



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO

8000

B 07-4

MAR 06 2020

BATTALION ORDER 8000.2C

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

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

Ref: (a) MCO 4400.201 Management of Property in the Possession of the Marine Corps
(b) MCO 4790.2 Field Level Maintenance Management Policy
(c) MCO 5530.14 Marine Corps Physical Security Program Manual
(d) BnO 1601.4 Area Officer of the Day and Assistant Area Officer of the Day Instructions
(e) BnO 5530.14 Marine Corps Base Quantico Headquarters and Service Battalion Physical Security Order
(f) BnO 5530.2 Access Control Program

Encl: (1) Ordnance Standing Operating Procedures
(2) Lost or Destroyed NAVMC 10520 Letter
(3) Request to Store Personally Owned Weapons Letter
(4) Request to Draw Personally Owned Weapons Letter
(5) Request to Release Personally Owned Weapons Letter
(6) Authorization to Store/Draw Weapons with the OOD Letter
(7) Special Liberty Ammunition Draw Log
(8) Special Liberty Weapons Draw Log

1. Situation. The Headquarters and Service Battalion (HQSVC Bn) Armory SOP provides specific guidance for the management and operation of the Battalion (Bn) Armory as well as the basic guidelines for supported organizations with regard to ordnance items, accessories, storage, and training. This SOP establishes policies and procedures in accordance with the above references.

2. Cancellation. Battalion Order P8000.2B

3. Mission. To promulgate policy and standard operating procedures for all weapon systems and ammunition matters within HQSVC Bn in order to ensure ordnance maintenance, armory security, and operations are functioning per the references.

4. Execution

a. Commander's Intent

(1) Ensure strict compliance to a standardized operating policy in order to maintain the highest order and security within the HQSVC Bn Armory.

(2) This Order will clarify existing procedures and responsibilities with regard to the unique operating environment of HQSVC Bn.

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

b. Concept of Operations

(1) The HQSVC Bn Armory is a restricted access area and will be rigidly controlled in accordance with this Order and the references by all HQSVC Bn personnel.

(2) Organizational (second echelon) maintenance is authorized on all assigned weapons systems. Support for higher echelons of maintenance is provided by Ordnance Maintenance Branch (OMB), Marine Corps Base Quantico.

(3) Physical security of the armory during duty hours remains the responsibility of the Armory Chief, armorers, and custodians. Physical security of the armory during off-duty hours remains the responsibility of the Area Officer of the Day (AOD) and Assistant Area Officer of the Day (AAOD). The Physical Security Officer (PSO) will maintain overall responsibility for HQSVC Bn.

c. Tasks

(1) HQSVC Bn AOD/AAOD. The AOD/AAOD are the direct representatives of the CO, HQSVC Bn and are responsible for the immediate security of HQSVC Bn property. Their duties are established in reference (d) and include the following tasks:

(a) HQSVC Bn AOD and AAOD will monitor the Battalion Armory during off duty hours. If the Intrusion Detection System (IDS) sounds, they will provide a reaction force capable of responding to an alarm within five minutes at all times.

(b) HQSVC Bn AOD/AAOD will act as the key custodian during off-duty hours. A key access log will be maintained at the duty desk in building 2006 during off duty hours. At minimum, the logbook will contain, issue date and time, printed name and signature of individual receiving, name and signature of individual issuing keys, date and time of return, and name and signature of individual securing keys. To ensure the security of the keys, the AOD/AAOD will verify the name and EDIPI of the personnel retrieving the keys with the access roster signed by the Commanding Officer (CO).

(c) HQSVC Bn AOD will perform daily guard checks of the armory and sign the SF 702 Security Container sheets.

(d) Coordinate the initial guard force for off-duty hours security in the event the IDS becomes inoperative until IDS becomes operational again.

(2) Physical Security Officer. The Physical Security Officer (PSO) is responsible for the overall physical security of HQSVC Bn personnel and property. The PSO's duties are established in reference (f) and include the following tasks:

(a) Annually conduct physical security survey with Security Bn Physical Security Representative to determine additional security requirements to ensure the proper procedures are in effect.

(b) Coordinate with the S-4 and Access Control Officer for all matters pertaining to the security of the Bn Armory.

(c) Provide comprehensive instructions concerning the physical security of weapons including facilities construction criteria, approved hardware, alarm system specifications, surveillance requirements, and lock and key control procedures contained in reference (d).

(3) Access Control Officer. Assist the PSO with establishing, maintaining and execution access control policy and procedures. The Access Control Officer's (ACO) duties are established in reference (e) and include the following tasks:

(a) Coordinate access control equipment installation and maintenance for the Armory.

(b) Conduct inventory of Armory keys once a year.

(c) Ensure access rosters for the Armory are properly posted.

(4) S-3. Ensure rifle/pistol range rosters are given to the Armory Chief fifteen working days prior to the first day of the range. Rosters will be solidified and no additions will be accepted ten days prior to the range.

(5) S-4. Serve as the principal staff officer on matters pertaining to the logistic functions inclusive to armory maintenance, material management, and supply. The S-4 Officer will also serve as the Armory Officer.

(6) Armory Officer

(a) Serve as principal advisor to the CO and provide 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) Establish and implement a viable and continuing maintenance training program for Marines assigned to the armory.

