ECHELON (OPERATOR'S) MAINTENANCE

1. Weapons will be cleaned three consecutive days on the final day of shooting. An armorer or custodians will inspect the weapon after the cleaning to certify completion of this requirement.
2. Weapons not fired will be cleaned once prior to turn in.
3. Stock weapons will be cleaned and lubricated bi-monthly by working parties. Armory personnel will supervise and inspect.
4. Armory personnel will conduct daily visual inspections of all weapons for proper preventive maintenance. Armory personnel will turn in dirty weapons rosters to the Squadron Gunnery sergeant by 1200 every Wednesday.
5. The squadron section SNCOIC's are responsible for insuring their Marines accomplish required weapons maintenance. Quality control of the first echelon maintenance is achieved by the Armory's inspection of all weapons prior to deissue.

6. First echelon maintenance of weapons will be performed in a designated outdoor weapons cleaning area adjacent to Building 480.
7. Appropriate Stock Lists (SL)-3 components will be issued with each weapon. Expendable cleaning materials such as lubricants, rags, patches, etc. will be stocked in the Station Armory and will be made readily available for use by Marines cleaning weapons.

4002. SECOND ECHELON MAINTENANCE

1. Shop Operations: Second echelon ordnance maintenance will be performed by assigned infantry weapons repair in the Station Armory. The Armory SNCOIC will function as the maintenance inspector. He will inspect and accept equipment into the repair cycle, ensure an ERO is opened on the equipment, assign a repairman to the job, inspect and certify completion of required repairs, and ensure the ERO is closed out.

a. A NAVMC 1018 inspection tag will be completed and attached to each weapon identified as requiring second echelon or higher maintenance. A NAVMC 10245 Equipment Repair Order (ERO) will be prepared to record all maintenance actions. A NAVMC 10925 ERO shopping/transaction list will be prepared and attached to the ERO to order parts as needed in making repairs. The Armory Officer and Armory SNCOIC will sign all ERO's and authorize the performance of maintenance and requisitioning of repair parts. The Armory MIMMS NCO will assign ERO priorities. Authorized ERO priorities are 3, 6, or 13. The priority must correspond with the category code. The Armory Officer or Armory SNCOIC may make changes in ERO priorities and category codes by making the proper entry on the ERO.

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

2. Pre-Fire Checks: An armorer will perform a pre-fire inspection on all weapons prior to firing.

4003. LIMITATION OF CAPABILITIES

1. The Station Armory is both authorized and required to perform equipment maintenance actions within the maintenance echelons established in the logistical capabilities paragraph of the unit T/O. The Station Armory personnel will not perform maintenance actions of a higher echelon than authorized by the T/O unless specifically authorized by the CG. The experience level of assigned ordnance maintenance personnel or the availability of resources, required to perform a higher echelon of maintenance than authorized does not constitute authorization.

4004. MAINTENANCE ACTIONS

1. The maintenance actions of the Station Armory are principally directed toward the accomplishment of the ordnance maintenance actions listed below. The range and depth of capabilities are established in the T/O.

a. Preventive Maintenance: Preventive maintenance is the care and service performed on equipment to keep it in operating condition. It is accomplished through the system inspection, detection and correction of impending failures before they occur or develop into major defects. An effective PM program will preclude breakdowns or failures and the resulting Corrective Maintenance (CM) and loss of the equipment.

(1) All PM services are cyclic in nature and must be performed on a scheduled basis to include:

(a) Services performed by the operator before, during and after operation.

(b) Services performed by the operator on a scheduled basis.

(c) Services performed by ordnance maintenance personnel assisted by the operator on a scheduled basis.

(2) All PM services will be performed in accordance with instructions contained in the applicable technical publications for that weapon and established command policy.

(3) The accomplishment or required PM is a command responsibility. The Armory Chief is responsible for scheduling, coordination and supervision of PM services. The Armory Officer is responsible for ensuring PM services are completed in a timely manner.

(4) All required PM services will be performed, if practical, prior to evacuating the weapon to a higher echelon of maintenance. Common sense and good judgment may indicate that certain PM requirements be omitted if the CM action duplicates or negates the effect of the PM.

(5) The aim of PM is to reduce CM. The best PM program starts with the operator. Command attention and supervision at all levels is required to support the maintenance level.

(6) Accomplishment of PM services will be recorded in equipment records in accordance with UM 4400.32E and this manual.

b. Corrective Maintenance: Corrective maintenance is action taken to restore an item of equipment to operating condition. Specific task will vary among echelons of maintenance.

(1) The user of the equipment is responsible for detecting and reporting equipment failure or malfunction.

(2) Armory maintenance personnel will inspect the equipment and effect necessary repairs within their authorized capability.

(3) All CM actions will be performed in accordance with the procedures established in appropriate technical publications.

(4) If the repairs required are beyond the capability of the Station Armory, the weapon will be evacuated to CSSD-16.

2. Equipment Modification: Equipment modification consists of those maintenance actions performed on equipment to change the design or characteristics in order to improve functioning, maintainability, reliability and/or safety characteristics.

a. Modification of Marine Corps equipment will be accomplished only when directed by CMC.

b. Authority and direction to modify Marine Corps equipment is contained in Modification Instructions (MI). These are classified as either "urgent" or "normal" as defined in reference (b).

3. Equipment Calibration: Calibration is the process by which a standard, test or measuring instrument is compared to a standard of higher accuracy and adjusted to ensure that the instrument meets specifications approved by the Marine Corps. Test, Measurement, and Diagnostic Equipment (TMDE) must be periodically calibrated to ensure that PM and repairs are properly accomplished and the accuracy of the equipment.

4. Equipment Evacuation: Equipment evacuation is the controlled process of moving equipment, which cannot be repaired, modified, serviced or utilizable at an activity to the activity, which can accomplish the necessary maintenance.

a. Equipment evacuation is the responsibility of the Station Armory.

b. The Station Armory personnel will evacuate weapons requiring repair beyond the Station authorized capability to CSSD-16 within 48 hours of detection of the defect.

5. Pre-Fire Inspection (PFI): A PFI is the detailed inspection of a weapon to include using gages, done by qualified armory personnel in accordance with the applicable TM to ensure its safety and serviceability.

6. Priority Assignment: The Marine Corps has established a priority assignment system, which reflects the mission of the command and the urgency of need of the item being requisitioned. The Station can requisition items using priorities 03, 06, and 13. The Station Commander will submit a letter of authorization, with Sample signatures, to the CG designating those individuals who can authorize the performance of equipment maintenance. This letter will indicate what priority the individuals designated may sign. The following guidelines will be used in determining which priority to use:

a. Priority 03: Will be assigned when the Station would be unable to perform its mission with out the item. Priority 03 ERO's will be signed by the Station Commander or the Station Executive Officer.

b. Priority 06: Will be assigned when the capability of the Station to perform its mission would be impaired. The mission could temporarily be accomplished, but with effectiveness below an acceptable level of readiness. Priority 06 ERO'S will be signed by the Station Executive Officer or the S-4 officer.

c. Priority 13: Will be assigned when accomplished routine repair of equipment or requisitioning items that are not immediately required. The Armory Officer and Supply Officer are authorized to sign priority 13 ERO'S (this authority may also be delegated to the Armory Chief). Priority 13 will be used as much as possible.

7. Changing ERO Priorities and Category Codes:

a. In those cases where the priority is upgraded, i.e., priority 13 to priority 03, a new priority signature and date is required if the original signer does not have the authority to sign the upgraded priority. The new priority will be entered in the "Description of Work" block on the ERO and the signature in the "Mechanics Signature" block.

b. The "priority" block on the ERO (blocks 52 and 53) will be crossed out when the priority is changed.

c. The "cat code" block will have the old category code crossed out and the upgrade category code circled.

d. All personnel concerned with the ERO will be notified of the change.

8. Supervision of Unskilled Personnel:

a. The Armory Officer is responsible for ensuring that the Armory Chief supervises and trains their unskilled armory personnel during active maintenance.

b. The Armory Chief is responsible for ensuring that all maintenance services performed by the operator or the assigned working parties is supervised and inspected by skilled personnel.

c. Authority to exceed the echelon of maintenance specified in the T/O may be granted by the CO. This increased authority will be granted only when it will provide for the more effective use of available resources, enhance readiness, reduce excessive backlogs at OMS, or result in a savings in maintenance costs. Request for an increased echelon of maintenance will be submitted in accordance with paragraph 2002.3b of reference (b). This authority is temporary and must be renewed semiannually.

4005. EQUIPMENT EXCEEDING ORGANIZATIONAL MAINTENANCE CAPABILITY

1. Ordnance items with defects exceeding organizational maintenance capability will be evacuated without delay to CSSD-16. 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 CSSD-16. Acceptance/receipt of the equipment at CSSD-16 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 CSSD-16 by presenting the yellow copy of the ERO and signing the "Delivered to" block on the original ERO. The original ERO and the equipment are then returned to the armory. The armory SNCOIC, as the most experienced and qualified armorer, will normally receipt for any repaired equipment from CSSD-16. Prior to receiving for the equipment, he will conduct a thorough inspection to ensure required repairs have been properly completed. He will not receipt for equipment that has not been satisfactorily repaired.

4006. FORMS AND RECORDS. The following forms and records will be utilized in the Station Armory:

1. Equipment Repair Order: An ERO will be utilized to record the performance of all second echelon maintenance services, to include CM, pre-fire checks, serviceability inspections, or modifications. An ERO will be utilized to evacuate equipment to a higher echelon of maintenance activities for CM, calibration, modification, or PFI. Instructions for the preparation of NAVMC 10245 are contained in reference (n).

2. Shopping/Transaction List: This list 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 this form are contained in reference (n).

3. Quality Deficiency Report (QDR): The QDR is used to report a deficiency in equipment and material. Instructions for the preparation and submission of QDR's are contained in reference's (n) and (i).

4. Quality/Reliability Report (Q/RR): The Q/RR is used to report the quality and condition of equipment received from MCLB. Instructions for the preparation and submission of Q/RR's are contained in reference's (n) and (i).

