



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY, GA 31704-0302

MCLBAO 8000.1  
LSD  
**19 JUL 21**

MARINE CORPS LOGISTICS BASE ALBANY ORDER 8000.1A

From: Commanding Officer  
To: Distribution List

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

Ref: (a) TM 4700-15/h  
(b) MCO 4790.2C  
(c) DIVO P8000.2B  
(d) TI 8000-24/20C  
(e) MCO 4400-201  
(f) MCO 5530.14A  
(g) MCO 4030.16F  
(h) MCO 8300.1C  
(i) TI.8005-34/18A

Encl: (1) SOP for Ordnance

1. Situation. Policies and procedures are critical to the proper maintenance and accountability of Marine Corps Logistics Base (MCLB) Albany ordnance assets.

2. Cancellation. Base Order P8000.1 dtd 08 Feb 12.

3. Mission.

a. Per the references, this Order promulgates instructions and policies regarding the processes and procedures surrounding the maintaining and accountability of MCLB Albany ordnance assets per references (a) through (i).

b. Summary of Revision. A substantial change occurred during the revision of this Order and requires all ordnance maintainers and ordnance accountable officers to review.

4. Execution

a. Commander's Intent.

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

(1) Purpose: To standardize policies and procedures for the maintenance and accountability of ordnance assets on MCLB Albany.

(2) Method: All ordnance maintainers and ordnance accountable officers aboard MCLB Albany shall familiarize themselves with the contents of this Order.

(3) Endstate. All ordnance assets aboard MCLB Albany are maintained and accounted for in accordance with the references.


b. Concept of Operations. Ordnance maintainers and ordnance accountable officers will use this SOP to properly maintain and account for all ordnance assets aboard MCLB Albany.

5. Administration and Logistics. Enclosure (1) provides guidance to all ordnance maintainers and ordnance accountable officers in the performance of their duties.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany ordnance maintainers and ordnance accountable officers.

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



M. J. FITZGERALD

SOP FOR ORDNANCE

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

# SOP FOR ORDNANCE

## CONTENTS

IDENTIFICATION	TITLE	PAGE
Chapter 1	GENERAL INFORMATION	
1001	Responsibilities	1 - 1
1002	Desktop procedures and turnover binders	1 - 3
Chapter 2	EQUIPMENT MAINTENANCE OPERATION	
2000	Maintenance Policy	2 - 1
2001	Shop Operations	2 - 1
2003	Performance Of Maintenance Services	2 - 2
2004	Pre-Fire Inspections (PFI)/Limited Technical Inspections (LTI)/Preventive Maintenance Checks and Services (PMCS)	2 - 3
2005	Quality Control	2 - 3
2006	Records and Reports	2 - 4
Chapter 3	SUPPLY SUPPORT	
3001	Repair Parts Acquisition	3 - 1
3002	Repair Parts Control	3 - 1
3003	Validation and Reconciliation	3 - 2
Chapter 4	MAINTENANCE TRAINING	
4001	Technical Training	4 - 1
Chapter 5	PHYSICAL SECURITY PROCEDURES	
5001	Responsibility	5 - 1
5002	Personnel	5 - 1
5003	Intrusion Detection System	5 - 2
5004	Security Forces	5 - 2
5005	Locks and Keys	5 - 3
5006	Safes, Arms Racks, and Storage Containers	5 - 3
5007	Accountability of Arms	5 - 4
5008	Privately Owned Weapons	5 - 4
5009	Access	5 - 5
Chapter 6	PUBLICATIONS	
6001	Responsibilities	6 - 1

Chapter 7	DAILY ARMORY OPERATIONS	
7001	Opening and Closing Procedures	7 - 1
7002	Weapon Issue and De-Issue Procedures	7 - 2
7003	Transporting Weapons Off Base	7 - 2
7004	Pre-Range Preparations	7 - 2
7005	Post Range Procedures	7 - 3
7006	Provost Marshal Office (PMO) Support	7 - 4
7007	Accountability Inventories	7 - 4
Chapter 8	MISCELLANEOUS	
8000	Hazardous Materials and Waste Management	8 - 1
Appendix A	TEMPLATES	A - 1

# SOP FOR ORDNANCE

## CHAPTER 1

### GENERAL INFORMATION

#### 1000. INRODUCTION

1. This SOP for the armory provides ordnance personnel with procedures for the management, security, control, maintenance inspection, and transportation of equipment.
2. The provision of this SOP is applicable to all ordnance personnel and individuals utilizing armory weapons. The procedures and instructions set forth herein are applicable to routine training and everyday operations.

#### 1001. RESPONSIBILITIES

1. Commanding Officer. The safety of operations, serviceability, periodic instructions, maintenance, and physical security of ordnance material and equipment is the inherent responsibility of the Commanding Officer. In the execution of these responsibilities the Commanding Officer will:

a. Appoint in writing an Arms, Ammunition, and Explosives Officer (AA&E).

b. Designate in writing a list of ordnance personnel authorized unaccompanied access into the Base Armory.

c. Appoint in writing an officer, staff noncommissioned officer or a qualified armorer primary Military Occupational Specialty (MOS 2111) the authority to witness the issue and recovery of individual weapons.

d. Ensure that all directives and publications are maintained to current standards and Stock List (SL) Items 1-3 are maintained.

2. Arms, Ammunition, and Explosives (AA&E) Officer. The AA&E Officer is responsible for all armory operations. The AA&E Officer will ensure that all directives pertaining to the armory operations are strictly adhered to. In the execution of these responsibilities, the AA&E Officer will:

a. Serve as the technical advisor to the Commanding Officer and the Commanding Officer's staff on ordnance matters.

b. Exercise technical supervision over all armory procedures and general supervision of armory personnel.

c. Ensure proper procedures are established for safety, maintenance, and physical security of all ordnance material.

d. Conduct direct liaison with Base organizations on all routine ordnance matters as required.

e. Keep the Commanding Officer and armory personnel informed of all ordnance matters that relate to, or will affect the Base Armory.

f. Conduct a continuing review of security measures in place at the Base Armory, and make recommendations to the Commanding Officer concerning ways in which optimum security can be achieved utilizing available financial, physical, and personal assets.