(d) Schedule and conduct quarterly inspections of the armory. Assistance in conducting these inspections is available upon request from the Ordnance Maintenance Section Support Branch.

(e) Ensure that first and second echelon maintenance is performed on all assigned equipment.

(f) Ensure assigned personnel are trained in deadly force and armory physical security standards, and that those standards of conduct are maintained.

(g) Ensure that ordnance forms and records are properly maintained in accordance with (IAW) current directives.

(h) Maintain oversight over all maintenance management pertinent to ordnance items.

(i) Supervise the accountability and control of all weapons and ammunition.

(7) Armory Non-Commissioned Officer-In-Charge (NCOIC)

(a) Conduct and supervise the training program for all armory personnel, to include technical training on all Table of Equipment weapons and general instructions of responsibility related to armory operations and security.

(b) Supervise sight count for all ordnance items at least once upon opening and once upon closing the armory. Prepare a daily sight count form. These forms are to be kept on file in the armory for a period of three years. Any discrepancies noted indicating a loss or gain of weapons will be reported immediately to the Armory Officer.

(c) Ensure that an up-to-date publications library is maintained within the armory.

(d) Comply with all maintenance management programs, to include modification control, calibration control, and tool control, while ensuring appropriate documentation.

(e) Conduct periodic inspections of all weapons held in the armory to ensure proper care of cleaning. Any evidence of abuse will be reported immediately to the Armory Officer.

(f) Conduct rigid enforcement procedures to ensure personnel are properly authorized and identified prior to the issue of any weapon. All Marines are required to provide a valid Armed Forces Identification Card and a signed Ordnance Custody Receipt (NAVMC 10520).

(g) Ensure unaccompanied access is limited to only those individuals who are authorized by the CO in writing.

(h) Ensure Pre-Fire Inspections (PFI), Limited Technical Inspections (LTI), and Preventive Maintenance Checks and Services (PMCS) are conducted on weapons as required by the applicable Technical Manuals (TM)/Technical Instructions (TI).

(i) Requisition repair parts, tools, and gages in a timely manner.

(j) Ensure assigned common areas are maintained in a good state of police on a daily basis, and that a complete field day is conducted on a weekly basis.

(k) Maintain an extensive knowledge of, and qualification with, the security weapon. Ensure all other armory personnel are properly trained/qualified with security weapon.

(l) Prepare and maintain applicable desktop procedures for armory operation and maintenance functions using the following headings:

1. Title of Billet/ Appointment Letters
2. Senior and Subordinate Billets
3. Mission of Billet

4. Basic Functions and Tasks
5. Orders and Directives Deemed Pertinent to Billet
6. Relationships with other Activities and Points of Contact
7. Pending and Anticipated Projects
8. Miscellaneous Information
9. Schedule of Routine Operations

(8) Security Augmentation Force (SAF) and Ceremonial Platoon

(a) Ensure all Marines coordinate with the armory and are issued a weapon and all required equipment.

(b) Ensure that Marines who are detaching, coordinate with the armory and properly account for all issued equipment prior to departure.

(c) Advise the Armory Officer when Marines who have been issued a weapon enter an unauthorized absence status.

(d) Provide qualified armed escorts, when needed, to guard weapons in transit for unit functions and assist in armory operations

(9) Operators. Will be issued a NAVMC 10520 signed by an Officer or Staff Non-Commissioned Officer (SNCO) authorized in writing by the CO.

(a) Operators will be responsible for Stock List (SL)-3 component issued with the weapon.

(b) Operators will conduct operator maintenance to include cleaning and functional checks on issued weapons systems and accessories monthly in accordance with the respective weapon's TM.

(c) Immediately notify the Armory Chief or custodian of any defects or problems with a weapon system or its accessories.

d. Coordinating Instructions. See enclosure (1).

5. Administration and Logistics

a. This Order contains instructions specific to the HQSVC Bn mission and is not intended to supersede directives of higher authority. The contents of this Order along with its references should be reviewed annual to ensure currency.

b. Recommended changes to this Order will be forwarded to the Armory Officer.

6. Command and Signal

a. Command. This SOP serves as the source document for the conduct of all procedures for the armory and maintenance related activities. This SOP is applicable to all HQSVC Bn personnel and supported units.

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



E. J. DANIELSON

Distribution List: A

LOCATOR SHEET

Subj: MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

Location: _____
(Indicate the location(s) of the 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

TABLE OF CONTENTS

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
CHAPTER 1	PHYSICAL SECURITY	
1	Physical Security Measures	1-1
2	Armory Access	1-2
3	Access Control	1-2
4	Access Control Measures	1-2
CHAPTER 2	ISSUE, TRANSPORTATION, AND RECOVERY OF WEAPONS	
1	Issue/Recovery of Weapons	2-1
2	Special Liberty Issue/Recovery	2-2
3	Transportation of Weapons	2-3
4	Personally Owned Weapons	2-3
5	Withdraw and Recovery Weapons	2-4
CHAPTER 3	INVENTORIES	
1	Open and Closing Sight Counts	3-1
2	Monthly Serialized Inventory	3-1
CHAPTER 4	MAINTENANCE	
1	Preventative Maintenance	4-1
2	First Echelon (Operator's Maintenance)	4-1
3	Second Echelon Maintenance	4-1
4	Corrective Maintenance	4-2
5	Modification Control	4-2
6	Modification and Calibration of Infantry Weapons Gauges	4-2
CHAPTER 5	SUPPLY	
1	Repair Parts Request System	5-1
2	Repair Parts Control	5-1
3	Validation and Reconciliation	5-1
4	Bi-Weekly Requirements	5-1
5	Tool Kits	5-2
CHAPTER 6	AMMUNITION	
1	General	6-1
2	Transportation of Ammunition	6-1
CHAPTER 7	TRAINING	
1	Military Occupational Specialty Training	7-1
2	Custodian Training	7-1
CHAPTER 8	SAFETY	
1	Safety Procedures	8-1