5. Commodity Managers Modification Control Records: Commodity manager's 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 reference (n).

6. Calibration Control Record: Calibration control records will be used to record the scheduling and performance of PM and calibration of infantry weapons gauges. Instructions for the preparation of calibration control records are contained in reference (n).

7. Repair Log: A repair log will be maintained to provide a central work control register. Instructions for the preparation of the repair log are contained in reference (n).

8. Inspection/Repair Tag: The weapon custody receipt will be used to control individual weapons stored in the Station Armory. This receipt will be given to each individual assigned a weapon. The individual retains the receipt as long as the weapon is maintained in the Station Armory.

9. Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576): The memorandum receipt for individual weapons and accessories will be used as an issue/receipt document for individual weapons and as a certificate of inspections to record the condition of a weapon at the time of issue and recovery. Preparation and instructions are contained in reference (n).

10. Weapon Custody Receipt (NAVMC 10520): The weapon custody receipt will be used to control individual weapons stored in the Station Armory. This receipt will be given to each individual assigned a weapon. The individual retains the receipt as long as the weapon is maintained in the Station Armory. When the individual draws the weapon from the Station Armory, he will surrender the receipt to the armorer.

11. Equipment Custody Record (ECR): The ECR card will be used as a receipt for equipment on temporarily 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 reference (o).

12. Ammunition NSN/Lot Number Record: The ammunition NSN/Lot number record will be used to control and account for ammunition stored in the armory. Instructions for the preparation of this record are contained in reference (o).

4007. MODIFICATION CONTROL. The Armory SNCOIC is responsible for establishing and monitoring the modification control program. The manual system of modification control program are contained in reference's (b) and (n).

4008. MAINTENANCE AND CALIBRATION OF INFANTRY WEAPONS GAGES

1. Infantry weapons gages need to perform pre-fire inspections or limited technical inspections will be maintained by the Station Armory. The gages will be accounted for as T/E, set or as components of a kit.

2. Gages will be maintained in a clean and serviceable condition. The gages will be calibrated through the Infantry Weapons Gage Calibration Exchange Program (IWGCP) at Marine Corps Logistics Base (MCLB) Albany, GA annually.
3. The Station Armory will control the gage calibration by maintaining the packing list sent by IWGCP and one of the following methods; calibration card, chart, or calibration program.
4. The Station Armory will send a fax or e-mail to IWGCP 60 days prior to the due date for calibration listing all gages due for calibration.
5. The Station Armory will stagger the gage sets so that the armory always has calibrated gages on hand.

4009. SAFETY. Safety precautions pertaining to the individual weapons are contained in appropriate operator's manuals and technical manuals. Safety regulations applicable to the operation of the Station Armory and weapons cleaning areas are contained in NAVMAT P-5100 and MCO 5100.8. The Station 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.

4010. MILITARY OCCUPATIONAL SPECIALTY TRAINING

1. The Armory SNCOIC is responsible for establishing and implementing a viable and continuing maintenance training program for Marines assigned to the Station Armory. Technical training must be scheduled and recorded. Individual quotas to service schools, attendance at Mobile Training courses, MCI courses, formal periods of instruction, and on the job training should all be included in the training program.

2. Training assistance is normally available upon request from the FASMO and from OMS. The following subjects will include but not be limited to the training program:

- a. Publications.
- b. Calibration control.
- c. Modification control.
- d. Tool control.
- e. Equipment records.
- f. Weapons issue and recovery procedures.
- g. Technical inspection procedures.
- h. Ammunition.
- i. Supply procedures.
- j. Safety.
- k. Marine Corps Integrated Maintenance Management System.



ARMORY SOP

CHAPTER 5

MAINTENANCE TRAINING

	<u>PARA</u>	<u>PAGE</u>
GENERAL INFORMATION	5000	5-3
TRAINING REQUIREMENTS	5001	5-3
TRAINING METHODS	5002	5-5
TECHNICAL TRAINING	5003	5-6



ARMORY SOP

CHAPTER 5

MAINTENANCE TRAINING

5000. GENERAL INFORMATION

1. Effective maintenance cannot be accomplished by untrained personnel. Although the majority of personnel assigned to the Station Armory have received formal school training and have been assigned an ordnance MOS (2111 or 2311), this does not make them instantly qualified as experts in their respective field. The instruction received provides the basis for developing into qualified armorers/ammunition technicians. Expertise is gained through experience and application of the principles learned under the supervision of more experienced personnel.
2. Training provided cannot be limited to "technical" or "MOS" training. It is not sufficient for armory personnel to only know daily armory operation, proper maintenance techniques, use of technical publications, supply and maintenance procedures and the fundamentals of the maintenance related programs. Marine's must receive training on the Marine Corps Supply and maintenance publications and detailed instructions on the maintenance related programs.
3. The Armory SNCOIC will plan and coordinate required training, to include the submission of requests for training quotas for formal schools. The training plan will be designed to satisfy both the current and planned needs of the Station Armory and to prepare individuals to fill positions of higher grade and increase responsibility.

5001. TRAINING REQUIREMENTS

1. The Armory SNCOIC will ensure that at least two hours a month of maintenance and maintenance training is included in the unit-training program. This training will be recorded in the training records of individual Marines.
2. Essential Subject: The subjects listed below are considered essential to the armory maintenance management program. Training in each subject should be tailored to the trainees. This is not to be inclusive; additional subjects determined to be necessary by the Armory Officer/Chief shall be included in the training program.

a. Maintenance Management:

- (1) Technical publications system control.
- (2) Modification control.
- (3) Calibration program and control.
- (4) Preventive maintenance indicators.
- (5) Equipment record procedures.
- (6) Validation procedures.
- (7) Maintenance SOP's, turnover folder and desk top procedures.

b. Maintenance:

- (1) Use of TM's and other technical publications.
- (2) Tool care and control.
- (3) Quality Deficiency Report.
- (4) Limited Technical Inspections.
- (5) Test equipment use.
- (6) Troubleshooting procedures.
- (7) Equipment repair order preparation.
- (8) Safety.
- (9) Shop procedures.
- (10) Use PEB (if applicable)
- (11) Equipment records
- (12) Preventive Maintenance care and service.
- (13) Corrective Maintenance.

c. Operator:

- (1) Preventive Maintenance services.
- (2) Safety.

5002. TRAINING METHODS. Various methods are available to accomplish required training. The following methods will be employed within the Station Armory.

1. Formal Schools: CMC, other services, or civilian institutions establish formal schools. Training may be specialized or it may cover all facets of an occupational specialty. The Armory Officer will continually review available courses of instructions and quotas as needed. Request for formal schools will be addressed in accordance with reference (b).

a. When a quota for a specific school/course has been received from higher headquarters, the S-3 Officer will make allocations to the respective sections. Once a quota has been assigned, it will be filled. The Armory Officer will ensure that only qualified personnel are sent to service schools.

b. When a quota(s) to a specific school/course is desired, a request will be submitted to the S-3 Officer. Request will contain the information required by reference.

c. Courses available include Maintenance Management Officers/SNCO School at the Naval Amphibious Base Little Creek Norfolk, VA. This course is available to all ground officers and SNCO's. A MIMMS clerk course is also available for sergeants and below at LFTCLANT. Requests for these quotas must be coordinated with the Command Maintenance Management Officer.

2. Classroom Instruction: Classroom instructions will be employed whenever practical to cover the subjects discussed in paragraph 4001.2 of this manual. Care should be taken to ensure that instructors are knowledgeable and well prepared. Classroom instruction will be conducted and documented in accordance with reference (c).

3. On the Job Training (OJT):

a. Probably the easiest and least expensive method of improving the qualifications of individual Marines is OJT. It is also the most abused method of training. On the job training cannot be accomplished by handing a Marine a manual or set of instructions and telling the Marine to learn how to do a certain task or function. For OJT to be effective, an inexperienced Marine must be assigned to work with an experienced Marine who is knowledgeable on the subject and accomplishes the assigned task in proper manner. The trainee observes the experienced Marine doing the job and is allowed to do it under the supervision of the experienced Marine. Allowing an inexperienced Marine to learn alone, by trial and error, is harmful to the individual and often results in damage to the equipment being repaired. The most important aspects of OJT are the requirements for a qualified instructor and supervision of the trainee.

b. Good sources of OJT, other than the Station Armory are:

(1) The Basic School Armory: This armory maintains all infantry weapons being utilized by the Marine Corps and has third echelon maintenance capabilities for all weapons and second echelon for all optic gear. Live firing is conducted with all weapons.

(2) Combat Service Support Detachment-16: This armory has third echelon maintenance experience.

(3) Ordnance Maintenance Section: Third and fourth echelon repair of all weapons and optic gear is performed at OMS.

c. All OJT training will be scheduled and recorded and trainees will be periodically tested to determine progress.

4. Cross Training: Cross training, a form of OJT, is used to familiarize and individual with aspects of an MOS or occupational field other than that normally performed. It is of particular benefit to individuals who's assigned MOS merges with other MOS's at a higher grade in acquainting them with the fundamental requirements of the combined MOS. Cross training will also make trained personnel available to fill temporary vacancies or to assist in the accomplishment of unexpectedly heavy work loads in a particular area.

a. Within the Station Armory, cross training will be conducted between the ammunition technicians (MOS 2311) and the infantry weapons repairmen (MOS 2111) whenever possible.

b. The Armory Chief will keep a record of the armory personnel who have been crossed trained.

5. Correspondence Courses: Marine Corps Institute courses should be used to supplement and enhance other methods of instruction. They should not be used as a substitute for the training methods listed above. Armory personnel should complete all applicable MCI courses on weapons/armory management and operations.

5003. TECHNICAL TRAINING

1. All armory personnel should be afforded the opportunity to participate in all types of training available to enhance their technical proficiency. When possible, formal school quotas will be requested and, if available, filled with qualified personnel. The Armory Chief will include technical training on the training schedule, provide necessary OJT, and encourage enrollment in available correspondence courses.

2. Station Armory training will emphasize those areas determined to be deficient as indicated by the condition of the equipment and/or inspection results. The adequacy of section training will be determined by the administration of skill tests upon completion of training. Refresher training will be presented as necessary.

