



UNITED STATES MARINE CORPS

22D MARINE EXPEDITIONARY UNIT
II MARINE EXPEDITIONARY FORCE
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MEUO P8000.2K

S-4

15 Aug 22

22D MARINE EXPEDITIONARY UNIT ORDER P8000.2K

From: Commanding Officer
To: Distribution List

Subj: ARMORY STANDING OPERATING PROCEDURES FOR COMMAND ELEMENT, 22D MARINE EXPEDITIONARY UNIT AND INSTRUCTIONS FOR ATTACHMENTS (SHORT TITLE: ARMORY SOP)

Ref: (a) MCO 4790.2
(b) TM 4700-15/1H
(c) MCO 5530.14A
(d) MCO 4400.150
(e) MCO 5500.6F
(f) MCO 5740.2F
(g) MCBUL 3000
(h) TI 5104-15/2
(i) MCO 5104.3
(j) TI 01592C-15/1
(k) MCO 3574.2K
(l) TI 8005-24/19
(m) TI 8005-24/20
(n) TI 8373-15/1
(o) TM 3080-34
(p) TI 4733-15/11
(q) MCO 4340.16F
(r) MCO 8300.1C
(s) OPNAVIST 5530.13C
(t) II MEFO 3100.3D

1. Situation. To disseminate policies and procedures for the standard operation of the 22d MEU, CE armory.
2. Cancellation. 22DMEUO P8000.2J will no longer be utilized as an aid of reference. Commanders are required to ensure compliance with this SOP and issue amplifying instructions as required.
3. Mission. Effective immediately, 22d MEU establishes policies for the management, operation, and administration of the 22d MEU armory in order to ensure compliance with existing orders and directives.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order provides guidance and administrative instructions for the management and procedures for the 22d MEU CE armory. Marines and Sailors are required to adhere to the policies and procedures contained herein.

(2) Concept of Operations. This order establishes the standard operating procedures for physical security, accountability, and maintenance support for the armory. The contents of this order supplement the instructions provided in the references.

- b. Tasks. Refer to chapter one of this document.
- 5. Administration and Logistics. This order supersedes all previous guidance provided.
- 6. Command and Signal
 - a. Command. This order is applicable to all Marines and Sailors of the 22d MEU CE.
 - b. Certification. Reviewed, approved, and effective this date.

P. C. MERIDA

DISTRIBUTION: A

CONTENTS

CHAPTER

1. RESPONSIBILITIES
2. SECURITY PROCEDURES
3. INTRUSION DETECTION SYSTEM (IDS) PROCEDURES
4. ARMORY SECURITY CONSIDERATIONS
5. MAINTENANCE
6. INVENTORIES

APPENDIX

- A. SAMPLE CREW SERVE ASSIGNMENT LETTER
- B. SAMPLE AUTHORIZATION TO WITNESS THE ISSUE AND RECOVERY OF INDIVIDUAL WEAPONS AND SIGN NAVMC 10576
- C. SAMPLE AUTHORIZATION TO SIGN NAVMC 10520 CARDS
- D. LOST, DAMAGED, OR DESTROYED 10520 LETTER
- E. SAMPLE LETTER OF TRANSMITTAL FOR INDIVIDUAL WEAPONS
- F. REQUEST TO STORE PERSONALLY OWNED WEAPONS/AMMUNITION
- G. REQUEST TO DRAW PERSONALLY OWNED WEAPONS/AMMUNITION
- H. UNIT ARMORY ACCESS ROSTER
- I. INTRUSION DETECTION SYSTEM PIN REQUEST LETTER

CHAPTER 1
RESPONSIBILITIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	1000	1-1
S-1	1001	1-1
S-2	1002	1-1
S-3	1003	1-1
S-4	1004	1-1
SUPPLY OFFICER	1005	1-1
ARMORY OFFICER	1006	1-2
FORCE PROTECTION OFFICER	1007	1-2
ARMS, AMMUNITION, AND EXPLOSIVES OFFICER (AA&E)	1008	1-2
AMMUNITION AND EXPLOSIVES AUDIT & VERIFICATION OFFICER	1009	1-3
AMMUNITION CHIEF	1010	1-3
ARMORY CHIEF	1011	1-3
ARMORER	1012	1-3
ARMORY CUSTODIANS	1013	1-4
KEY CONTROL OFFICER	1014	1-4
ARMS, AMMUNITION, AND EXPLOSIVES SCREENING PROCESS	1015	1-4
ARMORY BUILDING RESPONSIBILITIES	1016	1-4
ISSUE AND RECOVERY OF ORDNANCE ITEMS	1017	1-4
PERSONNEL WITH ORDERS REQUIRING INDIVIDUAL WEAPONS	1018	1-8
TEMPORARY ASSIGNMENT OF DUTY TO THE COMMAND ELEMENT	1019	1-9
INSPECTIONS	1020	1-9
WEAPONS SAFETY	1021	1-9
KEYS, LOCKS, COMBINATION, AND DOOR KEYPADS	1022	1-10
PRIVATELY OWNED WEAPONS	1023	1-10
LETTERS OF TRANSMITTAL	1024	1-11

CHAPTER 1

RESPONSIBILITIES

1000. General. The proper use, control, inventory management, maintenance, and security of armory property is essential to the combat readiness and effectiveness of the 22d Marine Expeditionary Unit (MEU) Command Element (CE). In most cases, the CE armory will maintain and account for weapons and optics found on the CE table of equipment (T/E). Following 22d MEU composite, the CE armory will also maintain and account for weapons of Troop List Marines and ordnance equipment of CE attachments as necessary. All personnel involved with weapons, optics, and other armory property will perform tasks and functions per this reference. This reference cancels all previously published 22d MEU armory guidance and/or directives.

1001. S-1

1. Ensure the armory is immediately made aware of a morning report that contains personnel in a confined, Unauthorized Absence (UA) status, or in a leave status. This will ensure armorer/custodians issue ordnance items only to personnel in the proper duty status.
2. Ensure Temporary Additional Duty (TAD) orders contain requirements to report with individual weapons and include instructions for transportation.

1002. S-2. Coordinate personnel security investigations when necessary for Arms, Ammunition and Explosive (AA&E) screenings.

1003. S-3

1. Submit, in writing, all requirements for equipment in support of training or live fire ranges to the armory via the S-4/Armory Officer at least seven working days prior to each event.
2. Furnish the armory with a roster of requalification personnel two weeks prior to snap-in week.
3. Ensure all changes to the requalification roster are submitted in writing one week prior to the range.

1004. S-4

1. Ensure that all physical security requirements are reviewed quarterly and are in compliance with all applicable orders and directives.
2. Ensure that armory personnel conduct a weekly reconciliation with the Maintenance Management section regarding all preventative or corrective maintenance requirements.
3. Publish and maintain access rosters for the 22d MEU armory. Ensure the currency of the rosters.
4. Ensure that the armory has at least two Marines (one 2111 armorer and one armory custodian) that have completed the required AA&E screening.

1005. Supply Officer

1. Requisition approved armory material as requested by the 22d MEU Armory Officer.
2. Conduct a monthly reconciliation with the Armory Officer to verify requisition validity.
3. Publish a six-month schedule of the Monthly Serialized Inventory (MSI) officer assignments to give staff sections advance knowledge of the requirement. This schedule will be reviewed and published on a quarterly basis.
4. Ensure an MSI Officer is identified on a monthly basis and all required paperwork is properly routed for signature. Each MSI Officer or Staff Non-Commissioned Officer (SNCO) will conduct a full serialized inventory of

all weapons, optics, security ammunition, and serialized equipment that is maintained in the armory. Ensure the assigned MSI Officer or SNCO receives a copy of the Commanding Officer's appointment letter no later than the first day of the month assigned.

5. Endorse MSI for the Commanding Officer's review and/or action.

1006. Armory Officer

1. Advise the Commanding Officer and staff on all matters pertaining to ordnance equipment.
2. Ensure the armory is properly staffed and administered.
3. Conduct unannounced, periodic inspections of ordnance equipment, records, and the physical security of the armory.
4. Supervise the armorers in the performance of their assigned duties.
5. Ensure all regulations, orders, and maintenance requirements are completed in accordance with the references listed within this document.
6. Ensure the armorer is properly trained in the performance of his or her duties, to include the safe handling of weapons and the use of deadly force.
7. Ensure sets, chests, and kits are inventoried in accordance with references (a) and (b) and the results are maintained for two years. Ensure shortages are placed on order when discovered.
8. Ensure all armory personnel have qualified within the last twelve months with their assigned T/O weapon and the 9mm pistol which serves as the security weapon.
9. Ensure a sight count is conducted upon opening and closing of the armory and results are recorded and maintained for three years in accordance with reference (c).
10. Ensure at least one armory custodian is appointed while the 22d MEU is in a decomposite period.

1007. Anti-Terrorism/Force Protection (AT/FP) Officer

1. Assist with developing security requirements for off base and overseas movements of ordnance material.
2. Serve as the access control officer and fulfill the duties required of this position per reference (c).

1008. Arms, Ammunition, And Explosives Officer (AA&E)

1. Conduct a complete wall-to-wall inventory of the account within 30 days of appointment. The results of the wall-to-wall inventory will be forwarded to the Commanding Officer for approval and signature.
2. Immediately report any discrepancies during the wall-to-wall inventory to the Commanding Officer.
3. Maintain close liaison with the unit AT/FP Officer.
4. Assist the area security officer, Provost Marshall Office (PMO), Naval Criminal Investigative Service (NCIS) agents, auditors, and other assigned personnel in investigating AA&E losses.
5. Monitor the conduct and the reporting of all AA&E inventories, as well as related Missing, Lost, Stolen and Recovered (MLSR) reports.
6. Ensure Range Safety Officers (RSO) comply with those duties/procedures outlined in reference (d).

7. Ensure AA&E personnel are screened according to the AA&E screening process outlined in paragraph 1015.

1009. Ammunition And Explosives Audit and Verification Officer

1. The Ammunition and Explosives (A&E) Audit and Verification Officer is responsible for certifying expenditure reports and conducting quarterly audits of A&E accountability procedures.

