



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION

BEAUFORT, SOUTH CAROLINA 29904-5000

IN REPLY REFER TO

ASO P8000.1B

HUOR

18 JAN 2002

AIR STATION ORDER P8000.1B

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR ARMORIES ABOARD MARINE  
CORPS AIR STATION BEAUFORT (SHORT TITLE: SOP FOR THE  
ARMORIES ABOARD MCAS BEAUFORT)

Ref: (a) OPNAVINST 5530.13B  
(b) UM 4400-15  
(c) TM 4700-15/1H  
(d) MCO P4790.2C  
(e) MCO 5500.6F  
(f) MCO 8020.10  
(g) MCO 8300.1C  
(h) ASO 3574.2H  
(i) ASO 3591.3E  
(j) ASO P4400.15A  
(k) ASO P4790.3C  
(l) ASO 5512.5L

Encl: (1) Locator Sheet

1. Purpose. To promulgate policy and standing operating procedures (SOP) for the armories aboard Marine Corps Air Station Beaufort in accordance with references (a) through (l).

2. Cancellation. ASO P8000.1A.

3. Information. This order addresses the accountability, security and maintenance of Government, Station Rifle & Pistol Team equipment, and privately owned weapons and ordnance equipment stored within the Armory. Certain local Arms, Ammunition and Explosive (AA&E) security controls are not addressed.

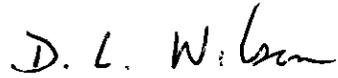
4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

5. Concurrence. This Order has been coordinated with and concurred in by Commanding Officer, Marine Aircraft Group 31; Commanding Officer, Marine Wing Support Group 273; Commanding Officer, Combat Service Support Detachment 23 and the Commanding Officer, Marine Air Control Squadron 2.

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

ASO P8000.1B  
18 JAN 2002

6. Certification. Reviewed and approved this date.



D. L. WILSON  
Executive Officer

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR ARMORIES ABOARD MARINE  
CORPS AIR STATION BEAUFORT

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



STANDING OPERATING PROCEDURES FOR  
ARMORIES ABOARD MARINE CORPS AIR STATION BEAUFORT

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. ORGANIZATION. Each Armory will have an Ordnance Officer. The Ordnance Officer will be appointed in writing by the unit's Commanding Officer and is responsible for the effective operation of the armory.

1001. MISSION. The mission of the armory is to provide centralized security and control of weapons and ordnance equipment assigned to each unit, maintain all tools and equipment in a serviceable condition, and issue and recover weapons in accordance with the established orders and procedures.

1002. RESPONSIBILITIES

1. Unit Commanding Officer

- a. Publish unit weapons training requirements.
- b. Authorize issuance of weapons and equipment for use during normal training and security operations.
- c. Delegate, in writing, those individuals authorized to sign NAVMC 10520, Weapon Custody Receipt Cards, by direction.
- d. Designate, in writing, those individuals authorized to witness the issue and recovery of weapons.
- e. Provide for the security of personal weapons belonging to Station/Squadron personnel residing in the BEQ/BOQ.
- f. Designate, in writing, personnel who are authorized accompanied/unaccompanied access to the issue and vault areas.
- g. Designate, in writing, a SNCO or above to be the Responsible Officer for the armory account.

2. Supply Officer. Responsible to the unit's Commanding Officer. The Supply Officer's primary mission is ordering repair parts and SL-3 components for the operation of the armory.

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a. Ensure that armory personnel are qualified, competent, and trustworthy.

b. Supervise the training and performance of armory personnel.

c. Supervise the maintenance of all weapons with the assistance of the Maintenance Management Officer (MMO), ensuring they are maintained in accordance with this Order, references (e) and (k), and other maintenance directives as applicable.

d. Schedule quarterly maintenance and supply related inspections.

e. Coordinate the monthly weapons inventory with the Adjutant, S-4 or other sections as directed by the unit's Commanding Officer and review the results.

4. Armory NCOIC. Supervise the daily operation of the armory, maintain required records and documents, and conduct authorized maintenance.

5. Provost Marshal. Ensure that the security requirements stated within this Order are complied with by scheduling and conducting periodic security inspections and assistance visits.

