



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
(HELICOPTER)  
NEW RIVER, JACKSONVILLE  
NORTH CAROLINA 28545

AS(H)O 5500.9C  
204:GWJ:jml  
4 Feb 1983

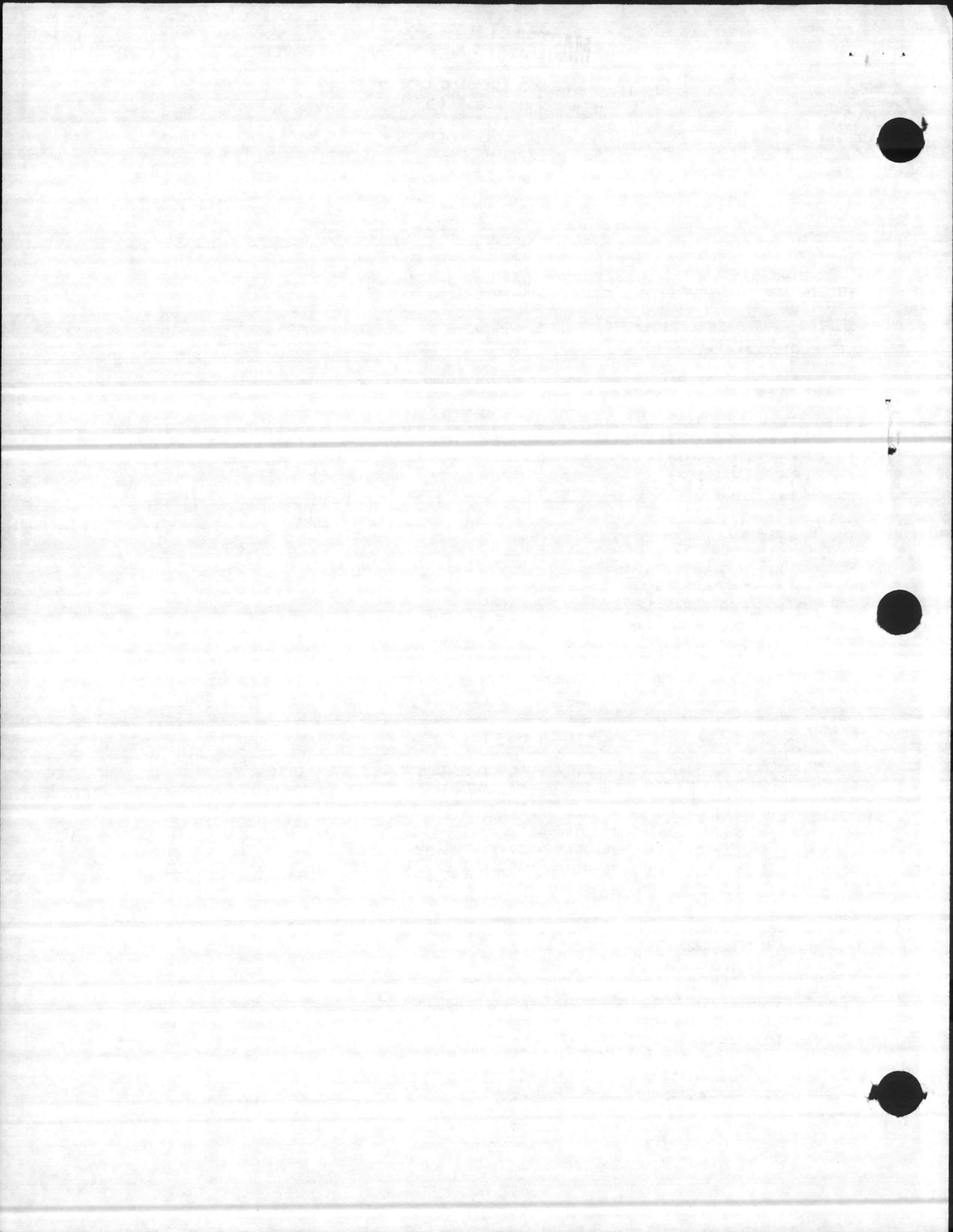
AIR STATION (HELICOPTER) ORDER 5500.9C *w/ch 1*

From: Commanding Officer  
To: Distribution List

Subj: Standard Operating Procedures (SOP) for Armory Operation

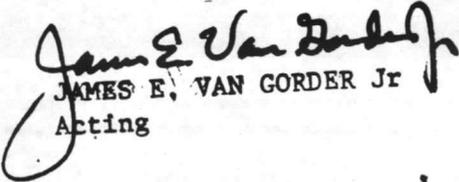
- Ref:
- (a) MCO P4790.2A
  - (b) OPNAVINST 5530.13
  - (c) UM-4790-5
  - (d) UM-4400-15
  - (e) TM-4700-15/1D
  - (f) MCO 3500.9C
  - (g) MCO 3574.2F
  - (h) MCO 4733.1
  - (i) MCO 4855.10
  - (j) MCO 4855.6
  - (k) MCO P5212.17
  - (l) MCO P5600.31E
  - (m) MCO 5215.1F
  - (n) SECNAVINST 5500.4D
  - (o) BO 5500.1D

- Encl:
- (1) General Information
  - (2) Daily Inventory Report (Form)
  - (3) Maintenance
  - (4) Commodity Managers Modification Control Record (Form B)(4790)
  - (5) Calibration Control Wall Chart
  - (6) NAVMC 11003 Serialized Item Subsidiary Record Card
  - (7) NAVMC 10576 Memo Receipt
  - (8) NAVMC 10520 Weapons Custody Receipt
  - (9) NAVMC 1018 Inspection Repair Tag
  - (10) NAVMC 10245 Equipment Repair Order
  - (11) SF 368 Quality Deficiency Report
  - (12) NAVMC 10657 Quality Reliability Report
  - (13) Supplies
  - (14) Training
  - (15) Inventories
  - (16) Assignment Letter for Monthly Inventory
  - (17) Monthly Inventory Report Letter
  - (18) Publications and Directives
  - (19) Security and Control of Weapons
  - (20) Inspections
  - (21) FSMAO Inspection Checklist



Feb 1983

1. Purpose. To set forth information, guidelines, and procedures for the operation of the Marine Corps Air Station (Helicopter) (MCAS(H)), New River Consolidated Armory, in accordance with references (a) through (o).
2. Cancellation. AS(H)O P5500.9B.
3. Action. Commanding Officers/OICs will ensure compliance with and issue amplifying instruction, as required, to implement this Order. See enclosures (1) through (21)).
4. Recommendations. Recommendations to increase the effectiveness of this Order are encouraged and should be submitted to this Headquarters (Attn: S-4).
5. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
6. Concurrence. The Commanding Officer, Marine Aircraft Group 26, Marine Aircraft Group 29, Marine Air Traffic Control Squadron 28, Detachment "A", Marine Wing Support Group 27, and 2d Force Service Support Group concur with this Order, insofar as it pertains to members of their commands.

  
JAMES E. VAN GORDER JR  
Acting

DISTRIBUTION: B plus B-4 (5)





UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
(HELICOPTER)  
NEW RIVER, JACKSONVILLE  
NORTH CAROLINA 28545

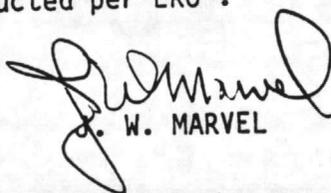
AS(H)O 5500.9C Ch 1  
204/GWJ/RJB/vcc  
28 March 1983

AIR STATION (HELICOPTER) ORDER 5500.9C Ch 1

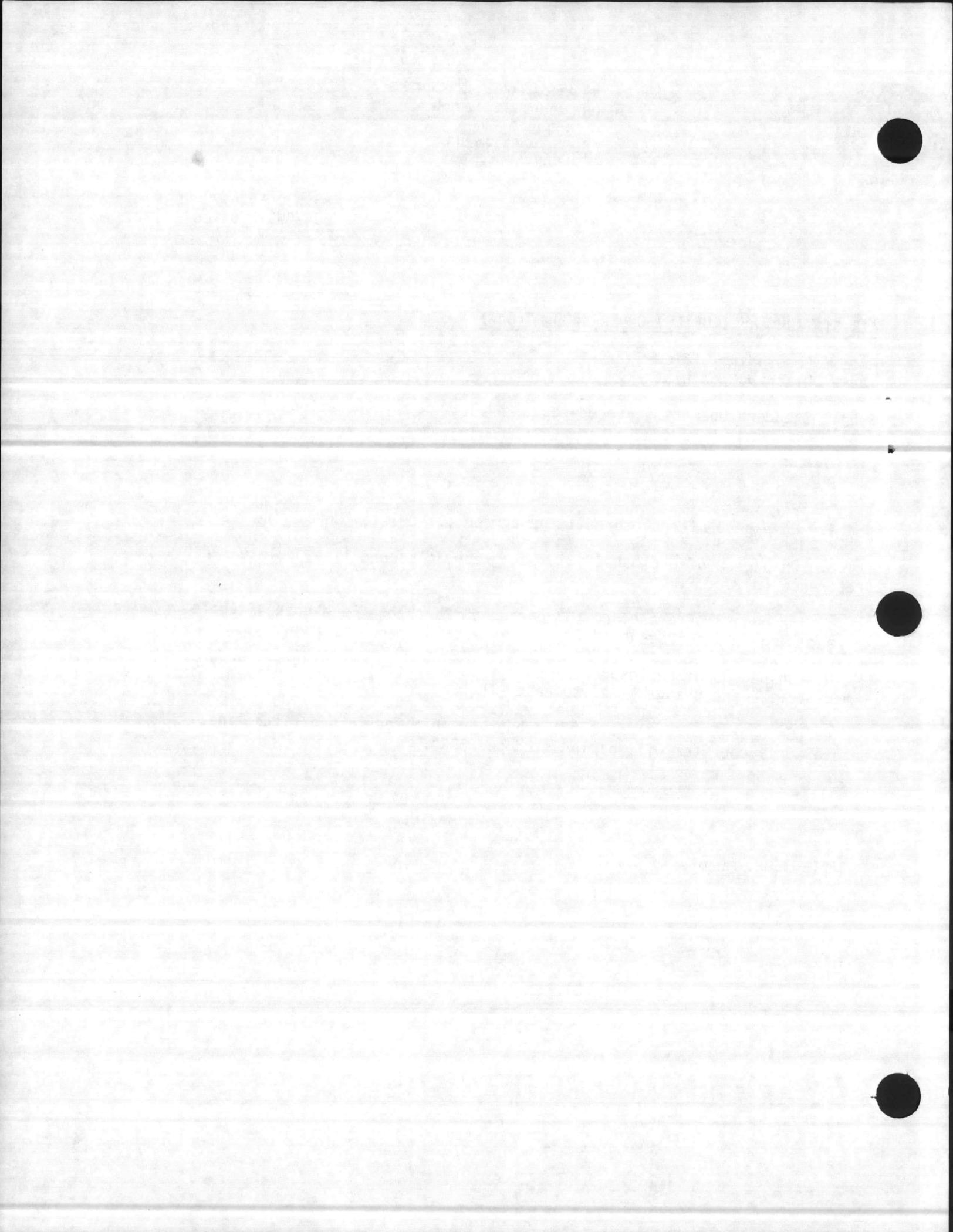
From: Commanding Officer  
To: Distribution List

Subj: Standard Operating Procedures (SOP) For Armory Operation

1. Purpose. To direct pen changes to the basic Order.
2. Action
  - a. On page 3 of enclosure (1) paragraph (7) delete "MMO".
  - b. On page 2 of enclosure (3), paragraph 3c second line, delete "reference (d) and".
  - c. On page 3 of enclosure (3) paragraph 7b change "and unserviceable" to read "and in a serviceable".
  - d. On page 3 of enclosure (3) paragraph 8 fourth line, delete "Effective immediately," and change "the" to read "The".
  - e. On page 5 of enclosure (3) subparagraph g fourth and fifth line, delete "Only one item will be inducted per ERO".

  
J. W. MARVEL

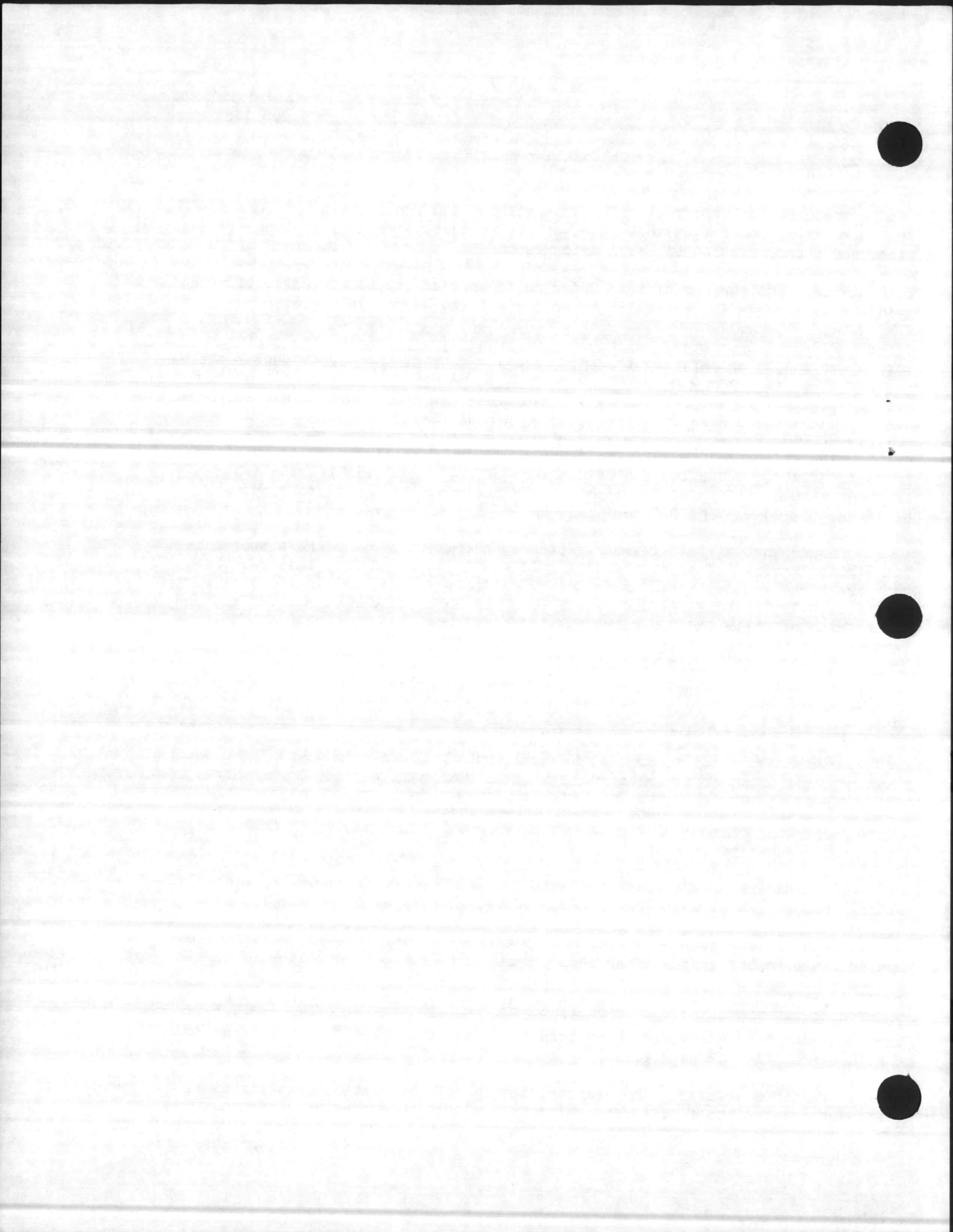
DISTRIBUTION: B plus b-4 (5)



GENERAL INFORMATION

1. INTRODUCTION. This SOP for small arms weapons and armories provide standardized procedures for armory planning, operations, and functions to include management, security, control, maintenance, safety, repair, storage, handling, inspection, and transportation of small arms weapons.
2. PURPOSE. The purpose of this Order is to provide essential instructions and guidance to enhance the execution of armory related responsibilities.
3. PROCEDURES. Department heads/OIC's will initiate procedures to conform with this Order and to satisfy requirements peculiar to their own Departments/Sections.
4. APPLICABILITY. The provisions of this Order are applicable to all sections of Headquarters and Headquarters Squadron (H&HS), MCAS(H).
5. COMMAND RESPONSIBILITIES. The overall safety, operation, serviceability, inspection, care, security, and maintenance of all small arms weapons is the inherent responsibility of the command. In the execution of these responsibilities, the Commanding Officer will:
  - a. Ensure that all small arms weapons on charge to personnel are stored in the Station Armory, located in Building AS-4145. Excluded from this requirement are those weapons assigned to Guard, Military Police, Criminal Investigation Division (CID), Disbursing, and Game Warden, which are under direct control and supervision of their individual responsible officers and have their own authorized storage locations.
  - b. Maintain a complete file of authorized directives and publications listed on the SL-1-2 and SL-1-3 that pertain to any weapons utilized by this organization.
  - c. Maintain a weapons summary file for each authorized weapon. This file will contain the following information:
    - (1) Authorized T/E and special allowances.
    - (2) Quantity on hand.
    - (3) Excess or shortage with status (i.e., requisition number, letter of excess property, Equipment Repair Order (ERO), investigation pending).
  - d. Appoint, in writing, an officer as the unit Armory Officer whose duties are outlined in paragraph 7.f of this Order.
6. PROVOST MARSHAL. Monitor the intrusion alarm system, and provide a reaction force capable of responding to an alarm within five minutes at all times. In the event of an unauthorized entry into the H&HS vault, the Armory Officer/NCOIC should be notified immediately.
- STAFF RESPONSIBILITY. The responsibilities of the Station organizational staff and special staff officers, which are related to armory operation and

ENCLOSURE (1)



maintenance management are as follows:

a. S-1 Officer. Serves as the principle staff officer on matters pertaining to personnel management and coordinates with the Maintenance Management Officer (MMO)/Armory Officer on the assignment or replacement of armory personnel.

b. Training Officer. Serves as the principle staff officer on matters pertaining to training, coordinates with MMO/Armory Officer and all department/section heads on all training concerning qualification, re-qualification, annual marksmanship or familiarization firing.

c. S-4 Officer. Serves as the principle staff officer on matters pertaining to logistics, including those matters related to weapons equipment maintenance, coordinates the logistics functions inclusive of all areas and all staff cognizance over armory maintenance management, material management, and supply.

d. Supply Officer. Services as special staff officer and coordinates with the MMO/Armory Officer on supply support for the maintenance and operation of the Station Armory.

e. Maintenance Management Officer. Serves as a special staff officer under the staff cognizance of the S-4 and is responsible for all organizational equipment maintenance..

f. Armory Officer. The Armory Officer performs the general duties of a special staff officer under the cognizance of the S-4, and will be guided by provision 5 of TI 8000-13/2. He is responsible for all matters concerning armory operation and maintenance of small arms weapons. His duties also consist of the following:

- (1) Providing technical advice and information to the Commanding Officer, MCAS(H), and his staff of armory/small arms matters.
- (2) Planning and coordinating requirements for armory material.
- (3) Determining allowance and storage requirements for small arms weapons.
- (4) Ensuring that a monthly inventory (serialized) of all weapons held in the armory is accomplished, providing one copy of this inventory to the Station Supply Officer.
- (5) Supervising all facets of armory operations to ensure provision of secure storage for all weapons held in the armory, as well as ensuring compliance with applicable directives and technical publications.

g. Armory NCOIC. The Armory NCOIC will be a staff non-commissioned officer assigned by the S-4 for a period of no less than six months. The Armory NCOIC duties are as follows:

- (1) Conduct a rigorous training program for armory personnel, to include technical training on all T/E weapons and general instructions of responsibility related to armory security. Specific instructions on the use of deadly force as outlined in reference (b) will be conducted quarterly.



(2) ~~Ensure that~~ weapons inventories are conducted twice daily at 0800 and 1600. Prepare a daily weapons inventory form, as outlined in enclosure (2). These forms will be kept on file in the armory for a period of one year. (A discrepancy which indicates a loss or gain of weapons will be reported immediately to the Armory Officer).

(3) Conduct periodic inspections of all weapons held in the armory to ensure proper care and cleaning. Any evidence of abuse or neglect will be reported to the Armory Officer immediately so that appropriate action can be taken.

(4) Maintain an updated publications library within the armory, building AS-4145.

(5) Ensure all maintenance management programs are in operation, to include modification control and calibration control; also ensure that all files are complete, up to date, and in an orderly fashion within the armory building, AS-4145.

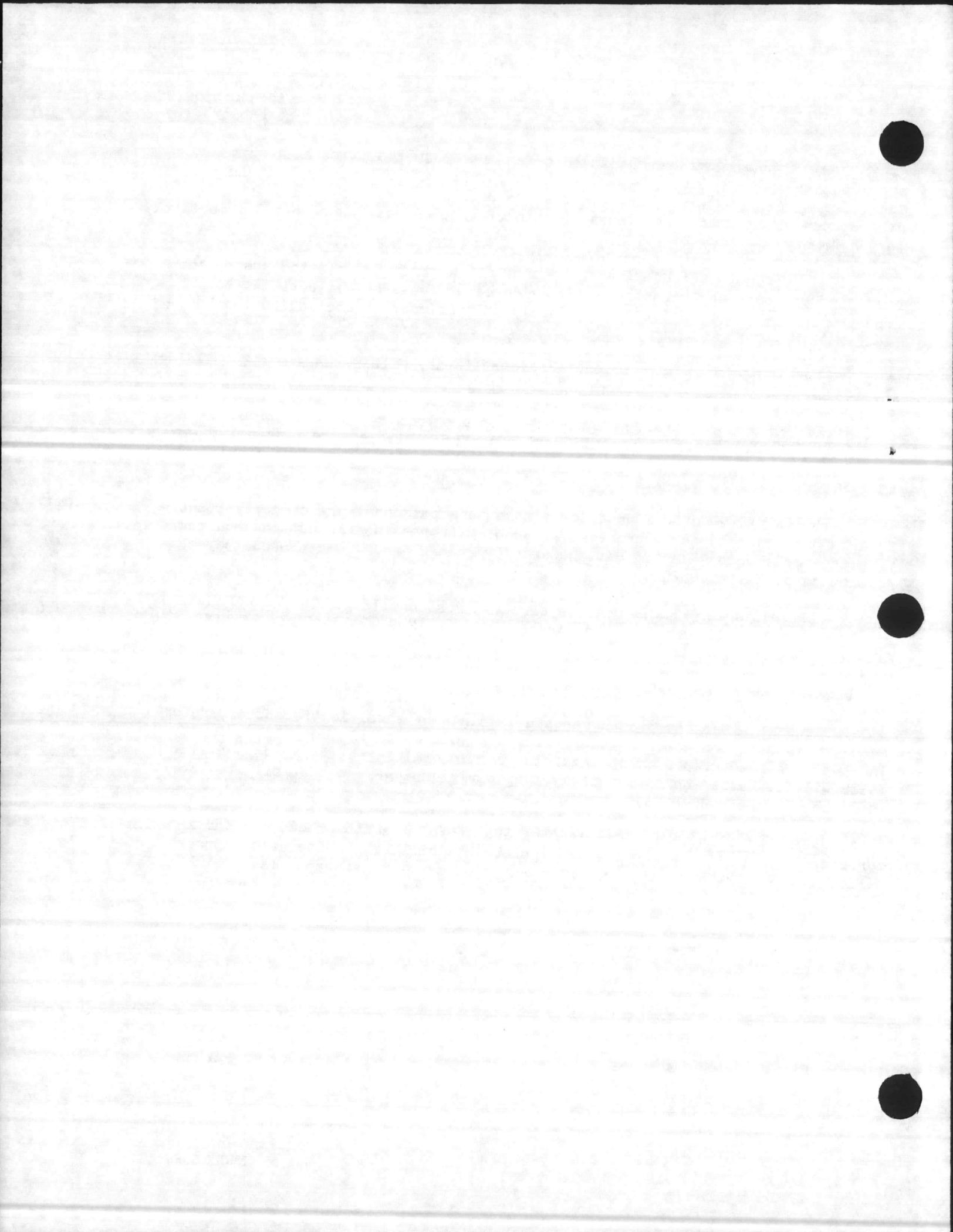
(6) Rigidly enforce procedures to ensure personnel are properly identified before issue or recovery of any weapon. (Proper identification requires a valid Armed Forces Identification Card, DD Form 2, and a weapons custody receipt card, NAVMC 10520).

(7) The armory NCOIC will be directly responsible to the Armory Officer and keep constant liaison with the Armory Officer, MMO, S-1 Officer, Training Officer, S-4 Officer, and the Station Supply Officer.

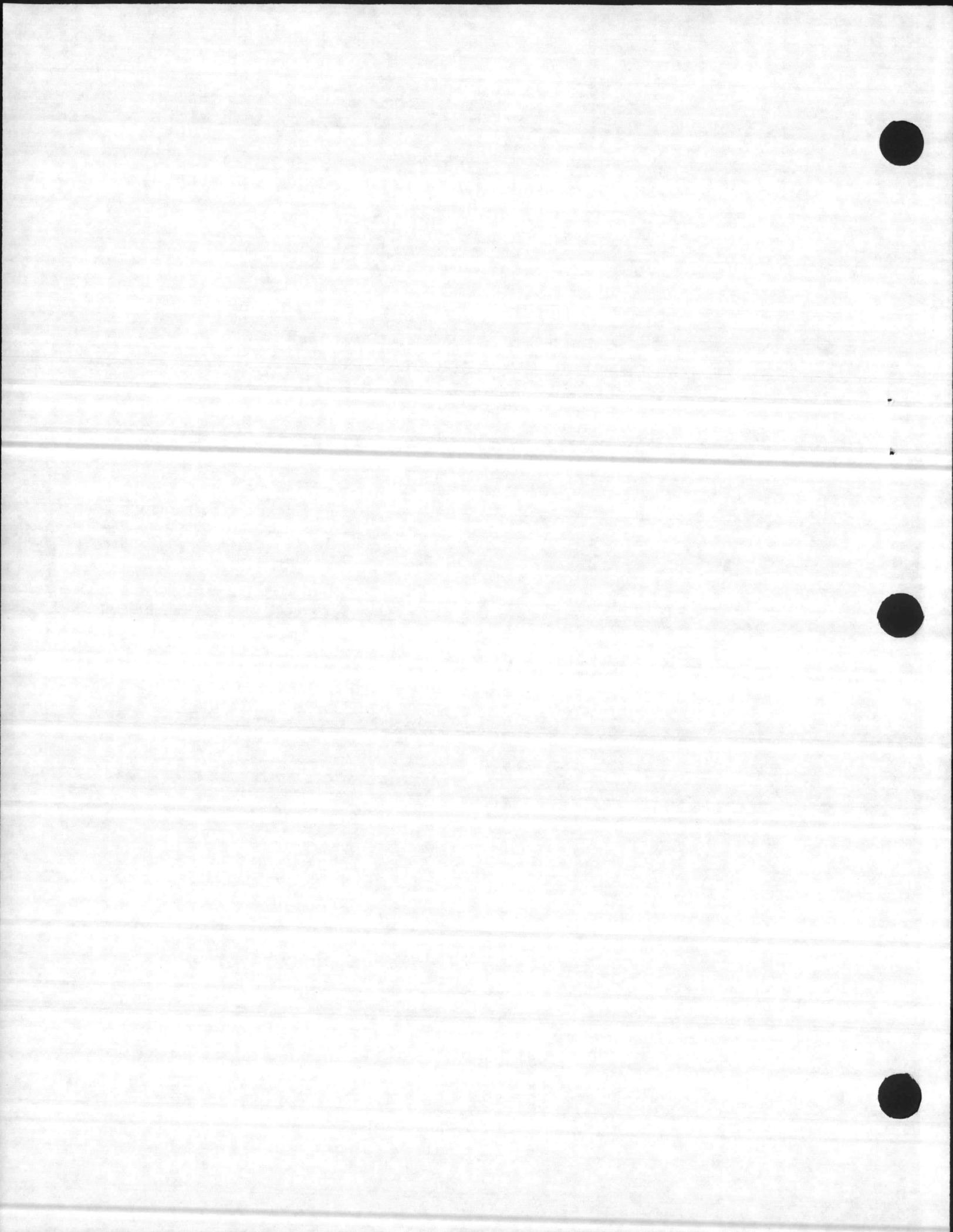
#### 8. DESKTOP PROCEDURES AND TURNOVER FILE

a. General. Desktop procedures are listings of specific procedures, references, points of contact, and sample forms significant to armory operations. The turnover folder is a file containing pertinent information about a billet which will be passed on to any individual newly assigned to that billet. For guidance, see reference (a).

b. Responsibility. The development and use of desktop procedures and a turnover folder will be required in appropriate billets, to include: Armory Officer, armory NCOIC, and armorer, in accordance with reference (a).







DAILY INVENTORY REPORT (FORM)

AS(H) 5500.9B  
4 Feb, 1983

(HEADING)

204:CHB:cbm  
4400

From: Inventorying Armorer  
To: Armory Officer, MCAS(H), New River

Subj: Daily Inventory Report

Ref: (a) AS(H)O 5500.9B

1. In accordance with the reference, an inventory of the Marine Corps Air Station (Helicopter) (MCAS(H)), New River Armory was conducted at 0600 on 1 JAN 85 and is hereby submitted.  
(time) (date)

a. Headquarters and Headquarters Squadron Weapons

T/O	NOMENCLATURE	O/H	ISSUED	REPAIR	TOTAL
210	Rifle M16A1 5.56mm	200	9	1	210
138	Pistol M1911A1 45 cal.	100	36	2	138
8	Rev 38 cal. M10 S&W 4" Brl	8	0	0	8
2	Rev 38 cal. S/R 3" Brl	2	0	0	2
3	Rev 38 cal. M37 S&W 2" Brl	3	0	0	3
6	Shotgun 12 ga. RFM M870 MKL Riot	0	6	0	6
2	Musket 58 cal. Charleville F/L	2	0	0	2

b. Special Services Weapons

T/O	NOMENCLATURE	O/H	ISSUED	REPAIR	TOTAL
1	Shotgun 12 ga. Stevens D/D Brl S/S	1	0	0	1
10	Shotgun 12 ga. Rem. M1100	10	0	0	10
12	Shotgun 12 ga. Rem. M870	12	0	0	12

c. Personnel Weapons

QTY	SERIAL #	MAKE	QTY	SERIAL #	MAKE
1	U113006	.22 CAL	1	V97979	30-30
1	223-1105	.22 CAL	1	777714	30-06
1	L45500	30-30	1	123456	44 MAG

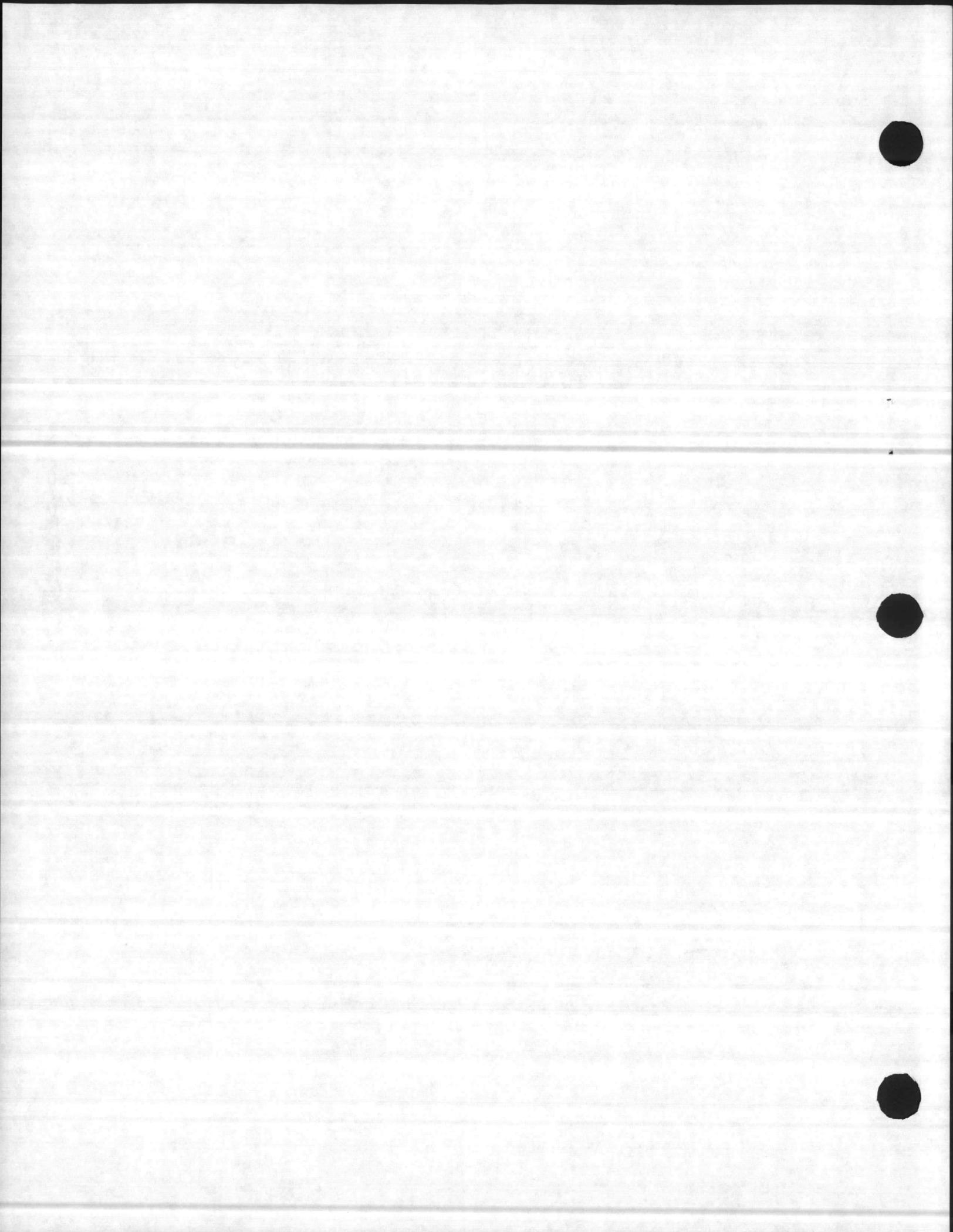
2. The above listed weapons have been accounted for by SSGT I.M. BAD  
000-00-0110  
(Rank) (Name)  
(SSN)

Sample

ENCLOSURE (2)







MAINTENANCE

1. MAINTENANCE POLICY

a. Weapons equipment will be maintained in accordance with instructions set forth in this Order, applicable service policies, regulations, and in field and technical publications.

b. Priority of maintenance is assigned in accordance with reference (d). Combat essential equipment is listed in the effective MCBul 3000.

c. Maintenance Categories. Maintenance operations are grouped into the following three categories:

(1) Organizational. This includes first and second echelon maintenance of organic equipment. First echelon is simple care and cleaning, and is performed by the individual. Second echelon is minor repairs applied by a qualified armorer.