2. An officer or SNCO without a nexus to A&E procedures will fill this billet and will be appointed in writing by the Commanding Officer.

1010. Ammunition Chief

1. Ensure AA&E screening of all personnel assigned to handle AA&E is conducted.

2. Conduct AA&E training annually.

3. Ensure proper safety, documentation, and accountability of security ammunition stored within the armory.

1011. Armory Chief

1. Ensure all orders and policies are adhered to in the day-to-day operations of the armory.

2. Ensure all desktop procedures and turnover binders are completed and up to date.

3. Ensure all maintenance records are properly recorded, scheduled Preventive Maintenance Checks and Service (PMCS) are completed, and all modification and calibration records are up to date and completed in Global Combat Service Support Marine Corps (GCSS-MC).

4. Ensure all AA&E screenings and associated paperwork are complete and copies are kept on file in the armory for three years or as long as the individual is attached to the unit.

5. Conduct and record all required training in accordance with Training and Readiness standards, Marine Corps Orders, and established policies.

6. Ensure armory custodians are fully trained in basic armory procedures and their duties and responsibilities. Ensure all training is completed and documented in training jackets.

7. Ensure a trained 2111 armorer is present when an armory custodian is conducting ordnance procedures.

1012. Armorer

1. Adhere to all desktop procedures and appropriate orders.

2. Ensure all maintenance records are updated, second echelon repairs completed, and higher echelon repairs are forwarded to the intermediate maintenance activity (IMA).

3. Maintain all modification and calibration records according to appropriate technical manuals and modification instructions.

4. Conduct all PMCS on equipment per appropriate technical manuals.

5. Perform corrective maintenance and/or take actions to obtain corrective maintenance on equipment. Ensure ordnance items requiring repair are properly tagged with a completed NAVMC 1018 tag and appropriate maintenance records are recorded.

1013. Armory Custodians. Armory custodians will be screened and approved by the 22d MEU AA&E Officer.

1. Prepare and maintain desktop procedures in accordance with reference (a).
2. Ensure all ordnance items are properly accounted for at all times.
3. Ensure all equipment records are properly maintained (e.g., NAVMC 10359, NAVMC 10520, NAVMC 10576, etc).
4. Ensure weapons record books (part I and/or II) are maintained.
5. Ensure all privately-owned weapons are properly registered with base PMO prior to acceptance into the armory.
6. Conduct sight counts on ordnance items upon opening and closing of the armory and record/file the results.
7. Conduct inventories of assigned sets, chests, and kits per reference (a).
8. Armory custodians will inspect and supervise the monthly cleaning roster for the 22d MEU CE.
9. Complete the MarineNet Class, "Armory Management", within the first three months of assignment as an armory custodian.

1014. Key Control Officer. Once per quarter, verify the Intrusion Detection System (IDS) Personal Identification Number (PIN) requests for accuracy.

1015. Arms, Ammunition And Explosives (AA&E) Screening Process

1. All personnel requesting unaccompanied access to the armory and individuals that fall under the AA&E accountability and security umbrella (armory personnel and ammunition technicians) will be screened in accordance with the listed references using the forms contained in Appendix D.
2. The screening will be conducted by the 22d MEU AA&E Officer and will include a local records check conducted by the Base Provost Marshal's Office and a medical screening conducted by the Medical Officer. Upon favorable screenings, the AA&E Officer will validate that a current National Agency Check with Local Agency and Credit Check (NACLC) has been conducted on the individual. Secret clearance eligibility fulfills this requirement.
3. Upon favorable screening, the AA&E Officer will complete NAVMC 11386 and ensure that the appropriate Marine Corps Training Information Management System (MCTIMS) AA&E screening entries are processed.
4. Marines must have the following training documented: basic security requirements for armory, opening/closing procedures, opening/closing sight counts, NAVMC Forms, how to conduct an SL-3 inventory, how to clear weapons, how to conduct an operation check for weapons and optics.
5. Per reference (c), Marines must have a valid and up to date secret clearance. Those Marines not possessing a clearance may work in the armory while undergoing the process of obtaining a clearance.

1016. Armory Building Responsibilities. The 22d MEU is responsible for maintaining and providing security for the work area (bays) assigned. The 22d MEU is also required to provide security for the building as needed in accordance with reference (c).

1017. Issue and Recovery Of Ordnance Items

1. Weapons will be assigned per the table of organization (T/O) when possible. When available, personnel will be issued the weapon assigned by the line number they are filling. The only exception to this will be assignments approved in writing by the Commanding Officer.

2. Ordnance Custody Receipt NAVMC 10520 (OCR) Card

a. General. Each individual that is permanently assigned an individual weapon, optical equipment, K-bar, or bayonet will have a NAVMC 10520 issued. If the individual is assigned an individual or crew served weapon, and is in receipt of optics equipment, K-bar, or bayonet, the NAVMC 10576 or NAVMC 11186 will be annotated with the various types of additional equipment.

(1) The Commanding Officer will sign the NAVMC 10520 card or may designate in writing a subordinate officer or Staff Non-Commissioned Officer (SNCO) to sign the NAVMC 10520 card by direction. A "By direction" letter will not be valid unless it contains the phrase "to sign the NAVMC 10520 card By direction". The original "By direction" letter to sign the NAVMC 10520 card must be maintained within the unit armory and must bear the current Commanding Officer's signature.

(2) The signatures on the NAVMC 10520 card remain valid after the relief of a Commanding Officer, or anyone previously authorized to sign the NAVMC 10520 card. Previous letters of authorization will remain on file within the armory to ensure proper identification of authorized signatures during formal inspections. Therefore, there is no requirement for reissue of the NAVMC 10520.

(3) It is the individual's responsibility to retain control of the NAVMC 10520 card while hand carrying it to the Commanding Officer or his designated representative for signature, waiting for it to be signed, and maintaining positive control once signed.

b. Control. These procedures will include the following:

(1) Blank NAVMC 10520 cards will be stored under lock in a secure container.

(2) Once issued, the NAVMC 10520 card will be retained at all times by the individual to whom issued, except when receiving the assigned weapon or equipment from the armory. The individual will have either the NAVMC 10520 or the ordnance equipment in their possession as specified in reference (b). The NAVMC 10520 card will be collected by the duty or S-1 when an individual goes on leave or TAD in excess of 30 days or the individual is to be relieved of responsibility for the weapon.

c. Lost or Stolen NAVMC 10520 Cards. Marines' Officers-in-Charge (OICs) will take actions necessary to reduce or preclude the loss of the NAVMC 10520 cards. Importance of maintaining the card properly must be stressed to all personnel. Lost or stolen NAVMC 10520 cards will be reported to the unit commander or designated representative as soon as possible and the following action will be taken:

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

(2) If no replacement weapon is available for issue, the armorer will prepare a replacement NAVMC 10520 card. The new NAVMC 10520 and NAVMC 10576 forms, and the weapon storage slot will be marked "REPLACEMENT CARD".

(3) Appropriate entries will be marked in the NAVMC 10520 card log to indicate the lost card and the issuance of a new "REPLACEMENT CARD".

(4) If the weapons custodian or armorer identifies an individual is attempting to use a lost or stolen NAVMC 10520 card, the custodian or armorer will not issue equipment and notify the unit commander immediately.

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

a. The NAVMC 10520 card and the individual's identification (ID) card will be surrendered to the unit armorer/weapons custodian when an assigned weapon is issued.

b. The armorer/weapons custodian will visually verify the identity of the individual against the ID card, verify the NAVMC 10520 card against the ID card, and then return the ID card to the individual. It is imperative positive

identification procedures are enforced. The use of an ID card or a NAVMC 10520 card belonging to another individual to draw a weapon or any other ordnance item is prohibited.

c. Other forms of identification such as a driver's license, credit card, "I owe you", etc. will not be used in place of the NAVMC 10520 card as a receipt for an individual weapon.

d. Verify the Commanding Officer's signature or the authorized By direction letter with the NAVMC 10520.

e. The armorer/custodian will verify the weapon serial number on the NAVMC 10520 card against the serial number on the weapon prior to the drawing of the weapon.

f. While ordnance equipment is out of the armory, the security of the weapon is the responsibility of the assigned individual.

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

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

(3) If a training exercise requires the prolonged use of the weapon to be extended after normal armory working hours, the armorer/custodian will be informed prior to the time of drawing the weapon.

(4) During the course of training, if the weapon has a malfunction or becomes damaged or lost, it is the responsibility of the individual to notify their chain of command. The chain of command will ensure the S-4 is notified.

g. Individuals will clear their weapons prior to returning the weapon to the armory.

h. When the ordnance equipment is returned to the armory, the armorer/custodian will inspect the weapon to ensure it is clear of ammunition, for completeness, and for cleanliness before accepting it.

i. The armorer/weapons custodian will remove the NAVMC 10520 card from the weapons slot, verify the serial number on the NAVMC 10520 card against the weapon, and place the weapon in its assigned slot.

j. The NAVMC 10520 card will be returned to the individual after being verified against the individual's ID card.

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

(2) If a weapon is turned in by anyone other than the assigned individual, the NAVMC 10520 card will be turned over to the Commanding Officer or designated representative for appropriate disposition.

4. Initial Check-In

a. Marines and Sailors will proceed to the armory to submit their Military Common Access Card (CAC) and command check in sheet. The armorer will issue a NAVMC 10576 card or per reference (b) an approved locally produced NAVMC 10576 to the individual. Weapons and optics will have a Limited Technical Inspection (LTI) performed by the armorer at this time.

b. Marines and Sailors will initial for and be issued SL-3 for all assigned weapons and optics.

c. Marines and Sailors will initial/sign for and receive the appropriate NAVMC 10520s.

d. Marines and Sailors are responsible for getting the Commanding Officer or designated representatives' signature on the NAVMC 10520. The armory custodians and armorer can provide a list of individuals authorized to sign the NAVMC 10520.

