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AIR STATION ORDER 8960.1B

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE CONSOLIDATED ARMORY

Ref: (a) MCO 5530.14A  
(b) MCO P4790.2C w/ Ch 1-2  
(c) MCO 5530.15  
(d) MCO 5100.8  
(e) MCO 4733.1C  
(f) TM 4700-15/1H  
(g) MCO 1510.73C  
(h) MCO 4450.12A  
(i) MCO P8020.10B  
(j) MCO 5500.6H w/ Ch 1

Encl: (1) SOP for the Consolidated Armory

1. Situation. This Order provides policies and procedures for the Consolidated Armory aboard Marine Corps Air Station (MCAS) Cherry Point (CHERPT) concerning the security, maintenance, issuance, and recovery of all weapons assigned within the Consolidated Armory.

2. Cancellation. ASO 8960.1A.

3. Mission. To assign and implement responsibilities between the Air Station and supported/tenant commands for security, maintenance, issuance, and recovery of all weapons assigned within the Consolidated Armory.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure personnel involved in the management of the day-to-day operation of the Consolidated Armory are provided appropriate information pertaining to policies, procedures, and responsibilities. The Consolidated Armory Officer will provide guidance pertaining to policies, procedures, and responsibilities related to the day-to-day operation of the Consolidated Armory.

b. Concept of Operations. This Order shall be used in conjunction with the references and other current regulations to ensure compliance with established policies and procedures from higher headquarters.

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5. Administration and Logistics. Recommendations for changes to this Order should be submitted to the Commanding Officer, Headquarters and Headquarters Squadron, MCAS CHERPT via the Consolidated Armory Officer.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point and its subordinate and tenant commands.

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



C. PAPPAS III

DISTRIBUTION: A

LOCATOR SHEET

SUBJ: STANDING OPERATING PROCEDURES (SOP) FOR THE CONSOLIDATED ARMORY

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Order)

RECORD OF CHANGES

Log completed change action as indicated.

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

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## Chapter 1

Organization1. Definitions

a. Vault Door. The exterior entrance and exit for the Consolidated Armory. This hatch is secured by combination lock.

b. Security Door. The entrance to the Consolidated Armory, secured by cipher lock.

c. Relief. The procedure by which a posted member of the Consolidated Armory is replaced and a new member is posted in his/her place.

d. Sentry. An enlisted Marine assigned to duty as a member of the guard to keep watch, maintain order, and protect persons or property.

e. Watch. A period of time when a member of the Consolidated Armory performs their prescribed duties beginning when they are posted and terminated when they are relieved.

f. General Orders. The eleven General Orders apply to all sentries of the armory and special guards. All armory personnel will commit these to memory, understand them completely, and comply with their direction while on post.

g. Special Orders. Special orders are those given by Proper Authority, whether written or verbal.

h. Proper Authority. Armory personnel will comply with this Order and all orders from Proper Authority only. Proper Authority is defined as one of the following: Commanding Officer, MCAS CHERPT, Commanding General, 2d Marine Aircraft Wing (2d MAW), Commanding Officer, Headquarters and Headquarters Squadron (HQHQRON), Station Consolidated Armory Officer (CAO), Station Command Duty Officer (CDO), 2d MAW CDO, and the Consolidated Armory Staff Noncommissioned Officer (SNCOIC) only.

(1) Proper Authority, when not in the squadron chain of command and in a non-emergency situation, will issue all instructions to the Consolidated Armory personnel through the Consolidated Armory SNCOIC.

(2) All armorers will comply with and immediately notify the Consolidated Armory SNCOIC of any instructions issued by Proper Authority. In the absence of the Consolidated Armory SNCOIC, the senior armorer in the building will be notified.

(3) Any armorer who receives instructions from anyone who is not Proper Authority will inform that person of the provisions of this Order. The armorer will then notify the Consolidated Armory SNCOIC of the situation. Armory personnel will ensure that their actions toward any person in this type of situation are tactful.

