



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 4790.1B  
OPS  
MAR 12 2021

COMMANDANT OF MIDSHIPMEN INSTRUCTION 4790.1B

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: MAINTENANCE OF UNITED STATES NAVAL ACADEMY CEREMONIAL  
WEAPONS

Encl: (1) Organizational Preventive Maintenance Checks and Services  
(2) Authorized Cleaning Materials  
(3) Sword or Rifle Statement of Understanding  
(4) Rifle Issue and Return

1. Purpose. To establish procedures for the accountability and maintenance of ceremonial weapons utilized by the Brigade of Midshipmen.

2. Cancellation. COMDTMIDNINST 4790.1A

3. Scope and Applicability. This directive applies to all officer, enlisted, and midshipmen personnel participating on the Brigade Drill Team.

4. Background. Accountability and maintenance of weapons is critical to the combat readiness of all military organizations. Although the U.S. Naval Academy does not have a wartime mission, the behaviors and habits instilled here have a corresponding and lasting effect on the mission readiness and capability of units to which Naval Academy graduates are assigned. The ceremonial weapons issued to members of the Brigade are a symbol of the discipline, professionalism, and leadership within the Brigade. These weapons also provide the means to develop an appreciation for the accountability and maintenance of weapons and associated equipment.

5. Duties and Responsibilities

a. Bancroft Hall First Lieutenant. The Bancroft Hall First Lieutenant shall procure and maintain sufficient quantities of spare parts and cleaning materials to maintain ceremonial weapons. Items will be stocked and accounted for by the small arms repairer and sufficient quantities shall be issued to Company Drill Staff for distribution at the Company level as required.

b. Brigade Drill Master. The Brigade Drill Master shall be responsible for oversight of the accountability, training and maintenance of all ceremonial weapons and shall accomplish the following in the execution of thier duties:

(1) Supervise weapons issue and turn-in procedures for midshipmen.

(2) Ensure that the Commandant's staff, Company Officers (COs) and Senior Enlisted Leaders (SELs) are trained on the maintenance and cleaning of the ceremonial weapons.

(3) Ensure that the Brigade Drill staff are trained to instruct other midshipmen on the Preventative Maintenance Checks and Services (PMCS) for the ceremonial weapons.

(4) Track company monthly and quarterly sight counts of rifles.

(5) Coordinate and track CO/SEL appointment letters as rifle custodians.

(6) Assist and support the Armory Officer with the annual report.

c. COs and SELs. To mitigate potential misplaced rifles, COs and Company SELs will be appointed as rifle custodians in writing and be responsible for the following:

(1) Familiarize themselves with all aspects of the function, care, maintenance and reporting procedures of ceremonial weapons.

(2) Familiarize themselves with their assigned company space and the 135 consecutive slots for rifle storage in the armory.

(3) Coordinate with their respective Company/Battalion Drill Staff and confirm rifle serial numbers monthly, quarterly and annually.

(4) Approve a list of midshipmen to be issued a rifle, with midshipmen assigned a specific slot and rifle serial number.

(5) Track and maintain Sword or Rifle Statement of Understanding (SOU).

(6) Be present for rifle turn-in and distribution.

d. Drill Officers and Drill Sergeants. Drill Officers and Drill Sergeants will assist their assigned Regiment/Battalion/Company with the care and maintenance procedures of ceremonial weapons and shall accomplish the following in execution of their duties:

(1) Train members of their unit in the proper care and maintenance of ceremonial weapons.

(2) Assist unit commanders in ensuring that the maintenance of the weapons is completed as needed for their respective Regiment/Battalion/Company.

(3) Assist the CO/SEL with proper accountability checks.

(4) Assist the Brigade Drill Master with weapons issue and turn-in accountability procedures.

(5) In the event a midshipman is not assigned a rifle but requires one, and the Company does not have an unassigned rifle in the armory, upon notification to the CO/SEL, Company Drill Officers will maintain a written chain of custody between the midshipmen requiring the rifle and the midshipmen assigned the rifle.

(6) Report all discrepancies to the Brigade Drill Master via the CO/SEL.

e. Midshipmen. Each midshipman is accountable for thier assigned ceremonial weapons. Each midshipman will sign for their rifle on initial issue and must sign a Sword or Rifle SOU. Sword or Rifle SOU will be maintained at the CO/SEL-level (may not be delegated). Individual midshipmen will also adhere to the following:

(1) Maintain control of ceremonial weapons and be responsible for their rifle for the duration of the drill season.