5. Final Check-Out

a. Marines and Sailors will clean their ordnance equipment and verify possession of their SL-3. Missing SL-3 will be brought to the attention of the Marine's OIC by the Marine/Sailor and a Missing Gear Statement will be initiated.

b. Marines and Sailors will turn in all SL-3, a copy of the missing gear statement for any missing SL-3, and their NAVMC 10520s to the armory.

c. The armorer will sign off on the NAVMC 10576 stating the ordnance equipment is clean and serviceable. The armorer will annotate all recovered SL-3. Any missing SL-3 as identified on the missing gear statement will be placed on order.

d. At the time of the recovery inspection of the weapon, the individual being transferred from the command will surrender the NAVMC 10520 card to the armorer/custodian. The NAVMC 10520 will be destroyed.

e. Upon recovery, individual's NAVMC 10576 will be returned to the Marine and the armorer will sign and stamp the checkout sheet.

f. The Armory Chief will then update the master weapons data base by removing the individual from the data base.

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

a. Personnel that are hospitalized or on leave greater than 30 days will have their ordnance equipment or NAVMC 10520 and accessories recovered. Personnel going TAD in excess of 30 days, unless otherwise specified in their orders, will have their ordnance equipment or NAVMC 10520 and accessories recovered.

b. Ordnance equipment or the NAVMC 10520 of individuals confined or in a UA status will be recovered by the Supply Section immediately, when possible.

(1) When the ordnance equipment NAVMC 10520 is recovered, the NAVMC 10576 form will be completed and forwarded to S-1 for inclusion on Unit Diary. Every effort will be made to recover the NAVMC 10520 card at the earliest possible time.

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

c. The issue or recovery of ordnance equipment, either military or personal, to or from a known alcohol/drug or substance abuser, or any other type of incident, will be at the discretion of the Commanding Officer.

d. The section OIC will provide to the armory a list of Marines on leave or restricted from drawing weapons as updates occur. It is the section OIC's responsibility to ensure the armorer/custodians know who is not authorized to draw weapons.

e. If a Marine or Sailor is in a UA status or in confinement, the immediate supervisor will notify the Supply Officer and Armory Officer. The Armory Officer will coordinate the recovery of weapons card(s) and SL-3, if possible.

7. Issue/Recovery of Weapons to Personnel Receiving Psychiatric Care. 22d MEU medical personnel will consult the appropriate medical authorities to determine if personnel receiving psychiatric care should be issued weapons.

8. Considerations for Supporting Attachments. When the 22d MEU composites, the Command Element will receive attachments from throughout II MEF. These Marines and Sailors may require the 22d MEU S-4 to take possession of, account for, and store ordnance equipment in the 22d MEU armory for a limited period of time.

a. Composite. When the 22d MEU receives attachments, who are administratively added to the CE, and require the 22d MEU S-4 to temporarily take possession, account for, and store ordnance items, the losing command's supply section will transfer the equipment to the 22d MEU CE in accordance with reference (d). The losing unit Supply Section will coordinate with the CE Supply Section and armory to transfer the weapons. The losing unit should ensure their Marines attaching to the MEU have all required weapons' SL-3 on hand or should transfer the appropriate quantity to the MEU for issue.

b. Decomposite. When the 22d MEU de-composites and attachments return to their parent commands, the parent unit will be contacted and a time and date established for the unit to pick up their gear. If parent unit has not picked up their gear within 30 days, the armorer will notify the 22d MEU S-4 that a unit is unwilling to retrieve their gear.

9. Personnel will turn in all ordnance equipment to the armory immediately after completing the training or operational requirements for its issue. At no time will ordnance equipment be left unattended or stored in wall lockers, desks, office spaces, work spaces, privately owned vehicles (POV), quarters, etc. Immediately notify the Section's OIC and Armory Officer if any item is not returned at the required time.

1018. Personnel with Orders Requiring Individual Weapons

1. General. Marines and Sailors will occasionally be issued TAD orders that require the individual to report to a temporary assignment with an individual weapon.

2. Responsibility. It is the responsibility of all personnel in the parent unit charged with the accountability for weapons (this includes armorers/weapons custodians, Armory Officers, and supply personnel) to ensure an accurate and complete audit trail/chain of custody is maintained for individual weapons assigned to Marines in a TAD status.

a. Chain of Custody. The chain of custody is the means by which the parent unit tracks the location, accountability, and security of any weapon charged to that unit. The key documents in accounting for ordnance equipment are the Ordnance Custody Receipt (NAVMC 10520), the Individual Memorandum of Receipt (NAVMC 10576), the TAD orders, a Letter of Transmittal (LOT), and an acknowledgement receipt for the transmittal (e-mail, Automated Message Handling System (AMHS) message, or returned receipt).

b. Procedures. The following procedures apply to instances when a Marine or Sailor is in receipt of TAD orders requiring them to report with his/her individual weapon. TAD orders that require a Marine to report with his/her individual weapon must state so in the orders. Once an individual receives TAD orders directing him/her to report with their individual weapon, this requirement must be made known to the 22d MEU S-4 Officer so the Armory Officer and armory personnel can be notified. Once the Armory Officer/armory personnel are made aware of this requirement, they must ensure the unit custody records (NAVMC 10576 and NAVMC 10520) are accurately and properly completed. Any errors in these forms could adversely affect an investigation should a weapon become lost, stolen, or destroyed.

c. Required Documentation. Procedures upon issue of individual weapons for TAD orders are to recover the NAVMC 10520 and place it in the weapon rack of the weapon issued. Obtain a copy of the TAD orders and the Letter of Transmittal and place in the weapon rack with the NAVMC 10520. Upon acknowledgement of receipt of weapon, the receiving unit must do one of the following:

(1) E-mail Receipt. Attach a copy of the e-mail acknowledging receipt of ordnance equipment to the letter of transmittal.

(2) AMHS Message Receipt. Attach a copy of the message to the Letter of Transmittal.

(3) Returned Receipt. If the endorsement is on the original Letter of Transmittal, discard the copy and place the original in its place.

d. Execution of TAD. Once a Marine executes TAD orders with ordnance equipment, the destination command must provide a return endorsement within 24 hours of the Marine or Sailor reporting aboard stating the individual and ordnance equipment by serial number has arrived. Failure to receive a return endorsement within 24 hours of

the Marine's required reporting date/time constitutes an unaccountable weapon and follow-up action must be initiated by the parent command.

e. Return of Individual Weapon. Procedures upon return of the individual weapon from TAD status are to check the weapon for serviceability and cleanliness, return the NAVMC 10520 card to the individual and return the ordnance equipment to the storage rack. Dispose of TAD orders, Letter of Transmittal, and returned/receipt endorsement.

1019. Temporary Assignment of Duty to the Command Element. Any Marine who is on TAD to the CE must have a Letter of Transmittal (LOT) signed by their parent unit Commanding Officer. The body of the LOT must include the Marine/Sailor joining, DOD ID number, the ordnance equipment type, and serial numbers for all ordnance equipment to be maintained in the 22d MEU armory (Appendix C). A weapon will not be accepted into the CE armory without an appropriate LOT and a DD Form 1348 supply receipt.

1. The LOT will be maintained in the armory until the TAD Marine's duty is completed.
2. A notice of five working days must be given to the 22d MEU CE armorer prior to the departure of the TAD Marine.
3. Upon departure from 22d MEU CE, the S-4 will provide a return LOT for the weapon. The CE armorer will submit the serial numbers to the S-4.
4. For personnel from other units attaching to the CE for longer than 30 days, the 22d MEU Supply will sign a DD Form 1348 and perform the necessary actions to ensure the ordnance equipment is properly accounted for on the appropriate records. Appropriate modification to the CRANE report and CRANE transactions will be conducted.

1020. Inspections

1. The 22d MEU Commanding Officer will conduct periodic inspections of organic ordnance equipment and related supplies. Periodic command inspections of ordnance equipment are necessary to ensure the equipment is properly maintained.
2. Command Inspections. Command inspections will include, but are not limited to, the following general areas:
 - a. Security and adequacy of storage facilities.
 - b. Supply accounting procedures.
 - c. Maintenance of weapons, kits, tool assets, and hand tools.
 - d. Maintenance of publications and records.
3. Technical Inspections. LTIs may be required of certain ordnance items during the calendar year. LTIs will be conducted to determine the serviceability of ordnance items required to support training exercises and deployments or prior to temporary loans of ordnance equipment to another unit. Ordnance items will not be temporarily loaned to other units unless they are condition code "A" (issuable to customers without limitations or restrictions).
4. Armorer Inspections. Armorers will conduct pre-fire and post-fire inspections on all weapons that are scheduled for firing. The S-3 and attachment unit leaders will provide the armory with a list of all weapons intended for firing at least five working days prior to the event to ensure ample time is allowed for these inspections.

1021. Weapons Safety

1. Weapons safety is the responsibility of every Marine. Negligent discharges occur due to improper or careless handling of weapons. Negligent discharges involve any type of ammunition, live or blank, and are avoidable in nearly every case. Every Marine and Sailor must know and adhere to all weapons conditions and safety rules whenever handling weapons.

2. Clear all weapons entering the armory compound and conduct a function check using the clearing barrels provided near each issue port.
3. All negligent/unintentional discharges of firearms (whether or not injury is involved) will be immediately reported to the 22d MEU Armory Officer and appropriate chain of command during working hours, or the Officer of the Day (OOD) after normal working hours. Reports will contain the following information:
 - a. Rank and name of the individual involved.
 - b. Time and location of the incident.
 - c. Section/unit involved.
 - d. Type weapon and type ammunition involved, i.e., M9 pistol or M4, 9mm/5.56mm ball.
 - e. Brief description of circumstances surrounding the incident.

4. Informal Investigation Report of Negligent/Unintentional discharge of Firearms

- a. An informal investigation report of the negligent/unintentional discharge of firearm may be initiated by the 22d MEU CO.
- b. The informal negligent/unintentional discharge investigation is in addition to, and separate from, required JAG Manual investigations involving death or line of duty/misconduct investigation. The informal negligent/unintentional discharge investigation should be incorporated into the JAG Manual investigation, where appropriate.

