



UNITED STATES MARINE CORPS
2D MEDICAL BATTALION
2D FORCE SERVICE SUPPORT GROUP (REIN)
FLEET MARINE FORCE, ATLANTIC
CAMP LEJEUNE, NORTH CAROLINA 28542-5709

BnO P8000.2B

6
15 Apr 86

BATTALION ORDER P8000.2B

From: Commanding Officer
To: Distribution List

Subj: Standard Operating Procedures for Ordnance (Short title:
SOP FOR ORDNANCE)

Ref: (a) UM 4400.15
(b) BO P4400.5D
(c) 2d FSSGC P8000.4A
(d) BO P3000.4D
(e) TI-8370-15/1
(f) UM 4790.5
(g) BO 5500.1E

Encl: (1) Locator Sheet

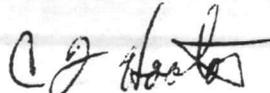
1. Purpose. To publish guidance and instruction for the management and control of ordnance materials and establish procedures for the operation of the 2d Medical Battalion Armory.

2. Cancellation. BnO P8000.2A

3. Background. Commanding Officers are responsible for the safekeeping of ordnance materials issued to their commands. To provide definite instructions for the issue and control, security and accounting of ordnance materials within this Battalion, the enclosed Standing Operating Procedures are provided.

4. Action. This order is applicable to all personnel and units of 2d Medical Battalion. The procedures set forth herein are applicable to routine training and deployments, and combat operations unless subsequently modified to meet specific situations. Instructions issued by subordinate units regarding ordnance procedures will conform to the provisions of this SOP.

5. Certification. Reviewed and approved this date.


C. J. HOOTON
Acting

Distribution: A



MCO P8000.2A
15 APR 1986

SOP FOR ORDNANCE

LOCATOR SHEET

Subj:

Location: _____





SOP FOR ORDNANCE

TABLE OF CONTENTS

INTRODUCTION

CHAPTER

1	RESPONSIBILITIES
2	SECURITY AND CONTROL OF ORDNANCE ITEMS
3	MAINTENANCE PROCEDURES
4	AMMUNITION
5	REPORTS
6	ORDNANCE REFERENCE



SOP FOR ORDNANCE

CHAPTER 1

RESPONSIBILITIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
Commanding Officer.....	1000	1-3
Battalion Ordnance Officer.....	1001	1-3
Battalion Supply Officer.....	1002	1-3
Senior Battalion Armorer.....	1003	1-3
Individual Marine/Sailor.....	1004	1-4



SOP FOR ORDNANCE

CHAPTER 1

RESPONSIBILITIES

1000. Commanding Officer. The Battalion Commanding Officer has overall responsibility for the safe operation, serviceability, conduct of inspections, proper care, security, and maintenance of all ordnance material and equipment. In the execution of these responsibilities, he will:

a. Appoint in writing, an officer as the unit Ordnance Officer (collateral duties). His duties shall consist of guidelines provided in paragraph 1339 of FMFM 3-1 (modified to unit level), directives issued by Medical Battalion, this order, and those of higher headquarters.

b. Establish an effective maintenance and cleaning program for all ordnance items used by the unit.

c. Establish effective safety procedures for the expenditure of weapons and munitions.

d. Ensure proper security and control of all ordnance material used by the unit.

1001. Battalion Ordnance Officer (S-4 Officer). The planning, coordinating and supervision of all ordnance and armory related matters within the Battalion is the responsibility of the Ordnance Officer. He is to ensure that all inventories are conducted in an accurate and timely manner, advising the Commanding Officer of the results. He will submit M-L-S-R's as required in accordance with reference (a), and shall conduct inspections as to the security and operational ability of the Battalion Armory in accordance with references (b) and (c). In addition he will establish an effective maintenance and cleaning program for all ordnance items used by the Battalion.

1002. Battalion Supply Officer. The Battalion Supply Officer shall ensure that all ordnance or ordnance related T/E items not on hand are on requisition. He shall aid the Battalion Ordnance Officer in requisitioning required repair parts and cleaning gear. In addition he will provide and maintain a current record of serial number of all weapons and related serialized ordnance items in a manner whence a thorough and timely inventory may be conducted.

1003. Senior Battalion Armorer. The Senior Battalion Armorer shall assist the Battalion Ordnance Officer in the performance of his duties. He shall maintain all required technical publications and provide supervision and direction to his staff. He will schedule Limited Technical Inspections on all Battalion Ordnance items on a regular basis, performing authorized repairs as required. He will



also process all evacuations and open Equipment Repair Orders through the Maintenance Management Office.

1004. Individual Marine/Sailor. The Individual Marine/Sailor once assigned his T/O weapon, is responsible to the Commanding Officer in properly maintaining his weapon as outlined in reference (c).



SOP FOR ORDNANCE

CHAPTER 2

SECURITY AND CONTROL OF ORDNANCE ITEMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	2000	2-3
SECURITY OF WEAPONS.....	2001	2-3
ISSUE AND RECOVERY OF INDIVIDUAL WEAPONS.....	2002	2-5
ISSUE OF STOCK WEAPONS FOR CLEANING.....	2003	2-6
ACCOUNTABILITY, HANDLING, AND TRANSPORTATION OF WEAPONS.....	2004	2-7
REPORTING OF MISSING, LOST OR STOLEN OR RECOVERED WEAPONS.....	2005	2-8
POSSESSION AND REGISTRATION OF PERSONAL FIREARMS AND WEAPONS ABOARD MCB.....	2006	2-9



SOP FOR ORDNANCE

CHAPTER 2

SECURITY AND CONTROL OF ORDNANCE ITEMS

2000. General

a. The Commanding Officer is responsible for adequate safeguarding of all individual weapons charged to the unit, including those issued individually to members of the organization. He is responsible for ensuring individuals are provided adequate storage for personal weapons.

b. Personnel in receipt of individual weapons or other government material have an independent responsibility to ensure equipment in their charge is properly safeguarded and cleaning is accomplished.

c. Weapons will be issued in an official capacity only. When the requirement no longer exists, the weapons will be returned to the armory/weapon storage area for safekeeping.

d. Individual weapons will not be removed from Camp Lejeune, except for operational commitments or as specifically authorized in written orders.

e. Weapons assigned to personnel will be stowed in the Battalion armory and will be issued only when required. The battalion armorer will be charged with requiring proper identification of the person drawing a weapon.

f. This section applies to all arms and crew served weapons.

2001. Security of Weapons. The Commanding Officer will institute a positive system of control which will include the following:

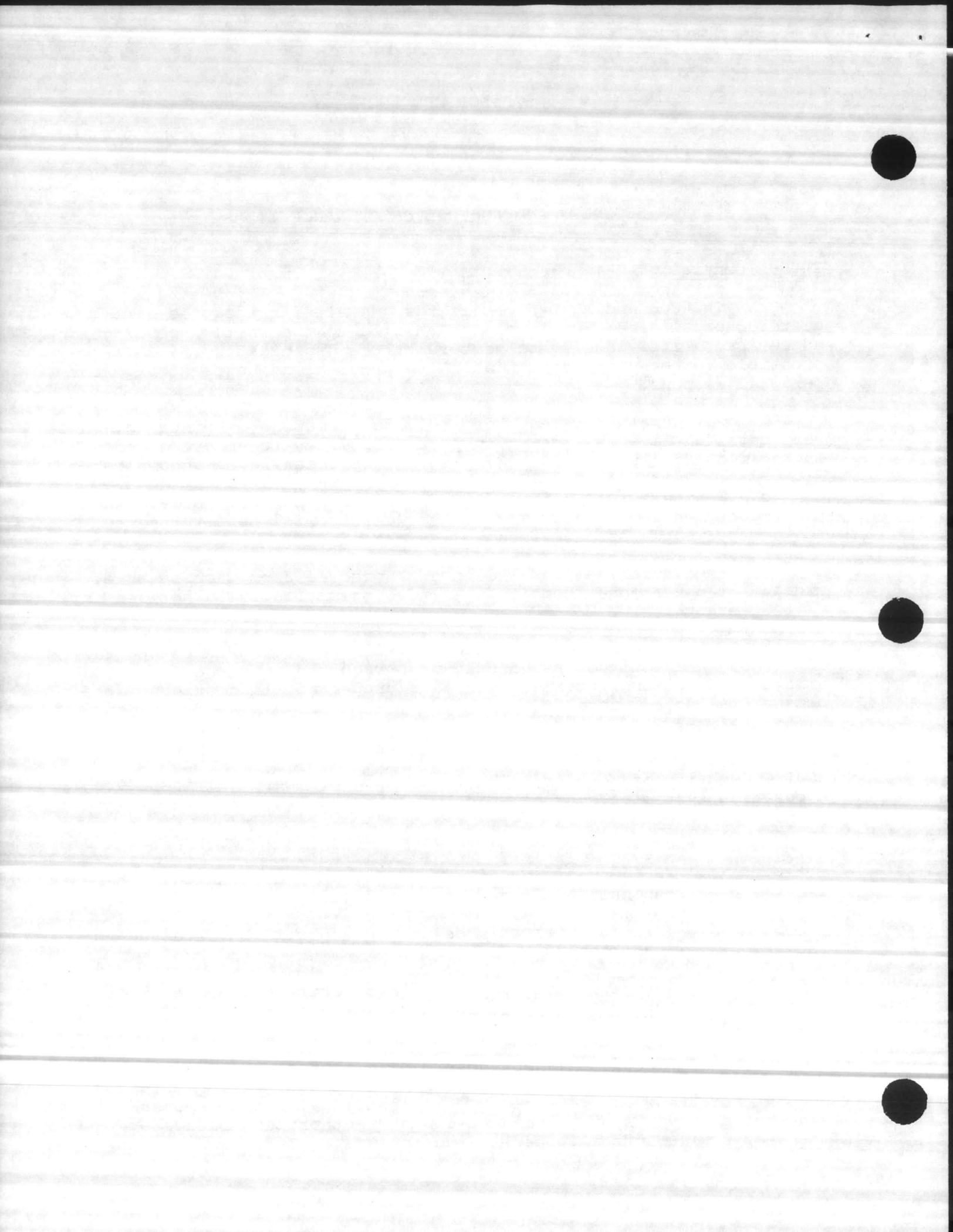
a. In-garrison:

(1) Individual weapons charged to an individual will be secured by a responsible officer or the responsible individual.

(a) Each weapon when not in use will be returned to the armory for safekeeping.

(2) Ensure a daily physical inventory is conducted upon opening and securing the armory and that all weapons and ordnance are accounted for.

(3) Immediately upon determining that a person is in an unauthorized absence status, the Company Commander will physically account for the weapon charged to the individual. The Armorer will tag the weapon to show the man is in an unauthorized absence status. The weapon will not be issued to the individual until authorized by



the Battalion Commander.

b. In the field and during deployments:

(1) Pistols and Rifles

(a) When ashore, detachment OIC's or POIC's will ensure adequate security is provided for ordnance at all times.

(b) Pistols will be maintained in a secured pistol chest while embarked aboard ship.

c. Requalification Detail at the Marine Corps Base Rifle Range

(1) Individual Responsibility

(a) Each individual assigned to a requalification detail at the Marine Corps Base Rifle Range will secure his weapon in the assigned rifle rack at the Rifle Range Armory.

(b) Subsequent to firing and prior to liberty call, each day at the rifle range, each individual will clean his weapon and secure it in the assigned rifle rack at the Rifle Range Armory.

(c) AT NO TIME WILL AN INDIVIDUAL WEAPON BE SECURED, STORED OR TRANSPORTED IN A PRIVATELY OWNED AUTOMOBILE.

(2) Unit Responsibility

(a) The Commanding Officer, H&S Company will:

1. Assign by unit bulletin an officer or noncommissioned officer in charge of each requalification detail.

(b) The Battalion Ordnance Officer will:

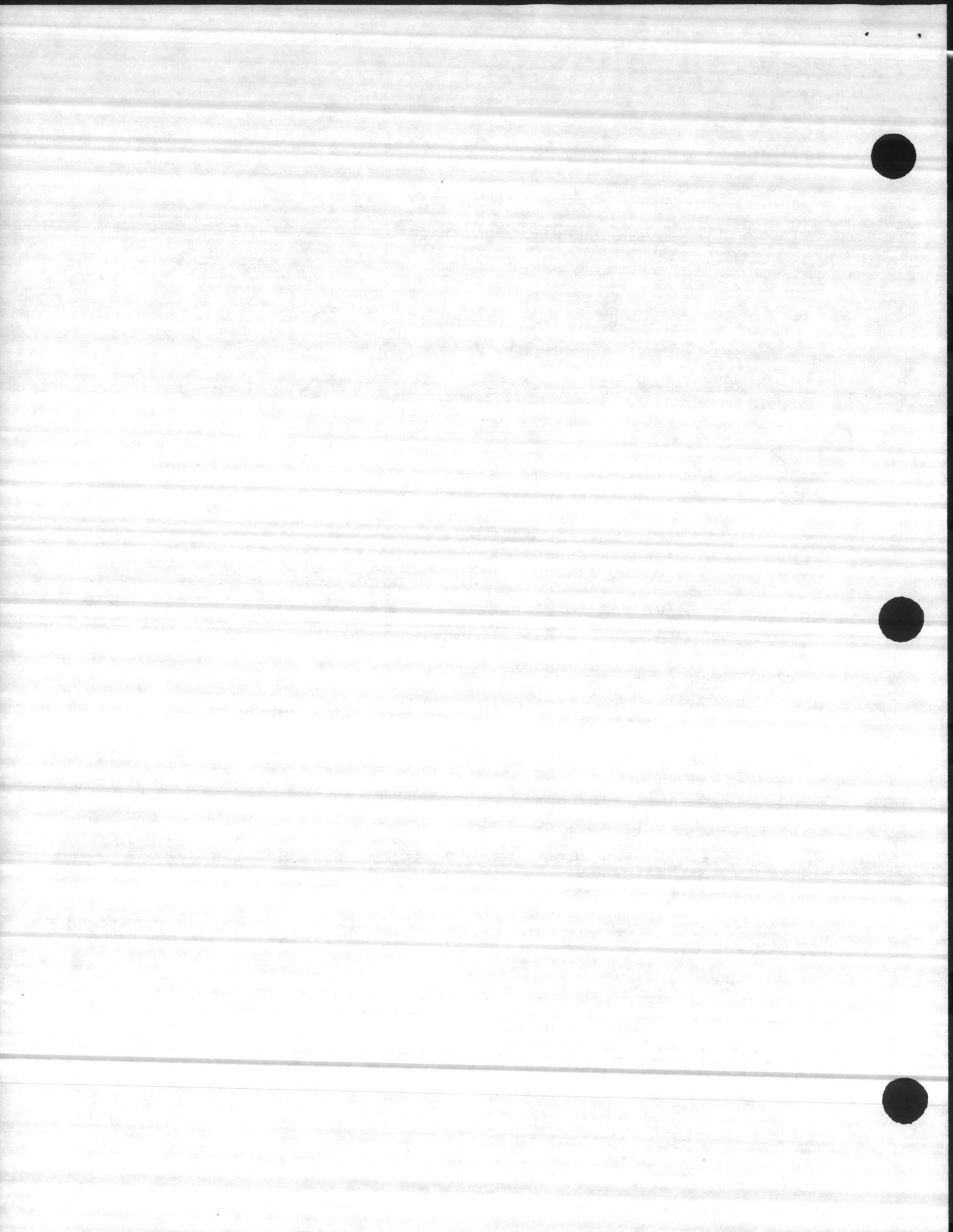
1. Provide the Officer or Non-Commissioned Officer in charge of each detail with serial numbers of each rifle assigned to members of that detail.

2. Ensure that weapons assigned to individuals driving privately owned vehicles to the rifle range, are transported by unit vehicle.

(3) Responsibilities of Officer or Non-Commissioned Officer in Charge. The Officer or Non-Commissioned Officer in charge of each requalification detail will be responsible for the following:

(a) Ensure ALL WEAPONS under his responsibility are properly secured in the Rifle Range Armory following each day's scheduled at the Rifle Range.

(b) Personally ensure each rifle is turned into Rifle



Range Armory.

d. Inventory of Weapons

(1) A Weapons Inventory Team consisting of one commissioned Officer and an E-6 Navy or Marine, not directly involved in the operation of Battalion ordnance, will be appointed in writing on a Monthly basis.

