



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
MCRD SAN DEIGO, CALIFORNIA 92140-5001

DepO P8000.1F
4D

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DEPOT ORDER P8000.1F

From: Commanding General
To: Distribution List

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

Ref: (a) NAVSEAINST 8023.11
(b) OPNAVINST 8020.14
(c) NAVSEA OP5 Vol. 1
(d) OPNAVINST 5102.1
(e) DepO 5041.22
(f) MCO P4400.150E (NOTAL)
(g) MCO P4790.2C
(h) MCO 8023.3
(i) NAVMC 11386
(j) UM-4400-15 (NOTAL)
(k) MCO 4340.1A
(l) NAVMC 10576
(m) TI-8005-15/4
(n) TM 05538C-1011A
(o) MCO 8027.1D
(p) SECNAVINST 5500.4
(q) DepO P4400.7
(r) MCO 8025.1
(s) SWO20-AF-ABK-010
(t) NAVSEA 2165
(u) OPNAVINST 5530.13B (NOTAL)
(v) MIL-P-128020
(w) NAVSEAINST 8020.9
(x) TI-8005-24-20
(y) MCO 8020.10 (NOTAL)
(z) TM 4700-15/1H
(aa) DepO P4790.1C
(ab) DepO P1510.45

Encl: (1) LOCATOR SHEET

1. Situation. Higher Headquarters policy changes mandate revision to the Depot's procedures for the administration, management, and maintenance of its ordnance assets.

2. Cancellation. DepO P8000.1E

3. Mission. Develop and promulgate specific guidance and procedures for the proper management and maintenance of ordnance items.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. Define objectives, policies, and provisions to complement and comply with Higher Headquarters intent for managing ordnance assets.

(2) Concept of Operations

(a) This Order is applicable to all personnel and organizational units under the aegis of the Depot and tenant organizations.

(b) This Order serves as a basis for all ordnance-related operations aboard the Depot unless superseded by directives from higher headquarters.

(c) All Depot personnel and units will implement these procedures upon receipt.

b. Subordinate Element Missions. Comply with and enforce the provisions, intent, and contents of this Order.

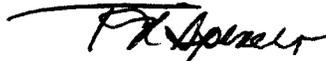
c. Coordinating Instructions. Submit all recommendations concerning this Order to the Assistant Chief of Staff, G-4.

5. Administration and Logistics. The Assistant Chief of Staff, G-1 will distribute this Order as required.

6. Command and Signal

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

b. Command. This Order is applicable to all Depot commands, units, staffs, and personnel.



T. W. SPENCER
Chief of Staff

DISTRIBUTION: A

LOCATOR SHEET

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

Location:

_____ (Indicate the location(s) of the copy(ies) of this Manual.)

SOP FOR ORDNANCE

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SOP FOR ORDNANCE

CHAPTER 1

RESPONSIBILITIES

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SOP FOR ORDNANCE

CHAPTER 1

RESPONSIBILITIES

1000. SUPERVISOR'S STATEMENT OF UNDERSTANDING

1. I have read and understand this SOP. To the best of my knowledge, the duties described here-in can be accomplished in a safe and secure manner. I have ensured that all personnel assigned to this activity are qualified, have read and understand this SOP, and have signed the worker's statement of understanding. Deviations from this SOP are not authorized unless first approved by a competent higher authority. All approved deviations must meet the applicable standards for safety and security. Should a hazardous situation arise, all related activities will cease immediately until the hazard can be appropriately addressed. I will review the SOP annually to ensure its compliance with the applicable safety and security standards.

Supervisor's Name (Print)

Supervisor's Name (Signature)

Date

1001. WORKER'S STATEMENT OF UNDERSTANDING

1. I have read and understand this SOP. To the best of my knowledge, the duties described here-in can be accomplished in a safe and secure manner. I have received a hazard control briefing. Should I encounter a hazardous or unfamiliar situation, I will stop all operations immediately and seek guidance from my supervisor.

Worker's Name (Print)

Worker's Name (Signature)

Date

1002. ORGANIZATION OF THE MCRD ORDNANCE/EXPLOSIVES SAFETY BRANCH

1. MCRD Explosives Safety Officer. Under the staff cognizance of the Assistant Chief of Staff, Quality Management (AC/S, QM), the Explosive Safety Officer (ESO) will manage the explosive safety program and provide advice to the Commanding General, via the AC/S, QM, regarding compliance with Marine Corps and Navy explosive standards and acceptable levels of risk with regard to explosive operations. The ESO is responsible for assuring that personnel involved with explosive operations receive formal training and for ensuring compliance with the following:

- a. Inspect all explosives storage and operating buildings and workplaces to ensure compliance with explosive safety requirements. Inspect at least once a year, if the building or workplace is not active, or if active, as often as necessary depending on the degree of hazard associated with the operation. Document results of inspections and maintain records of inspections and actions taken in the safety office.
- b. Perform safety analysis, as required, when new systems or processes are implemented.
- c. Inspect all explosives storage areas and magazines annually to ensure compliance with explosive safety standards.
- d. Ensure all standing operating procedures (SOPs) meet the appropriate requirements of reference (a).
- e. Review and oversee the activity's Qualification and Certification Program for compliance with reference (b) and command policies. Report the status of the Qualification and Certification Program to the Commanding General, via the AC/S, QM on a regular basis.
- f. Review all facility site-approval documents that involve facilities encumbered by or generating Explosives Safety Quantity Distance (ESQD) arcs and all requests for deviations from established explosive safety standards to ensure compliance with existing safety directives.
- g. Inspect in and around explosives operating and storage areas where maintenance and repair activities involve "hot work". Issue work permits to repair parties--both government and contractor. Par. 11-4.1 of reference (c) establishes procedures for performing hot work on magazines.
- h. Review all facility modifications, equipment, or tooling drawings used for explosives operations to ensure compliance with safety documents.
- i. Approve the electrical hazard classification for each operating building and maintain the list in the safety office.
- j. Monitor each program in accordance with par. 2-1.4.2 of reference (c) and command policies to ensure that ordnance display items are inert and do not contain hazardous materials.
- k. Conduct accident investigations in accordance with reference (d) 5102.1; report findings to higher authority. Maintain a record of all accidents and include recommendations for preventive measures.

1. Maintain the activity's safety manual and current safety instructions.
 - m. Provide a representative and point of contact for activity safety inspections, reviews, and safety related matters.
 - n. Ensure the development and presentation of activity safety training classes that adequately address explosive safety practices and principles.
2. MCRD Ordnance Officer. Under the staff cognizance of the Director, Service and Supply Division, the MCRD Ordnance Officer will perform the duties of a special staff officer with respect to ordnance matters. These responsibilities include, but are not limited to, the following:
 - a. Serve as technical advisor to the Commanding General and staff on ordnance matters.
 - b. Provide technical supervision of ordnance activities and general supervision of personnel assigned to the ordnance branch.
 - c. Determine requirements for procurement, storage, transportation and distribution of ordnance material, including Class V(W) Ordnance (ammunition) aboard MCRD.
 - d. Supervise ordnance repair activities (through fourth echelon) and the demilitarization of unserviceable weapons and weapon components.
 - e. When directed by the AC/S, G-4, provide technical assistance, to include inspection and repair of ordnance equipment, to external commands.
 - f. Plan for and supervise the salvage of unserviceable weapons and ordnance material, to include ammunition, aboard MCRD.
 - g. Conduct technical inspections for cognizant MCRD units per the current edition of reference (e).
 - h. Inspect and approve areas, buildings, and storage rooms selected by unit commanders for the purpose of weapons storage.
 - i. Establish and maintain a pre-expended bin per instructions contained in references (f) and (g).
 - j. Establish and maintain an adequate supply of ordnance cleaning materials.
 - k. Ensure that all personnel who account for, maintain and distribute Ammunition and Explosives (A&E) in the performance of their primary duties are screened annually, in accordance with reference (h), using reference (i). This includes EOD, Engineers, Military Police, AA&E Officer, Armorers/Custodians, and Ammo Techs. This screening shall include a review of the Marine's medical records and contain Provost Marshal Office (PMO) and/or local police incident reports. Local police incident reports will be obtained from the area where the Marine resides. Screening shall be documented with a unit diary entry, using Type Transaction Code (TTC) 489 (A&E Screen).
3. MCRD Ordnance Chief. The MCRD Ordnance Chief will assist the MCRD Ordnance Officer in fulfilling his duties and will assume those duties in his absence.
4. Responsible Officer/AA&E Officer/SNCO. Responsibilities include the following:

- a. Conduct a complete review of the account assigned within 30 days of appointment.
- b. Complete a wall-to-wall inventory within 30 days of appointment.
- c. Report any discrepancies immediately during the review/inventory to the appointing officer.
- d. Maintain close liaison with the area security officer.
- e. Assist the area security officer, PMO, Naval Investigative Service (NIS) Agents, Auditors, and other assigned personnel in investigating AA&E losses.
- f. Report status of command's compliance with accountability controls, command inventory versus AA&E allowance, and AA&E requisitions, to Commanders, on a quarterly basis. Copies of these reports shall be kept for a minimum of two years.
- g. Monitor the AA&E inventory process, as well as related MLSR reports.
- h. Ensure that RSO'S comply with the duties/procedures outlined in par. 1002.7, of this Order.

5. A&E Audit and Verification Officer. This SNCO/Officer must be appointed in writing and be a disinterested party with no responsibility concerning ammo security or accountability (i.e., he/she cannot also be assigned as the AA&E Officer or the Ordnance Officer). This SNCO/Officer shall:

- a. Certify expenditure reports after the exercise or range detail is complete and unused ammunition has been returned to the ASP.
- b. Audit A&E accountability procedures quarterly in accordance with reference (j).
- c. Audit the AA&E chain-of-custody/documentation for issue, receipt, expenditure, and turn-in of unexpended assets monthly.

6. Ammunition Chief/Technician

- a. Complete a wall-to-wall inventory within 30 days of appointment.
- b. Immediately report any inventory discrepancies to the appointing authority/officer in accordance with reference (k).
- c. Conduct an annual wall-to-wall inventory of Class V(W) material.
- d. Submit expenditure reports to the A&E verification officer within 30 days of completion of an exercise or range detail.

7. Range Safety Officer (RSO). Responsibilities:

- a. Conduct inventory/receipt of A&E when delivered.
- b. Supervise the distribution of A&E.
- c. Complete A&E expenditure report and submit a copy of turn-in documents for unexpended assets to the ammo tech.