5. LTI of Firearm Involved. The weapon involved in a negligent or unintentional discharge will be recovered immediately by someone not involved with the discharge. A Global Combat Service Support Marine Corps (GCSS-MC) service request will be opened requesting an LTI. A copy of the GCSS-MC service request with the results of the LTI will be given to the investigating officer. In the description of work block on the GCSS-MC service request, a statement to the effect of "weapon involved in a negligent/unintentional discharge" will be entered.

6. Additional guidance on negligent/unintentional discharge of firearms is addressed in references (e) and (f).

1022. Keys, Locks, Combinations, and Door Keypads

1. The Armory Chief and custodians are responsible for maintaining the following keys and combinations: main hatches to H-20, back-up keys for the individual bay access keypad, the combinations to the H-20 building vault doors, the high security locks, and the combinations to safes.
2. Per reference (c), whenever someone is removed from the unaccompanied access rosters, the combination to the vault doors and appropriate bay doors will be changed.
3. Per reference (c), at a minimum all vault doors and bay door pin codes will be changed semi-annually.
4. When not in use, all types of locks will be closed in their hasps and not permitted to hang loose where they can be changed covertly by unauthorized personnel. Keys will not be left in locks after opening.
5. The 22d MEU is responsible for maintaining, securing, and managing its own access control procedures for the keys, locks, and safes found within its assigned armory bays.

1023. Privately Owned Weapons. A privately owned weapon is considered to be any instrument that can be used in a fight. This includes firearms, bows, crossbows, pocket knives with blades in excess of three inches in length, and other similar items. All personnel who have privately owned weapons aboard Marine Corps Base, Camp Lejeune will adhere to the following:

1. The weapon will be registered with Provost Marshall Office.
2. A written request stating why the Marine or Sailor is requesting to store a privately owned weapon in the 22d MEU CE Armory must be submitted with the approved registration form to the Commanding Officer in addition to the Appendix B requirements.
3. Upon approval, all documentation will be forwarded to the 22d MEU Armory Officer and a copy of the registration and the approved written request will be kept on file in the armory. At this time, the weapon will be turned in to the armory for storage.
4. A logbook will be maintained for personal weapons and ammunition stored in the armory.
5. Weapons will be stored separately from government weapons. All issue and receipt transactions will be recorded.
6. To draw a personal weapon from the armory, individuals will fill out requests and submit to the Commanding Officer for approval. If approved, the individual will take both the original and copy of the approved request to the armory. Withdrawal of ammunition or weapon(s) requires the owner(s) to provide a copy of the storage authorization letter to the armorer/custodian with at least one form of identification.
7. Upon receipt of the weapon, the individual will sign the receipt of weapon section of the logbook.
8. Upon return of the weapon, the letter will be returned to the owner and the copy will be kept in the armory for six months.
9. Inventory of personal weapons and ammunition maintained in the armory will be conducted concurrently with unit level inventories. Personal weapons and ammunition will be listed by serial number on a separate document from government weapons. Caliber or other distinguishing characteristics will be listed on the personal weapons and ammunition inventory checklist. Personal weapons and ammunition may be stored in private cases within containers. These cases may be sealed (with ball end, or similar seal) after an inventory is completed by the owner and armorer/custodian, and requires a logbook entry. For the purposes of daily sight counts, sealed cases can reflect the integrity of the container, similar to the inventory requirement for banded and sealed weapons crates and boxes. Monthly, serialized inventories will reflect the case seal number.

1024. Letters of Transmittal. A letter of transmittal is only used for the transport, temporary transfer, or temporary storage of weapons from the parent unit to an assigned unit for the duration of a rifle range, coach's course, and other short-term TAD. The letter will include the Marine's full name, rank, DOD ID number, weapon/optic types, and the weapon/optic serial numbers. The letter will be signed by the commander, responsible officer for the equipment, or by an individual granted delegation of authority before ordnance assets are allowed to be drawn from the armory. Marines will surrender their NAVMC 10520 when checking out ordnance items. Upon arrival at the destination, the unit armorer or custodian will verify serial numbers and he/she will sign the endorsement acknowledging that all ordnance items are accounted for. The signed letter of transmittal will then be brought back to the originating unit. If the letter is unable to be returned the same day, the gaining unit will give a courtesy call to the originating unit. The letter of transmittal will be kept on file for one year upon completion of training. See Appendix E for sample letter.

CHAPTER 2

SECURITY PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL ACCESS CONTROL PROCEDURES	2000	2-1
ACCESS CONTROL UNACCOMPANIED ACCESS	2001	2-1
ACCESS CONTROL ACCOMPANIED ACCESS	2002	2-1
ARMORY OPENING/CLOSING PROCEDURES NORMAL WORKING HOURS	2003	2-1
ARMORY OPENING PROCEDURES	2004	2-2
ARMORY CLOSING PROCEDURES.	2005	2-2
NON-WORKING HOURS ACCESS	2006	2-2

CHAPTER 2

SECURITY PROCEDURES

2000. General Access Control Procedures. All armory personnel will strictly adhere to the following general access control procedures:

1. At no time will armory personnel grant an individual access to the armory who does not first present the armory guard with an armed forces ID or CAC. This includes Marines the armory guard recognizes as being authorized access to the armory.
2. Armory personnel will not allow Marines or Sailors in civilian or PT attire entry into the armory building. The exception to this is for armory personnel listed on the access roster and civilian personnel authorized access.
3. All baggage and hand-carried items are subject to search before entering or leaving the armory.
4. The unaccompanied access list will be posted in the armory where unauthorized personnel cannot view it. Each posted copy of the access list must bear the current Commanding Officers signature. Pen and pencil changes to the access lists are not authorized. The unaccompanied access list will be updated as changes occur.

2001. Access Control Unaccompanied Access. Unaccompanied access will be strictly limited to only those individuals whom work within the armory on a daily basis and have been properly screened. Appendix H provides the format for unaccompanied access rosters. All personnel will sign the restricted area access control log upon entering and exiting the armory.

2002. Access Control Accompanied Access.

1. Official visitors, inspection teams, weapons repair personnel, and other personnel not listed on the unaccompanied access roster are authorized accompanied access to the armory with the approval of the Commanding Officer, Armory Officer, or Armory Chief. Only personnel requiring armory access for official business will be granted accompanied access to the armory.
2. All personnel requesting accompanied armory access will present their Armed Forces ID Card to the duty armorer/assigned armory escort. Before granting access to the armory, the duty armorer will ensure the individual requesting access signs in to the restricted area access control log book and searches the individual person, as well as their effects using a metal detector. Personnel search procedures are to prevent the introduction of prohibited items (firearms, explosives, drugs, etc.) or the removal of government property or material. Armory personnel are authorized to search any and all persons entering and leaving the armory.
3. The escort will then take responsibility for the person and will ensure the visitor is escorted at all times.
4. Prior to departing, visitors will be searched with a metal detector, and will sign out of restricted area control log book. The log will be retained on file for a period of three years from completion of the last entry.

2003. Armory Opening/Closing Procedures

1. All armory personnel will strictly adhere to the following when opening/closing armory building/bay and armory compound.
2. Per Marine Corps Order 5530.14A, the armory keys will be guarded with the same security measures that the weapons they allow access to are afforded. OOD/ Duty Non-Commissioned Officer (DNCO) shall escort the armory keys when opening/closing the armory. While in transit, a portable communication device will be on hand to ensure that communication can be immediately established with the Provost Marshal Office in the case of any emergency. On the day of the duty, the assigned OOD/DNCO will be allowed accompanied access to the armory to ensure all hatches to the facility are properly secured prior to closing.

2004. Armory Opening Procedures

1. When opening the armory, the armorer and custodian will present their identification cards to the 22d Marine Expeditionary Unit Officer of the OOD or DNCO at Building 217. The OOD/DNCO will verify that the individuals are on the unaccompanied access roster on file in the OOD/DNCO Binder. Only individuals on the access roster are authorized to draw and maintain the armory keys. The armorer will open the armory safe and withdraw the sealed key box, armory keys and the key issue log. The duty armorer will record the date, time, name, rank, EDIPI, and seal number in the OPEN page of the logbook.
2. The armory keys will have an armed escort from the OOD/DNCO when the keys are removed from the safe.
3. The armed OOD/DNCO will then escort the armory keys directly to the armory.
4. Once the vault door is open, the armorer will perform a security check of the interior. If any signs of forced entry are found the OOD/DNCO or armorer will immediately secure the compound and notify PMO, the Executive Officer, and the Armory Officer.
5. If no signs of tampering or forced entries are found, the armed OOD/DNCO will directly supervise the opening of the armory and the arming of the armorer or custodian. Once the armorer has been armed, the OOD/DNCO will depart the armory. The armorer and custodian will then conduct a site count prior to conducting armory operations.
6. All personnel will sign into the Restricted Area Access log.

2005. Armory Closing Procedures. If at any time during closing procedures, a weapon is identified as missing, immediately notify the OOD/DNCO, Executive Officer, and the Armory Officer. The following steps will be accomplished in order as they appear:

1. Prior to closing the armory, the OOD/DNCO will be notified by the armorer of when he/she will be required to provide an armed escort for the armory keys.
2. The armorer and custodian will conduct a site count of all serialized weapons and optics. The armorer will ensure hatches are secure, the armory cage is clean, and weapons racks are locked.
3. Upon the arrival of the armed OOD/DNCO, the armorer will use the clearing barrel to make a condition four weapon. The armorer will then lock the armory pistol and ammunition in the armory safe.
4. The armorer will verify that all access entries listed on the Restricted Area Access log have been properly closed out with exit times.
5. The armorer will arm the bay's IDS and depart the armory.
6. At the OOD/DNCO Office, the armorer will enter the date, time, name, rank, EDIPI, and seal number into the closing portion of the key register. The keys will be put into the armory key box and secured with the serialized security seal. The OOD/DNCO will verify the seal number and initial the key log entry. The duty armorer will then place the armory keys in the safe and secure the hatch. The OOD/DNCO will then verify that the safe is secured.