(2) The Weapons Inventory Team will conduct a serialized inventory of all weapons and security ammo monthly. This inventory will be made a matter of permanent record and will include the date the inventory was conducted, and will list all discrepancies found or the absence thereof.

(3) The Battalion Armorer will conduct a physical inventory of all weapons upon opening and securing. The inventory at 1600 will be signed by both the Battalion Armorer and the Ordnance Officer and retained on file for a period of one (1) year.

e. Key Control and Access

(1) During normal working hours, one set of keys will be in the possession of Battalion Armorer. After working hours, these keys will be turned over the Officer of the Day by the duty Armorer and a log entry, made in the Armory Key Log by the Officer of the Day.

(2) There will be an Armorer appointed in writing by the Commanding Officer to be the key custodian. He will ensure that lock and key control regulations and procedures are enforced by FSSGO, 8000.4 and MCO 5500.9.

(3) A duplicate set of access keys will be maintained in the Battalion S-4 key locker.

f. Sentries: Sentry duty is the responsibility of the French Creek area guard.

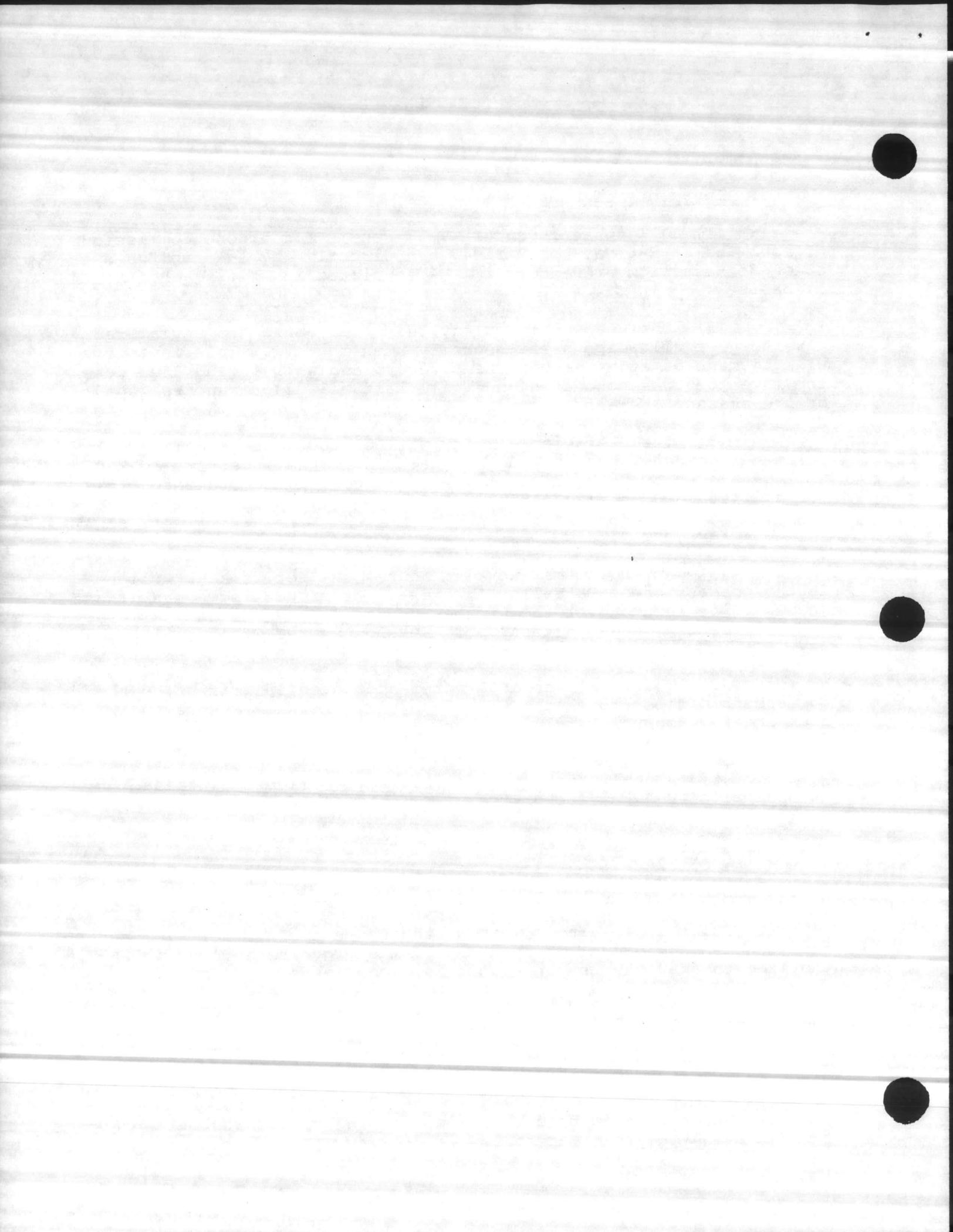
2002. Issue and Recovery of Individual Weapons

a. Prior to issuing a weapon, the Battalion Armorer will ascertain that an individual is a member of the organization and is authorized to draw the weapon. This is accomplished by:

(1) An identification card check, regardless of rank of individual concerned.

(2) Ensuring the individual has authority to draw the weapon from his/her unit.

b. Execute a Memorandum Receipt for individual weapon and accessories (NAVMC 10576) as follows:



(1) Place the individual's name, rank, serial number, and activity address in the space provided.

(2) Enter the quantity in the appropriate weapon accessories columns and the serial number of the weapon in the item column. If the weapon being issued is not identified on the card, also enter the weapon nomenclature in the space provided under the weapon item.

(3) Carefully inspect the weapon and enter the condition noted in the issue inspection portion of the form: Weapon inspection and entries on the card will be in accordance with TI 8005.15/4A (Inspection by witnessing Officer or Individual Arms).

(4) An Officer or SNCO must verify correctness of entries, and sign and date the card in the space provided. Additionally, legible print or type the name and rank of inspecting officer below the signature. Officer/SNCO's may act as their own inspecting officer.

(5) The individual receiving the weapon will inspect the weapon to ensure that all defects are listed or the fact that no discrepancies are observed, the serial number is correctly recorded, and accessory quantities are correct. The individual will then initial and sign the certification of respect in the space provided.

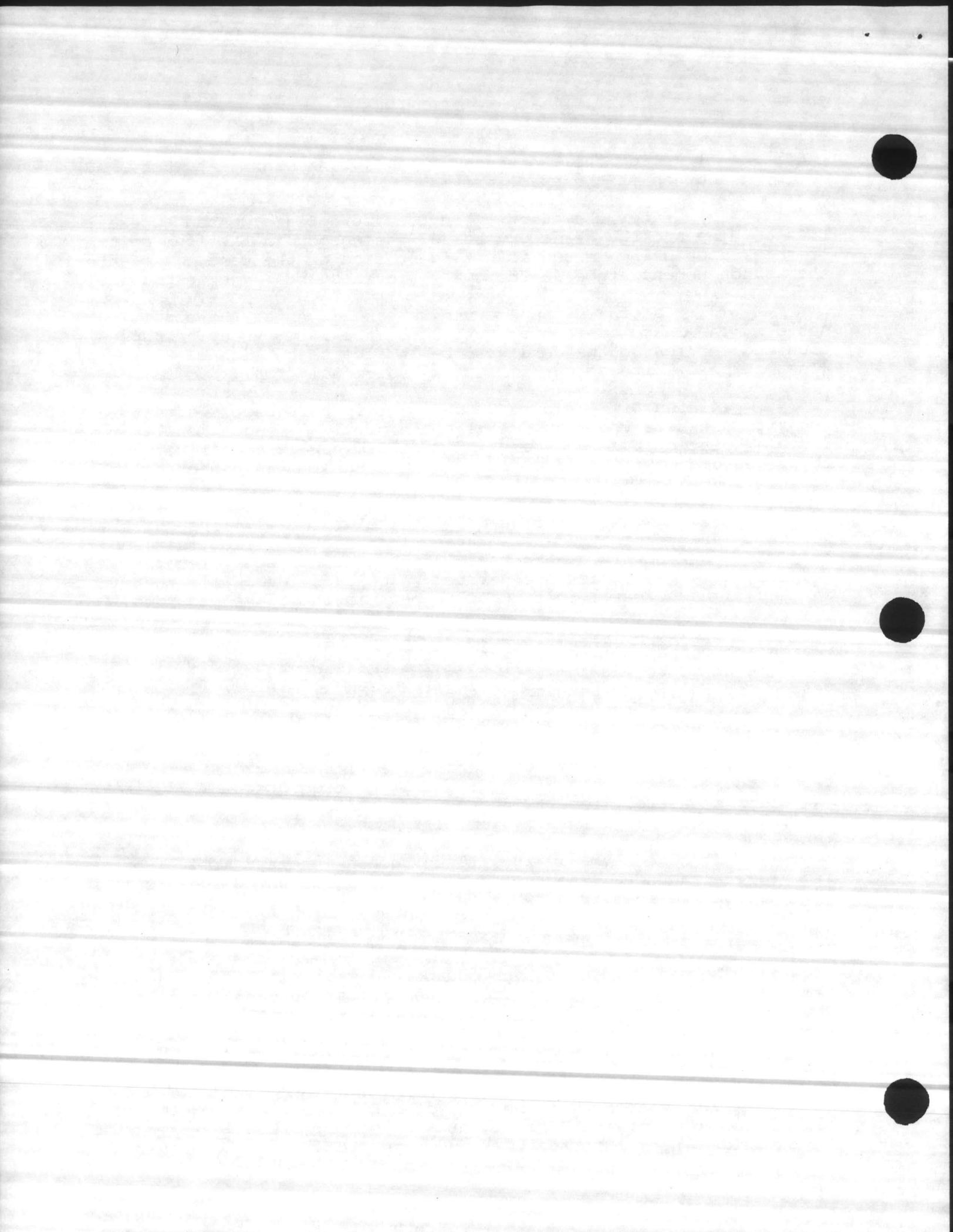
(6) Upon recovery, the inspecting officer will inspect the weapon and compare its condition to the condition of the weapon at the time of issue, taking into consideration the period of time the weapon was in the possession of the individual. If the weapon shows no evidence of improper care or negligence, the witnessing officer will record no recovery inspection data, and original receipt document will be returned to the individual. If the weapon shows evidence of improper care or negligence, the witnessing officer will record these facts in the recovery data position of the NAVMC 10576 and will immediately report instructions contained in MCO P4400.198 (Marine Corps Supply Manual Volume 1).

(7) The NAVMC 10520 will be turned into the armorer by the individual drawing his/her personal weapon. The NAVMC 10520 will be returned to the individual when the weapon is returned to the armory.

2003. Issue of Stock Weapons for Cleaning

a. The senior men of each cleaning detail will first identify himself by presenting his military identification card and a letter from his company commander/leading chief designating the members of the work detail. The armorer will verify both the I.D. card and listing by means of a current alpha roster or contact with the company.

b. Stock weapons will be issued on ECR card, one to each member of the work detail. The member will verify the number listed on the card, initial the number, and sign the card. The original of



the ECR card will be maintained by the armorer.

c. Prior to acceptance, weapons will be broken down and presented to the armorer for inspection. Once approved by the armorer, note will be made to the left of the number and the member instructed to assemble the weapon. Once accepted, the serial number of the weapon will be crossed out and the member will initial immediately after his first set of initials, i.e. 00000 PIP/PIP.

d. If the member will be cleaning another weapon of the same type (M16, .45), the number of the new weapon will be entered below the previous issue and the procedure followed as above.

e. When the last weapon to be cleaned is crossed out and initialed, the original ECR card will be ripped in half. The half with the serial numbers being returned to the member.

f. The above policy will only be utilized when a marine/sailor is cleaning more than one of a kind of weapon. When assigned more than one type, another ECR card with the new nomenclature will be drawn up.

2004. Accountability, Handling, and Transportation of Weapons

a. Definitions

(1) Firearms Any weapon from which a shot can be discharged, including both explosive charge or compressed gases.

(2) Weapon Any instrument specifically designed with the capability of inflicting bodily harm to a human being. For the purpose of this SOP, this included: Firearms, bows, cross-bows, switch-blades or blades in excess of three inches in length, combat knives, brass knuckles, black jacks and similar items.

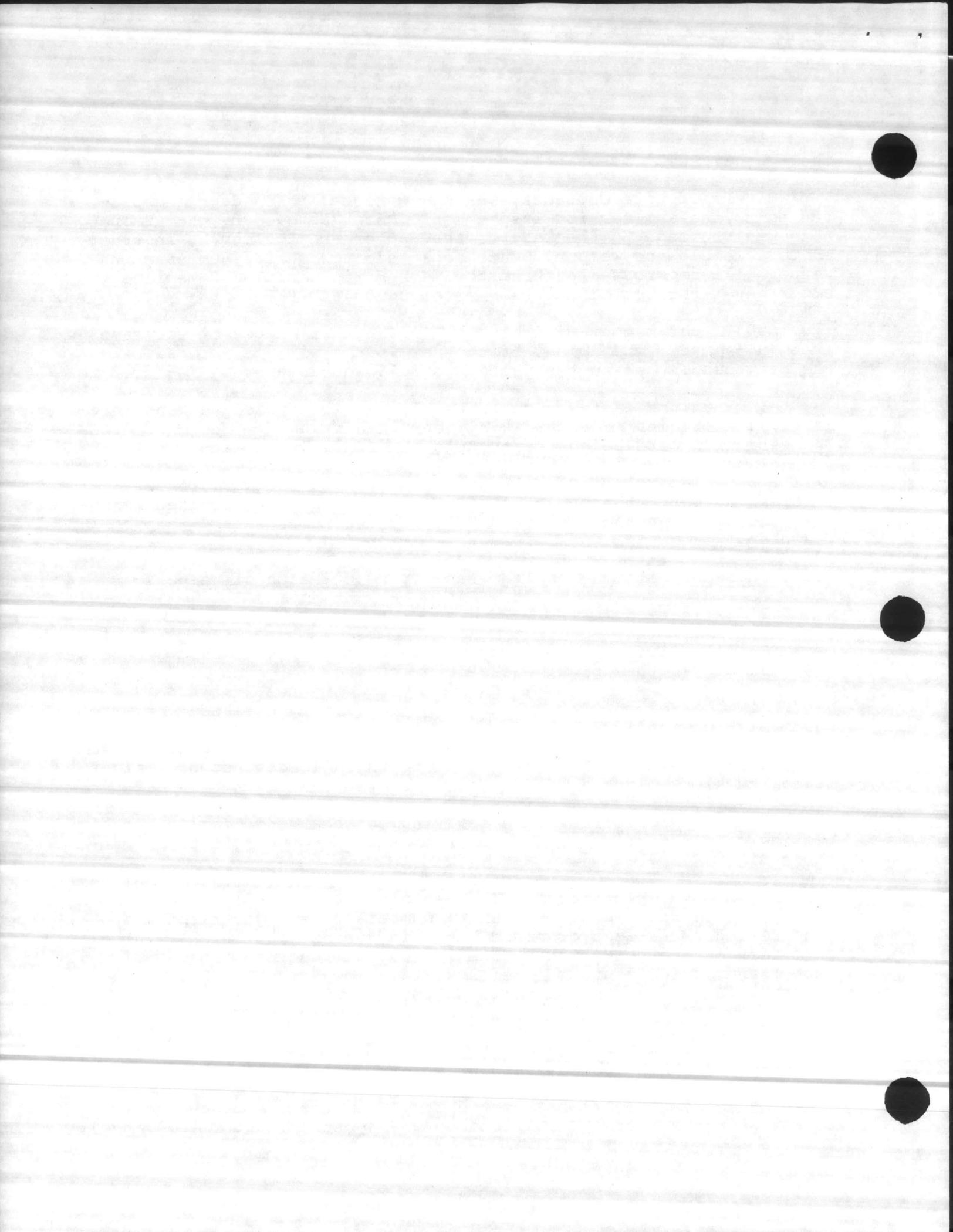
(3) Prohibition The carrying, discharging, firing, or displaying of any firearm or weapon other than government issue is prohibited.

b. Accountable Records The Battalion Supply Officer will maintain an up-to-date record of serial numbers of all government weapons and related serialized ordnance items in a manner in which a rapid inventory may be conducted. This record will include the serial number and nomenclature of items by TIE allowance. The Battalion Armory will have a copy of this listing.

c. Transportation

(1) Once issued, weapons are subject to the following restrictions:

(a) Not to be removed from the armory compound unless authorized (i.e. for JOB inspection, transportation to rifle range).