6. Maintenance Management Officer. Monitor armory maintenance and provide maintenance guidance and assistance.

7. Inventory Officer. Conduct the monthly, serialized inventory in the month assigned by the unit's Commanding Officer.

1003. DEFINITIONS

1. (AA&E) Security. All active and passive procedures, policies, and countermeasures employed to provide adequate protection for Arms, Ammunition and Explosives, (AA&E).

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2. Arms. A weapon which will, or is designed to, expel a projectile or flame by the action of an explosive, and the frame or receiver or metal parts of any such weapon from which a complete weapon could be constructed.
3. Armory Area. The armory building and area within the security fence.
4. Armory Facilities. Structures and devices to include interior and exterior walls, windows, ceilings, roofs, floors, doors, openings, hinges, security bars, alarm systems, weapons storage racks, locks, lights, conduit, wiring, plumbing, plumbing fixtures, fences, beams, joists, support columns, trim and ventilation systems used in the armory area.
5. Armory Officials. The unit's Commanding Officer, Supply Officer, Responsible Officer (AA&E) and Ordnance Officer.
6. Armory Personnel. The Armory NCOIC and Armorer(s).
7. Category IV Arms. Shoulder fired weapons, other than grenade launchers, not fully automatic; handguns; and recoilless rifles up to and including 9mm.
8. Collateral Equipment. Magazines, weapon cleaning brushes and rods, slings, holsters, and other such equipment, which are issued with a weapon and accounted for as components of the weapon itself.
9. Completely Clean. The conditions in which all weapon parts are free of all visible moisture, dirt, carbon and rust and pass the recovery inspection of the witnessing official.
10. Individual Equipment. Table of Equipment (T/E) items such as magazine pouches, cartridge belts, ponchos, canteens, etc., issued to individuals for use during weapons training. This equipment is accounted for individually and is not considered part of the weapon.
11. Match Weapon. A government owned weapon authorized to MCAS, Beaufort by the Marksmanship Training Unit, Weapons Training Battalion, Quantico, Virginia for use in Marine Corps infantry marksmanship training and competition.

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12. Ordnance Equipment. Government owned equipment other than weapons normally used in conjunction with organizational weapons and usually stored in the armory. Rifle and pistol scopes, binoculars, tripods, and weapons cases are examples of ordnance equipment.

13. Organizational Weapon. A government owned weapon authorized to the unit by HQMC and listed on the unit's T/E.

14. Partially Clean. To disassemble a weapon to the extent authorized by wiping off all visible moisture and removing as much carbon and dirt as can be removed in 20 minutes by constant soaking, brushing, and wiping.

15. Personal Weapon. A weapon, which is not the property of the U.S. Government, but is instead privately owned. The Commanding Officers are charged with the responsibility of providing for the safekeeping of personal weapons belonging to members of their unit.

16. Restricted Area. An area under military jurisdiction in which special security measures are employed to prevent unauthorized entry.

17. Thoroughly Clean. Same as partially clean except cleaning will be for duration of 60 minutes.

18. Weapon. An instrument of offensive or defensive combat, including arms and bayonets.

19. Witnessing Official. An individual designated in writing by Commanding Officers to witness the issue and recovery of individual weapons. Witnessing officials must be a commissioned officer, warrant officer, staff noncommissioned officer, or qualified armorer.

1004. DOCUMENTATION

1. The forms used and records required by the armory are described in Chapters 2 and 6 of reference (d). These forms are listed in Appendix A.

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1005. PUBLICATIONS. The Armory NCOIC will maintain those publications necessary for normal operation of the armory. Those publications that are not considered necessary for normal operation can be kept electronically or have access to the publications listed in the current addition of reference (e). Armory personnel will abide by the Publications Control Program requirements identified in reference (k).

1006. SAFETY. All personnel handling weapons shall do so in a manner which ensures the safety of all concerned.

1. All weapons will be completely safe prior to recovery by armory personnel. During recovery, armory personnel will check all weapon chambers for ammunition. The person handing a weapon to another person through the armory issue window will always ensure that the barrel is pointed away from other personnel.

2. Only those solvents and cleansers authorized by current directives will be used in the armory. In accordance with ASO P5100.24, the Ground Safety Director will provide Material Safety Data Sheets (MSDS) to the armory. Armory personnel will ensure that MSDS's are always prominently posted throughout the armory area.