3. Ordnance Noncommissioned Officer in Charge (NCOIC). The Ordnance NCOIC, in the absence of the AA&E Officer, will perform the duties of the AA&E Officer. The Ordnance NCOIC is specifically charged with the following duties:

a. Serve as the technical advisor to the Commanding Officer.

b. Supervise all personnel assigned to the armory.

c. Assign duties within the armory.

d. Supervise MOS training.

e. Ensure physical security procedures are strictly adhered to.

f. Ensure all required Preventive Maintenance Checks and Services (PMCS) are scheduled and performed using appropriate equipment, technical manuals, and reference (a).

g. Maintain current desktop procedures and turnover binders.

h. Conduct inventories of all tool kits and SL-3 accessories as required by references (a), (b), and (e).

i. Thoroughly understand and comply with all orders and regulations related to armory operations.

1002. DESKTOP PROCEDURES AND TURNOVER BINDERS

1. Desktop Procedures. Proper use of desktop procedures greatly reduces problems associated with turnovers and improves the overall efficiency of an organization. The armory will prepare desktop procedures for each billet involving administrative and management functions. Desktop procedures will be prepared in accordance with references (b) and (c).

2. Turnover Binders. A turnover binder will include information about policy, status of pending projects, references, management controls, functions of the sections, and ways and means of accomplishing routine, as well as, infrequent tasks. The armory turnover binder will be prepared in accordance with references (b) and (c).



## SOP FOR ORDNANCE

### CHAPTER 2

#### EQUIPMENT MAINTENANCE OPERATIONS

##### 2000. MAINTENANCE POLICY

1. Maintenance of ordnance equipment will be accomplished by utilizing applicable publications and by conducting systematic inspections.
2. The Base Armory is authorized and capable of performing First and Second Echelon maintenance on ordnance equipment.
3. The time that repairable ordnance items remain in an unserviceable condition shall be minimized. Items requiring repair or modification, which exceeds the maintenance capability of the armory, will be evacuated to the appropriate supporting maintenance activity.
4. Maintenance by cannibalization as defined in reference (b) is NOT authorized.
5. Maintenance by selective interchange as defined by reference (b) can only be authorized in writing by the Commanding Officer.

##### 2001. SHOP OPERATIONS

1. Armory shop operations will provide for continuous preventative maintenance, modification, and corrective maintenance through scheduling and forecasting armory maintenance requirements.
2. Armory personnel and facilities will be organized and operating procedures will be established to provide for adequate personnel supervision, management of maintenance resources, and a quality control program.

##### 2002. EQUIPMENT THAT EXCEEDS MAINTENANCE CAPABILITIES

1. Ordnance equipment that is identified as exceeding the maintenance capabilities of the armory will be evacuated to the appropriate supporting maintenance activity.

2. The supporting maintenance activity for ordnance weapons requiring Third Echelon or above maintenance is: Shop 721, Marine Corps Multi-Commodity Maintenance Center, MCLB Albany.

3. All weapons will have a GCSS-MC service request prior to evacuating to higher echelon.

#### 2003. PERFORMANCE OF MAINTENANCE SERVICES

1. Maintenance of all ordnance gear assigned to this command will be conducted in compliance with authorized technical publications. Maintenance services at the Base Armory are limited to:

a. Preventive Maintenance (PM). The PM is normally First Echelon maintenance consisting of cleaning, lubricating, inspecting, and minor adjustments usually performed by the operator under the supervision of armory personnel.

b. Corrective Maintenance (CM). The CM services are performed by qualified shop technicians in accordance with applicable technical manuals consisting of, but not limited to, inspecting, cleaning, lubricating, adjusting, and repairing or replacing parts up to Second Echelon of maintenance.

c. Equipment Modification is accomplished anytime a Modification Instruction (MI) is released by Headquarters Marine Corps. Modifications to ordnance equipment are limited to Second Echelon of maintenance and are to be recorded utilizing a Commodity Managers Modification Control form (NAVMC 11054 Form B) per reference (a).

d. Equipment Calibration is performed on all infantry weapons gages utilized by the Base Armory. The Base Armory utilizes a supporting maintenance activity, known as the Infantry Weapons Gage Calibration Exchange Program located in Corona, CA. The armory will establish calibration control records in accordance with reference (a).

2. The AA&E Officer is responsible for ensuring that all Base ordnance assets are maintained in a clean and serviceable condition. To assist the AA&E Officer in accomplishing this task, the following policy is established:

a. Marines issued weapons for use during a marksmanship training program, familiarization firing, qualification firing, or team competition are directly responsible for the cleanliness

of their assigned weapons. The individual will ensure that the assigned weapons is thoroughly cleaned on the last day of firing.

b. Weapons and related ordnance items used for other training purposed will be cleaned by the using unit.

c. Only lubricants and preservatives authorized by the equipment operator's manual will be utilized.

#### 2004. PRE-FIRE INSPECTIONS (PFI)/LIMITED TECHNICAL INSPECTIONS (LTI)/PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)

1. Pre-Fire Inspection. A pre-fire inspection will be conducted by a qualified armorer, primary MOS 2111 per reference (d), and the corresponding technical manual prior to any weapon being utilized for marksmanship qualification/re-qualification. This is to ensure that each shooter is provided a safe, serviceable, and accurate weapon.

2. Limited Technical Inspection. An LTI is inspecting equipment condition to determine the extent or echelon of maintenance required to restore it to a specific condition. The LTI's will be performed in accordance with the applicable technical manuals.

3. Preventive Maintenance Checks and Services. The PMCS are the checks and services performed by qualified technicians on equipment to ensure it is being maintained in a satisfactory operating condition. This is achieved through performing inspections and correcting incipient weapons failures before they become major defects. The PMCS will be scheduled and performed per reference (a) and applicable technical manuals.

#### 2005. QUALITY CONTROL

1. The purpose of quality control is to maximize equipment readiness, efficiency, and reliability by ensuring that proper maintenance procedures are performed during the maintenance process. Also, that all maintenance forms and records are properly completed and filed. The quality control process is depicted in reference (b).

2. The armory will establish quality control procedures and detail these procedures in their desktop procedures. At a minimum, the senior armorer assigned to the armory will be assigned, in writing, as the Quality Control Inspector. They

will properly manage and ensure quality control procedures and practices are implemented.