2006. Non-Working Hours Access. For access to the armory during non-working hours, the armorer/custodian will conduct prior coordination 24 hours in advance with the OOD/DNCO to ensure that the OOD/DNCO is at building 217 to issue, provide escort and recover the keys.

CHAPTER 3

INTRUSION DETECTION SYSTEM (IDS) PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE OF IDS	3000	3-1
ASSIGNMENT OF IDS PIN NUMBERS	3001	3-1
ACTIONS FOR POWER OUTAGES WHEN IDS IS ACTIVATED	3002	3-1
ACTIONS FOR ACTIVATION OF IDS WHEN ARMORY IS SECURE	3003	3-1
ACTIONS FOR DURESS ALARM WHILE ARMORY IS OPEN	3004	3-1

CHAPTER 3

INTRUSION DETECTION SYSTEM (IDS) PROCEDURES

3000. Purpose of The IDS. The purpose of the IDS is to eliminate the need for constant surveillance of the armory compound. The IDS is a passive alarm system consisting of contact and motion sensors. Once an IDS alarm is triggered, a signal is immediately sent to the PMO dispatcher. Security personnel must respond to the IDS alarm within 10 minutes and in accordance with the actions taken within this chapter.

3001. Assignment of IDS Pin Numbers. Upon screened assignment to duty in the armory, all personnel authorized unaccompanied access will be assigned an IDS Personal Identification Number (PIN) in order to activate/deactivate the main armory and individually assigned cage's IDS. Each individual armorer/custodian will request PINs by submitting a PIN request letter to the PMO physical security department signed by the Commanding Officer. Marines will proceed to the PMO physical security department with their ID card in order to receipt for the PIN(s). PINs will be cancelled by contacting the PMO physical security department, as required. The Key Control Officer will validate IDS PIN requests for accuracy on a quarterly basis.

3002. Actions for Power Outages When IDS is Activated. If a power outage should occur, all units owning spaces in the armory will report to the armory and conduct a sight count. Once all units and gear have been accounted for, the units will set up a duty schedule ensuring there are at least two personnel at the armory at all times that have the proper training and requirements to access the building. At no time will armory personnel leave until they have been properly relieved by the oncoming duty or cleared by the posted duty. The posted duty will assume full responsibility for the building and other units' bays. No duty is authorized to enter another unit's areas without permission unless they have coordinated with the respective units Armory Chief, there is a sign of intrusion, or in the event of an emergency.

3003. Actions for Activation of IDS When Armory is Secure. The IDS monitor will notify the units in the event the IDS alarm is activated. The unit will contact their personnel as well as the unit OOD/OIC and report to the armory to relieve PMO, conduct a sight count, and investigate the cause of the alarm. Once the problem has been identified, the unit will conduct closing procedures.

3004. Actions for Duress Alarm While Armory is Open. Upon the duress alarm being activated, PMO will be in route and a phone call should occur within five minutes. The representative on the phone will ask for the duress word. Once everything is cleared and there is no threat detected, the unit will return to work. If a threat is detected, PMO will investigate when they arrive on scene.

CHAPTER 4

ARMORY SECURITY CONSIDERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PERSONNEL ACCESS TO ARMORY DURING NON-WORKING HOURS	4000	4-1
ACCESS OF FACILITIES MAINTENANCE PERSONNEL	4001	4-1
ACCESS OF VEHICLES AND ENGINEER EQUIPMENT	4002	4-1

CHAPTER 4

ARMORY SECURITY CONSIDERATIONS

4000. Personnel Access to the Armory During Non-Working Hours. All requirements for weekend or holiday armory access will be coordinated through the Logistics Chief or Armory Officer. The 22d MEU OOD must be made aware of all required weekend or holiday armory access two business days prior to the weekend or holiday. Paperwork is not required; a verbal intent will suffice. If the request is not supportable, due to personnel limitations, the requestor will be notified.

4001. Access of Facilities Maintenance Personnel

1. Facilities maintenance personnel will be granted access to the armory compound only if authorized by the Armory Officer. In the absence of the Armory Officer, the 22d MEU S-4 or Executive Officer may grant authorization if:

a. The work being performed is verified against a pending work request maintained by the armory facilities personnel.

b. Proper identification is presented to the duty armorer.

c. The maintenance personnel are accompanied at all times by an individual listed on the unaccompanied access roster.

2. The duty armorer will make a logbook entry recording the time and maintenance performed.

4002. Access of Vehicles and Engineer Equipment. All government vehicles and engineer equipment requesting access to the armory will be properly screened by armory personnel. Personally operated vehicles (POV) are not authorized access to the armory. All government vehicles or engineer equipment will be escorted by armory personnel. All armory gates will be secured immediately after vehicles exit the armory compound.

CHAPTER 5
MAINTENANCE

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	5000	5-1
WEAPONS CLEANING PROCEDURES	5001	5-2
OPTICAL EQUIPMENT	5002	5-2
TRANSPORTING ORDNANCE ITEMS TO REPAIR FACILITY	5003	5-3
INSPECTION AND OVERHAUL OF SMALL ARMS WEAPONS	5004	5-3
PRE-FIRE INSPECTIONS (PFI)	5005	5-3
PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)	5006	5-3
IDENTIFICATION MARKING OF SMALL ARMS	5007	5-4
MAINTENANCE BY CANNIBALIZATION	5008	5-4
MAINTENANCE MANAGEMENT/ORDNANCE POLICY NOTICES	5009	5-4
CORROSION CONTROL	5010	5-4
CALIBRATION	5011	5-4
INFANTRY WEAPONS GAGE CALIBRATION PROGRAM (IWGCP)	5012	5-5
MODIFICATION OF EQUIPMENT	5013	5-5
MODIFICATIONS THAT EXCEED UNIT AUTHORIZATION	5014	5-5

CHAPTER 5
MAINTENANCE

5000. General

1. Scope

a. Ordnance equipment will be maintained per the instructions contained herein, applicable policy letters, pertinent regulations, Technical Manuals (TM) and reference (a).

b. Priority of maintenance will be mission essential Marine Corps Readiness Reportable Ground Equipment (RRGE) as listed in reference (g) followed by non-mission essential equipment.

2. Responsibilities

a. Commanding Officers of the using units are responsible for organizational maintenance, including proper operating techniques, normal up-keep, and authorized repairs in the armory.

b. Personnel will comply with the provisions of reference (a) and 22d MEU policy in reporting equipment in GCSS-MC.

c. Requests for higher echelons of maintenance of ordnance equipment will be made by GCSS-MC service requests.

3. Maintenance Procedures

a. Units are authorized to perform only that maintenance level as cited in their respective mission statement on their T/O, within the scope prescribed by pertinent TM, Technical Instruction (TI), Modification Instruction (MI), other technical publications and special authorizations by the CG.

b. Ordnance equipment maintenance will be accomplished at the lowest echelon of maintenance consistent with the scope of the unit's mission, availability of repair parts, tools, repair equipment, capabilities of personnel and the time available. Qualified personnel at any echelon of maintenance may perform work of a scope normally authorized at a lower echelon.

c. The inspection/repair tag (NAVMC 1018) will be properly filled out per reference (b) and attached to all items of ordnance equipment upon detection of unserviceability and accompany evacuated equipment to maintenance facilities for repair.

d. The GCSS-MC service request is the primary document used for the performance of equipment maintenance or to request support maintenance from 2d Marine Logistics Group.

e. All lower echelons of maintenance will be completed before evacuation to the next higher echelon repair facility. GCSS-MC service requests for equipment having been submerged or sustaining other water damage will be so annotated. The approximate duration of submergence and corrective action taken will be included.

f. Maintenance support units will report evidence of abuse or lack of organizational maintenance by using units to the Commanding General, Assistant Chief of Staff G-4/Ord, and the CO of the unit concerned.

g. Proper publications, tools, and equipment necessary to perform authorized maintenance will be maintained.

h. Maintenance programs to detect and correct failures before they occur will be established.

5001. Weapons Cleaning Procedures

1. All weapons assigned to the 22d Marine Expeditionary Unit (MEU) will be maintained in a clean and properly lubricated condition. In order to achieve this end state, monthly weapons cleaning will be completed. Individual Marines are responsible for cleaning their issued weapon. In addition, staff sections are responsible for cleaning a fair share number of the command's stock weapons.
2. Prior to the first working day of each month, an updated cleaning roster will be published. The roster will list each Marine's individual weapon and the stock weapons assigned to each section. The roster will be used to track weapons as they are cleaned. The weapons cleaning completion percentage will be published via email to the primary staff weekly and to the senior enlisted leaders at the weekly Section Chief's meeting. A detailed weapons cleaning roster will be forwarded to the 22d MEU Executive Officer and Sergeant Major on the 20th of each month to inform them of any Marines or sections who have not yet cleaned their weapons.
3. Weapons will be cleaned after any firing of live or blank ammunition. All weapons used on a range will be cleaned no later than the end of the work week following the completion of the range. Marines will coordinate with their sections in order to draw their weapon from the armory during posted times. Issued weapons cleaning kits will be used. Additional supplies and equipment necessary will be provided by the armory. The 22d MEU armorer will inspect all weapons in order to ensure cleanliness. Weapons will not be recorded as clean until they are inspected by the armorer. Any weapon that is used on a range and not cleaned within one week will be reported to the 22d MEU Executive Officer and Sergeant Major via the 22d MEU Armory Officer.
4. The cleaning of all weapons will be conducted inside the armory compound. The armory solvent tanks can be used upon request. Personal protective equipment (face shield, gloves, and apron) is required when the solvent tanks are in use. The use of the solvent tanks is a privilege and Marines will lose that privilege if they do not adhere to all environmental and safety requirements.