1003. MCRD ORDNANCE BRANCH. The MCRD Ordnance Branch, under supervision of the Ordnance Officer, will provide ordnance support to all MCRD units and other units as identified by the AC/S, G-4.

1. The MCRD Armory, Building 615, is the issue/recovery point for ordnance items issued to recruits and permanent personnel.

2. The MCRD Ordnance Branch will perform limited technical inspections, modifications, maintenance and repairs (through fourth echelon) on all military ordnance items prior to their issue. Privately owned weapons may be stored in the armory, but will not be maintained by ordnance personnel.

1004. COMMAND RELATIONSHIPS. The Ordnance Officer will maintain close coordination with each MCRD command or activity.

1. Direct liaison, as required, is authorized for routine matters.

2. For other than routine matters or policy decisions, inquiries will be referred to the AC/S, G-4.

1005. UNIT COMMANDERS. Commanding Officers, Officers-in-Charge and authorized personnel at every level of command have the inherent responsibility for the security and safe handling of ordnance material. These responsibilities include, but are not limited to, the training, equipping and inspecting of armory and security personnel.

1. Upon receipt of ordnance material, unit commanders or responsible individuals assume responsibility for maintaining accountability, providing appropriate security, and enforcing all standing ordnance safety procedures. Unit commanders will report all ordnance malfunctions and/or deficiencies in accordance with current directives.

2. Unit commanders desiring information or assistance with ordnance-related issues should direct their inquiries to the Director, Service and Supply Division (Attn: MCRD Ordnance Officer).

3. Commanding Officer, Headquarters and Service Battalion (HQSVCBN)

a. Ensure compliance with the provisions of this SOP.

b. Provide the MCRD Ordnance Officer, via letter, all requests for ordnance materials for other than re-qualification purposes.

c. Ensure that personnel do not transport military ordnance materials off MCRD in privately owned vehicles.

4. Commanding Officer, Recruit Training Regiment (RTR)

a. Ensure compliance with the provisions of this SOP.

b. Provide the armory with a schedule of recruit rifle issue/turn-in times.

c. Provide subordinate units with ongoing instructions and guidance regarding proper procedures for the safekeeping, cleaning, and disassembly of weapons.

d. Submit all requests for ordnance materials (other than recruit training requirements) to the Ordnance Officer, by letter.

e. Provide an armed guard for recruit weapons leaving MCRD.

f. Ensure that personnel do not transport military ordnance materials off MCRD in privately owned vehicles.

1006. HOURS OF OPERATION. The MCRD Armory hours of operation are from 0700-1600 Monday through Friday. Weapons issue/turn-in will be conducted during the hours of 0700-1500. The armory will be opened on Saturdays and Sundays when required to support recruit training. When training takes place on a holiday, armory requirements will be coordinated with RTR S-3. Requests to have the Armory open during other than normal working hours will be submitted, with justification, to the Director, Service and Supply Division (Attn: MCRD Ordnance Officer).

1007. INSPECTIONS

1. MCRD Explosives Safety Officer. Conduct an annual inspection of MCRD armories to ensure that proper procedures for handling, storage, and safekeeping of ordnance material are strictly enforced. The MCRD Explosives Safety Officer shall maintain results of annual inspections for two years.

2. MCRD Ordnance Officer. Conduct frequent, unannounced inspections of units authorized to hold security ammunition to ensure the provisions of this SOP and all applicable orders are strictly followed.

3. Class V (W) Inspection Checklist. Appendices A and B are checklists used for the Class V(W) self-assessment program.

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CHAPTER 2

ISSUE AND RECOVERY PROCEDURES

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CHAPTER 2

ISSUE AND RECOVERY PROCEDURES

2000. GENERAL. Reference (1) (Memorandum Receipt for Individual Weapons and Accessories) will be used as the issue and receipt document. Upon issue, the original NAVMC 10576 will be retained on file by the issuing office; the duplicate will be given to the individual signing for the weapons and/or accessories. When individual weapons are issued, the Issue Inspection portion of the form will be completed by a commissioned officer, warrant officer, or staff noncommissioned officer. The requirement for a commissioned officer, warrant officer, or staff noncommissioned officer to witness the issue/recovery of individual weapons may be waived, provided that a qualified armorer inspects the weapon. The terminology and inspection procedures described in reference (m) (Inspection by Witnessing Officer Individual Arms) will be used by inspecting officials when completing the weapons inspection data portion of the form.

2001. RECRUIT RIFLE ISSUE

1. The week prior to a scheduled recruit company rifle issue, RTR will provide the Depot armory with platoon rosters. This information will be used in conjunction with the Automated Storage and Retrieval System (AS/RS).
2. The duty drill instructor from each platoon will provide a corrected platoon roster to the armory no later than 1000 the Sunday prior to rifle issue.
3. Platoons will report to the armory for rifle issue as scheduled by the Recruit Training Regiment. Platoon issues will not be scheduled beyond 1500. A series rifle issue takes approximately one and one half hours to complete.
4. Upon arrival at the armory, the duty drill instructor will contact armory personnel via the intercom phone located by each weapons issue port. Armory personnel will then designate an issue port for each platoon.
5. Prior to receiving any rifles, the duty drill instructor will form his platoon into alphabetical order, provide the armory with a list of missing recruits, and closely supervise the issue.
6. Upon completion of the rifle issue, the original reference (1) will be retained by the armory and the carbon copy will be given to the duty drill instructor for inclusion in the recruit's training jacket.

2002. RECRUIT RIFLE RECOVERY

1. Recruit rifles must be inspected by series personnel to ensure they are properly prepared for the turn-in per Appendix C. During the recovery process, armory personnel will inspect each rifle for serviceability and cleanliness.
2. At the completion of the rifle recovery, the date of receipt and signature of the armorer recovering the rifle will be placed on the "Recovery Inspection" side of reference (1). The original NAVMC 10576(s) will be returned to the duty

drill instructor and become part of the platoon package to be retained by the respective battalion for one year.

2003. RECRUIT DROPS, PICK-UPS AND STRAGGLERS

1. Rifles issued to recruits who are later placed in a non-training status (Naval Hospital, Branch Clinic, Special Training Company, leave or unauthorized absence) will be returned to the Armory on the day the recruit is placed in the non-training status. Recruits assigned to the Physical Conditioning Platoon (PCP) or the Medical Rehabilitation Platoon (MRP) will retain their issued rifles.
2. Recruits dropped at Weapons and Field Training Battalion (WFTBN) will have their rifles cleaned and returned to the WFTBN armory on the day they are dropped from training. Armory personnel will recover these rifles weekly.
3. Recruit "pick-ups" are those recruits who are transferred from one battalion, company, or platoon to another. It is the responsibility of the receiving platoon, company, or battalion to inform the armory personnel when a recruit has been "picked-up" by their unit.
4. In order to prevent conflicts with scheduled operations, recruit drops and stragglers will be processed prior to 1500. Recruit drops and stragglers must be accompanied by the duty drill instructor.

2004. PERMANENT PERSONNEL WEAPONS ISSUE

1. Weapons issued to permanent personnel will be recorded on a NAVMC 10576 per references (j) and (m). The original NAVMC 10576 will be retained by the armory and the carbon copy will be given to the individual signing for the weapon and/or accessories.
2. Military weapons will not be removed from MCRD without prior authorization from the Commanding General (Attn: AC/S, G-4). When authorized, the weapons will be transported via government vehicle only.

2005. PERMANENT PERSONNEL WEAPONS RECOVERY

1. Upon recovery, individual weapons will be inspected by armory personnel for cleanliness and serviceability. The date of receipt and signature of the armorer recovering the weapons and/or accessories will be placed on the "Recovery Inspection" side of the NAVMC 10576.
2. Weapons issued for cleaning will be returned to armory personnel no later than 1500 the same day. The Ordnance Officer will notify an individual's parent command at 1500 to assist in the recovery of any weapons not returned. If a weapon is not returned by 1530, the Ordnance Officer will contact the Provost Marshall's Office (PMO) for recovery assistance. Weapons not returned by 1600 will be the subject of an immediate investigation and briefed to the AC/S, G-4.

2006. PRIVATELY OWNED WEAPONS

1. Privately owned weapons will be stored only in the armory. Coast Guard personnel may store their personal weapons at the Coast Guard Armory located in building #394. Personal weapons may not be stored in the barracks, Transient Officer's Quarters (TOQ), or office spaces.

2. Personnel who wish to store privately owned weapons in the armory must obtain a letter from their Commanding Officer/Officer-in-Charge (CO/OIC) authorizing storage of weapons in the armory. An example of the required letter is contained in Appendix D.
3. Personnel who wish to transport a privately owned weapon onto MCRD must inform the gate guard that they are in possession of a weapon prior to entering the gate. Upon notification, gate guards will direct those personnel to the PMO (Pass and Identification Section) in order to register the weapon(s).
4. Once weapons have been registered, the owner must immediately transport them to the Armory, together with the CO/OIC authorization letter. PMO will temporarily store weapons registered after normal working hours. Weapons stored by PMO will be retrieved by the owner and transported to the armory no later than 0800 the next work day.
5. Armory personnel will use NAVMC 10359 (Equipment Custody Record) to record the turn-in of privately owned weapons. The original NAVMC 10359 will be given to the owner. The armory will maintain a carbon copy of the NAVMC 10359 to be used as receipt for the weapon(s).
6. When transported, privately owned weapons must remain unloaded, cased, and separated from any ammunition (e.g. having the cased weapon in the vehicle's trunk and the ammunition in the back seat).
7. Personnel who wish to recover privately owned weapons from the armory must obtain an authorization letter from their CO/OIC. An example of the required letter is contained in Appendix E.

2007. ORDNANCE REQUESTS

1. Units requesting ordnance items, or the storage of ordnance items, must submit a letter of request to the Commanding General (Attn: AC/S, G-4). The request must contain justification, quantities of weapons/ammunition, time and date items are to be checked out and returned; name, social security number, and sample signature of the individual(s) authorized to sign for the items. The request must be received by the AC/S, G-4 at least ten working days prior to the date items are required.
2. Weapons requested in quantities of two or more, for a single day of training, will be issued using the NAVMC 10359 (Equipment Custody Record). The serial number of items issued will be recorded on the back page of the original NAVMC 10359.
3. The mandatory turn-in deadline for weapons is 1500. To retain weapons beyond 1500, prior coordination must be made with the Ordnance Officer.