(2) Intermediate. Third and fourth echelon maintenance is normally provided by the Force Service Support Group (FSSG), (2d FSSG, Building #902, Camp Lejeune, N. C.) phone 451-3882/3864. Limited third echelon can be granted to a second echelon organization by submitting a written request to COMCABEAST. Limited third echelon usually remains effective for a period of six months from the date authorized, at which time a request for T/O revision must be submitted (reference (a)).

(3) Depot. Consists of fifth echelon maintenance, normally requiring major overhaul or rebuild. This maintenance is performed by Marine Corps Logistics Bases (MCLB) Albany, Georgia, or Barstow, California.

2. Maintenance Performance

a. Organizations are authorized to perform only that level of maintenance cited in their respective table of organization and within the scope prescribed by applicable Technical Manuals (TM's), Technical Instructions (TI's), Modification Instructions (MI's), and Stocklists (SL's). The SL-6-2 is updated semi-annually, therefore it should be used exclusively to determine whether repairs are within organizational capabilities. In certain situations, the Commanding General may authorize a higher echelon of maintenance for limited periods of time. Policies are provided in reference (a). Effective immediately, this unit is authorized first and second echelon.

b. The armory will maintain the publications, tools, and special repair equipment necessary to perform authorized echelons of maintenance. The armory will also maintain the publications applicable to possible limited capabilities. (A second echelon organization should keep third echelon technical manuals and instructions which would be applicable in the case of limited third being authorized).

c. A maintenance program will be established which will detect and correct failures before they occur. Ordnance PM indicators (TM 8000-10/1) and Commanders

ENCLOSURE (3)



Feb 1983

PM indicators ( ) provide commanders with information that is helpful in planning preventative maintenance programs, examining the effectiveness of current procedures and conducting inspections.

3. Modification. Modification of armory equipment is strictly prohibited unless directed or authorized by the Commandant of the Marine Corps (CMC). Reference (a) provides a system for the management of modification on Marine Corps equipment. References (a), (c), and (e) set forth instructions for implementing modifications into the Marine Corps Integrated Maintenance Management System (MIMMS).

a. Urgent modifications will be applied within the time stated on the Modification Instruction (MI) normally within 30 days of receipt of the instruction.

b. All other modifications will be accomplished on a regularly scheduled basis and must be accomplished within one year from the date of the MI.

c. A modification control record will be established and maintained in accordance with reference (d) and TM 4700-15/2. A sample modifications control record can be found in enclosure (4). Records may be kept on NAVMC 11053 or 11054 forms.

4. Maintenance by Selective Interchange. Maintenance by selective interchange (the removal of serviceable repair parts or components for use to repair another item of equipment) is prohibited, unless specifically authorized by reference (d), the controlled items manual, or other directives that authorized selective interchange under specific conditions, such as reference (a).

#### 5. ASSIGNMENT OF PERSONNEL

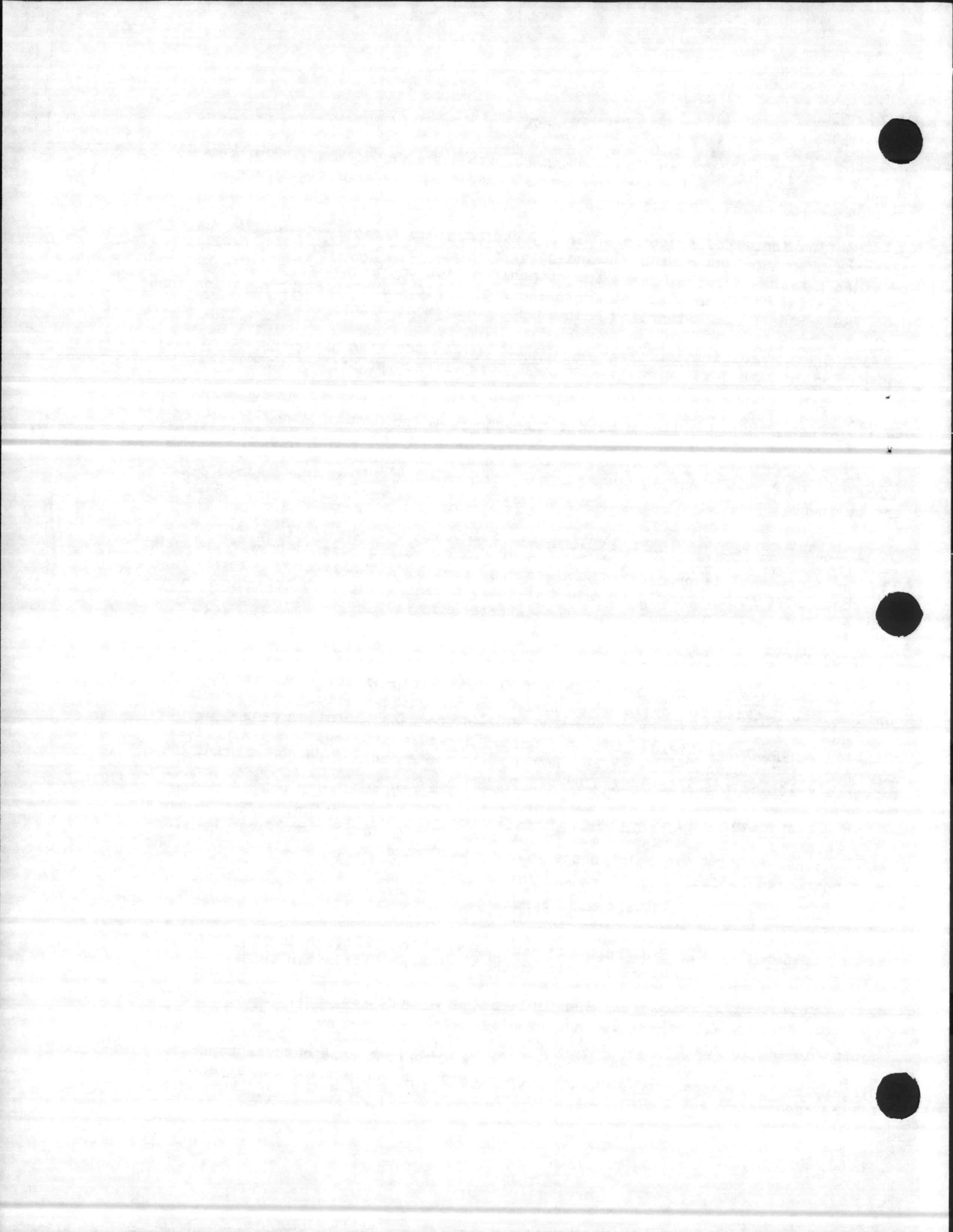
a. Assignment. The unit Armory Officer will keep himself informed of the unit's requirements for enlisted personnel in occupational field 2111 and make appropriate recommendations to the S-1 Officer, for assignment or reassignment to that occupational field within the unit. He will also keep the S-4 Officer informed of deficiencies in skill, number, and assignment of personnel that adversely affect the armory mission of the unit.

b. Assignment of T/O Weapons. All personnel will be assigned a T/O weapon in accordance with reference (f). This will aid in assuring that first echelon maintenance/preventative maintenance will be performed on all small arms weapons on a scheduled basis.

#### 6. EQUIPMENT MAINTENANCE/OPERATION PROCEDURES

a. General. This paragraph contains information relative to the proper operation, care, and maintenance of weapons and equipment within the armory.

b. Maintenance Directives and Publications. Specific instructions concerning the operation, care, cleaning, and organizational maintenance of each item of equipment are found in applicable directives and publications, located in the publication library within the armory. It is important that changes to these directives be incorporated promptly upon receipt, as any change may direct different procedures.



c. Definitions and Policies of Weapons Inspection

(1) Pre-Fire Inspection. A pre-fire inspection is performed by a qualified infantry weapons repairman (MOS 2111) at the second echelon level. This inspection is required prior to the firing of live or blank ammunition by any weapon. This inspection is performed to ensure that all maintenance has been completed, all weapons records are current, and that the weapon is safe to fire. After this inspection has been completed, it is to be documented in the remarks section of the reverse side of the serialized item subsidiary card, NAVMC 11003. An ERO will be opened to record the inspection and man hours. Weapons may be batched on an ERO, in accordance with reference (e).

(2) Limited Technical Inspection (LTI). A LTI is performed by the infantry weapons repair shop (2d FSSG). However, this third echelon inspection may be performed by armory personnel at the second echelon level if authorized by letter for limited third echelon, as mentioned in paragraph 1c(2). Armories authorized limited third echelon maintenance are required to possess and maintain the gauges/tools necessary to perform the level of maintenance/inspection. An LTI is required for pre- and post-deployments and also prior to firing a weapon for re-qualification in accordance with reference (g). (Marksmanship Training)

7. TOOL KITS, SETS, CHEST

a. All tool kits and sets used or maintained within the armory will be controlled and inventoried in accordance with references (a) and (d), and all applicable publications.

b. All sets, chests, and kits will be stored as sets complete and unserviceable condition.

c. A copy of the applicable SL-3 extract will be maintained in each set, chest, or kit.

d. Inventories will be conducted and recorded in accordance with references (a) and (d).

8. GAUGES. Weapons gauges will be inspected annually. Calibration will be initiated in accordance with TI-4733.15/1 and reference (h). Calibration gauges and other types of test measuring instruments, electrical and non-electrical, will be accomplished by the FSSG. Effective immediately, the MCAS(H) Armory possesses weapons gauges which are in a calibration not required designation. References (a) and (e) outline procedures for establishing a calibration program. A sample calibration wall chart is listed in enclosure (5).

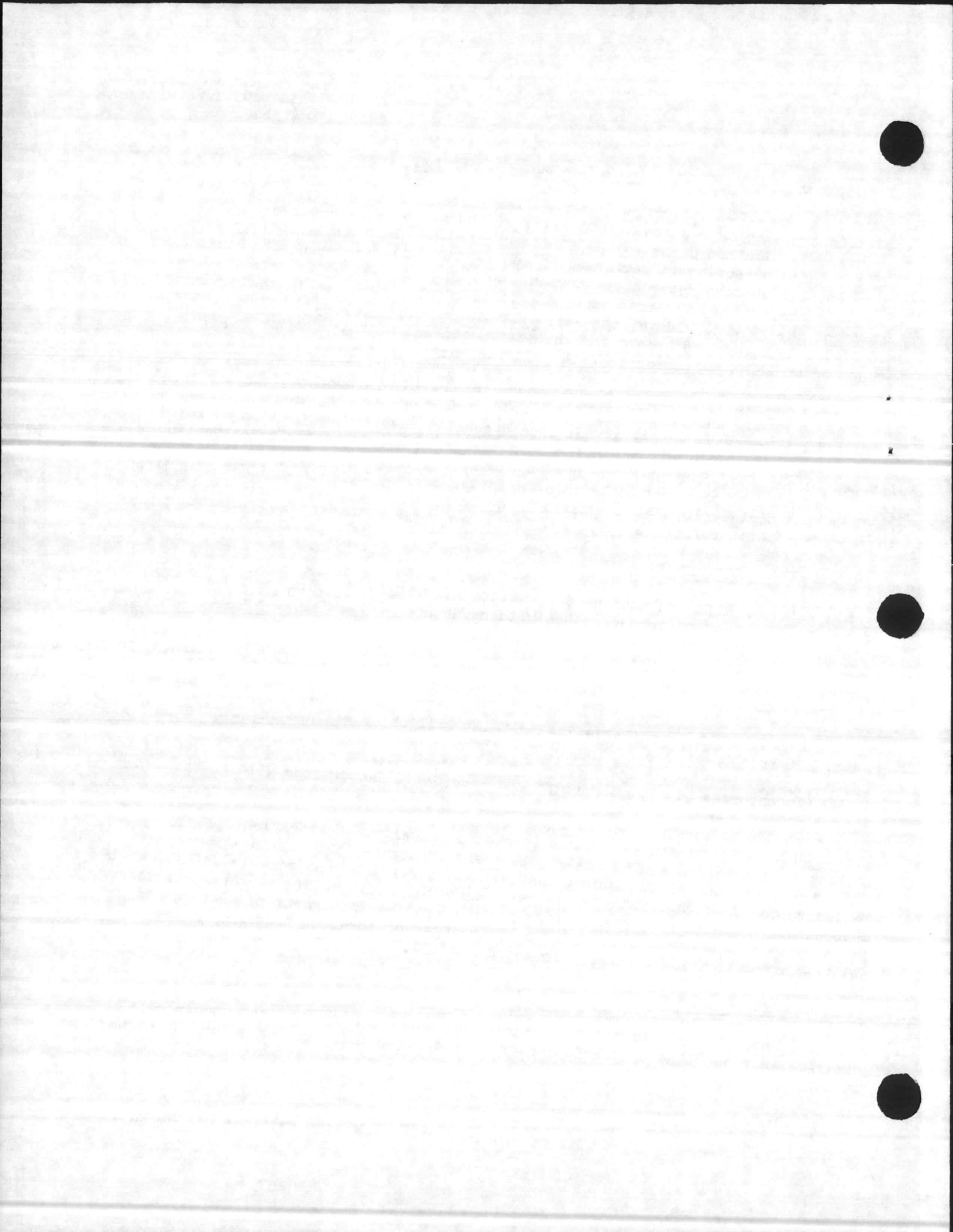
9. MAINTENANCE SUPPORT

a. General. Organizations will provide internal support within their capabilities as prescribed by the Commander in keeping with directives issued by higher authority.

b. Direct Support

(1) Direct support will be provided within the capabilities of the 2d

ENCLOSURE (3)



DO 5500.9C

Feb 1983

FSSG. Request for maintenance support (e.g., contact teams) will be submitted in writing to Commanding General, 2d FSSG (Attn: MOS).

(2) Weapons maintenance will be accomplished at the lowest echelon of maintenance consistent with the scope of the unit's mission, availability of repair parts, tools, personnel, and time. Qualified personnel at any echelon will complete all lower echelons' maintenance prior to evacuation of weapons to the next higher echelon. All repair parts required at lower echelons will be requisitioned and a copy of the document issued for those parts will be recorded on the ERO that accompanies the equipment when evacuated.

c. Transportation of Weapons

(1) Weapons transported for operational use or repair must be stored in such a manner as to provide maximum protection in transit. Use of padding or specially constructed boxes/crates and protection from the elements is appropriate. Weapons will be under armed guard at all times while in transit, as detailed in reference (b).

(2) Calibration equipment must be handled with extra care. This equipment must be carefully padded to prevent any movement and to lessen road shocks. Calibration equipment requires no guard.

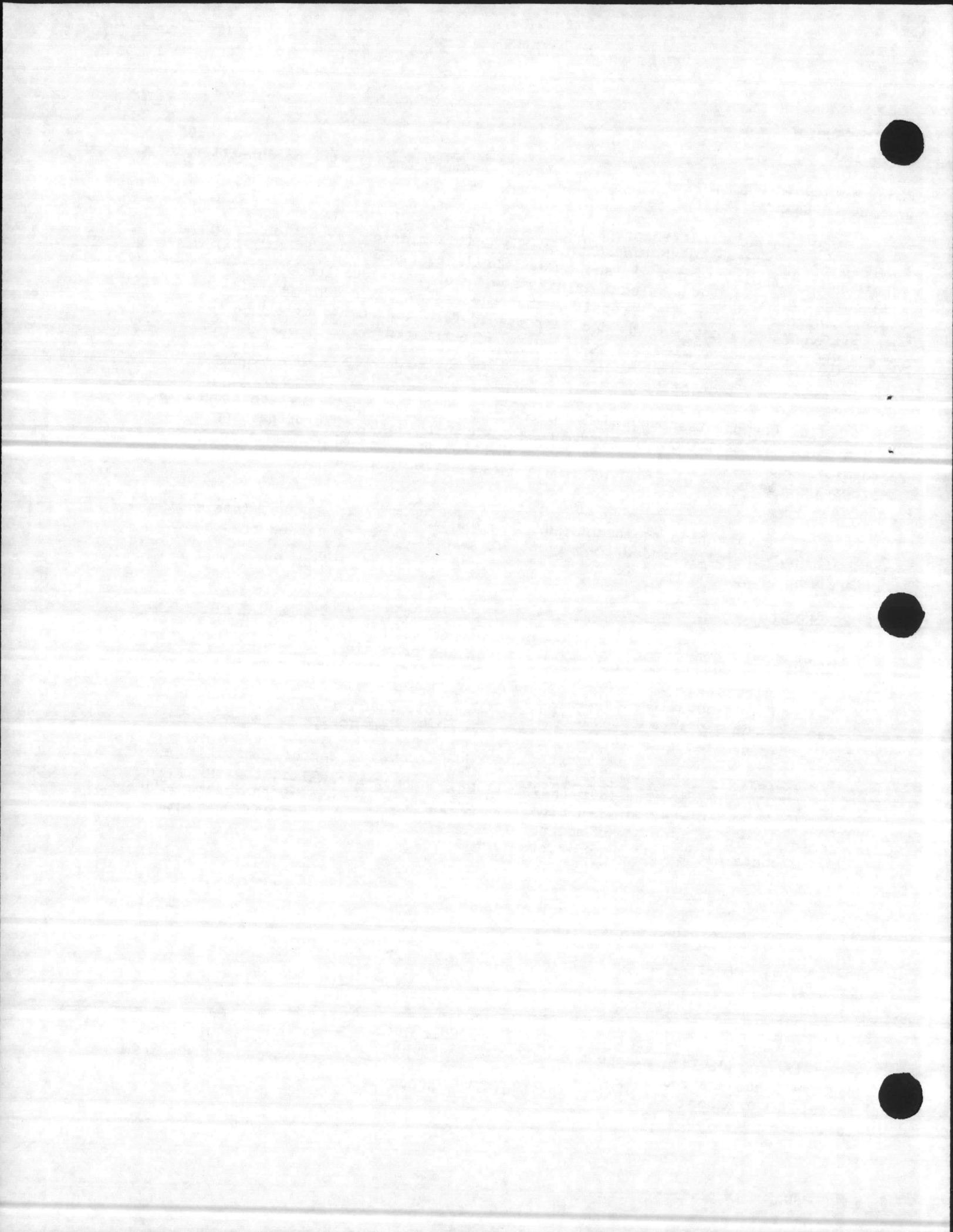
RECORDS/LOGS

a. General. Responsible personnel concerned with weapons maintenance will ensure strict adherence to current directives and provisions contained in reference (e), Equipment Records Procedures in maintaining equipment records. Reference (e) contains detailed instructions for the preparation and distribution of required records and forms associated with receipt, transfer, use, maintenance, repair, and disposition of Marine Corps Tactical Equipment.

b. Serialized Item Subsidiary File. Armorers/custodians will maintain within the armory, a subsidiary file (NAVMC 11003) on each serialized item of equipment and weapons mounts. Instructions for completion and use of the NAVMC 11003 are contained in TI-1005-15/6E and reference (e). (See enclosure (6)). This card will contain the following information:

- (1) Manufacturer Name
- (2) Make
- (3) Model
- (4) Serial Number

c. Memorandum Receipt for Individual Weapons Accessories. The memorandum receipt for individual weapons and accessories (NAVMC 10576) will be utilized for the issue and recovery of all weapons and associated equipment, to and from individual Marines. The NAVMC 10576 will be prepared in accordance with reference (d). (See enclosure (7)).



4 Feb 1983

d. Weapons Custody Receipt Card. The weapons custody receipt card (NAVMC 10520) will be issued to each individual who is assigned a T/O weapon. The NAVMC 10520 will be billed out by the unit armorer. The individual is then responsible to ensure that the NAVMC is properly signed by the Squadron CO/XO. H&HS will maintain positive control of these cards to include unissued cards and the recovery of issued cards upon transfer or discharge of the individual concerned. Cards will be surrendered to armorer/custodian upon issue of a weapon and will be placed in the vacant rack until the weapon is returned. Otherwise personnel will have the weapons custody card in their possession at all times. (See enclosure (8)).

e. Inspection Repair Tag. The inspection repair tag (NAVMC 1018) will be utilized by armorers in accordance with reference (e), to identify those items of equipment requiring repair. Armorers will ensure that ERO's are annotated with the same information as the NAVMC 1018, both before and after repair. (See enclosure (9)).

f. Calibration Records. A calibration recall management system must be established and maintained in the armory, in accordance with reference (e). Armorers will ensure that all information concerning weapons gauges are generated into the subject file. All gauges will be calibrated on a schedule basis by the FSSG. Those items marked calibration not required (CNR) will be checked and remarked every two years.

g. Equipment Repair Order

(1) The ERO will be utilized for requesting repair work, ordering repair parts, recording repairs completed, recording scheduled maintenance services performed and transferring repair from the organizational level to higher echelons of maintenance. The ERO will be prepared as prescribed in reference (e). Only one item will be inducted per ERO. (See enclosure (10)).

(2) The ERO consists of four copies: white, yellow, pink, and green. These copies are applied as follows:

(a) The white (original) copy will be filed with equipment records in the armory for one year.

(b) The yellow (receipt) copy will be kept on file in the armory while repairs are in progress. Upon completion of repairs, this copy is used as a receipt and replaced in the armory file by the white (original) copy as mentioned for one year.

(c) The pink copy will be used by MIMMS clerk, if applicable, for information input.

(d) The green copy (working copy) will be utilized by the maintenance personnel during repairs.

(2) The ERO will be filed according to maintenance status awaiting parts, short parts, repairs in progress, evac to higher echelon, etc. An ERO log will also be maintained in the armory and will contain the following information:

ENCLOSURE (3)



Feb 1983

- (a) Item Name
- (b) Serial Number
- (c) Date
- (d) ERO Request Number
- (e) Repair Order Number
- (f) Unit Performing Repair

## 11. REPORTS

a. General. This section sets forth instructions and guidelines for the submission of reports pertinent to armory equipment and operation, in addition to reports required by other directives. To ensure proper utilization, it is essential that submission of reports be accurate and timely.

b. Quality Deficiency Report (QDR). The prompt submission of QDR's in accordance with references (e) and (1), is one of the most vital tools to be employed in correcting deficiencies in Marine Corps equipment. The QDR form SF 368 is the first step in instituting corrective action. Non-submission of QDR's indicates to all echelons or commands that equipment is being received and is functioning in a satisfactory manner.

### (1) Submission of the QDR

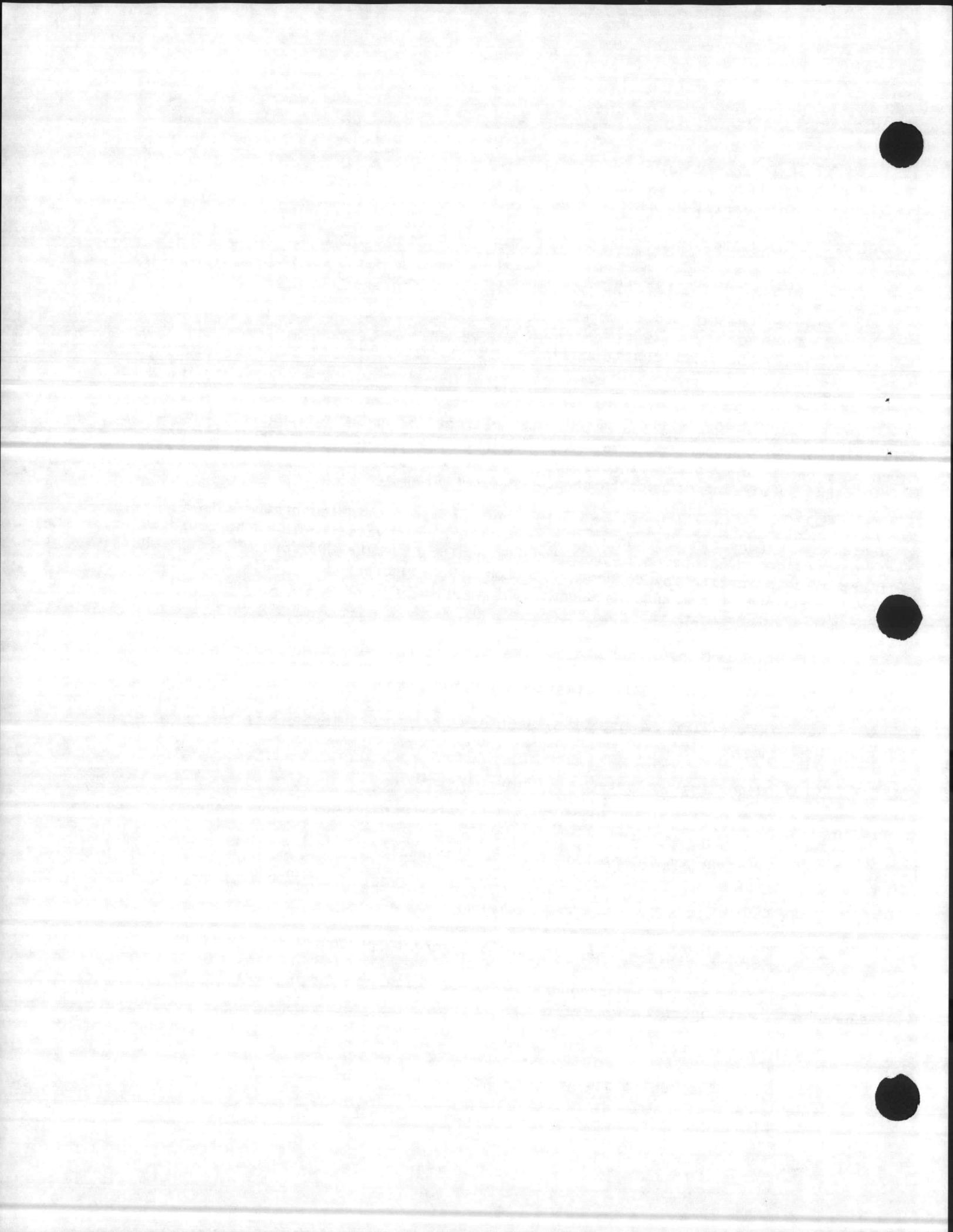
- (a) A QDR will be submitted only for Fleet Marine Force material.
- (b) Three copies will be sent directly to CMC (Code CSY) via the chain of command.

### (2) Reporting Criteria

- (a) Design of item(s) or component(s) which impede proper operation.
- (b) Faulty material or poor craftsmanship.
- (c) Excessive wear or deterioration for the period of time and for the conditions under which the item was in use.
- (d) A condition constituting a hazard to personnel or equipment.
- (e) Unsatisfactory operation or performance of equipment in the course of normal operation.

### (3) A QDR will not be submitted when a deficiency occurs as a result of:

- (a) Accidental damage not attributable to the material.
- (b) Improper operation, maintenance, or handling.



4 Feb 1983

(4) Preparation of the QDR

(a) A QDR will be submitted separately for each deficiency, in accordance with current TI's. Identical deficiencies of the same item may be consolidated into one report.

(b) Photos or illustrations and/or samples of the deficiency should be furnished as enclosures to the report when written details do not fully describe the deficiency. (See enclosure (11)).

c. Quality Reliability Reports (QRR). The QRR system is designed to accomplish the quality audit of material issued within the Marine Corps. This audit is performed when the using unit completes the QRR which is attached to a new item of equipment by MCLB (Albany or Barstow) upon shipment, and returns the report to MCLB for evaluation. The timely auditing of material through the use of the QRR will result in improvements in the quality of equipment received at the using unit level. The using unit conducts the initial operation test/inspection and places items in service. (Except when an item is to be placed in stock).

(1) QRR's received with shipment will be completed in accordance with the instruction on the reverse of the forms, and the current edition of reference (j) with the following requirements:

(a) Action taken on discrepancies found will be noted in the remarks block of the QRR (request for assistance may also be included).

(b) When QDR action is required, the applicable portions of the QRR will be completed and returned to the appropriate MCLB (Albany, GA or Barstow, CA) with a statement that a QDR is being prepared and submitted on a specific discrepancy through normal channels.