(b) Will not be transported in a civilian vehicle.
(c) If carried to the barracks for inspection, weapons will not be left unaccompanied.

(2) Under no circumstances will military weapons be transported in POV's or, unauthorized by cognizant authority, transported off-base.

2005. Reporting of Missing, Lost or Stolen or Recovered Weapons

a. Definitions

(1) Operational Loss Loss which occurs as the result of contact with the enemy, while embarking/debarking, or under similar circumstances, when an item is unavoidably lost and chance of recovery is determined by the Commanding Officer as improbable.

(2) Individual Loss A weapon lost by, or stolen from an individual when a part of his individual equipment and in his/her personal possession.

(3) Organizational Loss His/Her stolen/missing item which was located in an armory, supply area, arms chest cabinet, shipment in transit, ship storage area, office, etc. and cannot be determined as having been in the personal possession of an individual.

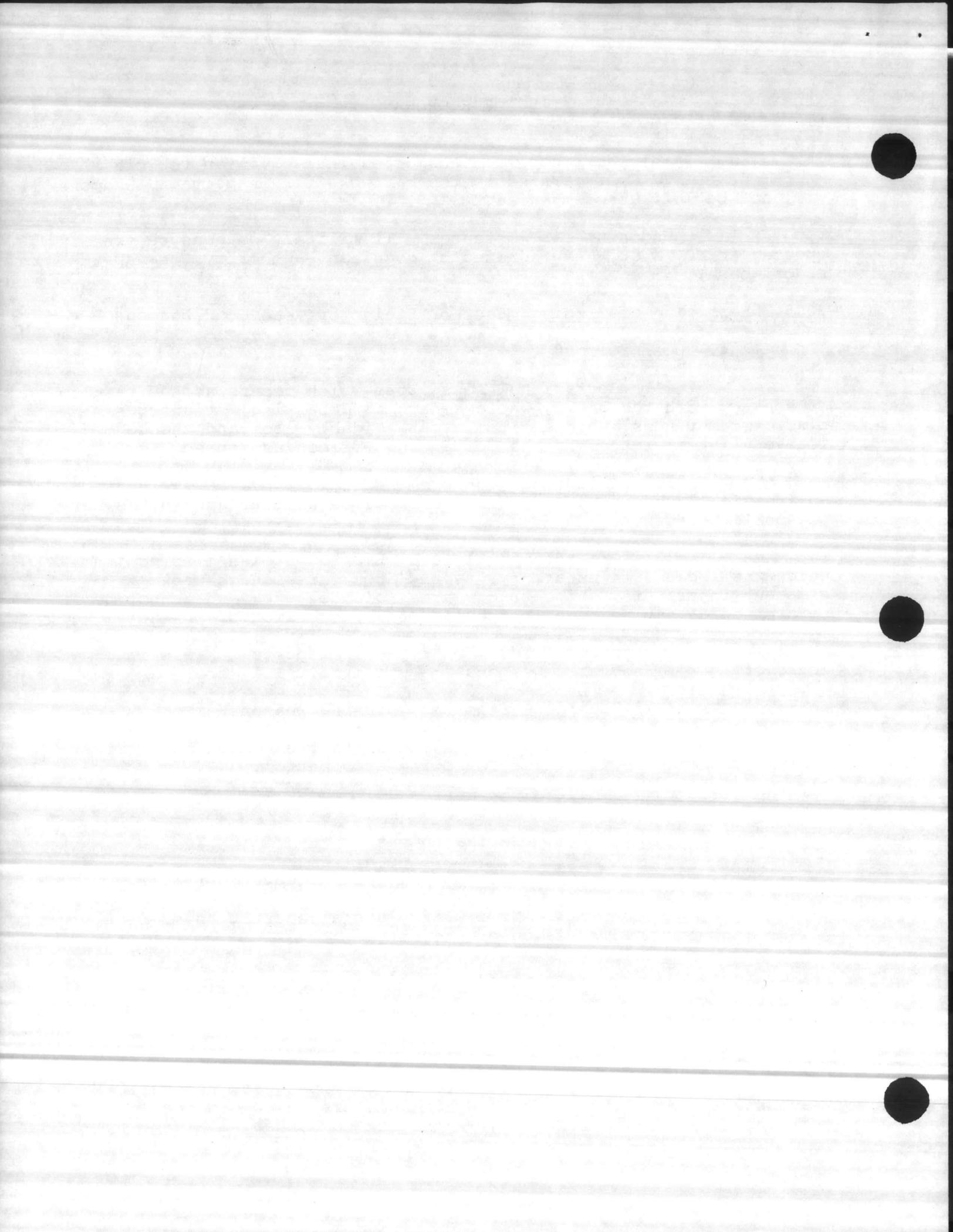
b. Reports Required. Two types of reports for missing, lost, stolen or recovered weapons are utilized. They are:

(1) Telephone report of missing weapons:

(a) Report immediately to the Commanding Officer, via the Ordnance Officer, the following information:

1. Item nomenclature.
2. Serial number.
3. Date and time of discovery of loss.
4. Name, rank, social security number of person last having possession of property.
5. Type of loss.
6. Location of loss.
7. Circumstances of loss.

(2) Letter reports to CMC on missing or recovered weapons will be initiated by this Headquarters in accordance with reference (d). In addition, the Battalion Commander will make an



immediate telephone report to the Chief of Staff, 2d FSSG.

2006. Possession and Registration of Personal Firearms and Weapons Aboard MCB

a. Barracks Residents.

(1) Storage of weapons in the barracks is prohibited. Firearms and other weapons belonging to barracks residents will be stored in the unit armory.

(a) Firearms will be registered with PMO, then presented with the registration to the unit armorer for proper storage. An ECR card for the weapon will be drawn up, the original being maintained by the armory with a copy of the registration. When the owner wishes to check out his firearm to fire or clean, he will sign it out from the armorer.

(b) Personal ammunition will not be stored in the armory.

(2) Storage of ammunition in the barracks is prohibited.

b. Married Quarters Residents.

(1) Register privately-owned firearms retained in their quarters with the Base Provost Marshall within forty-eight hours of having the weapon on military property.

(2) Ensure firearms are not readily accessible to children. When possible, weapons should be disassembled.

c. Possession or Use of Exploixives, Fireworks, and Pyrotechnics.

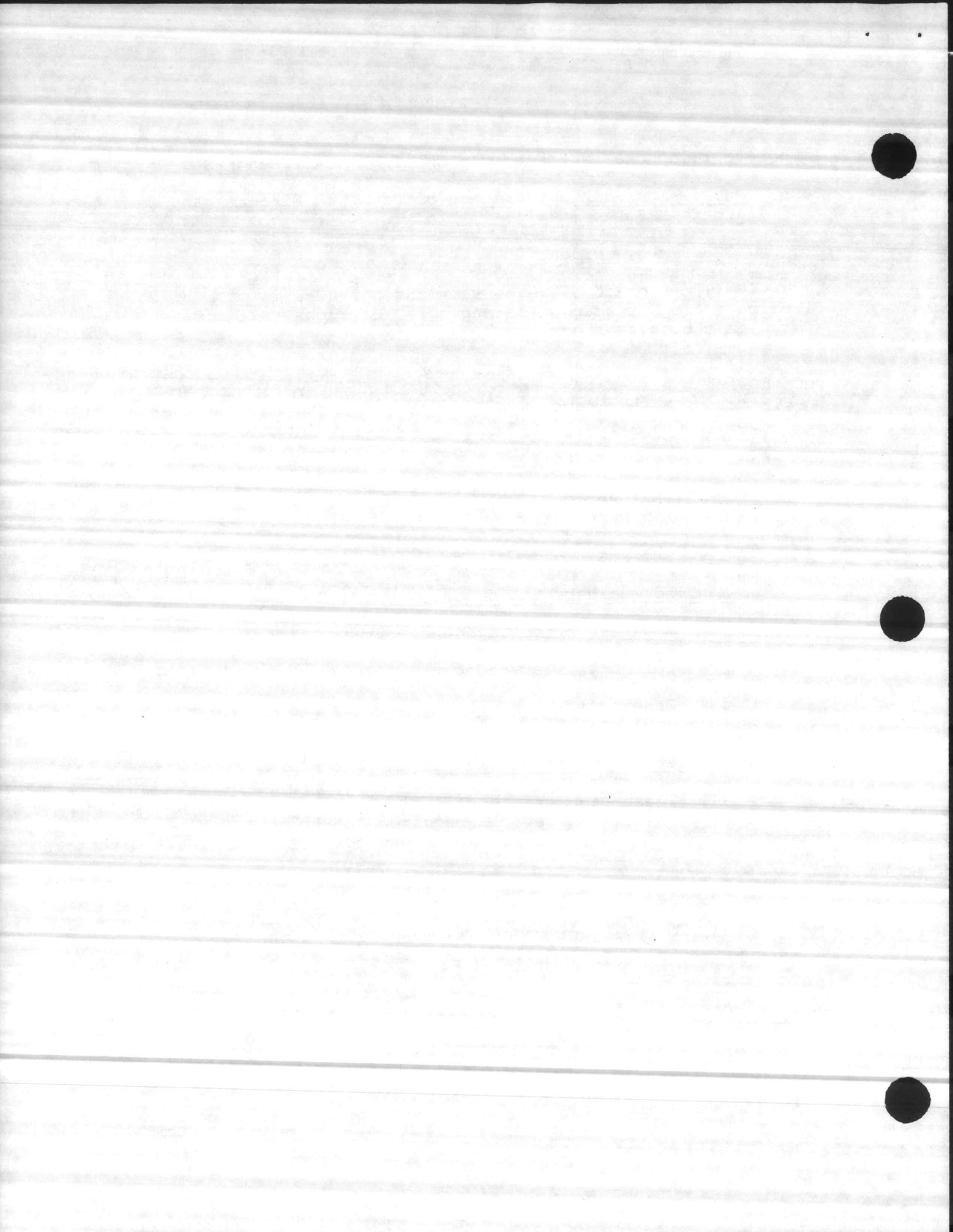
(1) Possession or use of explosives, fireworks, and pyrotechnics is prohibited except as required in the performance of duties pursuant to official orders and authorized by seperate directives.

d. Carrying and Transporting of Personal Firearms and Weapons.

(1) Carrying of concealed weapons or firearms is prohibited unless specifically authorized by appropriate authority.

(2) It shall be unlawful to transport a firearm(s) in a vehicle unless the firearm(s) is secured in a locked vehicle trunk. If the vehicle does not have a trunk the firearm(s) will be secured within the locked driver's compartment.

(3) No loaded firearm(s) shall be transported in a motor vehicle.

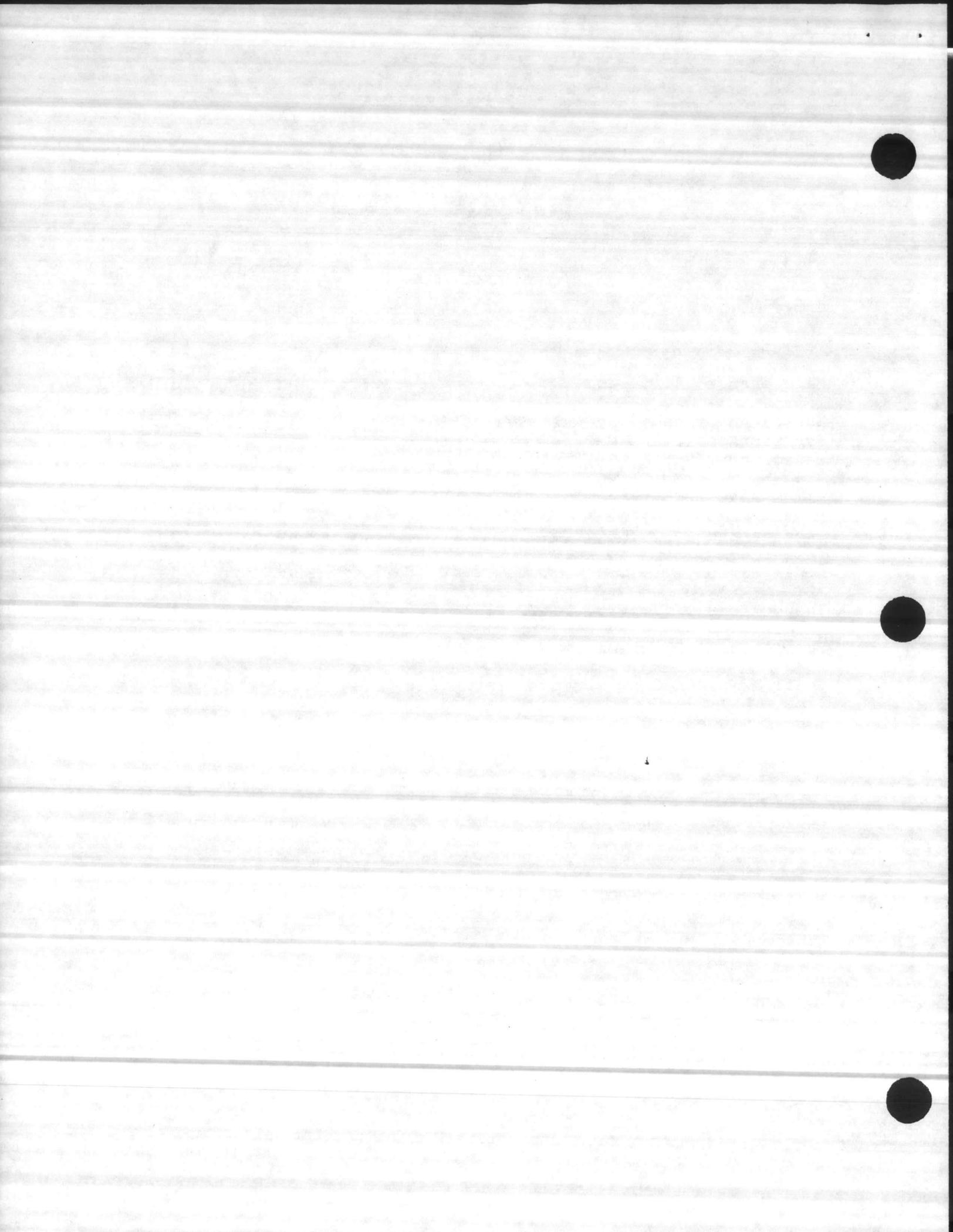


SOP FOR ORDNANCE

CHAPTER 3

MAINTENANCE PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
General.....	3000	3-3
Operation.....	3001	3-3
Maintenance.....	3002	3-3
Marine Automated Readiness Evaluation Systems Report and Marine Corps Integrated Management System.....	3003	3-3
MIMMS/MARES Reporting.....	3004	3-4
Records and Forms.....	3005	3-5
Modification.....	3006	3-5
Inspections.....	3007	3-5
Supplemental Programs.....	3008	3-5
Small Arms and Crew Served Weapons.....	3009	3-6
Tools, Gauges and Kits.....	3010	3-7



SOP FOR ORDNANCE

CHAPTER 3

MAINTENANCE PROCEDURES

3000. General

a. Ordnance equipment will be maintained in accordance with this instruction, applicable Marine Corps policies, field and technical publications and reference (c). The handling and maintenance of ammunition is prescribed in this SOP.

3001. Operation

a. The Commanding Officer is responsible for organizational maintenance, including proper operation techniques and normal usage.

3002. Maintenance

a. Ordnance maintenance will be accomplished at the lowest echelon of maintenance consistent with the scope of the unit's mission. Echelon of maintenance as prescribed in applicable T/O's will not be exceeded unless authorized by higher headquarters.