2008. WEAPONS MAINTENANCE

1. Preventive Maintenance

a. Reference (n) (Operators Manual M16A2 Rifle) and (M16A2 Rifle Cleaning Procedures) will be used as the reference for the care, cleaning, and disassembly of the M16A2 rifle. Disassembly of the M16A2 rifle for preventive maintenance is limited to the procedures described therein.

b. Prior to final turn-in, each weapon will be inspected by armory personnel for cleanliness and serviceability.

c. The only authorized cleaning and lubricating agent for the M16A2 rifle is CLP (Cleaning, Lubricating and Preservative); however, a fresh water rinse of a weapon fouled by saltwater or mud is authorized. After the rinse, the weapon must be disassembled, thoroughly dried and coated with CLP. It is strictly prohibited to use hot soapy water as a cleaning agent for any weapon.

d. The Depot Armory is the issue point for rifle cleaning supplies used by recruits and permanent personnel. A list of available items and procedures for obtaining them are located in Appendix F.

2. Corrective Maintenance. Only those qualified armorers attached to MCRD Armory or Weapons and Field Training Battalion (WFTBN) Armory are authorized to repair MCRD Weapons. Weapons found to be in need of repair will be evacuated to the appropriate armory within 24 hours of discovery. It is strictly prohibited for recruits/permanent personnel to attempt to fire a weapon that has been determined to be in need of repair.

3. Condition of Weapons Upon Recovery. Weapons will be inspected for damage, abuse, or improper care by qualified armory personnel at time of turn-in. Should any of these conditions exist, the matter will be referred to the individual's Commanding Officer for appropriate action.

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CHAPTER 3

CLASS V(W) MATERIAL

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CHAPTER 3

CLASS V(W) MATERIAL

3000. CLASS V(W) MATERIAL. The storage, transportation, handling, and security of class V(W) material will be in strict accordance with reference (c).

3001. REQUISITIONS

1. The AC/S, G-4 is the authorized requisitioning authority. MCRD units shall submit ammunition requests via e-mail, to the AC/S, G-4 Ammo Chief/Tech ten working days prior to requested delivery date (RDD). Requests shall contain date of use, type of ammunition and quantity, and type of support the unit will need.

2. The AC/S, G-4 Ammo Chief/Tech, will send an e-mail containing the request, in milstrip format, to the Operations Officer, Las Pulgas Ammunition Supply Point, no later than 1600 on the day/time indicated below:

<u>Priority</u>	<u>Time Frame</u>
07*	Within 24 hours of the RDD
09*	Less than 7 Working Days More than 24 hours of the RDD
14	7 working days prior to RDD

* Priority 07 and 09 requisitions, once stamped and initialed by the Camp Pendleton Ordnance Officer, will be hand-carried to the ASP by a representative of the requesting unit.

3. Valid justification must accompany a priority "07/09" request. The CO or authorized representative must sign in block "U" of the original (top copy) DD Form 1348 (6 part) or in the lower portion of the MILSTRIP document. Priority 07 requisitions will be "walked through" the normal administrative and issue procedures in order to facilitate their immediate issue.

4. The Ammo Chief/Tech will coordinate with Motor Transport Division for ammunition transport from the Camp Pendleton ASP. The driver will be an explosives ordnance driver; the "A"-driver will be the Ammo Chief/Tech or authorized individual. Vehicle requests need to be submitted at least 48 hours prior to RDD.

5. ASP Hours of Issue. Normal issue for the Las Pulgas ASP, Camp Pendleton, are 0700-1100 and 1230-1500, Monday through Friday. Early pick-up/deliveries, prior to 0700, will be permitted if sufficient daylight permits operations within the magazines.

6. Once the ammunition has been counted, the Ammo Chief/Tech or authorized individual will sign the DD 1348 and take the copies, with the ammunition, back to MCRD or designated training/storage facility.

7. Once the ammo has been stored in the magazine, it should be marked with a placard indicating Department of Defense Identification Code (DODIC), Lot Number and quantity. The Ammo Chief/Tech should then open a 10774 card and file it with the DD 1348 attached as supporting documentation.

8. Cancellation. Report cancellation, via e-mail, to the Records Section, Las Pulgas Ammunition Supply Point, Camp Pendleton. A change of RDD may be used as an alternative to cancelling a scheduled issue. The new RDD shall not vary by more than two days from the original RDD unless approved by the AC/S G-4 (AMMO). The AC/S G-4 (AMMO) must be contacted no later than 1400 the day prior to the original RDD in order to effect the change. Only one change of RDD per requisition is allowed.

9. Security Ammunition. Security ammunition issues will be recorded on the NAVMC 10359 (Equipment Custody Record) and documented, as a decrease, on the NAVMC 10774 (Ammunition NSN/Lot Number Record). Security ammunition used during the movement of recruits to Camp Pendleton must be picked up by the appropriate recruit company on the day of the movement. Appendix H provides additional guidance on recruit movement.

3002. DELEGATION-OF-AUTHORITY CARDS

1. MCRD units requiring Class V(W) support from the Las Pulgas ASP, MCB, Camp Pendleton, or Station Weapons, Miramar, must submit three copies of MCBCP Form 8010/1 (Notice of Delegation-of-Authority Card), with original signatures on each form, to the Explosives Safety/Ammunition Branch, MCB, Camp Pendleton, via AC/S, G-4 Ammo Chief/Tech. The signatures, used for verification purposes, must be consistent and legible. Copies of Form 8010/1 may be obtained from the Explosives Safety/Ammunition Branch, MCB, Camp Pendleton, and Station Weapons, Miramar.

2. MCBCP Form 8010/1 is used to identify those personnel from units authorized to receipt for Class V(W) items. Due to security constraints, the Ammo Chief/Tech will review all MCBCP Form 8010/1 prior to submission to the Explosives Safety/Ammunition Branch, MCB, Camp Pendleton, and Station Weapons Miramar.

3. Should a change of status occur to the personnel listed on Form 8010/1, (e.g., transfer, retirement, discharge, etc.) a new Form 8010/1 reflecting the changes must be submitted to the Explosive Safety/Ammunition Branch, MCB, Camp Pendleton.

3003. HANDLING CLASS V(W) MATERIALS

1. Information regarding the safe handling procedures of Class V(W) materials is contained in reference (c) and item specific technical manuals. Close supervision is required while handling Class V(W) materials and only those personnel thoroughly knowledgeable of the safety precautions required for handling Class V(W) materials should be detailed to supervise such operations. Personnel actually handling Class V(W) materials, to include the 40 MM Saluting Battery, must receive a safety brief for the specific ordnance item being handled prior to each occurrence.

2. Class V(W) materials are often relegated to an unserviceable condition due to a loss of "lot identity." Loss of identity occurs when materials are mishandled, improperly repackaged, or damaged during transportation. This creates an unnecessary hazard to personnel, other Class V(W) material, and storage facilities. Therefore, Class V(W) materials returned to the ASP will be inspected for serviceability by ASP personnel. Commanders shall take necessary precautions to ensure Class V(W) materials are not rendered unserviceable. The

Officer-in-Charge of the ASP may request an investigation when Class V(W) materials valued at \$1,000 or more are returned to the ASP in an unserviceable condition.

3. Ammunition shall never be removed from its packing containers until required for use. Ammunition shall be handled in such a manner as to prevent it from being rendered unserviceable.

4. Unserviceable ammunition shall be provided the same degree of security, pending disposition, that is afforded all other to categories of ammunition.

5. Ammunition shall never be buried, abandoned, destroyed, fired indiscriminately, or otherwise disposed of in order to circumvent the inconvenience of returning the item(s) to the storage site.

3004. CLASS V(W) RETURNS

1. All unserviceable/unexpended Class V(W) materials must be returned to the Las Pulgas ASP upon completion of the training for which it was requisitioned. Class V(W) material may be returned during normal working hours (0700-1600) Monday through Friday. A Duty Ammunition Technician is on call 24 hours a day at the ASP to accept Class V(W) materials outside normal working hours.

2. A DD Form 1348-1 must be prepared for each Class V(W) item being returned to the ASP.

3. The authorized individual from the requisitioning unit will ensure that the lot number on each returned container of Class V(W) material corresponds to the lot number on the issue/return document. At no time will identical Class V(W) materials, originating from different lot numbers, be mixed together.

3005. SALVAGEABLE MATERIAL. Expended Class V(W) material and containers should be turned-in for salvage to the Recycling Center, Naval Station, San Diego, Monday through Friday.

1. A "Letter of Authorization For Turn-In to DRMO" is required from each command, identifying those personnel authorized to turn in salvageable material. An example of the required letter is contained in Appendix G.

2. Class V(W) Containers

a. Reference (c) requires that all previous markings that indicate the presence of hazardous material be removed or obliterated from empty Class V(W) containers.

b. Class V(W) containers returned for salvage must be accompanied by a DD Form 1348-1, with the following statement of certification printed on the document:

"I certify that the items listed have been personally inspected by me, and to the best of my knowledge and belief, contain no items of a dangerous or hazardous nature."

(Rank) (Print Name) (Unit) (Phone) (Signature)

c. Only those personnel identified by the command's "Authorization for Turn-In to DRMO" letter may sign the statement of certification.

3. Expended small arms brass will be segregated by caliber prior to turn-in.

3006. STORAGE

1. Units required to have ammunition in their custody will request authorization from the Commanding General (Attn: AC/S,G-4).

2. Privately Owned Ammunition. Personnel may store privately owned small arms ammunition (non-military only) in the Armory. Privately owned ammunition will not be stored in the ammunition bunker. Privately owned weapons and ammunition will be not be stored together in the same security container.

3. Evidential Ammunition. Ammunition having evidential value in CID investigations may be stored in an approved safe located in the CID Evidence room, Bldg. 12. Upon completion of adjudication, evidence shall be disposed of in accordance with reference (o).

4. Security Ammunition. Security ammunition will be limited to the quantity required to support known requirements and requests will be approved by the AC/S, G-4.

5. All storage requests will be reviewed annually. Approval will only be granted for those types and quantities required to meet security force and ceremonial detail requirements.

3007. ACCOUNTABILITY OF CLASS V(W) MATERIAL

1. Class V(W) material stored aboard MCRD must be inventoried. A NAVMC 10774 (Ammunition NSN/Lot Number Record) is required for each Department of Defense Identification Code (DODIC) on hand. An entry must be made on the NAVMC 10774 to indicate that an "Annual Inventory" was conducted and the date completed.

2. Class V(W) transactions recorded on the NAVMC 10774 must have a corresponding DD Form 1348 Requisitioning Document or DD Form 1348-1 Turn-in Document on file.