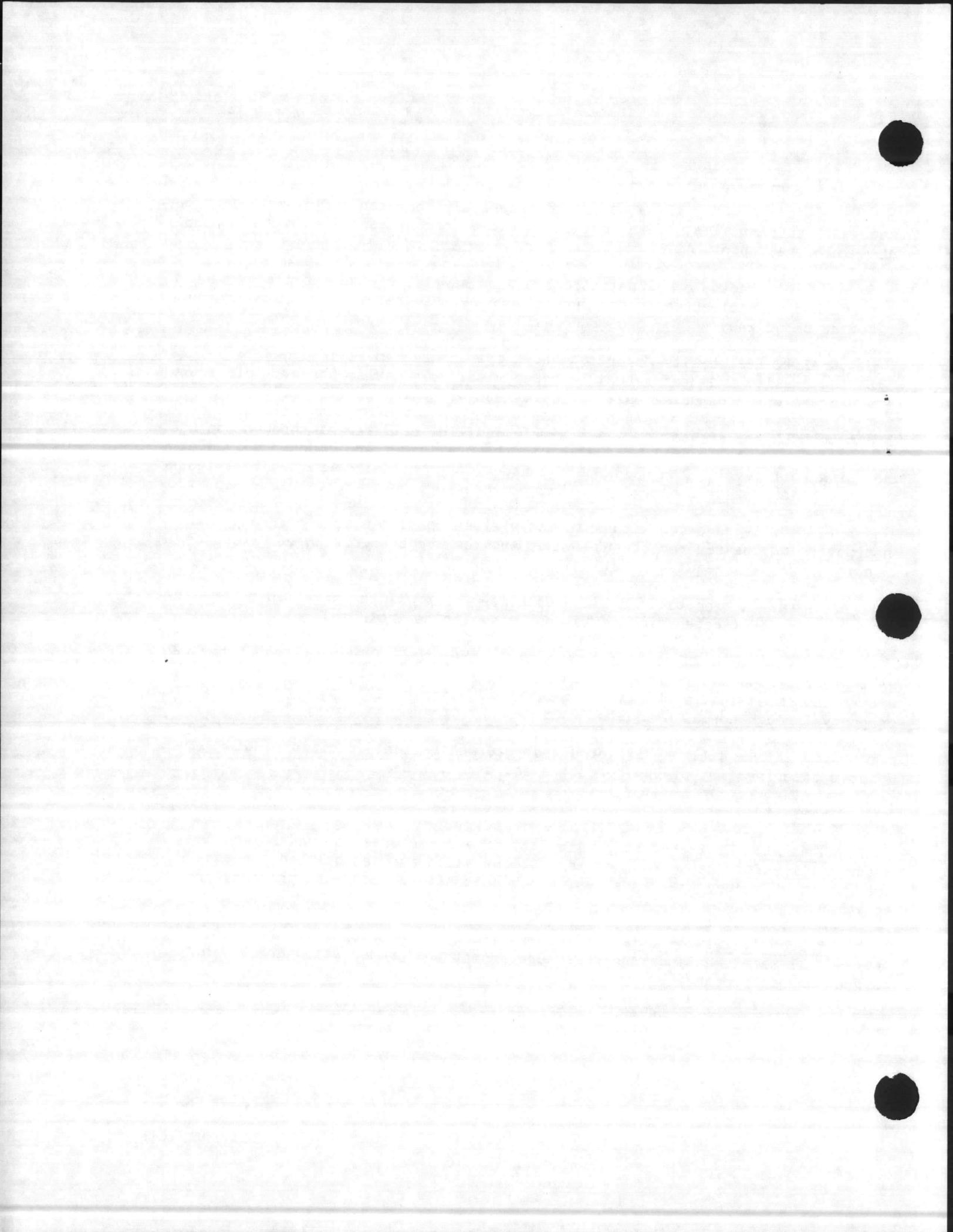
(2) A QRR will be completed and returned to the appropriate MCLB within 30 days after receipt of the defective equipment. (See enclosure (12)).

12. SAFETY

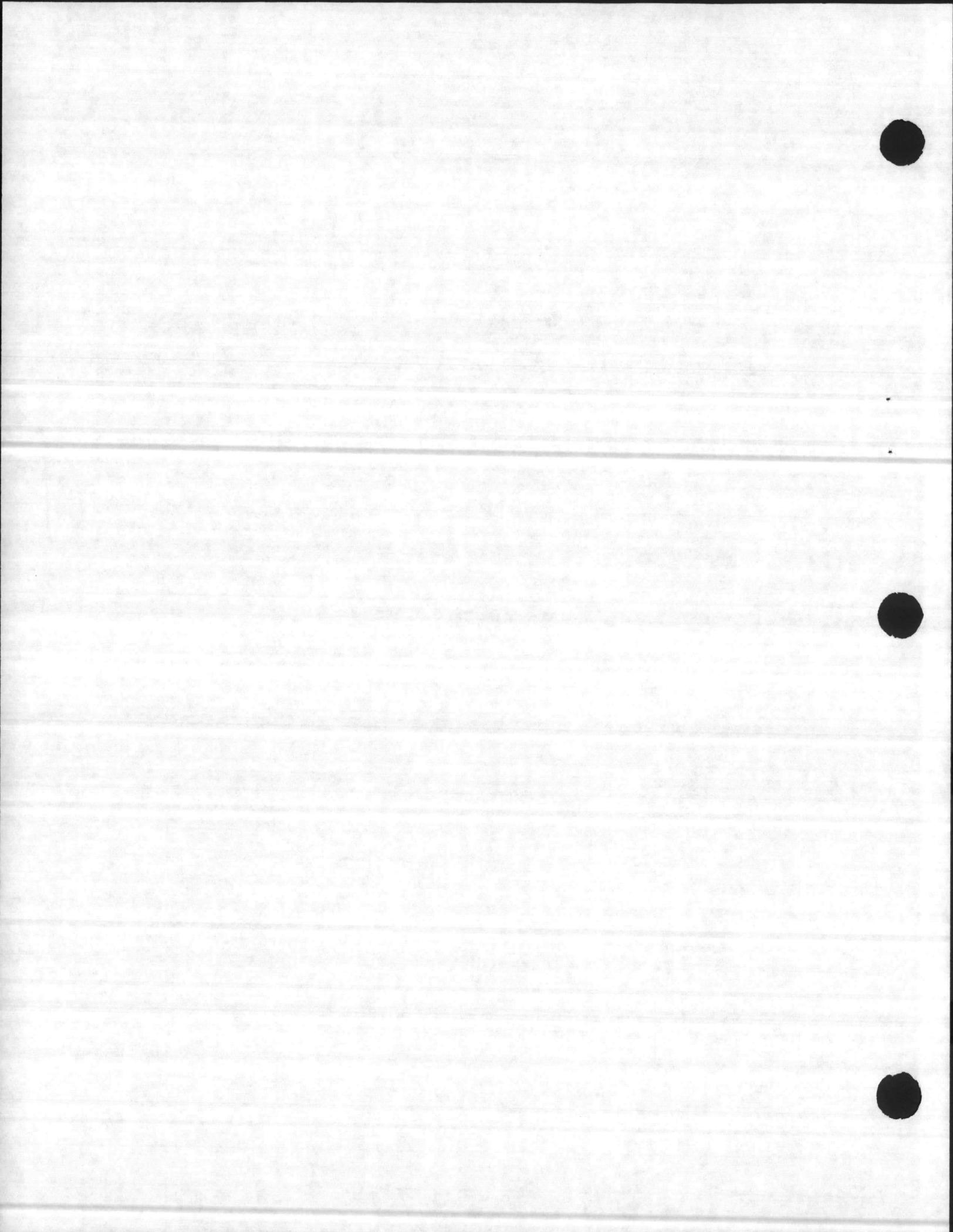
a. General. It is the responsibility of all personnel to understand and observe all safety standards and regulations which are established for the prevention of injury to themselves, other persons, or damage to property and equipment.

b. Responsibility. It is the Armory Officer's responsibility to identify any and all safety hazards and to ensure prompt and proper steps are taken to correct any discrepancies.

ENCLOSURE (3)



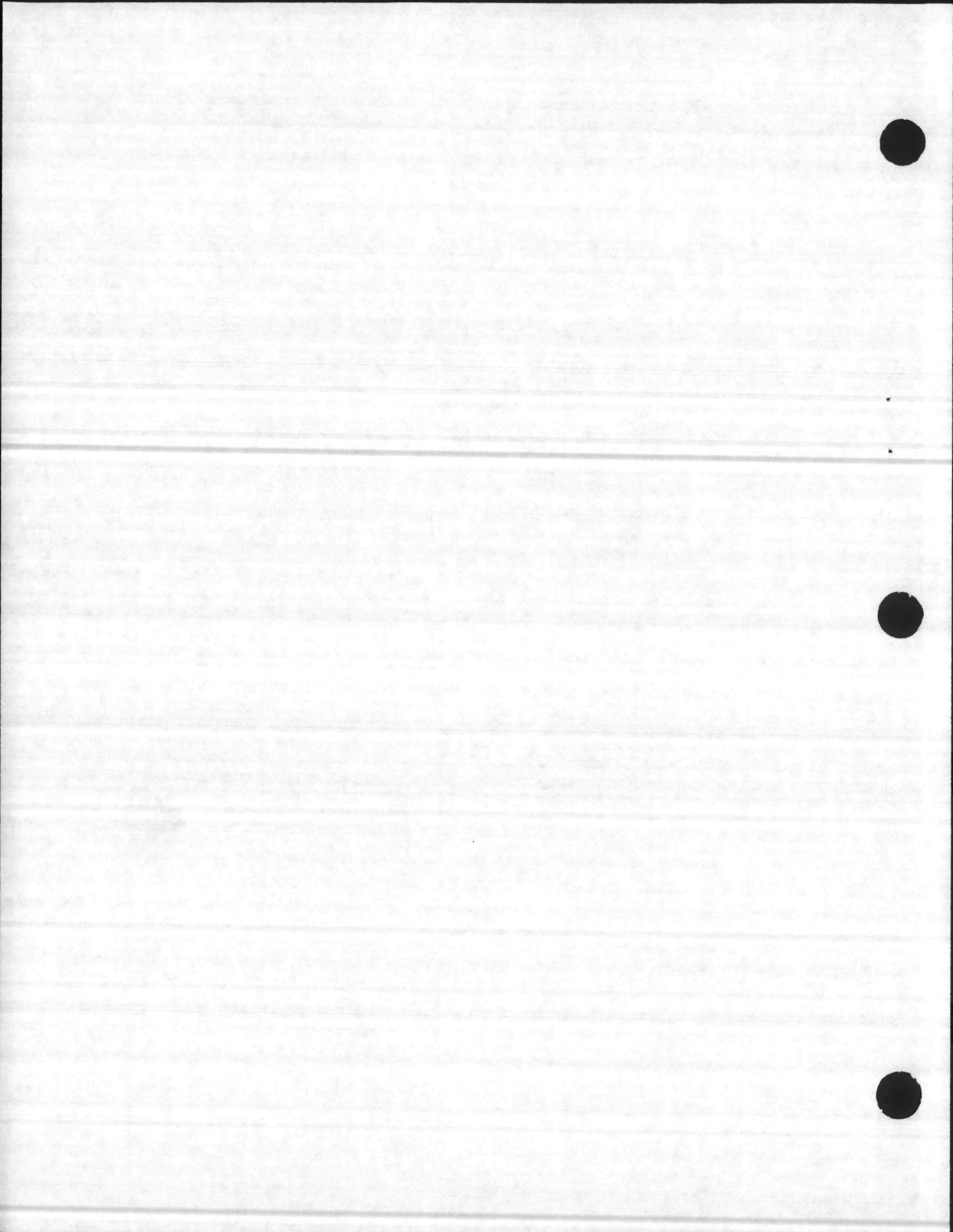








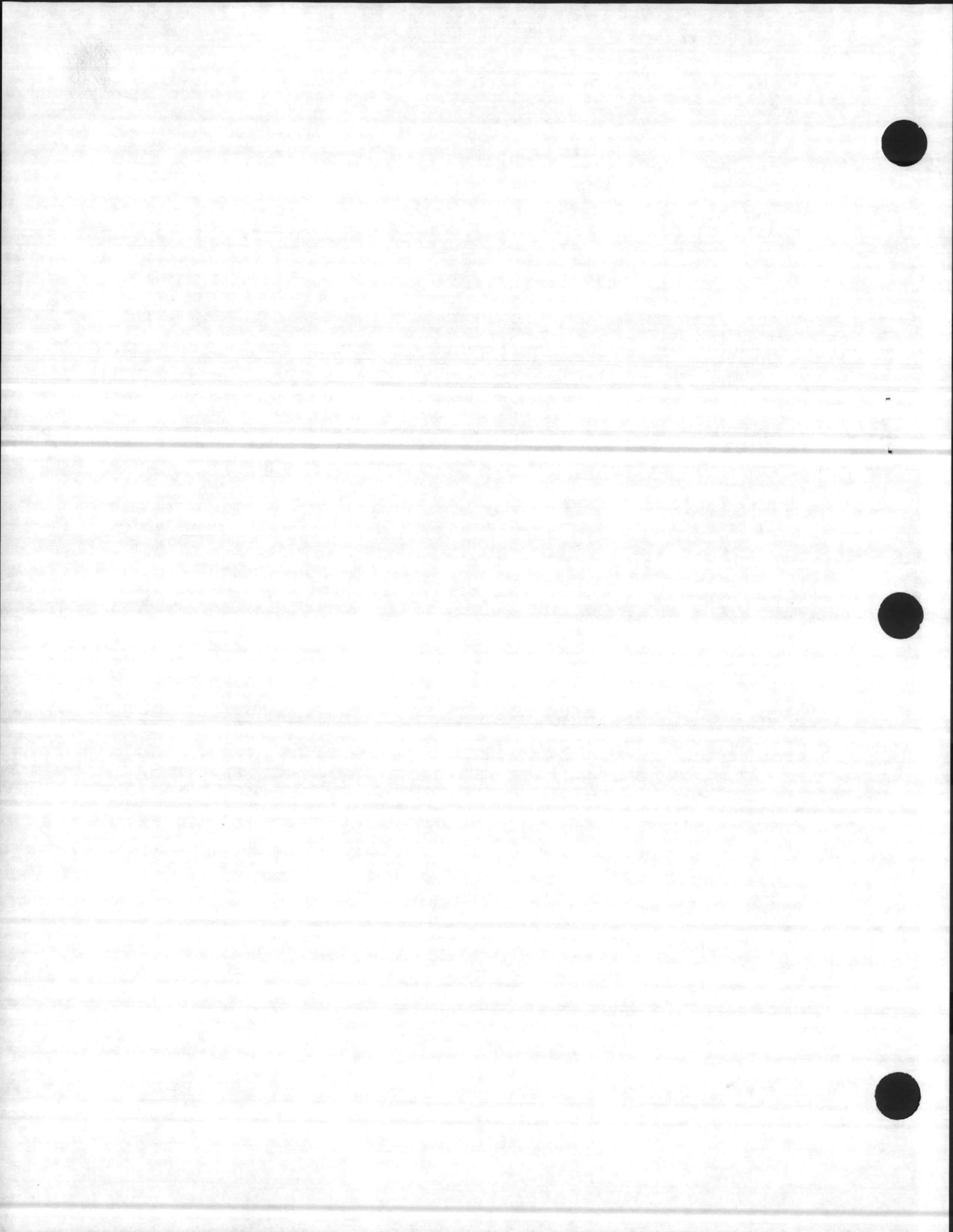












NAVMC 11003 SERIALIZED ITEM SUBSIDIARY RECORD CARD

AS(H)O 5500.9C  
4 Feb 1983

EM NAME: **U RIFLE M16A1 5.56 MM**

MODEL: **M16A1** SERIAL NO.: **1951785**

MANUFACTURER'S NAME: **COLT FIREARMS DIVISION** MAKE: **COLT** USMC SERIAL NO.: **1951785**

ASSIGNED UNIT: **H+HS MCAS(H) N.R.**

ITEM NO.: **005-00-930-0584** TAM NO.: **E1440** ID NO.: **05538A**

SPECIAL INFORMATION: **RACK # 2**

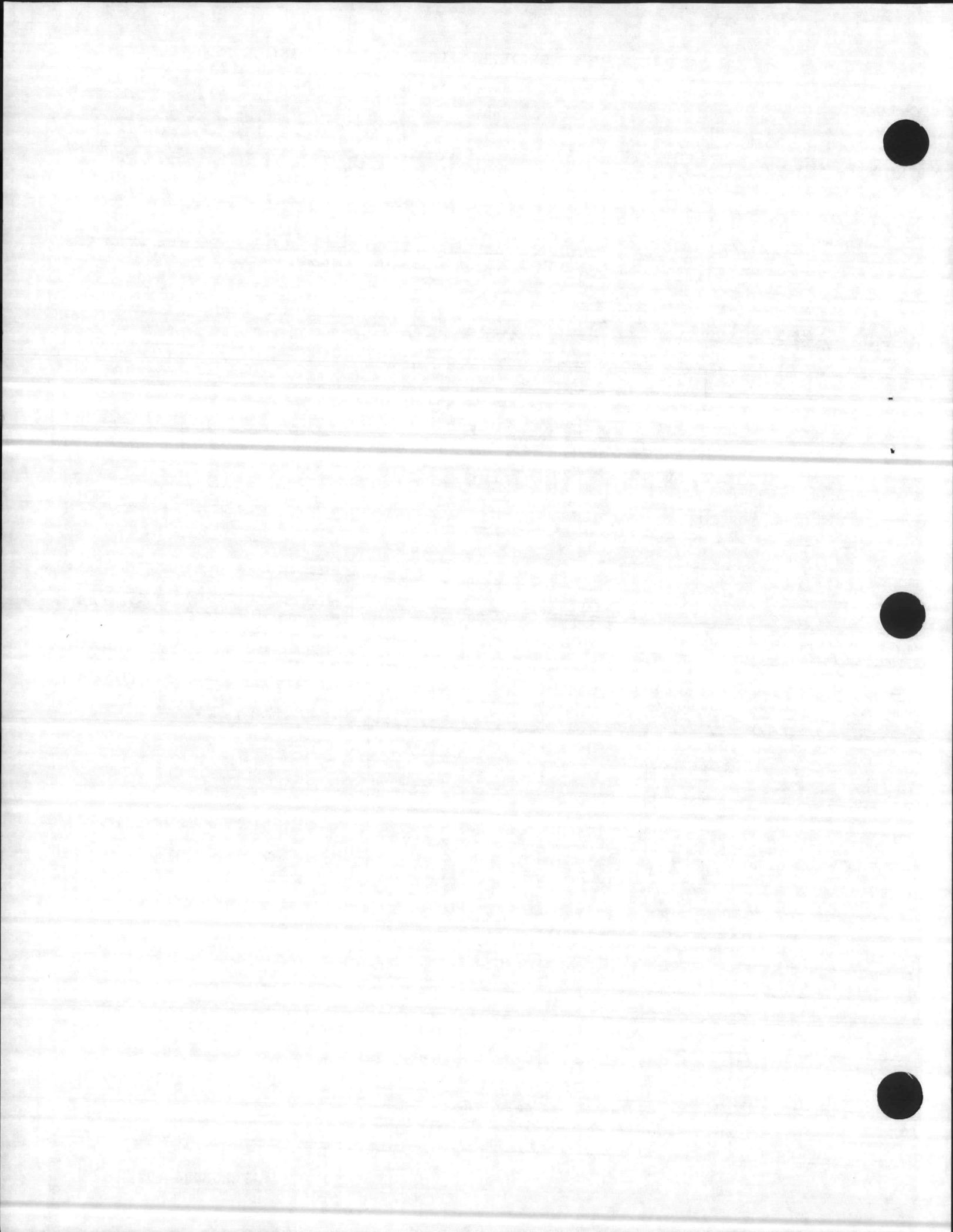
SERIALIZED ITEM SUBSIDIARY RECORD (REF. MCO P4100.15- / MCO P4100.124-)

NAME (Last, First, Middle Init)	DATE ISSUED	DATE TURNED IN	REMARKS
MIKSAD, JAMES, M.	17 MAY 76	25 MAY 76	NO DEFECTS
<b>SAMPLE</b>			

ORDNANCE SERIALIZED ITEM / ROUNDS FIRED DATA CARD (8000) (ROUNDS FIRED DATA ON REVERSE)

NAVMC 11003 (6-76) SN: 0000-00-006-0600 U/I: FA

TOTAL ROUNDS FIRED FROM PREVIOUS CARD			TOTAL ROUNDS FIRED PREVIOUS COLUMN			REMARKS
INCLUSIVE DATES	DATE TOTAL	ACCUMULATIVE TOTAL	INCLUSIVE DATES	DATE TOTAL	ACCUMULATIVE TOTAL	
17-25 MAY 76	150	150				PRE-FIRE INSPECTION 14 MAY 1976
<b>SAMPLE</b>						
TOTAL ACCUMULATIVE ROUNDS FIRED THIS CARD						
TOTAL ROUNDS FIRED						



NAVMC 10576 MEMO RECEIPT

AS(H)O 5500.9C  
4 Feb 1983

NAME (Last, First, Initial)  
ORGANIZATION

**MIKSAD, JAMES M.**  
**H+HS MCAS(H) N.R. CRASH RESCUE**

**#1**

GRADE **SSGT** SSN **079480255**  
DATE **1 FEB 1977**

MEMORANDUM RECEIPT FOR INDIVIDUAL WEAPONS AND ACCESSORIES (4400)  
NAVMC 10576 (REV. 11-76) (PREVIOUS EDITION WILL BE USED) SN: 0000-00-006-0805 U/I: SE

WEAPON			ACCESSORIES			
QTY.	INIT	ITEM	QTY.	INIT	ITEM	
1	Jmm	PISTOL, CAL. 45, SER. NO. 771077			POD, CLEANING	
		REVOLVER, CAL. 38, SER. NO.			TOOL, COMBINATION	
		RIFLE, M1, SER. NO.			CASE, CARRYING	
		RIFLE, M14, SER. NO.				
		RIFLE, M16, SER. NO.	3	Jmm	MAGAZINE, PISTOL CAL 45	
		RIFLE, CAL. 22, SER. NO.			MAGAZINE, RIFLE, M14/M16	

WEAPON INSPECTION DATA

RECOVERY INSPECTION

ISSUE INSPECTION  
BORE (OR BARREL) CONDITION  
**NO DEFECTS**  
STOCK CONDITION  
**SERVICEABLE**  
NAVMC 10520 ISSUED **P-0001** DATE **1 FEB 77**

BORE (OR BARREL) CONDITION  
STOCK CONDITION  
NAVMC 10520 RECOVERED  
DATE  
REMARKS

REMARKS  
**PERM ISSUE**  
INSPECTING OFFICER **Sgt 2111** DATE **1 FEB 77**

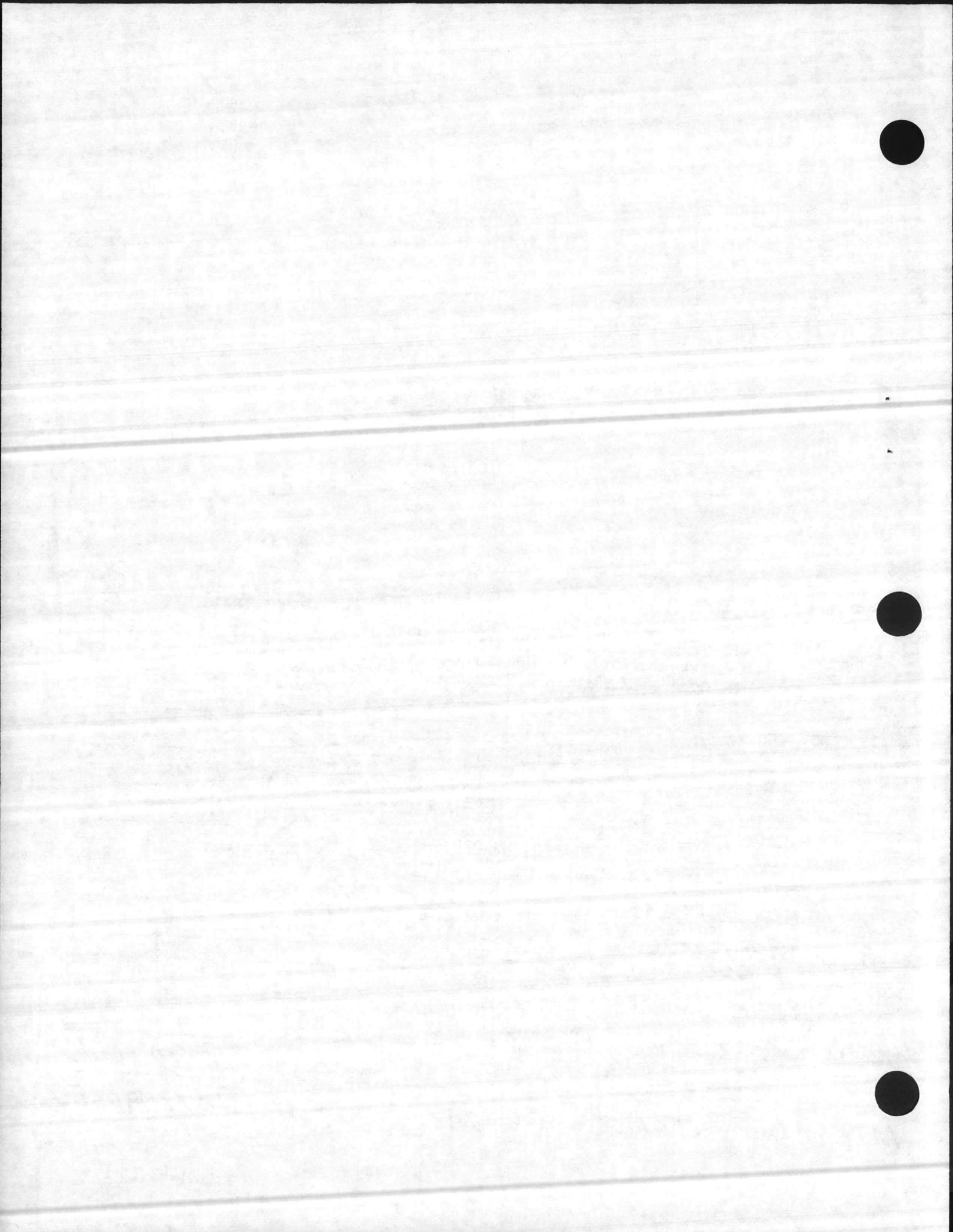
INSPECTING OFFICER  
DATE

I certify that I have received the above articles of equipment property in the condition as noted.

SIGNATURE **James M. Miksad**

(Last) **MIKSAD** (First) **JAMES** (Initial) **M.**

GRADE **SSGT** SSN **079480255**



NAVMC 10520 WEAPONS CUSTODY RECEIPT

AS(H)O.5500.9C  
4 Feb 1983

**WEAPON CUSTODY RECEIPT (4430) NAVMC 10520(Rev. 1-77)**

ORGANIZATION H+HS

RECEIPT IS ACKNOWLEDGED FOR WEAPON DESCRIBED

ISSUED TO (Member's name and SSN) MIK.SAD J.M 079480255

SIGNATURE AND GRADE OF COMMANDING OFFICER Ma In Charge CAPT USMC

WEAPON M16A1 5.56 mm RIFLE

SERIAL NO. <u>177 077</u>	RACK NO. <u>#77</u>
---------------------------	---------------------

PREVIOUS EDITIONS MAY BE USED

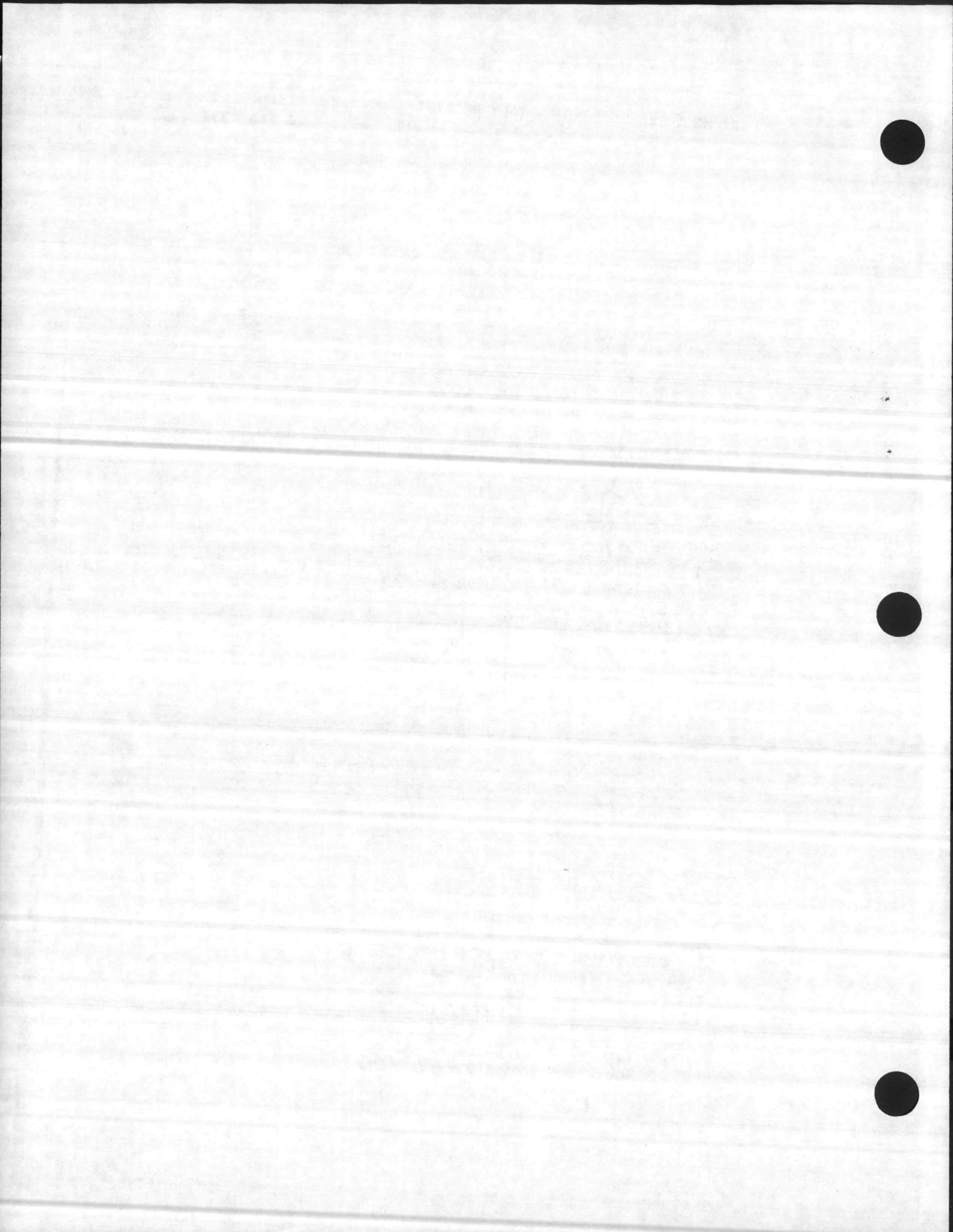
**SAMPLE  
IMPORTANT**

KEEP THIS RECEIPT WITH YOU AT ALL TIMES  
IT MUST BE SURRENDERED FOR YOUR WEAPON AT DRILL

00177  
SN:0000-00-005-8002 U/I: EA

← CONTROL  
NUMBER TO  
BE KEPT IN  
CONTROL LOG

ENCLOSURE (8)



NAVMC 1018 (Rev. 2-78)  
10-15 APPROVED MODEL 15  
1500 UPTA. SPECT 15  
INITIATED

(0)      SIDEA

**INSPECTION TAG (4700)**

DATE 1076 | LOCATION RACK NO. 138

FROM (NAME & UNIT)  
HHS MCAS (H) N.R.