3. Armory personnel will be familiar with the operation and location of eyewash devices and will prominently display their location in the armory area.

4. Armory personnel will ensure that the armory passageways, work areas, and cleaning areas are free of unnecessary obstructions and debris. They will also ensure that all areas are policed daily.

5. SMOKING IS NOT PERMITTED IN THE ARMORY AREA. "No Smoking" signs will be prominently displayed.

6. Armory personnel will immediately address all unsafe practices and hazards, and will report these discrepancies to the Ordnance Officer.

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1007. TRAINING. MOS, security, maintenance, and safety training will be scheduled and conducted on a regular basis.

1. Security. Armory personnel will conduct regular security training in accordance with Air Station AA&E Security policy and procedures. At a minimum, all armory personnel will receive formal training in the use of deadly force, weapons handling and safety and weapons clearing procedures on a quarterly basis. Additionally, all armory personnel will complete a qualification firing of their security weapon annually. Security training will be conducted under the direct supervision of the Ordnance Officer. Trained security specialists from the Provost Marshal's Office should be utilized when available.

2. Maintenance. Armory personnel will undergo weekly maintenance training. The armory maintenance training is conducted within the armory and additional training is coordinated with outside agencies for additional armory maintenance training.

1008. MAINTENANCE PRODUCTION. Armory personnel will perform authorized maintenance on all weapons and equipment, and will evaluate those jobs that exceed their echelon of maintenance. Maintenance will be performed in accordance with applicable, current technical publications.

1009. ACCOUNTABILITY PROCEDURES. The unit's Supply Officer will maintain command accountability records. Organizational weapons and ordnance equipment will be carried on the unit's Commanding Officer's Allowance List in those quantities authorized by CMC through Table of Equipment 8485. This equipment will be sub-custody on a Consolidated Memorandum Receipt (CMR) provided by the Supply Officer.

1. Daily. The Duty Armorer will count all weapons at the open and close of each day and record the results using the form illustrated in figure 1-1. This report will be provided to the Ordnance Officer prior to close of business each day. In the event that the count identifies discrepancies, the Ordnance Officer will be notified immediately. The Armory will cease all business until the discrepancy has been corrected. A copy of the counts (open and close) will be given to the Ordnance Officer. A weapons count will be conducted each time the armory is opened and closed throughout the day. These reports will be retained in the Armory for one year.

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2. Monthly. A serialized inventory of all weapons will be conducted monthly. This inventory will be conducted by a disinterested third party Officer or Staff Non-Commissioned Officer assigned "in writing" by the unit's Commanding Officer. When assigned, the Officer or Staff Non-Commissioned Officer can complete the inventory any time within the month. When reporting to the armory, the Officer or Staff Non-Commissioned Officer will bring his appointment letter and a copy of the Consolidated Memorandum Receipt (CMR) they receive from the Supply Officer. The Officer or Staff Non-Commissioned Officer will report his findings directly to the Ordnance Officer using the sample form illustrated in Appendix D. Completed inventories with all annotations and endorsements will be maintained in the armory for two years.

3. Quarterly. A serialized inventory of all weapons and ordnance equipment will be conducted at least quarterly by the Responsible Officer. The Property Control Officer will provide the armory with an updated CMR with which to conduct the inventory. Quarterly Responsible Officer reconciliation will be conducted in accordance with procedures outlined in reference (j). Completed inventories with all annotations and endorsements will be maintained in the armory for two years.

4. Annual. An annual serialized inventory of all weapons will be conducted by the Supply Officer and the Ordnance Officer. The findings and discrepancies will be reported to the Naval Weapons Support Center, Crane, Indiana as required by reference (h). This report will be prepared and submitted by the Supply Officer. Completed inventories with all annotations and endorsements will be maintained in the armory for two years.

1010. MISSING, LOST, STOLEN, OR RECOVERED (MLSR) PROPERTY. The Armory NCOIC will immediately notify the Ordnance Officer of any property discovered missing, lost, stolen or recovered. Property other than weapons and ordnance equipment will be reported using the procedures outlined in reference (k). Weapons and ordnance equipment will be reported by the quickest means possible. The Ordnance Officer will initiate MLSR reports as required by reference (c). The Ordnance Officer will notify the Supply Officer, Provost Marshal, and the Commanding Officer, MCAS, as appropriate. The Supply Officer will advise the Commanding Officer and recommend investigative action as appropriate.