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2. Assignment of Personnel. The Consolidated Armory Officer will be designated in writing by the Commanding Officer, HQHQRON. Supported/tenant command armory officers will be designated in writing by their respective commanding officers.
3. Consolidated Armory Officer. The S-4 Supply Officer, HQHQRON will be appointed as the Consolidated Armory Officer (CAO) and is responsible for the overall physical security of the Consolidated Armory and will report to the Commanding Officer, HQHQRON.
4. Consolidated Armory Staff Noncommissioned Officer in Charge (SNCOIC). Usually the senior armorer, the Armory SNCOIC is charged with ensuring proper instruction, discipline, and performance of the duties by the armory personnel.
5. Unit Armory Officers. Unit Armory Officers are responsible for the operation of their respective armories and shall report any serious incidents (e.g., negligent discharges), physical security issues, or any other major discrepancies to the CAO.
6. Armory Noncommissioned Officers in Charge (NCOIC). Armory NCOIC's are responsible for the safeguarding, accountability, issuance, and recovery of all weapons, magazines, and ammunition charged to their armory and shall:
  - a. Oversee the daily operation of the armory and ensure that the armory is open during assigned hours of operation.
  - b. Maintain an adequate supply of cleaning materials to enable all personnel to clean weapons assigned to them.
  - c. Ensure that all weapons are inspected upon issue and recovery, and that no weapon is accepted from any person, regardless of rank, unless that weapon passes the recovery inspection.
  - d. Ensure that no one, regardless of rank, enters the armory unless they are on the armory access list. Identification cards will be thoroughly checked. For personnel not on an access list, the senior armorer will call the Consolidated Armory Officer for authorization and guidance.
  - e. Maintain desktop procedures and turnover files in accordance with the references.
7. Armorers. Responsibilities include the daily accountability, safeguarding, maintenance, issuance, and receiving of weapons.
8. Custodians. Assist armorers with daily duties to include but not limited to site counts, function checks, issuance and receipt, and inspections of weapons.



Chapter 2

Daily Operations

1. Armory Opening Procedures. Per reference (a), there will be at least two persons for opening/closing and standing duty at the Consolidated Armory.

a. Armory opening will occur at 1.5 hours before the range starts firing, or as coordinated for special occasions (e.g., if showtime for the range is 0600 then the Armory will be opened no later than 0430).

b. Armory personnel opening the Consolidated Armory will call the Station CDO to dispatch the duty driver when they are ready to draw the keys to open the Consolidated Armory.

c. The armory personnel will meet the duty driver at the Provost Marshal Office (PMO) Desk Sergeant's window. The duty driver and armory personnel will then proceed to the PMO Ready for Issue (RFI) Armory issue window. The duty armorers will present their ID card and current unit information to the RFI custodian who will verify that the Marines are authorized access to the Consolidated Armory. This is done by referencing the name on the access list for that command.

d. The duty driver will sign for a radio from the PMO RFI custodian. The duty driver will ensure a radio check is conducted prior to departing PMO.

e. The duty armorer (with duty driver present) will draw the keys and logbook from the PMO Armory. The duty armorer will cut the seal off the ammo can to access the logbook and keys. The duty armorer will verify that the seal serial number in the logbook matches the serial number of the seal just cut. The armory custodian will log the seal serial number into the Armory logbook, the individual's Last name, First name, EDIPI, and unit to which the logbook and keys were issued.

f. The duty armorer will inventory the items inside the ammo can and complete a logbook entry immediately upon possession, prior to departing the PMO RFI. The logbook entry should read as stated below;

"I Rank/name have received and verified (1) logbook and (\_\_\_) keys from PMO. -  
----- Marines INT duty driver's INT."

g. The designated armorer will ride to the Consolidated Armory with the duty driver via government vehicle.

h. The two designated armorers will inspect all exterior locks and hatches for tampering while the duty driver observes. The authorized individual with the keys will unlock the main door.

i. The authorized individual that was issued the keys will input their personal identification number (PIN) into the Intrusion Detection System (IDS) to open the Consolidated Armory.