## 2006. RECORDS AND REPORTS

1. General. Maintenance records are important to the command, higher headquarters, and the Marine Corps, because they provide information, which serves as the basis for management of ordnance equipment maintenance. Proper completion of maintenance records enables us to properly analyze and evaluate our maintenance performance; therefore, we are able to identify measure to correct deficiencies. Ordnance maintenance records and reports are managed in accordance with reference (b).

### 2 Records

a. Records required by the current edition of reference (a), chapter 7 will be maintained for essential armory operations and proper accountability of weapons within the armory. The following forms are not covered by reference (a), but will be maintained in the armory:

(1) Publication Control Records, covered by reference (b).

(2) Equipment Custody Record Card (NAVMC 10359), covered by reference (e).

## SOP FOR ORDNANCE

### CHAPTER 3

#### SUPPLY SUPPORT

##### 3000. GENERAL INFORMATION

1. Effective maintenance at any echelon of maintenance cannot be accomplished without adequate supply support. Ignorance of proper procedures for ordering, storing, and issuing parts and material contribute to the breakdown of the supply and maintenance chain. Follow-up action, when required, is as much a function of maintenance as installation of the part when it is obtained.

2. Requisitions for equipment, SL-3 components, and repair parts will be submitted to Base Supply. Difficulties resulting from lack of support will be brought to the attention of the Supply/Maintenance Management Officer.

##### 3001. REPAIR PARTS ACQUISITION

1. Repair parts will not be ordered for any echelons of maintenance that exceed the authorized capability of the armory. When repair parts are required, the armorer should obtain the national stock number, nomenclature, unit of issue, quantity, individual cost, and source of supply code utilizing appropriate technical manuals, and data listings. Once completed, the armorer will furnish that information to Base Supply via a funding request and a service request will be opened in GCSS-MC requesting the repair parts for the specific weapon system needing repair.

2. The armory is authorized to utilize locally fabricated order forms to requisition repair parts and supplies in accordance with reference (a), since the Field Maintenance Subsystem does not support the armory.

##### 3002. REPAIR PARTS CONTROL

1. All repair parts drawn or received for by the armory from the supply system will be signed for by an individual authorized in writing to receipt for the parts. These individuals will be documented on the NAVMC 11869, Delegation of Authority form.

2. Repair parts received for by the armory will be supported by and active GCSS service request document number.

3. If more than one repair part has been requisitioned for a particular item of equipment, and it is impractical to install the parts individually as they are received, a layette bin will be established in the armory. All parts received thereafter will be placed in the layette bin and identified by the document number.

4. Excess repair parts received from any supply source will be turned in to Base Supply. Stockpiling of repair parts is not authorized in the Base Armory.

#### 3003. VALIDATION AND RECONCILIATION

1. Validation and reconciliation is the process by which requirements are confirmed and properly logged in to Base Supply. Validation and reconciliation involves the confirmation of needs, cancellations, receipts, scrounges, and current status of repair parts.

2. Validation and reconciliation will be conducted weekly between supply, the armory, and the Maintenance Management Officer. These meetings will be properly logged and recorded with the signature of the supply representative and the date the validation/reconciliation took place.

#### 3004. TOOL SETS, CHESTS, AND KITS

1. Tool control and management is the responsibility of the individual or responsible officer that has signed for the set, chest, or kit.

2. A complete inventory of all tool sets, chests, and kits must be made using the appropriate SL-3, SL-3 extract. Each inventory will be maintained per reference (a). A copy of the SL-3, SL-3 extract will be kept in the tool sets, chests, kits, or in a file folder maintained by the tool NCO or commodity manager in a secure area.

3. All tool sets, chests, and kits will be inventoried monthly. The inventory records will be retained for a period of 12 months.

4. Particular attention must be paid to the care and maintenance of tools. Tools will be free of dirt, rust, excess grease, and excess oil buildup.

## SOP FOR ORDNANCE

### CHAPTER 4

#### MAINTENANCE TRAINING

##### 4000. GENERAL INFORMATION

1. Effective maintenance training cannot be accomplished by untrained personnel. Although the majority of maintenance personnel receive formal school training, and are assigned an MOS upon completion of the school, this does not make them qualified experts in their respective fields. Expertise is only gained through experience and by application of the principles learned under the supervision of more qualified technicians.
2. Continuous and progressive maintenance training is required to ensure that maintenance supervisors increase or at least maintain their proficiency.
3. Maintenance training will be scheduled and conducted a minimum of four hours per quarter. It will include, but not be limited to the following:
  - (a) Preventive Maintenance
  - (b) Corrective Maintenance
  - (c) MOS Training
  - (d) Maintenance Management
  - (e) Physical Security
4. All training will be properly documented and kept on file.

##### 4001. TECHNICAL TRAINING

1. The armory will conduct technical training in all areas, as per MCO 1510.65, Individual Training Standards System, for the Ordnance Occupational Field 21, Volume 1.



## SOP FOR ORDNANCE

### CHAPTER 5

#### PHYSICAL SECURITY PROCEDURES

##### 5000. GENERAL INFORMATION

1. The physical security of ordnance items is established for ordnance materials that are susceptible to theft, as well as, provide standards for ordnance storage areas, and to provide supplemental instructions for internal safeguards.

2. The physical security accountability and storage standards apply to all ordnance materials that potentially endanger life or threaten the preservation of law and order. Examples of those contained in the armory are as follows:

- (a) Pistols
- (b) Rifles
- (c) Shotguns
- (d) Machine Guns
- (e) Personally Owned Weapons

##### 5001. RESPONSIBILITY

1. The AA&E Officer is responsible for the safeguarding and accountability of all ordnance materials within the armory. They will be guided in their responsibilities by the provisions of the current edition of reference (f).

##### 5002. PERSONNEL

1. The AA&E Officer will interview all personnel prior to their assignment to the Base Armory. At a minimum, they will review the individual's service book and conduct a personal interview to determine the Marine's maturity, stableness, and willingness to perform the assigned tasks in a dependable manner. An AA&E screening package will be completed prior to the assignment of personnel to the armory.