ITEM (See back and complete with the following information)  
M16A1 5.56 mm RIFLE

SERIAL NO. 177077 | ESTIMATED REPAIR COST 7.00 | CAP/UNIT CODE E

**INITIAL INSPECTION**  
(See back of all defects and all modifications required)

RO NO. AS001

1) BROKEN LEFT HANDGUARD  
(DEFECT CODE)

2) BENT FIRING PIN  
(DEFECT CODE)

**SAMPLE**

CAN THIS BE REPAIRED BY THE REPAIR ACTION?  YES  NO

**ORDER PARTS + REPAIR**

INSPECTOR Sgt Anna Ammer

SEE BACK OF TAG FOR UPTA

(0)      SIDEB

**REPAIR TAG**

DATE REPAIRING COMPLETED (See back of tag)

1.) FIRING PIN REPLACED  
(1090-4121-00-321-7624)

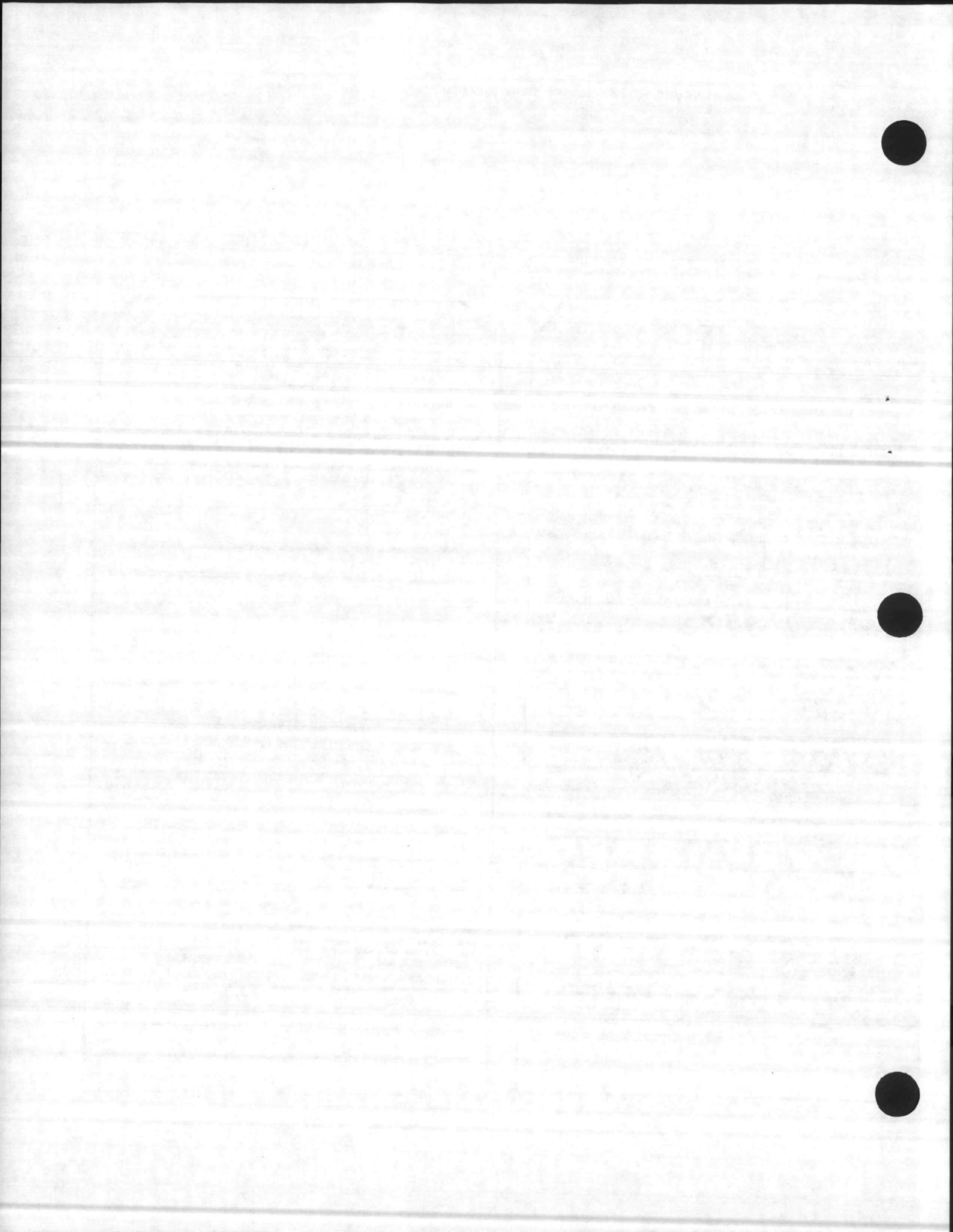
**FINAL INSPECTION**  
(See back of tag for details)

ARE ALL MODIFICATIONS APPLIED?  YES  NO

ARE GUN BACK MARKS COMPLETE?  YES  NO

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

ORDNANCE OFFICER \_\_\_\_\_







4 Feb 1983

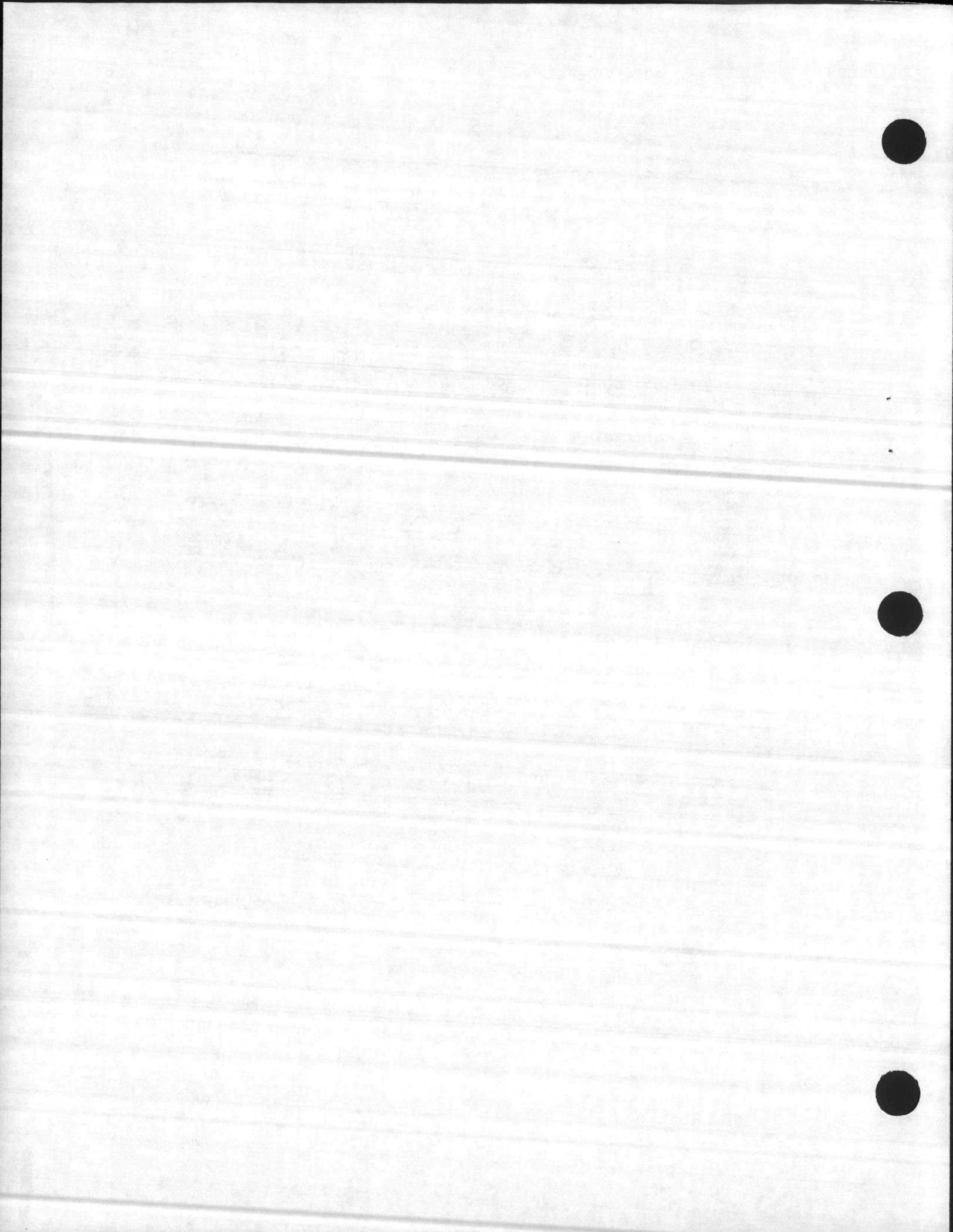
QUALITY DEFICIENCY REPORT (Category II)					
SECTION I					
1a. From (Highlighting point)			2a. To (Screening point)		
1b. Typed Name, Duty Phone and Signature			2b. Typed Name, Duty Phone and Signature		
3. Report Control No.	4. Date Deficiency Discovered	5. National Stock No. (NSN)	6. Memorandum		
7. Manufacturer/Mfg. Code/Shipper		8. Mfg. Part No. & Q	9. Serial/Lot/Batch No.	10. Contract/PO/Document No.	
11. Item <input type="checkbox"/> New <input type="checkbox"/> Replaced/Overhauled		12. Date Manufactured/Received/Overhauled	13. Operating Time or Failure a. In hours b. In minutes		14. Government Furnished Material <input type="checkbox"/> Yes <input type="checkbox"/> No
15. Quantity		c. Deficiency		d. In Stock	
16. Deficiency Item Works On/With a. End Item (Aircraft, tank, ship, helicopter, etc.) b. Next Higher Assembly		(1) Typ/Model/Serial		(2) Serial No.	
		(1) National Stock No. (NSN)	(2) Memorandum	(3) Part No.	(4) Serial No./Lot No.
17. Dollar Value		18. Est. Correction Cost	19. Item Under Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		20. Work Unit Code/ERC (Navy and Air Force only)
21. Action/Disposition <input type="checkbox"/> Holding Exhibit for _____ days <input type="checkbox"/> Released for investigation <input type="checkbox"/> Returned to Stock/Disposed of <input type="checkbox"/> Replaced <input type="checkbox"/> Other (Specify in Item 22)					
22. Details (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition, recommendations. Identify with related item number. Include and list supporting documents. Continue on separate sheet if necessary.)					

SECTION II	
23a. To (Action Point)	24a. To (Support Point) (Use items 25 and 26 if more than one)
23b. Typed Name, Duty Phone and Signature	24b. Typed Name, Duty Phone and Signature
25a. To (Support Point)	26a. To (Support Point)
25b. Typed Name, Duty Phone and Signature	26b. Typed Name, Duty Phone and Signature

STANDARD FORM 368, April 1974  
General Services Administration (FPMR 101-26-7)

368-101

ENCLOSURE (11)



Carbon paper is required - only face of form is chemical treated

SECTION III

27a. From (Screening point)

28a. To (Screening point)

27b. Typed Name, Duty Phase and Signature

28b. Typed Name, Duty Phase and Signature

29. Specification No.

30. Originators Method of Notification

SF 348

Mag (Copy attached)

Phone Call/Visit

31. Type of Shipment/Purchase

Direct Delivery From Vendor:

Depot

Stock item

Nonstock item

Periodic Supply Schedule

Other (Specify)

32. Findings and Recommendations of Investigation (Explain in detail. Continue on a separate sheet of paper, if necessary.)

33. Action Taken

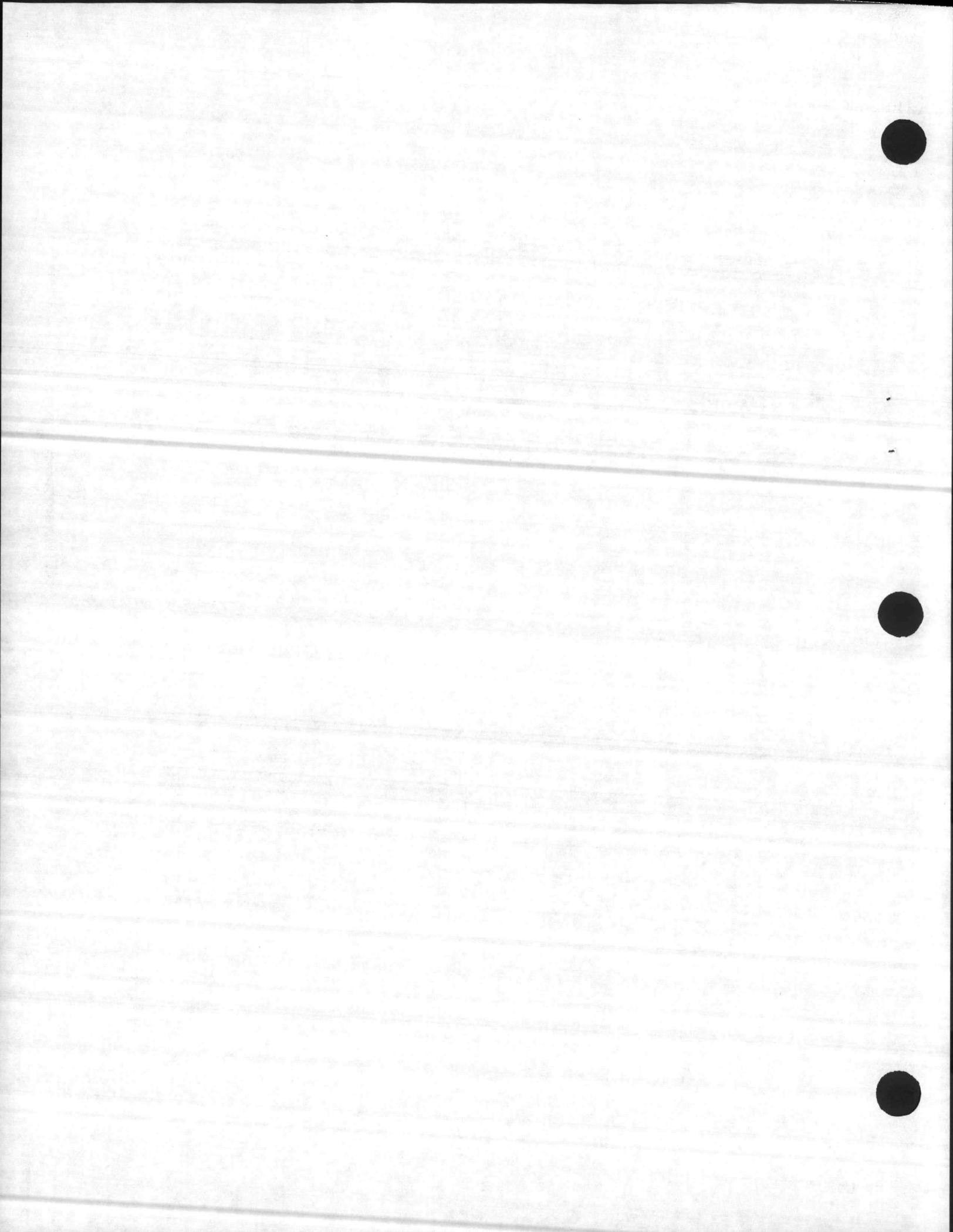
34. Results of Depot Surveillance

35. From (Screening point)

36. To (Originator)

37. Distribution

STANDARD FORM 348 BACK  
April 1974



NAVMC 10657 QUALITY RELIABILITY REPORT

AS(H)O 5500.9C  
4 Feb 1983

QUALITY RELIABILITY REPORT FORM  
NAVY USE ONLY (Do not use for other than the purpose for which it was developed)  
GPO GOVERNMENT PRINTING OFFICE: 1979 O-281-800

UCR 4824 is the  
implementing order.

REPORT SYMBOL UC-822-48  
DATE: 20 MAY 79

RETURN TO  COMMANDING GENERAL, MARINE CORPS LOGISTICS SUPPORT BASE, ATLANTIC, ALBANY, GA  
 COMMANDING GENERAL, MARINE CORPS LOGISTICS SUPPORT BASE, PACIFIC, SANBRO, CA

b TO 1ST BN 5TH MARINES

ADDRESS: COMPLETE AND RETURN ORIGINAL TO ORIGINATING SUPPORT BASE.

d	STATUS OF EQUIPMENT <input checked="" type="checkbox"/> NEW <input type="checkbox"/> RESULT	DOCUMENT NO. <i>M11160</i> e <i>8180-6412</i>	WORK REQUEST NO. f <i>421641</i>	NOMENCLATURE g <i>RADIO SET</i>	
h	MODEL <i>AN/MRC-83</i>	JCN/CONTRACT NO. i <i>2A1432</i>	SHIPPING DATE j <i>20 MAY 79</i>	SERIAL NO. k <i>145</i>	
l	MILES <i>26.5</i>	HOURS m <i>NA</i>	DECAL NO. n <i>G59136</i>	USMC NO. o <i>368145</i>	NSN p <i>5820-00-140-0417</i>
			DATE EQUIPMENT RECEIVED q <i>1 AUG 79</i>	MILES/HOURS r <i>302</i>	

IMPORTANT  
1 - NEGATIVE REPORTS ARE REQUIRED.  
2 - Read instructions on reverse of form before use.

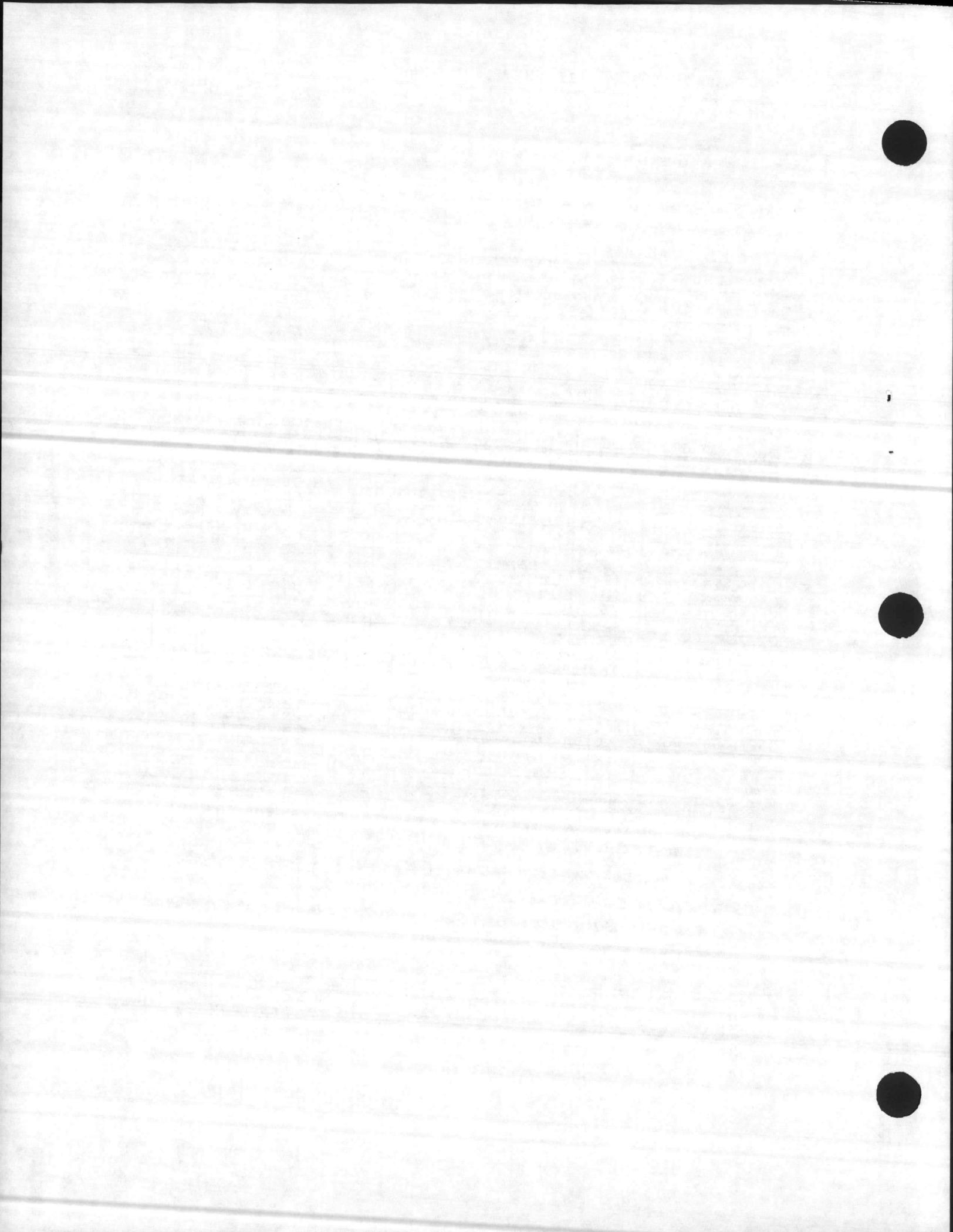
TYPE OF EQUIPMENT	COMMUNICATIONS/ELECTRONICS/ELECTRICAL EQUIPMENT MT, ENGINEER & GENERAL SUPPLY & VEHICLES TANK, LVT & WEAPONS			TYPE OF EQUIPMENT	COMMUNICATIONS/ELECTRONICS/ELECTRICAL EQUIPMENT MT, ENGINEER & GENERAL SUPPLY & VEHICLES TANK, LVT & WEAPONS			TYPE OF EQUIPMENT	COMMUNICATIONS/ELECTRONICS/ELECTRICAL EQUIPMENT MT, ENGINEER & GENERAL SUPPLY & VEHICLES TANK, LVT & WEAPONS		
	1. VISUAL INSPECTION	2. POWER TRAIN (Continued)	10. WEAPONS (Continued)								
	A. PRESERVATION	S S	D. TRANSMISSION	S	I. TORQUE						
	B. PACKING	S S	E. UNIVERSAL(S)	S	J. HEADSPACE/BORE						
	C. PAINT	S S	F. REDUCTION		11. OPERATIONAL TESTS (ELEC)						
	D. METAL WORK/WELDING	S S	G. FINAL DRIVE		A. RECEIVER/TRANSMITTER					U	
	E. UNDERCOAT	S	H. RUN GEAR		B. AUDIO					S	
	F. SWITCHES/DIALS/KNOBS	S S	4. STEERING	S	C. POWER SUPPLY					S	
	G. METERS/GAUGES	U S	E. BRAKES	S	D. SWITCHBOARD						
	H. MOUNTING RACKS	S S	B. TRACKS/DRIVE SPROCKETS		E. TELETYPE						
	I. CONNECTORS/CABLES	S S	7. DRIVE GEARS/CHAINS		F. VIDEO						
	J. ANTENNA	S S	B. HYDRAULIC LIFTS/CYLINDER		G. MULTIPLEX						
	K. GLASS/OPTICS	S S	9. LUBRICATION	S	H. PROGRAM						
	2. ACCESSORIES	U U	10. WEAPONS		I. FUNCTIONAL						
	3. POWER TRAIN		A. FUNCTION		J. POWER OUTPUT					U	
	A. ENGINE	S	B. TRIGGER		K. FREQUENCY STABILITY						
	(1) COOLING SYSTEMS	S	C. SAFETY		12. MODIFICATIONS APPLIED					S S	
	(2) FUEL SYSTEM	S	D. SIGHTS		13. TEST AND MAINTENANCE EQUIPMENT (Calibrated)						
	(3) EXHAUST SYSTEM	S	E. CLEANING GEAR		14. MISCELLANEOUS (Specify)						
	(4) OIL	S	F. RATE OF FIRE								
	B. ELECTRICAL SYSTEM	S	G. FEED								
	C. CLUTCH	U	H. EJECTION/EXTRACTION								

REMARKS: (Enter date unsatisfactory component discovered, nature and probable cause of fault, and any recommended improvements. Use additional sheet if necessary. Head additional sheet with FROM, DATE, REPORT SYMBOL, NOMENCLATURE, and SERIAL NUMBER.)

- 1 G. OIL PRESSURE GAUGE INOPERATIVE (REPLACED SENDING UNIT)
2. MIRROR BROKEN (REPLACED)
2. RADIO HEADPHONES MISSING (REQUEST REPLACEMENT)
- 3C. CLUTCH SLIPS (ADJUSTED)
11. A & J. R-761 HAS LOW POWER OUT (EVAL TO 3D EACH FOR ALIGNMENT)

u HR Co. 1ST BN 5TH MAR CAMP PEND

PRINTED NAME AND DATE  
v SSGT J. SMITH 20 AUG 79  
8-993-1234



4 Feb 1983

TM-4700-15/1D

Status of  
Equipment

Equipment status.

Document No.

Requisitioning document number, if known. (NOTE: Field units should complete this block if it is blank.)

Work Request No.

Supply activity work request number, if known.

Nomenclature

Equipment nomenclature.

Model

Model number, if applicable.

JON/Contract No.

Supply activity job order number or contract number, if known.

Shipping Date

Shipping date, if known.

Serial No.

Serial number, if applicable.

Miles

Number of miles on the odometer at time of shipment, if applicable.

Hours

Number of hours of operation on the hourmeter at time of shipment, if applicable.

Decal No.

Supply activity decal number.

USMC No.

USMC registration number stenciled on the equipment.

NSN

National stock number.

Date Equipment  
Received

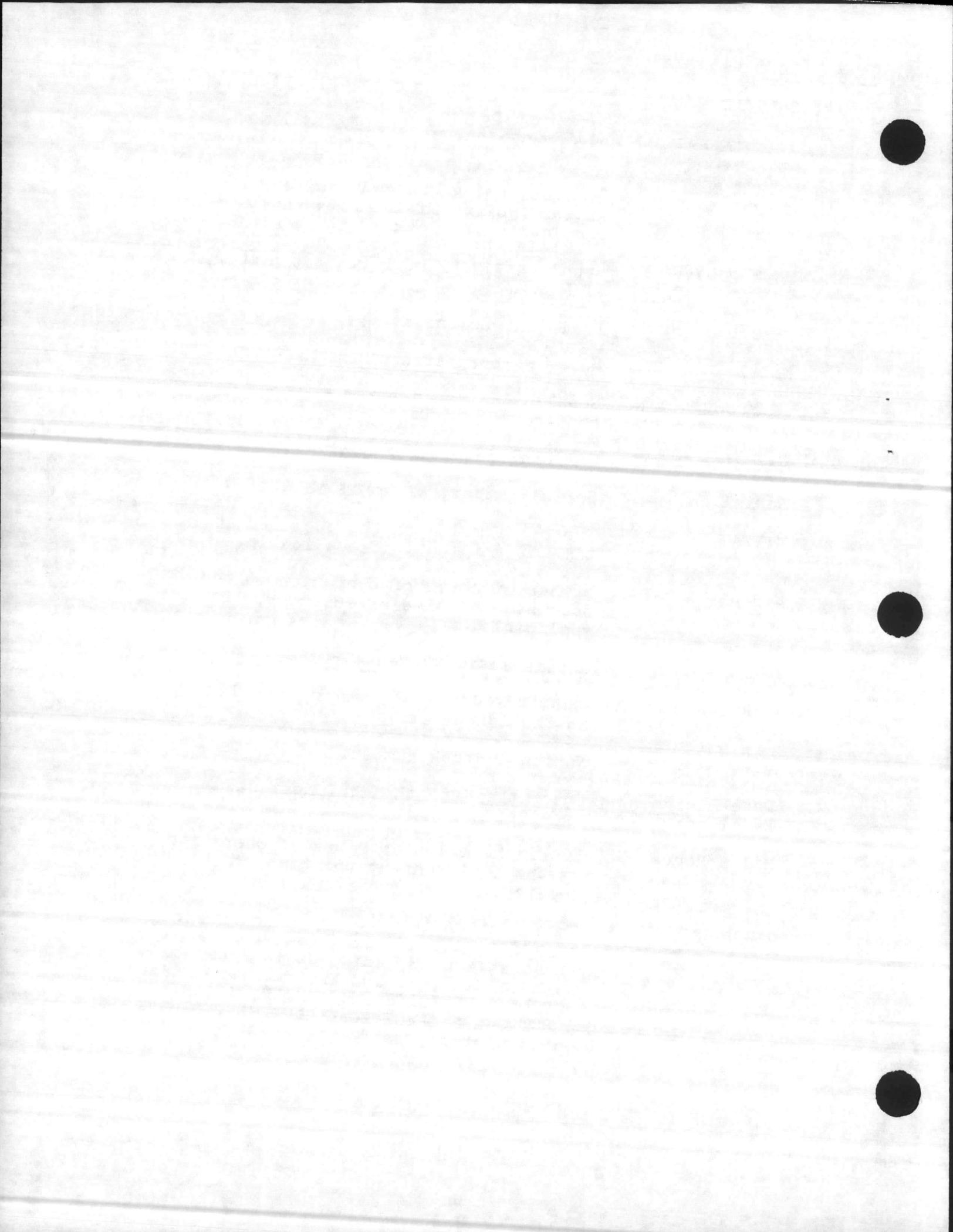
Enter the date the equipment was received.

Miles/Hours

Enter the miles or hours of operation on the equipment at the time of receipt.

Type of  
Equipment

This section is used to indicate the type of equipment and areas that apply. If an AN/MRC-83 Radio Set is received, both columns, MT and ENGINEER & GENERAL SUPPLY & VEHICLES and COMMUNICATION/ELECTRONICS/ELECTRICAL EQUIPMENT, must be completed. An "S" is used to



SUPPLY

1. GENERAL. Supply support is essential and must be effective and efficient at all times to ensure availability of required supplies for optimal support of this organization's maintenance capabilities. The overall supply support requirements are determined by the quantities and types of equipment supported by the commodity/maintenance sections, and the rate in which supplies consumed in support of these items of equipment. Close liaison and coordination between supply, maintenance, and armory personnel is a key factor in ensuring that adequate requisition exists, and is on hand. All personnel assigned as armorers will be instructed on the Marine Corps supply system, and proper requisitioning methods.

2. OPERATION. Marine Corps SL-1-2 (Index of Authorized Publications) will be used to determine the authorized supply and maintenance publications required for the maintenance and supply support of armory equipment. All armory personnel will become familiar with reference (k) and proper requisitioning procedures.

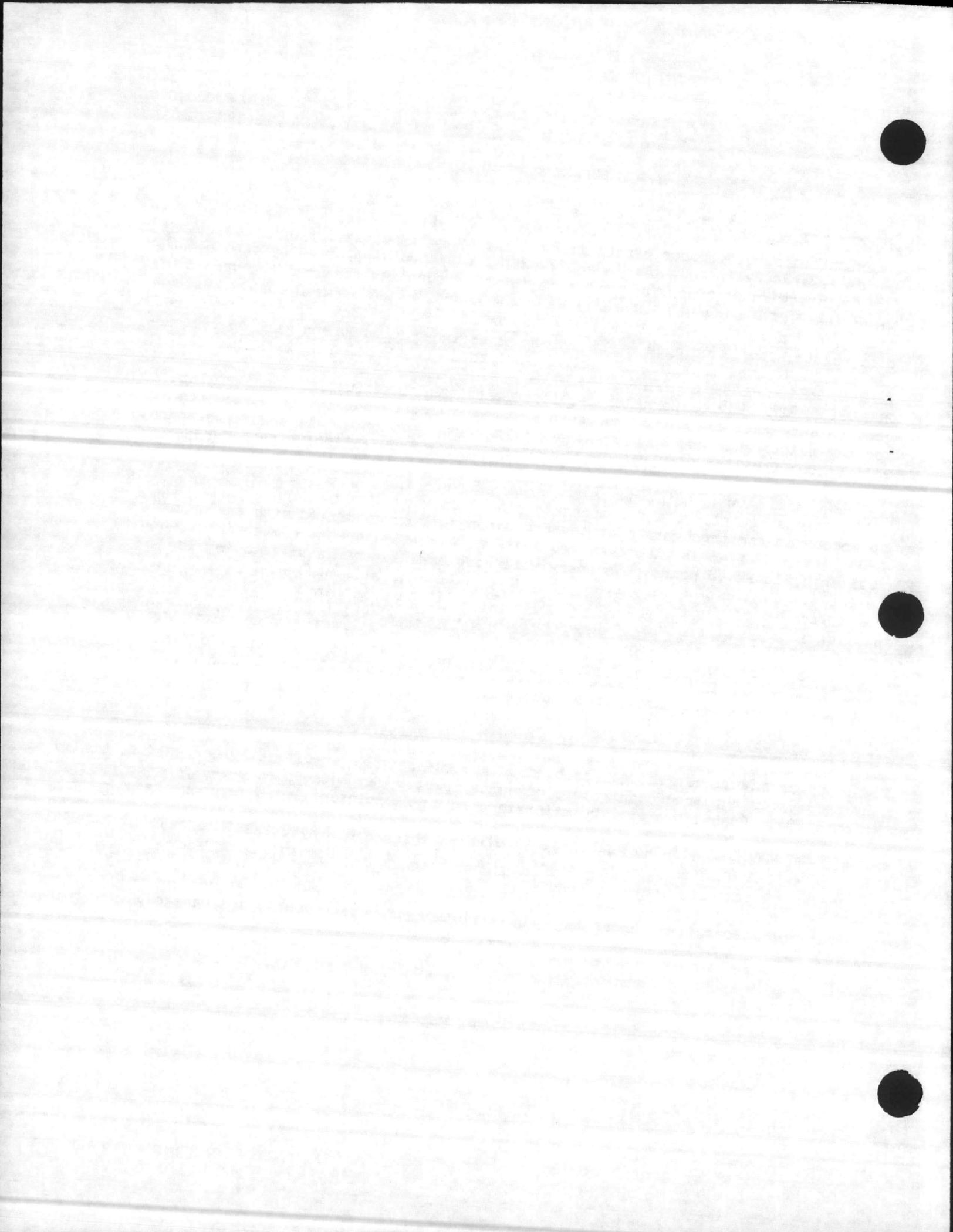
3. REQUISITIONING. Maintenance and armory personnel will maintain a log on all publications, supplies, and components placed on requisition, repair parts will be accounted for through use of the ERO shopping list and filed with the open ERO. After an item is placed on requisition, a valid document number should be available within 48 hours. An entry will be placed in the requisitioning log to include document number, item name, NSN, date requisitioned, status, and date completed. A computer punch out of the 1348 will be maintained on file until publications or other items concerned are received, at which time the appropriate entry will be entered in the date completed space. A reconciliation or validation of all documents will be made through liaison with the unit supply office on a bi-weekly basis, and proper entries will be annotated in the log under "status" until the requisition is completed.