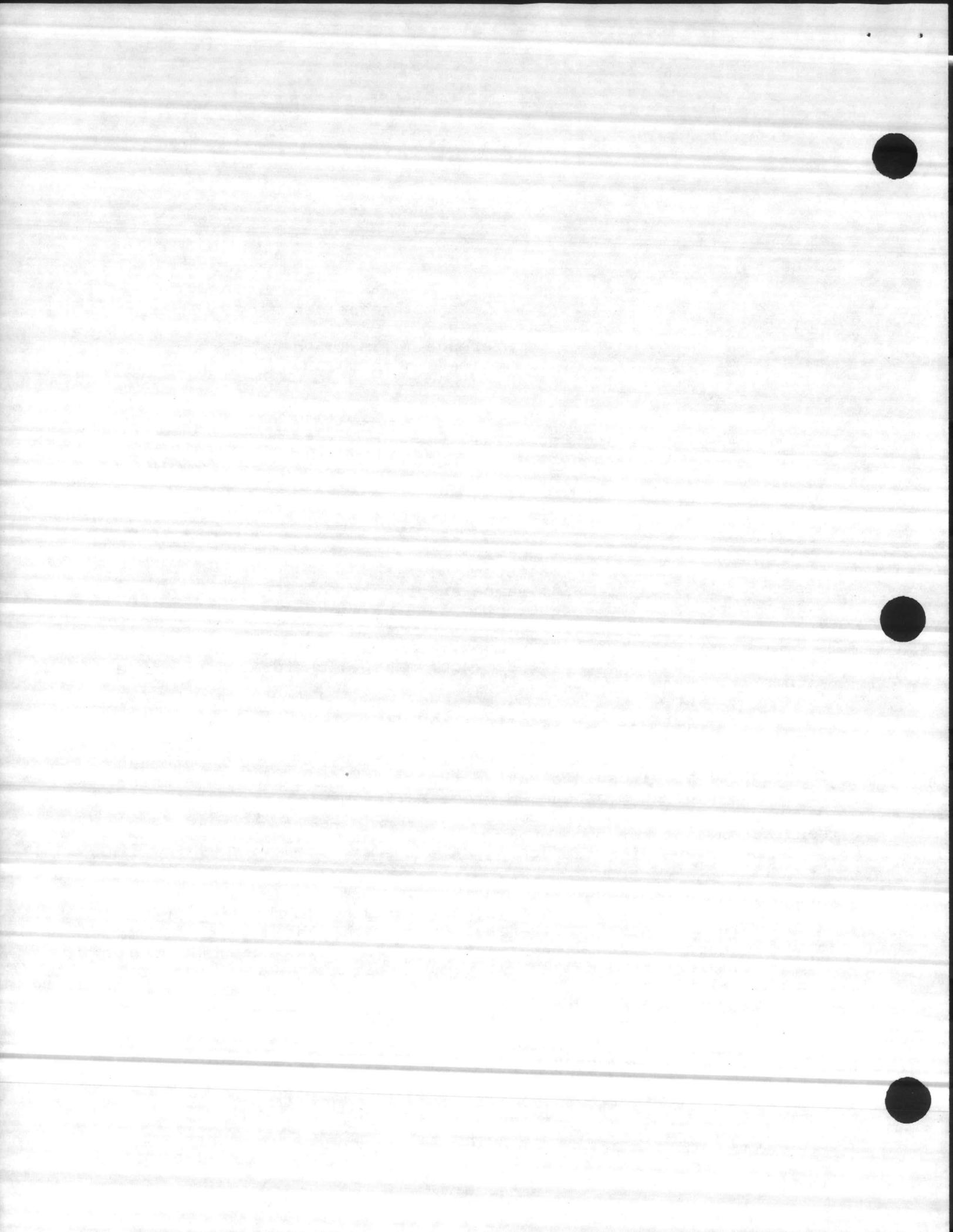
b. The Battalion Armory must maintain the publications, spare parts, tools and special repair equipment to perform maintenance within its authorized scope.

c. The battalion will establish preventive maintenance programs and cleaning programs to detect and correct problems before they occur. DA Pamphlet 750-1 (Commanders Preventive Maintenance Indicators) provides information from various publications which can be helpful in planning PM programs, examining the effectiveness of current procedures and conducting inspections. Small arms will be cleaned at least once every week for the M16A1 rifle and once every other week for the .45 caliber pistol.

d. Materials used for cleaning, preserving, abrading and cementing ordnance material and related materials are reviewed in TM-9-24 (Material used for Cleaning, Preserving, Abrading, and Cementing Ordnance Material, and related materials including chemicals). Personnel are reminded that technical publications pertinent to the specific item of equipment will prescribe the materials for preserving and cleaning of each item of equipment.

3003. Marine Automated Readiness Evaluation Systems Report and Marine Corps Integrated Management System

a. All items of equipment undergoing maintenance will be inducted into MIMMS, whether preventive maintenance (PM), corrective maintenance (CM), or limited technical inspections (LTI'S), as



directed by reference (f).

b. Equipment Repair Orders and General Purpose Coding Sheet NAVMC 10925 will be used on all items of equipment undergoing maintenance. There are primarily two types of equipment in the Marine Corps.

(1) Combat Essential - That equipment designated by HQMC's Bulletin 3000 series. There are only two Category codes for this type equipment. They are:

(a) Category Code "M" - This code is used when combat essential equipment is deadlined and is not available to support the unit's combat mission. Equipment so designated, will be reflected on the MARES report and LM2.

(b) Category Code "N" - This code reflects that a combat essential item of equipment is deadlined, however, it is still available to support the unit combat mission. Use of this code will not cause that equipment to reflect on the MARES.

(c) Both codes will be reflected on the MIMMS.

(2) Mission essential or non-combat essential equipment is that equipment that the Company Commander and Battalion Commander may feel is necessary to complete the mission of the Battalion, but is not contained in the MCBUL 3000 series. There are usually two category codes for this equipment:

(a) Category Code "P" - This code is used when the Ordnance Officer deems it necessary to induct an item into the system on a high priority Equipment Repair Order 03-06. 03 ERO's must be signed by the Battalion Commander only, and 04-06 by his designated alternates.

(b) Category Code "X" - This code is used when it becomes necessary to hold PM's, CM's, and LTI's. The priority that may be used is 13 and may be assigned by the Armorer.

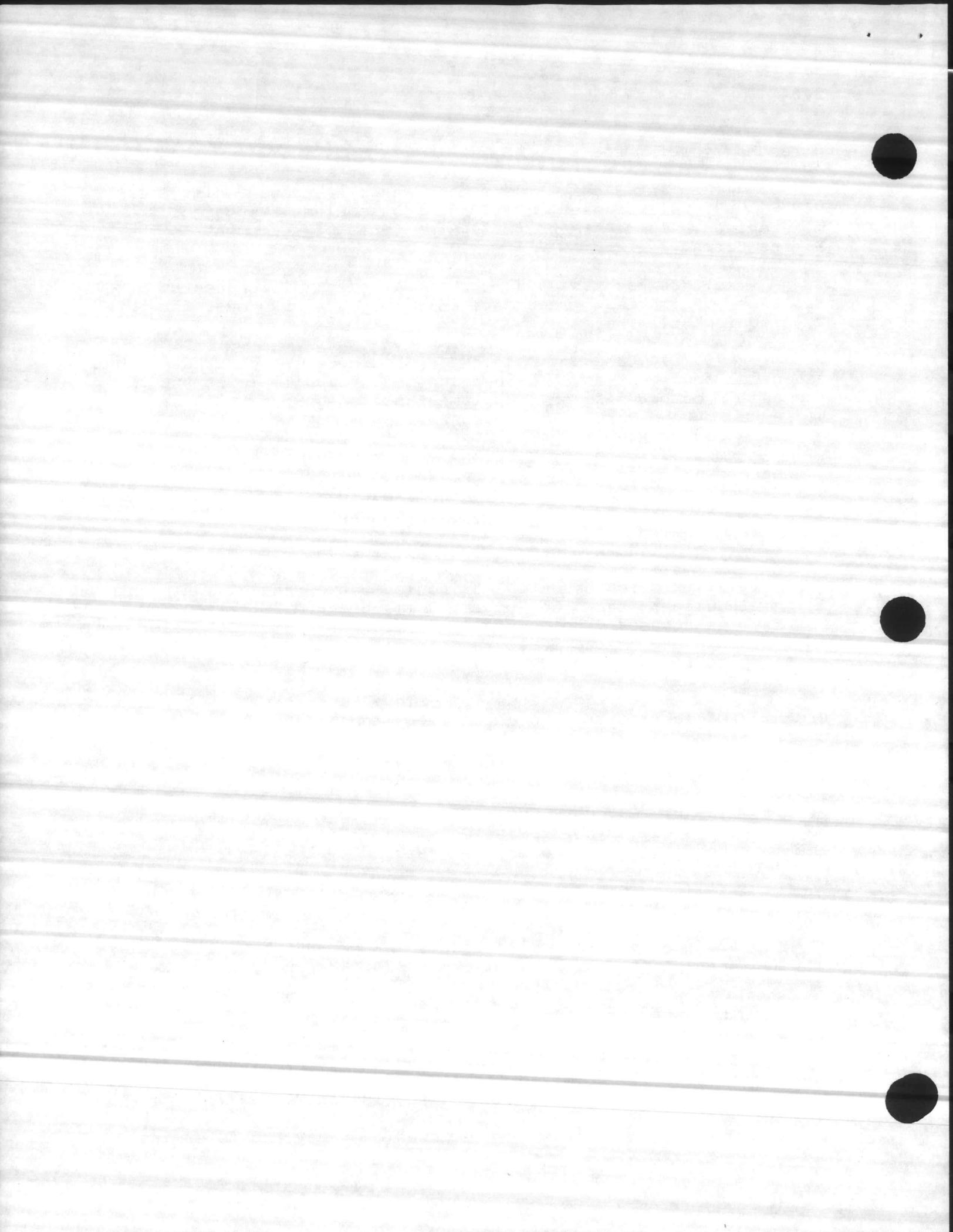
(c) These codes will only be reflected on the MIMMS report.

c. General Purpose Coding Sheets (NAVMC 10925) will be filled out and turned into the Battalion MIMMS Office Building 1012.

3004. MIMMS/MARES Reporting. The Battalion Armorer is designated as the MIMMS/MARES NCO for the Armory Section. He will ensure:

a. That all items of equipment undergoing maintenance, (Preventive, Corrective, Limited Technical Inspections, or Modification), are included into the MIMMS as depicted in reference (a), (f).

b. That daily reports are reviewed each day and determine



whether correction and/or updates are to be made and entered into the MIMMS reporting system.

c. That MIMMS reports are reconciled with Battalion MIMMS Officer at least once a week.

d. That MIMMS reports are reconciled with Supply, with respect to outstanding past documents, at least once a week.

e. That maintenance status on combat-essential equipment is properly reported on the MIMMS as depicted in reference (f).

f. That status changes on combat-essential equipment are reported to the Ordnance Officer.

3005. Records and Forms

a. The importance of maintaining accurate equipment records cannot be over emphasized. Commanders will ensure that gun books and other ordnance equipment records are maintained as prescribed in Marine Corps TM 4700-15/10 (Tactical Equipment Records Procedures).

b. Applicable ordnance equipment records will accompany equipment evacuated to a higher echelon.

3006. Modification. The modification of ordnance material is prohibited unless directed or authorized by the Commandant of the Marine Corps. MCO P4400.84 (MIMMS Manual provides instructions for equipment).

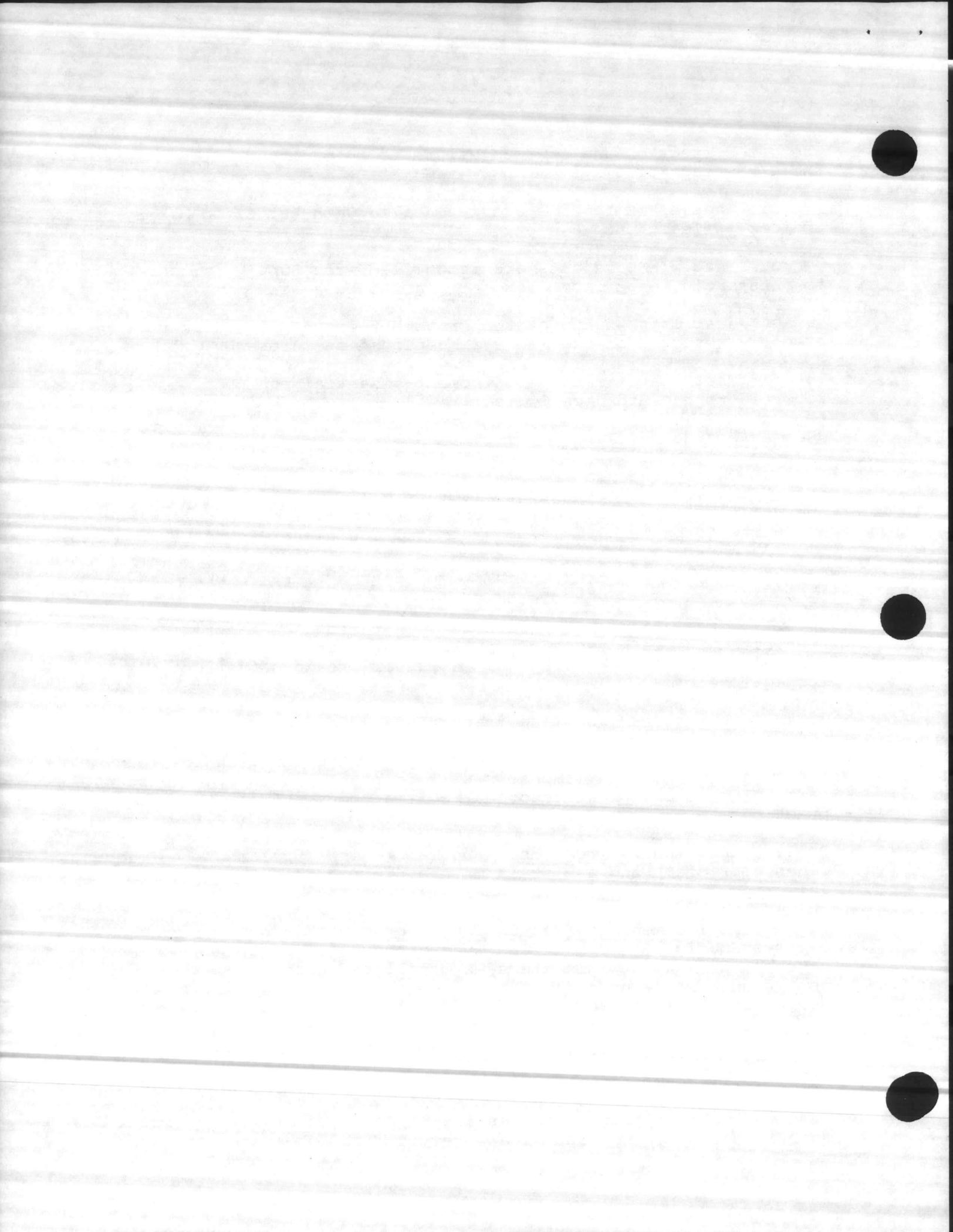
3007. Inspections. Command inspections of ordnance equipment are held in accordance with 2d FSSG Ordnance Office. Technical inspectors will be guided by current regulations and technical publications. Particular emphasis will be placed on instructions pertaining to equipment records, modification, and maintenance practices.

3008. Supplemental Programs. Programs which supplement the maintenance programs and assist in maintaining equipment include the following:

a. Replacement and Evacuation Program. This program provides for systematic replacement and evacuation of major ordnance items to rebuild centers while items may still be rebuilt to a like new condition. Procedures for this program are contained in Marine Corps Order 4710.1 (Replacement and Evacuation Program).

b. Maintenance Float

(1) A Maintenance Float is maintained to provide readily available assets to replace items which cannot be repaired by the required delivery date. The Assistant Chief of Staff, G-4 may authorize an exchange for float items. When authorized and the



unserviceable item is repaired, it will be placed in the float as replacement for the item issued therefrom. Specific instructions for issue are contained in MCO 4000.6A (Maintenance Float).

(2) 2d Maintenance Battalion is the maintenance float manager and will recommend changes to the maintenance float to better support its maintenance mission.