(2) Midshipmen changing Company, separating from the Naval Academy, or subject to other circumstances requiring a change in rifle custody will turn-in their rifles to the armory via thier CO/SEL. Rifles belong to companies, not midshipmen.

(3) Upon the completion of each ceremonial evolution, thoroughly wipe down the external surfaces of the weapon leaving a light coat of cleaner lubricant preservative (CLP) on all metal parts, and secure the rifle in their rooms. Midshipmen shall use only those cleaning materials authorized in enclosure (2). Commercial solvents, or lubricants (other than CLP or other approved items issued by the small arms repairer) are strictly prohibited.

(4) Perform all maintenance checks and services as outlined in enclosure (1).

f. Small Arms Repairer. The Small Arms Repairer will be responsible for repairs to ceremonial weapons that exceed the echelon of maintenance required of midshipmen as reflected in enclosures (1) and (2).

## 6. Accountability and Use

a. Ceremonial weapons will be issued at the beginning of the academic year during the Reform of the Brigade. Ceremonial weapons will only be given out one per midshipman. Midshipmen may not check out a weapon for any individual other than themselves. In order to check out a weapon, each midshipman must present their military identification card to the armory designated representative. No weapon will be checked out to an individual without a military identification card or without the CO/SEL being present at the armory.

b. After the last parade of the year, all ceremonial weapons shall be returned to the armory before any midshipman is authorized to depart for summer leave or training. All midshipmen will turn in their assigned ceremonial weapons. In order to turn in a weapon, each midshipman must

present their military identification card to the armory designated representative. No weapon will be turned in without presenting a military identification card or without the CO/SEL being present at the armory.

c. Midshipmen on Zero Block training must turn in their ceremonial weapons prior to departing and after final examinations. Failure to do so will result in being recalled from training or leave, and potential administrative conduct action.

d. There will be an annual inventory by a designated third party as part of the overall Small Arms Verification report.

## 7. 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, please contact the USNA Records Manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant of Midshipmen's Operations Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



T. R. BUCHANAN

Distribution:  
Non-Mids (Electronically)

**ORGANIZATIONAL PREVENTIVE MAINTENANCE CHECKS AND SERVICES**

M14 Ceremonial Weapons

Q - Quarterly (OCT/JAN/APR)

Sequence Number	Item To Be Inspected	Performance	Work Time
1.	Rifle	Wipe dry to remove oil, dirt, and foreign matter.	5 min
2.	Stock Assembly	Inspect for cracks, chips, looseness, missing screws, protective coating, and overall good condition.	2 min
3.	Operating Rod and Connector Assembly	Inspect for damage and for proper functioning.	1 min
4.	Bolt Assembly	Remove and inspect for excessive wear and cracks. Clean and lubricate.	5 min
5.	Barrel and receiver	Inspect for unusual wear, damage, and cleanliness.	3 min
6.	Sight	Check for damage, missing of loose parts and functioning.	2 min

Total Time: 18 min

Sword and Scabbard

M - Monthly

Sequence Number	Item To Be Inspected	Performance	Work Time
1.	Sword	Remove fingerprints and other oil marks with a soft, dry cloth.	2 min
2.	Scabbard/Belt	Leather scabbards should only require an occasional wipe with a cloth moistened with a clear household silicon spray polish. Scuff marks in the leather can usually be repaired or hidden with ordinary shoe polish.	7 min

Total Time: 9 min

**AUTHORIZED CLEANING MATERIALS**

1. Only the following items are authorized for use in the care and cleaning of the ceremonial rifle:

<u>Nomenclature</u>	<u>NSN</u>
Cleaner, Lubricant, Preservative (CLP) for rifles only	9150 01 054 6453
All purpose Brush (Nylon)	1005 00 494 6602
Cotton Swab	1005 00 288 3565
Cotton Applicator	6515 01 234 6838
Chamber Brush	1005 00 690 3115
Bore Brush	1005 00 556 4174
Combination Tool	4933 00 768 0211
Cotton Rag	N/A

a. Items shall be issued to individual Midshipmen through the small arms repairer and otherwise made available through the brigade drill staff organization.

b. The following items are strictly prohibited for use in care and cleaning of the weapon:

Commercial fuels and solvents (i.e., gasoline, acetone, etc.)  
Metal cleaners or polishes  
Commercial Lubricants (i.e., WD-40, 3-in-1 oil, motor oil, etc.)  
Steel wool  
Steel wire brushes  
Sandpaper  
Wood finishing products (i.e., varnish, lacquer, furniture oils)  
Paint of any kind