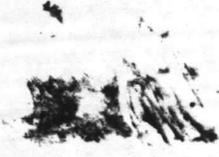
4. REPAIR PARTS

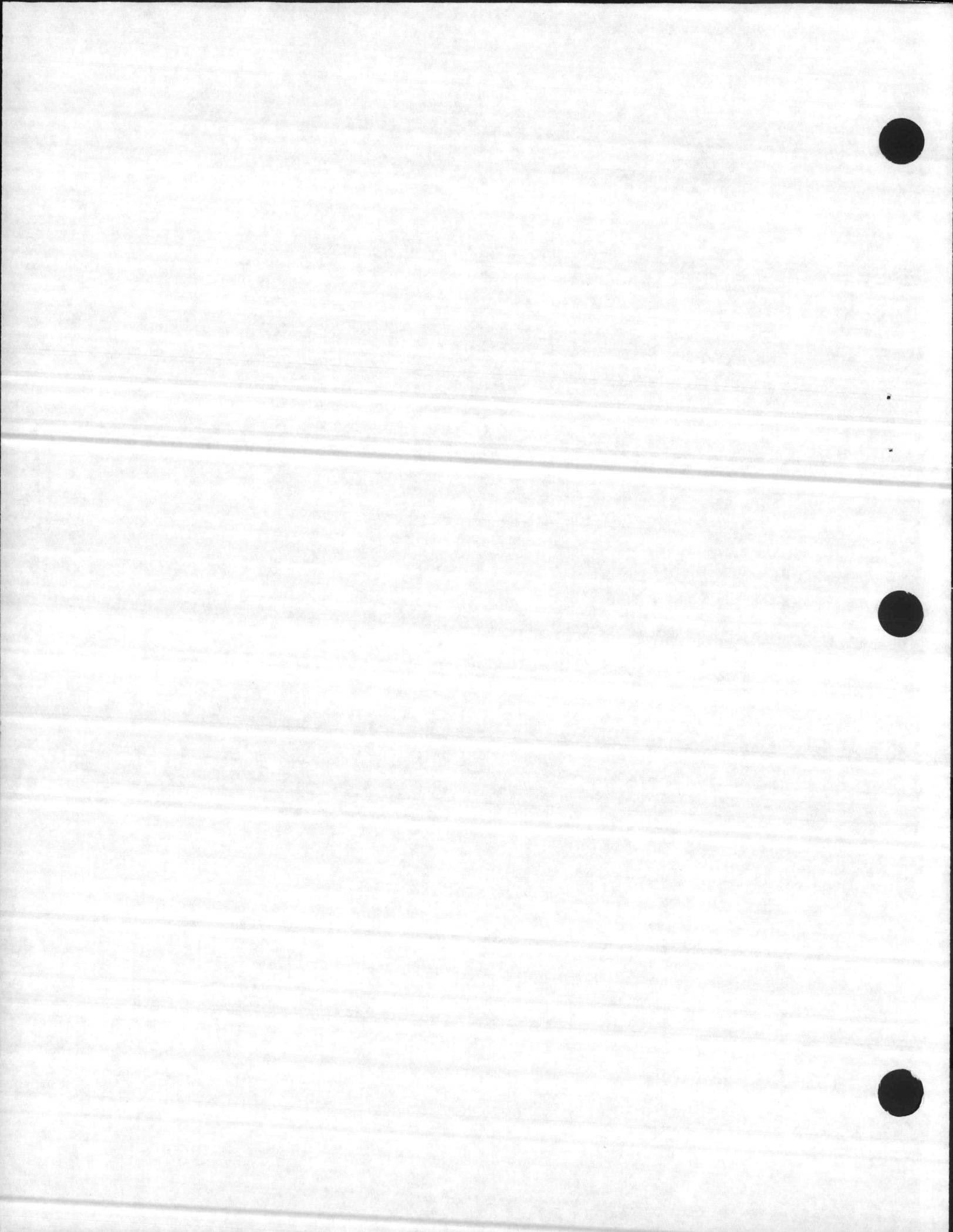
a. Parts will not be kept on hand unless the part is specifically designated by an ERO for repair of equipment, or unless part of an authorized pre-expended bins (PEB). Open ERO's will be maintained in an ERO bin until job is completed.

b. Reference (a) provides guidance with policies concerning PEBs. A PEB may be established only with the written approval of the Commanding Officer, in accordance with references (a) and (d).

c. For information concerning requisitioning of repair parts, see paragraph 3 above.







## TRAINING

1. GENERAL. This chapter will set forth instructions on the individual training of Marines and standard procedures to be followed for rifle range details.

### 2. TRAINING REQUIREMENTS.

a. The Commanding Officer is responsible for ensuring that each Marine is afforded, and takes advantage of, the opportunity to improve their knowledge and proficiency in their MOS.

b. Armorers will receive a minimum of four hours per month of MOS/Maintenance Management training. This training will be planned, scheduled, and supervised by the Armory Officer/NCOIC. All training will be documented and kept on file within the armory.

### 3. RIFLE RANGE DETAILS

a. Armorers will receive a roster of personnel assigned to the rifle range from Station Training two weeks prior to scheduled date of firing, and will ensure that the following requirements are complied with:

(1) The armorers will screen the roster of personnel assigned to the rifle range against armory files to determine permanent and Fleet Assistance Program (FAP) personnel, at which time the armorer will complete NAVMC 10576 (Memorandum of Weapons and Accessories) on all FAP personnel.

(2) On the Thursday morning prior to firing, a safety lecture will be conducted by the armorer, after which the armorer will issue magazines and slings to all personnel and have FAP personnel sign the NAVMC 10576. A temporary weapons custody card (NAVMC 10520) will be used to draw weapons for the range. The weapons custody card will be destroyed upon completion of the range.

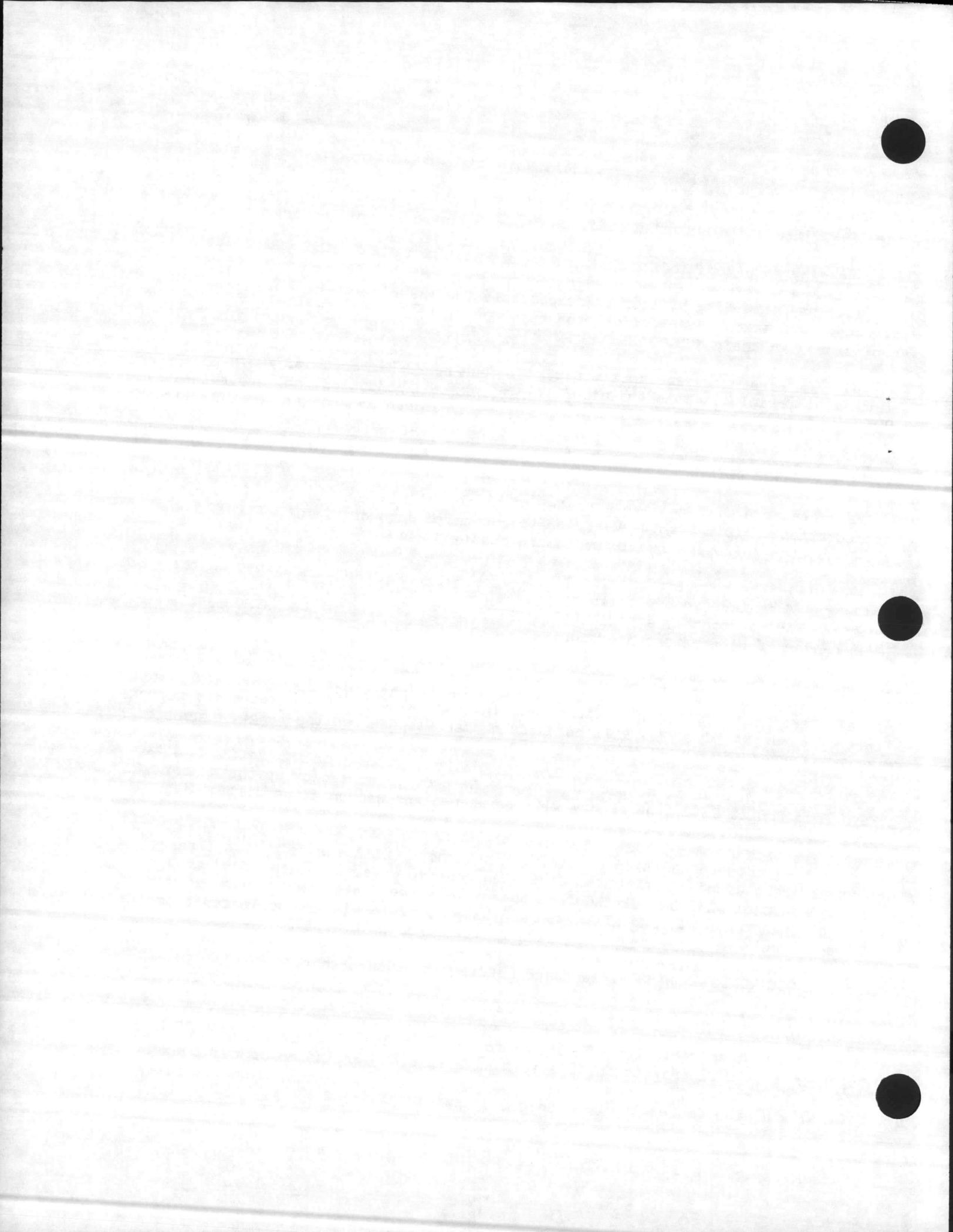
(3) On days of scheduled firing, the armorer will pick up the armory keys from PMO at 0430, the armory will be opened and weapon issue will be in progress by 0500.

(4) Upon completion of firing, the armorer will ensure that all range weapons are cleaned a minimum of three consecutive days, at which time permanent personnel will be deleted from the rifle range roster (which also serves as a cleaning roster), and all temporary NAVMC 10520's will be collected from FAP personnel and destroyed along with the original NAVMC 10576.

b. OIC/NCOIC of H&HS Rifle Range Detail will ensure that:

(1) All weapons are returned daily to the armory.

(2) Transportation of weapons to and from the range is under his direct supervision. Officers/Staff NCO's must have written permission of the Armory Officer to transport weapons to and from the range in Privately Owned Vehicles (POV's), in accordance with reference (b), paragraph 5-302.



AS(H)O 5500.9C  
Feb 1983

(3) He has an accurate listing of all the serial numbers of the weapons belonging to members of the detail.

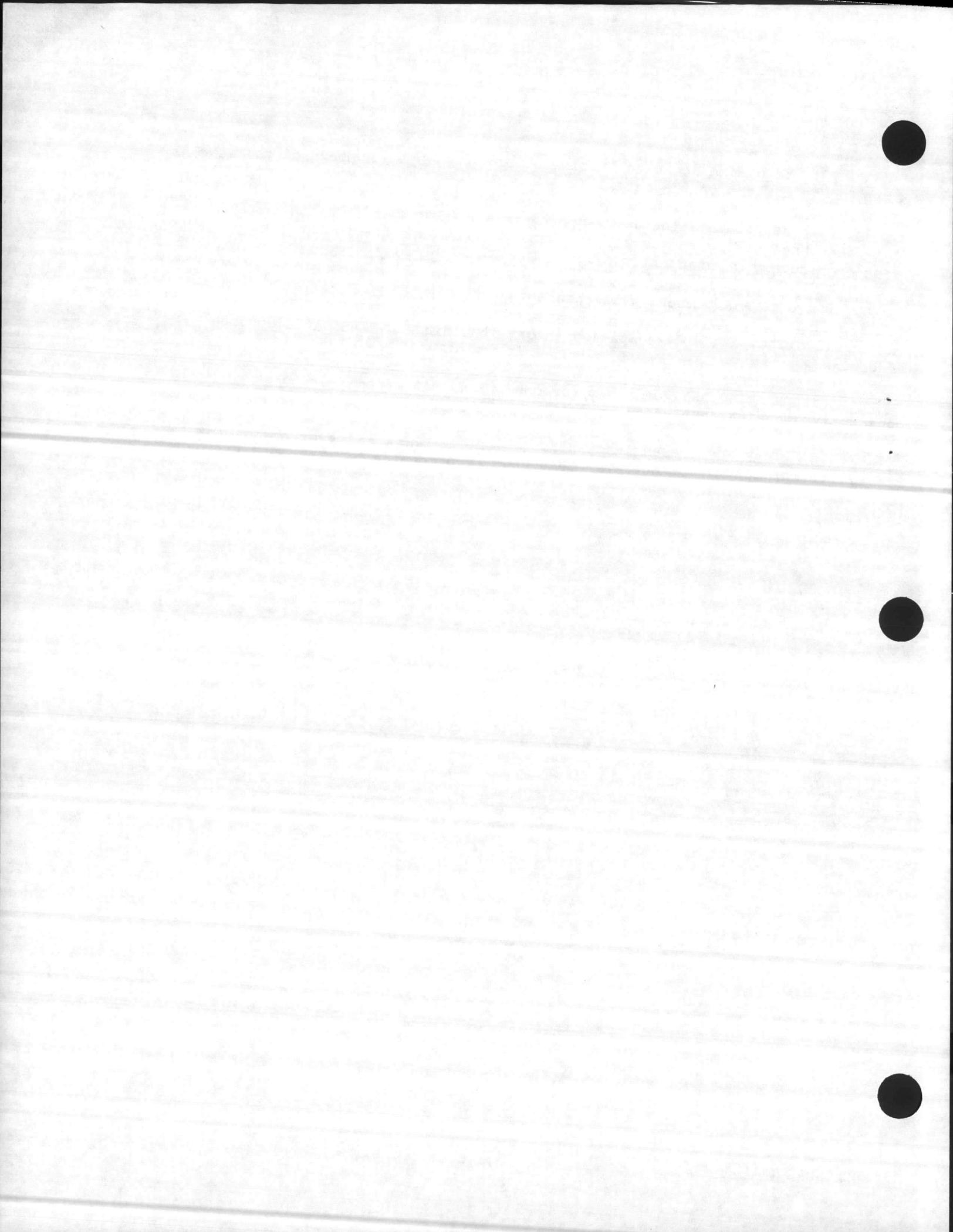
(4) He presents the duty armorer from H&HS with a complete roster of range personnel before the detail attempts to gain entrance to the armory for issue or recovery of weapons.

c. Range detail members will ensure that:

(1) They are at the Station Armory, building AS-4145, at 0500 each day of firing.

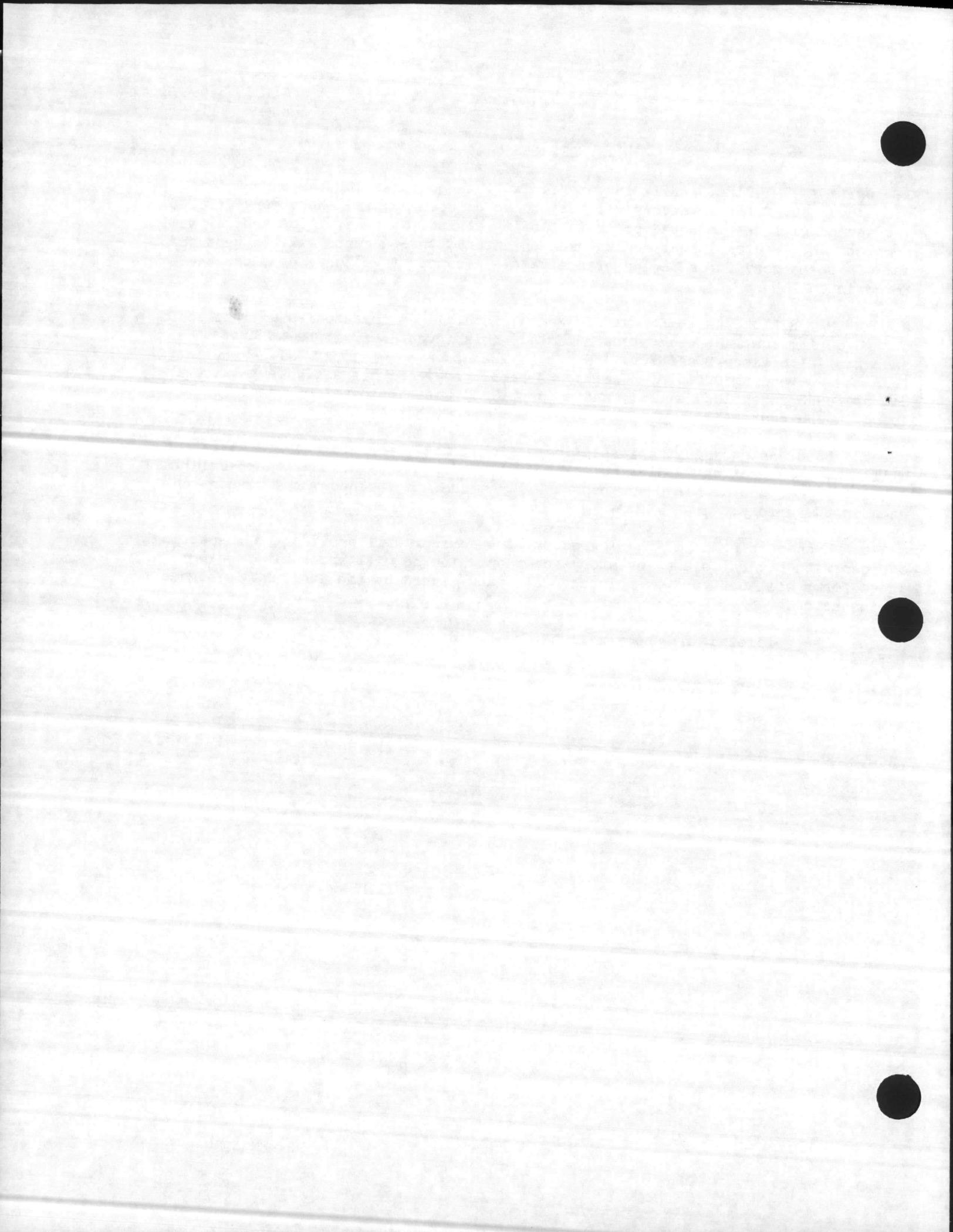
(2) Weapons assigned them for use of the rifle range are cleaned three consecutive working days upon completion of firing.

(3) They are present and in formation, in the parking area adjacent the armory, building AS-4-45, no later than 0445 each morning of a range detail.



## INVENTORIES

1. DAILY INVENTORIES. Daily inventories will be conducted by the armory twice each day. The first inventory will be conducted upon opening the armory at 0800. The second will be conducted prior to closing at 1600 each day. The armorer will complete an inventory sheet during each inventory, these sheets will be kept on file in the armory for a period of one year. A sample inventory sheet can be found in enclosure (2).
  
2. MONTHLY SERIALIZED INVENTORIES. Monthly serialized inventories will be conducted during the last week of each month. This inventory will be conducted by an impartial officer/Staff NCO, and his assistant which will be assigned by letter from the Commanding Officer, MCAS(H). A sample copy of this assignment letter can be found in enclosure (16), and a sample copy of the inventory sheet can be found in enclosure (17).
  - a. Once assigned as the inspecting officer, the Staff NCO and his assistant will report to Station Supply, building AS-130, for a copy of the Crane serialized listing of weapons. This Crane report will be used to inventory the weapons on hand in the armory.
  
  - b. Upon completion of the inventory, the armorer will provide the inspecting officer with several blank inventory forms on which he will enter his findings. These forms will be typed or printed neatly and signed by the Staff NCO assigned inspector.
  
  - c. The completed inventory will be forwarded to Station S-4 (Attn: Armory Officer).



ASSIGNMENT LETTER FOR MONTHLY INVENTORY

AS(H)O 5500.9C  
4 Feb 1983

HEADING

204:GWJ:jml  
8000  
date

From: Commanding Officer  
To: Staff Sergeant I. M. INSPECTOR, 328 95 8899 USMC  
Sergeant I. R. HELPING, 395 72 4026 USMC

Subj: Armory Access for Purpose of Inventory

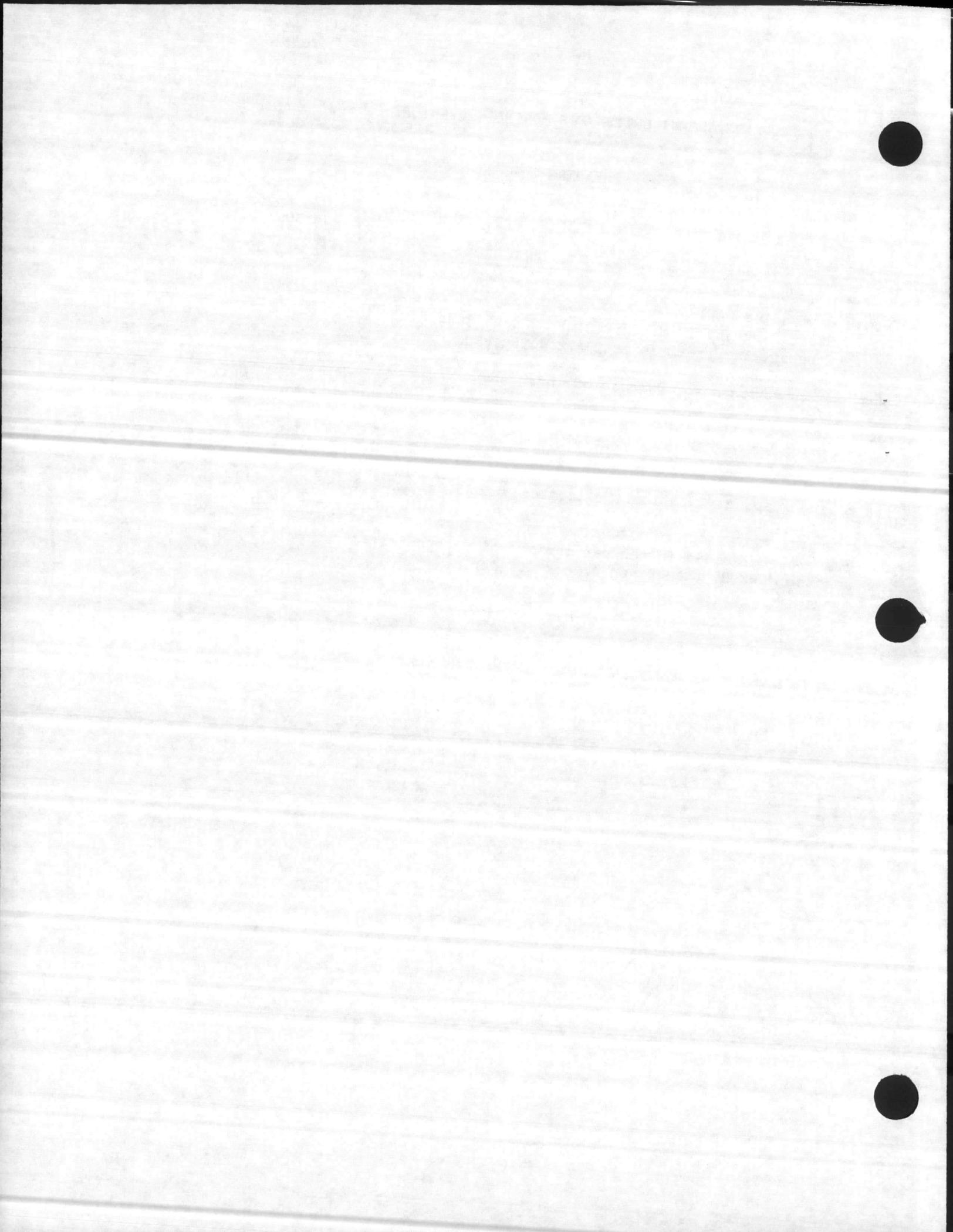
Ref: (a) MCO P4400.19B  
(b) AS(H)O 5500.9C

1. In accordance with references (a) and (b), you are authorized access into the Marine Corps Air Station (Helicopter) (MCAS(H)), New River Consolidated Armory to conduct the monthly inventory for the month of ----- 1983.
2. You will be guided in the performance of your specific duties by reference (a) and the MCAS(H), New River Armory Officer.

-----  
By direction

Copy to:  
Armory Officer. MCAS(H), NR

ENCLOSURE (16)



MONTHLY INVENTORY REPORT LETTER

AS(H)O 5500.9C  
4 Feb 1983

HEADING

204:JML:jml  
8000  
date

From: Senior Member, Armory Inventory Team  
To: Commanding Officer, Marine Corps Air Station (Helicopter), New River

Subj: Inventory of MCAS(H), New River Armory

Ref: (a) AS(H)O 5500.9C  
(b) CO, MCAS(H), Ltr 204:GWJ:jml 8000 dtd --- ---

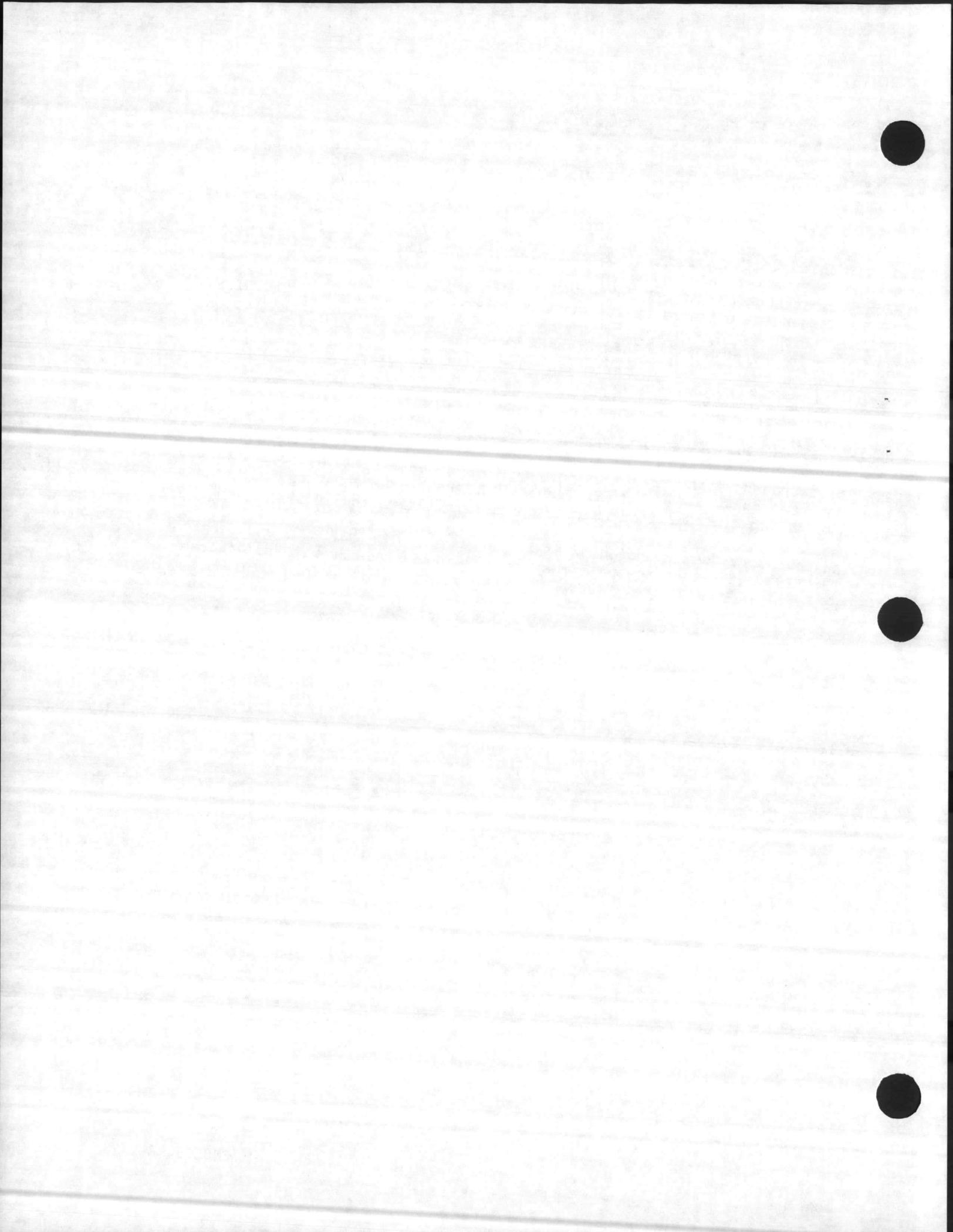
Encl: (1) Monthly Inventory Report dtd --- ---

1. In accordance with references (a) and (b), a serialized physical inventory was conducted on --- --- of all weapons assigned to Headquarters and Headquarters Squadron and Special Services, Marine Corps Air Station (Helicopter), New River.
2. The inventory team composed of Staff Sergeant I. M. INSPECTOR and Sergeant I. M. HELPING determined that all weapons were accounted for with no discrepancies.

I. M. INSPECTOR  
SSGT USMC

Copy to:  
Armory Officer, MCAS(H), NR

ENCLOSURE (17)





AS(H)O 5500.9C  
4 Feb 1983

MONTHLY INVENTORY REPORT LETTER  
UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
(HELICOPTER)  
NEW RIVER, JACKSONVILLE  
NORTH CAROLINA 28545

204:CHB:vb  
4400

From: NCOIC, Armory Inventory Team  
To: Commanding Officer, Marine Corps Air Station (Helicopter), New River  
Subj: Monthly Inventory of Armory; results of  
Ref: (a) AS(H)O 5500.9A

1. In accordance with the reference the following inventory was conducted on  
09 November 1982 at 0900, and the results are as follows:  
(Date) (Time)

a. H&HS WEAPONS

T/O	NOMEN	O/H	ISSUED	REPAIR	TOTAL
210	Rifle M16A1 5.56mm	206	4	0	210
38	Pistol M1911A1 45 Cal	70	67	1	138
8	Rev 38 Cal M10 S&W 4" Bbl	6	2	0	8
2	Rev 38 Cal S/R 4" Bbl	2	0	0	2
3	Rev 38 Cal M37 S&W 2" Bbl	0	3	0	3
6	Shotgun 12Ga RFM M870 MKL Riot	0	6	0	6
2	Musket 58 Cal Charleville F/L	2	0	0	2

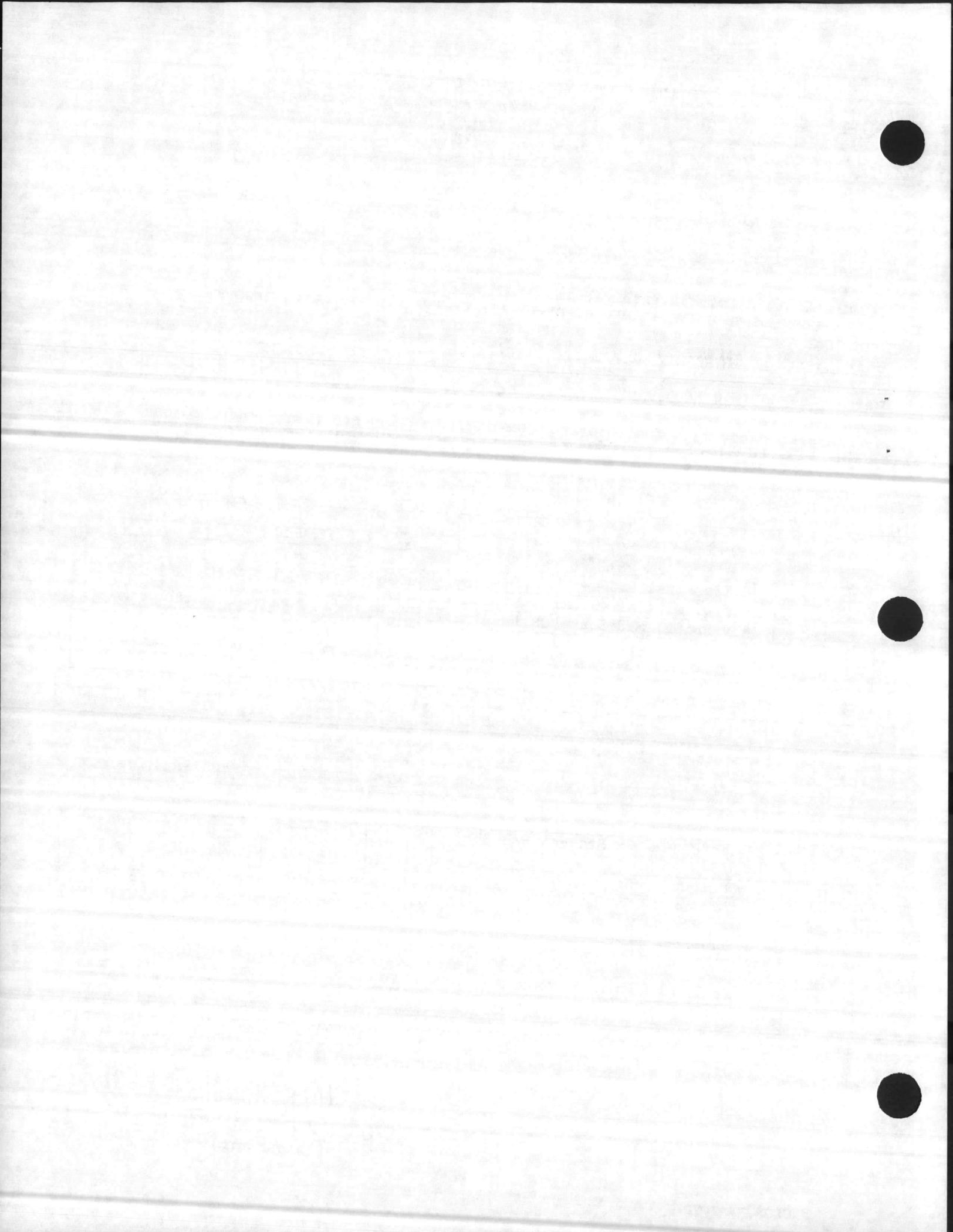
b. Special Services Weapons

T/O	NOMEN	O/H	ISSUED	REPAIR	TOTAL
1	Shotgun 12 Ga Stevens D/D BB1 S/S	1	0	0	1
11	Shotgun 12 Ga Rem M1100	0	11	0	11
12	Shotgun 12 Ga Rem M870	2	10	0	12

c. Personnel Weapons

QTY	Serial #	Make	QTY	Serial #	Make
1	V 98394	30-30	2	SWERS, Samu RYI	
1	S7 88472	AR-15			

*W. J. Cochran*  
(signature)



PUBLICATIONS AND DIRECTIVES

1. POLICY. Publications shall be maintained for each type of equipment held by the unit. Only those publications that pertain to the echelons of maintenance authorized the unit must be maintained. The SL-1-2 will be utilized to identify publications required to be maintained in the armory.

