



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
2nd MARINE EXPEDITIONARY FORCE
3399 STRAUSS AVENUE SUITE 219
INDIAN HEAD, MD 20640-5035

IN REPLY REFER TO:
1050
CO
01 MAY 2014

CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE POLICY LETTER #8-14

From: Commanding Officer
To: Distribution List

Subj: STORAGE OF PERSONALLY OWNED WEAPONS IN THE CBIRF ARMORY

Ref: (a) MCO 5530.14A
(b) MCO 5580.2B
(c) NSASPINST 8032.2A
(c) CBIRF ARMORY SOP

Encl: (1) Base Police Weapons Registration Card
(2) Request to Store Personally Owned Weapon(s) in the CBIRF Armory
(3) Request for Temporary Removal of Personally Owned Weapon(s) in the CBIRF Armory
(4) Request for Permanent Removal of a Personally Owned Weapon(s) from the CBIRF Armory

1. Situation

a. In accordance with the references, the storage of personally owned weapons, ammunition, and dangerous recreational items in a Marine Corps armory must be authorized in writing by the Commanding Officer. This policy sets forth the method that will be used to store personal weapons in the CBIRF Armory.

b. Personal weapons, ammunition, and dangerous recreational items are not authorized to be stored in the Bachelor Quarters (Bldg. 902, 1542, and 1752) or in any vehicles aboard Naval Surface Warfare Center (NSWC) Indian Head.

2. Mission. No change.

3. Execution

a. Commander's Intent. No change.

b. Concept of Operations

(1) It is each individual's responsibility to ensure that their weapon or a weapon they plan on purchasing is registered on base with the base police prior to submitting a request to store personally owned weapons, ammunition, or dangerous recreational items in the CBIRF armory.

(2) Once registered on base, the individual will bring the registered item or the Federal Firearms License (FFL) registration to the armory, along with a base police weapon registration card in order for a CBIRF armorer to verify all information is accurate.

(3) Following verification, the individual will fill out enclosure (2), the request to store personally owned weapon form, and route it through their chain-of-command for the Commanding Officer's signature.

Subj: STORAGE OF PERSONALLY OWNED WEAPONS IN THE CBIRF ARMORY

(a) While the proper paperwork is being routed, the weapon will remain in a secured location inside of base housing or off-base storage

facility until the paperwork has been signed by the Commanding Officer to authorize storage in the battalion armory.

(b) Once the authorization letter has been signed by the Commanding Officer, the individual and the armorer will conduct an inventory of the authorized items to be stored in the armory, and log each item into the personal weapons log book.

(c) Requests to check out personally owned weapon(s) will be submitted in writing via enclosure (3), to the Arms, Ammunition, and Explosives Officer 48 hours prior to the requested date of withdrawal.

(d) Personal weapons, ammunition, and/or dangerous recreational items will not be issued to the owner if the individual appears to be incapacitated or under duress. Questions regarding the individual's capacity to withdraw their item(s) from the armory will be brought to the Officer of the Day and/or the chain-of-command.

(e) The individual is required to annotate a planned date and time for return of the item(s) to the armory on enclosure (3). The individual is required to contact the armory if the item(s) will not be returned on the date specified on enclosure (3).

(f) When the individual desires to permanently remove the weapon, ammunition and/or dangerous recreational item(s) from the armory, enclosure (4) will be completed and routed through the chain-of-command for the Commanding Officer's approval. Once approved, the individual will be required to provide enclosure (4) to the armory for release of item(s).

(g) The armory will then return all weapons, ammunition, and/or dangerous recreational items enumerated in enclosure (4) back to the owner.

(h) If personally owned weapons, ammunition, and/or dangerous recreational items are confiscated by the command, the following will occur in sequence:

1 The owner's chain-of-command will inform the Battalion Anti-Terrorism and Force Protection Officer, Officer of the Day, and the Commanding Officer.

2 The Officer of the Day will cordon the location and secure unauthorized items until a military police Marine arrives on scene to conduct evidence collection procedures per reference (d).

3 The military police Marine will then turn all confiscated item(s) into the armory for temporary storage for no more than 72-hours until the procedures for storage of personally owned weapons, ammunition, and/or dangerous recreational items already outlined are conducted.

4 If confiscation occurs during off-duty hours, the military police Marine will maintain custody of unauthorized item(s) on-scene until the armory opens.

5 If any personally owned weapons, ammunition, and/or dangerous recreational items are deemed to have been involved in any type of possible criminal activity, the command will notify the Naval Criminal Investigative Service (NCIS) immediately while the Officer of the Day cordons the area and secures said complicit items.

Subj: STORAGE OF PERSONALLY OWNED WEAPONS IN THE CBIRF ARMORY

c. Tasks

(1) Commanding Officer, Headquarters and Service Company

(a) Ensure all personnel are briefed and comprehend the content of this order.

(b) Coordinate with the Arms, Ammunition, and Explosives Officer in all matters pertaining to storage of personally owned weapon(s), ammunition, and dangerous recreational item(s) in the armory.

(2) Commanding Officer, Reaction Force Company

(a) Ensure all personnel are briefed and comprehend the content of this order.

(b) Coordinate with the Arms, Ammunition, and Explosives Officer in all matters pertaining to storage of personally owned weapon(s), ammunition, and dangerous recreational item(s) in the armory.

(3) Arms, Ammunition, and Explosives Officer

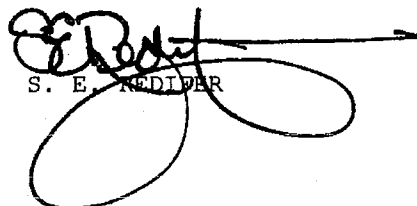
(a) Provide armorers to support the content of this order.