#### 5003. INTRUSION DETECTION SYSTEM

1. The Base Armory is equipped with an Intrusion Detection System (IDS), therefore eliminating the need for an armed guard keeping watch 24 hours a day. In the event that the IDS is inoperable, PMO will be notified and the appropriate security measures will be taken in accordance with reference (f). To obtain maximum security, the following procedures will be implemented for the use of the Intrusion Detection System:

(a) The Provost Marshal Office (PMO) will conduct and log IDS tests, monthly, per reference (f).

(b) A log will be maintained and will record all registered alarms by the IDS.

(c) PMO will implement monthly duress codes.

(d) The armory will maintain a second means of communication other than a phone line. A portable radio will be used in any case where personnel are required to provide watch on the Base Armory due to the inoperability of the IDS.

2. Intrusion detection warning signs will be posted outside of the armory.

#### 5004. SECURITY FORCES

1. The security force for the Base Armory is, but not limited to, Base PMO and the Base Security Augment Forces (SAF). Security forces are guided in their duties by reference (f).

2. Even though Base PMO is designated as the primary security force for the Base Armory, situations will arise when the armory may have to provide the security of weapons when transporting them off station. Per reference (f), the following guidelines will be followed in such cases:

(a) Weapons being transported off base will not be left unattended at any time. Weapons will be under constant observance.

(b) Two-way communication will be maintained between the designated security personnel and local law enforcement during transportation. A cellular phone will meet this requirement.

3. An armed guard is required during the transportation of all small arms, whether it is on or off base.

5005. LOCKS AND KEYS

1. The Base Armory will establish a strict key and lock control program managed by the designated key control custodian. The key control custodian will be appointed in writing. Per reference (f), the lock and key control custodian will ensure the following policies are met:

(a) Only approved locks authorized by reference (f) will be used within the Base Armory.

(b) Doors not normally used for entry must be secured from the inside with locking bars and/or approved locks.

(c) All locks must be locked to the staple or hasp to preclude theft, loss, or substitution of the lock.

(d) Locks will be rotated annually.

(e) Keys that allow access into the Base Armory will be maintained in the PMO RFI at the close of business.

(f) All keys and locks will be inventoried semi-annually. Inventory records will be maintained for one year.

(g) Maintain a key control register to ensure continuous accountability of keys. The registers will be maintained and retained in accordance with reference (f).

(h) Providing that the procedures outlined in reference (f) are met, to include being accompanied by an armed guard, armory keys may be safeguarded by armory personnel during working hours.

5006. SAFES, ARMS RACKS, AND STORAGE CONTAINERS

1. Arms will be stored in banded crates, standard or locally made arms racks, or a Class 5 GSA-approved container.

2. All arms racks will be locked with low security padlocks per reference (f).

3. All racks or containers weighing less than 500 pounds, with weapons, will be fastened to the structure or together in groups

totaling more than 500 pounds. They will also be secured using low security padlocks at the closing of the armory at the end of each day.

4. All racks and containers must be constructed to prevent the removal of the weapon systems by means of disassembly.

#### 5007. ACCOUNTABILITY OF ARMS

1. A physical inventory (sight count) will be conducted on all ordnance items on hand in the armory upon opening and closing of the armory. The inventories will be recorded and retained for 3 years.

2. A monthly serialized inventory will be conducted by a disinterested third part using a current armory Consolidated Memorandum Receipt (CMR) and CRANE report. The Inventory Officer will physically check and confirm the serial numbers of all CRANE reported items on hand. Upon completion, the Inventory Officer will prepare and submit to the Base Property Officer a report stating how he conducted the inventory, to include any problems or discrepancies they may have encountered. The inventory reports, along with the Inventory Officer's appointment letters, will be stored in the Base Supply Office for a minimum of 2 years.

3. Individual weapon systems will be issued utilizing NAVMC forms 10576 and 10520 in accordance with reference (e).

4. Crew serve weapon systems will be issued utilizing NAVMC form 11186 in accordance with reference (e).

5. Temporary issue of ordnance items will be issued utilizing a NAMC form 10359 (ECR card) in accordance with reference (e).

#### 5008. PRIVATELY OWNED WEAPONS

1. The Base Armory is tasked with the storage and security of privately owned weapon systems in accordance with Base Order 5530.2. Personnel living in the barracks, BEQ's, or transient quarters are tasked with registering weapon systems with PMO, and presenting the weapons, along with the registration certificate to the Base Armory for storage and safekeeping. Upon receiving a privately owned weapon system at the armory for storage, Base Armory personnel will complete the following:

(a) Verify the individual's Military I.D. card and proof of Base registration of the weapon system.

(b) Complete a Request to Store Personal Weapon form (see Appendix A) and issue the individual a Weapons Custody Receipt Card (NAVMC 10520). The request will then be routed to the Commanding Officer for final approval of storage of the personal weapon system in the Base Armory.

(c) The weapon system will then be tagged with the following information:

(1) Individual's name/rank/EDIPI number

(2) Individual's unit/section/phone number

(3) Any other pertinent information that may be necessary to contact the owning individual or to connect the weapon system with its owner.

(d) The weapon system will then be placed in the privately owned weapon storage locker. At no time will privately owned weapon systems be stored in the same container/rack as military weapon systems.

2. The owner of the weapon system is responsible for the cleanliness and maintenance of the weapon system stored in the armory.

3. When the individual desires to check out their privately owned weapon system from the armory for either recreational purposes or permanently, a Request to Check Out Personal Weapons form (see Appendix A) will be utilized. This request must be signed by the Commanding Officer prior to checking out the weapon system from the armory.

4. Privately owned weapon systems will be afforded the same protection as government weapon systems and will be recorded on the armory daily sight count.

5. At no time will the armory store privately owned ammunition.

#### 5009. ACCESS

1. The Commanding Officer will authorize, in writing, an unaccompanied access list of personnel authorized unaccompanied access into the Base Armory.

2. The Base Armory will retain a copy of the list and post where it is inaccessible to the general public, but accessible to periodic physical security inspectors.

3. Personnel on official business requiring accompanied access into the armory will be granted access if approved by the AA&E Officer or Armory NCOIC.

4. An armory visitor's logbook will be established for personnel authorized access, but not on the unaccompanied access roster. The visitor's logbook will be retained for 1 year after the last entry and will contain, at a minimum the following entries:

(a) Printed name/rank/EDIPI number

(b) Date/time of entry

(c) Purpose of entry

(d) Time of exit

(e) Signature of individual

(f) Name of escort

5. All personnel granted accompanied access and their belongings will be searched upon entering and exiting the Base Armory.