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1011. RECOVERY OF PROPERTY FROM PERSONNEL IN A UA, DESERTER, HOSPITALIZED OR DECEASED STATUS. The Armory will receive a copy of the morning report daily. The Commanding Officer, or a designated representative, is responsible for notifying the Ordnance Officer of personnel in the above status. The NCOIC of the individual Marine's section will be responsible for collecting all government property on charge to that individual and returning it to the armory. Issue and receipt documentation will be returned and placed in the individual's SRB as appropriate. Reference (b) details the procedures to be followed in this situation.

1012. DESKTOP PROCEDURES AND TURNOVER FILES

1. DESKTOP PROCEDURES. The frequent change of personnel within the unit results in a lack of expertise and continuity in day-to-day operations. Proper use of desktop procedures and turnover folders greatly alleviates this situation and improves the overall efficiency of an organization. The Ordnance Officer and Armory NCOIC shall prepare desktop procedures for each billet involving administration and management functions. For example, desktop procedures are appropriate for clerks in the armory, Ordnance Officers and NCOICs of armories. It is not intended that desktop procedures be all-inclusive or formalized but, rather a simple listing of significant items or notes pertinent to everyday operations within a particular billet. This would include such items as current references, procedures for carrying out required duties, telephone numbers of individuals who might need to be contacted, and reports required. The listing of procedures should not be voluminous, as this will tend to discourage its use. Each will prescribe steps to be followed in the accomplishment of all authorized maintenance or related actions.

2. TURNOVER FOLDERS. A turnover folder will include information about policy, personnel and status of pending projects, references, management controls and functioning of the section and ways and means of accomplishing routine tasks as well as infrequent tasks. The turnover folder should include other such information as would be of value to an individual newly assigned to that billet. Folders should be arranged in such a manner as to permit ease in changing those sections requiring frequent modification. The degree of detail included must necessarily be flexible and is subject to the discretion of organizational commanders. The important consideration is that the content of folders should be directed towards rendering maximum assistance to relief personnel.



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CHAPTER 2

SECURITY

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CHAPTER 2

SECURITY

2000. GENERAL. The acquisition of weapons worldwide has been recognized as a primary objective of worldwide terrorist organizations and highly organized criminal elements. Therefore, military commands must continuously conduct comprehensive weapon security planning. These plans must be tailored to the overall physical security operations of each command in order to assure the maximum use of available assets and capabilities to counter changes in attack techniques, technology and trends in targeting by threat elements. It should be noted that alarm systems and physical security barriers do not replace an aggressive command initiated physical security program; they merely supplement it. Detailed command (AA&E) security policy and procedure is not included in this Order, but should be reviewed quarterly by armory officials and regularly by armory personnel.

2001. PHYSICAL SECURITY

1. Armory Facilities. Current Air Station armory facilities as defined in paragraph 1003.4 meet the requirements of reference (a). Arms and ordnance equipment removed from the armory will not be left overnight or during weekends unless they are being stored in an area approved for secure storage in accordance with reference (a). Weapons and ordnance equipment will remain in the armory unless they have been issued under one of the following conditions:

a. They are properly issued in accordance with reference (c), using a NAVMC 10576, Memorandum Receipt for Individual Weapons and Accessories, or a computer generated equivalent. This card must be authorized by the unit's Commanding Officer, or his designee, for training or security purposes and be actively used in that capacity.

b. They are properly issued to an individual in an approved Marine Corps uniform, or the uniform designated by the unit's Commanding Officer.

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c. They are temporarily issued to an individual authorized by the unit's Commanding Officer for training or security use requiring overnight storage in an area other than the armory. Authorization should be on file in the armory until the loan is terminated.

d. They are evacuated to a higher echelon repair facility and properly recorded on a NAVMC 10245, Equipment Repair Order (ERO), or electronic equivalent.

e. Weapons that are being cleaned in the armory's designated cleaning area.

