



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO P8000.1C
S4
27 May 25

AIR STATION ORDER P8000.1C

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

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

Ref: (a) MCO 5530.14A (PHYSICAL SECURITY PROGRAM)
(b) TM 4700-15/1H (GROUND EQUIPMENT RECORD PROCEDURES)
(c) MCO 4790.2 (FIELD-LEVEL MAINT. MGNT. POLICY (FLMMP))
(d) MCO 4790.25 (GEMP)
(e) MCO 5500.6H W CH1 (ARMING OF LAW ENFORCEMENT AND SECURITY PERSONNEL/UOF)
(f) MCO 5100.29C VOL 8 (EXPLOSIVE SAFETY PROGRAM)
(g) MCO 8300.1D (SERIALIZED SMALL ARMS/LIGHT WEAPONS ACCOUNTABILITY PROGRAM (MCSSAAP))
(h) MCO 3574.2M (MARINE CORPS COMBAT MARKSMANSHIP PROGRAMS)
(i) UM 4000-125 VOL 3 (GCSS-MC MAINTAINER USER MANUAL)
(j) MCO 4400.201 VOL 7 (MNGMNT OF PRPRTY IN POSSESSION OF THE MC (AMMUNITION AND EXPLOSIVES))

Encl: (1) SOP for Armories aboard MCAS Beaufort

1. Situation. The references define the overall policy for standard operating procedures (SOP) for the armories aboard Marine Corps Air Station (MCAS) Beaufort. This order addresses the accountability, security and maintenance of Government, Station Rifle & Pistol Team equipment, and privately owned weapons and other ordnance equipment stored within the Armory. Certain local Arms, Ammunition and Explosives (AA&E) security controls are not addressed.

2. Cancellation. ASO P8000.1B

3. Mission. To promulgate guidance and policy regarding the administration, operation, and management of armories aboard MCAS Beaufort in order to ensure compliance with required orders/directives.

4. Execution

a. Commander's Intent and Concept of Operations. Implement standardized processes and procedures that facilitate efficient execution of armory operations for tenant commands aboard MCAS Beaufort

b. Tasks. Commanding Officers of units that maintain armories aboard the MCAS Beaufort are required to comply with the provisions set forth within this order.

c. Coordinating Instructions. This Order has been coordinated with and concurred by the Commanding Officer, Marine Aircraft Group 31; Commanding Officer, Marine Wing Support Squadron (MWSS) 273; Commanding Officer, Combat

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Logistics Company (CLC) 23 and the Commanding Officer, Marine Air Control Squadron 2.

5. Administration and Logistics

a. This Order will be reviewed annually. Comments and recommendations concerning the contents of this Order are invited. Recommendations for changes should be forwarded to the Commanding Officer, Marine Corps Air Station Beaufort, (Attention: Office of the Adjutant).

b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Order shall be managed according to national archives and records administration (NARA) approved dispositions, SECNAV Notice 5210 Implementation of New Department of the Navy Bucket Records Schedules and SECNAV M-5210.1 Records Management Manual to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5215.1K Marine Corps Directives and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to all commands and tenant commands aboard MCAS Beaufort.

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


T. J. FELTER

STANDARD OPERATING PROCEDURES FOR
ARMORIES ABOARD MARINE CORPS AIR STATION BEAUFORT

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STANDARD OPERATING PROCEDURES FOR
ARMORIES ABOARD MARINE CORPS AIR STATION BEAUFORT

CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. ORGANIZATION. Each armory will have an Armory Chief. The Armory Chief 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 sign NAVMC 10576, witnessing the issue and recovery of weapons.
- e. Provide for the security of personal weapons (POW) 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.

3. Armory Chief

- 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 (c) and (i), 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.

a. Ensure that the consolidated armory compound, and the armories held within, are in compliance with the security requirements stated within this order, and further specified by reference (a). This compliance will be verified through periodic physical security surveys and assistance visits.

b. Provide proper storage and security of the control-issued AA&E keys belonging to the armories aboard the air station, and of the security weapons and ammunition pertaining to.

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

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).

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, 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, and AA&E Officer.

6. Armory Personnel. The Armory Chief, NCOIC, and Armory Clerks.

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. 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.