6. Restricted area signs will be posted at the door, which provides access to the Base Armory.

## SOP FOR ORDNANCE

### CHAPTER 6

#### PUBLICATIONS

6000. GENERAL. An integral part of a unit's readiness is the readiness of equipment. An up to date library of current equipment, non-equipment, management, and maintenance publications is essential to providing for an effective equipment maintenance program. The current edition of MCO P4790.2 requires Commanders to ensure that required maintenance related publications and directives are on hand, and that effective distribution control procedures are established. This order also requires Commanders to ensure that proper publication requisitioning, validation, and reconciliation procedures are in effect.

#### 6001. RESPONSIBILITIES

1. The armory will ensure that a technical library is established to support each weapon system and optic to support armory operations, ordnance security, and maintenance procedures. This library can be made up of hard copies on hand, electronic copies, or a combination of the two.
2. The armory will establish a publications, directives, and technical manual inventory control program. This program will be managed through the Maintenance Management Officer and the Publication Library Management System (PLMS).
3. The publication, directive, and technical manual library will be requisitioned monthly. This requisition will be conducted by the armorers in conjunction with the Maintenance Management Officer.

## SOP FOR ORDNANCE

### CHAPTER 7

#### DAILY ARMORY OPERATIONS

7000. GENERAL. Daily operations in the Base Armory are crucial to the effective accountability and maintenance of all weapons and optics stored therein. They are also crucial to the safety of all that use the equipment, whether they are used for pistol and rifle ranges or funeral details. Following consistent procedures, per references (e) and (f), to open/close the armory and issue/de-issue weapon systems will help to mitigate any potential lack of support and dangerous situations.

#### 7001. OPENING AND CLOSING PROCEDURES

1. Two person integrity is required at all times when the armory is open. This is to ensure 100% accountability of all equipment and keys at all times.

2. The following procedures will be adhered to when either opening or closing the armory:

(a) An armed guard will escort the armory keys at all times.

(b) The armory keys will be checked in/out from the PMO RFI where they will be stored in a separate combination lock box. The combination will only be known to those authorized unaccompanied access to the Base Armory.

(c) No visiting personnel will enter the armory until the IDS alarm has been turned off and the opening sight count is completed.

(d) Visitors will never be left alone in the armory. Visitors will be escorted by personnel authorized unaccompanied access according to the approved roster at all times.

(e) A closing sight is NOT only for the final closing of the day. Closing sight counts must be conducted whenever the armorers leave the Base Armory long enough that it warrants the activation of the IDS.

(f) Depending upon schedules, and opening and closing sight count may be completed multiple times during the day.



## 7002. WEAPON ISSUE AND DE-ISSUE PROCEDURES

1. Weapon systems will only be issued out by utilizing the NAVMC 10520 individual weapon cards, NAVMC 11186 crew serve weapon cards, or the NAVMC 10359 ECR card.
2. Since weapon systems are not permanently issued to individuals, shooter rosters will be given to the armorers at least 72 hours in advance of the first day of firing. This will allow the armorers enough time to complete all the necessary paperwork required for issuing weapon systems to each shooter, give the shooters enough time to go by the armory to get the weapon issued to them, and allow enough time for the shooter to take their NAVMC 10520 weapon cards to any one of the individuals on the Authorized to Sign NAVMC 10520 Weapons Cards for signature.
3. At no time will the signed NAVMC 10520 weapons cards be collocated with the correlating weapon system. It will always be a one for one exchange. This will allow for 100% accountability at all times.
4. When the shooter desires to withdraw the weapon system from the armory, the shooter will present their signed NAVMC 10520 weapon card and military ID for proof of authorization to withdraw the weapon system.
4. Upon completion of the need for issue (pistol range, rifle range, etc.), the weapon system will be de-issued. The shooter will turn in all issued SL-3 components, clean the weapon system to the satisfactory of the armorers, and all documentation will be destroyed.

7003. TRANSPORTING WEAPONS OFF BASE. The transportation of weapon systems off base, whether for training ranges or to other installations for the use during annual training required events, can only be done so with written permission from the Commanding Officer. This is done through a formal request made in writing. A copy of the signed authorization will be maintained in the armory and the original will accompany the weapon systems during transport. An armed guard will also accompany the weapon systems at all times during transport.

## 7004. PRE-RANGE PREPARATIONS

1. Pre-range preparations are crucial to the success and safety of all participants surrounding the execution of the range.

2. Pre-firing inspections (PFI) and Limited Technical Inspections (LTI) will be conducted on all weapon systems prior the any live fire event. The LTI/PFI documents will be recorded and retained in the Base Armory for a minimum of 1 year.

3. All weapon systems to be fired during an event will be issued to an individual. No weapon systems temporarily loaned utilizing the NAVMC 10359 ECR card will be allowed to conduct live fire events. The only exception to this is stock weapons issued to the range staff non-fire to replace broken or damaged weapon systems during the course of the exercise.

7005. POST RANGE PROCEDURES.

1. The procedures and actions taken after a range are crucial to the effective and timely maintenance on all weapon systems used during the event in preparation for the next training event.

2. The following procedures will be conducted following each range to maintain the weapon systems and prepare for upcoming training events:

(a) All damages will be reported to the Base Armorers.

(b) All weapon systems will be thoroughly cleaned to the satisfaction of the Base Armorers.

(c) All weapon systems will be de-issued unless extending circumstances apply.

(d) Service requests will be opened in GCSS-MC within 24 hours of notification of damage to a weapon system.

(e) Coordination will be made with the Base Supply Office to ensure funding requests are submitted, approved, and all parts are place on order within 24 hours of the creation of the service request.

(f) Communication must continue between the Base Armorers and Base Supply to ensure the timely repair of all damaged weapon systems.

(g) The Base Armorers have 24 hours from the time the parts are picked up from Base Supply to fix the weapon system and to close out the service request in GCSS-MC. Exceptions may apply

depending upon the number of parts placed on order and amount of effort required to make the repairs.

