



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

COMDTMIDNINST 8000.2D

OPS
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COMMDANT OF MIDSHIPMEN INSTRUCTION 8000.2D

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

Subj: VARSITY RIFLE AND CLUB PISTOL ARMORIES STANDARD OPERATING PROCEDURES

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

Encl: (1) General Procedures
(2) Physical Security
(3) Weapons and Ammunition Procedures
(4) Program 9 Explosive Safety Self-Assessment Checklist
(5) NSAA RFI/Armory Checklist

1. Purpose. To establish policy, procedures, and responsibilities for the day-to-day functioning of the Varsity Rifle and Club Pistol Team armory.

2. Cancellation. COMDTMIDNINST 8000.2C.

3. Scope and Applicability. This instruction delineates 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 in accordance with this instruction.

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/Vorgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/ Approved%20Record%20Schedules/Forms/ AllItems.aspx](https://portal.secnav.navy.mil/Vorgs/DUSNM/DONAA/DRM/Recordsand-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/AADRMD program office.

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7. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant's Operations 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. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted



T. R. BUCHANAN

- Distribution:
Operations Officer
AT/FP Officer
Armory Officer
Varsity Rifle Coach
Club Pistol Coach
USNA/NSA ESO
NAVSUPPACT Physical Security Officer

GENERAL PROCEDURES

1. Varsity Rifle and Club Pistol Armories. The Varsity Rifle and Club Pistol Armories are 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 Varsity Rifle and Club Pistol Team coaches and Officer Representatives, including all ranges, lobbies, passageways, and facilities, but not including the Varsity Rifle and Club Pistol Armories.
3. Armory Officer. The duty as Armory Officer will be assigned in writing as an additional duty under the cognizance of the Commandant of Midshipmen. The Officer Representative for the Varsity Rifle Team or Club Pistol Team may not serve as the Armory Officer. The responsibility of the Armory Officer is as follows: Plan and conduct or coordinate inspections of all rifle/pistol team weapons.
4. Marksmanship Training Officer. Provide ammunition required for practices and rifle and pistol matches.
5. Varsity Rifle Team and Club Pistol Team Coaches
 - a. Serve as the principal staff officers on matters pertaining to the management of the Varsity Rifle and Club Pistol Armories.
 - b. Responsible for the safety and security for all weapons and ammunition used and stored in the Bancroft Hall Armory and Bancroft Hall Indoor Range.
 - c. Ensure that Varsity Rifle and Club Pistol Armories are inspection ready at all times.
 - d. Ensure that ordnance forms and records are properly maintained in accordance with current directives and publications.
 - e. Prepare and maintain a desktop procedure and turnover folder for the armory.
 - f. Provide supervision of ground ordnance matters, including ammunition and armory security.
 - g. Ensure the care, accountability, inventory, and control of all ordnance items in the armory.
 - h. Maintain an up-to-date access list as required.
6. Naval Support Activity (NAVSUPPACT) Annapolis Physical Security Officer
 - a. Plan and conduct or coordinate inspections of the Varsity Rifle and Club Pistol Armories to ensure armory physical standards are maintained.

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

7. Bancroft Hall First Lieutenant

a. Ensure that Bancroft Hall Indoor Range security and maintenance standards are achieved and maintained in accordance with reference (a).

b. Support the Armory Officer, Marksmanship Training Officer, and the Naval Academy Explosives Safety Officer to ensure Varsity Rifle and Club Pistol Armories security and maintenance standards are achieved in accordance with reference (a).

c. Maintain all master codes of the IDS system and issue access codes to all staff and midshipmen granted access by the Commanding Officer, NAVSUPACT Annapolis, in writing.