2. RESPONSIBILITIES

a. The commander will ensure that quarterly reviews of the table of allowances (T/A) for publications are conducted and that changes thereto are submitted in accordance with reference (I).

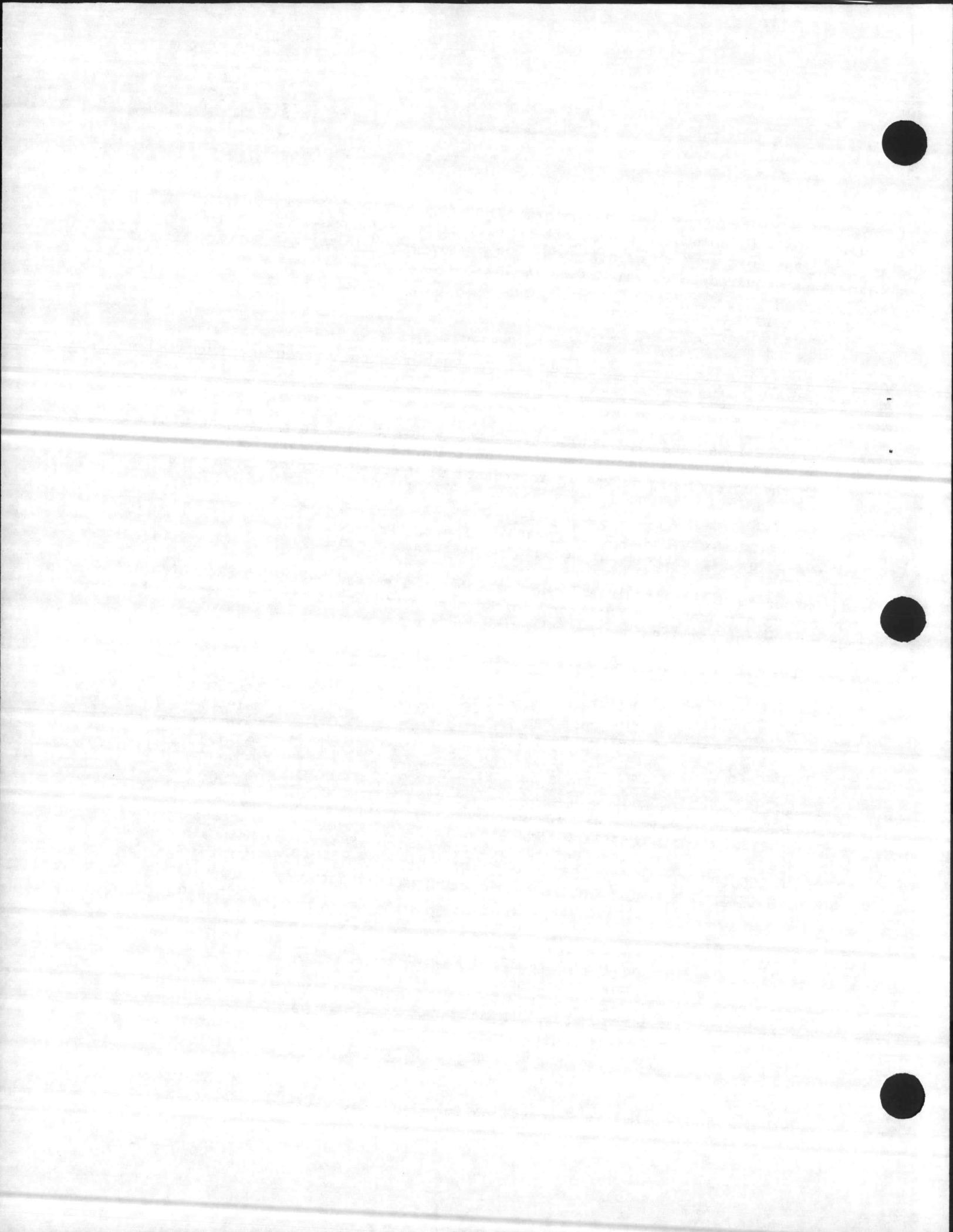
b. The commander will ensure that the armory is on the required distribution list of publications, and that publications are requisitioned in accordance with references (d) and (I). Requisitions for publications will be validated or reconciled with the unit supply office in accordance with current Marine Corps Directives.

c. All directives should be screened by the armory NCOIC periodically, utilizing MCBul 5215. All files will be updated at least bi-monthly.

d. Armories will maintain all publications as directed by the echelon of authorized maintenance. In addition, unit armorers will maintain or have direct access to current editions of the following:

MCO 4855.10	Quality Deficiency Report	Maintain
MCO P4790.1A	MIMMS Introduction Manual	Maintain
MCO P4790.2A	MIMMS Field Procedures	Maintain
UM-4790-5	MIMMS Users Manual	Maintain
MCO 5500.6	Arming of Sentries/Deadly Force	Maintain
OPNAVINST 5530.13	Physical Security of Ordnance Materiel	Maintain
MCO 4733.1	Marine Corps Calibration Program	Access
UM-4400.15	Special Programs Manual	Access
MCO 8020.1E	Handling, Trans, Storage Class (W) Mat	Access
MCBul 5215	Directives Checklist	Maintain
MCO 8300.1B	Marine Corps Serialized Control Small Arms	Maintain
AS(H)O 5500.9C	Armory SOP	
TM 4700-15/1D	Equipment Record Procedures Unit Security Directives	Maintain
SL-1-1	Introduction to Marine Corps Stocklist Publications	Access
SL-1-2	Index of Authorized Publications for Equipment Support	Access
SL-1-3	Index of Authorized Publications in Stock	Access
TI-4700	Temporary Technical Information Marine Corps Equipment	Maintain
TI-4790	Maintenance Management Information	Maintain
TI-5600	Publication Information Marine Corps Directives	Maintain
NAVMAT P-5100	Safety Precautions for Shore Activities	Maintain

ENCLOSURE (18)



### 3. INFORMATION

a. Reference (m) provides a uniform method of issuing and maintaining directives required.

b. Reference (k) provides the procedures for issuing publications which support Marine Corps material and equipment. It explains how publications are identified and controlled.

c. Reference (l) contains information relative to the publications systems and courses, allowances, distribution controls, indexes, and special listings.

d. Stocklist-1-1 contains instructions on the use of all stocklists (SL's) in the Marine Corps publication inventory.

e. Stocklist-1-2 lists authorized publications required for supply and maintenance support of material and equipment. This SL will be utilized to determine publications that are required to be on hand in the armory.

f. Stocklist-1-3 lists authorized publications available through Marine Corps supply activities and includes publications prepared by other military services or by commercial contractors whose equipment the Marine Corps has adopted.

g. Stocklist-3 (Components List) lists all components and accessories for collection type supply items such as major combinations, systems, vehicles, groups, outlets, kits, sets, or assortments. Collateral material required to complete the end items is also identified in the SL. The SL-3 will be used to inventory components to end items and this inventory will be conducted every 30 days (tool kit).

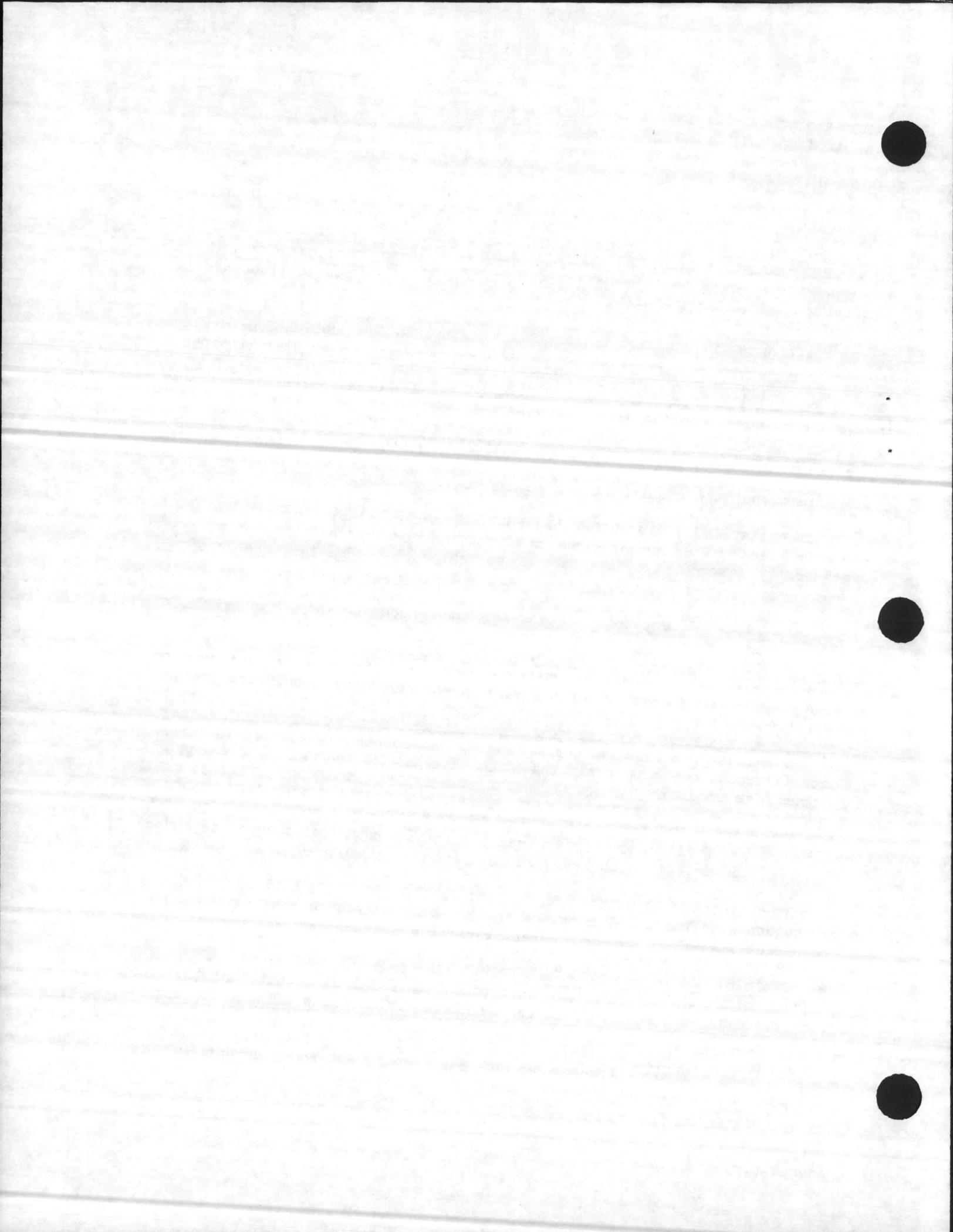
h. Stocklist-4 (Repair Parts List) lists and completely identified items and material required to maintain end items, components, and major assemblies in an operative condition.

i. Stocklist-6-1 (Applications List for End Items and Components) is a cross reference of all centrally managed end items, major components, secondary repairables, and modification keys assigned identification numbers.

j. Stocklist-6-2 (Applications List) is a list of all supply system items in NSN sequence. The SL-6-2 contains the latest, updated source, maintenance, and recoverability (SMR) codes for repair-parts and equipment.

k. Table of Authorized Material (TAM). The primary purpose of the TAM is to specify Marine Corps furnished end items of material with pertinent logistics planning data authorized for issue to the Fleet Marine Force using equipment.

1. Table of Equipment (T/E). The T/E is published by Headquarters, Marine Corps and lists maximum allowance of authorized equipment for each unit of the Fleet Marine Force down to company/squadron level.



SECURITY AND CONTROL OF WEAPONS

1. GENERAL. The Commanding Officer is responsible for adequately safeguarding all weapons in his organizational custody. All weapons are particularly vulnerable to theft, and therefore the greatest concern is for the security of those items which would threaten life or preservation of law and order if in the hands of persons with malicious intent or other unlawful purpose, specifically such weapons as rifles, shotguns, pistols, or machine guns, and ammunition for these weapons. Measures must be taken to prevent the theft of such items. This chapter outlines such measures, but there is sufficient latitude for the individual commander to explore their particular problems and inject additional measures deemed necessary and appropriate.

2. ACCESS

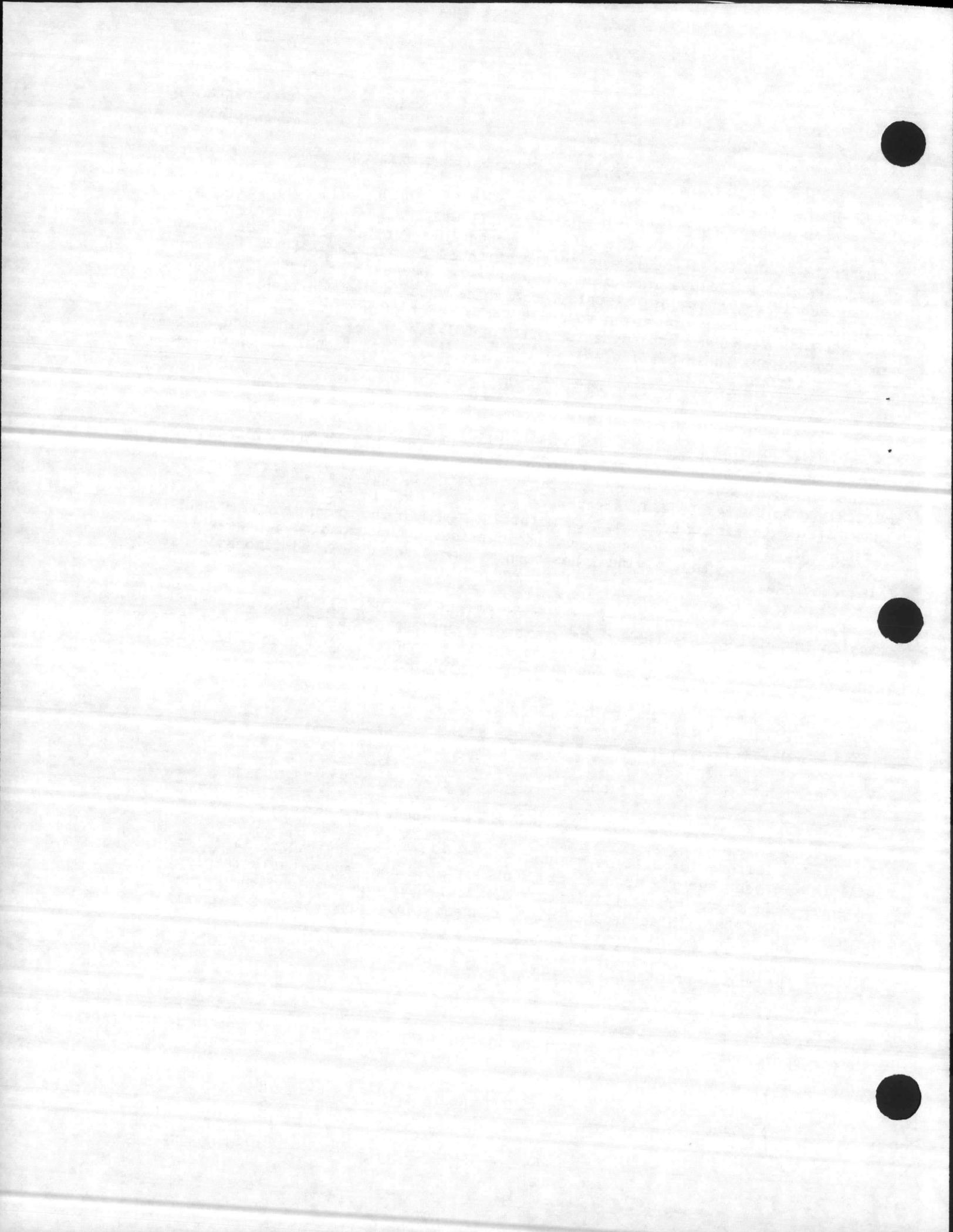
a. Unaccompanied access to armory vaults will be limited to only those personnel required for essential operations of the armory. Individuals authorized unaccompanied access will be designated in writing by the Commanding Officer, MCAS(H), or a designated representative (By direction) in accordance with reference (b). This access list will be maintained within the armory vault in such a manner that it cannot be seen from the outside. Unaccompanied access will be granted only after an individual has been screened and completed favorable National Agency Check (NAC) or Entrance NAC.

b. All personnel requiring access to an armory vault will be granted permission in writing to enter by the Commanding Officer or designated representative and will be escorted by an individual authorized unaccompanied access to that space. The list will provide the following information:

- (1) Name of person granted access.
- (2) Title of person granted access.
- (3) Social Security number of person granted access.
- (4) Sample signature of person granted access.

c. A visitors log will be maintained within the armory vault. Armorers will ensure that the log is accurate and kept in a neat and orderly fashion. Armorers will ensure that all visitors are logged in and out, and that each entry is completed, in accordance with reference (b). The visitors log will contain the following information:

- (1) Name (printed).
- (2) Signature.
- (3) Unit
- (4) Purpose/Reason.
- (5) Date



(6) Time in.

(7) Time out.

### 3. LOCKS

a. Arms Racks and Storage Containers. Arms will be stored in banded crates, containers, or standard issue or locally fabricated arms racks.

b. All arms racks or containers will be locked with series "200" hardened shackle lock, NSN 534-00-158-3805. Rifle racks and containers weighing less than 500 pounds will be fastened to the structure with bolts or chains equipped with the same padlocks described above. Chains used to secure racks/pistol chest will be heavy duty hardened steel, welded, straight link galvanized and at least 5/16" thick or of equivalent resistance to the force required to cut, or break the padlocks prescribed above. An example or an equivalent chain is type one, grade C, class four, NSN 4010-00-149-5583.

c. Those racks utilizing hinged locking bars will have hinge pins welded or otherwise secured to prevent easy removal. All racks must be so constructed that when locked, a weapon cannot be removed by partial disassembly.

d. Padlocks shall be locked to the staple or hasp when the racks or containers are opened to preclude theft, loss, or substitution of the lock.

e. Inventories of in service locks shall be conducted semi-annually. Inventory records will be retained in the command or unit files for a minimum of one year.

f. Vault and safe combinations will be changed any time there is a change of personnel in the armory. This procedure is essential in maintaining the highest level of security possible.

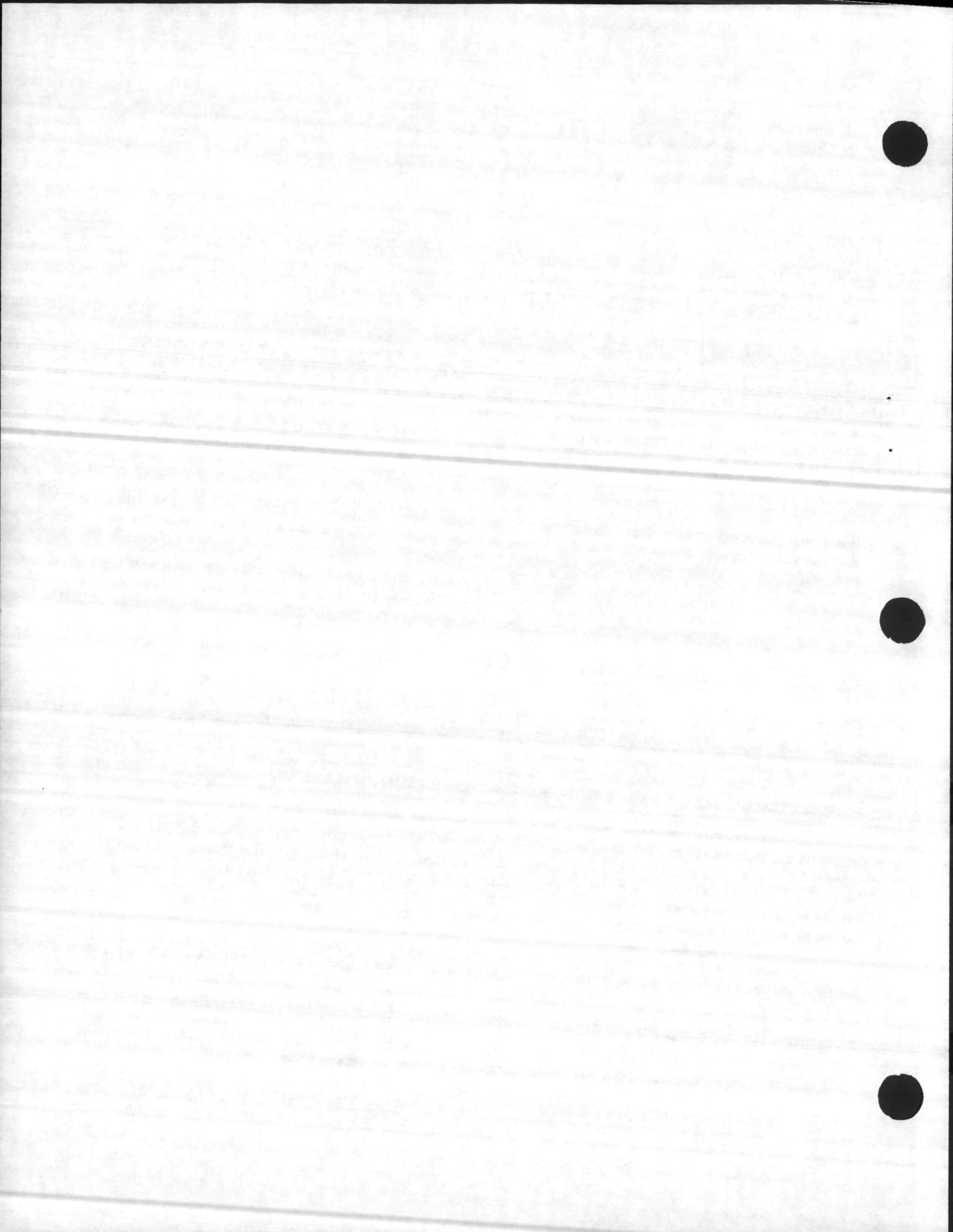
4. ACCOUNTABILITY. The Commanding Officer, MCAS(H), will:

a. Immediately report small arms losses, in accordance with reference (n) and initiate immediate in-depth investigations to determine the circumstances surrounding the loss or theft and affix responsibility when appropriate. Before any loss can be attributed to any inventory accountability discrepancy, it must be determined through investigation that the loss is not the result of theft or misappropriation.

b. Enforce the Uniform Code of Military Justice where determinations are made that small arms losses were due to theft, negligence, or dereliction of duty.

c. Designate in writing an Accountability Officer (Armory Officer) with the responsibility to monitor all arms and ammunition accountability; report status of accountability controls as situations require to the commander or inspectors; and assist departments in investigating arms and/or ammunition losses.

d. Ensure written procedures are maintained which identify security and inventory control regulations, and implementing procedures and the personnel responsible



4 Feb 1983

for their execution.

e. Ensure that training is conducted that will indoctrinate personnel responsible for accountability in principles, criteria, and procedures for accountability and inventory, to include necessary documentation.

#### 5. KEY CONTROL

a. Keys to arms racks and containers shall be maintained separate from building keys. They shall be accessible only to those individuals whose official duties require access to them. These keys will be maintained in the safe within the armory which will remain locked at all times, with the exception of times that the keys are in use at 0800 and 1600 daily.

b. The number of keys to arms storage will be held to the minimum essential. Keys will not be removed from the safe in the armory vault.

c. In the event of lost, misplaced, or stolen keys, affected locks or cores will be replaced immediately.

d. The use of a master key system is strictly prohibited.

e. All keys will be inscribed with the words "Do Not Duplicate".

f. Keys will not be left unattended or unsecured at any time.

#### 6. ISSUE AND RECOVERY OF WEAPONS

a. Individual weapons (rifles, pistols, shotguns) will be issued utilizing the memorandum receipt for individual weapons and accessories (NAVMC 10576) as the issue and receipt document. All NAVMC 10576 and NAVMC 10520 forms, to include blank forms, will be afforded the same security as the weapon itself by being maintained under lock and key within the armory.

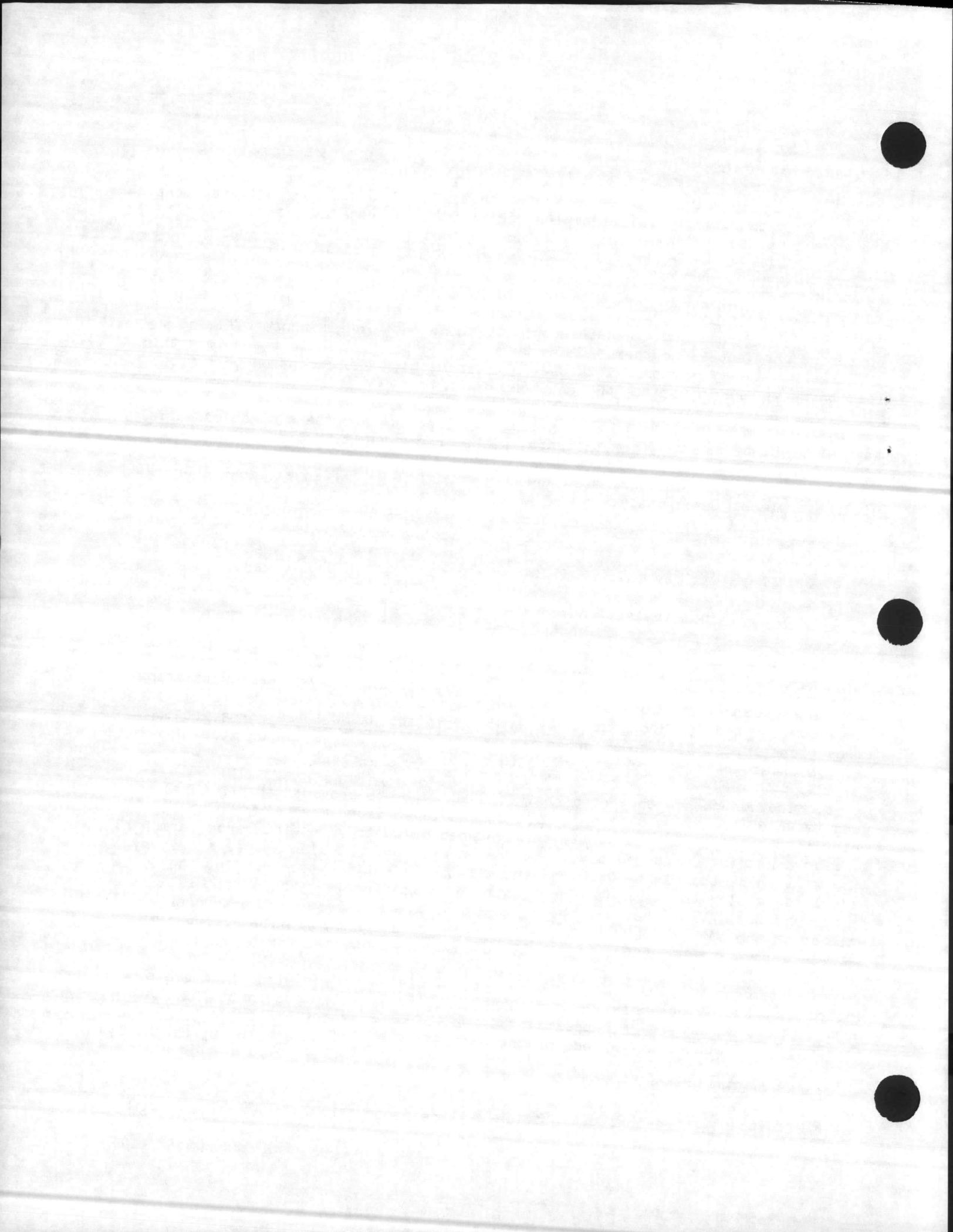
b. The weapons custody card (NAVMC 10520) will be provided to personnel upon issue of individual weapons. The commanding Officer may delegate to any subordinate officer the authority to sign weapons custody/receipt cards (armorer) or record keeping cards (supply). Before an armorer/custodian issues a weapon, they will check the NAVMC 10520 and the military identification card of the individual requesting the weapon. Upon positive identification, the weapon will be issued and the NAVMC 10520 will be surrendered to the armorer. The armorer will place the NAVMC 10520 in the empty weapon rack, which will be afforded the same security as the weapon, until all weapons are accounted for or returned.

c. Measures will be taken to ensure that only authorized individuals are issued weapons. Procedures will be established to identify personnel that have been discharged, or are UA, hospitalized, on leave, or under confinement. Weapons assigned to personnel in any one of the above status will be tagged appropriately.

#### 7. TRANSPORTING WEAPONS

a. Movement of weapons off Station will be accomplished in accordance with

ENCLOSURE (19)



reference (b) and other pertinent directives.

b. On station movement of weapons will be accompanied by an armed guard/guards as appropriate.