7006. PROVOST MARSHAL OFFICE (PMO) SUPPORT

1. As the higher echelon of maintenance to PMO, the Base Armory will periodically assist their maintainers with the maintenance on their weapon systems. The following are a few areas that the Base Armorers will be called in to assist PMO:

- (a) LTI/PFI'ing weapon systems prior to a range.
- (b) Assisting with the input of information into GCSS-MC on their own service requests.
- (c) Conducting quarterly PMCS checks on the PMO M110 sniper rifle.

2. One area that will always require Base Armorer assistance is the evacuation of the PMO M40 sniper rifle for its semi-annual preventative maintenance (PM) checks. The Base Armorers coordinate a time with 2nd Maintenance Base on Camp Lejeune, NC when they can either ship the rifle to them for the PM or hand deliver it to them. Typically, two of the Base Armorers will take a three day TAD trip to Camp Lejeune to hand deliver and bring back the M40 sniper rifle for its semi-annual PM's. Proper TAD coordination must be made with the Comptroller's Office, via a funding request routed through Supply.

7007. ACCOUNTABILITY INVENTORIES

1. Accountability inventories are one way that we ensure 100% accountability of all weapon systems and optics belonging to the Commanding Officer. These inventories involve an inventory officer physically checking each serial number to ensure 100% accuracy on the account.

2. A few occasions that an inventory will be conducted are:

- (a) Monthly Serialized Inventory (MSI)
- (b) Quarterly Responsible Officer's Inventory
- (c) Annual Supply Officer's CRANE Inventory
- (d) Annual "Level A" packed equipment inventory and rebanding.

## SOP FOR ORDNANCE

### CHAPTER 8

#### MISCELLANEOUS

##### 8000. HAZARDOUS MATERIALS AND WASTE MANAGEMENT

1. The armory may at times accumulate, use, store, and dispose of hazardous materials and waste (CLP bottles, rags, etc.). Due to strict environmental laws and penalties, hazardous materials and waste must not be taken lightly. Not only may the Base and/or the Base be held accountable for violations, but armory personnel could be held accountable as well. Ignorance of environmental laws is not an excuse.

2. Two of the most common types of hazardous materials used and stored in the armory are:

(a) Cleaner, Lubricant, Preservative (CLP)

(b) Lensatic Compasses

3. To ensure proper safety, use, storage, and disposal of the hazardous materials, the armory will implement the following program:

(a) Assign in writing an individual as the armory Hazardous Materials and Waste Management Coordinator. They will coordinate and receive guidance from the Base Environmental Branch on the proper procedures of storing and disposing of hazardous waste and materials.

(b) Include hazardous waste and management training in the armory-training schedule. At a minimum, 1 hour of training per quarter.

(c) Practice proper hazardous waste and management procedures per current directives and orders.

(d) Maintain Material Safety Data Sheets on all hazardous materials stored in the armory.

(e) Implement the proper control procedures in the event of an accidental spill or contamination.

SOP FOR ORDNANCE

APPENDIX A

TEMPLATES

NAVMC 10520 (Weapons Card)

ORDNANCE CUSTODY RECEIPT

(4430)

ORGANIZATION

RECEIPT IS ACKNOWLEDGED FOR ORDNANCE DESCRIBED  
ISSUED TO *(Member's Name and SSN)*

SIGNATURE AND GRADE OF COMMANDING OFFICER

ORDNANCE ITEM

ORDNANCE SERIAL NO.

RACK NO.

**IMPORTANT**

KEEP THIS RECEIPT WITH YOU AT ALL TIMES, IT MUST BE  
SURRENDERED FOR YOUR WEAPON OR ORDNANCE ITEM.

CARD SERIAL NO. \_\_\_\_\_

NAVMC 10520 (REV. 10-86)

S/N: 0109-LF-063-7400

PREVIOUS EDITIONS ARE OBSOLETE AND WILL NOT BE USED



U.S. GOVERNMENT PRINTING OFFICE 2005-705-513

NAVMC 10576

NAME (Last, First, Middle Initial)					GRADE		SSN			
ORGANIZATION					DATE					
<p align="center"><b>MEMORANDUM RECEIPT FOR INDIVIDUAL WEAPONS AND ACCESSORIES (8000)</b>          NAVMC 10576 (REV. 10-86) (EF) (Previous editions are obsolete)</p>										
WEAPONS					ACCESSORIES					
QTY	INIT.	ITEM	TYPE	SERIAL NO.	QTY	INIT.	ITEM/TYPE	QTY	INIT.	ITEM/TYPE
		RIFLE					MAGAZINE			KNIFE, COMBAT WITH SCABBARD
		PISTOL					SLING			BAYONET WITH SCABBARD
		LAUNCHER, GRENADE					ROD, CLEANING			
		SAW M249					TOOL, COMB			
		SMAW MK153					BFA			
		OPTICS					CASE OILER AND THONG			
WEAPON INSPECTION DATA										
ISSUE INSPECTION					RECOVERY INSPECTION					
BORE CONDITION					BORE CONDITION					
STOCK CONDITION					STOCK CONDITION					
NAVMC 10520 ISSUED (Init.)					NAVMC 10520 ISSUED (Init.)					
REMARKS					REMARKS					
INSPECTING OFFICER					INSPECTING OFFICER					
DATE					DATE					
I CERTIFY that I have received the above articles of government property in the condition as noted.					SIGNATURE					
NAME (Last, First, Middle Initial)					GRADE					
					SSN					



# NAVMC 1018 (Repair Tag)

[illegible]

<b>NAVMC 1018 (REV. 6-85)</b>		<b>SIDE A</b>
<b>2-76 EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED</b>		
<b>INSPECTION TAG (4700)</b>		
<b>DATE</b>	<b>ERO NO.</b>	
<b>OWNING UNIT</b>		
<b>ITEM</b>	<b>ID NO.</b>	
<b>SERIAL NO.</b>	<b>REQUEST NO.</b>	<b>CONDITION CODE</b>
<b>INITIAL INSPECTION</b>		
(List below all defects and non-applied mods)		
<b>ECHOLON OF REPAIRS</b>		<b>INSPECTOR'S UNIT</b>
<b>ACTION (REQUIRED/TAKEN)</b>		
<b>INSPECTOR (PRINT NAME AND SIGN)</b>		
<b>SN: 0000-00-001-5106 U/E PG OF 100 TAGS</b>		