5002. Optical Equipment

1. Adverse environmental conditions and frequent use of optical equipment imposes a requirement for optimum organizational maintenance. Because of the delicate and complex nature of optical equipment, organic maintenance is limited in scope. Therefore, continuous operator and field level maintenance is essential. When in use, the lenses of optical equipment should be protected from the elements whenever possible. Lens tissue and camel hair brushes will be made available to remove dirt and fingerprints from the lenses of optical equipment while issued and upon return of equipment to the unit armory or designated storage area.
2. Some items of optical equipment contain a luminous radioactive hydrogen isotope (H-3) called "Tritium" as an illumination source. Equipment containing tritium will be labeled, "WARNING RADIOACTIVE MATERIAL". Tritium sealed in vials (that have illumination) pose no threat to personnel; however, if the vial is broken the tritium gas will escape and a portion of it may combine with oxygen to form germinated water (H₃O). Inhalation of the gas or ingestion of H₃O poses a hazard to health. Specific instructions for handling broken sources can be found in reference (h) and (i). Disposition and incident reporting will be in accordance with reference (h). The following items will be kept on hand in all locations that possess equipment containing tritium:

<u>Item</u>	<u>NSN</u>
a. Bag, plastic (radiation)	2805-00-837-7753
b. Bag, plastic 20 x 25 (radiation)	8105-00-269-4662
c. Gloves, plastic (radiation)	8415-00-248-3228
d. Tape (radiation)	7510-00-926-8389

3. Although not an ordnance item, the Compass Magnetic, Unmounted, Lensatic (TAMCN K4222) may be retained in the armory and must be stored in a container marked with the standard radiation symbol and a sign posted with "WARNING RADIOACTIVE MATERIAL" per reference (j).

5003. Transporting Ordnance Items To Repair Facility. The transportation of ordnance equipment as contained herein applies to transporting items for repair to higher echelon of maintenance facilities and pick-up of items for return to the using unit.

1. When transporting optical equipment to and from maintenance support facilities and during normal training, every precaution will be taken to ensure proper storage aboard the vehicle, to preclude damage in transit. Optical components will be protected by padding, and covered for protection against dust or rain. Those items of optical equipment with cases will be transported in their cases.
2. Weapons transported for repair or pick-up must be stowed in such a manner so as to provide maximum protection in transit. Use of padding or specially constructed transport boxes must also provide maximum protection from elements and must prevent further damage to equipment being turned in for repair, or damage to equipment already repaired. Ordnance equipment being carried by an individual is the direct responsibility of that individual and must be handled in such a manner as to prevent damage or loss.
3. In the case of items transported for calibration, care must be taken to ensure calibrated instruments are afforded maximum protection.
4. When transporting secondary repairable items for turn in/pick-up, the same care must be provided. The fact that an item of ordnance equipment or component is inoperable does not mean it is non-repairable. Damage to an item in transit may render it unserviceable or economically non-repairable thus decreasing the availability of repairable assets.

5004. Inspection and Overhaul of Small Arms Weapons

1. Preventive maintenance checks and services (PMCS) are a series of inspections, required operator level maintenance, and the correction of minor discrepancies.
2. Preventive maintenance is divided into six types. These are daily, weekly, quarterly, semi-annual, annual, and special. Weapons/optical equipment not under warranty will have PMCS conducted not less than annually, or as prescribed by applicable maintenance concept document.

5005. Pre-Fire Inspections (PFI)

1. PFIs are designed to determine the serviceability of small arms. A PFI will be conducted the week prior to an annual qualification or requalification, or before using a weapon for firing per reference (k). PFI procedures are contained in references (l) and (m) and the appropriate TM. PFIs will be performed by a qualified small arms repair technician. A copy of the GCSS-MC service request and ordnance technical inspection form used to document the PFI will be supplied to the RSO for requalification details.
2. Per reference (m), PFIs are not authorized to be waived.
3. All weapons will undergo an operation check by the operator before firing per appropriate operator's manual. "Firing" is defined as using live or blank ammunition.

5006. Preventive Maintenance Checks and Services (PMCS). PMCS inspections are to determine the serviceability of ordnance equipment on a scheduled basis. The appropriate TMs for each item of ordnance equipment stipulates when these inspections are to be conducted unless the item is under warranty, then PMCS will be conducted quarterly utilizing NAVMC 10561. Completed PMCS will be recorded per reference (b). The reporting of completed PMCS will be accomplished on the GCSS-MC service request for PMCS performed in organizational or support activity maintenance shops. When PMCS is not listed in the technical manual, it will be conducted on a quarterly basis for all weapons and optical gear.

5007. Identification Marking of Small Arms

1. Scribing, stamping, engraving, or marking numbers or letters on ordnance equipment is unauthorized unless specified by Marine Corps directives, TIs, MIs, or TMs.
2. To assist the unit weapons custodian in the issue and receipt of small arms, weapons may be stenciled with the storage rack number on its receiver or stock per reference (n), which establishes painting as the only approved method of marking small arms and accessories. Ordnance items requiring local serial numbers will be marked using a stencil no larger than one inch in a color conducive to camouflage. Marking will consist of any unique set of letter and/or numbers.
 - a. Bayonets and combat knives will be marked on the scabbard or sheath.
 - b. Shoulder fired weapons will be marked on the left side of the stock near the butt.
 - c. Pistols will be marked on the left grip panel.
 - d. Machine guns and squad automatic weapons will be marked on the top of the feed cover.
 - e. Other accessory items will be marked on any flat non-friction bearing surface.
 - f. These markings are for local identification of weapons and equipment for issue and recovery. The number should be entered on the NAVMC 10520 (Ordnance Custody Receipt Card). Marking numbers will not be entered on the Reporting Unit Allowance File (RUAF).

5008. Maintenance by Cannibalization/Selective Interchange

1. Cannibalization is defined as the removal of serviceable parts from one item of equipment for installation on another without ordering a replacement part. Maintenance by cannibalization will not be employed and is expressly prohibited except in extreme circumstances and then only with complete justification and with authorization from the Commanding General, (Assistant Chief of Staff G-4 MMO/ORD. While deployed, the 22d MEU CO has authorization to approve cannibalization and selective interchange via Naval Letter.
2. Selective Interchange is defined as the exchange of selected serviceable repair parts from an item of equipment for unserviceable repair parts from a like item. Even though parts have defects, they will be placed on the like item. Per reference (a) the conduct of selective interchange will require authorization from the Commanding Officer.

5009. Maintenance Management/Ordnance Policy Notices

1. 22d MEU maintenance management and ordnance policy notices will be published periodically to outline procedures or changes in policy and to provide guidance or clarification when necessary. Policy notices are effective until cancelled or superseded. Information promulgated in these notices will be reviewed for inclusion in future changes to this directive.
2. 22d MEU maintenance management and ordnance policy notices will be maintained in a file in the Armory Officer's and/or maintenance management officer's office and appropriate commodity desk top/turnover folder.

5010. Corrosion Control. Corrosion control will be conducted per equipment TMs, Lubrication Orders (LO), Lubrication Instructions (LI), and reference (o).

5011. Calibration. Test, measurement, and diagnostic equipment (TMDE) are sophisticated tools that require control, inventory and maintenance. The main emphasis of TMDE maintenance is accuracy, assured through calibration. The calibration facility operated by the 2d Marine Logistics Group will be the primary source of calibration for support test equipment. Additional guidance can be obtained in reference (p). Calibration records will be maintained on all gauges per instructions in references (a) and (b).

5012. Infantry Weapons Gauge Calibration Program (IWGCP)

1. The IWGCP has been developed to maintain a pool of calibration gauges for exchange of un-calibrated gauges and calibration-due gauges at no cost to the unit.
 - a. Requests for gauges should be submitted per reference (p).
 - b. All gauges identified as excess must be turned in to the IWGCP program manager.
2. When calibrated gauges are requested through the IWGCP, a serviceable gauge must first be sent to the program before new ones are issued.

5013. Modification of Equipment

1. Modification of ordnance equipment will only be accomplished when authorized by CMC. References (a) and (b) provides for the management of the Marine Corps modification control program.
2. Urgent modifications will be applied within the time frame stated in the applicable MI.
3. All other modifications will be applied on a regularly scheduled basis and must be accomplished within one year from the published date of the instruction.
4. The Armory Officer will take the necessary steps to expedite all modifications within the echelon of maintenance authorized.

5014. Modifications That Exceed Unit Authorization. All authorized ordnance equipment modifications that exceed the using unit maintenance echelon capabilities will be evacuated to the IMA supported unit. During composite, this is the Combat Logistics Battalion assigned to the 22d MEU. Requests for this type of service will be submitted via a GCSS-MC service request.

CHAPTER 6

INVENTORIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	6000	6-1
OPENING/CLOSING SITE COUNT	6001	6-1
MONTHLY SERIALIZED INVENTORY	6002	6-2
ANNUAL SERIALIZED INVENTORY CONTROL OF SMALL ARMS	6003	6-3
SECURITY AND DUMMY AMMUNITION PHYSICAL INVENTORIES	6004	6-3
LAYETTE INVENTORY	6005	6-4
LOCK AND KEY INVENTORY	6006	6-4
KITS, SETS, AND CHEST INVENTORY (SL-3)	6007	6-4

CHAPTER 6
INVENTORIES

6000. General. Inventories of ordnance items are conducted per references (a) and (d). The following information outlines the inventories required and amplifies procedures to be employed in the conduct of those inventories.