3. Technical training will be conducted whenever new equipment is introduced or maintenance personnel are introduced to the armory's equipment.

a. When new equipment is introduced, technical training will be provided to both operational and maintenance personnel by qualified instructors. Particular emphasis is required on the correct operation and preventive maintenance procedures. Armory personnel will receive additional technical training on intermediate maintenance procedures, LTI's, repair parts, special tools and maintenance of auxiliary equipment in accordance with applicable TM's.

b. When new ordnance maintenance personnel are introduced to the armory's equipment, technical training will be provided by all available means. Initial skill tests will be adequate training up to the skill level necessary to perform the required maintenance actions.



ARMORY SOP

CHAPTER 6

PUBLICATIONS TRAINING

	<u>PARA</u>	<u>PAGE</u>
PUBLICATION REQUIREMENTS	6000	6-3
MISSING DIRECTIVES AND PUBLICATIONS	6001	6-3
PUBLICATION CONTROL	6002	6-3
PUBLICATION ERRORS AND RECOMMENDATIONS	6003	6-3
PERTINENT DIRECTIVES/PUBLICATIONS	6004	6-3



ARMORY SOP

CHAPTER 6

PUBLICATIONS

6000. PUBLICATION REQUIREMENTS

1. The Station Armory will maintain a publication library of both technical and non-technical publications needed to maintain the Station Armory.
2. The Station Armory will use the Publication Library Management System (PLMS) to identify publications required to support the Station Armory.
3. The PLMS will be reviewed quarterly to identify new and obsolete publications for the Station Armory.

6001. MISSING DIRECTIVES AND PUBLICATIONS

1. The Station Armory will order all publications through the Station Publication Clerk in the S-1.
2. The Station Armory will submit a letter to S-1 containing the following information, publication short title, publication control number (PCN) and quantity needed.

6002. PUBLICATION CONTROL. The publication data sheet from the PLMS program will be used to indicate publications that are required by the Station Armory. The publication date sheet will indicate publications that are on order and the location of publications that are on hand. The publications data sheet will be kept in the index binder in the Armory Publication Library.

6003. PUBLICATION ERRORS AND RECOMMENDATIONS. Publication errors and recommendations will be submitted by using NAVMC 10772 form. Instructions for filing out NAVMC 10772 forms are located on the back of the form and in the reference (n).

6004. PERTINENT DIRECTIVES/PUBLICATIONS. Appendix B contains directives/publications pertaining to the Station Armory.



ARMORY SOP

CHAPTER 7

SUPPLY SUPPORT

	<u>PARA</u>	<u>PAGE</u>
REPAIR PARTS REQUEST SYSTEM	7000	7-3
REPAIR PARTS CONTROL	7001	7-3
PRE-EXPENDED BIN	7002	7-4
VALIDATION AND RECONCILIATION	7003	7-4
NEW EQUIPMENT	7004	7-5
TOOL KITS	7005	7-5

ARMORY SOP

CHAPTER 7

SUPPLY SUPPORT

7000. REPAIR REQUEST PARTS SYSTEM

1. Most required repair parts and maintenance materials, including expendable weapons, cleaning supplies and tools, are available locally from the appropriate SERVMART Direct Support Stock Control (DSSC) issue point. A self-serve center-shopping list will be prepared and authenticated by the Armory SNCOIC, and delivered to the appropriate issue point.

2. Repair parts and materials that are not available from a local DSSC issue point will be requisitioned through the Marine Corps supply system. An Equipment Repair Order shopping list (EROSL) will be prepared with an original and three copies. The same Marine authorizing the ERO will authorize the EROSL. The EROSL will then be submitted to Supply for requisition. Supply will data and assign document numbers and return the copy to the Station Armory.

3. Priority designators for repair part requisition must be consistent with the priority assigned to the ERO. Authorized priority designators are as follows:

a. Priority 03: is used when the organization is unable to perform its primary mission due to lack of parts or materials.

b. Priority 06: is used when operational capability of the organization is impaired due to lack of parts or materials.

c. Priority 13: is used for routine repairs or stock replenishment.

7001. REPAIR PARTS CONTROL

1. All repair parts held in the Station Armory must be indicated on an EROSL associated with an ERO. All repair parts that 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 location (ERO bin) of the parts if not immediately installed. The EROSL will again be

annotated when the parts are removed from an ERO bin for installation. Annotation of the EROSL is not required if parts are installed immediately upon receipt. Annotation of the ERO indicating the maintenance action performed is required.

3. The ERO parts bin provides a means of controlling or accounting for repair parts that cannot be immediately installed. A shelf, box, or divided drawer may be used to establish ERO bins. Each ERO bin will be labeled with the appropriate ERO number and will contain a copy of the associated EROSL. As parts are received for a specific ERO, they are placed in the appropriate ERO until removed and installed.

7002. PRE-EXPENDED BIN

1. Proper use of a PEB provides maintenance with ready access to a source of common, low cost, high usage parts. Criteria for establishing a PEB are contained in reference (a).

2. Excess Parts: Excess repair parts received from any source will be turned into supply. Prior to turn in, parts will be properly identified by NSN. Repair parts will not be stock piled.

7003. VALIDATION AND RECONCILIATION

1. Daily Requirements: A designated armorer will accomplish the following:

a. Ensure that an ERO is prepared for each item of equipment that required maintenance.

b. Ensure that each ERO requiring a repair part or secondary repairable has an EROSL prepared and submitted to Supply.

c. Ensure that all material received from Supply has been annotated on the EROSL and either placed on the weapon or put in an ERO bin.

2. Bi-Weekly: Once every other week the Armory SNCOIC or NCOIC will do the following:

a. Review the daily validation procedures to ensure that they are being done properly.

b. Ensure that all ERO's contain the actual condition and status of the equipment.

c. Inventory all ERO bins by comparing the EKOSL to the quantity on hand.

d. Reconcile all EROSLs and ensure status are valid and appropriate.

7004. NEW EQUIPMENT. Policy for the logistic support of new equipment introduced into the Marine Corps is contained in reference (h). Advanced logistic orders on ordnance equipment (Marine Corps Orders 8300 through 8900) contain information on the introduction of specific items equipment into the Marine Corps.

7005. TOOL KITS

1. The T/E provides for three armorer's tool kits. Armorers will be assigned a lockable tool kit for their exclusive use. Unassigned tool kits will be placed in secure storage and remain unused.

2. The appropriate SL-3 or U.S. Army Supply Catalog will remain inside each toolbox. Tool kits issued to individuals will be inventoried quarterly. Unassigned/unused tool kits held in secure storage will be inventoried annually. Inventories will be conducted using the appropriate SL-3, extract, or U.S. Army Supply Catalog. Inventory records must contain the data inventoried, signature of the person conducting the inventory and signature of the person supervising the inventory. Inventory records will be maintained for on 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 a local DSSC issue point. Tools not stocked at a local DSSC issue point will be requisitioned through the Marine Corps supply system.

5. Amplifying instructions on tool control are contained in reference (n).



ARMORY SOP

CHAPTER 8

INSPECTION, VISITS AND QUALITY CONTROL

	<u>PARA</u>	<u>PAGE</u>
GENERAL INFORMATION	8000	8-3
FORMAL INSPECTIONS	8001	8-3
INFORMAL INSPECTIONS	8002	8-4
INSPECTION REPORTS	8003	8-5
INSPECTION CHECKLIST	8004	8-6
CORRECTION OF DISCREPANCIES	8005	8-6
QUALITY CONTROL	8006	8-6

FIGURE

8-1	QUALITY CONTROL CUSTODIAN APPOINTMENT SAMPLE LETTER	8-7
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ARMORY SOP

CHAPTER 8

INSPECTIONS, VISITS AND QUALITY CONTROL

8000. GENERAL INFORMATION

1. To supplement information received on equipment status, the Ordnance Officer must ensure that proper operating and maintenance procedures are being followed. This is achieved by inspections and visits conducted by the Armory Officer or designated members of the Station staff. Inspections and visits provide the Station Commander with a means of evaluating the performance of the Station Armory and armory personnel. They also assist in determining the adequacy of and compliance with existing instructions.

2. Inspections are one of the principal means of ascertaining whether planning and organization are sound, the staff is functioning effectively and directives are clear, understood and being followed by subordinates. Inspections promote efficiency and economy of operations by identifying deficiencies, defects and proper utilization of maintenance resources.

8001. FORMAL INSPECTIONS

1. Definition: Formal inspections are normally announced in advance and conducted in accordance with an established schedule or procedure. The formal inspection takes precedence over all other activities. Personnel and equipment will be made available to the maximum extent possible.

2. Checklists: Checklist will be used by the inspectors and may be used by armory personnel to prepare for the inspection. Appendix B contains a sample inspection checklist.

3. The following formal inspections/visits are conducted by higher headquarters:

a. Field Supply and Maintenance Analysis Office (FSMAO) visits are conducted once every three years.

4. The Armory Officer will schedule and conduct quarterly inspections of the Station Armory. Assistance in conducting these quarterly inspections is available upon request from the MCP Maintenance Management Office and Combat Service Support Detachment-16.

5. The Armory Officer will make frequent informal visits to the Station Armory to ensure continuing compliance with prescribed armory procedures and to ascertain the status and quality of first echelon maintenance.

8002. INFORMAL INSPECTIONS

1. Definition: While formal inspections normally encompass all areas of armory operation, informal inspections may examine only specific areas of operation. Checklists may or may not be used. The simplest form of an informal inspection is the observation of a specific function during routine operation. Informal inspections are normally conducted in a working environment.

2. Frequency: The Armory Officer will conduct periodical informal inspections of the Station Armory to ensure operational readiness and compliance with current directives. These inspections may be scheduled or unannounced.