3. Ammunition found aboard MCRD will immediately be turned over to the Ordnance Officer for proper storage/disposal.

3008. MISSING, LOST, STOLEN OR RECOVERED GOVERNMENT AMMUNITION (MLSR). Instructions for reporting missing, lost, stolen or recovered government ammunition are contained in references (p), (q) and (k).

3009. NOTICE OF AMMUNITION RECLASSIFICATION (NAR)

1. It is the responsibility of the Depot Ammo Chief/Tech, the PMO, Coast Guard TACLET OIC, and MCRD ESO to ensure that "Notice of Ammunition Reclassification" (NAR) messages are screened daily for changes in ammunition condition codes.

2. If the NAR affects a particular lot of ammunition stored at MCRD, the Ammo Chief/Tech will mark and separate the ammunition contact the ASP, MCB, Camp Pendleton for additional guidance and comply with the stipulation of the NAR.

3010. REQUIRED REPORTS

1. Malfunction Reports. A malfunction report will be completed within 24 hours

in all cases where ammunition fails to function as expected. Reference (r) in its entirety is the reference for filling out and submitting these reports.

2. Ammunition Expenditure Report

a. Ammunition Expenditure Reports will be submitted to AC/S, G-4 on a monthly basis. An example is contained in Appendix J. This report must be submitted by the fifth day of each month to allow time for any necessary revisions and include all ammunition expended at MCRD and WFTBN. PMO will submit reports within 24 hours of any training exercises.

b. Expenditure reports are maintained by fiscal year (FY) and retained for current year plus two FYs. For those expenditure reports which correspond to ammunition maintained on NAVMC 10774s, retention period shall be three years from placement of NAVMC 10774 in the inactive file.

SOP FOR ORDNANCE

CHAPTER 4

TRANSPORTATION OF CLASS V(W) MATERIALS

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SOP FOR ORDNANCE

CHAPTER 4

TRANSPORTATION OF CLASS V(W) MATERIALS

4000. GENERAL. Transportation of all Class V(W) material will be safeguarded. Transportation will be in accordance with the guidelines set forth in this SOP and reference (s).

4001. AUTHORIZED VEHICLES. Government-owned commercial vehicles, one-half ton capacity and larger, are authorized for transporting Class V(W) materials. Government-owned vehicles may transport Class C explosives (small arms only) in amounts not to exceed 10,000 rounds, within the confines of MCRD and MCB, Camp Pendleton.

4002. PROHIBITED VEHICLES. Government-owned special purpose vehicles (mail, radio, buses, etc.) and Privately-Owned Vehicles (POV's) are prohibited from transporting Class V(W) materials.

4003. VEHICLE INSPECTION. Prior to dispatch, vehicles designated to carry Class V(W) materials must be inspected by the vehicle operator using DD Form 626 (original and one copy). Vehicle operators will deliver DD Form 626 (original and one copy) to the ASP when reporting to pick up Class V(W) materials. Wooden dunnage must be placed in vehicles with metal cargo beds to prevent metal-to-metal contact with Class V(W) containers.

4004. VEHICLE OPERATORS

1. Personnel transporting Class V(W) materials should complete the Explosive Safety Self Assessment (ESSA), Appendix B, and have a thorough understanding of the contents of reference (s). While transporting Class V(W) materials, the operator must be at least 21 years old and have in his possession the following items:

- a. An Armed Forces Identification card (DD Form 2).
- b. A valid Government Operators Permit (OF 346) with proper certification to transport Class V(W) materials aboard Camp Pendleton.
- c. A valid state driver's license.
- d. A Doctors Certificate, ATA Form P101A1 (Physical and Identification Validated).
- e. The original and one copy of DD Form 626 (Vehicle Inspection Report).
- f. A legible copy of SWO20-AF-ABK-010 (Drivers Handbook of Ammunition, Explosives and Dangerous Articles) with applicable changes.
- g. A charged fire extinguisher with an Underwriters Laboratory (UL) rating of 10 BC or greater.
- h. Three hazard/warning road triangles.
- i. A flashlight.
- j. A complete set of spare fuses for the vehicle.

- k. Appropriate hand tools.
- l. Appropriate explosive placards.
- m. Tie-down straps to secure transported load.
- n. Fire resistant tarpaulins for use during inclement weather.
- o. Set of chock blocks.

2. Vehicle operators failing to meet the above requirements will be unable to receipt for the Class V(W) materials.

3. The training, testing, and licensing of operators for transporting Class V(W) material is available from the Explosive Safety/Ammunition Branch, bldg. 2284, MCB, Camp Pendleton.

4. Additional regulations regarding the transportation of Class V(W) materials are contained in references (s), (t), and (u).

4005. SAFETY PRECAUTIONS

1. Fire fighting equipment carried while transporting Class V(W) materials should be inspected daily for operational readiness.

2. Vehicles containing Class V(W) materials will not be taken into garage, storage, or repair facilities.

3. Prior to loading/unloading Class V(W) material, the vehicle's engine must be turned-off, the parking brake set, and the tires chocked.

4. Operators are to ensure that their vehicles are not transporting loads greater than the rated cross-country load capacity for that vehicle.

5. All vehicles carrying Class V(W) material must come to a complete stop at railroad crossings.

6. Should a vehicle transporting Class V(W) material "break down", the armed guard will stay with the Class V(W) material until it can be off-loaded onto another vehicle.

7. The operator is responsible for ensuring that the vehicle's load is properly secured/tied down.

8. Non-electric blasting caps must be carried in authorized blasting cap containers.

9. Vehicles equipped with catalytic converters should not be operated within 100 feet of fuel storage areas or conduct transfer operations where low-lying accumulations of flammable vapors or combustibles are present. Additionally, vehicles will not be staged over grassy or unpaved oil-soaked areas.

4006. SECURITY

1. At a minimum, one-armed guard per ammunition-laden vehicle is required when transporting Class V(W) materials within the confines of MCRD and MCB, Camp Pendleton.

2. Guards, appropriately armed, will accompany each shipment of Class V(W) material leaving the confines of MCRD or MCB, Camp Pendleton.

- a. Security arrangements are the responsibility of the requisitioning unit.
- b. The security force, if in a separate vehicle, will maintain constant radio communication with the vehicle transporting Class V(W) materials.
- c. Ammunition and compatible weapons will not be transported off the confines of MCRD or MCB, Camp Pendleton, within the same vehicle. An exception may be granted to members of Marine Corps shooting teams preparing for or participating in a competition, for the MCRD Color Guard (Burial Detail) or during the transportation of recruits between MCRD and Camp Pendleton.

SOP FOR ORDNANCE

CHAPTER 5

PHYSICAL SECURITY OF ORDNANCE ITEMS

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SOP FOR ORDNANCE

CHAPTER 5

PHYSICAL SECURITY OF ORDNANCE ITEMS

5000. GENERAL. Weapons (individual and crew-served) are extremely vulnerable to theft. Commanders at every level are responsible for the security of their weapons and measures employed to safeguard weapons should be consistent with the security threat of the surrounding geographical area. The mission of the organization and consideration for arming personnel with minimal delay should be taken into account when implementing security measures. Appendix H provides an example of Weapons Security and Handling Procedures during recruit movement to/from Camp Pendleton.

5001. MCRD ARMORY

1. During hours of operation, a Marine from the Ordnance Branch will be designated as the armory security guard. The guard will be armed with a service pistol, two magazines and 30 rounds of ammunition. It is the responsibility of the ordnance chief to ensure that the guard fully understands his/her duties, to include the use of deadly force.
2. During normal duty hours, access doors will remain locked and business will be conducted through the weapons-issue port. The gate leading to the vehicle trap area will be opened only to permit the entrance/exit of authorized personnel and vehicles. The Ordnance Officer will coordinate with PMO for temporary storage of weapons that cannot be returned to the armory during normal duty hours/weekends.
3. The Ordnance Officer will publish a roster identifying personnel who are authorized unaccompanied access to the armory. Photographs used to identify authorized personnel will be posted at a conspicuous location within the armory. The Ordnance Officer will provide PMO with a photograph log and roster of personnel authorized to receipt for armory access keys.
4. Personnel not on the access roster must request permission from the Ordnance Officer or Ordnance Chief to enter the armory. Once permission has been granted to enter, personnel will present their Armed Forces Identification Card to the armory guard and sign the visitor's log.
5. Signs will be posted on and around the armory identifying it as a high security area. The signs, however, will not "advertise" the fact that the building is an armory.
6. Information pertaining to the internal operation, security procedures, and construction of the armory and munitions bunker shall be considered confidential in nature.
7. A security force, provided by PMO, will respond to every alarm activation at the armory.
8. The Ordnance Officer will publish a monthly duty and recall roster of armory personnel. Copies of these rosters will be forwarded to the MCRD Officer-of-the-Day, HQSVCBN Officer-of-the-Day, and PMO.

5002. DUTY ARMORER. The Duty Armorer, while not required to maintain a post within the Armory, will be "on call" for the entire 24 hour period. The duty

Armorer will be armed with the service pistol and 30 rounds and will be in possession of the armory access keys during working hours. The access keys, pistol, and rounds will be stored at PMO when the duty armorer is secured from his post.

5003. OPENING/CLOSING THE ARMORY. The duty armorer is responsible for the timely opening and closing of the armory.

1. Opening/Morning Procedures

- a. Open armory not later than 0600 on normal workdays.
- b. Ensure computers at the workstations are turned on.
- c. Unlock access port and aisle door for workstation number one.
- d. Inspect container seals, doors and locks for possible tampering.
- e. Turn off outside lights.
- f. Inventory key locker.
- g. Maintain possession of armory access keys.
- h. Conduct opening sight count.

2. Closing/Evening Procedures

- a. Secure all doors and issue ports.
- b. Verify daily sight count and sign inventory document.
- c. Inspect container seals, doors, and locks ensuring they are secure.
- d. Inventory key locker.
- e. Turn on outside lights.
- f. Notify PMO of closing; activate the alarm system.
- g. Transport armory access keys and service pistol to PMO.

5004. ALARM ACTIVATION RESPONSE. When notified of an alarm activation, the duty armorer will report immediately to PMO. Upon arrival, he will receipt for the access keys and service sidearm. The duty will proceed to the armory and attempt to determine the cause of the activation. PMO will conduct a complete tour of inside of Armory. A weapons sight-count will be conducted. All container seals, doors and locks will be inspected for possible tampering. Upon completion of inspection, personnel will report all pertinent information to PMO and make the appropriate logbook entry.