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j. Upon opening the Consolidated Armory, the duty driver will inspect the interior gates and locks for any signs of tampering by physically attempting to open each safe door. One of the armorers will observe the inspection.

k. The second armorer will proceed to his/her unit's cage, and issue the duty armorer his/her individual assigned pistol and security rounds. Once the pistol is assigned they will assume duty in the Consolidated Armory duty hut. Once the duty armorer is posted, the duty driver will return the radio to the PMO RFI Armory prior to returning to Building 1.

l. The second armorer will proceed to open the rest of the rifle/pistol racks to execute the opening sight count.

m. The duty driver will make a logbook entry annotating that the Consolidated Amory was opened, any issues (if applicable), and names of all parties involved.

2. Armory Closing Procedures. Per reference (a), there will be two persons for opening/closing and standing duty at the Consolidated Armory.

a. The two armory personnel closing the Consolidated Armory will call the Station CDO to inform him/her when they are closing the Consolidated Armory.

b. The duty driver will drive a government vehicle to the PMO armory and sign for a radio.

c. Upon completion of a successful radio check, the duty driver will drive to the Consolidated Armory via government vehicle.

d. The two armory personnel will ensure no individuals are present in the armory by verifying every security door is locked and no one is in any of the unit cages.

e. The duty armorer will return the assigned pistol and security rounds to the appropriate cage. The second duty armorer will complete the closing sight count.

f. The two armory personnel will ensure that all locks are locked and in the proper location. Each lock shall be pulled to verify it is secured.

g. The two armory personnel will ensure that all locks on the exterior armory compound gates are locked and secured by walking around the inside of the compound to ensure the chains are through the chain link fence and around both gates, and that the fence support and lock is secured. The armorers will also ensure there is no slack in the fence that would allow someone through the gate.

h. After verifying all security doors are closed and locked, the duty armory personnel will proceed to the main entrance and wait for the duty driver to arrive.

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i. Upon arrival, the duty driver will verify all security doors are closed and locked by physically attempting to open each door. They will then proceed to the main entrance and the duty armorer will lock and secure the main vault door.

j. The two armory personnel will arm the building IDS after the main vault door is secured.

k. The two armory personnel will then call PMO with the phone at the front of the building to verify the Consolidated Armory is secured and no silent alarms are sounding. If any unit's cage is not armed by the IDS, the PMO Marine will contact the appropriate unit representative to arm the cage.

l. The duty armorer will be transported to PMO by the duty driver via government vehicle.

m. The duty armorer will complete the logbook as stated below:

"I Rank/name have turned in (1) logbook and ( ) keys to PMO. The seal serial number is           .--- Marine's INT duty driver's INT."

n. The duty armorer will apply the seal on the ammo can that contains the logbook and keys and return it to the PMO Armory. The armory custodian will log the seal serial number, last name, first name, EDIPI, and unit into the logbook.

o. The duty driver will make a logbook entry annotating completion, issues (if applicable), and naming all parties involved.

p. The duty driver will then return the radio to the PMO RFI Armory and return to other appropriate duty driver responsibilities as directed by the CDO.

3. Hours of Operation. Normal operating hours for the armory are Monday through Friday and will occur 1.5 hours before the range begins firing, or 0530, whichever is earlier, to 1700, except when directed by proper authority. These hours are set for the conduct of standard operations (e.g., issue, recovery of equipment, checking in/out, weapons cleaning, etc).

a. The hours of operation for the Consolidated Armory will be adjusted for the range (rifle/pistol).

b. A field day will be held on a weekly basis as directed by the SNCOIC of the Consolidated Armory. A general cleanup will occur on a daily basis, before securing the Consolidated Armory.

c. No weapons and/or equipment will be issued for cleaning after 1500, except when authorized by proper authority.

d. All weapons and/or equipment will be returned no later than 1600, except when authorized by proper authority.

e. All requirements for weekend or holiday armory access will be coordinated between armorers and Unit Armory Officers. The CDO must be made

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aware of all required weekend or holiday armory access by close of business on the workday prior to the weekend or holiday. No paperwork is required; a verbal consent from each of the aforementioned individuals will suffice, however, all opening procedures still apply.

f. In the event that the IDS is non-operational, PMO will man the guard post. If PMO is unable to meet this requirement, the Security Augmentation Force (SAF) Commander will be notified and thereby assume this responsibility.