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 Varsity Rifle and Club Pistol Armories are designated as a level-one restricted area. Warning signs, "RESTRICTED AREA-KEEP OUT/AUTHORIZED PERSONNEL ONLY," will be posted on the entrance to the Varsity Rifle and Club Pistol Armories.
3. Personal Weapons. Privately owned weapons stored in the Varsity Rifle and Club Pistol Armories will be provided with the same degree of accountability and protection as government owned weapons.
4. Arms Rack and Storage Containers. Weapons will be stored in racks, chests, or other locally fabricated containers. Keys to Category III and IV Arms, Ammunition, and Explosives (AA&E) may be secured in containers of at least 12-gauge steel or equivalent (other existing containers may continue to be used). This container must be secured with GSA-approved, built-in three position, changeable combination lock, a built-in combination lock meeting UL Standards 768 Group I or a GSA-approved key-operated padlock.
5. Unaccompanied Access/Authorized Visitors. The Commanding Officer, NAVSUPACT Annapolis, will designate in writing those personnel authorized unaccompanied access to the Varsity Rifle and Club Pistol Armories in coordination with the Marksmanship Training Officer, Varsity Rifle Team and Club Pistol Team Coaches, and the Explosives Safety Officer. This list will be posted inside the Varsity Rifle and Club Pistol Armories protected from public view. A visitor log will be maintained to record all personnel entering the Varsity Rifle and Club Pistol Armories without the unaccompanied access.
6. Key/Combination Control. The Varsity Rifle and Club Pistol Armories doors will be secured with high security locking devices. The Bancroft Hall First Lieutenant will manage the door combinations. Combination locks will be changed upon modification of key/combination access. Keys to the Varsity Rifle Armory cage will be issued and signed for in accordance with reference (a). At a minimum, maintain a key control register to ensure continuous accountability of keys. Register must contain the name and signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, signature of the person issuing the key, date and hour key was returned, and the signature of the individual receiving the returned key. Retain completed registers for three years. Keys to Varsity Rifle and Club Pistol Armories, racks, containers, or magazines shall not be removed from the installation except to provide for protected storage elsewhere.

NOTE: Unauthorized possession of keys, key blanks, keyways, or locks adopted by a DoD component to protect AA&E is a criminal offense punishable by fine or imprisonment of up to 10 years or both (United States Code, Section 1386 of Title 10).

7. Weapons and Ammunition Accountability. Per reference (a), Varsity Rifle Team and Club Pistol Team Coaches will conduct monthly inventories by serial number. One of those inventories must be a disinterested third party inventory. Physical sight count of all weapons, ammunition, and keys will be made immediately upon opening the Varsity Rifle and Club Pistol Armories, and immediately prior to closing the armory by Varsity Rifle Team and Club Pistol Team Coaches. Weapons and ammunition 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 Varsity Rifle and Club Pistol Armories. The IDS alarms sound within the armory and at the Naval District Washington (NDW) Regional Dispatch Center (RDC). The IDS will be deactivated when the armory is open. The IDS should be equipped with two types of sensors: motion sensor and door contact. The IDS system will be tested quarterly by NSAA Physical Security specialist and coordinated with the Varsity Rifle Team and Club Pistol Team Coaches prior to testing. Results of the test will be recorded and maintained by NSAA Physical Security and any deficiencies will be noted and provided to the Varsity Rifle Team and Club Pistol Team Coaches and Facility Manager. If IDS systems do not function as designed, IDS systems will need to have a work order submitted through Bancroft Hall First Lieutenant and any repairs required will be coordinated through Bancroft Hall First Lieutenant.

NOTE: Unannounced armory physical security evaluations will be conducted at least Semi-annually by the Armory Officer, NAVSUPACT Annapolis Explosives Safety Officer, NAVSUPACT Annapolis Anti-Terrorism/Force Protection Officer, and the NAVSUPACT Annapolis Physical Security Officer.