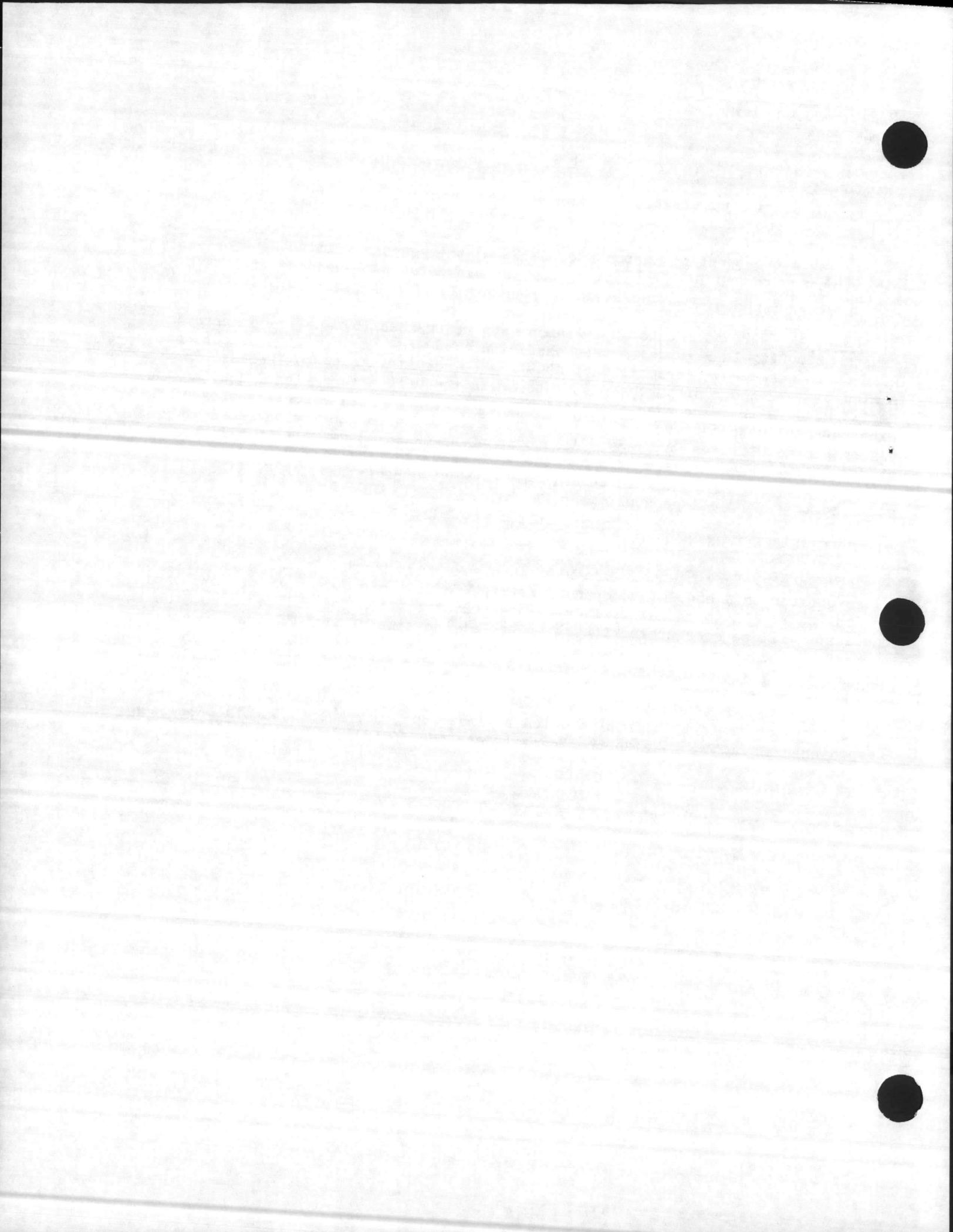
c. When transporting weapons to the FSSG, the weapons will be appropriately packed/padded to provide protection from the elements. All weapons will be accompanied by an armed guard/guards, as appropriate.

8. PERSONAL WEAPONS. Strict compliance with references (b) and (c) concerning weapons security in regards to the possession, use, and registration of personal weapons is directed. Personal weapons will be registered with the Provost Marshal within 72 hours of purchase and stored in the unit armory with a copy of the registration slip. The same restrictions apply to personnel reporting aboard with personal weapons. No personal weapons will be stored in the barracks or Unaccompanied Officers Quarters. All personal weapons and ammunition will be stored in unit armories and afforded the same security as military weapons. A personal weapons register will be maintained within the armory, and will be utilized to record all personal weapons on hand.

9. SPECIAL SERVICES WEAPONS

a. Special Services shotguns will be checked out through the Special Services Officer on a special memorandum receipt form. This form will be completed in duplicate. The original will be maintained at Station Special Services, the duplicate will be surrendered to the armory at the time of weapon issue. Upon turn-in of the weapon, the duplicate will be returned to the individual. The duplicate will then be taken to Special Services for proof of weapon check-in. He will then receive the original copy to dispose of.

b. The determination of time which an individual may keep a Special Services weapon checked out rests with the Special Services Officer.



4 Feb 1983

## INSPECTIONS

1. GENERAL INFORMATION

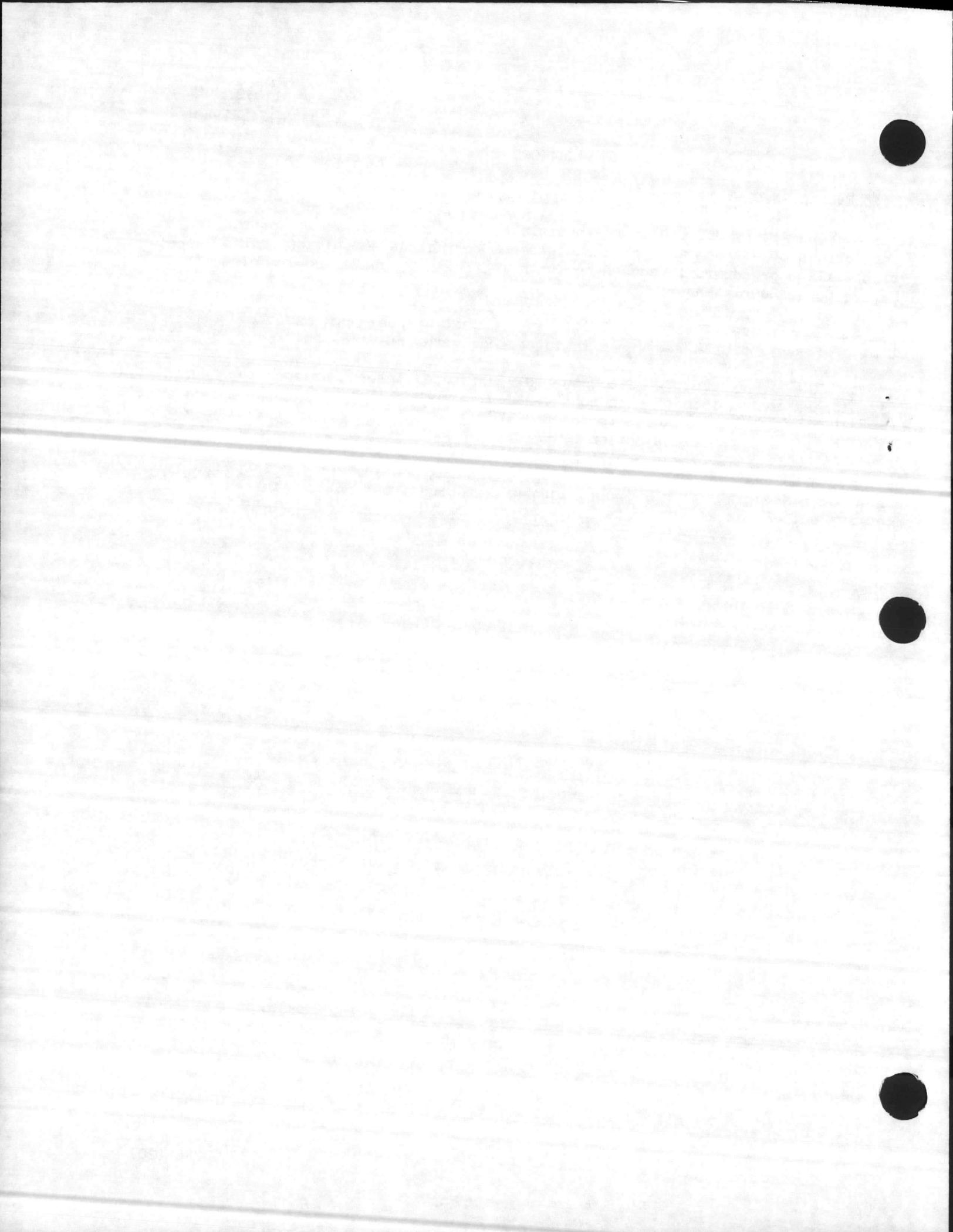
a. The Armory Officer is responsible for conducting periodic technical inspections of weapons and related equipment to include ammunition. This inspection will be performed in accordance with instructions contained in Volume II, Marine Corps Supply Manual.

b. The Armory Officer/NCOIC will ensure that weapons are inspected at the time of issue and upon recovery, in accordance with reference (d) and TI 800-15/4.

c. The Armory NCOIC will screen his records and inspect weapons to ensure cleanliness on the 15th of each month. He will send a list of personnel that haven't cleaned their weapons to the Commanding Officer, H&HS, by the 17th of each month for appropriate action.

d. Armorers can obtain information concerning preparation for inspection from the FSMAO. All formal inspections will include, but not be limited to, the inspection checklist located in enclosure (21).

ENCLOSURE (20)



FSMAO CHECKLIST

ARMORY SECTION

AS(H)O: 5500.9C  
4 Feb 1983

EQUIPMENT AND SUPPORT RECORDS

1. Are the following records properly prepared and maintained for ordnance tracked vehicles and weapons in use and in stock? (TM-4700-15/1D, Chapters 5 and 6)

NAVMC 1018 (Ordnance Inspection/Repair Tag) Yes

NAVMC 10558 (Weapon Record Book, Part I) N/A

NAVMC 10558A (Weapon Record Book, Part II) N/A

NAVMC 11003 (Ordnance Serialized Items/Rounds Fired Data Card) No

NAVMC 10576 (Memorandum Receipt for Individual Weapons and Accessories) Yes

NAVMC 10520 (Weapons Custody Receipt Cards) Yes

Repair Log Yes

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Are preventive maintenance services accomplished in accordance with the schedule and procedures established in applicable equipment technical publications? (MCO P4790.2A, para 0302; TM-4700-15/1D, Chapters 2 and 6)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Does an examination of equipment indicate that corrective maintenance has been identified and corrective action has been initiated? (MCO P4790.2A, para 0303)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

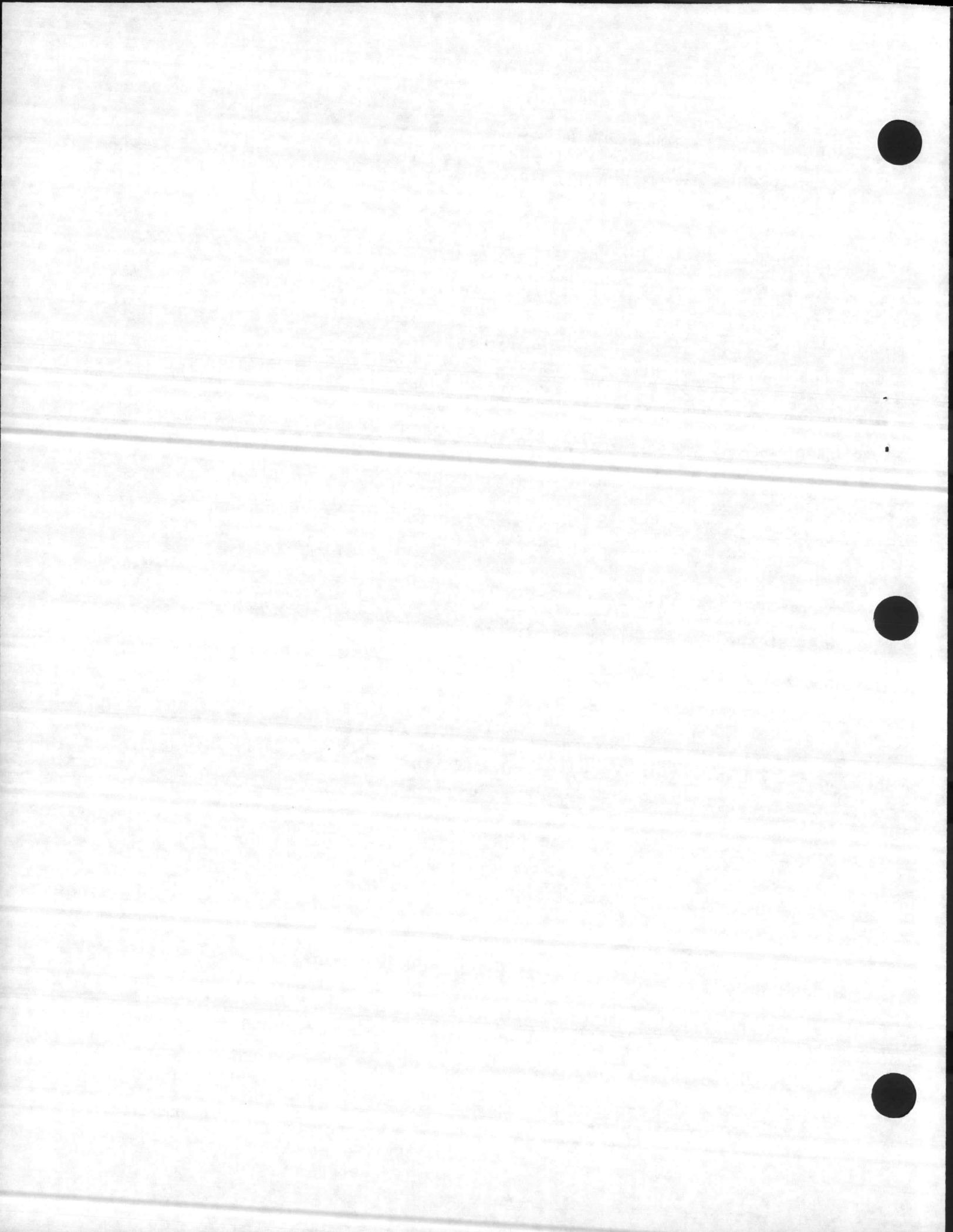
4. Is optical equipment properly maintained? (FI-8210-14/1)

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Is appropriate authorization on file to support instances where maintenance by cannibalization is evidenced? (MCO P4400.19B, Chapter 3; MCO P4790.2A, para 0103.1i)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

ENCLOSURE (21)



AS(H)O 5500.9C

4 Feb 1983

6. Are the criteria and principles for determining the eligibility of economical repair being complied with, when applicable? (MCO P4790.2A, para 0301.3c(2)(a); MCO 4710.8)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

7. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

8. Can repair parts/assemblies held in the maintenance facilities be identified with a pending equipment repair order (ERO) and end items or as PEB items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ None noted/on hand at the time of the analysis.

9. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 24131/03005)

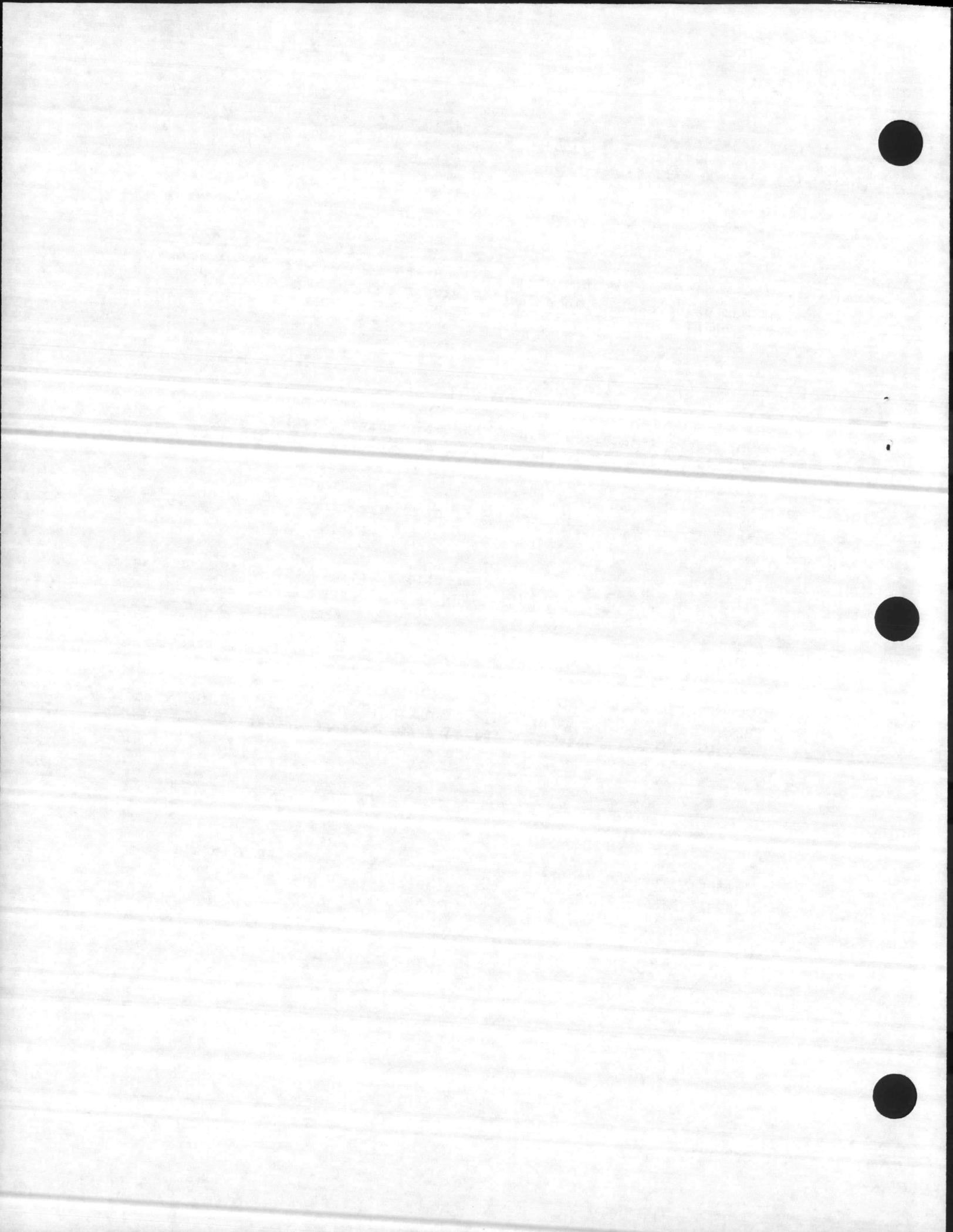
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 24131/03005)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

10. Do commodity personnel use an Equipment Repair Order (ERO) in all instances where either repair parts or resources are required in the performance of requested maintenance? (TM 4700-15/1D, para 2-2a(1); MCO P4790.2A, para 0404)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



4 Feb 1983

Are EROs properly prepared and do they contain all required information (TM 4700-15/1D, para 2-2a; MCO 4790.2A, para 0404 and Appendix H)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

of Active EROs reviewed  
of Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect**
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
BCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

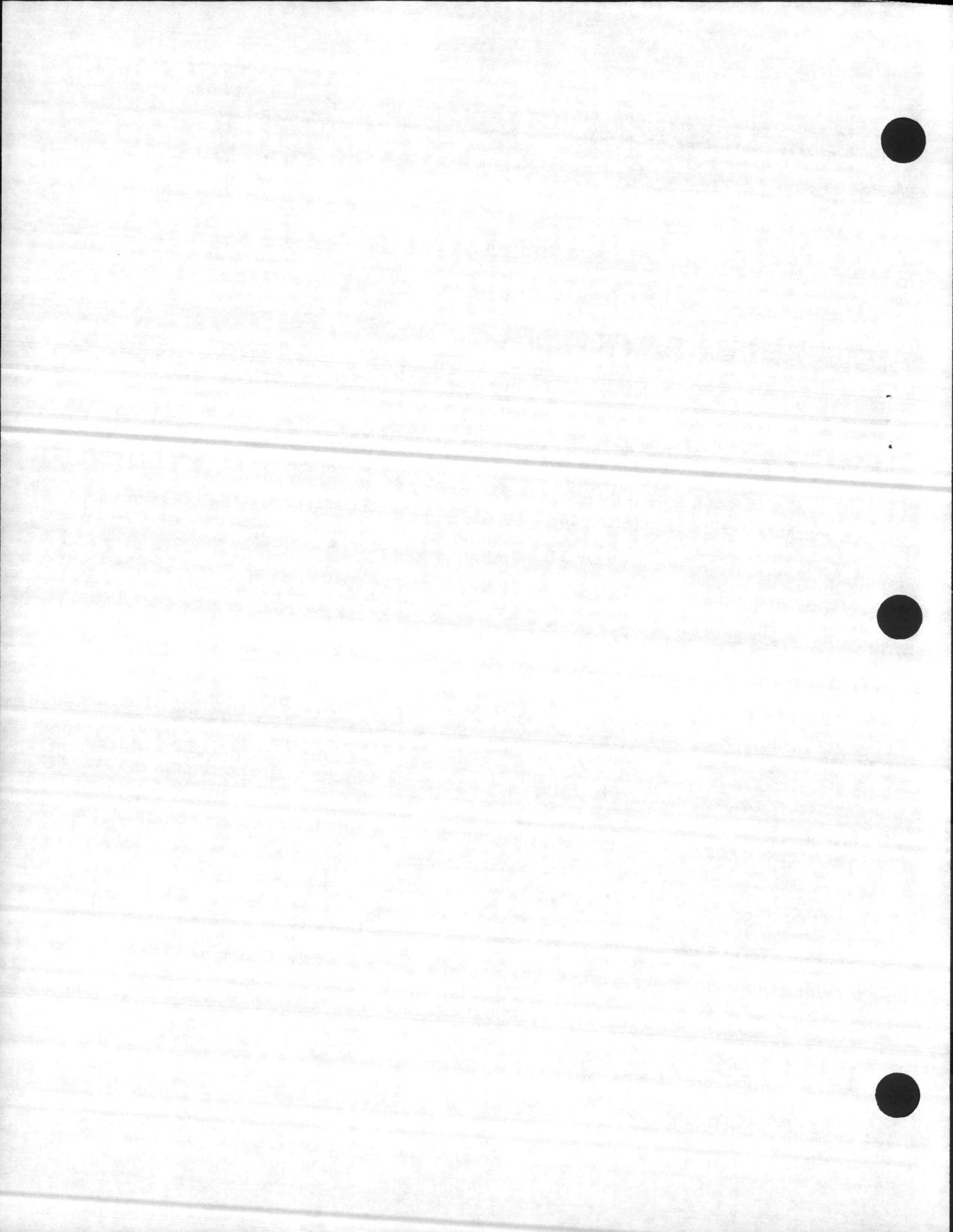
Body

Item No*	Mech Sig	Non-SASSY Parts*
Description of Work*	Status*	
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields**
Non-SASSY Parts*	Ne Unser**	Inspected By
Date Closed	EOTC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.  
\*\*Blank unless used for training



AS(H)O 5500.9C

4 Feb 1983

2. Is the DD-1348 or ERO Shopping/Transaction List (EROSL) used in conjunction with the ERO to requisition and cancel repair parts and secondary reparable associated with ground equipment undergoing repair? (UM 4400-15, paras 04001 and 04015; MCO P4790.2A, Appendix C)

Yes  No  N/A

13. Do DD-1348s or EROSLs contain all elements of information? (UM 4400-15, para 04001; TM-4700-15/1D, para 2-2b; MCO P4790.2A, para 0404 and Appendix H)

Yes  No  N/A

14. Are DD-1348s or EROSLs processed in a timely manner? (MCO 4400.16F, Enclosure (1); MCO P4790.2A, para 0204.2 and Appendix C)

Yes  No  N/A

15. Do all repair parts (EB and secondary reparable required to repair the items) appear on an EROSL DD-1348? (TM 4700-15/1D, para 2-2b(1); MCO P4790.2A, para 0204.2 and TM 4790-5, para 2-7b)

Yes  No  N/A

16. Does the section annotate the EROSL/DD-1348 with the date and quantity when parts are received? (MCO P4790.2A, para 0204.4; TM 4700-15/1D, para 2-2b(5)(a))

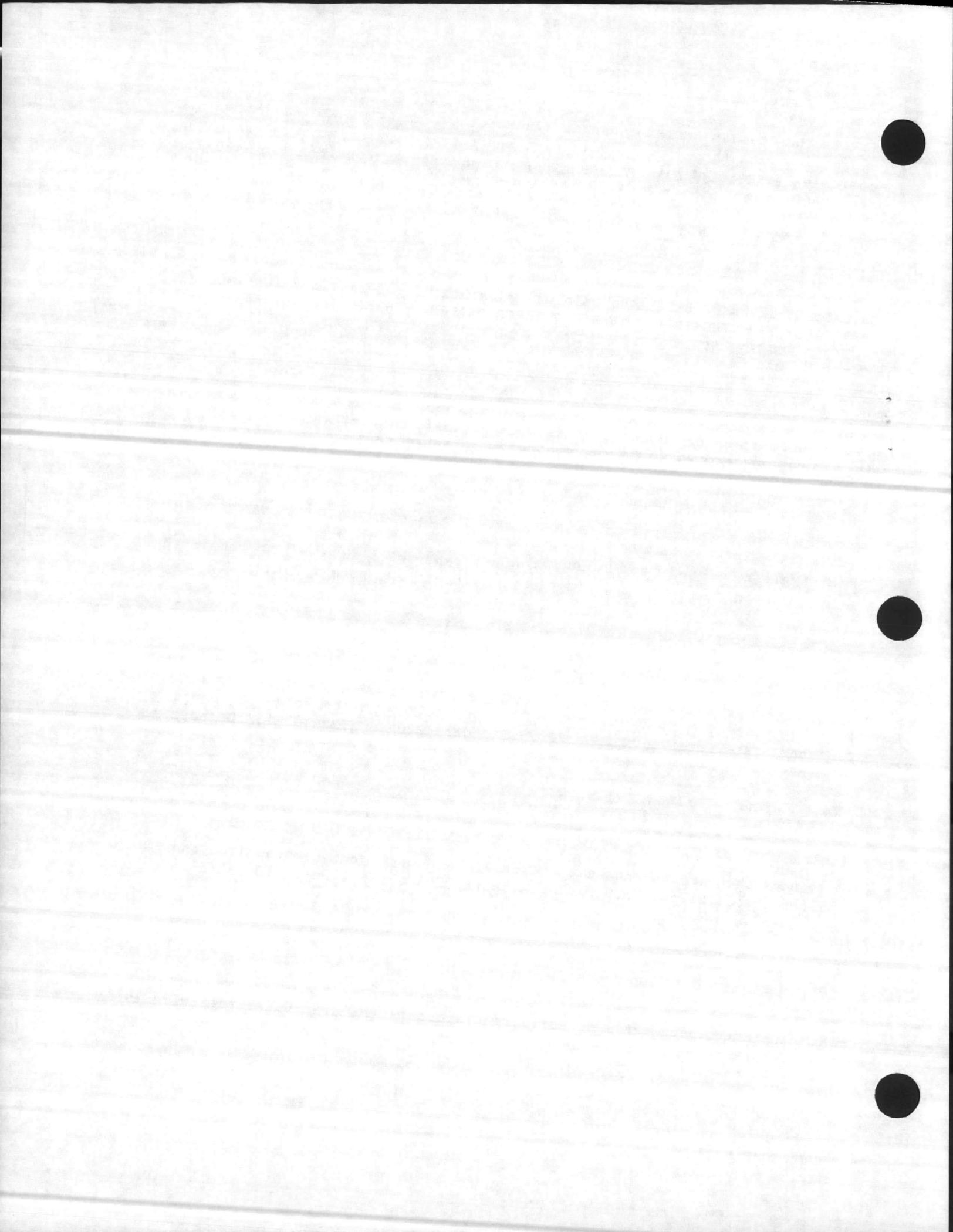
Yes  No  N/A

17. Does the section annotate the EROSL when parts are removed from the ERO bin for installation? (MCO P4790.2A, para 0204.4; TM 4700-15/1D, para 2-2b(5)(b) and (c))

Yes  No  N/A

18. Are all repair parts on valid requisition? (MCO P4790.2A, para 0204.1)

Yes  No  N/A



Are NMCM/NMCS indicators properly assigned to repair part requirements?  
4700-15/1D, para 2-2b(2)(d)14)

Yes \_\_\_\_\_ No \_\_\_\_\_

20. Are EROSLs/DD-1348s priorities commensurate with the ERO? (MCO P4790.2A, para 0204 and Appendix C; MCO 4400.16)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

21. Is a reconciliation conducted once every two weeks of the ERO bins, EROSLs/DD-1348s and EROs to determine if all material received for a specific ERO is on hand and properly controlled?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

22. Is a reconciliation conducted every two weeks with the unit supply office using validated EROSLs/DD-1348s to determine the correct status of outstanding repair part requirements? (MCO P4790.2A, Appendix C)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

23. Are all materials received from the supply source for an ERO issued to a mechanic/technician or placed in an ERO bin? (MCO P4790.2A, Appendix C)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

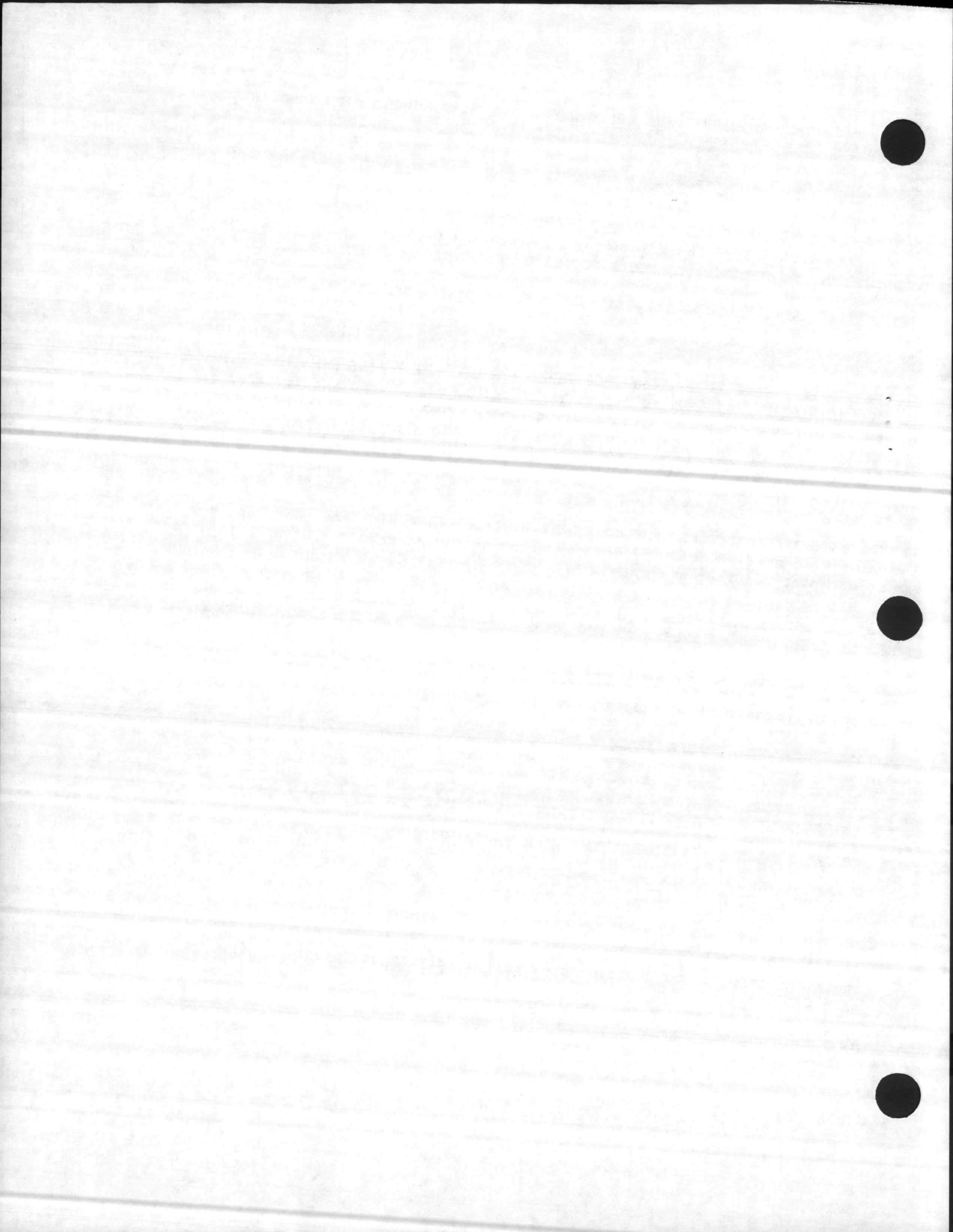
24. Do cognizant maintenance personnel understand supply status codes and required actions to be taken? (UM 4400-15, Appendix L)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

25. Are personnel properly trained in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.6)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

ENCLOSURE (21)



AS(H)O 5500.9C

4 Feb 1983

26. Are pre-fire inspections performed on individual weapons and the results recorded on form NAVMC 110937 (TI 8005-24/20)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

27. Are unit armorers aware of the procedures/guidance concerning the scribing, stamping and marking of identification numbers or letters on small arms? (TI 8370-15/1)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

28. Are issues and/or recoveries of weapons and associated collateral materiel accomplished with adequate control measures, security and records (NAVMC 10576s and NAVMC 10520s)? (UM 4400-15, para 06060; TI 8005-15/4)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

29. Are IMP cards periodically screened against a unit roster?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

30. Have procedures been established to identify weapons assigned to individuals on leave, hospitalized, confined or in an unauthorized absence status? (MCO 5500.9)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

31. Has an intrusion detection system (IDS) been installed if the weapons storage area is not under 24-hour armed protection?