3. Visits: Visits are used in the same manner as inspections to obtain firsthand information. Visits may be formal or informal and falls into three categories; Command visits, Staff visits, and Liaison visits.

a. Command Visits: The visible display of command interest demonstrates by periodic unscheduled visits to the Station Armory by the Station Commander or representatives has an important impact on operations. Not only is valuable information gained, but also the recognition afforded the maintenance effort will emphasize its importance. Such recognition will provide a much more effective and responsible maintenance program.

b. Staff Visits: Visits by staff officers of a senior headquarters may be made for a specific purpose. Staff visitors are appropriate to investigate troublesome areas with the opportunity to exchange and to provide immediate feedback. Staff visits are of particular value in providing assistance and instruction.

c. Liaison Visits: Visits for the exchange of information, familiarization, and coordination are necessary and beneficial between activities where no junior/senior relationship exists. Liaison visits by Station Ordnance personnel to OMS are essential to harmonious operation and resolution of problem areas.

8003. INSPECTION REPORTS

1. Formal written reports will be prepared at the conclusion of all scheduled inspections by higher headquarters and as directed for other inspections. Inspection reports will be prepared and submitted by the inspector/inspection team in accordance with the format prescribed for the inspection. Reports will be factual and concise and remedial action required will be readily discernible. Timely preparation and submission of reports is mandatory. In addition to the written report, the inspector will debrief the results of the inspection to the Station Commander or his representatives immediately following the completion of the inspection.
2. Formal written reports may or may not be required for inspections held internal to the command by the Armory Officer. The Armory Officer will give an oral report to the Station Commander at a minimum.
3. The Armory Officer will analyze the results of all inspections to determine corrective action to be taken as required. A critique will be held with the Armory Chief immediately after each inspection to discuss inspection results and to implement necessary corrective action.
4. Inspection reports provide a valuable source of reference material for future inspections. Inspection reports from higher headquarters will be maintained on file by the Armory Officer for a minimum of one year or until the next scheduled inspection of that type. Inspection reports internal to the unit will be maintained until all corrective action has been taken or until it is no longer of any use to the Armory Officer.
5. The report of the most recent of the following inspections will be maintained on file in the armory for ready reference:
 - a. Inspector General (IG) inspection.
 - b. Field Supply and Maintenance Analysis Office visit.
 - c. Commanding General functional area inspection.
 - d. Armory Officer quarterly inspection.

8004. INSPECTION CHECKLIST

1. Each higher headquarters publishes inspection checklists. The appropriate checklist must be consulted when preparing for the various inspections.
2. The most recent FASMO checklist will be maintained in the Station Armory for ready reference and self-inspection purposes. The Armory Officer will use the most recent FASMO checklist and the checklist contained in Appendix B of this manual to conduct quarterly inspections.

8005. CORRECTION OF DISCREPANCIES

1. In many cases, the discrepancies noted in the inspection report are merely symptoms of the overall problem. In these cases, correction of the deficiency will not correct the problem. Inspection reports must be analyzed carefully to determine the cause of the deficiency and to determine if trends are developing that could adversely affect mission accomplishment. Once identified, aggressive action must be taken to correct not only the deficiency, but also its cause.
2. Follow-up action will be initiated to ensure correction of deficiencies and to preclude their recurrence. When the severity or extent of the discrepancies dictate, report of corrective action taken will be required. This requirement will be levied by separate correspondence and will specify the date the report is due. Reported corrective action will be specific and not a restatement of the discrepancy.

8006. QUALITY CONTROL

1. A quality control program will be established in the Station Armory. Qualified armory personnel will inspect completed work. Repaired equipment should be operational in all respects and should meet or exceed established performance standards.
2. The Armory Chief will be appointed as the quality control custodian for the Station Armory. See figure 8-1. He will manage the quality control program and supervise the submission of QDR's. The Marine Corps Quality control program criteria for submission of the QDR's is contained in reference's (i) and (d).

ARMORY SOP

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99160
YUMA, ARIZONA 85369-9100

5500
Orig Code
(Date)

From: Commanding Officer, Marine Corps Air Station, Yuma
To: Staff Sergeant John D. Marine 123456789/MOS

Subj: APPOINTMENT AS QUALITY CONTROL NCO

Ref: (a) MCO P4790.2B

1. Per reference, you are appointed as Quality Control Custodian for the Station Armory. You are authorized to inspect, accept, and approve all work performed on weapons.
2. You will familiarize yourself and be guided in the performance of your duties per the reference.
3. This appointment will remain in effect until revoked.

I. M. COMMANDING

Figure 8-1. - Quality Control NCO Appointment Sample Letter.

ARMORY SOP

CHAPTER 9

INVENTORY PROCEDURES

	<u>PARA</u>	<u>PAGE</u>
DAILY INVENTORY PROCEDURES	9000	9-3
MONTHLY INVENTORY PROCEDURES	9001	9-3
SMALL ARMS WEAPONS ASSET REPORT (CRANE REPORT) .	9002	9-4
SEMI-ANNUAL KEY INVENTORY	9003	9-4
TRANSIENT ARMORY	9004	9-4
PROVOST MARSHALS OFFICE ARMS ROOM	9005	9-5

FIGURE

9-1 MONTHLY SERIALIZED INVENTORY OF ORDNANCE ITEMS SAMPLE LETTER	9-9
9-2 MONTHLY SERIALIZED INVENTORY OFFICER REPORT SAMPLE LETTER	9-11
9-3 ANNUAL CRANE REPORT SAMPLE LETTER	9-13
9-4 TRANSIENT ARMORY REQUEST SAMPLE LETTER	9-15



ARMORY SOP

CHAPTER 9

INVENTORY PROCEDURES

9000. DAILY INVENTORY PROCEDURES. Weapons counts are conducted and recorded every time the Station Armory is opened and closed. An armory inventory is conducted twice daily. The first inventory is conducted when the Station Armory is opened. The morning inventory sheet is maintained on file in the Station Armory. The second inventory is conducted at the end of each working day. The original copy of the evening inventory is kept on file in the Station Armory.

9001. MONTHLY INVENTORY PROCEDURES

1. Each month an officer or SNCO will be designated by the Station Commander to conduct a monthly-serialized inventory of all weapons in the Station Armory, figure 9-2.

2. The officer and SNCO appointed as inventory officer will not be in the chain of responsibility for the Station Armory or Station Supply.

3. The inventory officer will conduct the inventory in accordance with the following procedures.

a. The inventory is conducted by matching the serial numbers on the weapons against a serialized listing provided by the Supply Officer. A copy of the Small Arms/Weapons Asset Report (Crane Report) will be used.

b. All weapons will be physically sighted by the inventory officer with the exception of weapons issued out and weapons at OMS.

(1) The NAVMC 10520 cards will be sighted by the inventory officer for weapons issued out to permanent personnel and the serial numbers verified against the serialized listing.

(2) The ERO for all weapons turned into OMS will be checked against supply's listing.

c. Upon completion of the inventory, the inventory officer will submit a written report of the results to the Station Commander via the Supply Officer utilizing figure 9-2.

9002. SMALL ARMS/WEAPONS ASSET REPORT (CRANE REPORT). A copy of figure 9-3 will be used to conduct all serialized inventories of weapons in the Station Armory. Upon receipt of a new Crane Report, the Armory Officer will personally verify all serial numbers listed on the report by conducting a complete inventory of weapons. This report is to be submitted annually to Commander, Crane Division.

9003. SEMI-ANNUAL KEY INVENTORY. A semi-annual key inventory is completed by the lock and key custodian. The inventory will be kept on file in the Station Armory for one year.

9004. TRANSIENT ARMORY

1. Purpose: To establish procedures for utilization of the transient armories.
2. General: The transient armory is for storing weapons of deployed squadrons. To gain access to the transient armory during the deployment, the Commanding Officer, of the transient unit must submit a request thirty days (30) in advance, figure 9-4, to the Commanding Officer, Marine Corps Air Station, Yuma Arizona (Attn: Armory Officer).
3. Procedures: The following procedures are established for operation of the transient armory:
 - a. Upon arrival at MCAS Yuma, a written request will be delivered to the Armory Officer, building 1700, for approval/disapproval. An Officer or SNCO authorized by the requesting unit will receipt for the weapons.
 - b. All weapons will be cleared prior to entering the armory compound. Pistol/revolvers will be locked in a pistol chest or in a safe.
 - c. Machine guns will be locked in a safe or stored on the armory floor and secured with a cable. Units must bring their own cables. Retractor handle must be removed and stored separately. No ammunition, explosives, or pyrotechnics will be stored in the transient armory other than for sentry purposes.
 - d. No combustible items will be stored in the armory; e.g., cleaning solvent, oil, mount-out boxes, rags, steel wool, etc.
 - e. An officer or SNCO who is authorized access will be present while the transient armory is opened.

9005. PROVOST MARSHAL'S OFFICE ARMS ROOM

1. General: The PMO Arms Room will be accessible 24 hours a day, seven days a week to provide permanent storage of PMO weapons and temporary storage of weapons when unit armories are closed.

2. Security: The following physical measures have been established and will be strictly adhered to in addition to the continuous monitoring of the IDS alarm:

a. An Arms Room Custodian will be appointed in writing and will fall under supervision of the services chief. Additionally, a primary and alternate duty watch custodian will be appointed in writing for each watch and will be authorized access to conduct the issue and recovery of weapons and ammunition whenever their watch is assigned duties. The alternate custodian will have access only when the primary custodian is absent from the watch schedule.

b. The desk sergeant will monitor the closed circuit television for the arms room and act as a 24 hour armed guard. The PMO dispatcher will also be armed and act as a secondary guard.

c. Only those personal on the unaccompanied access roster will be allowed in the arms room. Anyone needing to enter the arms room on official business will be logged in and out in the visitors log and be escorted at all times by the duty custodian.

d. Personnel authorized unaccompanied access will be designated in writing and the access roster will be posted outside as instructed by reference (m).

e. All weapons and ordnance stored in the arms room will be secured when not in use.

f. All pyrotechnics will be secured in the two-drawer safe separate from the weapons and ammunition.

g. PMO ARMS Room Keys are not to leave the possession of the duty custodian/desk sergeant.

