



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 8370.1
1/COMDT
15 Feb 2019

USNA INSTRUCTION 8370.1

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY WEAPON ACCOUNT AND INVENTORY CONTROL

Ref: (a) OPNAVINST 5530.13C
(b) NAVSEAINST 8370.2D

1. Purpose. To provide policy and guidance relative to the U.S. Naval Academy (USNA) Weapon Inventorying Procedures.

2. Scope and Applicability

a. This instruction applies to all weapons, arms, and drill rifles owned or contracted by USNA and the USNA Museum that are maintained on a permanent basis.

b. M-14 rifles issued to the Brigade of Midshipmen and stored in Bancroft Hall are considered drill rifles per references (a) and (b). Drill rifles shall be issued for training or ceremonial purposes only and are considered nonsensitive items. Drill rifles shall be accounted for using small arms inventory procedures, but need only be secured with means appropriate for any nonsensitive accountable item of government property, vice approved Arms, Ammunition, and Explosives storage.

3. Responsibilities. The following command responsibilities are established:

a. The USNA Armory Inventory Officer is responsible for conducting an annual visual inventory of all weapons assigned to the USNA Small Arms Asset Verification List N00161, per reference (b). This inventory shall be conducted no earlier than 1 June and no later than 30 June each Fiscal Year.

b. The USNA Armory Inventory Officer is responsible for conducting the annual USNA armory inventory and ensuring inventory reports are submitted to Naval Surface Warfare Center Division (NAVSURFWARCENDIV) Crane Small Arms Registry. If weapons are found to be missing during the annual inventory, the USNA Armory Inventory Officer is tasked with reporting discrepancies to the NAVSURFWARCENDIV Crane Small Arms Registry. Additionally, an investigation will be conducted to determine the whereabouts of the missing weapons. When theft is suspected, the matter will first be referred to NCIS for investigation.

The investigating officer will be selected by the USNA Chief of Staff. Investigations will be sent to the NAVSURFWARCENDIV Crane Small Arms Registry.

4. Action. The USNA Armory Inventorying Officer will familiarize themselves with references (a) and (b) and the most recent USNA Navy Small Arms Asset Verification List (N00161) in order to perform their duties.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, contact the USNA records manager or the DON/AA DRMD program office.

6. Review and Effective Date. The USNA Armory Inventorying Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



G. E. LANG, JR.
Chief of Staff

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All non-mids (Electronically)