2. Facilities Modification. The security standards for new construction and for upgrading the security of existing facilities are set forth in reference (a). These standards are mandatory:

a. Absolutely no facility improvements or maintenance will be accomplished without the approval of the Commanding Officer, Marine Corps Air Station Beaufort.

b. Armory facilities information should be treated as sensitive information designated "For Official Use Only". The Ordnance Officer will maintain an access list of those personnel that have access to this information.

3. Storage and Protection of Arms. Arms will be stored in banded crates, standard issue containers or locally fabricated arms storage racks inside the vault. All arms racks and containers will be locked with padlocks which meet or exceed the requirements set forth in reference (a).

a. Weapon racks will be secured at all times, even with personnel inside the armory, unless weapons are being removed or returned. Racks and containers weighing less than 500 pounds will be secured with bolts and chains as specified in reference (a). Procurement of new containers will be limited to those meeting the minimum GSA specifications.

b. The armory cage door will be secured at all times except to permit entry and exit.

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4. Key and Lock Control. The unit's Lock and Key Control Officer will appoint, in writing, a lock and key custodian who is responsible for assuring that proper control regulations and procedures are enforced in accordance with reference (a).

2002. PERSONAL RESPONSIBILITY. Only personnel, who are mature, stable and have evidenced willingness and capability to perform assigned tasks in a dependable manner will be assigned duties, which entail responsibilities for the control, accountability, and security of AA&E.

1. Everyone has the responsibility for notifying the appropriate supervisors when weapons security violations are observed or suspected.

2. Individuals issued or in possession of weapons or ordnance equipment are responsible for its security while it is entrusted to their care. Arms not secured in the armory should never be out of the sight and physical control of the responsible individual.

2003. SECURITY FORCES. During hours of Armory operation the armed Armory personnel are the Primary Security Force and the Provost Marshal's Office becomes the Secondary Security Force. During non-hours of operation the Provost Marshal's Office becomes the Primary Security Force with the (IDS) Intrusion Detection System becomes the secondary security system. If the IDS system fails, then the Armory personnel will assume the secondary position as the secondary security force inside the Armory until the system is operational.

1. During Hours of Armory Operation. In addition to abiding by all security procedures and policies contained in this order, the duty armorer will do the following:

a. Opening Procedures

(1) Report to PMO, building (584), to obtain armory keys, security weapon, and ammunition.

(2) The armorer must be armed with a M9 9mm pistol, two magazines with 15 rounds, one magazine inserted, with a round in the chamber. The pistol slide will be in the forward position with the safety on. Security ammunition will be maintained in accordance with reference (e).

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(3) Remove the pistol from the holster only when the use, or potential use of deadly force is anticipated, when changing the guard, or during turn-in procedures.

(4) Be prepared to use deadly force in accordance with reference(f).

(5) Proceed to the armory. Personal detours are not authorized.

(6) Call PMO, (direct line), identify yourself, give SSN, and PIN code, enter armory and open vault door.

(7) Ensure weapon count is conducted and correct.

b. Closing Procedures

(1) Ensure weapon count is conducted and correct.

(2) Close vault door and spin lock at least three revolutions in each direction.

(3) Ensure all lights are on, windows, vault doors, and doors are secured.

(4) Call PMO, (direct line), identify yourself and give password to secure your units armory. The last armory securing will secure the perimeter fence.

(5) Proceed directly to PMO and turn in keys, security weapon and ammunition to the Desk Sergeant. Personal detours are not authorized.

2. After Working Hours. The Provost Marshal's Office is primarily responsible for providing the security force when the armory is not open for normal operation. The Provost Marshal will establish specific security requirements.

2004. ARMORY ACCESS. Each armory vault/issue area will be designated a "Restricted Area", by the Marine Corps Air Station Commanding Officer. Consequently, access will normally be limited to only those personnel required for essential operations.

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1. The unit's Commanding Officers, will designate, in writing, those individuals authorized unaccompanied access to the armory cage. Unaccompanied access will only be granted after the individual has been the subject of a completed favorable National Agency Check (NAC) or Entrance NAC (ENTNAC).
2. Accompanied access to the armory vault will be strictly limited to individuals in the performance of official duties. At no time will anyone be allowed in the armory without being accompanied by an individual with unaccompanied access authority.
3. The Armory will maintain a "Restricted Area Access" logbook in accordance with reference (a). Armory personnel will obtain a positive identification of anyone entering the armory by personally viewing their DOD Identification Card. No other identification validation will be acknowledged, and under no circumstances will unidentified personnel be granted access. Questions about access will be addressed to the Ordnance Officer.
4. Public Works personnel will be thoroughly screened prior to being granted access to the armory area to perform maintenance. All arms racks and containers will be locked during maintenance activity.
5. Emergency access will be obtained by recall of armory personnel. The Station Officer Of Day and Provost Marshal's Office will maintain a recall roster of those personnel authorized unaccompanied access.