CHAPTER 1

PHYSICAL SECURITY

1. Physical Security Measures

a. "RESTRICTED AREA-KEEP OUT" and "AUTHORIZED PERSONNEL ONLY" signs will be posted in accordance with reference (d). Lighting inside and within the controlled area immediately outside the armory will remain on at all times.

b. An IDS is installed to provide constant surveillance. IDS alarms will be monitored by Armory personnel during normal duty hours as well as the Provost Marshall Office (PMO). An IDS alarm is in place if a situation were to arise where the Armory is under distress. After normal duty hours, an IDS alarm distress will alert PMO. This will initiate PMO to contact the AOD/AAOD for further coordination.

c. An alarm log will be maintained to record IDS alarms at the armory.

d. The IDS alarm will be tested monthly in accordance with reference (a). Testing documentation reflecting the test date, name of person conducting the test, results, response time, and actions taken to correct deficiencies will be maintained in the armory for three years.

e. Arms racks and storage containers will be secured to a permanent part of the building with bolts, chains, equipped with approved secondary padlocks, or fastened together by chains in groups totaling more than 500 pounds. All racks and containers must be constructed so that when locked, a weapon cannot be removed by disassembling the weapon.

f. The HQSVC Bn armory is rated as security risk category IV, meaning that only class II (small-arms) and below weapons are allowed storage. In the event of a natural or man-made disaster that shuts down the IDS alarm during normal operating hours, the duty custodian will remain armed and is to maintain constant surveillance on the armory. The IDS alarm has a back-up battery life of four hours which allows time for the AOD/AAOD to notify appropriate personnel within HQSVC Bn and the Provost Marshall Office (PMO) during normal operating hours as required. The Armory Chief and/or armory custodians will provide constant surveillance after notification. After normal operating hours, the AOD/AAOD will ensure continuous surveillance is maintained at the armory vault until the IDS is reactivated.

g. During duty hours, if the armory vault becomes untenable/breached due to natural or man-made disaster, identifying personnel will coordinate with appropriate S-4 representative and PMO to be prepared to conduct the transfer of serialized gear and ammunition from the armory to an alternate location, or establish a guard force to maintain constant surveillance. After normal duty hours, the AOD/AAOD will contact an S-4 representative as per the duty recall roster and PMO in order to notify appropriate personnel the armory vault door is unsecured. AOD/AAOD will conduct security checks on the armory no less than every four hours until the IDS is reactivated or transfer of Arms, Ammunition, and Equipment (AA&E) is complete.

h. In the event of escalation of force protection conditions resulting from external security threats during normal duty hours, the duty armorer will remain armed and is to maintain constant surveillance on the armory. AOD/AAOD will immediately notify PMO of the heightened security posture. After duty hours, AOD/AAOD will contact an S-4 representative as per the duty recall roster and PMO in order to notify appropriate personnel about the heightened force protection posture circumstances. AOD/AAOD will conduct security checks on the armory and its custodians no less than every four hours after normal operating hours until known threat is mitigated and/or threat level has decreased.

2. Armory Access

a. The CO will designate, in writing, those Marines authorized unaccompanied access to the armory. The original unaccompanied access letter will be maintained in the armory.

b. Accompanied access may be granted by the Commanding Officer for the performance of official duties. Such persons will present their identification card prior to entering and will be escorted by an individual on the unaccompanied access list.

3. Access Control

a. The Armory vault door is secured by a combination known only to the armorers on the unaccompanied access roster and designated individual within Supply who is on the accompanied access portion of the roster. The combination will not be communicated to anyone else.

b. An Access Control Officer (ACO) will be assigned, in writing, by the CO with the responsibility for ensuring that lock and key control regulations and procedures are enforced and to inventory AA&E keys annually.

c. An Access Control Custodian (ACC) will be assigned, in writing, by the CO whose duties include assuring proper handling of armory, ammunition and explosives keys and locks and inventory keys semi-annually.

4. Access Control Measures

a. Keys to secondary locks within the armory will be stored in the key locker. Spare locks will be secured in the safe within the armory.

b. Backup keys for access will be tagged for identification and stored in a class five safe.

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

d. Upon transfer of an assigned unaccompanied access member of the armory the combination will be changed effective the date of their orders.

e. Inventory records will be retained in the armory for a minimum of three years.