5005. STORAGE AND SUPPLEMENTAL CONTROLS

1. Storage

- a. Weapons will be stored in banded containers, weapons racks, or in the automated storage and retrieval system.

b. Weapons not physically stored in the automated storage and retrieval system will be secured in appropriately locked rolling racks.

c. Weapons storage containers and racks shall be secured with padlocks which meet or exceed MIL-P-178020 specifications. In facilities not continually manned, weapons storage containers and racks weighing less than 500 pounds must be fastened to the facility structure with bolts or padlock and chains.

d. Weapons racks with hinged locking bars shall have the hinge pins welded or likewise secured to prevent removal. Weapons racks shall be constructed in such a way as to prevent the disassembly and removal of a weapon while the rack is locked.

e. MCRD Squadbay Locking Devices. Each Squadbay has been fitted with rifle racks, which enable the rifle to be double locked. Initially, each rifle is locked to the rack itself and, secondarily, a master-locking device locks each rifle.

(1) The primary locking device to be used for all rifles, regardless of the type of rack used, is the individual rifle cable and a combination lock, which are purchased by each recruit.

(2) The secondary lock is the master locking device, which will vary with the type of rifle rack. Each master locking device will be secured with a hardened padlock.

(3) Weapons will remain locked in the rifle racks in the squad bay, with a minimum of a two-man guard, unless the weapons are needed for training. Keys to the rifle racks will remain in the custody of DI's only.

(4) The rifle rack keys must be secured within the DI storage locker, located within the DI duty hut and must never be unattended or unsecured. Keys shall not be removed from the squad bay unless all rifles have been turned in to the armory. Only then may the keys be turned in to the Battalion S-4.

(5) The keys to the DI locker must be in a DI's possession at all times and never in a personal hiding place, desk drawer, window sill, or filing cabinet.

2. Doors, Padlock, and Access Keys

a. Doors used to access a weapons storage area will be secured with a high-security locking device or equivalent padlock and hasp. When necessary, doors will be secured internally with a steel locking bar or deadbolt, per reference (u).

b. Keys used to access weapons containers, racks, and storage areas will be held separate from other keys.

c. Only personnel acting within the scope of their duties may receipt for the weapons-access keys. A roster of personnel authorized use of the weapons access keys will be posted within the armory away from public view.

(1) **The use of a master key is strictly prohibited.**

(2) Weapons access keys should be secured in a container of at least 20-gauge steel or equivalent material and equipped with a padlock, which meets or exceeds MIL-P-43607E specifications. Access keys and container(s) will remain aboard MCRD unless otherwise directed by a competent authority.

(3) Locks or the lock's core will be replaced immediately should the applicable access key(s) be lost, misplaced, or stolen. Replacement locks and lock cores will be stored in such a way as to prevent possible tampering.

d. A key/lock custodian shall be appointed in writing. The custodian will establish a logbook to account for the weapons access keys when not in his possession. **At no time will the weapons access keys be left unattended or unsecured.** The log will contain the necessary information to effectively track the use and current location of the access keys. Logs will be retained for no less than six months from the date of last entry or unless otherwise directed.

e. Padlocks will be attached to their hasp and always be in the locked position to prevent theft, loss or substitution.

f. In addition to the daily inventory, all armory keys/locks will be inventoried semiannually. Results will be retained for one year unless otherwise directed.

g. The Security Material Transfer Log (MCRD Form 5530/3) will be signed by both duty armorer and PMO desk representative when the armory access keys are checked in/out from PMO. MCRD Form 5530/3 will be retained by the armory for one year unless otherwise directed.

3. Further guidance for the physical security of weapons and Class V(W) material stored aboard MCRD may be found in references (j) and (u).

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CHAPTER 6

INVENTORY CONTROL PROCEDURES

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SOP FOR ORDNANCE

CHAPTER 6

INVENTORY CONTROL PROCEDURES

6000. GENERAL. Inventories are one of the primary tools for maintaining strict accountability of ordnance items. To ensure proper inventory procedures are adhered to, supervision by responsible personnel is mandatory.

6001. DAILY WEAPONS INVENTORY. The duty armorer, upon opening and prior to closing the armory, will conduct a daily "sight count" of weapons on hand. Appropriate documentation must be present for those weapons held accountable for but not presently stored in the armory. The closing sight count will be documented, signed by the duty armorer, and reported via e-mail or phone to the Chief of Staff, AC/S, G-4, Director, Service and Supply Division, and Ordnance Officer/Ordnance Chief.

1. PMO will conduct a sight count at 1500 and annotate results in the Desk Sergeant's Inventory Log Sheet. Results will be reported to the Ordnance Officer by 1530 daily.
2. Discrepancies will be reported immediately.
3. Daily sight count documents will be maintained on file for one year.

6002. MONTHLY AMMUNITION AND WEAPONS INVENTORY. A "disinterested party" will conduct a monthly inventory of all ammunition and serialized weapons assigned to MCRD. The inventory, performed by a commissioned officer and assisted by five Marines, cannot be assigned to the Supply Officer or any armory personnel.

1. The Commanding Officer, RTR will provide a team to conduct the monthly ammunition and serialized weapons inventory.

- a. Annually, RTR will publish a schedule indicating, by month, which battalion/company is assigned to conduct the inventory. The schedule for the upcoming year is due to the AC/S, G-4 by 15 November.

- b. The commanding officer of the RTR battalion/company responsible for conducting the monthly inventory will appoint the inventory officer in writing. This letter will be addressed to the Commanding General (Attention: Ordnance Officer) with a copy to the AC/S, G-4 and Director, Service and Supply Division.

- c. RTR will provide five Marines (NCO or above) to assist the designated Inventory Officer with the monthly inventory. Marines assigned are to have no pending or previous disciplinary action within the last six months.

- d. RTR will provide a by-name roster of Marines assigned at least one week prior to their scheduled inventory.

2. Inventory Officer.

- a. Coordinate with the Ordnance Officer two days prior to the inventory.

- b. On the day of the inventory, obtain from the Ordnance Officer/Ordnance Chief a current listing of ammunition and weapons assigned to the Armory and PMO.

- c. Account for ammunition by lot number.
 - d. Account for all weapons in the armory and at the PMO by serial number.
 - e. Verify that a signed Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) is on hand for each weapon that is issued.
 - f. Verify that weapons on temporary loan have a corresponding signed Equipment Control Record (ECR) card (NAVMC 10359). The card will indicate the authority for the temporary loan and the serial numbers of the consigned items will be annotated on the back of the ECR card.
 - g. Verify that weapons evacuated for repair are accounted for with a corresponding "yellow copy" of the appropriate Equipment Repair Order (ERO).
 - h. Verify that missing weapons or ammunition items under investigation are accounted for with a copy of the investigation appointment letter.
 - i. Upon completion of the inventory, submit two written reports (one for ammunition and one for weapons) to the Commanding General (Attn: Director of Service and Supply Division).
3. The signed monthly inventory reports will be returned to the Ordnance Officer and retained by the Ordnance Branch for two years.

SOP FOR ORDNANCE

CHAPTER 7

SAFETY PROCEDURES

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SOP FOR ORDNANCE

CHAPTER 7

SAFETY PROCEDURES

7000. GENERAL. Safety is the responsibility of each and every individual. The Department of Defense requires all organizations using hazardous materials (HAZMAT) to establish strict control policies, general management procedures, and training and education programs, to promote safe and proper handling of HAZMAT. The MCRD Armory Safety Chief/Hazardous Waste Coordinator is responsible for promoting safety awareness within the Ordnance Branch, to ensure the proper knowledge, use, storage, and disposal of hazardous wastes and materials. This mission shall be accomplished through the following actions:

1. Maintain complete and current records for five years.
2. Maintain a current reference library.
3. Maintain a comprehensive turnover folder.
4. Promote safety awareness by conducting a vigorous safety campaign.
5. Conduct safety and health inspections quarterly.
6. Assist the Battalion Aid Station in managing medical surveillance programs.
7. Conduct monthly safety classes.
8. Report all mishaps involving personnel, motor vehicles, activities, equipment and facilities. Complete and forward the quarterly consolidated mishap reports to the MCRD Safety office.
9. Perform safety duties as directed.
10. Advise personnel in the proper disposal procedures for hazardous waste and materials.
11. Aid and assist in the proper storage of hazardous materials (i.e., paint lockers and POL sites).
12. Inspect armory quarterly for safety/hazardous waste.

7001. SHOP SAFETY. The armory houses industrial-type robots, laser scanning devices, and an assortment of power tools. When handled properly, they pose little danger; however, when handled improperly they can cause death or disabling injuries. The guidelines for safety, and the use of common sense, will be strictly adhered to when handling potentially dangerous equipment of this type. Personnel who knowingly disregard established safety procedures may be subject to disciplinary action.

1. Laser Scanning Devices. The armory uses two types of laser scanners (hand-held and stationary), which, if used improperly, can cause full or partial blindness. Accordingly, the following rules apply to use of these devices:

- a. Do not point hand-held scanners toward personnel.
- b. Do not look into the laser's beam.

- c. Avoid "bouncing" the laser's beam off of smooth reflective surfaces.
2. Robots. The armory is equipped with two storage and retrieval robots, which are located in aisles one and two. Personnel will not stand nor work within the interior of the aisles during the operation of the robots. Should aisle access become necessary, the system's "run" switch shall be placed in the "man-in-aisle" position. Personnel shall wear the appropriate safety harness when ladders are used to access the aisles.
3. Mechanical/Electrical Room. Due to the presence of high voltage electrical equipment and a diesel generator, access to the Mechanical/Electrical room is restricted to authorized (Facilities Maintenance/Armory) personnel only.
4. Work Station/Robot Maintenance. Qualified personnel shall conduct repairs and maintenance performed on the workstations and robots only. Operator-level maintenance (dusting wiping down, etc.) is the responsibility of armory personnel. Inoperable or damaged equipment shall be shut down immediately and properly reported.

7002. ALTERATION OF WEAPONS/CLASS V(W) MATERIAL. Tampering with, modifying, deactivating, reshaping, attempting to repair, or making souvenirs with weapons or Class V(W) material is strictly prohibited. This does not restrict Explosives Ordnance Disposal (EOD) personnel or Small Arms Repairmen from performing authorized work within the scope of their official duties.

7003. FIRE PREVENTION. Uncontrolled heat presents a great hazard to munitions and their surrounding area. Detonation may occur with less heat than is required to ignite ordinary combustibles. Consequently, when dealing with munitions, unnecessary heat, flame, and sparks must be avoided. Personnel who handle or work near munitions should be familiar with the fire fighting equipment available to them and the procedures for employing it.