4. Open and Close Sight Counts. Each time an armory bay is accessed or secured, an opening/closing sight count will be conducted.

a. An opening sight count will consist of the following at a minimum:

(1) Accessing the armory bay.

(2) Conduct opening sight count.

(3) Annotate sight count numbers on the unit Daily Site Count Spreadsheet (see Appendix A).

(4) Sign and date sight count.

b. A closing sight count will consist of the following at a minimum:

(1) Ensure issue ports are secure (both plate and hatch).

(2) Conduct closing sight count.

(3) Annotate sight count numbers on the unit Daily Site Count Spreadsheet (see Appendix A).

(4) Sign and date sight count.

(5) Take opening and closing sight counts to designated individuals.

5. Issue and Recovery of Weapons. This paragraph outlines the proper procedures and requirements for issuing and recovering weapons, and the use of mobile armories when returning from unit deployments and/or unit training exercises.

a. Weapons will be assigned per the Unit Training Requirement (UTR). Personnel will be issued the weapon assigned by the line number they are filling. The only exception to this will be assignments approved by the unit's Commanding Officer.

b. Personnel will draw and turn in their own weapons utilizing the Ordnance Custody Receipt (NAVMC 10520) Card. No weapon will be issued to an individual unless they provide their weapons and identification cards. The only time weapons will be accepted for turn in by an individual other than the owner is in verified emergencies (e.g., the owner was medevac'd during a training event and was unable to return their own weapon). In any situation

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where the owner did not turn in their own weapon, the member's NAVMC 10520 will be given to unit's Commanding Officer/Executive Officer.

6. Ordnance Custody Receipt (NAVMC 10520). All personnel will maintain strict accountability of their NAVMC 10520 Card. Lost or stolen NAVMC 10520 cards will be reported to the appropriate Unit Armory Officer or designated representative immediately upon discovery. NAVMC 10520s are required to be turned into a Proper Authority or as designated by the Unit Commanding Officer (e.g., Officer of the Day) prior to going on leave.

a. All Weapons will be turned into the Armory immediately after completing the requirements for its issue. At no time will weapons be left unattended, stored in wall lockers, desks, office spaces, work spaces, POVs, the BEQ, etc. If an item is not returned at the required time, the unit's Armory Officer and Commanding Officer will be notified immediately.

b. Upon checkout due to reassignment, personnel will de-issue their weapons and SL-3 gear. Any missing SL-3 will require submission of a missing gear statement prior to the Armory signing off on check-out papers.

c. All personnel checking out on Temporary Additional Duty for more than 30 days will be required to de-issue their weapon and SL-3 gear.

7. Armory Duty Post. The Armory Duty Post is a two-person post located outside the Armory front hatch. The primary purpose of the Armory Duty Post is to maintain positive control of access to the Consolidated Armory. This post will be manned at all times while the armory is open and the IDS has been disarmed. When the armory IDS is not operating due to system failure, this post will become a 24-hour two-man roving post around the armory compound during after hours, weekends, and holidays.

8. Duty Roster. The Consolidated Armory Officer will publish the duty roster by the 3rd Monday of every month.

9. Duty Changeover. Personnel assigned to duty at the Consolidated Armory shall report to the armory 1.5 hours prior to the scheduled range firing time. Armory personnel shall not consume alcohol within 12 hours immediately preceding the scheduled opening time. Post and relief outside of these provisions will be conducted in the presence of Proper Authority.