CHAPTER 2

ISSUE, TRANSPORTATION, AND RECOVERY OF WEAPONS

1. Issue and Recovery of Weapons

a. All manners of issue and recovery of weapons, to include initial issue and final turn-in, will be conducted in the proper uniform of the day. Any Marine who attempts to sign for, draw, or turn-in wearing civilian attire will be turned away.

b. Weapons will be issued only when required, utilizing the established procedure contained within reference (c) for official requirements only.

c. Weapons will be returned to the armory upon the conclusion of official duties for safeguard. If the weapon was fired, the weapon will be cleaned and inspected by armory personnel before being stored.

d. An inspection will be conducted at the time a weapon system is issued and recovered. Inspection results will be recorded on the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576). If the recovery inspection indicates abuse or neglect, inspection results will be forwarded to the Armory Officer for appropriate action.

e. Armorers and Custodians will issue and recover weapon systems only through designated issue ports. Marines who have been issued weapons are responsible for the security of those weapons until they are returned to the armory. If weapons are being transported off of the installation, they are required to have at least one armed escort with a separate security weapon.

f. At the time of initial issue, an Ordnance Custody Receipt (NAVMC 10520) will be prepared by armory personnel for the individual Marine. The NAVMC 10520 will then be given to the Marine and must be individually delivered to the CO, or a designated official with the Authorization To Sign Ordnance Custody Receipt (NAVMC 10520) Letter, within 24 hours.

g. SL-3 components will be issued with each weapon, and accounted for via NAVMC 10576.

h. Weapon system issue will be accomplished by presentation of a valid Military Identification Card and a signed NAVMC 10520. The NAVMC 10520 will remain in the armory until the weapon is returned. All weapons will not be issued without a valid signature on the NAVMC 10520 and the Marine will be sent away.

i. Documentation of weapon systems issues will be done utilizing the Memorandum Receipt (NAVMC 10576). The individual Marine will receipt for the weapon and SL-3 by initialing and signing the NAVMC 10576. A copy will be retained in the armory and a copy will be given to the individual Marine.

j. Weapons and ammunition are to be issued to Marines authorized to stand in an official duty capacity via an Equipment Custody Receipt (NAVMC 10359). These individuals will be designated by the CO or Bn Adjutant. This statement will be retained by the armory.

k. Armory personnel will conduct all weapon issues and recoveries, to include initial issue and final turn-in while in the proper uniform of the day.

l. If a Marine should lose or destroy an Ordnance Custody Receipt (NAVMC 10520), he/she will complete a Lost or Damaged NAVMC 10520 Letter (Enclosure (1)) and have it signed by their respective Company Commander, or designated official, prior to being issued a replacement 10520. All replacement 10520's will have the word "Replacement" written at the top of the NAVMC 10520. Armorers will mark the weapon's rack with white tape and "Replacement 10520" in its spot. This statement will be retained by the armory.

m. No weapon will be de-issued without the return of all SL-3 and final cleaning. All weapons issued for the purposes of annual training and its SL-3 will be cleaned immediately after qualification unless previously coordinated with the armory personnel. If the Marine does not complete his/her de-issue within the allotted time, a missing gear statement will be forwarded to the unit's supply section.

2. Issuance/Recovery of Personally Owned and Ceremonial Platoon Weapons During Liberty Hours

a. The CO may authorize the AOD to store, issue, and recover personally owned weapons during special liberty hours and for Ceremonial Platoon obligations. The CO will authorize such activities via an authorization letter to store weapons and ammunition inside the duty hut.

b. This letter will consist of the dates of the liberty periods, and will have an equipment density serialized listing of weapons and authorized ammunition allowance to be issued and recovered during this period.

c. The Armory is responsible to secure the weapons and ammunition in the weapon racks. The Armory will ensure the ammunition is stored separately from the weapons. The Armory will enter the DATE, DODIC, TYPE, INCREASE, and BALANCE of the rounds in the Special Liberty Ammunition Log (Enclosure (6)). The Armory will then make an entry in the Special Liberty Weapons Draw Log (Enclosure (7)).

d. The AOD or AAOD are the only authorized individuals to issue or recover weapons during this time. All procedures will be executed in the same manner as an issue or recovery at the armory. All Marines on the Equipment Density Serialized Listings (EDLs) will surrender their NAVMC 10520 to the AOD and be issued their weapon. The AOD will have the Marine drawing their weapon enter their information and sign for the weapon in the Special Liberty Weapons Draw Log.

e. All Marines will return their weapon to the AOD and receive their NAVMC 10520. The AOD will make an entry in the Special Liberty Weapons Draw Log that all weapons were turned in.

f. The SNCOIC/NCOIC who is in charge of the Ceremonial Platoon detail will be the custodian for all rounds issued for the event and draw the security weapon if the weapons are being transported off base. The AOD will have the Marine drawing their weapon enter their information and sign for the weapon in the Special Liberty Ammunition Draw Log.

g. The AOD and AAOD have the shared responsibility to ensure that all procedures are adhered to.

h. The armory will secure the weapon(s) or NAVMC 10520(s) inside the Bn Armory on the first working day after the liberty period, and will return to regular issue and recovery procedures.