3009. Small Arms and Crew Served Weapons

a. General. For purposes of this order, small arms include all weapons of 70mm or less.

b. Wooden Parts. Only raw Linseed Oil will be used on wooden parts of military weapons of this command. Use of commercial products containing substances other than raw Linseed Oil on wooden components of military weapons is prohibited.

c. Weapon Record Card. MI-00526-15/1 (Periodic Inspection Pistol Caliber .45 M1911A1) and TI-1005-15/6 (Inspection and Overhaul of small Arms Weapons) establishes periodic inspection of .45 caliber pistols and provides a basis for return of small arms weapons to depot maintenance shops for inspection and overhaul based on the number of rounds expended through the weapon. Estimated round expenditure will be maintained on Weapon Record Cards.

d. Pistol Caliber .45 M1911A1. M1911A1 pistol will be inspected for signs of metal fatigue and repaired in accordance with MI-00526-15/1 (Periodic Inspection Pistol Caliber .45 M1911A1 prior to any range firing).

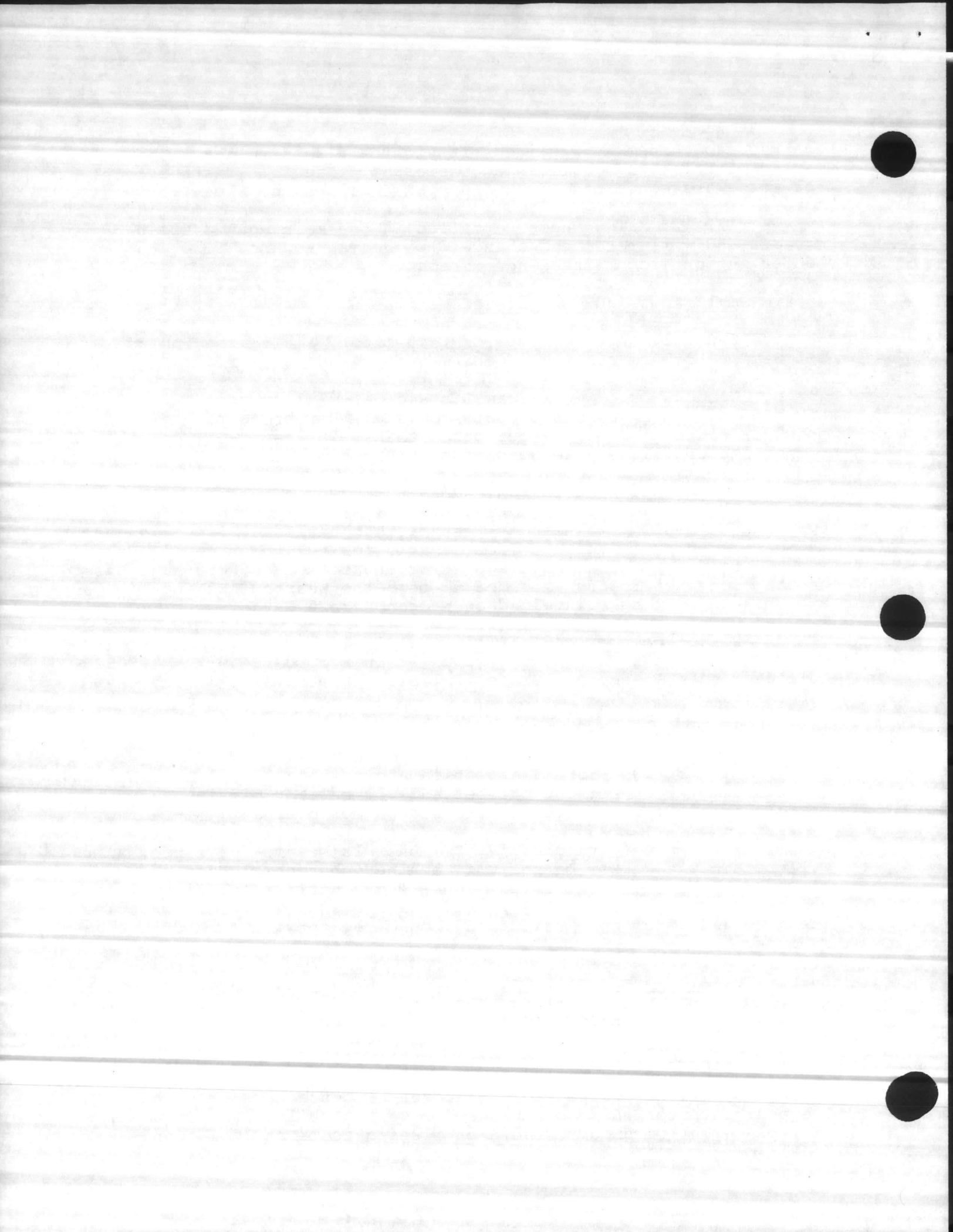
e. Machine Guns

(1) TI-1055-15/6 (Inspection and overhaul Small Arms Weapons) directs removal of all .30 caliber and .50 caliber machine gun barrels prior to evacuation of the weapon for overhaul.

(2) As unserviceable 7.62mm barrels become available, units will retain one 7.62mm barrel per machine gun and will use such barrels for firing blank ammunition. Those barrels for firing blank ammunition will be marked by painting a one inch (1") yellow stripe one inch (1") from the muzzle and around the forward band of the gas cylinder.

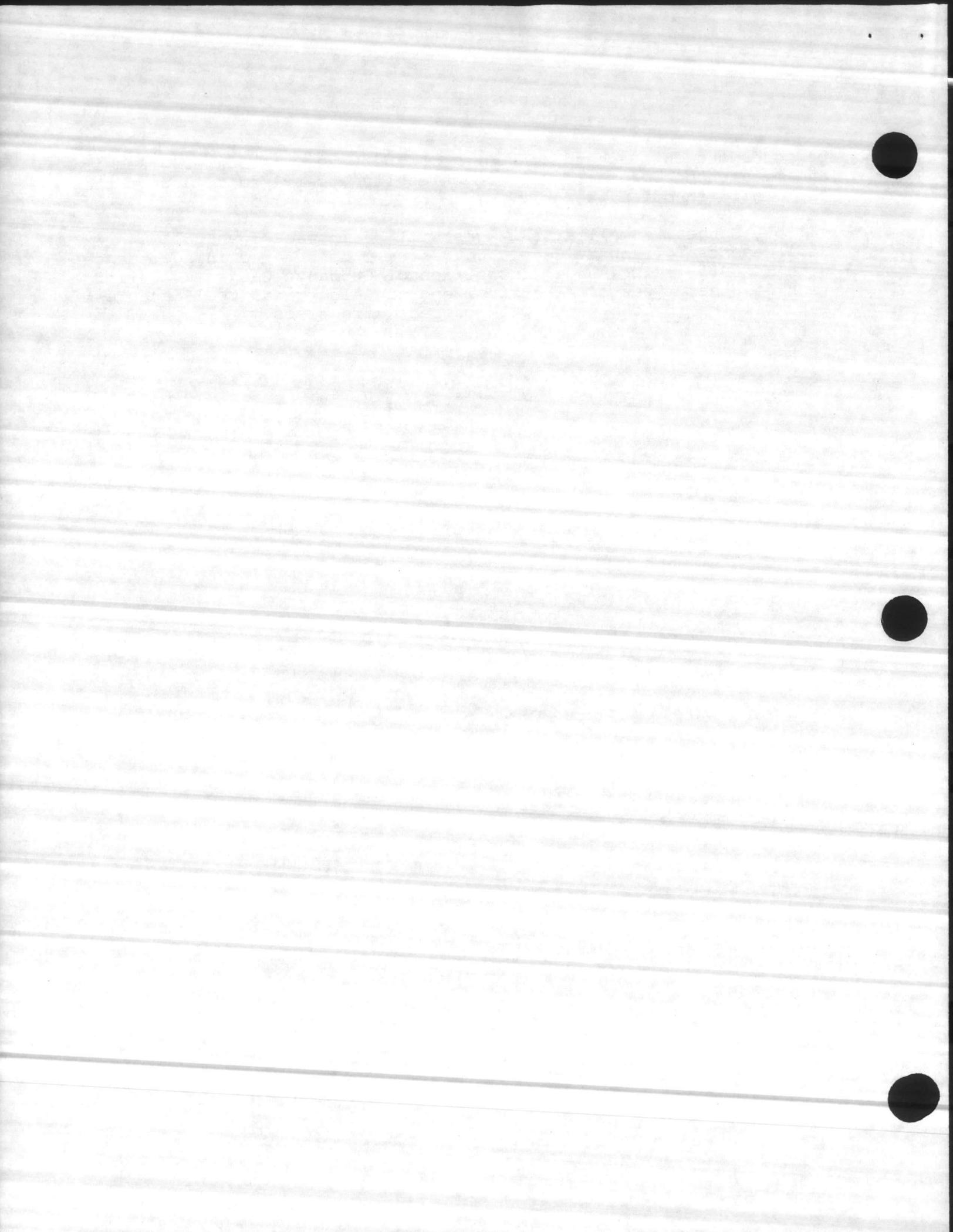
3010. Tools, Gauges and Kits. The following guidelines will be followed to ensure that all ordnance tools and gauges are maintained in serviceable condition and are of the correct type and quality:

a. Tool Sets/Kits. Tool boxes will be inventoried every 30 days. A Tool Box Log Book will also be maintained. Packing lists or SL-3's will be affixed to the inside of containers or boxes. Frequent inventories, inspections for serviceability and requisition of replacement of unserviceable or missing tools and components will



be conducted on a scheduled basis by supervisory personnel. Repair and maintenance of tools will be carefully supervised to ensure that tools will function properly.

b. Gauges. Small arms gauges will be inspected annually. Replacements for unserviceable gauges will be ordered in accordance with TI 8005-15/3D (Annual Inspection of Ordnance Gauges). Calibration of other types of electrical and non-electrical tools and test sets will be in accordance with current directives.

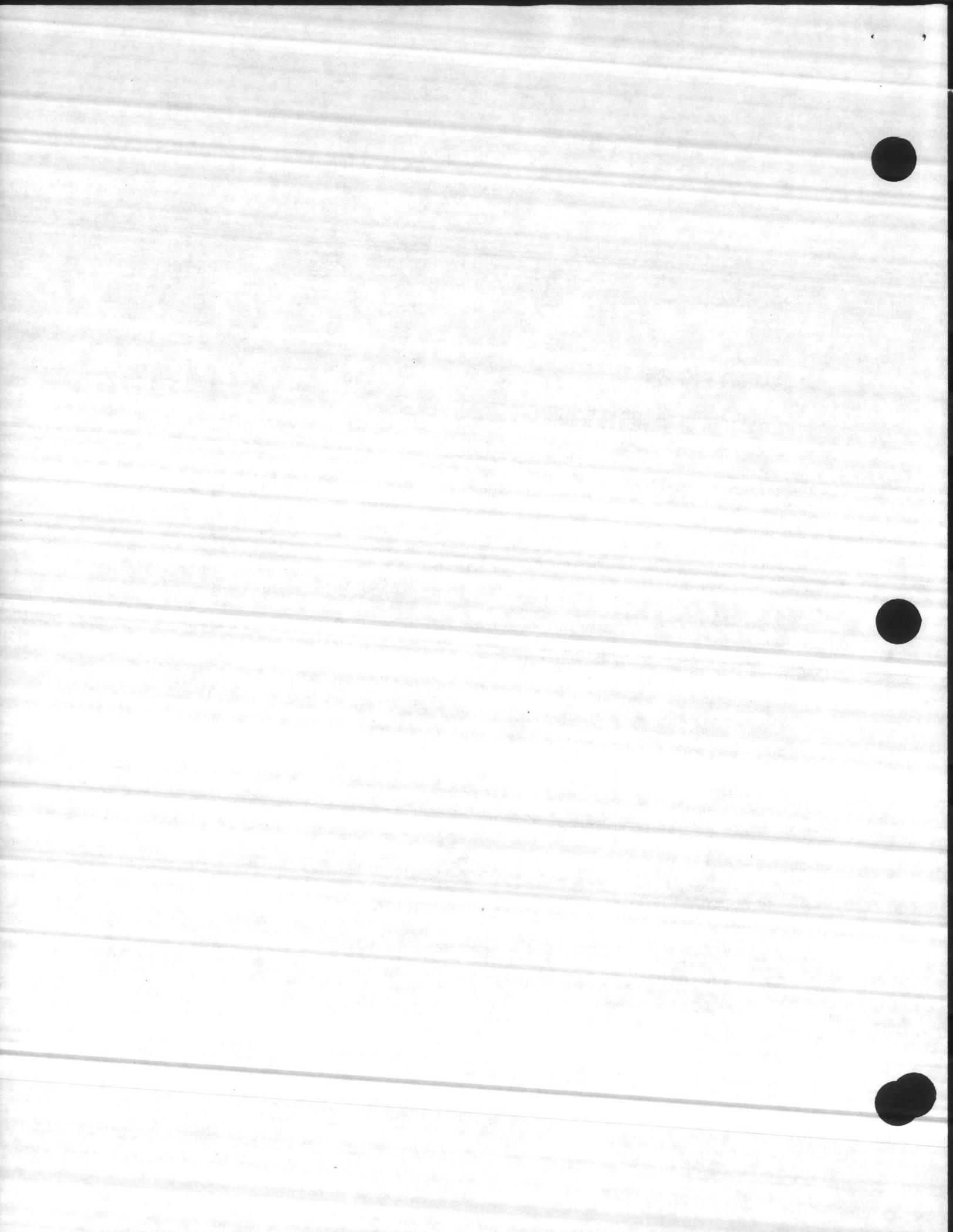


SOP FOR ORDNANCE

CHAPTER 4

AMMUNITION

	<u>PARAGRAPH</u>	<u>PAGE</u>
Scope.....	4000	4-3
General.....	4001	4-3
Safety.....	4002	4-3
Allowance and Allocations.....	4003	4-4
Requisitioning Procedures.....	4004	4-5
Cancellation/Modification.....	4005	4-6
Storage of Ammunition.....	4006	4-6
Issuing and Drawing Class V Training Material.....	4007	4-6
Records.....	4008	4-7
Transportation of Ammunition or Explosives.....	4009	4-7
Return of Unused Ammunition.....	4010	4-9
Disposition of Salvageable Material....	4011	4-11
Ammunition/Explosives Disposition.....	4012	4-10
Field Use of Class V Materials.....	4013	4-10
Prohibitions.....	4014	4-10
Duds and Other Unexploded Munitions....	4015	4-10
Blank Ammunition.....	4016	4-11
Chemical and Biological Ammunition and Agents.....	4017	4-11



SOP FOR ORDNANCE

CHAPTER 4

AMMUNITION

4000. Scope. This section is not intended to duplicate the more comprehensive publications and directives regarding Class V material, but is intended to clarify and assist by promulgating procedures used in the 2d FSSG. The references applicable to this section provide more detailed instructions.

4001. General

a. Peacetime. MCO P8011.4F (Peacetime Table of Allowance and Authority for Ammunition Expenditure) is the peacetime Class V Material Allowance for all units. This section provides implementing instructions for requisitioning, handling, use, and control of allowances within the 2d FSSG.

b. Combat Operations. MCO P8011.1A prescribes Class V logistical procedures for the use, the planning, and the support of combat operations. This section provides implementing instructions.

e. Economy. Expenditures of ammunition must be closely monitored by commanders to ensure training and objectives are achieved in the most realistic, economical manner.