2005. TRANSPORTING ARMS. Shipment and inter-station transportation of weapons will be done in accordance with Chapter V of reference (a). Local policy for intra and inter-station transportation is detailed below:

1. Government owned weapons would be taken directly from the armory to the appointed training or duty site only. Intermediate stops enroute are prohibited.
2. Category II Arms (M16A1/A2) may not be transported by a privately owned vehicle (POV). Transport of Category II Arms (M16A1/A2) between military bases is prohibited unless each weapon is under the physical control of a Marine and armed security is provided. Government vehicles are the only mode of transportation authorized for Category II weapons.

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3. Category IV Arms (M9 9mm Pistol) may be transported on, but not off, the Air Station by POV providing the weapon is being used in an official capacity. The weapon must be unloaded, and locked in the trunk of the vehicle. In those vehicles not having a trunk, the weapon will be placed within plain view and as far away from the driver as possible. Under no circumstances will weapons be stored in POV's.

4. The Marine Corps Air Station Commanding Officer may authorize, in writing, match weapons to be transported on and off the Air Station by POV providing the weapon is being used in an official capacity, is unloaded and is locked in the trunk of the vehicle. In those vehicles not having a trunk, the weapon will be placed within plain view and as far away from the driver as possible. Under no circumstances will weapons be stored in POV's.

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APPENDIX A

REQUIRED ARMORY FORMS AND RECORDS

NAVMC 1018	Repair Tag
NAVMC 10245	Equipment Repair Order (ERO)
NAVMC 10359	Equipment Custody Record
NAVMC 10520	Weapon Custody Receipt
NAVMC 10558a	Weapon Record Book, Part II
NAVMC 10576	Memorandum Receipt for Individual Weapons and Accessories (Automated version is authorized)
NAVMC 10925	Equipment Repair Order Shopping List
NAVMC 11054	Modification Control Record

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APPENDIX B

REQUIRED ARMORY PUBLICATIONS

The following publications will be physically or electronically on hand in the Armory library:

ASO 3574.2_	Procedures for Rifle & Pistol Range Details
ASO 3591.3_	SOP for Rifle & Pistol Team
ASO P4400.15_	SOP for Organic Property Control & Management
ASO 4570.3_	Handling, Transfer & Disposal of Hazardous Material, Hazardous Waste
ASO 4570.4	Recyclable Materials Program
ASO 4614.1_	Uniform Material Move & Issue Priority System
ASO P4790.3_	SOP for Maintenance Management
ASO P5100.24_	SOP for Ground Safety & Occupational Health
ASO 5530.2_	Armory monthly Serialized Inventory Procedures
ASO 5740.1_	Serious Incident Reporting
ASO P8000.1_	SOP for the Air Station Armory
MCO 4030.16_	Packaging and Packaging Maintenance of Small Arms Weapons Using Volatile Corrosion Inhibitor (VCI) Treated Materials
MCO 4400.16_	Uniform Material Movement and Issue Priority System (UMMIPS)
MCO 4555.3_	Recovery and Utilization of Precious Metals
MCO 4733.1_	Marine Corps Test, Measurement, and Diagnostic equipment Calibration and Maintenance Program
MCO P4790.2_	MIMMS Field Procedures Manual
MCO 4855.10_	Quality Deficiency Report
MCO P5215.17_	The USMC Technical Publications Manual
MCO 5500.6_	Arming of Law Enforcement & Security Personnel and the Use of Deadly Force
MCO 8025.1	Class V (W) Malfunction & Deficiency Report
MCO 8300.1_	USMC Serialized Control of Small Arms System Manual
MCO 8373.2_	Authorization, Allowance, Maintenance and Accounting for Competition Rifles and Pistols
OPNAVINST 5530.13	DON Physical Security Instruction for Sensitive Conventional Arms, Ammunition and Explosives (AA&E)
SI-5600	Cancellation, Marine Corps Technical
TI-4700	Technical Information, Marine Corps Equipment
TI-8005-24/18	Prepackaging Inspection for Serviceability, Ordnance Materiel
TI-8005-24/20	Pre-Fire Inspection, Small Arms Weapons, Ordnance Materiel
TI-8370-15/1	Scribing, Stamping, or Marking Identifying Numbers or Letters, Small Arms
TM-4700-15/1_	Equipment Record Procedures Publications System
UM 4400-15	Organic Property Control
UM 4790-5	Marine Corps Integrated Maintenance Management