3. Transportation of Weapons

a. Weapons will only be transported utilizing a government vehicle; however Officers and SNCOs may transport their own individually issued service weapon via personally owned vehicle (POV) IAW references (a) and (c). These weapons will only be transported to and from scheduled ranges, no stops are authorized. Officers and SNCOs will not be permitted to transport other personnel's weapons unless that individual is present in the vehicle with their respective weapon. Ammunition is not authorized for transport in POVs.

b. Those weapons categorized as Category II (light automatic weapons) being moved from the armory will be under constant armed security.

c. Only authorized Marines will deliver and receive weapons from supporting maintenance activities.

d. Weapons being transported off base in a non-shipping manner (i.e. Ceremony or Display) will be escorted by an armed escort with EDLs.

e. Demilitarized weapons must be transported in a government vehicle when moving off installation.

f. M16s will be the only weapons utilized to conduct funeral honors and are to be transported in a government vehicle.

4. Personally Owned Weapons

a. A personally owned weapon is an instrument capable of launching a projectile(s), has blade greater than 3 inches, or is considered a martial arts tool. The armory will first have authorization from the CO in writing to store personally owned weapons.

b. Marines residing in the barracks are not authorized to store personally owned weapons within the barracks. Marines residing in the barracks have the option to store weapons within the unit armory with authorization via the CO.

c. All weapons to be stored within the unit armory will be registered through PMO first. The Marine will then submit an Authorization to Store Personally Owned Weapons Letter (Enclosure (2)) and a copy of the MCB Form 5500/5 (PMO Registration Form) to the Bn CO for authorization.

d. The signed authorization letter will then be submitted to the armory along with the weapons to be retained.

e. All personally owned weapons will be given a NAVMC 10520 with "POW" written at the top of the card and be surrendered whenever the weapon is issued.

f. All Personally Owned Weapons will be stored separate from government weapons, and personally owned ammunition will be stored separate from all government ammunition and weapons.

5. Withdraw and Recovery Procedures

a. If a Marine chooses to draw his/her personally owned weapons for recreational purposes he/she must submit a Request to Draw a Personally Owned Weapon Letter (Enclosure 3) to the CO authorizing the release of the weapon from the armory. The letter will be submitted to the CO no later than 10 working days prior to requested draw date. The armory will retain this letter.

b. Upon Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA)/End of Active Service (EAS), the Marine will submit an Authorization to no later than 10 working days prior to the requested draw date. Release Personally Owned Weapons (Enclosure 4)) to the CO for authorization. The Marine will then submit the signed letter to the armory for release of the personally owned weapons. The Armory will retain this letter.

c. A Personally Owned Weapons Logbook will be maintained in the armory to record the receipt and permanent withdraw of privately owned weapons in the armory.

d. If a personally owned weapon or ammunition is abandoned IAW reference (d), the armorers will make reasonable attempts to locate the owner. If the owner is not located, the armory will make arrangements to turn the property over to OMB in order for the items to be properly disposed. If the property is determined to have evidentiary value, it will immediately be turned over to Criminal Investigation Division. If all attempts fail to locate owner or there is not evidentiary value, OMB will be contacted for assistance in disposition of abandoned weapons.

CHAPTER 3

INVENTORIES

1. Opening and Closing Sight Counts Physical sight counts of all weapons and ammunition will be conducted upon opening and closing the armory. Weapons and ammunition not physically present in the armory must be accounted for by valid signature on an authorized document (NAVMC 10520, NAVMC 10359, Letter of Transmittal, Transfer of Custody Document, or DD 1348). All sight counts will be maintained for a period of three years.

2. Monthly Serialized Inventory (MSI)

a. A disinterested third party Officer or SNCO having no responsibility for the accountability of weapons will be appointed by the CO each month to conduct a serialized inventory of all small arms.

b. The MSI will be conducted utilizing the Consolidated Memorandum Receipt (CMR), Consolidated Asset Report (CAR) and CRANE report. Weapon systems and ammunition not physically present in the armory must be accounted for by a valid Ordnance Custody Receipt (NAVMC 10520) indicating the weapon has been issued from the armory to an individual or by a valid signature on the Equipment Custody Record (NAVMC 10359) or DD 1348.

c. The Command Designated Inventorying Officer will report the inventory results to the CO via the Supply Officer. MSI's will be retained for three years. A copy will be maintained by HQSVC Bn Supply.

d. The loss or inability to account for weapons will be immediately reported to the Armory Officer, or the AOD after working hours. The Armory Officer will immediately inform the Executive Officer, the CO, and PMO in order to initiate appropriate safe guards and investigation processes. The appropriate reports will be submitted for missing, lost, stolen, or recovered property as required by reference (a).

CHAPTER 4

MAINTENANCE

1. Preventative Maintenance All weapons will be given a comprehensive serviceability inspection by a qualified Armorer. The purpose of a serviceability inspection is to detect and prevent problems before they occur or before they develop into major defects. Scheduled Preventive Maintenance will be conducted in accordance with the individual weapons technical manuals.