4002. Safety

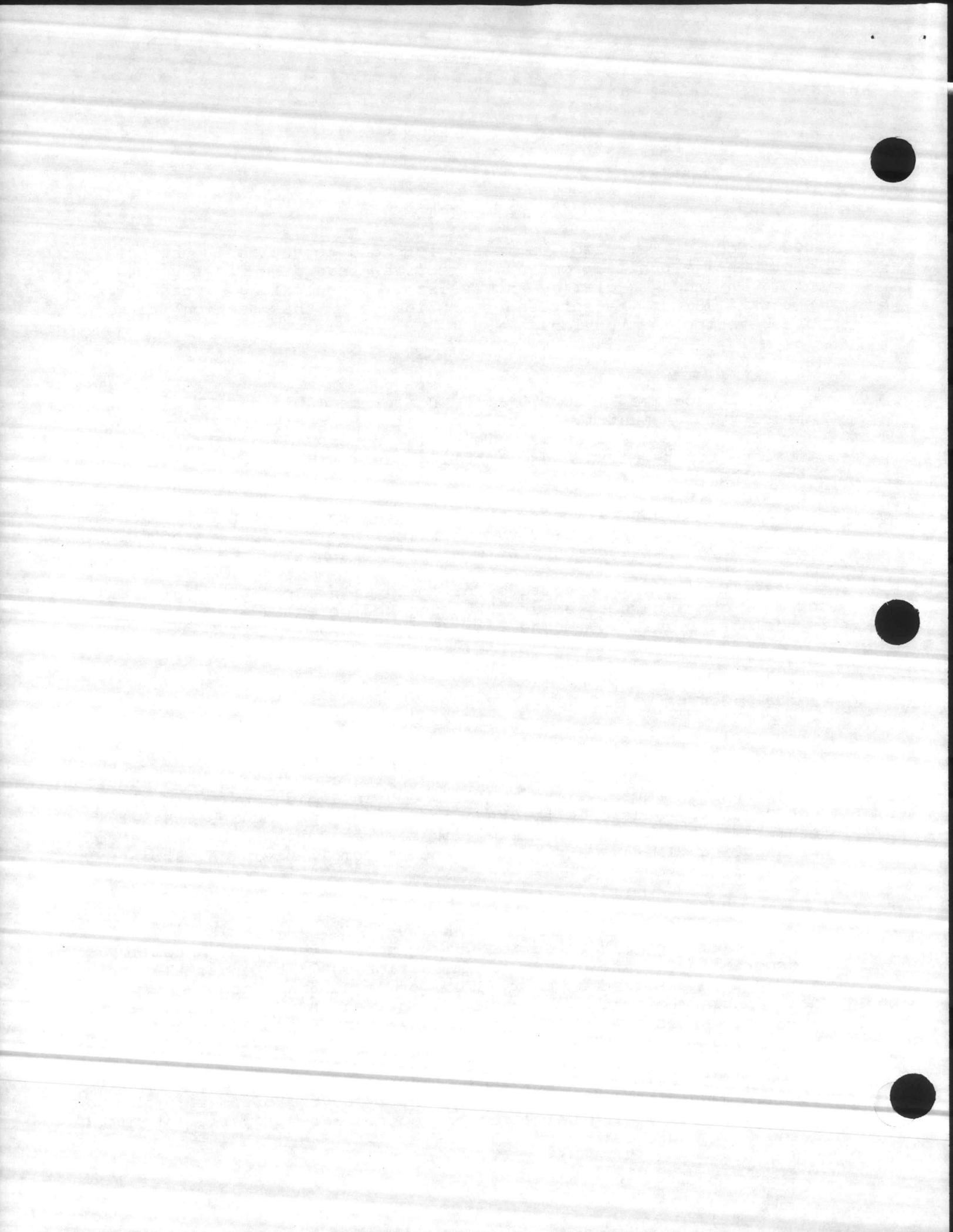
a. General

(1) Safety is paramount in every phase of handling, transporting and use of Class V Materials. Review of past accidents which have occurred in the use, handling, shipping and storage of ammunition and explosives reveals many could have been avoided by exercising caution and by adherence to prescribed safety procedures. Safety regulations pertaining to ammunition must be reviewed by all personnel handling Class V Materials to ensure compliance with current safety precautions.

b. Supervision

(1) Details or duties which involve the care, handling, or transportation of explosives or ammunition shall be under the supervision of an assigned officer, SNCO, or Ammunition Technician who shall ensure that the instructions as stated in this order or applicable references are followed at all times by personnel under his supervision.

(2) Prior to executing an assigned problem or exercise involving ammunition or explosives of any type, the officer in charge shall ensure all personnel under his control are properly instructed in the applicable safety precautions.



(3) Ammunition or explosives of any type will not be fired into or exploded within any inland water in the Camp Lejeune area.

(4) Tests will not be conducted on ammunition, explosives, or weapons.

(5) Ammunition which cannot be identified by lot number will not be fired.

(6) Ammunition will not be used for any purpose other than for that designed.

b. Handling of Ammunition

(1) Ammunition and/or containers will be handled with care.

(2) Ammunition material will not be unnecessarily exposed to inclement weather or high temperatures.

(3) Flame or spark producing devices will not be permitted within a storage area or within 50 feet of Class V Material.

(a) Small arms ammunition issued to individuals for expenditure during problems, known-distance firing or demonstration are exempt from this provision.

(4) Evidence that explosives, ammunition, or containers have been roughly handled, tampered with or exposed in any manner which may present a hazard to personnel, equipment, or facilities will be promptly reported to the person or officer in charge of the operation.

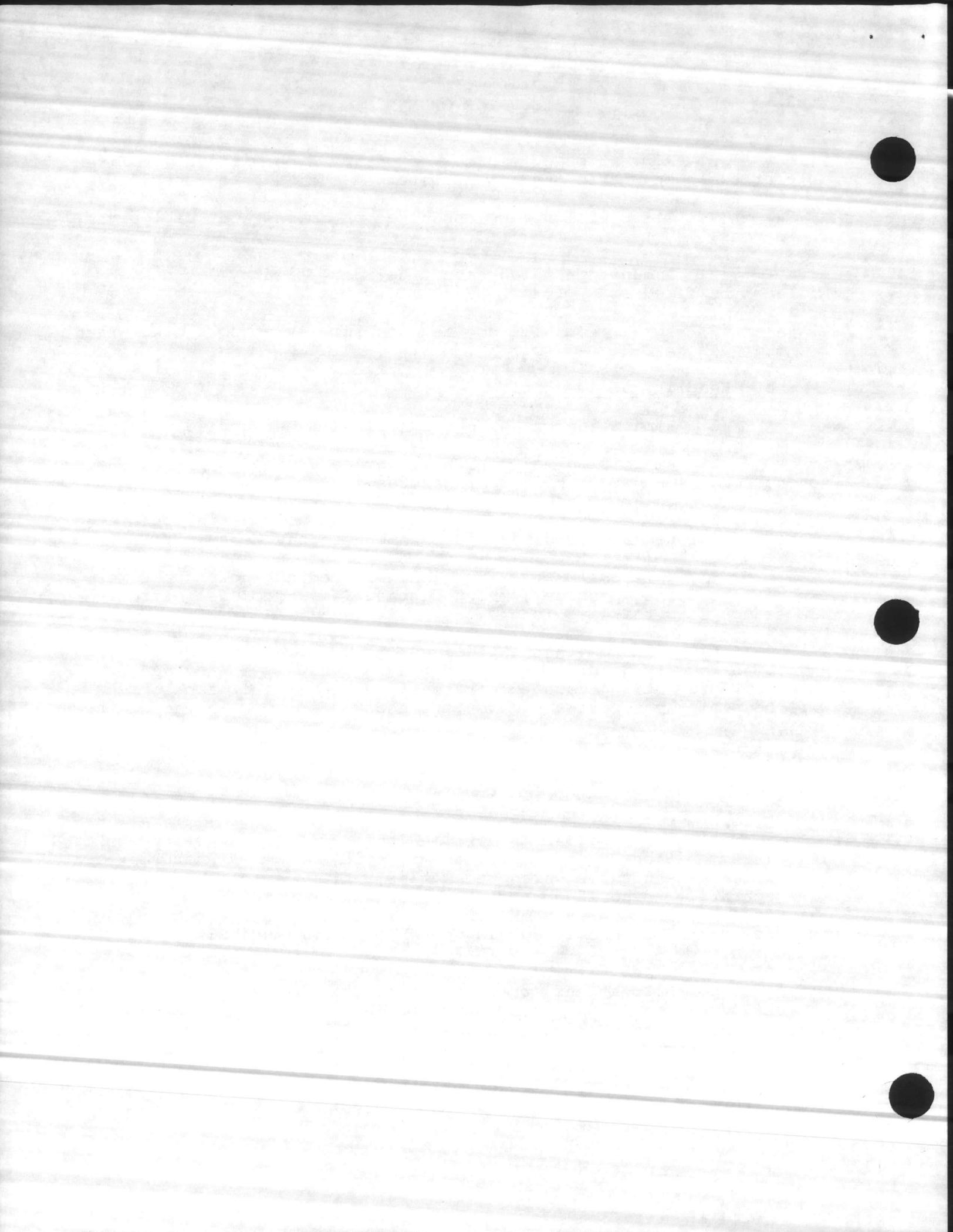
4003. Allowance and Allocations

a. Peacetime Allocations

(1) MCO P8011.4F (Peacetime Table of Allowances and Authority for Ammunition Expenditures) is the sole source of Authority for ammunition expenditures during peacetime, unless special allowances are separately authorized to meet a specific requirement. Should the allowance be inappropriate, excessive, or insufficient, recommended changes, should be submitted via the chain of Command with full justification.

(2) Allocations are on a Fiscal Year basis. Allocations not utilized within the Fiscal Year are lost. Quarterly allowance not expended by requesting organizations will be accumulated in subsequent quarters.

(3) Commanders are authorized to control the allocation and expenditure of the total authorized allowance of their subordinate unit.



(4) Allowances for inter-unit marksmanship competition and recreational firing will be computed, recorded, and controlled by the Assistant Chief of Staff G-3. Requests for use of Inter-Unit Competition and Recreation firing allowances will be submitted to the Commanding General, 2d FSSG, FMF, (ATTN: G-3) for approval.

b. Combat and Contingency

(1) MCO 8010.1 provides the logistical data for planning in support of operations. Planning factors therein apply to operational reserves. The planning factors therein are for full combat expenditure rates.

(2) Non-battle contingencies, and civil disturbances and operations generally do not warrant issue at the rate prescribed by MCO 8010.1. Forces so employed will utilize allowances prescribed by separate order.

(a) Basic Allowance (B/A). Computation of the B/A is the responsibility of the commanders concerned, unless otherwise directed by the CG, 2d FSSG. Tables used for computing are contained in enclosure (1) of MCO 8010.1. T/O and T/E strengths will be used for the computation. In the event of deployment in excess of T/O and T/E strengths, requisitions will reflect actual on hand strength.

(b) Mount Out

1. Surface

A. Units will submit requisitions for B/A on DD Form 1348 in accordance with paragraph 4004 of this order. A summary will accompany the requisitions.

B. Upon receipt of the Class V (W) material from the ammunition supply point, units will move, load, and store the materials in accordance with the Embarkation Order.

C. If the B/A is to be debarked in vehicles, it will be issued and stored in vehicles prior to loading aboard ship.

2. Air. Instructions for air movements are contained in Administrative Order 2-71 to Operation Order 2-71.

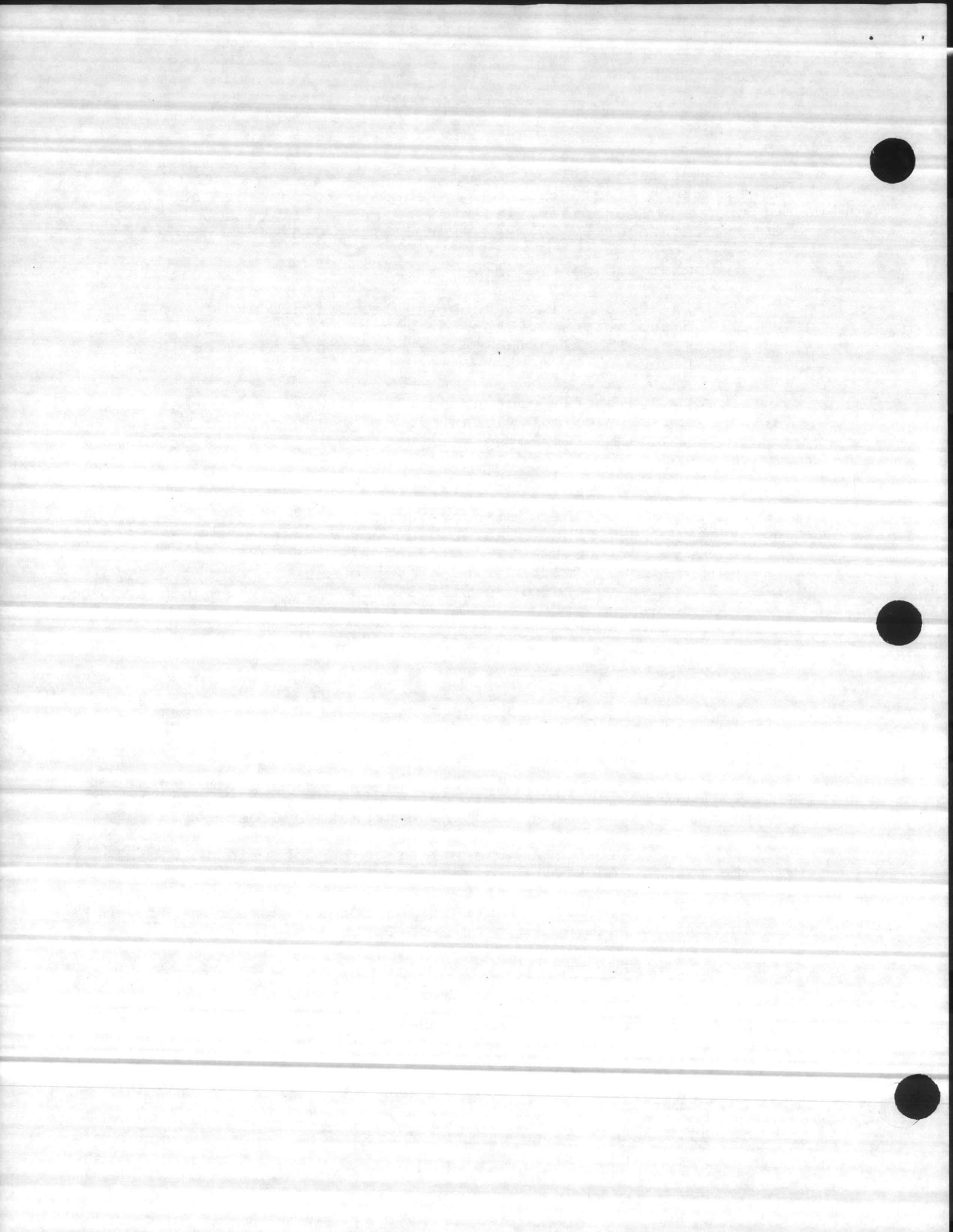
(c) Records

1. Units concerned will maintain records by DODAD, nomenclature, quantities and lot number.

4004. Requisitioning Procedures

a. Submission

(1) Requisitions will be submitted through the chain of



command and processed through the Battalion Ordnance Officer ten (10) working days prior to the date material is required. Requisitions will be hand carried to the Battalion Ordnance Officer.

(2) Requisitions for Inter-Unit Marksmanship Competition shall be submitted to the Assistant Chief of Staff G-3 for approval, prior to processing through the FSSG Ordnance Office,

(3) Requisitions for familiarization firing will be submitted directly to the Battalion Ordnance Officer.

b. Preparation. Requisitions for ammunition to be drawn at Camp Lejeune will be prepared on DD Form 1348 (6 part).

c. Review. Requisitions received by the Battalion Ordnance Officer shall be reviewed to ensure requisitions are within authorized allocations.

4005. Cancellation/Modification

a. Should the need for Class V Materials requested cease to exist, the requisition shall be cancelled by contacting the Battalion Ordnance Officer by telephone.

b. Changes in quantity or pick up dates shall be handled in a similar manner to cancellations.

c. Materials not picked up on dates specified on the requisition shall be automatically cancelled.