10. 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.

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

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

13. 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.

14. 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.

15. 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.

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

17. Completely Clean. The conditions in which all weapon parts are free of all visible moisture, dirt, carbon, rust, and pass the recovery inspection of the witnessing official.

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

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 armory personnel.

20. Maintenance Management Standard Operating Procedures (MMSOP)/Maintenance Management Policy Letter (MMPL). Documents published by the MMO, internal to the unit, specifying procedures, requirements, standards, and practices regarding maintenance commodities.

1004. GROUND ORDNANCE FORMS AND RECORDS. The ground ordnance forms and records are further defined and described in reference (b), and listed in Appendix A.

1005. PUBLICATIONS. The appointed Publication NCO will maintain all required and necessary publications for all armory operations either physically or electronically. Further specification on the maintaining of publications will be provided in the unit's MMSOP/MMPL's.

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. Armory personnel will ensure Material Safety Data Sheets (MSDS) are maintained and accessible throughout the compound. There will be MSDS for each potentially hazardous material stored in the compound.

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 OR USING ELECTRONIC CIGARETTES 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 Armory Chief.

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

1. Security and safety. Armory personnel will conduct regular security training in accordance with reference (a). At a minimum, all armory personnel will receive training in procedures regarding robbery and burglary, crime and loss prevention, the use of deadly force, weapons handling and safety and weapon 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 Responsible Officer. Training security specialists from the Provost Marshal's Office should be utilized when available.

2. MOS and maintenance. Armory personnel will undergo reoccurring reconciliation, maintenance, and MOS training with intervals and durations specified by their respective internal MMSOP/MMPL's.

a. Reconciliation. Armory personnel will conduct reconciliation with their unit's respective MMO. This will be done in order to establish and sustain a proficient communication and awareness between the MMO and the armory as a maintainer commodity.

b. Maintenance training. Armory personnel will receive maintenance training from their unit's respective MMO. This will be done in order to build an understanding and awareness of maintenance and administration procedures.

c. MOS training. Armory personnel will conduct and receive MOS 2111 related training. This training must be properly documented within the Marine Corps Training Information Management System (MCTIMS).

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 Commanding Officer's Allowance List in those quantities authorized by CMC through the Table of Equipment. This equipment will be sub-custody on a Consolidated Memorandum Receipt (CMR) provided by the Supply Officer.

1. Daily. The authorized armory personnel will conduct a sight count of all serialized assets at every instance of opening and closing and record the results using the form illustrated in figure 1-1, or a digitally rendered equivalent. This report will be readily available to the Responsible Officer. In the event that the count identifies discrepancies, the Responsible Officer will be notified immediately. The armory personnel will cease all business until the discrepancy has been corrected. These sight counts will be retained for three years.

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 Supply Officer and Responsible 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. Annually. An annual serialized inventory of all weapons will be conducted by the Supply Officer and the Armory Chief. The findings and discrepancies will be reported to the Naval Weapons Support Center, Crane, Indiana as required by reference (j). 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 Chief will immediately notify the Responsible 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 (a). Weapons and ordnance equipment will be reported by the quickest means possible. The Responsible Officer will initiate MLSR reports as required by reference (b). The Responsible Officer will notify the Supply Officer, Provost Marshal, and the Commanding Officer, MCAS, as appropriate.

1011. RECOVERY OF PROPERTY FROM PERSONNEL IN A UA, DESERTER, HOSPITALIZED OR DECEASED STATUS. Unit's S1 is responsible for notifying the Armory Chief of personnel in the above status. The SNCOIC 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 documented as appropriate. Reference (b) details the procedures to be followed in this situation.

1012. DESKTOP PROCEDURES AND TURNOVER FILES. Turnover and desktop procedure binders are internally created and maintained folders of directives, instructions, responsibilities, and information regarding each key billet involving administrative, management, and maintenance functions. A billet is determined to require a turnover or desktop procedure binder by meeting any of the following:

1. The billet meets the criteria to require a turnover or desktop procedure binder as listed in reference (c).
2. The billet has been determined to require a turnover or desktop procedure binder by internal MMSOP/MMPLs.
3. The armory personnel have determined that the billet is of great enough importance, permanence, challenge, or complexity to accumulate a requirement of a turnover or desktop procedure binder in order for the billet to be carried out with efficiency and completeness.