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## Chapter 3

Arming Armorers and Guard Personnel

1. Use of Force. Armorers and guard personnel shall be guided by the provisions of reference (j) on the use of force.

2. Authorized Guard Weapons. Authorized weapons for the duty armorer/guard personnel are one M9 in Condition 1 with two magazines loaded with 15 rounds each (Condition 1 is magazine inserted, round chambered, slide forward, and weapon on safe), or one M16A4/M4 in Condition 1 with two magazines loaded with 30 rounds each.

3. Drawing Guard Weapons

a. The armory sentry will draw from his/her unit's armory. The armory sentry will ensure the weapon is properly cleared and loaded. They will count each round individually to ensure the correct amounts.

b. The sentry will make a logbook entry acknowledging receipt of their weapon and equipment, listing the serial number and number of rounds received. The sentry armorer will then don the gear, placing one magazine in the magazine pouch and leaving one magazine out to be inserted into the weapon.

c. After inspecting the weapon, the sentry will stand in front of the clearing barrel and place the muzzle inside the hole. After placing the muzzle inside the hole, the sentry will insert a magazine with rounds inside the magazine well of the pistol ensuring it locks into place. Keeping the weapons muzzle inside the barrel, the sentry will release the slide, chambering a round. The sentry will ensure the weapon is on safe and place it inside the holster. The weapon will not be drawn unless deadly force seems necessary or while clearing the weapon.

4. Returning Guard Weapons

a. The armory sentry will return the duty weapon to his/her unit's armory. The sentry will clear the weapon in the following manner:

b. The sentry will stand in front of the clearing barrel and remove the weapon from the holster and place the muzzle inside the hole.

c. The sentry will ensure the weapon is on safe, remove the magazine, lock the slide to the rear, and remove the round from the chamber.

d. Place the loose round back into the magazine.

e. Inspect the weapon to make sure it is clear and return it to the ammo can.

f. Make the appropriate logbook entry and secure the ammo can with the provided lock and turn it into the window.

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5. Firearm Discharges. If a sentry discharges his/her firearm, the following sequence of events shall occur:

a. The sentry involved shall be immediately removed from the duty roster pending an investigation into the circumstances surrounding the discharge of the weapon.

b. The sentry will protect the weapon for examination if feasible and submit the weapon to proper authorities.

c. The sentry will make a detailed report of the incident. The sentry shall not discuss the case with anyone except the investigating officer(s) and the guard's assigned attorney, if appropriate.

d. The sentry shall be available at all times for official interviews and statements regarding the case, and shall be subject to recall at any time.

6. Negligent Discharges. In the event of a negligent discharge at the Consolidated Armory, the Armory SNCOIC will immediately inform the proper authorities. All negligent discharges of firearms within the Consolidated Armory, whether or not injury is involved, will be immediately reported to the CO, MCAS CHERPT through the supported/tenant Command's Commanding Officer. This is addition to any other applicable reporting requirements by Unit Commanding Officers or higher authority.

Chapter 4

Access

1. Restricted Area Access. Personnel not listed on the unaccompanied access list requiring temporary access into restricted area facilities must be cleared through the unit commander, Consolidated Armory Officer, the HQHQRON S-4 Officer, or an Armory Officer, prior to entering the armory.

a. Any individual who possesses valid justification to enter the facility, but whose name is not posted on the unaccompanied access list, must be properly entered into the access log. Personnel not on the armory unaccompanied access list will be provided an escort while in the armory. ALL PERSONNEL, UPON ENTERING THE ARMORY, WILL BE REQUIRED TO SIGN IN ON THE RESTRICTED AREA ACCESS LOG ONCE ACCESS IS APPROVED BY THE APPROPRIATE AUTHORITY. PERSONNEL WILL ALSO BE SUBJECT TO A PHYSICAL SEARCH, TO INCLUDE ANY GEAR FOR CONTRABAND.