3. Accountability: The following procedures will be adhered to.

a. A physical count of all weapons, ammunition, and communications gear will be done at the beginning of each shift. The results will be recorded on the inventory sheets. These sheets will be forwarded to the arms room NCOIC and retained on file for one year.

b. A monthly-serialized inventory will be conducted each month. A disinterested Officer or SNCO assigned by the Station Commanding Officer to inventory the PMO Arms Room will conduct this inventory. Item serial numbers on the serialized listing will be matched against items on hand and equipment custody receipts provided by the Station Armory upon request from the inspector.

c. The monthly-serialized inventory will be retained on file for two years.

4. Weapon: The issue and turn-in of weapons and the clearing of barrel procedures will be conducted per chapter 12 of the PMO SOP.

5. Overnight Storage of Personal and Special Detail Weapons:

a. Color Guard and Burial Details, regardless of unit, may store their weapons in the PMO Arms Room if their unit armory has secured before their return. Personal weapons may also be temporally stored after working hours and on weekends.

b. All clearing procedures will be explained by the watch commander or desk sergeant to visiting personnel who wish to temporally store their weapons. All clearing procedures will be per the PMO SOP. After the watch commander or desk sergeant has supervised the clearing of the weapons, they will proceed to the arms room.

c. The desk sergeant will make a log entry in the duty log book and make a receipt for the weapons. He/she will accept the weapon butt first with the bolt locked to the rear. The weapon will be cleared again in the arms room clearing barrel and copy of the receipt be given to the visiting personnel. The weapon must be picked up by 0730 the next working day.

d. Any weapon not picked up by 0730 on the working day following the day of storage will be transferred by PMO to the appropriate armory, provided that weapon is registered and regularly stored there. All other weapons will be retained by PMO until the owners claim them. A complaint report may be forwarded to the individual's command citing the late withdrawal.

6. Recovery of Weapons:

a. Prior to turn-in, weapons will be cleared per chapter 12 of the PMO SOP at the clearing barrel behind building 916, under supervision of the desk sergeant or watch commander.

b. Weapons and ammunition will be handed through the issue/recovery slot. Weapons will be turned in butt first with the bolt/slide to the rear.

c. The magazine and chamber will be inspected to ensure that the weapon is clear. Using the clearing barrel in the arms room, point the weapon into the barrel, let the bolt/slide go home, and pull the trigger.

d. Once cleared, the weapon will be placed in the proper rack and the weapons custody card returned to the individual.

7. PMO Notification and Recall: In an emergency situation, the Deputy Provost Marshal/Operations Officer will be notified immediately after all emergency response units. Subsequent timely The Desk Sergeant will make notifications to the Criminal Investigation Division Officer and Provost Marshal Deputy Officer. The Desk Sergeant will be sure that they follow the notification requirements as prescribed by the SOP. The recall of personnel will be based on the emergency situation. The Desk Sergeant will notify the Watch Commander or NCOIC's to activate a recall of their personnel, if needed. The Desk Sergeant will seek guidance from the Watch Commander, Operations Officer or Provost Marshal as to the extent of the recall. All response force personnel will report their basic issue. The custodian will conduct a complete weapons inventory and an inventory of all gear as soon as the recall is over and the weapons and gear have been returned to the arms room. A copy of this inventory will be forwarded to the arms room officer or NCOIC.

8. Duties of the Arms Room Custodian/Desk Sergeant:

- a. Provide internal and external security for the arms room.
- b. Issue and recover weapons.
- c. Verify and identify personnel drawing weapons or seeking into the arms room.
- d. Ensure that no unauthorized personnel enter the arms room.
- e. Maintain duty log book at all times. This log will contain a certification that the orders have been read and understood, that a complete inventory has been conducted, what keys been signed for, all official events that took place during the tour duty and any pertinent information for the arms room.

f. Bring any unusual circumstances arising during a tour of duty that cannot be resolved to the attention of the Operations Officer or Provost Marshal Duty Officer.

g. Deadly force is justified only under conditions of extreme necessity and only as a last resort when all lesser means have failed or reasonably be employed. THE FIRING OF WEAPONS AT ANOTHER BY SECURITY PERSONNEL WILL BE STRICTLY IN COMPLIANCE WITH MCO 5500.6F MARINE.

ARMORY SOP

LETTER HEAD

8000
Unit Code
(Date)

From: Commanding Officer
To: Staff Sergeant John D. Jarhead 123 45 6789/0802 USMCR

Subj: ASSIGNMENT OF MONTHLY SERIALIZED ORDNANCE INVENTORY
OFFICER

Ref: (a) OPNAVISNT 5530.13B

1. Per the reference, you are assigned as the Ordnance Inventory Officer for the month of **(Month/Year)**.
2. You will report to the **(Unit)** Supply Officer to obtain a current copy of the unit's Consolidated Memorandum Receipt (CMR). Any annotated changes will be justified and initialed by the Supply Officer. The corrected copy will be your source document for the sight verification of serial numbers of ordnance items listed in MCO 8300.1. The source document will be in your possession or properly secured for the duration of the inventory.
3. You will print and sign your name and enter the date on each page of the CMR thereby identifying/certifying the CMR utilized.
4. All verified serial numbers will be physically sighted from the actual weapon or ordnance item. All items not present will be accounted for by physically sighting the appropriate documentation listed:
 - a. The yellow copy of the equipment repair order (ERO) if the item is evacuated for repair. If the ERO has been pending more than 30 days, verify the serial number on the yellow copy of the ERO against the latest daily process report (DPR)
 - b. The serial number listed on the reverse of the NAVMC 10359, equipment custody record (ECR).
 - c. The packing list found attached to the crate of Level "A" packed weapons and equipment.

Figure 9-1 - Assignment Monthly Inventory Officer Sample Letter

ARMORY SOP

d. The serial number listed on the ordnance custody receipt, NAVMC 10520.

e. The serial number listed on the DD1348 supply transfer document.

f. The serial number listed on the investigative appointing order, if the ordnance item is missing and pending an investigation. Annotate the inventory list (CMR) to reflect the current status of the investigation.

5. Armorers and weapons custodians are not authorized to assist in conducting the inventory (i.e. reading serial numbers or checking off serial numbers).

6. Submit the results of the inventory using the format outlined in enclosure (2) of the reference.

7. This letter authorizes you and an assistant, if required, accompanied access to the unit armory for the purpose of conduct in the serialized inventory. Your assignment and access authority will terminate at the completion of the inventory.

M. E. BOSS

Copy to:
CO files
S-4 files
Armory files

ARMORY SOP

LETTER HEAD

8000
Unit Code
(Date)

From: Staff Sergeant John D. Jarhead 123 45 6789/0802 USMC
To: Commanding Officer
Via: Supply Officer

Subj: REPORT OF MONTHLY SERIALIZED ORDNANCE INVENTORY

Ref: (a) OPNAVINST 5530.14
(b) CO's ltr 5530/____ of (Date)

Encl: (1) Unit's Consolidated Memorandum Receipt (CMR) of (Date)

1. Per the references, the subject inventory was conducted on (DATE), using the enclosure as the source document.

2. All serial numbers were verified by physically sighting the serial number on the actual ordnance item or by sighting the appropriate documentation listed in reference (b).

3. *If there are exceptions to the report they will be presented at this time to include the following information, if available. If none are noted, a statement to that effect will be made.*

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>SER NO.</u>	<u>REMARKS</u>
--------------	---------------------	----------------	----------------

4. Point of contact concerning this matter is SSgt Jarhead at ext. 1234.

J. D. JARHEAD

Copy to:
CO files
S-4 files
Armory files

2
3

4

ARMORY SOP

One copy of this report to be signed by the accountable officer and returned to Commander, Crane Division, Naval Surface Warfare Center (2053) Crane, Indiana 47522.

I CERTIFY QUANTITIES AND SERIAL NUMBERS LISTED ON THIS REPORT HAVE BEEN VERIFIED AND ARE CORRECT OR DISCREPANCIES SUBSTANED BY DOCUMENTATION:

SIGNED _____ DATE _____ NAME _____

TELEPHONE NUMBER _____

COMMERCIAL _____

AUTOVON _____

FAX _____

---NOTICE---

SERIAL NUMBERS LISTED WITH A DASH AND NUMBER SUFFIX INDICATES DUPLICATION OF SERIAL NUMBERS WITHIN THE MARINE CORPS SYSTEM. IT DOES NOT MEAN THAT THE DASH AND NUMBER SUFFIX ARE PART OF THE SERIAL NUMBER.

Figure 9-3. - Annual Crane Report Sample Letter.



ARMORY SOP

LETTER HEAD

8000
Orig Code
(Date)

From: Commanding Officer, HMM 000 Camp Pendleton, CA
To: Commanding Officer, Marine Corps Air Station, Yuma
Via: Armory Officer, Marine Corps Air Station, Yuma

Subj: REQUESTING TEMPORARY USE OF TRANSIENT ARMORY

Ref: (a) StaO 5500.2J

1. In accordance with the reference, it is requested that a transient armory be provided for the storage of the equipment listed below during the period of _____ to _____.

Nomenclature Quantity

2. In addition it is requested that the below listed personnel be granted temporary Intrusion Detection System (IDS) pin numbers to the transient armory, during the period mentioned above.

(Keep limit to seven (7) Marines, PMO Physical Security Officer will disregard if more than seven).

<u>Name</u>	<u>Rank</u>	<u>SSN/MOS</u>
Marine, I. M.	GySgt	123 45 6789/0000

3. Point of contact is Capt Crook or MSGT Hardcharger at DSN 000-0000 or com (000)000-0000.

(CO Signature/By direction)

Figure 9-4. - Request To Use Transient Armory Sample Letter.



ARMORY SOP

APPENDIX A

LIST OF ACRONYMS AND ABBREVIATIONS

1. The following is a list of acronyms/abbreviations and long titles used in this Manual, which are not included in the list of familiar acronyms/abbreviations contained in Appendix A of MCO P5215.1.