2. First Echelon (Operator's Maintenance)

a. All Marines who are permanently issued weapons will clean their weapons every 30 days at a minimum even if the weapon is inactive. The Armory NCOIC will verify completion of this requirement on the Quarterly Cleaning Roster and forward the results to the Armory Officer for appropriate action.

b. Weapons will also be cleaned inspection ready immediately upon completion of any firing event.

c. Armory personnel will establish Quality Control measures by inspecting the weapon upon completion of cleaning to ensure proper first echelon maintenance is achieved. Periodic unscheduled weapons inspections will be conducted by the Armory Officer to ensure compliance.

d. First echelon maintenance of weapons will only be performed in the designated weapons cleaning area in and outside of building 2006.

e. Expendable cleaning materials (lubricants, towels, patches, etc.) will be stocked in the armory and will be made readily available for weapons cleaning.

f. Oily rags will be disposed of in proper disposal containers in accordance with Material Safety Data Sheets (MSDS) requirement.

3. Second Echelon Maintenance

a. Second echelon maintenance will only be performed by the assigned Small Arms Repair Technician (MOS 2111) in the HQSVC Bn Armory. The Armory NCOIC will function as the Quality Control Inspector.

b. Armorers will inspect and induct weapons into the maintenance cycle utilizing Global Combat Support System-Marine Corps (GCSS-MC).

c. An Inspection Tag (NAVMC 1018) will be completed and placed on each weapon identified as requiring second echelon or higher maintenance actions. A service request (SR) will be opened and parts will be ordered under a maintenance task.

4. Corrective Maintenance

a. Corrective maintenance repairs are made as a result of equipment failure. Corrective maintenance requirements are identified during pre-fire inspection, preventative maintenance, and by Marines reporting defects with their weapons. A qualified armorer will make repairs to defective weapons following established procedures with the applicable technical manuals and document corrective actions per MCBO 4790.1A (Maintenance Management Standard Operating Procedures (MMSOP)) via GCSS-MC.

b. Weapons systems with defects exceeding organizational maintenance capability will be sent to the OMB. A service request via GCSS-MC will be opened to transfer the equipment with an Equipment Custody Receipt (ECR) or Transfer of Custody Receipt (TCR) to serve as the receipt.

c. Repaired equipment will be recovered from the OMB by presenting the original ECR card or TCR, a thorough inspection will be conducted to ensure the required repairs have been properly completed. Equipment that has not been satisfactorily repaired will not be accepted.

5. Modification Control The Armory NCOIC is responsible for establishing and monitoring the modification Control Program. Modification records are to be input into GCSS-MC. Procedures for establishing a modification control program is contained in reference (b) and (c).

6. Maintenance and Calibration of Infantry Weapons Gauges

a. Infantry weapons gauges necessary to perform pre-fire inspection will be maintained in the armory. Gauges will be accounted for as distinct Table of Equipment, Non-deployable Allowance Items, or as components to kits, sets, or chests, as may be appropriate.

b. Gauges will be maintained in a clean and complete condition. Any missing components must be on a valid requisition. Calibration of gauges included in the Infantry Weapon Exchange Program will be performed annually in accordance with the established procedures in reference (a).

c. An automated system (Excel document or GCSS) will be prepared for all gauges and will be utilized to schedule and record preventive maintenance and calibration services. Instructions for the completion and maintenance of calibration control charts are contained in reference (c).

CHAPTER 5

SUPPLY

1. Repair Parts Request System

a. Most repair parts and maintenance materials, including expendable weapons cleaning supplies, are available locally from Direct Support Stock control (DSSC) issue point.

b. Repair parts and materials that are not available from a local DSSC issue point will be requested through Supply with a service request via GCSS-MC. Supply will approve all requisitions.

c. Priority designators for repair part requisitions must be consistent with the priority assigned to the service request. Authorized priority designators are as follows:

(1) Priority 03 - organization is unable to perform its primary mission due to the lack of parts or materials.

(2) Priority 06 - operational capability of the organization is impaired due to the lack of parts or materials.

(3) Priority 13 - Routine repairs or stock replenishments.

2. Repair Parts Control

a. A Service Request will be associated with all corrective maintenance that requires replacement of parts. The service request will indicate the date parts are received, quantity received, and the Armorer conducting maintenance.

b. All repair parts that cannot be associated with a service request, staging area, or locator will be reported to the Supply Officer for disposition.

3. Validation and reconciliation

a. Ensure that a service request has been completed for all current corrective maintenance requiring repair parts.

b. Ensure that all parts received from the supply source have been moved to a staging area or locator and properly debriefed.

c. Ensure that valid requisition are held by Supply for all service requests requiring back order of parts.

4. Bi-Weekly Requirements

a. The Armory NCOIC will validate the status/availability of required parts and materials with HQSVC Bn Supply bi-weekly.

b. Ensure all service requests cite the actual condition and status of equipment.

c. Supply will initiate follow up actions/requests for an update document status and provide this information to armory personnel prior to the next bi-monthly validation.

5. Tool Kits

a. The Table of Equipment provides for one Armorer Tool Kit to perform first or second echelon maintenance. Each Armorer will be assigned a tool kit for their own exclusive use.

b. A supervised tool kit inventory will be conducted quarterly using the appropriate SL-3, SL-3 extract, or U.S. Army Supply Catalog. Inventory records must contain the date of inventory, signature of person conducting the inventory, and signature of the supervising Armorer. Inventory records will be maintained in the armory for one year.

c. Tools will be maintained clean and free of rust at all times. An inspection for serviceability will be conducted at the time of inventory.

d. Tool kits will be complete at all times. Missing or unserviceable tools will be reported in accordance with reference (b); and replacements are available from the local DSSC issue point. Tools that are not stocked at the local DSSC issue point will be requisitioned through BN Supply via service request.

e. Amplifying instructions on tool control is contained in reference (b).

