



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDINST 8000.2B
27 Oct 08

COMMANDANT OF MIDSHIPMEN 8000.2B

Subj: U.S. NAVAL ACADEMY RIFLE/PISTOL TEAM ARMORY STANDARD
OPERATING PROCEDURES

Ref: (a) OPNAVINST 5530.13B
(b) OPNAVINST 5530.14C

Encl: (1) General Information
(2) Physical Security
(3) Weapons and Ammunition Procedures
(4) Armory Checklist

1. Purpose. To establish policy, procedures and responsibilities for the day to day functioning of the rifle/pistol team armory.

2. Cancellation. COMDTMIDNINST 8000.2A

3. Background. This instruction delegates responsibilities for all armory matters, including ordnance accountability, armory operations, and armory security, falling within the authority of the Commandant of Midshipmen.

4. Action. Requirements and procedures for subject armory will be per this instruction.


MATTHEW L. KLUNDER

Distribution:
Operations Officer
AT/FP Officer
Armory Officer
Rifle Coach
Pistol Coach
NAVSUPPACT Annapolis ESO

GENERAL INFORMATION

1. Bancroft Hall Armory. The Bancroft Hall Rifle/Pistol Armory is defined as the spaces where the actual ammunition and weapons are stored, including all doors, locks, and electronic security systems that ensure their security.

2. Bancroft Hall Indoor Range. The range is defined as all spaces in the 2nd-Wing under the management of the Rifle/Pistol team coaches and officer representatives, including all ranges, lobbies, passageways, and facilities, but does not include the Bancroft Hall Armory.

3. Armory Officer. The duty as Armory Officer will be assigned in writing as an additional duty under the cognizance of the Operations Officer. The officer representative for the pistol or rifle team may not serve as the Armory Officer. The responsibilities of the Armory Officer are listed below:

(a) Serve as the principal staff officer on matters pertaining to the management of the rifle/pistol team armory.

(b) Provide supervision over ground ordnance matters, including ammunition and armory security.

(c) Ensure that necessary publications and directives are on hand to properly manage armory matters.

(d) Plan and conduct or coordinate inspections of the rifle/pistol team armory to ensure armory physical standards are maintained.

(e) Plan and conduct or coordinate inspections of all rifle/pistol team weapons.

(f) Monitor the armory physical security standards and ensure compliance with references (a) and (b).

(g) Manage the Intrusion Detection System (IDS). Maintain all master codes of the IDS system and issue access codes to all staff and midshipmen granted access by the Commandant of Midshipmen in writing.

4. Rifle/Pistol Team Coaches

(a) Responsible for the safety and security for all weapons and ammunition used and stored in the Bancroft Hall Armory and Bancroft Hall Indoor Range.

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(b) Ensure the Rifle/Pistol armory is inspection ready at all times.

(c) Ensure that ordnance forms and records are properly maintained per current directives and publications.

(d) Prepare and maintain a desktop procedure and turnover folder for the armory.

(e) Ensure the care, accountability, inventory, and control of all ordnance items in the armory.

3. Bancroft Hall First Lieutenant

(a) Ensure that the Bancroft Hall Indoor Range security and maintenance standards are achieved and maintained.

(b) Support the Armory Officer and the NAVSUPACT Annapolis Explosives Safety Officer to ensure Bancroft Hall Armory security and maintenance standards are achieved and maintained per reference (a).

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PHYSICAL SECURITY

1. Guidelines. Comprehensive instructions concerning the physical security of weapons, including facilities construction criteria, approved hardware, alarm system specifications, surveillance requirements, and key and lock control procedures, are contained in reference (a).
2. Designation. The rifle/pistol team armory is designated a level one restricted area. Warning signs ("RESTRICTED AREA-KEEP OUT / AUTHORIZED PERSONNEL ONLY") will be posted on the entrance door to the rifle and to the pistol armory.
3. Personal Weapons. Privately owned weapons stored in the armory will be provided with the same degree of accountability and protection as government owned weapons.
4. Arms Racks and Storage Containers. Weapons will be stored in locked racks, chests, or other locally fabricated containers. Approved low security (secondary) pad locks specified in reference (b) will be used to lock rifle racks, pistol chests and other arms containers. All rifle racks, pistol chests, and other arms containers weighing 500 pounds or less will be secured to a permanent part of the building with bolts or chains equipped with approved secondary padlocks. All racks and containers must be constructed so that, when locked, a weapon cannot be removed by disassembling the weapon.
5. Unaccompanied Access/Authorized Visitors. The Commandant of Midshipmen will designate in writing those personnel authorized unaccompanied access to the armory. This list will be posted at the armory entrance. A visitor log will be maintained to record all personnel entering the armory not on the unaccompanied list. The following information will be annotated in each visitor's log entry: Date, Grade and Name of Visitor, Last Four Numbers of SSN, Time of Entry, Signature of Visitor, Time of Departure.
6. Key/Combination Control. The rifle/pistol team armory door will be secured with high security locking devices. The door combinations will be managed by the armory officer and will ensure all regulations and procedures are enforced. Combination locks will be changed upon modification of key/combination access.
7. Daily Physical Sight Counts. A physical sight count of all weapons, ammunition, and keys will be made immediately upon opening the armory, and immediately prior to closing the armory.

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Weapons, ammunition and keys not physically present in the armory must be accounted for by a valid signature on an authorized document. Physical sight count will remain on hand for one year.