**SWORD AND RIFLE STATEMENT OF UNDERSTANDING**

Ref: (a) COMDTMIDNINST 4790.1B  
(b) COMDTMIDNINST 1610.2K

1. By accepting this sword and/or rifle (a.k.a. ceremonial weapon/small arms) I acknowledge that I am solely responsible for its handling and safekeeping per reference (a). I agree to handle this weapon at all times as if it were a fully operational weapon, ready to fire. I understand that my failure to properly carry out my duties may result in serious harm to myself or others and in adverse action under the Performance and Conduct System per reference (b).
2. I understand that I may be removed from my duties involving the control of arms should my conduct fail to reflect the maturity and judgment expected from one entrusted with such arms.
3. I understand that I am responsible for the following:
  - a. To return the item in the same or better condition as issued to me.
  - b. To maintain my weapon. I will get cleaning supplies and training on maintaining assigned small arms by the Company Drill Staff.
  - c. To wipe down my weapon and to properly secure it upon completion of each evolution.
  - d. To only use ceremonial weapons for formations and ceremonies as directed by the Commandant of Midshipmen. Ceremonial weapons shall not be used during other training evolutions that could result in damage (e.g., sea trials, screeners, field exercises).
  - e. To immediately report, via the chain of command, if my weapon is missing or damaged.
  - f. I understand that misuse of my weapon resulting in damage is punishable per ref (b).
  - g. To personally return my issued small arms to the Armory.
4. I understand and accept the responsibility to safeguard the arms assigned to me per ref (a).

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Last Name, First Alpha #

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Rife # Armory Storage Slot # Sword #

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Date Signature

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## RIFLE ISSUE AND RETURN

1. Every company will be assigned 135 consecutive slots for rifle storage in the armory. Each company will be assigned 127 serviceable rifles with serial numbers recorded for storage within those slots. The slots will be labeled with sequential numbers to ease sight-counts, distribution, and turn in.

### 2. Task

a. Brigade Drill Master. With coordination between the Commandant Operations Officer and the Master Training Schedule (MTS), space out the timing of rifle distribution as much as possible to alleviate crowding in the armory.

(1) Provide the Company Officer (CO) and Senior Enlisted Leader (SEL) a spreadsheet with the slot number, rifle serial number, and a signature block for both midshipmen and the CO/SEL. Midshipmen will sign the roster upon receiving their rifle and CO/SEL will sign the spreadsheet at the completion of rifle distribution.

(2) Coordinate a date and time for CO/SEL to go down to the armory and familiarize themselves with their company spaces and slots before rifle distribution. CO/SEL will use that time to inventory their 127 rifles and serial numbers.

b. Brigade Drill Officer. To mitigate potential misplaced rifles, you will be responsible for the following:

(1) Ensure the drill staff is briefed and understand the new armory procedures.

(2) Ensure the armory sign-in/sign-out log book is properly filled out.

(3) Always maintain positive control of your issued armory keys.

3. Sequence of Events (SOE). Based on the Master Training Schedule (MTS) and guidance, SOE will be sent on different correspondence for both Rifle Issue and Rifle Return. CO/SEL will be present in the Armory for the duration of these evolutions.

a. Rifle Distribution. Rifles assigned to companies but not distributed will be retained in the armory in the assigned company space. On their company/battalion assigned time and date, midshipmen will report to the armory with the following:

(1) Military ID card.

(2) Memorized slot number.

b. Rifle Turn-In. Priority will be given to 1/C midshipmen and those that will not participate

Enclosure (4)

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in the Color Parade/last training requirement of the semester. On their battalion assigned time and date, midshipmen will report to the armory and read off their serial number to the drill staff. The midshipmen will sign the spreadsheet and the rifle will be placed in the appropriate serialized slot. CO/SEL will sign after completion of rifle turn-in.

4. Drop on Request (DOR). During the check-out process, midshipmen will turn in their rifle to the CO/SEL for accountability and positive control. CO/SEL will ensure the following:

(1) Verify the rifle serial number matches the midshipmen's name.

(2) Coordinate with the Company Drill Officer for rifle return. The Drill Officer will ensure to return the rifle back to the armory in a timely manner and update the company's electronic inventory spreadsheet.

(3) Notify and coordinate with the Brigade Drill Master for check-out signature.