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

c. Entry Date. Only calendar dates will be used (e.g., 23 July 93). Julian dates are not authorized.

d. Entry Time. Only the 24-hour time format will be used (e.g., 0800, 1130, 1745, etc), indicating the actual time the individual entered the facility.

e. Name. Print last name, first name, and middle initial (if applicable).

f. Unit. The individual's unit.

g. DoD ID Number. The DoD ID (i.e., EDIPI) Number as it appears on the back of the issued military identification card.

h. Rank/Rate. The rank of the individual (e.g., SSgt, Capt, GS12, etc). Do not use pay grade.

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

j. Signature. Upon verification that the information entered by the armorer/weapons custodian or interior guard is correct, the individual desiring entry will place his/her signature in this column.

k. Exit Time. The time the individual exited the facility using the 24-hour format. This entry will be made by an individual on the access list.



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

2. Maintenance Personnel. Facilities Maintenance Personnel will be granted access to the armory compound only if the following conditions are met:

a. Authorized by the Consolidated Armory Officer or any SNCO on the unaccompanied access list. In the absence of these individuals, the HQHQRON S-4, or HQHQRON Executive Officer may grant authorization upon verifying the identity of the individual and requirements for access.

b. The work being performed is verified against a pending work request maintained by the facilities section in the HQHQRON S-4.

c. Proper identification has been presented to the armory guard.

d. Accompanied at all times by an individual listed on the unaccompanied access list.

e. The posted sentry will make a logbook entry recording the time and maintenance being performed.

3. Arms, Ammunition, and Explosives (AA&E) Screening. All personnel requiring unaccompanied access to the armory must meet the AA&E screening requirements of reference (a). The Commanding Officer is responsible for ensuring that the initial and annual screenings are completed. The Commanding Officer may assign the security officer, AA&E officer, or other designated individual to ensure compliance with screening requirements. All personnel responsible for conducting the screening will examine the service records of the individual being screened and discuss the duties and responsibilities of the billet with the person. Persons assigned as a screening officer will be assigned in writing, and will be a commissioned officer, chief warrant officer, staff noncommissioned officer, or civilian equivalent GS-9 or above.

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## Chapter 5

Intrusion Detection System

1. Definition. The Intrusion Detection System is an electronic security system used to enable remote detection of unauthorized access to the armory.
2. Obtaining a Personal Identification Number (PIN). To obtain an IDS PIN, an AA&E screening must be completed and each person must be authorized in writing by their Commanding Officer. This authorization must be routed to the Physical Security Section via the Consolidated Armory Officer (HQHQRON S-4 OIC), for final approval.
3. PIN Cancellation. Personnel are required to check out with the Physical Security Section as part of the checkout process in order to have the PIN deleted from the system.
4. When the IDS is Triggered after Securing the Armory. When the Consolidated Armory is secured and an IDS alarm is triggered, a signal is transmitted to PMO dispatch. PMO will dispatch units to investigate the cause of the alarm. Once the cause of the alarm has been determined, PMO will then contact the CDO to either report that an alarm has occurred and why, or give the CDO specific instructions on further action that may be required. At no time will the CDO personally investigate the cause of an alarm.
5. Triggering the IDS when the Armory is Open. Each bay within the Consolidated Armory has a duress button mounted on the wall. The duress buttons are used if a situation arises where the armory security is jeopardized. Once the armorer for that bay has pushed the duress button, a signal is transmitted to PMO Dispatch, who will dispatch a unit. At no time will the CDO personally investigate the cause of an alarm.
6. IDS Failure. In the case of IDS failure, two sentries will be posted by PMO (per Proper Authority).