4006. Storage of Ammunition

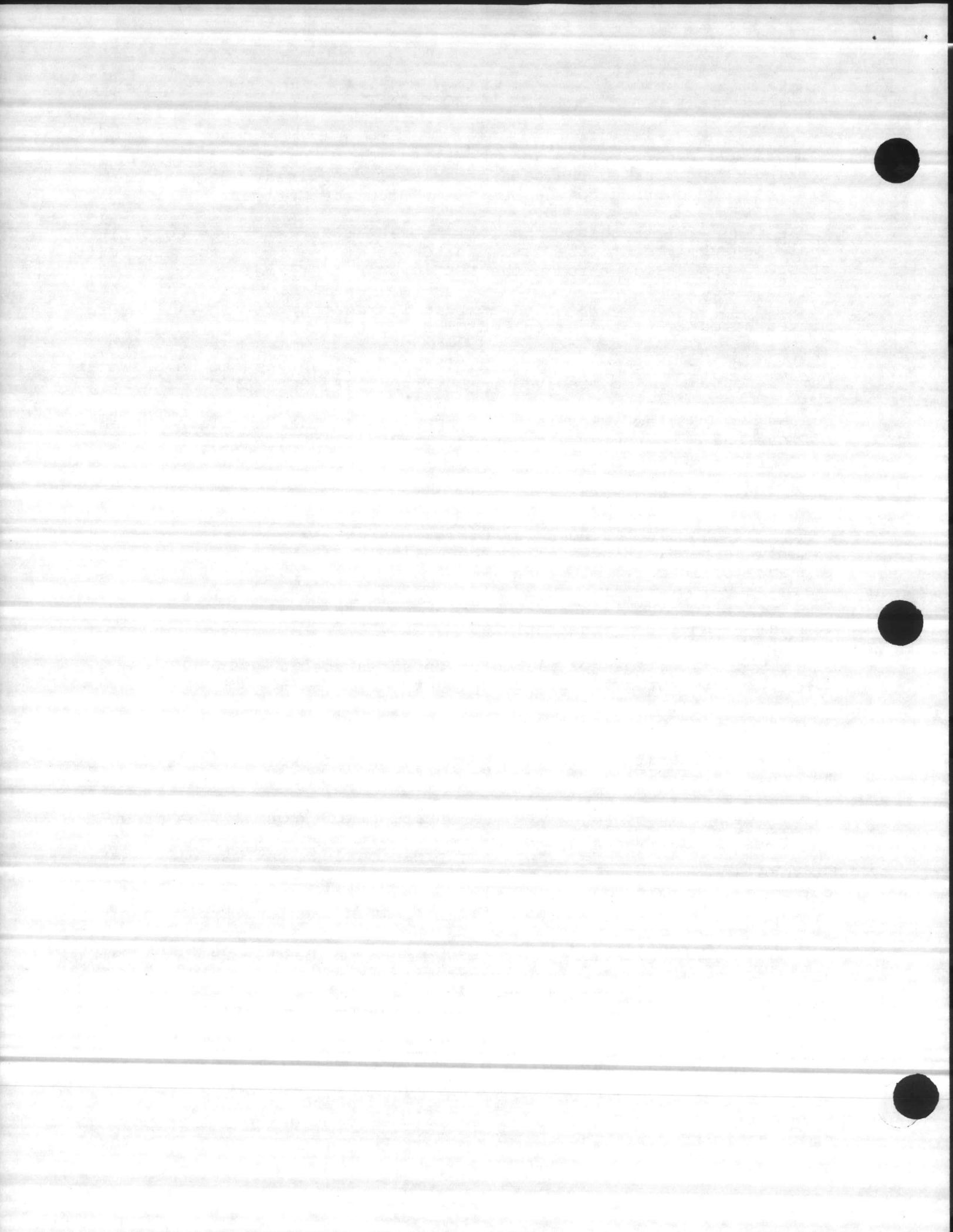
a. General. Storage of ammunition and explosives is prohibited in this battalion.

b. Field Storage Site. Ammunition will normally be drawn and stored at Field Ammunition Depot, 2d FSSG. When firing exercises entail more than one day's firing, organizations may establish a Field Storage Site which will be maintained under adequate security in accordance with tactical field storage regulations and MCO 8020.20 (Handling, Storage, and Disposition of Ammunition and Explosives).

c. Miscellaneous. Storage of limited quantities of small arms ammunition for security purposes is authorized in areas other than magazines and field storage areas. However, adequate protection against fire, theft, tampering, and availability to unauthorized personnel is mandatory.

4007. Issuing and Drawing Class V Training Material

a. Responsibility. Units requisitioning ammunition are responsible for providing the necessary qualified driver, transportation and working parties to load and transport ammunition from the



issue point to firing site. Requisitions should be screened as to the amount of transportation and personnel needed to pick up the requisitioned amount of ammunition on the requested material delivery date. All ammunition not picked up on the reported date will be cancelled.

4008. Records

a. General. The Battalion Ordnance Officer shall establish and maintain the Annual Ammunition allocation quantity by quarters.

b. Primary Record. The NAVMC 708-SD will be used as the primary record for entry of information required by paragraph 4007-1 above.

4009. Transportation of Ammunition or Explosives

a. Vehicle Marking

(1) All government vehicles transporting Class A, B or Chemical ammunition (as classified by appendix A to OP 2239, Second Revision, and Drivers Handbook, Ammunition, Explosives, and Dangerous Articles) will have reflectorized signs as required by current ICC regulations, "EXPLOSIVES, A, B, DANGEROUS" signs will be secured to the front, side and rear of the vehicles.

(2) Explosives/Dangerous signs will be removed from the vehicles when ammunitions is not being carried.

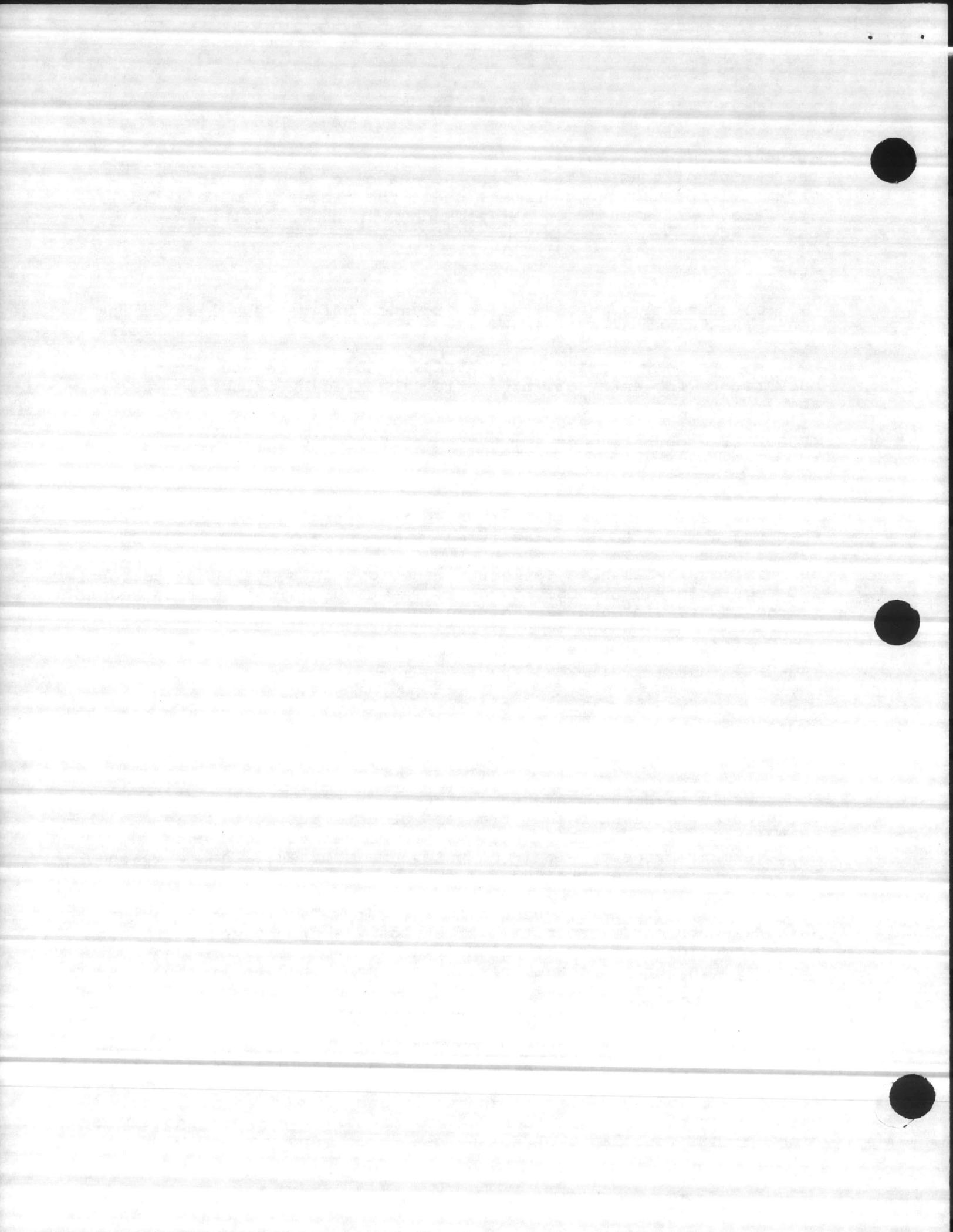
(3) Signs will be provided by the Motor Transport Officer.

(4) Reflectorized signs may be procured through Battalion supply.

b. Intra-Base Movement. Ammunition and explosives will be transported in trucks, full trailers or semi-trailers. The requirements of OP 2239 and OP 5, Vol. 1, are waived for movements completed on government property within Camp Lejeune complex. The following regulations will be observed for such moves:

(1) Trailers. Use of Marine Corps Tactical trailers is authorized to carry ammunition or explosives from dump to training areas, provided not more than one truck and one trailer are involved. Tactical trailers (two wheels) are not authorized to transport ammunition on any road outside the limits of the government reservation, except as directed by 2d FSSG Headquarters.

(2) Infantry and Weapon Carrier. Use of a light infantry weapons carrier, a $\frac{1}{2}$ ton M274, to carry normal Infantry Battalion Class V loads is authorized during training, provided the ammunition is in the original packaging and so staged as to prevent movement while in transit. Regulations as to fire extinguishers and inspection of this vehicle prior to any use do not apply.



(3) Driver Classification. The explosives driver classification is amended for base movement to 18 years of age, provided personnel of proper age are not available. Only those drivers under 21 years of age who, by their record, have been proven reliable and careful and are physically qualified and licensed may be utilized. The driver of a vehicle transporting Class V Material off base shall be at least 21 years of age.

(4) Vehicle Beds. Use of a truck with ferrous metal beds for movement of ammunition and explosives is authorized, provided such ammunition and explosives are in their original containers (ICC Approved), and there are no leaks.

c. Responsibilities

(1) A specifically briefed, qualified, and designated Ammo Technician will be placed in charge of all government vehicles transporting ammunition.

(2) A commissioned or warrant officer will be placed in charge of all convoys of five or more vehicles transporting ammunition on or off base and will remain with the convoy until the final designation is reached.

(3) Military Police escorts will be requested by the S-4 Officer for all ammunition convoys consisting of five or more government vehicles.

(4) The officer or NCO in charge of the vehicles transporting ammunition will be familiar and comply with applicable instructions contained in TM-9-1300-206 (Care, Handling, Transporting of Explosives and Ammunitions), and T. C. Georges Tariff No. 19 (ICC Regulations for Transporting Explosives and other Dangerous Articles).

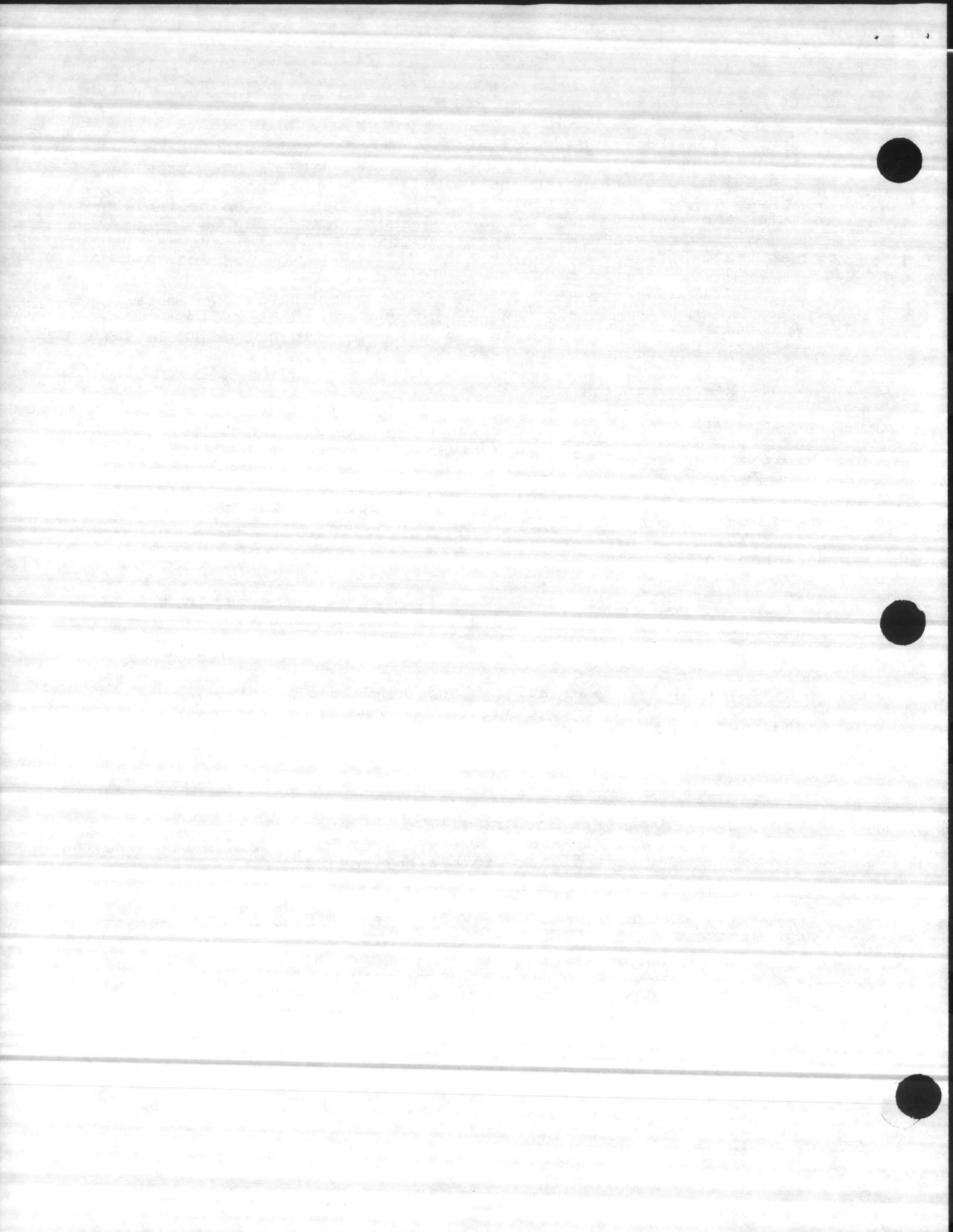
d. Drivers Requirements

(1) Explosive Drivers will be licensed in accordance with NAVSEAOPS 22-39 and 2d FSSGO P11240.1L (SOP Motor Transport). He also must have a medical card in his/her possession.

(2) Drivers will be qualified and trained in accordance with OP 2239 (2d Revision), and OP 6 Vol. 1 as modified by current Marine Corps Directives.

(3) Ammunition and explosive drivers will undergo refresher training and annual physical examinations to certify physical fitness to possess an ammunition and explosives drivers license.

(4) All vehicle carrying Class A, B or C hazardous ammunition will be driven by a qualified explosives driver



e. Special Requirements

(1) Vehicle Inspection. Units will ensure that vehicles transporting ammunition are inspected for compliance with paragraph 71 of TM-9-1300-206 and for the assignment of qualified ammunition drivers.

(2) Special Instructions. Personnel detailed to draw and/or transport dangerous chemicals, explosives, and ammunition will be instructed by their parent organization in hazards pertaining to such chemicals, explosives, or ammunition prior to drawing such items.

(3) Fire Extinguishers. Vehicles transporting ammunition and explosives must have one fire extinguisher.