CHAPTER 6

AMMUNITION

1. General. Ammunition allowances will be established to support armed security of the armory.

a. Ammunition Accounting

(1) Ammunition for armory security is accounted for each day, twice daily during sight counts and monthly on the MSI.

(2) The security ammunition will be placed in the appropriate magazine and kept in a magazine pouch on the Marines person at all times.

(3) The ammunition log book will contain the following information:

- (a) Date/Time signed out
- (b) Rank/Name of receiving Marine
- (c) Lot Number
- (d) Quantity
- (e) Type
- (f) Date/Time ammunition turned in
- (g) Signature of verifying Marine

2. Transportation of Ammunition. Instructions concerning the transportation of ammunition are contained in reference (d).

CHAPTER 7

TRAINING

1. Military Occupational Specialty Training

a. Technical training must be scheduled and recorded. Formal periods of instruction and on-the-job training should be included in the training program. All classes will have an Instructional Rating Form documented in the appropriate functional area binder.

b. Armory personnel will coordinate training assistance with the S-4 Office. The training program will include a Training and Readiness manual, AA&E, and applicable supply requirements.

2. Custodian Training

a. Custodians will be assigned for a period of no less than six months.

b. Custodians will receive indoctrination training in each of the subjects listed above and be able to demonstrate a working knowledge of the armory SOP and deadly force prior to any unsupervised operations.

c. All custodians will receive proper Arms, Ammunition, and Explosives screening within 30 days of appointment.

CHAPTER 8

SAFETY

1. Safety Procedures

a. Safety is paramount when dealing with any weapon. Safety precautions pertaining to the handling of individual weapons are contained in the corresponding operator/technical manuals. These precautions will be posted inside and outside the armory in a conspicuous location.

b. All weapons with the exception of security weapons used by armory personnel, will remain in a condition four status while in the armory.

c. Weapons clearing barrels are located outside the armory. Marines will clear every weapon prior to bringing it inside the armory.

d. Armory personnel will use the clearing tube located inside the armory to clear security weapons prior to transfer or turn in.

e. Clearing barrel procedures will be posted near each clearing barrel location for all Marines to follow.

f. Safety regulations applicable to the operation of the armory and weapons cleaning area are contained in references (g) and (h).



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5043

IN REPLY REFER TO:
4790
ARM

From: _____
(RANK) (LNAME, FNAME MI) (DODID#/MOS)
To: Commanding Officer, Headquarters Company
Subj: LOST OR DESTROYED ORDNANCE CUSTODY RECEIPT NAVMC 10520
Ref: (a) TM 4700-15/1_
(b) MCO 5530.14_
(c) BnO 8000.1_

1. I, _____, have lost/destroyed my NAVMC 10520 and do/ do not choose to make the following statement.

2. I understand that while in possession of the NAVMC 10520 it is my responsibility maintain accountability of it and treat it as if it was the actual weapon.

Marine's Signature

ARM
01 Oct 18

FIRST ENDORSEMENT

From: Commanding Officer, Headquarters Company
To: _____
(RANK) (LNAME, FNAME MI) (DODID#/MOS)

Subj: LOST OR DESTROYED ORDNANCE CUSTODY RECEIPT NAVMC 10520

1. I have read SNM's statement and SNM has been given a written counseling on this matter.
2. Issue SNM a replacement NAVMC 10520 IAW with the procedures set forth in the references.

I. M. COMMANDING

Copy to:
BN Armory

Enclosure (2)



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5043

IN REPLY REFER TO:
8000
BN Arm

From: _____
Rank LName, FName MI EDIPI/MOS Service
To: Commanding Officer, Headquarters and Service Battalion
Subj: REQUEST TO STORE PERSONALLY OWNED WEAPON/AMMUNITION IN THE
HEADQUARTERS AND SERVICE BATTALION ARMORY
Ref: (a) MCO 5530.14A
(b) MCBO 8000.1D
Encl: (1) Copy of base PMO Weapons Registration

1. Per references (a) and (b), I request authorization to store the following weapon(s) in the Headquarters and Service Battalion armory. Enclosure (1) is a copy of my base registration form.

Manufacturer	Model	Ga/Cal	Type	Serial#	Action Type

2. Additionally, I request to store ammunition in the armory as follows.

Gauge / Caliber	Quantity	Comments/Remarks

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

Name: _____ Address: _____
Phone number: () _____

4. I will ensure my contact information is updated and on file at the armory as changes occur. My current contact information is as follows:

phone number:
() primary () alternate () work

Home address: _____ Mailing address: _____
(if different
than home address) _____

Individual's Signature

Enclosure (3)

FIRST ENDORSEMENT on ltr 8000 dtd
Rank LName's DD Mon YYYY

From: Commanding Officer, Headquarters and Service Battalion
To: Ordnance Officer, Headquarters and Service Battalion

Subj: REQUEST TO STORE PERSONALLY OWNED WEAPON/AMMUNITION IN THE
HEADQUARTERS AND SERVICE BATTALION ARMORY.