WEAPONS AND AMMUNITION PROCEDURES

1. Issue and Recovery of Weapons. Weapons will be issued for official requirements only and will be returned to the Varsity Rifle and Club Pistol Armories 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 which will remain in the personal and physical custody of the midshipmen to whom issued until they are returned to the Varsity Rifle and Club Pistol Armories. Midshipmen in civilian attire will not be allowed to draw weapons. Uniforms will be, uniform of the day, appropriate working uniform, or designated team uniform.
2. Privately Owned Weapons. Identification of personal weapons will be by manufacturer, caliber, model, and serial number. Monthly inventories by serial number will be conducted. All weapons will be registered prior to being stored in the Varsity Rifle and Club Pistol Armories. Personal weapons will be stored within the same armories 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., for competition, will require 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. Constant surveillance by the responsible officer is required when transporting weapons. While at the competition site, all weapons must be secured in the armory at the competition site, if available. Weapons will not be stored unsecured in individual rooms or left in automobiles.
4. Ammunition Requisition/Turn-in. Ammunition shall be requisitioned by NALC and quantity from the Small Arms Training Department using their Ammunition Custody Control Sheet. Ammunition provided by the Small Arms Training Department or purchased commercially stored in the Varsity Rifle and Club Pistol Armories will be kept in a GAS approved safe and separate from weapons.
5. Range Procedures. All personnel utilizing the Varsity Rifle and Club Pistol Armories must receive a safety brief and weapons handling training prior to firing on the range. Varsity Rifle Team and Club Pistol Team Coaches must be designated in writing as Range Safety Officer (RSO) and be AA&E screened annually by the AA&E Screening Officer. When any firing is happening, a RSO must be present. Range team room access is available at any time; however, the use of the firing range access is from 0700-2100.

PROGRAM 9 EXPLOSIVE SAFETY SELF-ASSESSMENT CHECKLIST

Navy ESI Program Evaluation Guide			
PROGRAM 9. AA&E PHYSICAL SECURITY			
0901.00	Element .01 GENERAL POLICIES/ WAIVERS/EXEMPTIONS/SURVEYS	Reference	Status
0901.01	Are persons with AA&E security-related duties screened before they are assigned and re-screened annually thereafter to ensure they have records indicating maturity, good judgment trustworthiness, and a positive attitude toward national security? Are records maintained for at least 6 months after termination of assignment?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1) paragraphs 0107 & 0202k and MCO 5530.14A, enclosure (1), paragraphs 8002.1D (1) and 8002.1D (2).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0901.02	(USMC EXEMPT) Is DD Form 2760, Qualification to Possess Firearm or Ammunition, completed for all individuals prior to issuing any firearms or ammunition?	NAVADMIN 234/04 201606Z OCT 04.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0901.03	Is non-government AA&E, which is stored in designated armories or magazines, stored in separate containers or weapons racks from government AA&E?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0110a and MCO 5530.14A, enclosure (1), paragraphs 8029.3 and 8029.4.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0901.04	Is storage of personal weapons on an installation authorized in writing by the Commanding General/Commanding officer or designated representative? Are accountability records for non-government AA&E kept separately?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraphs 0110a, 0110b and MCO 5530.14A, enclosure (1), paragraph 8029.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0901.05	Is the loss of non-government AA&E reported to the Naval Criminal Investigative Service (NCIS) or Provost Marshal's Office (PMO)/ Marine Corps Police Department (MCPD) on Marine Corps installations?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0110c and MCO 5530.14A, enclosure (1), paragraph 8029.8.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0901.09	Is unaccompanied access to AA&E storage spaces limited to those persons required for essential operations and are those personnel designated in writing by the Commanding officer only after a favorable National Agency Check (NAC) or Entrance National Agency Check (ENAC)?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0305 and MCO 5530.14A, enclosure (1), paragraphs 8002.1 and 8008.2.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