8. Intrusion Detection System (IDS). An IDS will be installed to provide constant surveillance of the armories. The IDS alarms sound at the Security Police office and Main office. The IDS will be deactivated when the armory is open. The IDS should be equipped with three types of sensors: motions detectors, balance magnetic switch, and duress alarms. The IDS system will be tested quarterly and a log book will be maintained by the armory officer to record testing. Unannounced armory physical security evaluations will be conducted at least annually by the Armory Officer, the NAVSUPPACT Annapolis Explosives Safety Officer, the NAVSUPPACT Annapolis Anti-Terrorism/Force Protection Officer, and the NAVSUPPACT Annapolis Physical Security Officer. After working hours, when the armory is closed and the IDS is activated, armed surveillance will be provided by DoD Police per reference (a).

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WEAPONS AND AMMUNITION PROCEDURES

1. Issue and Recovery of Weapons. Weapons will be issued for official requirements only and will be returned to the rifle/pistol team armory for safekeeping when no longer required in the performance of official duties. Midshipmen who have been issued weapons are responsible for the security of those weapons and those weapons will remain in the personal and physical custody of the midshipmen to whom issued until they are returned to the armory. Midshipmen in civilian attire will not be allowed to draw weapons. Uniform will be utilities, uniform of the day or designated team uniform.

2. Privately Owned Weapons. All personal weapons will be registered with DoD Police. Identification of personal weapons will be by manufacturer, caliber, model, and serial number. Quarterly inventories by serial number will be conducted. All weapons will be registered prior to being stored in the armory. Personal weapons will be stored within the same armory as government owned weapons. However, they will be stored in separate containers so as to identify personal from government owned. Regulations on possession, use, registration, and storage of privately owned weapons are contained in reference (b).

3. Movement Orders. Those weapons categorized as category III weapons being moved from one facility to another, i.e., competition, will require written authorization from the Commandant of Midshipmen in the form of a valid Movement Order. All state laws and requirements for transporting weapons across state lines will be met. When transporting weapons, constant surveillance by the responsible officer is required. While at competition site, all weapons must be secured in the armory at the competition site if available, or maintained in secured location with responsible officer. Weapons will not be stored unattended in individual rooms or left in automobiles.

4. Ammunition Requisition / Turn-in. All ammunition will be requisitioned from the Small Arms Training Department at Naval Station Annapolis using their Ammunition Custody Control Sheet. Requisition should contain ammunition intended to be fired and not in excess of required allowance per team member. Expended ammunition will be accounted for daily and recorded in a log maintained by the Team coaches. Ammunition stored in the armory will be kept in a safe and separate from weapons. All unexpended ammunition will be returned to the Small Arms

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Training Department with a completed Ammunition Custody Control Sheet.

5. Range Procedures. All personnel utilizing pistol/rifle ranges must have successfully completed required weapons handling training and safety procedures class prior to firing on the range. Pistol/rifle team coaches must be Range Safety Officer (RSO) and Arms, Ammunition, and Explosives (AAE) certified. The Armory Officer will certify all RSO's. Any midshipmen firing will be required to have a non-firing RSO present. Assignment a RSO during live firing will preclude that person from use of all ranges. Range team room access is available at anytime, however use of the firing range access is from 0700-2100.

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ARMORY CHECKLIST

Inspection Date: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Does the assigned Armory Officer conduct periodic inspections of the armory to ensure that proper procedures are being utilized in the operation and functioning of the armory?	_____	_____	_____
2. Date last inspection by assigned armory officer was conducted:	_____		
3. Have the discrepancies noted on the last command inspection been corrected?	_____	_____	_____
4. Are daily physical sight count inventories being conducted on all equipment upon opening and closing the armory per OPNAVINST 5530.13?	_____	_____	_____
5. Are personal weapons included in the daily inventories per OPNAVINST 5530.13?	_____	_____	_____
6. Is the unexpended ammunition included in the daily inventory report?	_____	_____	_____
7. Has an "access list" been established which authorizes unaccompanied access only to those personnel who require entrance into the armory?	_____	_____	_____
8. Is the "access list" kept current with personnel changes per OPNAVINST 5530.13?	_____	_____	_____
9. Have procedures been established for positive identification of official visitors prior to allowing entrance to the armory per OPNAVINST 5530.13?	_____	_____	_____
10. Are all racks, chest, and security lockers/safes properly secured to a permanent part of the building as required in OPNAVINST 5530.13?	_____	_____	_____
11. Are personal weapons afforded the same security as government owned weapons per OPNAVINST 5530.13?	_____	_____	_____

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- 12. Are personal weapons registered with DoD police? ___ ___ ___

- 13. Are the armory keys kept under a stringent system of key control per OPNAVINST 5530.13? ___ ___ ___

- 14. Has an individual been assigned as key custodian per OPNAVINST 5530.13? ___ ___ ___

- 15. Are armory keys/combination issued to those individuals authorized in writing by the Commandant of Midshipmen per OPNAVINST 5530.13? ___ ___ ___

- 16. Are duplicate keys inventoried and place in Main Office? ___ ___ ___

- 17. Does the armory have signs that clearly "RESTRICTED AREA-KEEP OUT", AUTHORIZED PERSONNEL ONLY" per OPNAVINST 5530.13? ___ ___ ___

- 18. Is the armory equipped with an Instrusion Detection System (IDS) per OPNAVINST 5530.13? ___ ___ ___

- 19. Is the alarm checked on a monthly basis to ensure that it is functioning properly per OPNAVINST 5530.13? ___ ___ ___

- 20. Has a Physical Security Evaluation been Conducted within the last six months per OPNAVINST 5530.13? ___ ___ ___