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## Chapter 6

Transportation and Storage

1. Weapons Storage within the Consolidated Armory. All weapons held within the armory will be under "double lock" in accordance with reference (a). The armory door lock constitutes the first lock while the second lock is that lock used to secure the weapons within the armory. Specific internal security measures to accomplish this "double lock" are as follows:

- a. Assembled rifles will be locked in approved rifle racks.
- b. Disassembled rifles will be stored in a locked metal weapons container.
- c. Pistols will be secured in approved security containers.
- d. Ceremonial weapons (demilitarized) may be stored within the armory.
- e. All rifle racks, pistol chests, and metal weapons containers will be secured to the armory cage walls in accordance with reference (a). This requirement is waived if the size, weight, or bulkiness of the rack or container precludes movement out of the armory. Physical Security specialists can provide clarification as needed.
- f. All level "A" pack weapons will be verified by serial number and weapon count, and be certified by the Packaging, Preservation, and Packing Officer, as well as the Consolidated Armory Officer. A seal will be applied to each container by drilling a hole in the binding at the point of intersection. Level "A" containers will be physically checked during inventories for signs of tampering, forced entry, or broken seals.

2. Ammunition Storage within the Consolidated Armory. Reference (i) authorizes the Installation Commander to approve storage of Hazard Class 1.3 and 1.4 small arms ammunition, riot control ammunition, and pyrotechnics in non-sited facilities, such as hangers, troop buildings, and armories, for alert, safety, or security purposes without regard to ESQD requirements. All commands aboard the Installation shall submit a request to store ammunition to support alert, safety, or security requirements to the Installation Commanding Officer via the Safety and Standardization Directorate's Explosive Safety Officer for approval. Storage limitations specified in Reference (i) will be applied to all approvals. Unit Commanding Officer requests to store Hazard Class/Division (HC/D) 1.4S (small arms ammunition) will be approved for those quantities deemed necessary to meet security requirements and to store privately owned ammunition to enhance safety in the barracks. All privately owned ammunition shall be secured and segregated from DoD ammunition and will be subject to locally written accountability procedures. At no time will this location be utilized to store ammunition for any purpose other than stated above. All storage must comply with fire protection, safety, and physical security requirements outlined in the references. A unit Explosives Safety and AA&E Accountability Officer shall be assigned and a copy of the assignment letter shall be forwarded to the Station Explosives Safety Officer. Unit Explosives Safety Officers shall ensure that all

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personnel involved with ammunition and explosives (A&E) handling and storage comply with policies and regulations that detail the handling of A&E.

3. Storage of Privately Owned Weapons

a. Personnel requiring storage of privately owned weapons in the armory will provide the armory with a copy of the weapon registration card.

b. Any privately owned weapons turned into the armory will be in a locked box, have a cable lock through the action of the weapon, or have a trigger lock so the weapon will be non-operational.

c. Personnel desiring to check privately owned weapons out of the armory must complete the request for removal to their Unit Commanding Officer at least three days prior to drawing the weapon.

d. Commanders authorizing storage of privately owned weapons and ammunition in armories will develop and maintain a directive or SOP providing guidance to their Marines. Policy/guidance will address check-out procedures for Marines to ensure that privately owned weapons and ammunition are removed from the armory and not left behind when personnel check out of their unit.

Chapter 7

Weapons, Equipment, Maintenance, and Hazardous Materials

1. Weapons and Equipment Maintenance. Weapons and equipment will be cleaned, maintained, and surveyed in accordance with the references and the following instructions:

a. All weapons will be kept in serviceable condition by qualified personnel with the Military Occupational Specialty (MOS) of 2111.

b. A Pre-Fire Inspection (PFI) is required prior to firing live ammunition from any weapon. All weapons will be inspected per the appropriate Technical Manuals.

2. Equipment Repair Orders. Utilize GCSS to maintain service records.

3. Equipment Repair Order Shopping Transaction List (NAVMC 10925). Maintain using GCSS.

4. Records. The following records will be maintained:

Title	Format
Access Log.....	Log Book
Individual Weapons Issue.....	NAVMC 10576
Bulk Weapons Issue.....	NAVMC 10359
Supply Requisitions.....	Request Form
Modifications Control Records.....	NAVMC 11054
Calibration Control Records.....	Cards
Quality Deficiency Reports.....	SF 368
Quality Reliability Reports.....	NAVMC 10657
Safe Combo Change Document.....	SF 700

a. Daily Sight Count.

b. Monthly Serialized Inventory.

c. Quarterly CMR Reconciliation.

d. Missing Lost Stolen Recovered (MLSR), as applicable.