## NAVMC 11186

**CREW SERVED WEAPONS CARD**[illegible]**CREW SERVED WEAPONS CARD (NAVMC 11186)**

## Daily Weapons Sight Count

BASE ARMORY SIGHT COUNT										
OPENING					CLOSING					REMARKS
NOMENCLATURE	O/H	TAD	OTHER	TOTAL	O/H	TAD	OTHER	TOTAL		
M16A4 RIFLE	311	0	170	481		311	0	170	481	170 IN LEVEL A PACKAGE
M4	40	1	0	41		40	1	0	41	Game Warden
M9A1 PISTOL	15	0	0	15		15	0	0	15	
M9 PISTOL	74	0	0	74		74	0	0	74	
GLOCK 22	0	1	0	1		0	1	0	1	Game Warden
GLOCK 27	0	1	0	1		0	1	0	1	Game Warden
M14 RIFLE DEMO	7	0	0	7		7	0	0	7	
M240 MG	2	0	0	2		2	0	0	2	
COMPASS	22	0	0	22		22	0	0	22	
M1014	0	1	0	1		0	1	0	1	Game Warden
SHOTGUN MOS 500	10	0	22	32		10	0	22	32	22 IN LEVEL A PACKAGE
KBAR	44	0	0	44		44	0	0	44	
RCO M4	43	0	0	43		43	0	0	43	
RCO A4	481	0	0	481		481	0	0	481	
TOOL KIT E7900	1	0	0	1		1	0	0	1	
AN/PAS-13D V2	2	0	0	2		2	0	0	2	
MDO	2	0	0	2		2	0	0	2	
1903 .30 CAL RIFLE	1	0	0	1		1	0	0	1	
M1 GARAND	1	0	0	1		1	0	0	1	
M16A2	2	0	0	2		2	0	0	2	
THOMPSON SMG	1	0	0	1		1	0	0	1	
MUSKET	1	0	0	1		1	0	0	1	
TRIGGER WEIGHTS	1	0	0	1		1	0	0	1	

REMARKS:

The following signatures certify that the above sight count has been conducted and the information recorded therein is correct.

Signature:

Print: LCPL JEMAL LCPL FAGEN CPL CORTES

Name: LAST FIRST MI RANK

TIME/DATE

Signature:

Print: LCPL JEMAL LCPL FAGEN CPL CORTES

Name: LAST FIRST MI RANK

TIME/DATE

## Armory Ammunition Sight Count

UNITED STATES MARINE CORPS  
BASE ARMORY DAILY SIGHT COUNT  
ALBANY, GA

TAM #	NOMENCLATURE	OPEN				CLOSE				REMARKS
		O/H	OUT	TEMP	TOTAL	O/H	OUT	TEMP	TOTAL	
A059	5.56 BALL (LC-10F387-497)	90	0	0	90	90	0	0	90	
A363	9MM BALL (WCC09M047-021)	90	0	0	90	90	0	0	90	
DATE: _____ TIME: _____ NAME: LCPL JEMAL LCPL FAGEN CPL CORTES SIGN: _____					DATE: _____ TIME: _____ NAME: LCPL JEMAL LCPL FAGEN CPL CORTES SIGN: _____					

# Limited Technical Inspection/Pre-Fire Inspection Sheet

DATE	2021	ITEM		UNIT	MCLB ALBANY Y03
INSPECTING UNIT	MCLB ALBANY Y03	QUANTITY		INSPECTOR	
SUB/BATCH #		NSN		INSPECTOR SIGNATURE	

#	SERIAL #	1	2	3	4	5	6	7	8	9	10	11	12	CONDITON CODE	REMARKS
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															

1 NO DEFECTS	5	9
2	6	10
3	7	11
4	8	12

## Level A Packed Weapons Letter

1000  
LSD4000  
8 February 2021

From: Supervisor, Defense Logistics Agency Distribution  
To: Arms, Ammunition, and Explosives Officer

Subj: SERIALIZED WEAPON INVENTORY

Ref: (a) MCO 4030.16F  
(b) MCO 8300.1C  
(c) TI-8005-34/18A

Quantity: 170 NSN: 1005-01-383-2872

Nomenclature: M16 A4 5.56 Millimeter Rifle

1. This memo is to certify that the below listed number(s) have been processed in accordance with the provisions of references (a), (b), and (c). The weapons are packaged in box number 1 of 1.

2. Weapon Serial Number(s)

10439003	10439013	10439015	10439027	10439038	10439118
10439171	10439216	10439280	10439286	10439349	10439385
10439395	10440090	10440429	10441277	10441289	10442404
10442409	10442423	10442462	10442493	10442494	10442499
10442502	10442505	10442522	10442530	10442632	10442640
10442641	10442717	10442724	10442725	10442731	10442763
10442771	10442874	10442878	10443988	10443990	10443992
10443993	10443996	10443999	10444001	10444005	10444009
10444013	10444020	10444031	10444042	10444047	10444049
10444053	10444054	10444055	10444064	10444071	10444075
10444076	10444077	10444081	10444128	10444132	10444134
10444163	10444168	10444169	10444172	10444185	10444226
10444246	10444256	10444257	10444282	10444308	10444310
10444312	10444315	10444324	10444325	10444349	10444358
10444363	10444364	10444372	10444402	10444403	10444406
10444407	10444424	10444454	10444505	10444536	10444594
10444637	10444643	10444656	10444660	10444718	10444861
10444954	10444973	10444984	10444986	10445037	10445055
10445057	10445081	10445115	10445179	10445192	10445230
10445237	10445295	10445296	10445298	10445306	10445320
10445347	10445458	10445507	10445509	10445797	10445904
10447213	10447214	10447215	10447280	10447430	10447524
10447596	10448087	10448188	10448191	10448197	10448199
10448213	10448233	10448234	10448266	10448272	10448276
10448278	10448284	10448285	10448315	10448375	10448380
10448396	10448397	10448403	10448404	10449097	10449134
10449142	10449247	10449284	10449429	10449433	10449521
10449745	10449931	10450078	10584269	10584539	10584761
10594854	10594859				

3. I certify that I have inspected and verified the weapon serial number(s) listed above.

4. Serialized Seal: A041474

5. Receiving Unit: MCLB Albany, GA Unit Representative: \_\_\_\_\_  
Point of Contact: 229-639-6073 Signature: \_\_\_\_\_

6. Packaging Unit: DLA Distribution Work Leader: \_\_\_\_\_  
Point of Contact: (229) 352-4760 Signature: \_\_\_\_\_

## Request to Store Personal Weapons

4400  
GEM

From: Officer in Charge, Marine Corps Systems Command Albany  
To: Commanding Officer, Marine Corps Logistics Base Albany

Subj: REQUEST TO STORE PERSONAL WEAPONS ICO PERSONAL EFFECTS CASE STAFF  
SERGEANT XXXXXX XXXXXXXX

Ref: (a) MCO 5530.14a  
(b) BO 5530.2

1. In accordance with the references, I request to store the privately owned weapon(s) listed below in the Base Armory as part of the personal effects case for the below Marine.