(b) Facilitate the conduct of storage of personally owned weapon(s), ammunition, and dangerous recreational item(s) in the armory by assisting the Company Commanders in this endeavor.

(4) Battalion Armorers. Execute storage of personally owned weapon(s), ammunition, and dangerous recreational item(s) in the armory in accordance with the references and the contents of this order.

4. Admin and Logistics. The paperwork will be maintained on file in the armory for at least one year from the removal of the items.

5. Command and Signal. The point of contact concerning this matter is the Armory Chief at phone: 301-744-2012.


S. E. REDIVER

NSWC DoD POLICE WEAPONS REGISTRATION CARD (EXAMPLE)

VOID AFTER		NUMBER
NAME (Grade, rank and SN if applicable)		
MODEL DESCRIPTION		SERIAL NUMBER
ACTIVITY		
AUTHORIZED BY		DATE
FIREARMS PERMIT		

(FRONT)

Under the authority of 5 USC 301 Departmental Regulations, information regarding _____ is requested to identify individuals authorized to carry a weapon aboard the Naval Surface Warfare Center. The information provided by you will become a permanent part of your Access Control Record. The information provided will not be divulged without your written authorization to anyone other than investigative and safety officials, and military and civilian law enforcement authorities. You are not required to provide this information; however, failure to do so may prohibit authorization to carry a weapon. Disclosure of your social security number is voluntary and is only used as a means of further identification.

(BACK)



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II MARINE EXPEDITIONARY FORCE
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INDIAN HEAD, MARYLAND 20640-5035

IN REPLY REFER TO
8000
ORD

From: _____
Rank Last Name First Name MI EDIPI/MOS
To: Commanding Officer

Subj: REQUEST TO STORE PERSONALLY OWNED WEAPON(S) IN THE CBIRF ARMORY

Ref: (a) MCO 5530.14A
(b) NSASPINST 8032.2A
(c) CBIRF ARMORY SOP

Encl: (1) Base DOD Police Weapon Registration

1. Per the reference, it is requested that I be granted authorization to store the following weapon(s) in the CBIRF armory. Enclosure (1) is a copy of my base registration form.

MANUFACTURER	GAUGE/ CALIBER	MODEL	TYPE	SERIAL NUMBER	ACTION TYPE

Associated Gear

2. If for any reason I am not able to retrieve my weapon from the armory, the following person may retrieve it for me with the proper identification:

Name _____

Address _____

_____ Phone

(____) _____ Work # (____) _____

Marine's Signature

ENCL (2)



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FIRST ENDORSEMENT ON CPL Marine's ltr 8000/ORD of 30 APR 14

From: Commanding Officer

To: Corporal John J. Marine xxxxxxxxxxxx/0311 USMC

Subj: REQUEST TO STORE PERSONALLY OWNED WEAPON(S) IN THE CBIRF ARMORY

Encl: (1) Base DOD Police Weapon(s) Registration

1. Approved / Disapproved.

2. Point of contact on this matter is the Arms, Ammunition, and Explosives Officer at 301-744-2099.

S. E. REDIFER

ENCL (2)



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From: _____
Rank First Name Mi Last Name EDIPI/MOS
To: Arms, Ammunition, and Explosives Officer
Via: Commanding Officer, _____ Company
Subj: REQUEST FOR TEMPORARY REMOVAL OF PERSONALLY OWNED
WEAPON(S) FROM THE CBIRF ARMORY
Ref: (a) IHDIIVNAVSWARFARCEINST 5530.5
(b) CBIRF ARMORY SOP

1. Per the references, I request to draw the below listed
Personally owned weapon(s) from the Armory from _____
to _____ (Time) (Date)
(Time) (Date)

MANUFACTURER	GAUGE/ CALIBER	MODEL	TYPE	SERIAL NUMBER	ACTION TYPE

2. I will be utilizing the weapon(s) during this time for the
following purpose(s):

I. M. MARINE

ENCL (3)



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ORD

From: _____
Rank Last Name First Name MI EDIPI/MOS
To: Commanding Officer

Subj: REQUEST FOR PERMANENT REMOVAL OF PERSONALLY OWNED WEAPON(S) FROM THE
CBIRF ARMORY

Ref: (a) MCO 5530.14A
(b) NSASPINST 8032.2A
(c) CBIRF ARMORY SOP

1. Per the reference, it is requested that I be granted authorization to
store the following weapon(s) in the CBIRF armory.

MANUFACTURER	GAUGE/ CALIBER	MODEL	TYPE	SERIAL NUMBER	ACTION TYPE

Associated Gear

2. If for any reason I am not able to retrieve my weapon from the armory,
the following person may retrieve it for me with the proper identification:

Name _____

Address _____

Phone _____

(____) _____ Work # (____) _____

Marine's Signature

ENCL (4)



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FIRST ENDORSEMENT ON CPL Marine's ltr 8000/ORD of DDMMYYYY

From: Commanding Officer

To: Corporal John J. Marine xxxxxxxxxx/0311 USMC

Subj: REQUEST FOR PERMANENT REMOVAL OF PERSONALLY OWNED WEAPON(S) FROM THE
CBIRF ARMORY

1. Approved / Disapproved.

2. Point of contact on this matter is the Arms, Ammunition, and Explosives
Officer at 301-744-2012.

S. E. REDIFER

ENCL (4)