1. Armory

- a. Smoking IS NOT permitted in the MCRD ARMORY.
- b. Rags and cleaning agents shall be stored in fire-resistant containers/cabinets.
- c. Flammable materials shall be stored in the appropriate HAZMAT locker, no less than 15 feet from the nearest structure.
- d. HAZMAT lockers shall be posted with the warning sign "FLAMMABLES NO SMOKING WITHIN 50 FEET." The signs shall have a yellow background with black lettering.
- e. The armory and surrounding area shall be inspected quarterly in order to identify and prevent potential fire hazards per reference (c).

2. Vehicles

- a. Vehicles transporting Class V(W) materials must be in good operating condition.
- b. When transporting Class V(W) materials, vehicles must be equipped with the appropriate fire-fighting equipment and the vehicle operator must be familiar with its use and application.

7004. QUALIFICATION/CERTIFICATION FOR CLASS V(W) MATERIAL HANDLERS. Improper handling, loading, processing, disposal, demilitarization, and testing of explosive devices have resulted in numerous injuries, mishaps, loss of life, costly damage, and reductions in operational effectiveness. A major source of these mishaps has been human error. Therefore, a Qualification/Certification Program, directed by references (h) (series) and (w), shall be implemented for those personnel whose billets/missions require them to handle Class V(W) material. The Explosives Safety Officer shall be responsible for the implementation, administration, and close supervision of the Qualification/Certification Program.

7005. HAZARDOUS MATERIALS SAFETY PRECAUTIONS

1. Post signs to indicate those areas requiring particular caution, (i.e., NO SMOKING) or the necessity for personal protective equipment such as eye protection or respiratory equipment.
2. Read the label on whatever substance is to be used, for general safety precautions. If you are not familiar with the product, ask for the relevant Material Safety Data Sheet (MSDS). Two minutes of reading could make the difference between safe mission accomplishment and a trip to the hospital.
3. Use correct personal protective equipment (PPE). Know how to wear it properly, take care of it, and inspect it weekly after working with chemicals.
4. Appropriate chemical-resistant gloves are necessary to protect individuals from certain chemicals. If left in contact with skin, these chemicals can enter the blood stream through skin absorption. Always wash hands with soap and water after working with chemicals and prior to eating, smoking or using toilet facilities.
5. If clothing becomes contaminated with HAZMAT, remove it immediately. Do not leave it in contact with the skin. Launder clothing before reuse.
6. Be aware that some chemicals react violently with one another and must be stored separately. Certain chemicals can produce explosive gases when they come in contact with water or metal. NEVER pour any chemical down a drain or sewer.
7. If HAZMAT gets in your eyes, immediately flush eyes with water until appropriate medical attention can be administered. Know the locations of all emergency eye wash stations, as well as any shower facilities, within your work center (remember, eyelids must be kept open when flushing, to be effective).
8. Hearing and eye protection must be used when entering the mechanical/electrical room.
9. While performing Limited Technical Inspections (LTI's), Pre-fire Inspections (PFI's) and Corrective Maintenance (CM) all personnel must wear safety goggles and hearing protection. These items are not optional. When using carbon-removing compounds, such as CLP, gloves are also recommended.
10. Sections that use HAZMAT will have an MSDS for each specific hazard, at the user level, and a record of training on file for all Marines within that section.
11. The Safety Officer will obtain an MSDS for all materials identified to him/her and will distribute them accordingly.

12. All safety NCOs have the responsibility to ensure that each MSDS is referenced.

13. Supervisors shall ensure that proper safety precautions are adhered to and that PPE is being used.

7006. MATERIAL SAFETY DATA SHEETS

1. Material Safety Data Sheets provide necessary information for the safe storage handling of HAZMAT. The MSDS provides information such as listing of hazardous ingredients, spill or leak procedures, special protection precautions, health hazards and fire and explosion information. Anyone who issues, handles, uses or is exposed to HAZMAT is required to have these data sheets on hand and readily available for review. The MSDS can be in a variety of forms. The two most common are the Manufacturer's MSDS and a computer generated MSDS from the HAZMAT Information System (HMIS). However, each MSDS comes in a 9-part sequence.

2. A hazardous ingredient is one that, in a sufficient concentrated mixture, could produce enough flammable vapor or gas to ignite, or could produce an acute/chronic adverse effect, as a result of common or predictable misuse. Ingredients of a hazardous nature shall be noted by chemical name in one of three divisions of section II of the MSDS: Paints, Preservatives and Solvents; Alloys and Metallic Coatings; and Hazardous Mixtures of other liquids, solids, or gases. Ingredients in the first division are self-evident. Metallic coatings in the second division refer to coatings such as plating, cladding, metallizing and filler metals; these shall be considered, with the ingredients of rod coatings and core fluxes, as single mixtures. The third division refers to other hazardous mixtures such as abrasive blasting materials.

SOP FOR ORDNANCE

CHAPTER 8

MAINTENANCE

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SOP FOR ORDNANCE

CHAPTER 8

MAINTENANCE

8000. MAINTENANCE CAPABILITIES. The armory is capable of performing organizational and intermediate maintenance (1st through 4th echelon) on all MCRD infantry weapons.

1. The following forms will be used by ordnance personnel in the performance of their duties:

- a. NAVMC 10245 - Equipment Repair Order
- b. NAVMC 10359 - Equipment Custody Receipt, reference (f)
- c. NAVMC 10520 - Weapons Custody Receipt, reference (f)
- d. NAVMC 10576 - Memorandum Receipt for Individual Weapons, reference (f)
- e. NAVMC 10772 - Recommended Changes to Technical Publications
- f. NAVMC 11052 - Calibration Control Record
- g. NAVMC 1018 - Inspection Repair Tag
- h. MCRD 4440/63 - Ordnance Tool Kit Inventory Form
- i. MCRD 4710/1 - PEB Drop Sheet/Daily Rifle Equipment Repair Order Form
- j. MCRD 8015/5 - Publication Inventory Control Form
- k. MCRD 8110/1 - LTI/Pre-Fire Check Form

2. Maintenance of weapons will be conducted in accordance with applicable technical publications and established repair procedures.

8001. LIMITED TECHNICAL INSPECTION (LTI) PREFIRE INSPECTIONS

1. An LTI will be performed on each weapon prior to issue. Procedures for LTIs are outlined in the applicable technical manual and will be recorded on NAVMC 10245.

2. A pre-fire inspection, per reference (x), is required for each weapon prior to issue for qualification, requalification, or familiarization firing.

8002. TOOL CONTROL. All tool kits, sets, and chests will be managed per references (f) and (h). An informal inventory of the tool kits, sets, or chests used during the workday will be conducted at the completion of each maintenance task. Formal inventories, supervised by the Ordnance Chief, will be conducted on a monthly basis. Results of the monthly inventory will be recorded on MCRD Form 4440/63 and retained for one year. The Ordnance Officer/Ordnance Chief will be notified immediately upon the discovery of any inventory discrepancy.

8003. PRE-EXPENDED BINS (PEB). PEBs provide maintenance personnel with a ready supply of low cost, frequently used repair parts. The Ordnance Officer will

submit a letter to the AC/S, G-4, requesting permission to maintain a PEB. The letter shall contain a list of requested parts and their respective prices. The letter shall be updated annually to reflect current maintenance trends.

1. The PEB will be established per reference (f).
2. All NAVMC 708 cards shall be used to account for PEB issues and receipts. Each time a repair part is removed from the PEB, the NAVMC 708 shall be annotated to reflect the change in quantity-on-hand.
3. The NAVMC 708s will be retained for one year.

8004. CALIBRATION. The calibration control program ensures the accuracy of measuring tools. A calibration control tracking system, using the Automated Calibration Control System, shall be established by the armory, per reference (i), to enable participation in the Infantry Weapons Gage Calibration Exchange Program (IWCEP).

1. Infantry weapons gages shall be calibrated per reference (z) and reference (x). All gages shall be submitted for calibration prior to their due date.
2. Torque wrenches (not included in IWCEP) shall be evacuated to Electronic Maintenance Company (ELMACO), 1st FSSG, MCB, Camp Pendleton.

8005. PRODUCT QUALITY DEFICIENCY REPORT (PQDR). A PQDR provides item deficiency information to activities responsible for the development, procurement, and management of military equipment and repair parts.

1. A PQDR program, monitored by the Ordnance Chief, will be established per reference (z).
2. A PQDR should be submitted via AC/S, G-4 when an item meets the following criteria.
 - a. The item constitutes a hazard to personnel or equipment.
 - b. Faulty material or poor workmanship is evident.
 - c. Unsatisfactory performance of equipment during normal operations is evident.
 - d. Excessive wear or deterioration is evident.

8006. PUBLICATIONS. A publications library provides personnel and supervisors with a ready source of operational and maintenance information. Libraries will be established per references (f) and (aa).

1. The Publications Library Management System (PLMS) will be used to track publications.
2. The contents of the library will be reviewed quarterly using PLMS and NAVMC 2761.
3. When a discrepancy is noted in a publication, a NAVMC 10772 will be completed and submitted to HQMC, via the Maintenance Management Office.

8007. MODIFICATIONS. Modifications consist of those maintenance actions performed to change the design or assembly characteristics of designated items,

in order to improve functioning, reliability or safety characteristics. Detailed modification instructions are published as Modification Instructions (MIs).

1. A modification program, monitored by the Ordnance Chief, will be established per references (b) and (j).
2. MIs are listed in the SL-1-2 under TI-5600 or appropriate identification number.

8008. TRAINING. The success of a unit's maintenance program is usually tied to the training it receives. Guidance and requirements for establishing an effective maintenance training program are contained in references (b) and (j).

1. Reference (ab) provides guidance on the submission of monthly, quarterly and annual training requirements.
2. A training NCO, appointed in writing, shall maintain the unit's training records.

8009. DESK TOP PROCEDURES/TURNOVER FILES. Desktop procedures and turnover files provide the information needed to accomplish a particular maintenance management function or administer a key billet. Guidelines for creating desktop procedures and turnover files are contained in references (f) and (aa).

1. The following key personnel will prepare turnover files:
 - a. Ordnance Officer
 - b. Ordnance Chief
 - c. Ammunition Chief
2. The following billets, and others if deemed necessary, shall have desktop procedures:
 - a. Training NCO
 - b. Publications NCO
 - c. Maintenance Management Clerk
 - d. Supply NCO
 - e. Calibrations NCO
 - f. Ammunition Technician

SOP FOR ORDNANCE

CHAPTER 9

AUTOMATED STORAGE AND RETRIEVAL SYSTEM (AS/RS)

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CHAPTER 9

AUTOMATED STORAGE AND RETRIEVAL SYSTEM (AS/RS)

9000. GENERAL. The armory incorporates a variety of robotics, automated equipment, and bar-code technology.

9001. WORK STATIONS. The armory has five issue/recovery workstations. An operator's manual, with detailed instructions, is located at each station. Operators are responsible for cleaning and performing minor maintenance on the stations. In the event of a station malfunction, operators will shut down the station and immediately notify their supervisor. When not in use, workstation issue-ports will be closed and secured.