Rank/Name

SSgt XXXXXXXX, XXXXXX

EDIPI

#####

TYPE OF WEAPON

Springfield .338

Smith and Weston 1911 .45

SERIAL #

CCO75843

UFB4700

MISCELLANEOUS GEAR

Gun Case and Bag

Gun Case and Bag

X. X. XXXXXXXX

---

FIRST ENDORSEMENT

CO001

From: Commanding Officer, Marine Corps Logistics Base Albany  
To: Officer in Charge, Marine Corps Systems Command Albany

1. You are hereby authorized to store the above listed weapon(s) in the Base Armory on behalf of SNM.

2. These weapons shall be returned to their owner once the Marine returns from TAD and receives their personal effects from Base Supply.

3. The point of contact for this matter is Captain I. M. Incharge at (229) 639-7414.

X. X. XXXXXXXX

## Request to Terminate Personal Weapon Storage

8000  
ORD  
12 January 2021

From: SSgt Weapon, My EDIPI Number/MOS USMC  
To: Commanding Officer

Subj: REQUEST TO TERMINATE STORAGE OF PERSONALLY OWNED WEAPON(S) IN THE  
MARINE CORPS LOGISTICS BASE ALBANY ARMORY

Ref: (a) MCO 5530.14A  
(b) DIVO P8000.4

1. Per the reference, it is requested the termination of storage of the below weapon(s) in the Marine Corps Logistics Base Albany armory, Bld 7523.

TIME/DATE	TO	TIME/DATE
0800/20200807		0800/20210112

### **Weapon(s) :**

MANUFACTURER	GAUGE OR CALIBER	MODEL	SERIAL NUMBER
Springfield	.338	Pistol	CC075843
Smith and Weston	.45	Pistol	UFB4700

2. Reason for request: Marine will store personal weapon elsewhere.

3. I have read and understand the requirements for the termination of temporary storage of my personally owned weapon(s) from the above listed references.

4. The point of contact for this matter is the Armory Chief, Lcpl XXXXX, XXXXXX at (470)779-7927 or via email at [XXXXXX.XXXXXXXX@usmc.mil](mailto:XXXXXX.XXXXXXXX@usmc.mil).

M. WEAPON



**LETTER OF TRANSMITTAL**

8000  
ORD  
3 July 2017

From: Commanding Officer, 1st Base 6th Marines  
To: Armory Officer, Stone Bay

Subj: LETTER OF TRANSMITTAL

Ref: (a) DIVO P8000.2

1. Per reference (a), on date, the below listed weapons will be transported from ship to Tanks Officer in Charge. These weapons will be transported via Government transportation to and from destination with an armed escort.

<u>RANK</u>	<u>NAME</u>	<u>WEAPON TYPE</u>	<u>QTY</u>	<u>SERIAL NUMBER</u>
Sgt	Kill, J. Adam	E0195, M4 Carbine	01	W1234567
		E0017, M4 RCO	01	123456
		E1154, AN/PVS-14	01	12345678
Cpl	Dance, R. Bill	E0195, M4 Carbine	01	W1234511
		E0017, M4 RCO	01	123421
		E1154, AN/PVS-14	01	12343210

2. The purpose of transporting these weapons is to support marksmanship training from date to date. Upon completion of training these weapons will be transported back to 2d Maintenance Base armory. The return date is date.

3. The point of contact for this matter is the Armory Chief SSgt XXXX, XXXX X. at DSN 451-7626 or commercial at (910) 451-7626, or via email at xxxxx.xxxxxxx@usmc.mil

I. N. MYARMORY

**LETTER OF OVERNIGHT STORAGE**

5530  
LSD4004  
1 February 2021

From: Commanding Officer, Marine Corps Logistics Base Albany, GA  
To: Armory Officer, 2nd Maintenance Base, Camp Lejeune, NC  
  
Subj: AUTHORIZATION TO STORE WEAPONS OVERNIGHT  
  
Ref: (a) MCO 5530.14A

1. Per the reference, requesting temporary storage for the following (1) M40A6 Sniper Rifle, (1) M40A6 Silencer, (1) M40A6 Scope, (1) M9 Pistol, serial number: 1255566, (2) 9MM magazines, and (30) security 9MM ball ammunition rounds in 2nd Maintenance Base's Armory aboard Camp Lejeune, NC from the period of 3 Feb 21 through 5 Feb 2021. The below person(s) will turn in the listed above items no later than the date of 3 Feb 21.

<u>NAME</u>	<u>RANK</u>	<u>EDIPI</u>
XXXXX, XXXXX X.	LCpl	#####

2. Point of contact for this matter is Lance Corporal XXXXXX, XXXXX X. at (470)779-7927 or by email at xxxxxx.xxxxxx@usmc.mil.

X. X. XXXXXXXX

---

FIRST ENDORSEMENT

From: Armory Officer, 2nd Maintenance Base, Camp Lejeune, NC  
To: Commanding Officer, Marine Corps Logistics Base Albany  
Via: Armory Chief, Marine Corps Logistics Base Albany, GA

Subj: AUTHORIZATION TO STORE WEAPONS OVERNIGHT

1. During the above listed dates mentioned in Paragraph (1), the above listed weapons, gear, and rounds are authorized for temporary storage in the 2nd Maintenance Base Armory aboard Camp Lejeune, NC.

2. The point of contact for this matter is GySgt XXXXXX, XXX at (910)451-6072.

X. XXXXXXXX