(4) Forms. Vehicles transporting Class V Material will have the following forms:

- (a) DD 110, Vehicles and Equipment Operation Record.
- (b) SF 91, Operations Report of Motor Vehicle Accidents.
- (c) DD 626, Inspection Report (For Off Base Only)
- (d) DD 826, Special Instruction for Drivers (For Off Base Only)

4010. Return of Unused Ammunition

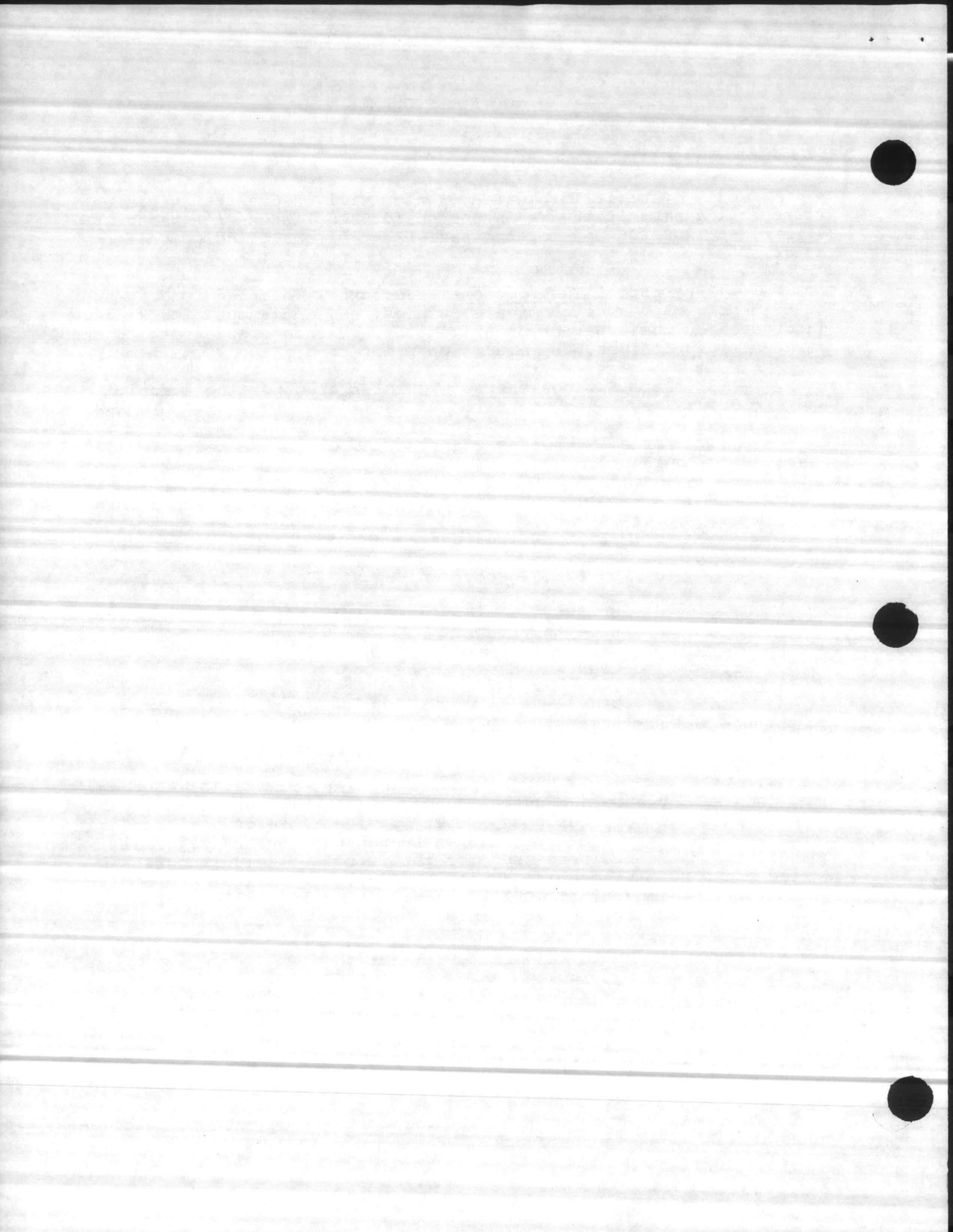
a. General. All units turning in unexpended ammunition will go through the Battalion Ammo Technician with all documentation prior to going to the turn-in point.

b. Certification. Units turning in Class V material to the Ammo Tech will ensure that unsealed ammunition which has been repacked is complete with components and safety devices inserted as originally issued. If for any reason it cannot be repacked in the original containers, the containers used for the return of ammunition shall be marked and a slip placed inside indicating the quantity and lot number of the ammunition. Only one ammunition lot will be placed in each type container.

4011. Disposition of Salvageable Material

a. General. Fired cartridge cases, package material of expended fixed ammunition and other salvageable material accumulated by units will be turned into Battalion Ammo Technicians. A Certification of Inspection (NAVMC 818-SD), as required by paragraph 205609.3 of Marine Corps Supply Manual, Vol. 2, Chapter 5, will accompany material turned in.

b. Items. The following summarized items and turn-in requirements for salvageable items are:



(1) Small Arms

(a) Cartridge cases will be turned-in, in the original containers.

(b) Ammunition containers will be free of all foreign matter, such as trash, grass, etc.

(2) All wooden boxes, metals, magazine fillers, 7.62mm round clips, and bandoleers will be recovered.

4012. Ammunition/Explosives Disposition. Unserviceable ammunition will be turned into 2d Medical Battalion Ammo Technicians for disposition.

4013. Field Use of Class V Material

a. Ready Ammunition. The amount of ammunition to be opened and made ready for firing shall be kept to a minimum consistent with the anticipated rate of fire. Opening and stocking of ammunition when not required for immediate firing will be avoided.

b. Repacking. Ammunition packing materials shall be retained for repacking andy unused ammunition for turn-in or used in packing brass and other materials for turn-in.

c. Lot-Identity. Ammunition lot identity of all ammunition shall be maintained.

4014. Prohibitions. The following are prohibited:

a. Use of ammunition for any purpose or in any manner other than for which designated.

b. Abandoning of leaving Class V material unattended at any time in the field.

c. Modification, Deactivation, Renovation, Repair or Restoration of Class V Materials.

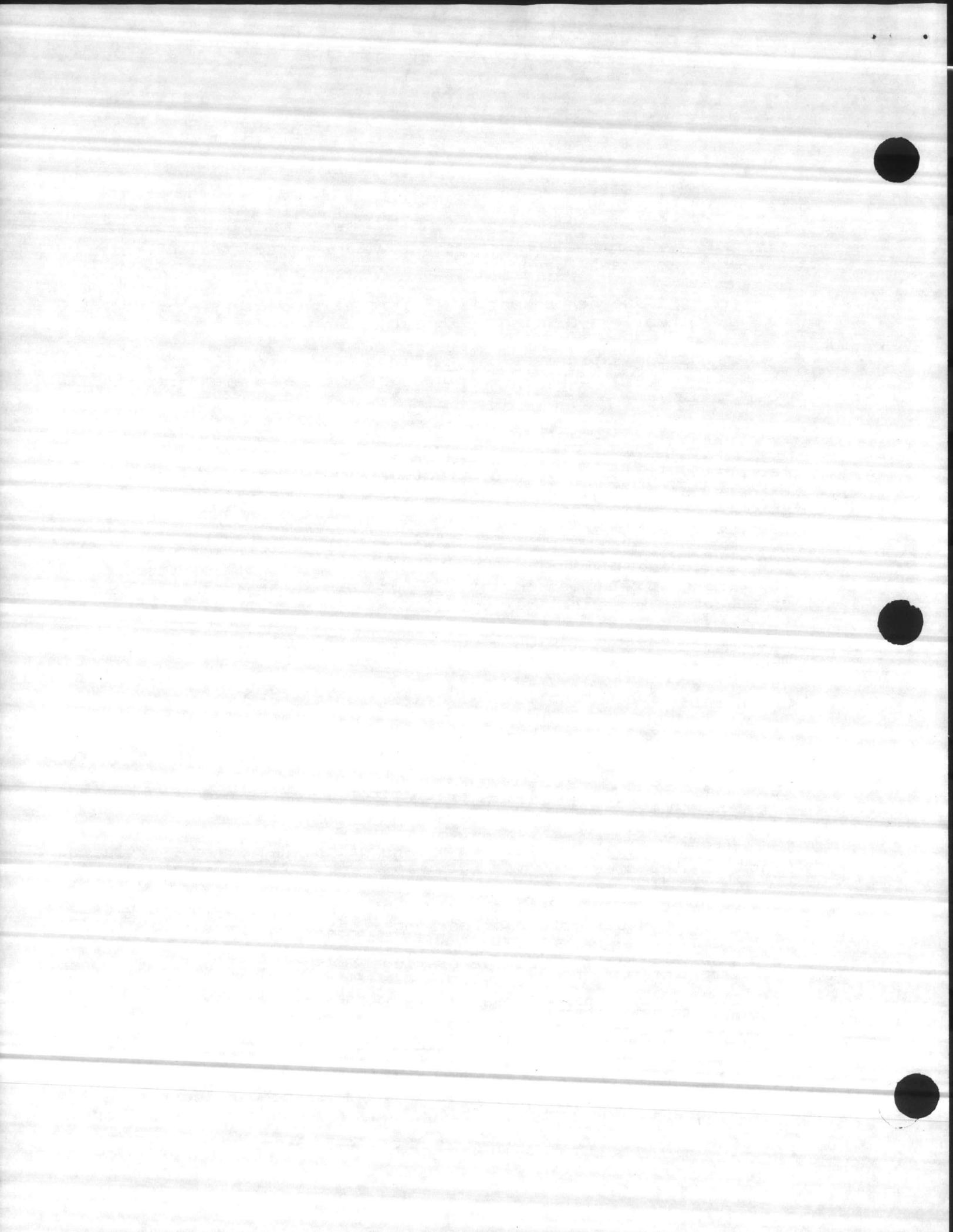
d. Sale or Private Use of government owned ammunition, explosives, ammunition components, brass or packing material.

e. Use of Ammunition for decorations, markers, or drill purposes.

f. Burying or Hiding Class V material for future use.

4015. Duds and Other Unexploded Munitions

a. Marking and Reporting. The marking and reporting of duds and other unexploded ordnance shall be accomplished in accordance with reference (c) (Operating Procedures for Ammunition/Explosives).



b. Unexploded Ordnance or Duds found in any area of the reservation including ranges and maneuver areas must be left exactly in the position they are discovered and moved only by Explosive Ordnance Disposal Personnel.

c. Misfires are not considered duds. Such rounds will be marked "Unserviceable" and returned to 2d Medical Battalion Ammo Technicians by the firing unit.

4016. Blank Ammunition. Blank Ammunition is manufactured specifically for use in mechanical and preliminary training, functional testing of weapons, individual and weapon crew drill and school purposes. The following apply to this type of ammunition:

(1) Allowances are for initial issue only. Replacements will be requisitioned only to replace items lost or worn out in service.

(2) Items will be handled as live ammunition during training to instill proper safety habits.

(3) Items will not be stored, mixed, or transported with live ammunition.

4017. Chemical and Biological Ammunition and Agents

a. Logistical Procedures. 2d FSSGO 8020.5 (Logistical Procedures in Connection with Chemical, Biological Munitions Agents) provides detailed logistical procedures in connection with chemical and biological munitions/agents and includes instructions for certain subordinate units of this command.



SOP FOR ORDNANCE

CHAPTER 5

REPORTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
General.....	5000	5-3
Definitions.....	5001	5-3



SOP FOR ORDNANCE

CHAPTER 5

REPORTS

5000. General. This section sets forth instructions and guidelines for submission of reports pertinent to ordnance materials and is in concurrence with, or in addition to, reports required by other directives. To afford proper utilization it is essential that the submission of reports be timely and accurate.

5001. Definitions

a. Malfunctions. Failure of the ammunition to function in accordance with the intent of the design.

(1) Accidents. Considered as injury to personnel of unintentional damage to equipment resulting from the use of ammunition or explosives.

(2) Serious Defect. A defect which as a result of improper design, manufacture, handling, or storage, creates the possibility of malfunction when ammunition is fired or handled.

b. Preliminary Report. In the event of an accident or malfunction of ammunition or explosives, a preliminary report, providing the information required by MI 8010.15/1 will immediately be submitted to this headquarters (Battalion Ordnance) by the most expedient means. Accidents or malfunctions causing death or bodily injury to personnel will be called to this headquarters immediately, giving the complete round lot number and description of accident.

(1) Care will be taken in submission of the preliminary report to ensure that the correct, complete ammunition lot number and a brief description of the malfunction are properly documented.

(2) Following an accident or malfunction, care will be taken to ensure accumulation of the information required for the malfunction reports. If serious injury to personnel or extensive damage to weapon is incurred, proper security will be placed on the weapon pending inspection by qualified ordnance personnel or by an authorized member of a duly appointed board of investigation.

(3) Class V items (evidence) involved in accidents or malfunctions such as fragments of projectiles, cartridge cases or components thereof, or broken or damaged parts of weapons will be preserved until disposition is directed by the S-4 or other competent authority. If, in the opinion of the commander, retention of such material may endanger life or property, said material may be destroyed and a written report will be submitted to this headquarters setting forth the circumstances.



SOP FOR ORDNANCE

(4) Blank Ammunition Accidents/Malfunctions

(a) Background. There have been several rifles severely damaged and Marines injured while firing blank ammunition. The general cause of these accidents has been tampering with and multi loading the blank cartridge. Multi loading blank ammunition and bore obstruction cause it to malfunction. Excessive headspace decreases chamber pressure. In addition, investigations have ruled out the possibility that ammunition previously issued or found in the field could have been tampered with.

(b) Special Investigation Requirements. When ammunition malfunction/accident occurs involving blank ammunition the investigation will include the following:

1. All statements will be taken under oath.
2. Positive statements describing the extent of evidence or lack of evidence of the following nature will be included in the investigation:
 - A. Obstruction or foreign matter, unburned powder or residue in the bore, chamber, magazine or receiver of the weapon.
 - B. The presence of empty cartridges with unindented primers in the area or in the magazine of the weapons.
 - C. Presence of empty cartridges with seals broken on the lips of the cartridges.
 - D. Statements of witnesses, if legally obtained, will include the individual's participation or lack of participation in tampering with the ammunition.
 - E. Condition of the weapon prior to the malfunction/accident, including use of blank fire attachment.
 - F. Damage to the magazine and remaining rounds.



SOP FOR ORDNANCE

CHAPTER 6

ORDNANCE REFERENCE

	<u>PARAGRAPH</u>	<u>PAGE</u>
Marine Corps Orders Number.....	6000	6-3
Miscellaneous References Number.....	6001	6-4



SOP FOR ORDNANCE

CHAPTER 6

ORDNANCE REFERENCE

<u>Marine Corps Orders Number</u>	<u>Remarks</u>
P8011.4F	Peacetime Table of Allowance and Authority for Ammunition Expenditures
8010.1	Logistical Data For FMF (Includes planning and support of combat operations)
8020.1	Handling, Storage and Disposition, of Ammunition and Explosives
8027.1	Responsibilities of Explosive Ordnance Disposal
3574.2	Marksmanship Training with Individual Small Arms
8373.2	Allowance Authorized for RTE
MI 8010-15/1	Ammunition Malfunction and Accident Reporting Procedure
P4400.19	Marine Corps Supply Manual, Vol. 1
4610.15	Shipment of Military Explosives Equipment and Other Dangerous Articles During a National Emergency
<u>Force Orders</u>	
P8070.2	Logistical Procedures in Connection with Chemical, Biological Munitions Agents
8011.1	Annual Ammunition Training Allowance Fleet Marine Force Atlantic
<u>Base Orders</u>	
P8023.3	SOP for Ammunition and Explosives Cartridge Cases, Ammunition Containers and related items.



SOP FOR ORDNANCE

Miscellaneous References

Tm-9-500	Ordnance Corps Equipment Data Sheet
FM-5-25	Explosives and Demolition
TM-9-1900	Ammunition General
TM-9-1300-206	Care, Handling, Preservation and Destruction of Ammunition
OP-2210	Demolition Material
OP-5 Vol. 1, 2, & 3	Ammunition Ashore; Handling, Storage and Shipping, Production Renovation and Advance Bases
OP-1631	Ammunition Hazard Classification Dimensions and Weights
OP-2239	Drivers Handbook on Ammunition Explosives and Dangerous Articles
T. C. GEORGE'S Tariff #19	ICC Regulations Governing the Transportation of Explosives and other Hazardous Articles
Coast Guard (CG) 108	Rules and Regulations for Military Explosives and Hazardous Munitions Aboard Ship