<u>Long Title</u>	<u>Acronym/Abbreviation</u>
Ammunition Supply Point	ASP
Area Officer of the Day	AOD
Backorder Validation	BOV
Corrective Maintenance	CM
Calibration Not Required	CNR
Direct Support Stock Control	DSSC
Equipment Repair Order	ERO
Familiarization	FAM
Field Supply and Maintenance Analysis Office	FSMAO
Government-owned Vehicle	GOV
Infantry Weapons Gauges Calibration Exchange Program	IWGCEP
Intrusion Detection System	IDS
Pre-Fire Inspection	PFI
Modification Instruction	MI
National Stock Number	NSN
Officer Candidates School	OCS
Ordnance Maintenance Section	OMS
Pre-expended Bin	PEB

ARMORY SOP

Preventive Maintenance	PM
Provost Marshals Office	PMO
Quality Deficiency Report	QDR
Quality/Reliability Report	Q/RR
Source, Maintenance and Recoverability	SMR
Stock List	SL
Supply Support Request	SSR
Test, Measurement and Diagnostic Equipment	TMDE
Unauthorized Absence	UA

ARMORY SOP

APPENDIX B

INSPECTION CHECKLIST

1. Information: Inspection checklists provide specific direction for the preparation and conduct of inspections. Furnished prior to an inspection, the checklist becomes a guide of preparation for the inspection. During the inspection, the checklist serves as an organized and comprehensive listing of questions to ensure completeness of the inspection. Following the inspection, the completed checklist provides the basis for identifying deficiencies requiring correcting action.

2. Preparation:

a. Inspection checklists should be used to prepare for all formal command inspections. They may also be used to assist in informal inspections conducted on a continuing basis. Either type of checklist should be prepared in sufficient detail to ensure the objectives of the inspection are satisfied. Inspection checklists should be evaluated and updated as necessary following each inspection.

b. When preparing for inspections from higher headquarters, the inspection checklist for that inspection should be used to ensure that coverage of all areas to be inspected. Other suitable checklists are available or may be developed locally for use by the Armory Officer in conducting informal inspections.

3. Sample Checklists: The inspection checklist provided is used aboard MCCDC for ground ordnance.

ARMORY SOP

MAINTENANCE ADMINISTRATION

1. Is the MMSOP or maintenance policy letters available to commodity personnel and are they familiar with the contents? (MCO P4790.2C, paragraphs 1004.4 and Appendix A, paragraph 2.b) **(Includes I-T/COTS)**
2. Have desktop procedures/turnover folders been prepared for each billet involving administrative and management functions? (MCO P4790.2C, paragraph 1005) **(Includes I-T/COTS)**

EQUIPMENT RECORDS

1. Are equipment records properly prepared and maintained for all equipment? (TM-4700-15/1H, Chapter 2; applicable commodity chapters; and FSMAO Clarification Notice 12-98 paragraph b. and 13-98 paragraph a.) **(Includes I-T/COTS (ALMAR 154/98))**
2. Have all individuals dispatching equipment been designated in writing by the equipment officer? (TM 4700-15/1H, paragraph 2-15.c and 15-3.b)
3. Are Operator's Daily Checklists for load lifting equipment utilized and maintained with the trip ticket? (MCO P11262.2A, paragraph 1001.2; TM 4700-15/1H, Chapter 2, paragraph 2-24; and FSMAO Clarification Notice 7-97 paragraph b.)
4. Are several copies of blank DD-518's and a blank SF--91 carried in each vehicle? (TM 4700-15/1H, paragraphs 2-16.e and 2-17.d)
5. Has the unit commander assigned, in writing, a load test certification officer? (MCO P11262.2A, paragraph 1001.8 and FSMAO Clarification Notice 7-97 paragraph a.)
6. Is Cognizance Symbol "20" training equipment (COG "20") reported to the Naval Training Equipment Center (NAVTRAEQUIPCEN, Code N-44) when projection/sound equipment requires repair beyond the capability of the custodial activity, or requires depot level rework? (MCO P5290.1 paragraph 7006.7) **(TAVSC only)**
7. Is the user activity submitting Unsatisfactory Equipment Reports (UER) to the Defense General Supply Center (DGSC) quality assurance unit on cognizance symbol "9G" (COG 9G) projectors that malfunction during the warranty period? (MCO P5290.1, paragraph 7006.6) **(TAVSC only)**
8. Has a blank copy of a Small Craft Accident Report been filed in the Small Craft Coxswain Log Book? (TM 4700-15/1H, paragraphs 15-5.d) **(Boat House only)**

ARMORY SOP

SECURITY

1. Has an AA&E accountability officer been designated in writing? (OPNAVINST 5530.13B, paragraph 0602.f(2)) **(Armory only)**
2. Has an individual been designated as the armory key and lock custodian? (OPNAVINST 5530.13B, paragraph 0307.a; and OPNAVINST 5530.14B, paragraph 0308.b) **(Armory only)**
3. Are issues and/or recovery of weapons accomplished with adequate control measures, security, and records? (TM 4700-15/1H, Chapter 7) **(Armory only)**
4. Is an unaccompanied access list maintained within the armory? (OPNAVINST 5530.13B, paragraph 0405 and 0503b(1)) **(Armory only)**
5. Are all personnel requiring access to the armory, not on the unaccompanied roster, properly authorized, escorted, and logged in? (OPNAVINST 5530.13B, paragraph 0405 and 0503.b; OPNAVINST 5530.14B, paragraph 0306.c.) **(Armory only)**
6. Are daily sight counts conducted when required, and are the records maintained for at least one year? (OPNAVINST 5530.13B, paragraph 0601.b(3)(a)2) **(Armory only)**
7. Is the monthly-serialized inventory of all small arms conducted properly and are records maintained for at least 2 years? (OPNAVINST 5530.13B, paragraph 0601.b(3)(a)(2)) **(Armory only)**
8. Are unit armorers aware of the procedures and guidance concerning the scribing, stamping, and marking of identification numbers or letters on small arms? (TI 8370-15/1) **(Armory only)**
9. Are certificates of limited demilitarization of AA&E on file and are they afforded proper security? (OPNAVINST 5530.13B, paragraph 0607; DOD 4160.21-M-1; and FSMAO Clarification Notice 6-97, paragraph i.) **(Armory only)**
10. Has the unit ensured a physical security survey is conducted annually and are records of the 3 most recent surveys maintained by the unit? (OPNAVINST 5530.13B, paragraph 0309 and OPNAVINST 5530.14B, paragraphs 1207 and 1209) **(Armory only)**
11. Has corrective action been initiated on previously identified security deficiencies or has a waiver/exception from higher authority been requested? (OPNAVINST 5530.13B, paragraphs 0309, 1001.b and 1004; and OPNAVINST 5530.14B, paragraph 0116.a(2)) **(Armory only)**

ARMORY SOP

12. Have persons with security duties been screened annually to ensure they have records indicating maturity, good judgment and trustworthiness? (OPNAVINST 5530.13B, paragraphs 0206, 0303.o and ALMAR 397/97) **(Armory only)**

13. Have armory/security personnel been properly instructed in the provision for the use of Deadly Force and is a statement acknowledging deadly force training signed by each member and filed in their training folder. (OPNAVINST 5530.13B, paragraph 0303.k; OPNAVINST 5530.14B, Chapter 9; and MCO 5500.6F, paragraphs 8, 9, 11 and 12) **(Armory only)**

TRAINING

1. Does the commodity manager plan and coordinate a maintenance/maintenance management-training program? (MCO P4790.2C, paragraph 1004.3.f(7)(a); MCRP 3 0B) **(Includes I-T/COTS)**
2. Does the commodity manager maintain current Individual Training Standards (ITS) for Military Occupational Specialties (MOS) under his/her cognizance and has training been established in accordance with those standards? (MCO 1510.34A, MCO 1553.3, MCO P4790.12B; MCRP 3 0B, page 6-8 and applicable ITS orders)
3. Does a review of the maintenance/maintenance management/ITS training documentation indicate an effective training program? (MCO P4790.2C, paragraph 2003.2d) **(Includes I-T/COTS)**

MIMMS REPORTING

1. Is the current listing of the Marine Corps Ground Equipment Resource Reporting (MCGERR) items MCBul 3000 on hand and is it used in reporting ground equipment status? (MCO P3000.11C, paragraphs 1.b, 4 and 13; MCO P4790.2C, paragraph 1000.2e and Appendix C paragraph 2.c.(4)(c)1; TM 4700-15/1H, paragraph 2-2d(22); and MCBul 3000)
2. Are items of equipment added to or deleted from deadline as appropriate? (MCO P4790.2C, paragraph 1000.2g(1) and Appendix G paragraph 2) **(Includes I-T/COTS)**
3. Do commodity personnel use an equipment repair order (ERO) in all instances where either repair parts or resources are required in the performance of requested maintenance? (MCO P4790.2C, paragraph 2004.2; and TM 4700-15/1H, paragraph 2-2.a and paragraph 2-2.f) **(Includes I-T/COTS)**
4. Does a comparison of the MIMMS reports matched against the

ARMORY SOP

actual source data, Equipment Repair Order/Equipment Repair Order Shopping List (ERO/EROSL), indicate that unit personnel are effectively validating/reconciling information as required and is the information on the ERO/EROSL correct? (MCO P4790.2C, Appendixes C and G; MCO 4400.16G; MCO P4400.150D, paragraph 3002.6; TM 4700-15/1H, paragraph 2-2; and UM 4790-5, Chapter 24) **(Includes I-T/COTS)**

5. Does equipment in a "Unit Recall" status have valid parts requisitions? (TM 4700-15/1H, paragraph 2-2.f (3) and UM 4790-5 Chapter 24 page 24-7 (code24))

SUPPLY SUPPORT

1. Are repair parts placed on requisition as soon as possible after the requirement is identified and consistent with the urgency of need for the repair part? (MCO 4400.16G, Enclosure (1))
(Includes I-T/COTS)

2. Are EROSLs/forms used in lieu of the EROSL assigned priorities commensurate with the ERO? (MCO P4790.2C, paragraph 2004.2; and MCO 4400.16G, Enclosure (1))

3. Are EROSLs annotated properly and maintained until the ERO is closed for FMSS supported units or maintained for a minimum of one year for non-FMSS supported units? (MCO P4790.2C, paragraph 2004 and Appendix C paragraph 2.c(1)(d); and TM 4700-15/1H, paragraphs 2-3.c, d, e, and f)

4. Do the EROSLs/forms used in lieu of the EROSL document all part transactions for the equipment-undergoing repair? (requisitions, receipts, cancellations, and reordering of partial issues? (MCO P4790.2C, paragraphs 2004.2 and 2004.5; UM 4400-15, Chapter XXII, Part A, paragraph 22001; UM 4400-124, Part III, Section 5, paragraph 5.1.3; and TM 4700-15/1H, paragraphs 2-3.a, d, and e)

5. Are EROSLs/forms used in lieu of the EROSL properly annotated when parts are received from supply and issued from the ERO parts bin? (MCO P4790.2C, paragraphs 2004.4.d, e, f, and Appendix C and TM 4700-15/1H, paragraph 2-3.e)

6. Does the commodity enter the NMCS/ANMCS indicator on the "4 parts" transaction as required during initial preparation of the EROSL and are they properly assigned? (MCO P4400-150D, paragraph 3002.5; MCO 4400.16G; TM 4700-15/1H, paragraph 2-3.c (2)(L) and FSMAO Clarification Notice 13-98 paragraph b.)