9002. STORAGE AND RETRIEVAL MACHINES

1. The armory is equipped with two storage and retrieval machines (S/RM). The S/RM, also known as "robots", serve two banks of weapons. Each weapon stored in the armory, excluding personally owned weapons, is assigned a barcode. The barcode, when scanned, provides up-to-date maintenance information relative to that particular weapon and identifies to whom the weapon is assigned. S/RM identifies a weapon as being in one of the following four statuses: (1) Ready-for-Issue (RFI), (2) Issued-to-Recruit (IR), (3) Preventive Maintenance (PM)/LTI required, or (4) Requires Corrective Maintenance (CM).

2. S/RM will only issue/reserve a weapon that is in the RFI status. Upon recovery, S/RM will automatically place each weapon in a PM status indicating that an LTI is required. Once the LTI has been completed, S/RM will place the weapon in the RFI or CM status.

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CHAPTER 10

MAGAZINE, MAGAZINE AREA, AND STORAGE INSPECTION

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CHAPTER 10

MAGAZINE, MAGAZINE AREA, AND STORAGE AREA INSPECTION

10000. GENERAL. All areas used for long or short-term storage or for the holding of ammunition, explosives, and associated hazardous materials shall be inspected periodically. For inspection purposes, the term "magazine" includes all such areas. The inspection shall include an examination of the facility or location, the surrounding area, and the material being stored.

10001. MAGAZINE AND MAGAZINE AREA INSPECTION

1. Magazines shall be inspected prior to initial use, prior to reuse after being emptied, and periodically while in use to ensure that the facilities are capable of safely storing ammunition, explosives, and other hazardous materials. The frequency and detail of the inspections depends upon previous magazine inspection results, the age of the magazine, storage inspection results, environmental changes, magazine type and purpose, and other related factors. Magazine inspections shall be conducted per Appendix I.
2. The inspection will determine the magazine's acceptability for use and all deficiencies shall be immediately corrected. Depending upon the deficiency or the corrective action necessary, the magazine may require downloading.
3. A log shall be maintained to document all deficiencies and corrective actions taken. Mandatory log entries include the date of the inspection, deficiencies detected, and deficiencies corrected. All entries shall be signed by the inspector. If no deficiencies are found during the inspection, the entry "No deficiencies" shall be made.

SOP FOR ORDNANCE

CHAPTER 11

COLOR GUARD PROCEDURES

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SOP FOR ORDNANCE

CHAPTER 11

COLOR GUARD PROCEDURES

11000. FUNERAL DETAILS

1. Upon receiving a funeral request, the Funeral NCO is responsible for the following tasks:

a. Contact the armory to verify that the M16A2 rifles have been pre-fire inspected.

b. Report to the armory and receipt for seven M16A2 rifles, 42 rounds of 5.56 blank ammunition, one 9mm service pistol with two magazines and 30 security rounds. The funeral NCO, or designated guard, must have qualified with the 9mm service pistol prior to assignment of duties.

c. Before departing MCRD, perform a function check on each M16A2 rifle and inspect the blank ammunition for obvious defects.

d. Ensure that the funeral detail, accompanied by an armed guard, is transported directly to the burial site via government transportation.

e. Upon completion of the funeral detail, collect all expended ammunition.

f. Ensure that all weapons, unexpended ammunition, and expended ammunition casings are returned to the armory.

2. Upon receiving notification of an impending funeral detail, the Ordnance Officer is responsible for the following:

a. Ensure the proper number of M16A2 rifles are available and have been pre-fire inspected within the last 30 days.

b. Ensure the proper amount of blank ammunition has been inspected by the ammunition tech for obvious defects.

11001. 40 MM SALUTING BATTERY. The 40 MM saluting battery executes a gun salute, as required.

1. Gun Crew. Members of the gun crew are responsible for the cleanliness of the saluting battery. Saluting guns will be cleaned monthly and for three consecutive days after each firing.

2. Gun Crew NCOIC. The NCOIC of the gun crew is responsible for the following tasks:

a. Conduct a pre-fire check on each gun before use.

b. Ensure that guns have been cleaned at least three times since last fired.

c. Ensure that appropriate number of 40 MM saluting rounds are available for each saluting occasion and that extra rounds are available should a misfire occur.

d. Inspect 40 MM saluting rounds for obvious defects.

- e. Ensure hearing protection is worn by members of the gun crew.
- f. Ensure the gun crew is properly trained.
- g. Ensure safe handling of 40 MM saluting rounds.

3. MCRD Ammunition Technician. The Ammunition Technician is responsible for the following tasks:

- a. Ensure the appropriate number of 40 MM saluting rounds have been requisitioned from the Ammunition Supply Point (ASP), MCB, Camp Pendleton.
- b. Inspect 40 MM saluting rounds for obvious defects.
- c. Provide qualified personnel to perform function checks and scheduled maintenance on the saluting battery.

SOP FOR ORDNANCE

APPENDIX A

EXPLOSIVES SAFETY SELF ASSESSMENT (ESSA) FOR ARMORIES

Inspector: _____ Armory Location: _____

	YES	NO
1. Does unit maintain security ammunition? (MCO 8020.10, enclosure (2), page 9)	_____	_____
2. Does the amount of ammunition on hand exceed the amount authorized to be stored locally? (MCO 8020.10, enclosure (2), page 8)	_____	_____
3. Are weapons and ammunition stored separately? (OPNAVINST 5530.13b, page 5-3, par. 0504)	_____	_____
4. Is locally stored ammunition compared against all NARS? (MCO 8020.10, enclosure (2), page 11, par. 6.A)	_____	_____
5. Is ammunition stored in accordance with current directives? (MCO 8020.10, enclosure (2), page 8, par. 4)	_____	_____
6. Are building areas kept clean and free of obstructions? (NAVSEA OP 5, Vol 1, par. 2-1.5)	_____	_____
7. Are flammable materials properly stored? (NAVSEA OP 5, Vol 1, par. 2-1.5)	_____	_____
8. Are smoking/no-smoking areas clearly identified? (NAVSEA OP 5, Vol 1, par. 8-3.3.2)	_____	_____
9. Is appropriate fire-fighting equipment available? (NAVSEA OP 5, Vol 1, par. 4-1.2.1 (C), or par. 4-1.2.1 (B))	_____	_____
10. Are personnel familiar with their duties and are those duties carried out in a safe manner? (NAVSEA OP 5, Vol 1, par. 4-1.1.1, or MCO 8023.3, page 2, par. B & C)	_____	_____
11. Are personnel familiar with the location and use of fire-fighting equipment? (NAVSEA OP 5, Vol 1, par. 4-1.1.1 and 4-2.1.1)	_____	_____
12. Are exits and exit plans free from obstruction? (NAVSEA OP 5, Vol 1, par. 2-1.5.2)	_____	_____

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- | | YES | NO |
|---|-----|-----|
| 13. Are the appropriate fire/chemical placards posted?
(NAVSEA OP 5, Vol 1, par. 4-3.2.5) | ___ | ___ |
| 14. Has placement of the placards been coordinated
with the Depot Federal Fire Department? (NAVSEA OP 5,
Vol 1, par. 4-3.2.5) | ___ | ___ |
| 15. Are the appropriate protective masks available
for emergency use? (NAVSEA OP 5, Vol 1,
par. 3-15.2.2) | ___ | ___ |

SOP FOR ORDNANCE

APPENDIX B

EXPLOSIVES SAFETY SELF ASSESSMENT (ESSA)
FOR THE TRANSPORTATION OF CLASS V(W) MATERIAL

Unit: _____ Date: _____
 Vehicle Operator _____ Ammo Tech _____
 Vehicle # _____ Trailer # _____

	<u>YES</u>	<u>NO</u>
1. Is the Operator's Medical Certification valid? (SWO23-AH-010, Chapter 3)	_____	_____
2. Is the Operator's Motor Vehicle Identification card (SF-46) stamped with the appropriate explosives qualification stamp? (SWO23-AH_WHM-010, Chapter 3)	_____	_____
3. Is the DD Form 626 valid? (NAVSEA OP, Vol 1, par. 12-5.4.2 (A))	_____	_____
4. Is the DD Form 836 provided for off-Depot movements? (NAVSEA OP Vol 1, par. 12-5.5.1 (B))	_____	_____
5. Does the DD Form 836 correctly identify the contents being transported? (NAVSEA OP 5, Vol 1, par. 12-5.5.1 (B))	_____	_____
6. Are the Class V(W) materials compatible for transport? (NAVSEA OP 5, Vol 1, par. 12-2.B.1)	_____	_____
7. Are Class V(W) materials secured for transportation? (NAVSEA OP 2239 Par. 4-4.4)	_____	_____
8. Are the appropriate placards applied to the Vehicle? (NAVSEA OP 5 Vol 1, par. 12-2.2.4)	_____	_____
9. Are required placards visible and legible? (NAVSEA OP 5, Vol 1, par. 12-5.2.3.5)	_____	_____
10. Is an armed guard(s) provided for Class (V(W) materials being transported off-base? (NAVSEA OP 5 Vol 1 par. 12-5.2)	_____	_____

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APPENDIX C

RECRUIT RIFLE TURN-IN PROCEDURES

1. Drill Instructors will ensure the following tasks are completed **PRIOR** to the start of the turn-in process:

a. Prior to reporting to the armory, Drill Instructors will inspect recruit rifles for cleanliness.

b. At the armory, form the platoon in alphabetical order around the cleaning tables.

c. Field-strip and display the rifles and associated cleaning gear on the tables provided.

2. Drill Instructors will ensure the following tasks are completed once the rifles have passed the armorer's inspection.

a. A minimum of two cleaning patches, **GENEROUSLY** coated with CLP, will be pulled through the bore.

b. Instruct the recruits to assemble their rifles.

c. Form the recruits in platoon alphabetical order and await the turn-in process.

3. Drill Instructors will ensure recruits perform the following procedures when a rifle fails to pass the armorer's inspection:

a. Wash the weapon with cold water.

b. Thoroughly clean and dry the weapon, both internally and externally. Ensure a minimum of two cleaning patches **GENEROUSLY** coated with CLP, are pulled through the bore.

c. An armorer will be standing by to re-inspect failed rifles.