0901.13	Are areas containing risk category AA&E posted as "Restricted Area"?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0207 and MCO 5530.14A, enclosure (1), paragraph 8008.1a.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.00	Element .02 INTRUSION DETECTION SYSTEM/LIGHTING/CONSTRUCTION/STORAGE		
0902.01	Are Category I and II storage spaces with IDS protection checked by security patrols irregularly at least every 24 hours?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraphs 0202(c) and 0401 and MCO 5530.14A, enclosure (1), paragraph 8011 and Appendix K.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.05	Are entrance doors to Armories and Magazines equipped with high security locks, locking systems or Internal Locking Device (ILD)?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0205a and MCO 5530.14A, enclosure (1), paragraph 8005.1g.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.13	Do walls, ceilings and floors of Armories meet structural requirements?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301a and MCO 5530.14A, enclosure (1), paragraphs 8005.1a, b, and c.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.14	Do Armory doors meet structural requirements?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301b and MCO 5530.14A, enclosure (1), paragraph 8005.1d.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.15	Are exterior Armory doors with exposed hinges provided with appropriate devices to prevent opening of the door by removal of the hinge pin or destruction of the exposed portion of the hinge?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301b (4) and MCO 5530.14A, enclosure (1), paragraph 8005.1d (5) (c).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

0902.16	Are Armory windows, ducts, vents or other openings 96 square inches or more with the least dimension greater than 6 inches sealed with material comparable to the adjacent walls?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301c and MCO 5530.14A, enclosure (1), paragraph 8005.1f.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.17	Within Armories, are arms stored in banded crates, standard or locally fabricated arms racks or Class 5 GSA approved containers?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301d and MCO 5530.14A, enclosure (1), paragraph 8005.1.i (1).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.18	Are arms racks or containers locked with at least field service padlocks?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301d (1) and MCO 5530.14A, enclosure (1), paragraph 8005.1.i (2).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.19	In facilities not continuously manned,(USMC requires 500 pound requirement at all times) are rifle racks and containers weighing less than 500 lbs. securely fastened to the structure or fastened together in groups weighing more than 500 lbs?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301d (1) and MCO 5530.14A, enclosure (1), paragraph 8005.1.i (4).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0902.22	Are all racks constructed to prevent removal of a weapon by disassembly?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0301d(2) and MCO 5530.14A, enclosure (1), paragraph 8005.1.i(1).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0903.00	Element .03 SECURITY FORCES/CHECKS		
0903.02	Is a pass, badge, and access roster or sign-in/out system used to properly identify authorized personnel for restricted areas?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0407 and MCO 5530.14A, enclosure (1), paragraph 8008.2.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0903.03	Are entry records maintained for three years?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0407 and MCO 5530.14A, enclosure (1), paragraph 8008.2a.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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0903.10	Is a statement acknowledging deadly force training signed by each member of the security force and filed in his or her training folder?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0202h and MCO 5530.14A, enclosure (1), paragraph 8002.3.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0903.15	Is there a duress system in place for security forces and duty personnel to call for assistance?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0202l and MCO 5530.14A, enclosure (1), paragraph 8013.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0904.00	Element .04 READY FOR ISSUE/ACCOUNTABILITY		
0904.04	Is the AA&E Accountability or AA&E Officer designated in writing by the Commanding Officer?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0505 and MCO 5530.14A, enclosure (1), paragraph 8002.2.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0904.06	Is a thorough investigation conducted to determine the circumstances surrounding loss or theft of AA&E and to fix responsibility where appropriate?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0700 and MCO 5530.14A, enclosure (1), paragraph 10001.6.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0904.07	Are proper incident reports generated (OPREP-3, Navy Blue or Unit SITREP) for significant incidents involving AA&E?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0701b.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.00	Element .05 LOCKS AND KEY MANAGEMENT		
0905.01	Are keys to AA&E and IDS stored separately from other keys and accessible only to those individuals whose official duties require access to them?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206b and MCO 5530.14A, enclosure (1), paragraph 8010.2.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.02	Are locks protecting AA&E spaces prohibited from a master key system?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206k and MCO 5530.14A, enclosure (1), paragraphs 3005.6e and 8010.5.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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0905.03	Are keys either in the physical possession of authorized personnel or in approved storage?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206c and MCO 5530.14A, enclosure (1), paragraphs 8010.3b (1) and (2).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.04	Are persons that are authorized access to keys of AA&E spaces identified on a current roster that is kept out of public view?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206b and MCO 5530.14A, enclosure (1), paragraph 8010.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.05	Are affected locks or lock cores replaced immediately when associated keys are lost, misplaced or stolen?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206f and MCO 5530.14A, enclosure (1), paragraph 3005.6c.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.06	Are the replacement or spare locks, cores, and keys secured to prevent unauthorized access?	MCO 5530.14A, enclosure (1), paragraph 3005.4 and OPNAVINST 5530.14E, enclosure (1), paragraph 0209d.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.07	Is the AA&E lock and key custodian or access control custodian designated in writing?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206a and MCO 5530.14A, enclosure (1), paragraph 3005.1.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.08	Does the key control register contain all required information to ensure continuous accountability of keys? Are the registers maintained for at least three years?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206h and MCO 5530.14A, enclosure (1), paragraph 3005.2 and Appendix G.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
0905.09	Are locks and keys inventoried semiannually and inventories maintained for at least three years?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206g and MCO 5530.14A, enclosure (1), paragraph 3005.6f.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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0905.10	Do keys to armories, racks, containers or magazines remain on the installation except to provide for protected storage elsewhere?	OPNAVINST 5530.13C, Interim Changes 1 and 2, enclosure (1), paragraph 0206j and MCO 5530.14A, enclosure (1), paragraphs 3005.3 and 8010.6.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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NSAA RFI/ARMORY CHECKLIST