7. Can repair parts/assemblies held in maintenance facilities be

ARMORY SOP

identified with a pending ERO or authorized pre-expended bin (PEB)? (MCO P4790.2C, paragraph 2004 and Appendix C) **(Includes I-T/COTS)**

8. Is a biweekly validation of the ERO, EROSL, and layettes properly conducted? (MCO P4790.2C, paragraph 2004.4 and Appendix C)

9. Are proper reconciliation's being conducted between the commodities and supply? (MCO P4790.2C, paragraph 2004.3 and Appendix C; UM 4400-124, Part III, Section 5, paragraph 5.1.3; and TM-4700-15/1H, paragraph 2-3c.(2) and 2-3e(2))

10. Is a reparable issue point (RIP) catalog available at the commodity level and are back-orders validated during the bi-weekly reconciliation? (MCO P4790.2C, paragraph 3003.4b, Appendix C, paragraph 2(d) and UM- 4400-123 Part III, Section 14, paragraph 14.5.c.).

11. Have Pre-Expended Bin (PEB) items been approved, in writing, by the unit commander and are they stocked in accordance with current stockage criteria? (MCO P4400.150D, paragraph 5021; MCO P4790.2C, paragraph 2004.7; and FSMAO Clarification Notice 5-97 paragraph g.) **(Includes I-T/COTS)**.

12. Are broken unit of issue items properly managed? (MCO P4400.150D, paragraph 5021 and MCO P4790.2C, paragraph 2004.7)

13. Can materials be identified with a pending work request, authorized PEB or broken unit of issue? (MCO P4790.2C, paragraph 2004 and appendix C; MCO P4400.150D, paragraph 5021; MCO 4225.7J; and ALMAR 154/98) **(Construction shops and I-T/COTS)**

PREVENTIVE MAINTENANCE

1. Are preventive maintenance checks and services (PMCS) scheduled, evenly distributed and performed in accordance with applicable equipment technical manuals (TMs)? (MCO P4790.2C, paragraph 3002 and Appendix F paragraph 3.; and TM 4700-15/1H, paragraphs 2-4.b,c and 15-1.n)

2. Are equipment operator/crew preventive maintenance checks and services being conducted in accordance with applicable technical manuals? (MCO P4790.2C, paragraph 3002 and TM 4700-15/1H, paragraph 15-4)

3. Is a load test/condition inspection of cranes/aerial personnel devices and other load lifting equipment accomplished and are required certifications/documentation on file? (MCO P11262.2A,

ARMORY SOP

paragraphs 1001 and 2005; FSMAO Clarification Notice 7-97, paragraph c. and e.; and 12-98, paragraph e.)

4. Is the required certification data indicating the test status of the load lifting equipment stenciled on the equipment? (MCO P11262.2A, paragraph 1001.11 and FSMAO Clarification Notice 7-97, paragraph d.)
5. Has the commodity enrolled all applicable equipment in the Joint Oil Analysis Program (JOAP) and does an examination of JOAP records indicate effective use of the program? (MCO 4731.1A; TI 4731-14/1C; and TM 4700-15/1H, paragraphs 2-10, 2-11, and 2-12)
6. Are borescope and pullover gauge services performed at the required intervals and are the results correctly annotated in the associated Weapons Record Book? (NAVMC 10558/10558a; TM 4700-15/1H, paragraphs 7-2.d(3)(d) and (e); and TM 9-1000-202-14, Chapter 2, paragraph 2-3)
7. Are the serviceability standards used to determine material serviceability? (TI 10010-20/5, Appendixes A through E). **(NBC Only)**
8. Are the appropriate initial receipt, pre-storage, pre-issue and annual cyclic inspections performed? (TI 10010-20/5, Chapters 2, 3, 4, and 5) **(NBC Only)**
9. Are items that have discrepancies or fail testing repaired and are those that are not repairable or unsafe disposed of properly? (TI 10010-20/5, Chapters 1, 2, 3 and 4) **(NBC Only)**
10. Are Wipe tests being conducted in accordance with reference? (SI-6665-151B) **(NBC Only)**

CORRECTIVE MAINTENANCE

1. During the Acceptance Inspection, (First technical/rigger for parachutes) are items and equipment records properly inspected? (MCO P4790.2C, paragraphs 3001.1.a(1) and 3001.3.a(1); TM 10-1670-201-23 paragraph 1-5c for parachutes)
2. Is the criteria and principles for determining the eligibility of economical repair being complied with? (MCO 4710.8G; and MCO P4790.2C, paragraph 3001.3.c(2)(a))
3. Does an examination of equipment indicate that CM requirements have been identified and that corrective action has been initiated? (MCO P4790.2C, paragraphs 3001.2.a, 3002.3.c, 3002.14.c and 3003) **(Includes I-T/COTS)**

ARMORY SOP

4. Is CM performed in accordance with applicable equipment technical manuals (TMs) and in consonance with the echelon of maintenance authorized for the unit? (MCO P4790.2C, paragraphs 1003.1.g and 3003; and the Current Table of Organization (T/O))
(Includes I-T/COTS)
5. Are procedures provided for adequate Quality Control (QC)/supervisory inspections during the active maintenance phase? (MCO P4790.2C, paragraph 3001.3.e)
6. Does the QC Section have inspection standards, checklists, or templates readily available and are they being utilized to inspect completed maintenance actions? (MCO P4790.2C, paragraphs 3001.3.d, 3001.3.e and 3007.3; TM 4700-15/1H, paragraph 15-6; TM 10-1670-201-23 paragraphs 1-5 8.(b) & (d) for paralofts)
7. Upon completion of repair, is customer notification accomplished promptly? (MCO P4790.2C, paragraph 3001.4b and TM 4700-15/1H, paragraph 2-2.d (57))
8. Do the equipment records indicate timely unit action in resolving corrective maintenance (CM) requirements? (MCO P4790.2C, paragraphs 1003 and 3003; and TM 4700-15/1H) **(Includes I-T/COTS)**
9. Do commodity personnel understand the procedures for obtaining supporting maintenance services and are contact teams utilized where feasible? (MCO P4790.2C, paragraphs 3003.6, 3009.4, and Appendices A and E, paragraph 4.c)
10. Is the criteria for maintenance by cannibalization/selective interchange being complied with? (MCO P4400.82F, paragraph 5003.1.d(1); MCO P4790.2C, paragraph 1003.1.j; and FSMAO Clarification Notice 12-98, paragraph c.)
11. Have all efforts been exerted to ensure that reparable equipment does not exceed maximum maintenance cycle time, and is supporting documentation available to support those instances where maximum maintenance cycle time is exceeded? (MCO P4790.2C, paragraph 3003.5) **(IMA only)**
12. Are procedures established which require coordination with the supporting supply activity on difficult to obtain repair parts prior to requesting Recoverable Items Report (WIR) for unsatisfactory supply support? (MCO P4790.2C, paragraph 3003.5b(2); and MCO P4400.82F, Chapter 5) **(IMA only)**
13. Are WIRs and follow-ups submitted properly? (MCO P4790.2C, paragraphs 3003.5c(2), 3009.5 and 3009.6; and MCO P4400.82F, Chapter 5) **(IMA only)**

ARMORY SOP

14. Are directives on hand or made available for the Electromagnetic Environmental Effects (E3) Program, Electrostatic Discharge (ESD) Management, and ESD Awareness? (MCO 2410.2B; TI 4400-15/5; SI 4400-5/5; TM 9999-15/1, and TM 9999-15/2)
15. Are personnel able to identify items with Electromagnetic Interference (EMI) sensitivity, Electrostatic sensitivity, or both? (TI-4400-15/1A, paragraph 4.e; SI 4400-5/5)
16. Are personnel involved in the receiving, inspection, storage, kitting, shipping, and maintenance of electrostatic sensitive devices (ESDs) properly trained in the handling of these items? (MCO 2410.2B, paragraphs 3.b.(5) and 5.c.(3); TI-4400-15/1A, paragraph 4.a.(5); SI 4400-5/5)
17. Are workstations where Electrostatic sensitive devices (ESDs) are handled, installed, and tested affording adequate protection against electrostatic discharge? (TI-4400-15/1A, paragraph 4.b; SI 4400-5/5)
18. Does a review of maintenance areas and storage rooms indicate sufficient materials are on hand for the handling and packaging of Electrostatic sensitive devices (ESDs)? (TI-4400-15/1A, paragraph 4.c; SI 4400-5/5)

INVENTORY CONTROL

1. Are all special tools, sets, kits, chests, and SL-3/TM-10 components to end items to include sub-kits, authorized, accounted for and inventoried as required? (MCO P4400.150D, paragraphs 2006, 2008 and 2009; MCO P4790.2C, paragraphs 2004.11 and 2005, and Appendix D; UM 4400-15, Chapter VI, part D, paragraph 06030 and 06036; and FSMAO Clarification Notice 5-97, paragraph f.)
(Includes I-T/COTS (ALMAR 15/98))
2. Are records of inventories maintained on hand for one year? (TM 4700-15/1H, paragraph 2-6.e) **(Includes I-T/COTS)**
3. Are current SL-3 inventory extracts from technical publications, (technical manuals, service manuals, commercial publications, etc..) properly maintained? (MCO P4790.2C, Appendix D, paragraph 3; TM 4700-15/1H, paragraph 2-6; FSMAO Clarification Notice 5-97, paragraph i.)
4. Are shortages of SL-3/TM-10 components identified and properly requisitioned as required? (MCO P4790.2C, paragraph 3.f(2) of Appendix D; UM 4400-15, Chapter VI, Part D, paragraph 06030; UM

ARMORY SOP

4400-124, Part III, Section 6, paragraph 6.1; and TM 4700-15/1H, paragraph 2-6 b. and MCO 4400.150, paragraph 2008.3-2008.4)
(Includes I-T/COTS)

5. Are SL-3/TM-10 components maintained in a clean and serviceable condition? (MCO P4790.2C, paragraph 2005.4; and TM-10209-10/1)

6. Are effective procedures established for the control of items issued from sets, kits, and chests (e.g., logbook, stamped tags, etc.)? (MCO P4790.2C, paragraph 2005.2 and paragraph 3.f(4) of Appendix D)

7. Has the unit commander determined the quantity of using unit responsible items (UURI) in writing? (MCO P4400.150D, paragraph 2008.3 and 2008.4, and FSMAO Clarification Notice 5-97 paragraph c.)