Figure 1-1 Sample Daily Open and Closing Inventory Sheet

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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 procedures as appointed in reference (a) are not included in this ASO 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 provided proper security or 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 (b), using a NAVMC 10520 and associated NAVMC 10576 or a digitally rendered equivalent. In order to draw the weapon with the NAVMC 10520, the purpose must be of a training, security, operation, or cleaning nature.

b. They are evacuated to a higher echelon facility and properly recorded through GCSS-MC and applicable ordnance custody documents.

c. They 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 Armory Chief 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/or 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.

4. Key and Lock Control. Each unit will have a Key Control Officer appointed by its respective CO. The Key Control Officer will appoint a key control custodian. It is the responsibility of these appointed individuals to ensure 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 and 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 the control issue AA&E keys, security weapon, and ammunition from their proper storage within PMO's Ready for Issue (RFI) locker.

(2) The armorer must be armed with a security pistol, one magazine of 15 inserted with a round in the chamber, and one spare magazine with 15 rounds. The pistol slide will be in the forward position with the safety on.

(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 (e).

(5) Proceed directly to the armory, building 1260. Personal detours are not authorized.

(6) Deactivate the respective IDS.

(7) Unsecure the respective armory vault and conduct opening procedures, to include the entry log and sight counts.

b. Closing Procedures

(1) Ensure closing procedures are conducted, to include entry log and sight counts, then secure the respective armory vault.

(2) Arm the respective IDS.

(3) Proceed directly to PMO, building 584. Personal detours are not authorized.

(4) Unload the security weapon and extra magazine in compliance with safety procedures.

(5) Return the control issue AA&E keys, security weapon, and ammunition to their proper storage within the PMO's RFI locker.

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.

1. The unit's respective Commanding Officer 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 the complete AA&E screening process as outlined in reference (a).

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, or digitally rendered equivalent, in accordance with reference (a). Armory personnel will obtain 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 Access Control Officer, and under no circumstances will unidentified personnel be granted access. Questions about access will be addressed to the Armory Chief.

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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 Staff Duty Officer of the day and PMO 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/A4) may not be transported by a privately owned vehicle (POV). Transport of Category II Arms (M16A1/A2/A4) 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.

3. Category IV Arms (M18 9mm Pistol) may be transported on, but not off, the Air Station by POV providing the driver is a Staff Non-Commissioned Officer or Commissioned Officer, and 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 circumstance will weapons be stored in POVs.

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 registered on base at Pass and ID, 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 POVs.

APPENDIX A

MINIMUM REQUIRED ARMORY FORMS AND RECORDS

NAVMC 1018	Repair Tag
NAVMC 10359	Equipment Custody Record
NAVMC 10520	Weapon Custody Receipt
NAVMC 10576	Memorandum Receipt for Individual Weapons and Accessories (Automated version is authorized)

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APPENDIX B

MINIMUM REQUIRED ARMORY PUBLICATIONS

MCO 4030.16G	MC PACKAGING AND PACKAGING MAINTENANCE OF SMALL ARMS WEAPONS USING VOLATILE CORROSION INHIBITOR
MCO 4400.16H	UNIFORM MATERIAL MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS)
MCO 4733.1D	TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT CALIBRATION AND MAINTENANCE PROGRAM (TMDE)
MCO 5215.17D	MARINE CORPS TECHNICAL PUBLICATION MANAGEMENT
MCO 5500.6H CH1	ARMING OF LAW ENFORCEMENT AND SECURITY PERSONNEL AND THE USE OF FORCE (UOF)

APPENDIX C

SAMPLE - MONTHLY SERIALIZED INVENTORY (MSI) APPT LTR

From: Commanding Officer, Headquarters and Headquarters Squadron
To: Rank FN MI. LN EDIPI/MOS USMC

Subj: ASSIGNMENT AS THE MONTHLY SERIALIZED INVENTORY OFFICER FOR THE MONTH
OF AUGUST 2023

Ref: (a) MCO 4400.201
(b) MCO 8300.1D
(c) MCO 8010.13
(d) MCO 5530.14A
(e) ASBUL 1601

1. Per the references, you are assigned as the Monthly Serialized 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 CRANE report and Consolidated Memorandum Receipt (CMR). Any annotated changes will be made directly on the CRANE/CMR, justified and initialed by the Property Control Officer. These copies will be your source documents for the sight verification of serial numbers of weapons/ordnance items listed in reference (b). The source documents (CRANE/CMR) 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 CRANE/CMR thereby identifying/certifying the source documents.