1. Forwarded: Approved / Disapproved.

Commanding Officer's Signature

Date

Permanent Personally Owned Weapon Receipt

I, _____ have
Rank Last Name, First Name M.I. EDIPI / MOS USMC
received the above listed weapon/ammunition for storage in the TBS armory.

Signature of Armory Representative

Copy to:
BN armory



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5043

IN REPLY REFER
8000
BN Arm

From: _____
Rank LName, FName MI EDIPI/MOS Service
To: Commanding Officer, Headquarters and Service Battalion
Subj: REQUEST TO TEMPORARILY DRAW PERSONALLY OWNED WEAPON/AMMUNITION FROM
THE HEADQUARTERS AND SERVICE BATTALION ARMORY
Ref: (a) MCO 5530.14A
(b) MCBO 8000.1D
(c) BSO P1521.1E

1. Per reference (c), I request authorization to temporarily draw my listed personally owned weapon(s) and/or ammunition from the armory.

Weapons					
Manufacturer	Model	Ga/Cal	Type	Serial#	Action Type

Ammunition		
Gauge / Caliber	Quantity	Comments/Remarks

2. The following dates and times for draw and return are requested.

a. Draw date: _____ time: _____

b. Return date: _____ time: _____

3. The reason/justification for this temporary draw is _____

4. I understand my responsibilities for proper registration, security, control, storage, transportation, sale, and use of my personally owned weapons and ammunition per references (a) and (b), as well as applicable federal, state and local laws. I further understand that as a military member I am subject to administrative or disciplinary action for violations of the provisions of references (a), (b), and (c), and applicable federal, state, and local laws.

Marine's Signature

Encl (4)



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5043

IN REPLY REFER TO:
8000
Arm

From: _____
Rank LName, FName MI EDIPI/MOS Service
To: Commanding Officer, Headquarters and Service Battalion
Subj: REQUEST TO RELEASE PERSONALLY OWNED WEAPON/AMMUNITION FROM
THE HEADQUARTERS AND SERVICE BATTALION ARMORY PERMANENTLY
Ref: (a) MCO 5530.14A
(b) MCBO 8000.1D
(c) BSO P1521.1E

1. Per reference (c), I request authorization to permanently draw my listed personally owned weapon(s) and/or ammunition from the armory.

Weapons					
Manufacturer	Model	Ga/Cal	Type	Serial#	Action Type

Ammunition		
Gauge / Caliber	Quantity	Comments/Remarks

2. The following dates and times for draw and return are requested.

a. Draw date: _____ time: _____

b. Return date: _____ time: _____

3. The reason/justification for this temporary draw is _____

4. I understand my responsibilities for proper registration, security, control, storage, transportation, sale, and use of my personally owned weapons and ammunition per references (a) and (b), as well as applicable federal, state and local laws. I further understand that as a military member I am subject to administrative or disciplinary action for violations of the provisions of references (a), (b) and (c), and applicable federal, state, and local laws.

Marine's Signature

Enclosure (5)

FIRST ENDORSEMENT on ltr 8000 dtd
Rank LName's DD Mon YYYY

From: Commanding Officer, Headquarters and Service Battalion
To: Ordnance Officer, Headquarters and Service Battalion

Subj: REQUEST TO RELEASE PERSONALLY OWNED WEAPON/AMMUNITION FROM
THE HEAQUARTERS AND SERVICE BATTLION ARMORY PERMENANTLY

1. Forwarded: Approved / Disapproved.

Commanding Officer's Signature

Copy to:
HQSVC BN Armory files



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
8000
ARM

From: Commanding Officer, Headquarters and Service Battalion
To: Area Officer of the Day

Subj: AUTHORIZATION TO DRAW WEAPONS FROM AREA OFFICER OF THE
DAY DUTY HUT

Encl: (1) Ceremonial Platoon Weekend Duty Roster

1. The storage and issue of weapons from the Area Duty Officer (AOD) duty hut is authorized as requested for the weekend of 24 May 2019 to 28 May 2019.
2. The AOD and AAOD will facilitate the storage and issue of the identified serial numbers in order to support the Ceremonial Platoon's operational requirements.
3. Weapons will only be issued to individuals listed on the request. Individuals picking up and storing weapons in the duty hut must present their Common Access Card identification and NAVMC 10520 weapons cards to the AOD or AAOD. Individuals on this roster will only be able to pick up the weapons corresponding to their name. Individuals will not be issued more than one weapon or be allowed to turn in another Marines weapon.
4. Designated Marine, is the only Marine authorized to sign for and turn in blank rounds and the (60) rounds of 5.56 ball security ammunition
5. If any issues arise, contact the Battalion S-4 Officer at 703-784-6696.

I. M. COMMANDING

Enclosure (6)

FIRST ENDORSEMENT on _____
Rank LName's DD Mon YYYY

From: Commanding Officer, Headquarters and Service Battalion
To: Ordnance Officer, Headquarters and Service Battalion

Subj: REQUEST TO TEMPORARILY DRAW PERSONALLY OWNED WEAPON/AMMUNITION FROM
THE TBS ARMORY

1. Forwarded: Approved / Disapproved.

Commanding Officer's Signature

Copy to:
HQSVC BN Armory files

[illegible]

ENCLOSURE