8. When lack of an SL-3/TM-10 component causes an item to be deadlined, is that component ordered under the same ERO that deadlined the equipment? (MCO P4790.2C, paragraph 2.a(2) of Appendix C; and TM 4700-15/1H, paragraph 2-2.f.(12), and paragraph 2-6 b.)

9. Are special tool allowances established for garrison peculiar and locally fabricated tools, and are these tools properly authorized and accounted for? Locally fabricated tools must reference the technical manual, which sets the requirement for the tool, and special allowance tools may not duplicate an item provided by a T/E allowance. (MCO P4400.150D, paragraph 2009; and MCO P4790.2C, paragraphs 3.c of Appendix D) **(FME Units only)**

10. Are all small craft accessory items properly annotated on the Small Craft Accessory Record? (TM 4700-15/1H, paragraph 15-7) **(Boat House only)**

MODIFICATION CONTROL

1. Has a Commodity Manager Modification Control Record (NAVMC 11053/11054) been established when required and do these records indicate that required modifications are properly applied, recorded and reported? (MCO P4790.2C, paragraph 3004; TM 4700-15/1H, paragraph 2-5; and FSMAO Clarification Notice 13-98 paragraph f.)

2. Has a Modification Work Order Compliance Record page been completed up to date in the Parachute log record. (TM 10-1670-201-23 paragraph 1-5c.) **(Paraloft only)**

PUBLICATIONS AND DIRECTIVES

ARMORY SOP

1. Have procedures been established for a quarterly update, inventory, and review of publication requirements? (MCO P4790.2C, Appendix B; and MCO P5600.31G, paragraph 3210.2.c) **(Includes I-T/COTS)**
2. Is the current Catalog of Publications (NAVMC 2761), the Publications Index, SL 1-2/1-3 Micro Fiche and current copy of PLMS, or MCPDS available, and are they used for reconciliation? (MCO P4790.2C, Appendix B; MCO P5600.31G, paragraph 3210.2.c; UM-MCPDS; and UM-PLMS) **(Includes I-T/COTS)**
3. Does the commodity manage a control system, which will facilitate internal distribution and retrieval of publications, and has a method been established for the identification, filing and maintenance of publication? (MCO P5215.17C, paragraph 1002.6; MCO P5600.31G, paragraphs 3209 and 3210.2.a; MCO P4790.2C, paragraph 2008.1.b(1) and 2008.1c, and Appendix B; and FSMAO Clarification Notice 14-98 paragraph c.) **(Includes I-T/COTS)**
4. Does the commodity have sufficient quantities of publications required to perform the assigned mission? (MCO P5215.17C, paragraph 1002.6; MCO P4790.2C, paragraph 2008.1.c and Appendix B; NAVMC 2761; SL 1-2/SL 1-3; and FSMAO Clarification Notice 14-98, paragraph c.)
5. Are required publications properly procured? (MCO P4790.2C, paragraph 2008.1.d and Appendix B; MCO P5600.31G, paragraph 3302) **(Includes I-T/COTS)**
6. Does the commodity have access to a supply of NAVMC 10772s and are personnel familiar with the use and procedures involved in submission of recommended changes/corrections, and that the NAVMC 10772 can be an electronic copy as well? (MCO P4790.2C paragraph 2008.3 and MCO 5215.17C paragraph 6002, and TM 4700-15/1H, paragraph 2-23)

CALIBRATION CONTROL

1. Is the commodity complying with MCO 4733.1A for calibration of all TMDE? (MCO P4790.2C, paragraph 3005; and TI 4733-15/1D)
2. Is all TMDE included in the commodities TMDE Calibration and Maintenance Program (CAMP)? (MCO P4790.2C, Appendix D paragraph 1.b and paragraph 2; TI-4733-15/1D, paragraph 4c and paragraph 5; TM 4700-15/1H, paragraph 2-7c; and FSMAO Clarification Notice 3-98, paragraph a.)
3. Has a suitable system containing all required information been

ARMORY SOP

established to control TMDE? (MCO P4790.2C, Appendix D paragraph 2.e(1); TM-4700-15/1H, paragraph 2-7 b.; and FSMAO Clarification Notice 13-98 paragraph d.)

4. Has a calibration schedule been implemented to enable the unit to maintain sufficient instruments on hand to perform its mission? (MCO 4733.1A paragraph 6.a (b); MCO P4790.2C, paragraph 3005.2 and Appendix D paragraph 2.d(3); and TM 4700-15/1H, paragraph 2-7.g(3))

5. Is TMDE requiring calibration promptly submitted? (MCO P4790.2C, paragraph 3005 and Appendix D paragraph 2.d(3) (a); TM-4700-15/1H, paragraph 2-7.g(1); and FSMAO Clarification Notice 13-98 paragraph i.)

6. Is the commodity taking advantage of "Special Calibration" and are those items properly identified? (MCO P4790.2C, paragraph 3005.2; TI 4733-15/1D, Enclosure (2); and TI 4733-15/10B)

7. Is TMDE designated as "Calibration Not Required" (CNR) or "INACTIVE" maintained in a clean/complete condition and is the status validation annotated? (MCO P4790.2C, paragraph 3005.2 and Appendix D paragraph 2; and TM 4700-15/1H, paragraph 2-7.d (2) and (3) and paragraph 2-7.e(2) (b)2 and 3)

8. Is the commodity complying with the requirements for the Infantry Weapons Gauge Calibration Exchange Program (IWGCEP)? (TI 4733-15/11E)

9. Is the commodity complying with the requirements for the Survey Instrument Exchange Program (SIEP)? (TI 4733-15/21A)

10. Does the commodity perform an annual validation of all TMDE to ensure that it is in the correct calibration category consistent with the mission as well as to determine when an item is required/not required? (MCO P4790.2C paragraph 3005.2 and Appendix D paragraph 2.e.(2) (d); and TM 4700-15/1H, paragraph 2-7c)

SAFETY/FACILITIES

1. Does a review of maintenance areas and storerooms indicate that a comprehensive, effective, and continuous safety program is in effect? (MCO P4790.2C, paragraph 2003.7; and MCO 5100.8F)

2. Are personal protective devices available and utilized? (29CFR 1910.132 - 139); and MCO 5100.8F, Enclosures (5) and (6))

3. Are safety inspections of hydraulic jacks and axle stands conducted and are the load capacities permanently affixed? (MCO P4790.2C, paragraph 3006.2 and MCO P11262.2A, paragraph 4)

ARMORY SOP

4. Has the commodity established procedures in the event of an oil spill or other hazardous polluting substances? (MCO P5090.2A, Chapter 7, paragraphs 7104, 7202, 7203, 7301, 7302, Chapter 9, paragraphs 9104 and 9102)
5. Is the control, storage, and disposal of radioactive material properly conducted? (MCO P4400.150D, paragraph 5016; TI 01592C-15/1A; and TI 5104-15/2A)
6. Had Decontamination Solution Number 2 (DS-2) been stored away from containers of Super tropical Bleach (STB), on a hard stand, in the original container and away from extreme temperatures? (TM 3-250, chapter 7, paragraph 106) **(NBC Only)**
7. Has procedural requirements for personnel parachuting mishaps/malfunctions and activity reporting been established? (TM 10-1670-201-23 paragraph 2-11, IAW Army Regulation 59-4.)
(Paraloft only)
8. Has a Base Radiological Safety Officer (BRSO), Logistical Radiation Safety Officer (LRSO) or Radiation Protection Officer (RPO) been appointed in writing by the Commanding Officer when and where appropriate? (MCO 5104.3, paragraph 6)

MAINTENANCE RELATED PROGRAMS

1. Does the commodity have any equipment in either an administrative storage or administrative deadline program and if so, does the program meet established criteria? (MCO P4790.2C, paragraph 3002.11)
2. Has the commodity complied with the procedures outlined in the ULSS for the proper fielding of new equipment? (MCO 4105.4, paragraph 3.f.(5) and (6))
3. Is the unit taking advantage of the Nuclear, Biological and Chemical Defense equipment test and evaluation program? (MCO 3960.5) **(NBC only)**
4. Is the unit participating in the Replacement and Evacuation (R&E) program or the Inspect and Repair Only as Necessary (IROAN) program, and if so, is it properly managed? (TM 2350-50A)
5. Has a Corrosion Prevention and Control Program been implemented to inspect, clean and preserve those end items and components subjected to deteriorative effects of corrosion and wear? (MCO 4790.18 and TM-3080-12)

ARMORY SOP

6. Does the commodity have a licensing program, and if so, is it in compliance with the appropriate orders and TMs? (MCO 8400.6; MCO 11240.66B; and TM 11275-15/4B)