To: _____

UIC: _____

Date of Inspection: _____

Time: _____

Building: Bldg # _____ Room # _____

Inspector(s): _____

POC during inspection: _____

1) Is there a **Fire Class/Division symbol** posted on the building outside door and interior door?
Yes: _____ No: _____

2) Is the Fire Class/Division symbol correct for the ammunition and/or explosive material held?
Yes: _____ No: _____

What is the symbol? _____

3) Is there a sign-in log book for personnel that enter the RFI and Armory?
Yes: _____ No: _____

4) Is there a current **ACCESS LIST signed by CO** posted on the inside of the RFI or the vault to the Armory?
Yes: _____ No: _____

5) Has ESO developed local procedures for locations authorized for C/D 1.4S Storage?
Yes: _____ No: _____

6) Do they have the pages of **Safety Regulations** Handling & Storage of Explosives, NWSC 12046, posted?
Yes: _____ No: _____

7) Do they have **fire extinguishers** "readily available" and have they been checked within a year?
(If Required) Monthly? Yes: _____ No: _____
Yes: _____ No: _____

8) Do they have the **Fire Bill** posted in a noticeable area by the RFI or Armory vault?
Yes: _____ No: _____

9) Is there a **gun clearing barrel** available?
(Navy Tactical Reference Publication) Yes: _____ No: _____

READY FOR ISSUE (RFI) CHECKLIST

- 10) Are both **upload and download** gun clearing barrel procedures posted?
Yes: _____ No: _____
- 11) If the hinge pin is on the outside of the RFI or Armory, is there a device to prevent removal of the hinge pin?
Yes: _____ No: _____
- 12) Are interior locking devices provided on vault doors so personnel cannot get locked in?
Yes: _____ No: _____
- 13) Is the entrance to the RFI and Armory equipped with a high security locking system?
Yes: _____ No: _____
- 14) Is a backup independent power source of 4 hours minimum duration provided for IDS protecting AA&E?
Yes: _____ No: _____
- 15) Does the Physical Security perform alarm tests on the Intrusion Detection System (IDS) quarterly?
Yes: _____ No: _____
At each Sensor Point?
Yes: _____ No: _____
Is it logged?
Yes: _____ No: _____
- 16) Are there periodic unannounced openings of alarmed spaces by Physical Security to evaluate reactions of the Security/Police force?
Yes: _____ No: _____
- 17) Is emergency lighting available?
Yes: _____ No: _____
- 18) Are there arms racks or safe(s) less than 500 lbs in the RFI or Armory not fastened to the structure?
Yes: _____ No: _____
- 19) Were any weapons found missing from the RFI or Armory during the last inventory?
Yes: _____ No: _____
- 20) Are there any **EMPTY containers**?
Yes: _____ No: _____
- 21) Are the **EMPTY containers** labeled correctly?
Yes: _____ No: _____
- a) Must be cleared of all other markings, use black spray paint to clear all markings, **AND**
- b) Must say **EMPTY** on container (both ends and at least 1 side must be stenciled in 1 inch letters or use an **EMPTY** Label, DD Form 1574-1577 Condition Code Tag on container or fluorescent red tape.
- 22) If containers are not labeled **EMPTY**, have the tops of the containers been taken off?