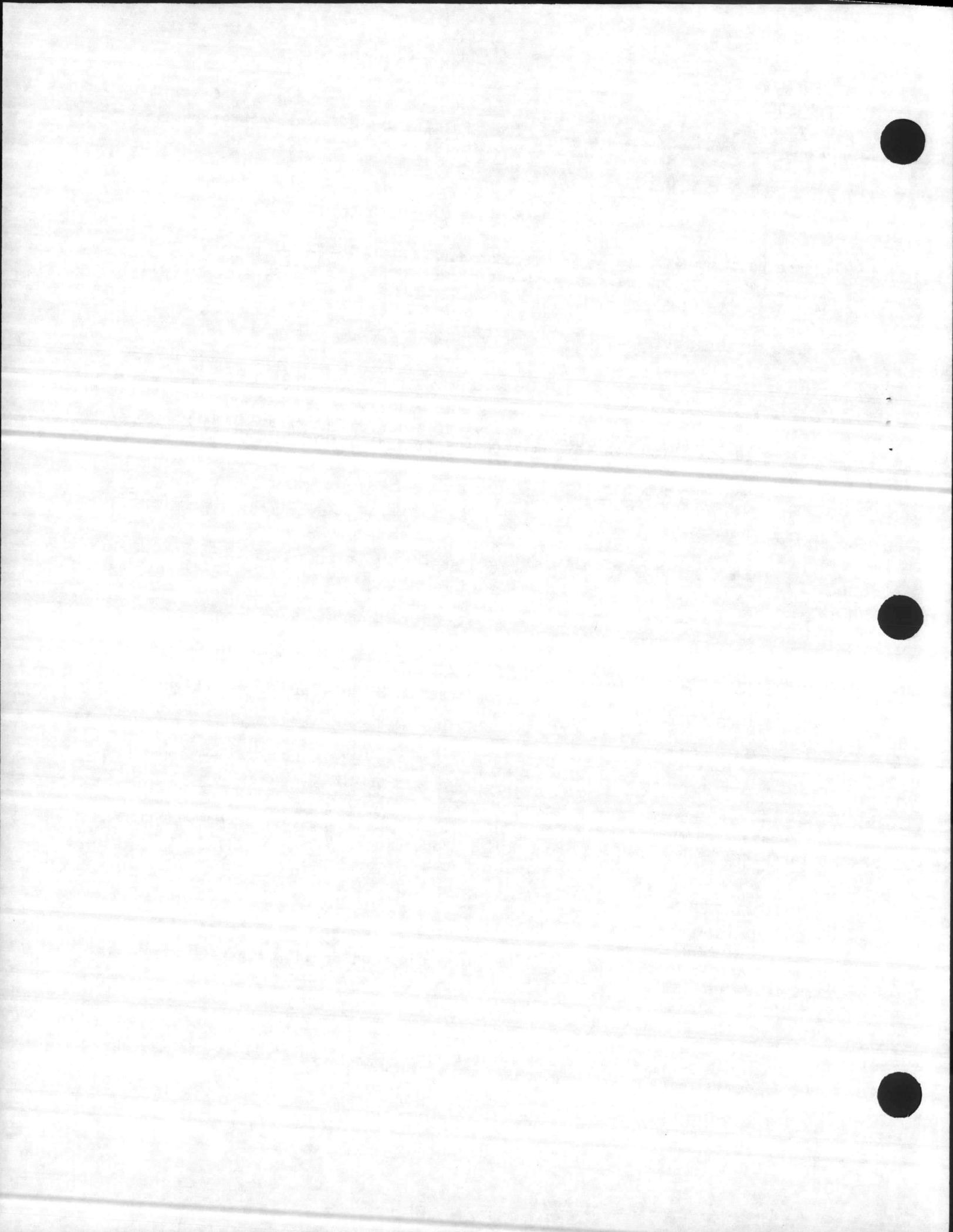
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

a. Are log entries made, either in a duty-log or in a separate alarm log, each time the IDS is activated?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

b. What physical security measures are taken if power lines are severed/out of commission? An emergency back up generator is available.

ENCLOSURE (21)



c. How often are tests of the IDS conducted? \_\_\_\_\_

Date of last test: \_\_\_\_\_ Reaction time \_\_\_\_\_

32. Is an unaccompanied access list with the names and duty positions of designated personnel posted?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

33. Have procedures been established for the positive identification of visitors to the armory prior to the admittance of visitors? (MCO 5500.9, para 5a(5))

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

34. Has an individual been designated as the armory lock/key custodian and is a key control log maintained by that individual? (MCO 5500.9, para 5c(8))

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

35. Does the key control log contain all required information? (MCO 5500.9, para 5c(8))

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

36. Is the monthly serialized inventory of all small arms conducted properly? (MCO 5500.9, para 5c(7))

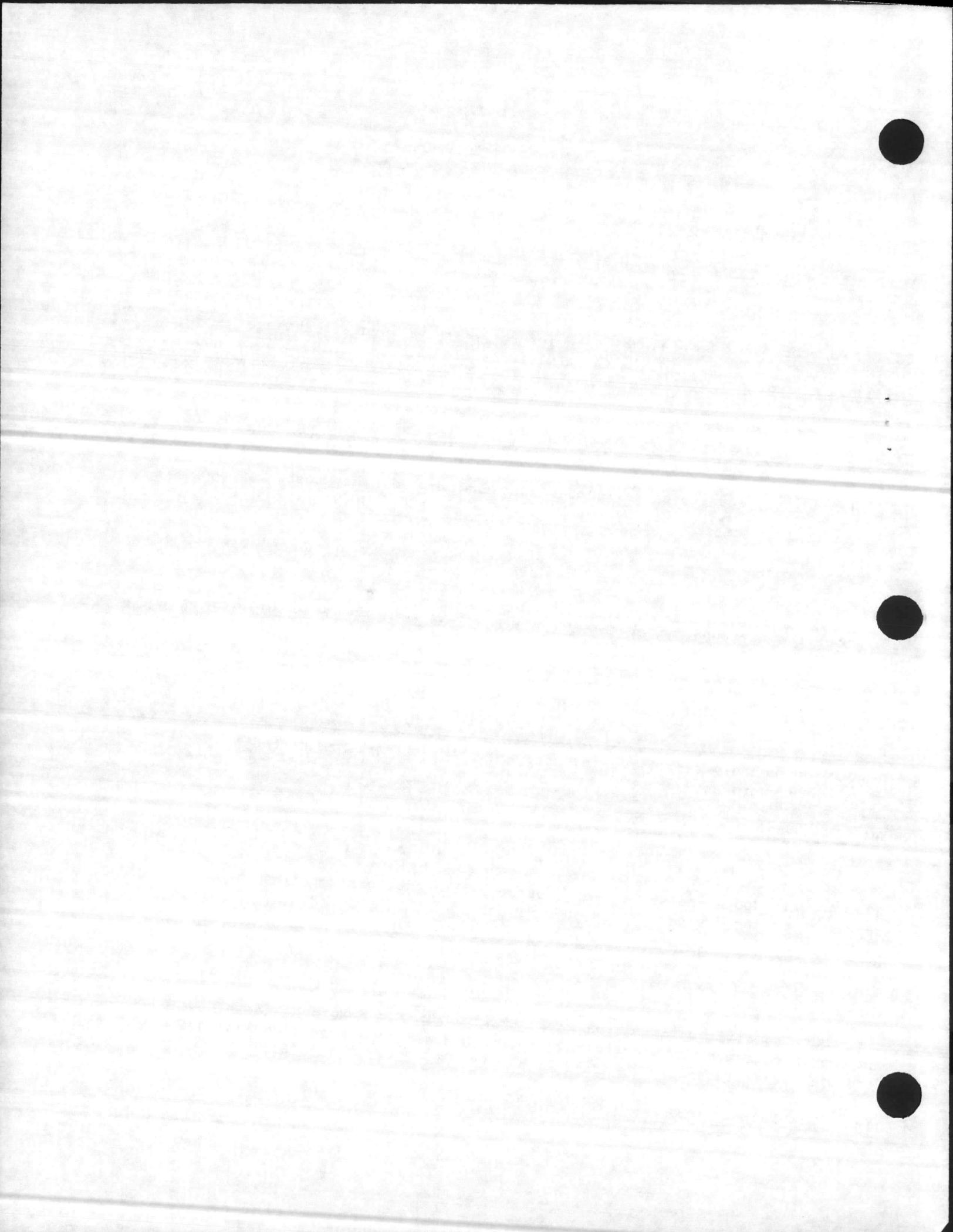
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

37. Are all doors and small arms storage racks/containers secured with approved locking devices? (MCO 5500.9, para 5c; TI 5340-12/1)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

38. Have specific written procedures been developed to account for all weapons in the storage area on a daily basis with recording and reporting instructions and are these procedures complied with? (MCO 5500.9, para 5c(6))

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



AS(H)O 5500.9C  
4 Feb 1983

39. Does the unit ordnance officer inspect or schedule armory inspections as necessary to meet the requirements from Oaure (1) 00-13/2?

Yes  No  N/A

#### TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D)

Yes  No  N/A

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)

Yes  No  N/A

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)

Yes  No  N/A

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)

Yes  No  N/A

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)

Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g., logbook, dog tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes  No  N/A

#### MODIFICATION CONTROL

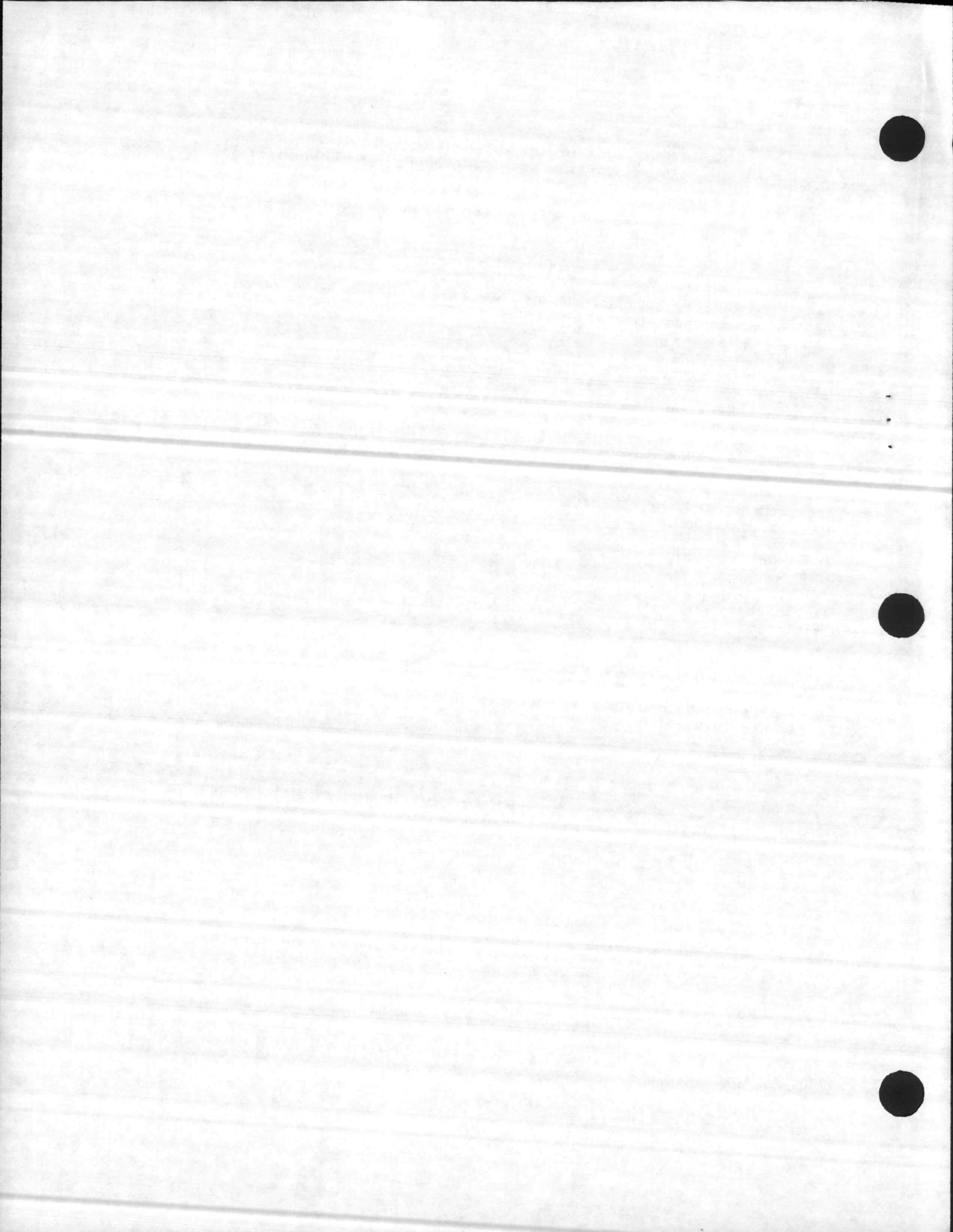
1. Has the commodity area established a modification control program? (TM 4700-15/1D, para 2-2f; MCO P4790.2A, para 0304 and Appendix G)

Yes  No  N/A

2. Has the section taken action to complete required modifications? (MCO P4790.2A, Appendix G)

Yes  No  N/A

ENCLOSURE (21)



3. Does the commodity section properly maintain Commodity Manager Modification Control Records (NAVMC 11053/NAVMC 11054)? (TM 4700-15/1D, para 2-2(2); TM 4790-14/8)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Does an examination of equipment and associated records agree with the command's modification records/reports? (MCO P4790.2A, Appendix G)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0305 and Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM 4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Is the unit taking advantage of "Special Calibration?" (MCO P4790.2A, para 0305.2)

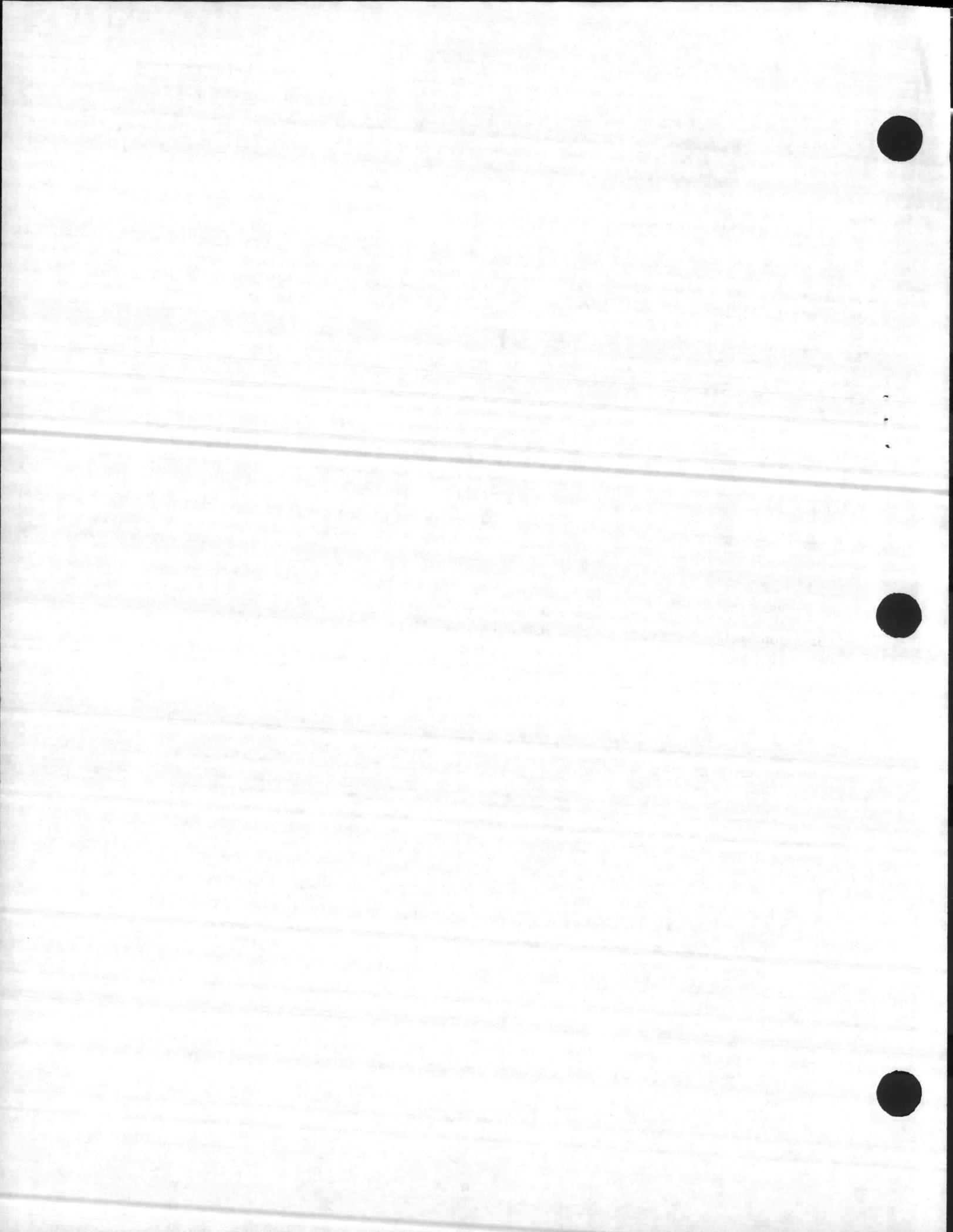
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM 4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



AS(H)O 5500.9C  
4 Feb 1983

Test and measuring equipment calibration control.

Possess Calibrated Special Calibration Inactive CNR Overdue In Cal

Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM 4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE?" (TM 4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

#### PUBLICATION CONTROL

1. Does the commodity area have current copies of required publications to support equipment through the echelon of maintenance authorized? (MCO P4790.2A para 0208.1 and Appendix B)

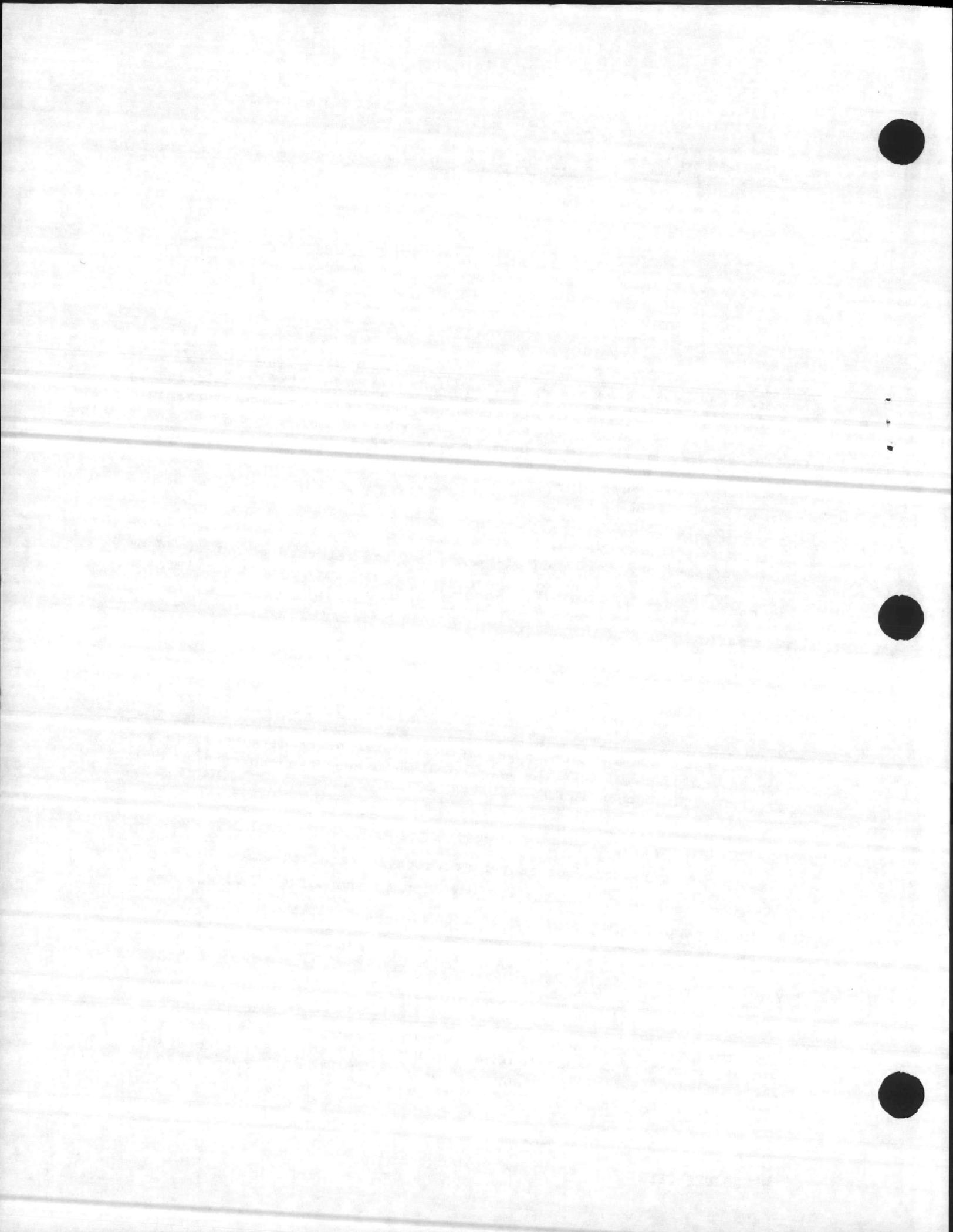
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

a. Are missing/required publications on requisition?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ See Question #3 and 4 Page T-11.

b. Do key commodity personnel understand procedures for requisitioning publications?  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Are commodity personnel using a NAVMC 10772 to report errors and recommended changes concerning equipment publications? (MCO P4790.2A, Appendix B; MCO 5215.14, para 10)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



3. Are the current publications checklists (SI 1 27-3, MCB-I 5215) available and are they used to ensure that required and "need-to-have" supply and maintenance publications are on hand and current? (MCH-I 5215; MCO P5600.31E, para 3201; MCO P4790.2A, Appendix B)

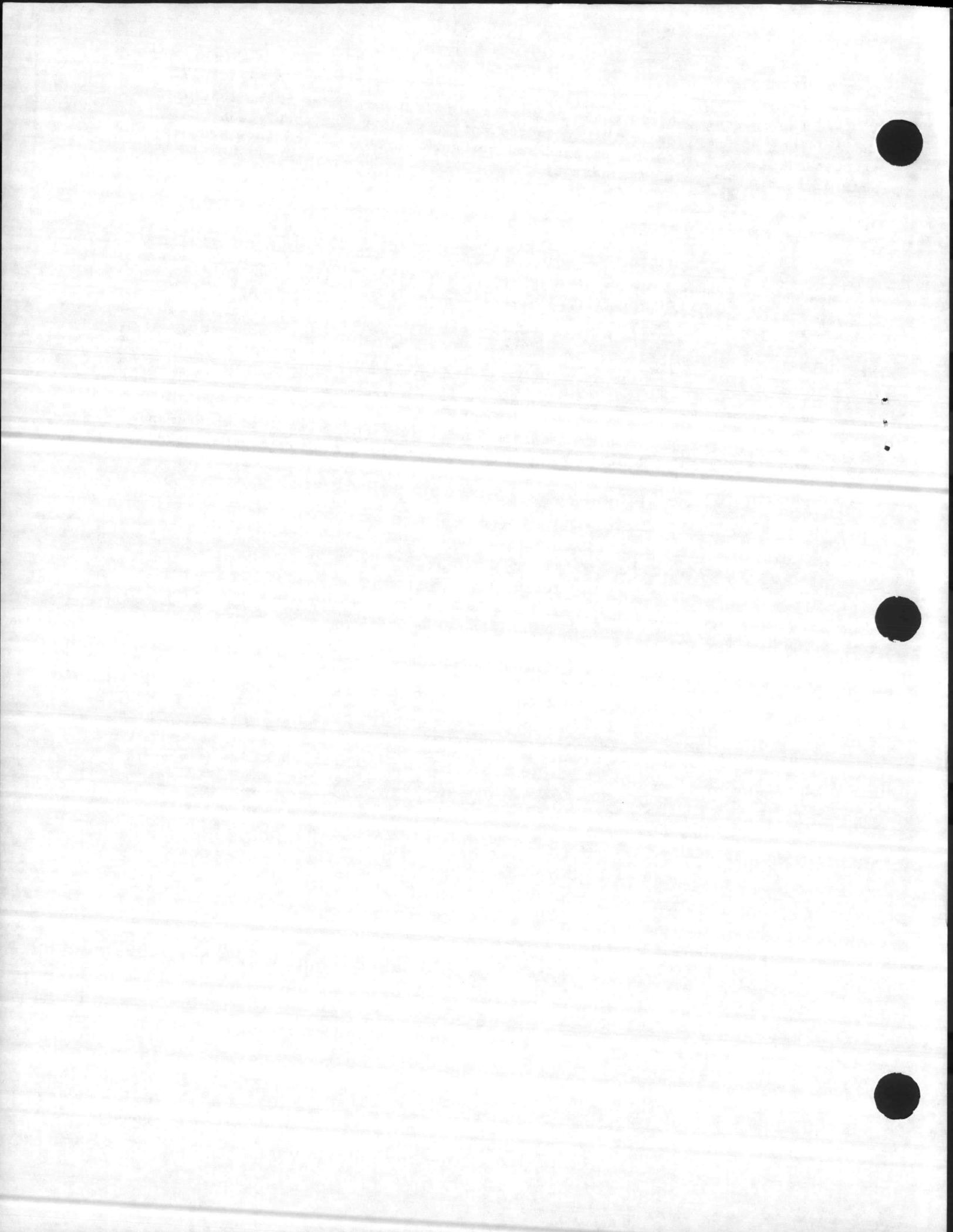
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Has the maintenance of directives files, to include filing changes and removing all cancelled/unauthorized directives, been properly accomplished? (MCO P5600.31E, para 3201)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. Are proper procedures being used for identification, filing and maintenance of required technical publications? (MCO P5600.31E, para 3201; MCO P4790.2A, Appendix B)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



DES- TOP PROCEDURES, TURNOVER FOLDERS

1. Are desk procedures prepared for each billet involving administration and management functions? (MCO P4790.2A, para 0105.1)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Have turnover folders been established by key personnel as identified in the unit Maintenance Management SOP? (MCO P4790.2A, para 0105.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ As outlined in the Armory SOP.

MISCELLANEOUS

1. Do commodity personnel understand the procedures for obtaining supporting maintenance services? (MCO P4790.2A, Appendix A)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Is the policy for the support of new equipment into the Marine Corps understood? (MCO 4400.12)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are the requirements and criteria for submitting Quality Deficiency Reports (QDRs) understood? (MCO 4855.10; TM 4700-15/1D, para 2-2d)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Are the requirements and criteria for submitting Quality/Reliability Reports (QRRs) understood? (MCO 4855.6, TM 4700-15/1D, para 2-2e)

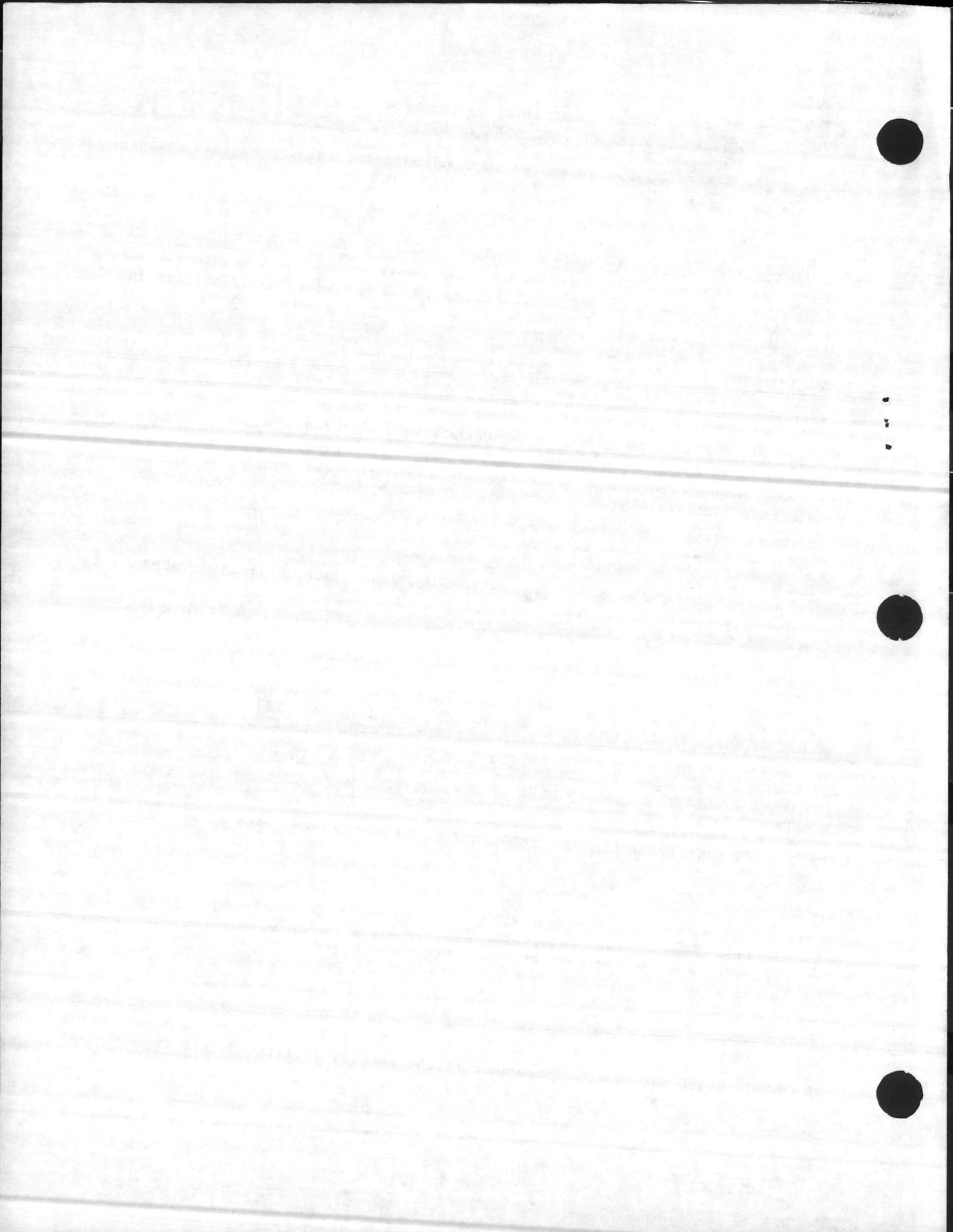
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. Is the Maintenance Management SOP readily available to and understood by responsible maintenance/maintenance-management personnel? (MCO P4790.2A, Appendix A)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

6. Are all maintenance personnel in the section filling billets commensurate with their MOS? (MCO P1000.6D, para 3107)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_



DESK-TOP PROCEDURES, TURNOVER FOLDERS

1. Are desk-top procedures prepared for each billet involving administration and management functions? (MCO P4790.2A, para 0105.1)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Have turnover folders been established by key personnel as identified in the unit Maintenance Management SOP? (MCO P4790.2A, para 0105.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ As outlined in the Armory SOP.

MISCELLANEOUS

1. Do commodity personnel understand the procedures for obtaining supporting maintenance services? (MCO P4790.2A, Appendix A)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Is the policy for the support of new equipment into the Marine Corps understood? (MCO 4400.12)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are the requirements and criteria for submitting Quality Deficiency Reports (QDRs) understood? (MCO 4855.10; TM 4700-15/1D, para 2-2d)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Are the requirements and criteria for submitting Quality/Reliability Reports (QRRs) understood? (MCO 4855.6, TM 4700-15/1D, para 2-2e)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. Is the Maintenance Management SOP readily available to and understood by responsible maintenance/maintenance management personnel? (MCO P4790.2A, Appendix A)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

6. Are all maintenance personnel in the section filling billets commensurate with their MOS? (MCO P1000.6D, para 3107)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