## SAMPLE

From: Commanding Officer

To: Rank, Last Name, First Name, MI. , SSN, USMC

Subj: ASSIGNMENT OF MONTHLY SERIALIZED ORDNANCE INVENTORY OFFICER

1. You are assigned as the Ordnance Inventory Officer for the month of \_\_\_\_\_.  
(Month/Year)
2. You will report to the Property Control Officer to obtain a current copy of the unit's Consolidated Memorandum Receipt (CMR). Any annotated changes will be justified and initialed by the Property Control Officer. The corrected copy will be in your source document for the sight verification of serial numbers of ordnance items listed in MCO 8300.1. The source document will be in your possession or properly secured for the duration of the inventory.
3. You will print and sign your name and enter the date on each page of the CMR thereby identifying/certifying the CMR utilized.
4. All verified serial numbers will be physically sighted from the actual weapon or ordnance item. All items not present will be accounted for by physically sighting the appropriate documentation listed:
  - a. The yellow copy of the equipment repair order (ERO) if the item is evacuated for repair. If the ERO has been pending more than 30 days, verify the serial number on the yellow copy of the ERO against the latest daily process report (DPR).
  - b. The serial number listed on the reverse of the NAVMC 10359, equipment custody record (ECR).
  - c. The packing list found attached to the crate of Level "A" packed weapons and equipment.
  - d. The serial number listed on the ordnance custody receipt, NAVMC 10520.
  - e. The serial number listed on the DD1348 supply transfer document.
  - f. The serial number listed on the investigative appointing order, if the ordnance item is missing and pending an investigation. Annotate the inventory list (CMR) to reflect the current status of the investigation.
5. Armorers and weapons custodians are not authorized to assist in conducting the inventory (i.e. reading serial numbers or checking off serial numbers).
6. Submit the results of the inventory using the format outlined in enclosure (2) of the reference.
7. This letter authorizes you and an assistant, if required, accompanied access to the unit armory for the purpose of conducting the serialized inventory. Your assignment and access authority will terminate at the completion of the inventory.

(Commanding Officer)

Copy to:  
Supply Officer  
Armory Officer

# SAMPLE

From:  
To: Commanding Officer  
Via: Supply Officer

Subj: REPORT OF MONTHLY SERIALIZED ORDNANCE INVENTORY

1. Per the references, the subject inventory was conducted on \_\_\_\_\_ using the enclosure as the source document.  
(Date)
2. All serial numbers were verified by physically sighting the serial number on the actual ordnance item or by sighting the appropriate documentation listed in my appointment letter.
3. If there are exceptions to the report they will be presented at this time to include the following information, if available. If none are noted, a statement to that effect will be made.

TAMCN	NOMENCLATURE	SER NO.	REMARKS

REMARKS:

4. This paragraph will be used to report the inventory of rifle team equipment on hand and any privately-owned weapons or ammunition held at the armory. A negative remark is required if the unit does not have on-hand any RTE items or privately owned weapons or ammunition.

TACMN	NOMENCLATURE	SER NO.	REMARKS

REMARKS:

(Inventory Officer)

Copy to:  
Supply Officer  
Armory Officer

# SAMPLE

## FIRST ENDORSEMENT

From: Supply Officer  
To: Commanding Officer

Subj: REPORT OF MONTHLY SERIALIZED ORDNANCE INVENTORY

1. The subject inventory is verified as being correct based on the current Consolidated Memorandum Receipt (CMR).

(Supply Officer)

Copy to:  
Supply Officer  
Armory Officer