Yes: _____ No: _____

23) Is there a Fire Class/Division symbol posted on the door to the room where the RFI is located?
Yes: _____ No: _____

24) Is there a memo posted on the door of the RFI **authorizing amount of ammunition** that can be stored in it?
Yes: _____ No: _____
How much is authorized? NALCs and QTY: _____

25) Is there a memo posted in the RFI that authorizes the **number of personnel** that can be in the vault at one time?
Yes: _____ No: _____

26) Are Security Container Sheets (SF-702) being used?
Up-to-date? Yes: _____ No: _____

27) Are pass-down logs being used by supervisors?
Yes: _____ No: _____

28) Is a weapons logbook being maintained in the RFI that shows custody receipt to include serial # and type?
Yes: _____ No: _____

Are the weapons logbook kept for 3 years? Yes: _____ No: _____

29) Are the contents of the RFI inventoried by Police each time the RFI is opened? Is it being recorded in the Weapons Log Book?
Yes: _____ No: _____

30) Are there only full boxes of ammunition?
If not, are open containers properly secured? Yes: _____ No: _____

a) When was the last unannounced opening alarm performed? _____
Records kept for three years? Yes: _____ No: _____

ARMORY ONLY:

31) Are light boxes marked correctly? "Light" or "Lite" using orange color scheme (black on orange background or orange on white background) on top, sides and ends of container)?
(NAVSUP P-805, 3-8.4.2)
Yes: _____ No: _____

32) Is there a current Access list posted? Yes: _____ No: _____

33) Is the Armory maintaining a weapons log book for weapons used on a daily basis?
(3 Years of Records?) Yes: _____ No: _____

34) Is the Armory maintaining a weapons log book for weapons used on a long-term basis (sub-

custody log book)?

Yes: _____ No: _____

Is the Armory long term weapons log book kept for 3 years?

Yes: _____ No: _____

35) Are HERO stickers a requirement?

Yes: _____ No: _____

Are they on radios and cell phones?

Yes: _____ No: _____

36) Is there a HERO EMCON Bill that needs to be posted?

Yes: _____ No: _____

37) Is there a current MOU/MOA on file with signatures? If required?

Yes: _____ No: _____

38) Does everyone know the duress code as required?

Yes: _____ No: _____

39) Are SOP's up-to-date and signed?

Yes: _____ No: _____

40) Are there current and updated references/publications available?

Yes: _____ No: _____

41) Are personnel training records up-to-date?

Yes: _____ No: _____

42) Has there been a yearly Physical Security Survey?

Yes: _____ No: _____

43) Are persons with AA&E security related duties screened annually and entered into their training records?

Yes: _____ No: _____

44) Updated Access list posted?

Yes: _____ No: _____

45) Round Count Books being used?

Yes: _____ No: _____

Are they annotated?

Yes: _____ No: _____

46) Has Commanding Officer outlined Disqualifying Traits pertaining to AA&E Screening?

Yes: _____ No: _____

47) Has a Key and Lock Custodian been designated in writing

Yes: _____ No: _____

48) Has a 3M program been implemented?

Yes: _____ No: _____

Other Discrepancies: _____

Print Name and Signature: _____

Print Name and Signature: _____

Print Name and Signature: _____

Items Given to help: _____

Follow-Up Items: _____