6001. Opening/Closing Site Count

1. The site count form is locally produced. It is used to record the open/close sight counts of all weapons accountable to the unit.
2. At a minimum, the site count inventory form will contain the following information:
 - a. Unit designation (pre-printed).
 - b. Title indicating it is a daily site count inventory form (pre-printed).
 - c. Table of authorized materiel control number (TAMCN) (pre-printed).
 - d. Nomenclature of the serialized item (pre-printed).
 - e. Table of equipment (T/E) allowance (pre-printed).
 - f. Total on hand column.
 - g. A remarks section to explain any differences between the T/E allowance and the on-hand total. The armament summary chart information can be incorporated in this section to identify weapons in the maintenance cycle, etc.
 - h. Date of the inventory.
 - i. Time of the inventory.
 - j. Printed name and rank of the individual conducting the daily site count inventory and a second printed name and rank of the individual who supervised the site count.
 - k. Signature block of the individual conducting the site count and a signature block for the person who supervised the site count.
- l. Copy to, indication by billet who will receive copies of the inventory, (pre-printed). Ensure the original copy of the inventory is kept in the armory.
3. All Crane reportable weapons and privately owned weapons to include security ammunition in the armory will be inventoried by site count at the opening and immediately before the closing of the armory. The results will be documented on a daily site count form for the record and provided to the Armory Officer.
4. The closing and opening site counts may be recorded on the same form so long as the form is separated to distinguish the inventories from each other and has two certification and signature blocks and indication of the time and date of the site counts.
5. The completed site count inventories will be provided to the designated individual(s) upon closing the armory.
6. Filing Instructions for the Site Count Inventories. At a minimum, the sight count inventories will be made in duplicate. A copy will be maintained by the section. The original site count will be maintained in the unit armory for three years. Completed site count inventories will be filed in date sequence.

6002. Monthly Serialized Inventory

1. A serialized inventory of all Crane reportable weapons, privately owned weapons, optics, and equipment required to be stored inside the armory (in addition to other high cost ordnance items as directed by the Commanding Officer) will be conducted monthly by a disinterested officer or SNCO.

a. A disinterested officer or SNCO is defined as an individual not tasked with maintaining weapons custody, security and record keeping, such as the unit Armory Officer/chief, supply personnel, armory NCOIC, armorer or weapons custodian.

b. All assignments to duties as the Inventory Officer will be made in writing by the Commanding Officer.

c. Marine Corps Orders (MCO) and User's Manual (UM) of the 4400 and 4790 series provide specific requirements with respect to the conduct of stock list (SL) and collateral equipment inventories.

d. The Supply Officer will provide the Inventory Officer with a copy of the Consolidated Memorandum Receipt (CMR) or an extract of the current CMR of which will be used as the inventory document to conduct the monthly serialized inventory at the unit level. The completed inventory will be submitted to the Commanding Officer via the Supply Officer, who will verify the report.

2. Items not physically present in the armory will be accounted for by appropriate documentation being sighted, verified, and specifically recorded on the report. Appropriate documentation includes a copy of the GCSS-MC service request, NAVMC 10359, NAVMC 10520, deployed unit CMR, Commanding Officer's authorization letter to keep weapons out of the armory overnight, or an investigation appointing order. All accountable documents will be annotated on the monthly serialized inventory report with the serial numbers of the ordnance items on the documents.

a. Items evacuated for repair will be verified by the appropriate GCSS-MC service request number. The Inventory Officer will cite the GCSS-MC service request and verify that the serial number is properly recorded in addition to a phone call to the MMO at the supporting activity. Should the service request be pending in excess of 30 days, the Inventory Officer will further verify that it is still valid by checking GCSS-MC.

b. Missing items under investigation will be verified by a copy of the investigative appointing order. The Inventory Officer will verify the investigation is still pending and annotate the inventory report accordingly. At a minimum, weapons checked out of the armory overnight will be authorized in writing by the unit commander concerned, indicating the nomenclature of the item, the serial number if applicable, quantity, responsible individual, and the date and time of issue and return.

(1) When groups of Marines are involved in some activity such as a field exercise or area guard, the requirements for written authorization can be met by use of the unit training schedule. However, the armory shall be provided with a roster of the personnel involved. Additionally, the NAVMC 10520 card or the NAVMC 10359 card, as appropriate, will remain in the armory.

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

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

3. The MSI will be forwarded, via the Supply Officer, to the Commanding Officer. The inventory package will contain copies of: Inventory Officer appointment letter, CMR, Inventory Officer results, and Supply Officer's endorsement. A complete copy of these documents with endorsements will be maintained within the unit armory and kept on file for five years.

6003. Annual Serialized Inventory Control of Small Arms

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

2. The Supply Officer will maintain staff cognizance over serialized small arms reporting.

3. All reporting units having an allowance of small arms as defined in reference (r), will report to the Commander, Naval Surface Warfare Center (NSWC), (Code 2045), 300 Highway 361, Crane, Indiana 47522-5000 (RCS MC-9300-01) all receipts, issues, or other adjustments to the accountable balance of the unit's records.

4. The Supply Officer shall submit in writing to the NSWC, Crane within five working days, and any time a change occurs regarding the on-hand quantity of any assigned small arms.

a. Submission of transactions will be per the reporting instructions contained in reference (r). Batch submission of receipts is not authorized.

b. Reportable occasions include but are not limited to:

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

(2) Small arms turned-in to the IMA, 2d MLG for repair are subsequently coded out (washed out in the maintenance cycle (WIR)).

(3) Missing, Lost, Stolen and Recovered (MLSR) small arms (reference (q)).

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

5. Units will not report temporary changes in custody when a weapon is turned-in for repair or temporary loan.

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

a. National Item Identification Number (NIIN)

b. Serial number

c. Account number

d. Quantity

e. Unit of issue

f. Nomenclature

g. A statement of the transaction involved and the certifying signature of the unit responsible officer.

h. Any additional documentation such as requests for disposition instructions (Letters of Unserviceable Property (LUP)) and the disposition instructions will be provided along with the DD 1348-1.

6004. Security and Dummy Ammunition Physical Inventories. All security and dummy ammunition within the armory must have an annual/monthly physical inventory conducted. The inventory results will be annotated on the NAVMC 10774 form by the monthly serialized Inventory Officer.

6005. Layette Inventory. The layette will be inventoried biweekly (once every two weeks). Refer to reference (a) for additional guidance.

6006. Lock and Key Inventory. Inventories of all locks and keys used for securing weapons and ammunition will be conducted by the assigned lock and key custodian semi-annually. Inventory records will be retained in the armory cage files for a minimum of one year.

6007. Kits, Sets and Chests Inventory (SL-3)

1. All kits, sets, and chests (to include components required with crew-served weapons) will have a component list (appropriate SL-3/operators manual or extract). The following criteria will be used to determine the frequency of inventories:

a. All kits, sets, chests, and individual hand/portable tools placed in service will be inventoried and checked for serviceability quarterly.

b. Additionally, kits, sets, chests, and individual hand tools issued to an individual on a semi-permanent basis will be inventoried upon issue, semiannually, and upon recovery. Inventories accomplished for either issue or recovery will satisfy the semiannual inventory requirement.

c. Kits, sets, chests, and individual hand/portable power tools that are not in service will be securely stored, banded, and inventoried annually.

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

3. Inventories will also include an inspection for serviceability. The last page of the inventory will have a space for the signature of the person conducting the inventory, date of the inventory, and signature of person supervising the inventory per reference (a).

4. It should be noted that these procedures reflect minimum requirements. The Commanding Officer may specify more frequent inventory intervals within their commands, if deemed appropriate.

APPENDIX A

SAMPLE CREW SERVE ASSIGNMENT LETTER

UNIT HEADING

8000
CO
DD Mmm YY

From: Commanding Officer
To: Armory Chief

Subj: AUTHORIZATION TO RECEIPT FOR CREW SERVE WEAPON SYSTEMS

Ref: MEUO P8000.2_

1. Per the reference, the below listed personnel are authorized to sign out/in all weapons systems as identified by serial number and type. (Note 1)

<u>RANK</u>	<u>NAME</u>	<u>EDIPI</u>
1stLt	Last, First MI.	1234567891
GySgt	Last, First MI.	1234567891

NOTE 1: Individuals are authorized to check out/in all serial numbers listed in this authorization letter.

3. The below listed personnel are authorized to sign out/in vehicle mounted weapons for Team 1 as identified by serial number and type.

<u>RANK</u>	<u>NAME</u>	<u>EDIPI</u>
Sgt	Last, First MI.	1234567891
Cpl	Last, First MI.	1234567891

<u>WEAPON TYPE</u>	<u>NOMENCLATURE</u>	<u>SERIAL NUMBER</u>
M2	.50 Cal MG	1034545
M3	Tripod	N/A
Mk93	Mount	N/A

4. This will be reissued every 90 days, or after the 5th change, whichever occurs first.

5. No additions or deletions will be made without official correspondence from the Commanding Officer. Once the change has been incorporated, file the authorizing document with this original letter.

I. M. COMMANDING

APPENDIX B

SAMPLE AUTHORIZATION TO WITNESS THE ISSUE AND RECOVERY OF
INDIVIDUAL WEAPONS AND SIGN NAVMC 10576

UNIT HEADING

IN REPLY REFER TO:
4700
CO
DD Mon YY

From: Commanding Officer
To: Armory Chief

Subj: AUTHORIZATION TO WITNESS THE ISSUE AND RECOVERY OF INDIVIDUAL WEAPONS AND
SIGN NAVMC 10576

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

1. In accordance with the reference, the Marines listed below are authorized to witness the issue and recovery of weapons through signing the Memorandum Receipt for Individual Weapons and Accessories NAVMC 10576.

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>	<u>BILLET</u>
Last, First M.	Cpl	1234567891	Armory Chief
Last, First M.	Cpl	1234567891	Armorer

2. You are directed to familiarize yourself with the reference and ensure compliance with established procedures for the completion, filing, and disposition of the NAVMC 10576.

3. This letter will be maintained until all NAVMC 10576 cards issued under these signatures are removed from circulation.

4. Individual authorizations are rescinded upon transfer from this command.

5. The point of contact for this matter is Captain I. M. Marine at (910) 451-0407.

I. M. COMMANDING

APPENDIX C

SAMPLE AUTHORIZATION LETTER TO SIGN NAVMC 10520 CARDS

UNIT HEADING

IN REPLY REFER TO:
8000
ARM
DD Mon YY

From: Commanding Officer
To: Armory Chief

Subj: AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPTS (NAVMC 10520)

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

1. Per the reference, the following personnel are authorized to sign Ordnance Custody Receipts (NAVMC 10520) for 22d Marine Expeditionary Unit, II Marine Expeditionary Force:

<u>NAME</u>	<u>RANK</u>	<u>SECTION</u>	<u>SIGNATURE</u>
Last, First M.	MSgt	S-3	_____
Last, First M.	GySgt	H&S Co	_____
Last, First M.	SSgt	S-4	_____
Last, First M.	Capt	ATC	_____

2. This letter supersedes all previous authorization letters.
3. The point of contact for this matter is Captain I. M. Marine at (910) 451-0407.