SOP FOR ORDNANCE

APPENDIX D

SAMPLE LETTER; AUTHORIZATION TO STORE PRIVATELY OWNED WEAPON IN THE MCRD ARMORY

(HEADING)

8000

Date

From: Sgt Joe Marine, 000 00 0000/9999 USMC
To: Commanding General, (Attn: AC/S, G-4, Ordnance Officer)
Via: Commanding Officer, (Appropriate Company)

Subj: AUTHORIZATION TO STORE PRIVATELY OWNED WEAPON IN THE MCRD ARMORY

Ref: (a) DepO P8000.1F

Encl: (1) PMO Weapon Registration

1. In accordance with reference (a), I request permission to store my weapon in the MCRD Armory. I have registered the weapon with PMO and enclosure (1) is a copy of the registration. I understand that I am responsible for the maintenance of my weapon while being at the Armory.

2. I understand that I must have my ID card, the Equipment Custody Receipt (ECR) card and a letter from the Commanding Officer authorizing me to remove the weapon from the Armory for any reason other than cleaning. I additionally agree to clean my weapon within the confines of the Armory.

J. MARINE

Date

FIRST ENDORSEMENT

From: Commanding Officer, (Appropriate Company Commander)
To: Commanding General, (Attn: AC/S, G-4, Ordnance Officer)

Subj: AUTHORIZATION TO STORE PRIVATELY OWNED WEAPON IN THE MCRD ARMORY

1. Forwarded, recommending approval.

SIGNATURE

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APPENDIX E

SAMPLE LETTER; AUTHORIZATION TO REMOVE PRIVATELY OWNED WEAPON
FROM THE MCRD ARMORY

(HEADING)

8000
Date

From: Sgt Joe Marine, 000 00 0000/9999 USMC
To: Commanding General, (Attn: AC/S, G-4, Ordnance Officer)
Via: Commanding Officer, (Appropriate Company)

Subj: AUTHORIZATION TO REMOVE PRIVATELY OWNED WEAPON FROM THE MCRD ARMORY

Ref: (a) DepO P8000.1F

1. Per reference (a), I request permission to remove my weapon from the MCRD Armory. I will pick up my weapon at (time and date) and return it on (time and date).
2. STATE REASON FOR REMOVING THE WEAPON.

J. MARINE

Date

FIRST ENDORSEMENT

From: Commanding Officer, (Appropriate Company Commander)
To: Commanding General (Attn: AC/S, G-4, Ordnance Officer)

Subj: AUTHORIZATION TO REMOVE PRIVATELY OWNED WEAPON FROM THE MCRD ARMORY

1. Forwarded, recommending approval.

SIGNATURE

SOP FOR ORDNANCE

APPENDIX G

SAMPLE LETTER; TURN-IN AUTHORIZATION LETTER FOR DRMO (SCRAP, BOXES, ETC.)

(HEADING)

8020
Ammo

From: Commanding Officer
To: Director, DRMO, MCB, Camp Pendleton
Subj: AUTHORIZATION FOR TURN-IN TO DRMO
Ref: (a) DepO P8000.1F

1. Per reference (a), the following individuals are authorized to sign DRMO turn-in documents.

<u>NAME (Last, First, MI)</u>	<u>SSN</u>	<u>BILLET</u>	<u>SIGNATURE</u>
-------------------------------	------------	---------------	------------------

2. This letter supersedes all previous editions.

SIGNATURE

SOP FOR ORDNANCE

APPENDIX H

WEAPONS SECURITY AND HANDLING PROCEDURES DURING RECRUIT MOVEMENT TO AND FROM CAMP PENDLETON

1. Information. The following procedures have been established to provide for weapons security and weapons handling during movement to and from Camp Pendleton and for recruits who are joined/dropped at Camp Pendleton.

a. Convoys shuttling to and from Camp Pendleton will be preceded and trailed by a radio-equipped escort vehicle furnished by MCB, Camp Pendleton Motor Transport.

b. Each bus will have a Drill Instructor on board, assigned as security. He will have in his possession a recruit's rifle, a cartridge belt, a magazine pouch, and two 30-round magazines with 10 rounds in each magazine. One magazine will be sealed in the magazine pouch and the other magazine will be inserted into the rifle with no round in the chamber. The bolt of the weapon will be in the forward position prior to inserting the magazine to preclude the inadvertent chambering of a round.

c. Each recruit will board the bus with his rifle security cable and lock. In the event of a vehicle breakdown, each recruit will secure his rifle to the seat support. An escort vehicle will be in constant radio communication with Camp Pendleton representatives and, in the event of a breakdown, the escort will radio for assistance. The escort vehicle will remain with the stalled bus until repairs are made or a replacement is provided.

d. Recruits who are transferred from their series while at Camp Pendleton will turn their weapons in to the armory at WFTBN or RFTD. Each recruit will be given a receipt for his weapon and be instructed to retain the receipt for as long as he is undergoing recruit training. Each Monday, the Armory will recover the weapons turned in the previous week.

e. Recruits joining a series at either RFTD or Edson Range, Camp Pendleton will draw a weapon on a temporary loan basis from the appropriate local armory and turn the weapon in to that same issuing armory prior to leaving the area. Upon return to MCRD, the recruit will be issued a permanent weapon.

2. Action

a. Commanding Officer, Recruit Training Regiment. Ensure all personnel assigned to perform security duties receive instructions on applicable regulations relating to the use of deadly force. Ensure a weekly shuttle schedule is published for transporting recruits to and from Camp Pendleton.

b. Commanding Officer, Weapons and Field Training Battalion. Ensure each recruit who is transferred from his series while at Camp Pendleton is issued a receipt for the weapon turned in and provide security for subject weapon.

c. Officer-in-Charge, MCRD Armory. Coordinate the recovery of subject weapons and ammunition.

SOP FOR ORDNANCE

APPENDIX I

EXPLOSIVES SAFETY SELF ASSESSMENT (ESSA) FOR MAGAZINE

DATE: _____
 TIME: _____
 INSPECTOR: _____
 MAGAZINE: _____
 REF: NAVSEA OP5 VOL 1

FIRE SYMBOL: _____
 POSTED NEW: _____
 1.1 _____
 1.2 (18) _____
 1.2 (12) _____
 1.2 (08) _____
 1.2 (04) _____
 1.3 _____
 1.4 _____

<u>EXTERIOR</u>	<u>REF</u>	<u>SAT/UNSAT</u>
1. Vegetation controlled, does not exceed 18"	4-1.2.5b	___/___
2. Bridge plates in good working order.	10-4.5.1d	___/___
3. Ventilators well baffled and screened to keep out sparks and fire. Ventilator properly grounded.	8-2.3.5	___/___
4. Wire screens in ventilator ducts, louvers, door vents, and drain intact.	8-2.3.5	___/___
5. Ceiling ventilators maintained in good working order, to ensure adequate circulation.	11.2.5.2	___/___
6. Earth cover intact, not eroded (min. 2ft. on top)	8-2.5.5	___/___
7. Metal doors fit tightly to seal opening and are grounded.	8-2.3.2	___/___
8. Red flag displayed at entrance to magazine area.	11-3.3	___/___
9. No trees that could fall across magazine.	8-2.2.5b	___/___
10. Roads in area are in good, usable condition.	8-7.1	___/___
11. Doors properly secured.	11-2.4	___/___
12. No railcars or trucks loaded with ammunition left parked between magazines.	12-6.1.4	___/___
13. Blue flag displayed on railcars being worked.	12-6.1.4	___/___
14. Good drainage around magazine.	8-2.2.5	___/___
15. No heat/spark-producing devices allowed in the area.	4-1.2.1a	___/___
16. Area of magazine ventilators kept free of vegetation.	4-2.1.6	___/___
17. Magazine flappers secured with fusible link or secured in an open position.	8-2.3.5	___/___
18. Firebreaks or clear-space maintained 50 ft around magazines.	4-2.1.6	___/___
19. Hold-open devices in proper working order.	11-3.2	___/___
20. Outboard edge of dock is painted with a band of conspicuously contrasting color, with alternating diagonal stripes at least 2 inches wide.	8-4.8	___/___
21. Front docks are kept clean at all times.	4-1.2.2a	___/___

SOP FOR ORDNANCE

<u>EXTERIOR</u>	<u>REF</u>	<u>SAT/UNSAT</u>
22. Transmission lines (electrical and security) within 50 feet of building are installed underground.	5-8.1	___/___
23. Fire bills are posted, listing designated muster point.	4-2	___/___
<u>INTERIOR</u>	<u>REF</u>	<u>SAT/UNSAT</u>
1. Aisles unobstructed.	11-2.6.3	___/___
2. Minimum of 6" clearance at walls and roof of all Magazines.	11-2.6.3	___/___
3. Two-foot clearance from front wall is maintained.	11-2.6.3	___/___
4. Stacks not so high as to result in unstable stow or to allow lower layers to be crushed or deformed.	11-2.6.2c	___/___
5. Explosives in damaged containers are not be stored in magazines.	11-1.4.1d	___/___
6. Flammable material such as wooden dunnage, pallets, and boxes kept to minimum required.	11-2.8	___/___
7. Empty containers, packing material, tools and other similar material not permitted except when actually in use.	11-2.8	___/___
8. Magazine kept scrupulously clean and orderly.	2-1.5.1,4-1.2.2	___/___
9. Partly-filled boxes are plainly marked and securely closed.	11-2.6.4	___/___
10. No evidence of leakage from containers or excessive fumes present.	11-2.8	___/___
11. Ceiling ventilators maintained in good working order to ensure adequate air circulation.	11-2.5.2	___/___
12. Magazine interior clean and free of accumulations of dust, dirt, gravel, rodents, or other foreign matter.	4-1.2.2a	___/___
13. Compatibility requirements adhered to.	11-2.2.1b	___/___
14. Floor in good repair, no cracks.	2-1.5.6	___/___
15. Doors and locks in good working order.	2-1.5.2	___/___
16. No open boxes of ammo (or components).	11-1.4.1a	___/___
17. No scrap material allowed to accumulate.	4-1.2.2a	___/___
18. No forbidden or unauthorized operations conducted.	11-31.2	___/___
19. Magazines clean and free of combustibile material.	2-1.5.1	___/___
20. Suitable dunnage is used for support of ammunition containers.	11-2.6.2	___/___
21. Ammunition container contents are properly identified.	11-1.4.1b	___/___