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. Transfer of Custody documentation will be verified if the item is evacuated for repair. If the documentation has been pending more than 30 days, verify the serial number of the asset against the latest Maintenance Process Report (MPR).

b. The serial number listed on the reverse of 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 in the DD1348 transfer supply document. Annotate the inventory list CMR to reflect the status of the investigation.

5. All small arms ammunition (Class IV) will be accounted for and verified against the DD-1348 custody receipt from the ammunition supply point and the monthly ammunition inventory list. The ammunition logbook is an authorized means of verification if the ammunition is temporarily loaned out for less than 24 hours. Any ammunition issued for a period of more than 24 hours must

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have an ECR card completed. A template for the monthly ammunition inventory letter will be given to you by the Property Control Office.

6. A physical inventory of class V(W) material will be conducted and documented monthly, semi-annually, and annually in accordance with reference (c) and this Order. A separate line entry indicating the date the inventory was taken, the actual adjusted quantity, and the words "MONTHLY INVENTORY", "SEMI-ANNUAL INVENTORY" or "ANNUAL INVENTORY" as appropriate, will be annotated on the NAVMC 10774 card(s).

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

8. The MSI officer shall contact EOD and PMO to inventory ammunition, explosives, and demolition materiel found in their assigned storage areas.

9. Submit the results of the inventory using the format outlined in enclosure (2) of reference (a) to the Property Control Office.

10. 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.

SIGNATURE
FI. MI. LN

APPENDIX D

SAMPLE - AUTHORIZATION TO STORE PERSONALLY OWNED WEAPONS IN UNIT ARMORY

From: Commanding Officer, Headquarters and Headquarters Squadron

To: Station Armory, Headquarters and Headquarters Squadron

Subj: AUTHORIZATION TO STORE PERSONALLY OWNED WEAPONS IN THE HEADQUARTERS
AND HEADQUARTERS SQUADRON ARMORY IN CORRELATION OF RANK FIRST MI.
LAST/EDIPI

Ref: (a) MCO 5530.14A

1. Per the reference, the below listed personally owned weapons are authorized for voluntary storage within the Headquarters and Headquarters Squadron Armory. These personally owned weapons are still under the custody and ownership of the below listed Marine.

SERIAL	WPN TYPE	CALIBER	MAKE	MODEL
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RANK	NAME	EDIPI	SIGN
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2. All personally owned weapons will be stored in accordance with reference (a), with identical security and accountability procedures as government assets.

3. The point of contact for this letter is Rank FN MI. LN at (XXX)XXX-XXX or Official Email@usmc.mil.

SIGNATURE
FI. MI. LN

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SAMPLE - AUTHORIZATION TO STORE PERSONALLY OWNED WEAPONS IN UNIT ARMORY

From: Commanding Officer, Headquarters and Headquarters Squadron
To: Station Armory, Headquarters and Headquarters Squadron

Subj: AUTHORIZATION TO RELEASE PERSONALLY OWNED WEAPONS IN THE HEADQUARTERS
AND HEADQUARTERS SQUADRON ARMORY IN CORRELATION OF RANK FIRST MI.
LAST/EDIPI

Ref: (a) MCO 5530.14A

1. Per the reference, the below listed personally owned weapons are authorized for voluntary storage within the Headquarters and Headquarters Squadron Armory. These personally owned weapons are still under the custody and ownership of the below listed Marine.

SERIAL	WPN TYPE	CALIBER	MAKE	MODEL
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RANK	NAME	EDIPI	SIGN
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2. All personally owned weapons will be stored in accordance with reference (a), with identical security and accountability procedures as government assets.

3. The point of contact for this letter is Rank FN MI. LN at (XXX)XXX-XXX or Official Email@usmc.mil.

SIGNATURE
FI. MI. LN