I. M. COMMANDING

APPENDIX D

LOST, DAMAGED, OR DESTROYED NAVMC 10520 LETTER

UNIT HEADING

8000
ARM
DD MON YY

From: Rank First MI. Last EDIPI/MOS USMC
To: Commanding Officer

Subj: REPORT OF LOST, DAMAGED, OR DESTROYED NAVMC 10520S

Ref: TM 4700-15/1_

1. The following NAVMC 10520(s) which were issued to me are reported as **lost / damaged / destroyed** (circle one).

Rack Number	Ordnance Type	Serial Number	Card Number

2. Statement regarding the loss, damage, or destruction:

3. Has the OOD's card box been checked? Yes No

OOD Signature: _____

4. Has the OIC and Platoon Sergeant been notified? Yes No

OIC/Plt Sgt Signature: _____

8000
ARM

FIRST ENDORSEMENT

From: Commanding Officer
To: Armory Chief

1. Forwarded for appropriate action:

Issue new NAVMC 10520's for same ordnance items.

De-issue old ordnance items and re-issue new ordnance items.

I. M. COMMANDING

APPENDIX E

SAMPLE LETTER OF TRANSMITTAL FOR INDIVIDUAL WEAPONS

UNIT HEADING

IN REPLY REFER TO:

8000

RO

DD Mon YY

From: Responsible Officer, Subordinate Unit Code, 22d MEU
To: Armory Chief

Subj: LETTER OF TRANSMITTAL IN CASE OF NAMED EXERCISE

Encl: (1) Serials Items List

1. The following Marines are hereby authorized to draw and retain their associated weapons and collateral equipment from 22d Marine Expeditionary Unit, II Marine Expeditionary Force Armory in support of (Named Exercise).
2. It is requested that the Marines listed above be authorized to temporarily store their weapons and collateral equipment in your unit's armory for the duration of this exercise.
3. The point of contact for this matter is Captain I. M. Marine at (910) 451-0407.

I. M. COMMANDING

RECEIVING ENDORSEMENT

From: Armory Chief
To: Responsible Officer, Subordinate Unit Code, Unit

Subj: LETTER OF TRANSMITTAL IN CASE NAMED EXERCISE

1. I _____ have received and verified the serial numbers of all items all items listed in the enclosure.

Signature/Time/Date

APPENDIX F

REQUEST TO STORE PERSONALLY OWNED WEAPONS/AMMUNITION

UNIT HEADING

IN REPLY REFER TO:
5530
CO
DD Mon YY

From: Rank Last, First MI. EDIPI/MOS USMC
To: Commanding Officer

Subj: REQUEST TO STORE PERSONALLY OWNED WEAPONS/AMMUNITION

Ref: MEUO P8000.2K
Encl: (1) Copy of Base PMO Weapons Registration

1. Per the references, I request storage of the following weapon(s)/ ammunition in the 22d MEU armory.

Manufacturer	Gauge/Caliber	Model
Type of Firearm	Serial Number	Action Type

2. Additionally, I request to store (QUANTITY) of (GAUGE/CALIBER) ammunition in the 22d MEU armory.

3. Enclosure (1) is a copy of my base registration form.

4. I understand that no maintenance will be accomplished on this weapon by unit armorers. I am responsible for all preventive and corrective maintenance for this weapon.

5. I understand that I must have written authorization from the Commanding Officer to withdraw this weapon/ammunition from the 22d MEU armory.

6. If for any reason I am not able to retrieve my weapon from the armory, the following next of kin information is provided:

Name _____
Address _____
Tel # () _____

(SIGNATURE OF MARINE)

APPENDIX F

Subj: REQUEST TO STORE PERSONALLY OWNED WEAPONS/AMMUNITION

Command Endorsement

	<u>Recommended</u>	<u>Print Rank Name & Phone #</u>	<u>Signature</u>	<u>Date</u>
Section SNCOIC	(Y)(N)	_____	_____	_____
Section OIC	(Y)(N)	_____	_____	_____
SgtMaj	(Y)(N)	_____	_____	_____
Battalion Commander	(Y)(N)	_____	_____	_____
Remarks	_____			

Permanent Personally Owned Weapons Receipt

I, _____ have received the following personally owned weapon/ammunition for storage in the 22d MEU armory:

Manufacturer: _____ Caliber/Gauge: _____

Model: _____ Type: _____ Serial Number: _____

and the following ammunition:

Manufacturer: _____ Caliber/Gauge: _____

Quantity: _____

Duty Armorer Signature

Copy to:
Armory Files

APPENDIX G

REQUEST TO DRAW PERSONALLY OWNED WEAPON/AMMUNITION

UNIT HEADING

IN REPLY REFER TO:
5530
CO
DD Mon YY

From: Rank Last, First MI. EDIPI/MOS USMC
To: Commanding Officer

Subj: REQUEST TO DRAW PERSONALLY OWNED WEAPONS/AMMUNITION

Ref: MEUO P8000.2K

1. Per the references, it is requested that I be granted authorization to temporarily/permanently withdraw my personally owned weapon(s)/ammunition from (TIME/DATE) to (TIME/DATE).

Manufacturer: _____ Caliber/Gauge: _____

Model: _____ Type: _____ Serial Number: _____

and the following ammunition:

Manufacturer: _____ Caliber/Gauge: _____

Quantity: _____

2. Reason for request:

3. I have read and understand the requirements for temporarily checking out my personally owned weapon/ammunition from the above listed reference.

(SIGNATURE OF MARINE)

Subj: REQUEST TO DRAW PERSONALLY OWNED WEAPONS/AMMUNITION

Command Endorsement

	<u>Recommended</u>	<u>Print Rank Name & Phone #</u>	<u>Signature</u>	<u>Date</u>
Section SNCOIC	(Y)(N)	_____	_____	_____
Section OIC	(Y)(N)	_____	_____	_____
SgtMaj	(Y)(N)	_____	_____	_____
Battalion Commander	(Y)(N)	_____	_____	_____
Remarks	_____			

Personally Owned Weapon Receipt

I, (RANK FULL NAME, EDIPI) have received the following personally owned weapon(s)/ammunition from the 22d MEU armory:

Manufacturer: _____ Caliber/Gauge: _____

Model: _____ Type: _____ Serial Number: _____

and the following ammunition:

Manufacturer: _____ Caliber/Gauge: _____

Quantity: _____

I have read and understand the requirements for withdrawing my personally owned weapon/ammunition.

(SIGNATURE OF MARINE)

Copy to:
Armory Files

APPENDIX H

UNIT ARMORY ACCESS ROSTER

UNIT HEADING

IN REPLY REFER TO:
5530
CO
DD Mon YY

From: Commanding Officer
To: Provost Marshal Office, Marine Corps Installations-East, Marine Corps Base Camp Lejeune (Attn: Physical Security)

Subj: AUTHORIZATION FOR UNACCOMPANIED ACCESS TO THE 22D MARINE EXPEDITIONARY UNIT (22D MEU) ARMORY BUILDING 420

Ref: (a) MCO 5530.14A

1. In accordance with the reference, the following personnel have received the appropriate Arms, Ammunition, and Explosives (AA&E) screening and are authorized unaccompanied access to the 22d Marine Expeditionary Unit Armory located within building 420, Camp Lejeune. The Marines listed below are authorized to be issued Intrusion Detection System (IDS) pin codes and to sign for all AA&E keys.

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>	<u>BILLET</u>	<u>BUILDING/BAY ACCESS</u>
Last, First M.	Cpl	1234567891	Armory Chief	Bldg 420 Bay 4
Last, First M.	Cpl	1234567891	Armorer	Bldg 420 Bay 4

2. All other personnel entering the armory must be accompanied by a Marine with unaccompanied access. Accompanied admission into the armory is limited to persons that are in the execution of official duties and may be granted on a case by case basis by the Commanding Officer or the Armory Chief.

3. All personnel entering the armory must present a valid Identification Card to the duty, sentry, or escort, and sign into the access control log at the main entry way. Additionally, all personnel and property under their control will be searched upon entry and exit of the armory in accordance with the Internal Security Act of 1950, Section 21;50 U.S.C 797.

4. This letter supersedes all previous authorizations.

5. The after-hours point of contact is the 22d Marine Expeditionary Unit Officer of the Day at (910) 376-2420.

6. The point of contact for this matter is Captain I. M. Marine at (910) 451-0407.

I. M. COMMANDING

APPENDIX I

INTRUSION DETECTION SYSTEM PIN REQUEST LETTER

UNIT HEADING

IN REPLY REFER TO:
5530
CO
DD Mon YY

From: Commanding Officer
To: Provost Marshal Office, Marine Corps Installations-East, Marine Corps Base Camp Lejeune (Attn: Physical Security)

Subj: REQUEST FOR INTRUSION DETECTION SYSTEM PERSONAL IDENTIFICATION NUMBERS

Ref: (a) MCO 5530.14A

1. In accordance with the reference, the following personnel have received the appropriate Arms, Ammunition, and Explosives (AA&E) screening and are authorized to be issued Intrusion Detection System Personal Identification Numbers for the 22d Marine Expeditionary Unit Armory located within building 420, Camp Lejeune.

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>	<u>BILLET</u>	<u>BUILDING/BAY ACCESS</u>
Last, First M.	Cpl	1234567891	Armory Chief	Bldg 420 Bay 4
Last, First M.	Cpl	1234567891	Armorer	Bldg 420 Bay 4

2. This letter supersedes all previous authorizations.
3. The after-hours point of contact is the 22d Marine Expeditionary Unit Officer of the Day at (910) 376-2420.
4. The point of contact for this matter is Captain I. M. Marine at (910) 451-0407.

I. M. COMMANDING