5. Support and Test Equipment. Calibration of test and measuring instruments will be in compliance with the references.

6. Hazardous Material Handling, Storage, and Disposal. All personnel within the Consolidated Armory are considered hazardous waste handlers. Hazardous waste will be handled, stored, and disposed of in accordance with the appropriate references, which must be maintained in the Consolidated Armory. Qualification may be obtained by completing the Resource Conservation and Recovery Act (RCRA) course.

APPENDIX A

Example Daily Sight Count Spreadsheet

**HEADQUARTERS & HEADQUARTERS SQUADRON  
MCAS CHERRY POINT  
Daily Sight Count**

TAMCN	ID No.	NOMENCLATURE	T/E	T/E +/-	CMR	O/H	DEP	TAD	EVAC	T/S	TOTAL
		BAYONETS	0	8	8	8	0	0	0	0	8
E0017	11064B	RIFLE COMBAT OPTIC (M4)	245	+56	297	286	0	0	0	0	286
E0020	11085C	IPVS-27	3	0	3	3	0	0	0	0	3
E0195	10012A	M4 CARBINE	239	-98	144	142	0	2	0	0	144
E0956	10471A	LASER BORE SIGHT	6	0	6	6	0	0	0	0	6
E1154	10271A	AN/PVS-14	32	-5	19	36	0	0	0	0	36
E1250	08993A	M9 PISTOL	106	-65	53	52	0	1	0	0	53
E1442	05538D	M16A4 RIFLE	836	-513	323	323	0	0	0	0	323
E14602	05539E	M40A5	1	0	1	1	0	0	0	0	1
E0103	11920A	M110 SASS	2	0	1	1	0	0	0	0	1
E00137B	12209A	M8541A TELESCOPE	2	0	1	1	0	0	0	0	1
E1475	09629B	M107 LRSR/SASR	1	0	1	1	0	0	0	0	1
E1710	11064A	RIFLE COMBAT OPTIC (M16A4)	841	-511	330	330	0	0	0	0	330
E1761	10698A	M1014 SHOTGUN	32	-13	22	20	0	2	0	0	20
E1798	10470B	AN/PEQ-15	32	0	32	32	0	0	0	0	32
E7900	10919A	SMALL ARMS TOOL KIT	3	0	3	3	0	0	0	0	3
NE013	N/A	.50 CAL RIFLE	0	0	2	2	0	0	0	0	2
E00137B	N/A	M8541 TELESCOPE	0	0	2	2	0	0	0	0	2
KZ365	N/A	FLINTSTOCK	0	0	1	1	0	0	0	0	1
KZ365	N/A	.30 CAL	0	0	1	1	0	0	0	0	1
NI706	N/A	M1 GARAND	0	0	2	2	0	0	0	0	2
N/A	N/A	GLOCK 27	0	0	3	1	0	2	0	0	1
N/A	N/A	GLOCK 22	0	0	3	1	0	2	0	0	1

Legend: DEP-IA Augments (orders) TAD-Ranges (temporarily out) EVAC- OMC Maintenance Temp Store- In  
Remarks (Any numerical annotations other than O/H must be clarified here in its entirety)

- (1) M9 SN 1251192 TAD to CDO
- (2) M4 TAD TO CLED
- (2) M1014 TAD TO CLED
- (2) GLOCK 27 TAD TO CLEO
- (2) GLOCK 22 TAD TO CLEO

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Counted By: \_\_\_\_\_  
Sign: \_\_\_\_\_  
Verified By: \_\_\_\_\_  
Sign: \_\_\_\_\_



Note: Opening / Closing (circle one)

Copy to: Commanding Officers- 4 Ordnance Officer