



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4700.1C
3EA
17 Aug 94

STATION ORDER 4700.1C

From: Commanding Officer
To: Distribution List

Subj: STATION ARMORY WEAPONS MAINTENANCE STANDING OPERATING PROCEDURES (WEAPONS MAINTENANCE SOP)

Ref: (a) UM 4400.15 (NOTAL)
(b) TM 4700-15/1B (NOTAL)
(c) TI 8005-24/20A (NOTAL)
(d) TI 8005-15/4A (NOTAL)

Encl: (1) WEAPONS STANDING OPERATING PROCEDURES
(2) EQUIPMENT REPAIR ORDER PREPARATION

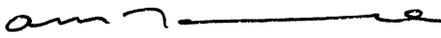
1. Purpose. This Order provides a comprehensive guide for the maintenance of ordnance items assigned to TE 8475, also other equipment stored at the Station Armory, hereafter referred to as Armory per references (a) thru (d). This Order further establishes command and staff relationships in the conduct of equipment maintenance programs and identifies the relationship and those interfaces of logistical support that are maintenance related.

2. Cancellation. StaO 4700.1B

3. Responsibility. The maintenance of ordnance equipment T/E 8475 is the responsibility of the Station S-4 Officer, Marine Corps Air Station (MCAS) Yuma.

4. Action. The instructions contained in enclosures (1) and (2) to this Order are effective upon receipt.

5. Concurrence. The Commanding Officer of MAWTS-1 concurs in and makes this Directive applicable to MAWTS-1.


A. M. TORRANCE
Acting

DISTRIBUTION: A plus MAWTS-1

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WEAPONS STANDING OPERATING PROCEDURES

1. General. The Armory will perform 1st through 3rd echelon maintenance on ordnance items, excluding optics, and will provide ordnance maintenance assistance when requested and approved by the Station S-4 Officer, MCAS Yuma. Normal hours of operation will be 0600 - 1400 (0430 - 1230 during desert hours).
2. Desk Top Procedures/Turnover Folder. The Armory will maintain desk top procedures for its daily operation. The Officer in Charge (OIC) and the Staff Non-Commissioned Officer in Charge (SNCOIC) of the Armory will maintain a turnover folder, which may be handwritten. These turnover folders will contain information which assists in the operation of the Armory.
3. Assignment of Equipment Maintenance. The maintenance of ordnance equipment organic to Headquarters and Headquarters Squadron (H&HS), Station Operations and Maintenance Squadron (SOMS) and Marine Weapons and Tactics Squadron 1 (MAWTS-1) is the responsibility of the Armory. The OIC of the MCAS Yuma Rifle and Pistol Team will be responsible for the maintenance of the team's equipment.
4. Armory Operation. The Armory is responsible for 1st through 3rd echelon maintenance of organic ordnance material, except optical equipment which will be 1st and 2nd echelon only. All maintenance will be performed under current Marine Corps directives.
5. Organization. The Armory will be composed of a OIC, SNCOIC and 4 armorers.
 - a. The OIC will be responsible to the Station Logistics Officer, MCAS Yuma for the operation of the Armory. He/she will further coordinate with the Rifle/Pistol Range Officer for required support and will enforce maintenance and current security regulations. This is to include units that have sub-custody of ordnance items organic to H&HS, SOMS and MAWTS-1.
 - b. The SNCOIC of the Armory will assign the duties to the arms room, establish MOS training, monitor parts/supply requisitions, equipment repair orders and schedule/conduct periodic inspections of sub-custody ordnance items.
 - c. Duty armorer functions will be outlined in the desk top procedures.
 - d. Range armorers will report to their assigned range to perform maintenance as required.
6. Equipment Which Exceeds Maintenance Capabilities. Equipment that requires maintenance beyond the Armory's capability will be evacuated to Ordnance Maintenance Company, First Service Support Group, Camp

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Pendleton, California. Equipment Repair Orders (ERO) will be completed by the Armory, signed by authorized personnel and ERO numbers will be assigned.

7. Unserviceable Equipment Reports. Unserviceable equipment reports will be submitted as required, per reference (b).

8. Equipment Repair Order (ERO)

a. ERO's will be submitted for all work requirements together with the equipment requiring repair. Only one item type will be listed on each ERO. ERO's will be completed as shown in enclosure (2). Like items may be batched.

b. To provide effective control of ordnance items, a letter designating personnel who are authorized to turn in and pick up ordnance items will be submitted by the supported unit. The letter will provide name, grade, social security number and sample signature of authorized personnel. The letter will be signed by a person designated to sign by direction or by the unit's Commanding Officer.

c. Priorities 01 through 12 will be signed by organizational commanders or persons with "By direction" authority as authorized in reference (a). ERO's for priorities 13 through 18 will be signed by authorized personnel only. All items submitted on an ERO will belong to the submitting unit.

d. When all work has been completed, the owning unit will be notified and appropriate information will be noted on the ERO. The owning unit will make an acceptance inspection and sign all the copies of the ERO. The green, yellow and pink copies will be retained by the Armory. The white copy will be given to the owning unit representative listing all repair parts used and the cost of parts and labor. When required, gun book and/or books will be delivered with ordnance items that are turned in for repair.

9. Test Equipment. Equipment requiring calibration as described by reference (d), will be evacuated to the Calibration Lab, MCSC, Albany, Georgia.

10. Safety. Responsibility for safety is a combined effort of all members of the Armory. Safety glasses and aprons will be worn when working with power tools, acid and solvents. Gloves will be used when required. Sound protectors will be worn by all range armorers.

11. Supply Support

a. Administrative and/or janitorial supplies required for the Armory will be obtained through Station S-4. The Armory will submit a memorandum, identifying required material, to Station S-4 for procurement. When maintenance items are required a memorandum will be submitted to Marine Corps Property.

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b. Adequate repair parts will be kept on hand to perform required repair of range weapons. Requests for repair parts for unserviceable ordnance items will be accomplished by submitting a memorandum to Marine Corps Property. Appropriate entries will be made in the parts log. The memorandum will be delivered to Marine Corps Property personnel and a copy will be retained on file at the Armory. Once placed on order, Marine Corps Property will forward a copy of the ordering document to the Armory, the document number will be entered in the parts log. Reconciliation of outstanding documents will be conducted weekly and when the parts are received the completed date is entered in the parts log.

12. Publications. The publications on the maintenance or ordnance items will be maintained at the Armory. SL 1-2 will be reviewed quarterly to determine whether publications need to be added or deleted. Technical publications will be ordered/deleted by submitting a request to Marine Corps Property, Publications clerk. Non-Technical publications will be ordered/deleted by submitting a request to the Station S-4.

13. Inspection

a. Inspections will be conducted to ensure that ordnance items are in a serviceable condition.

b. Formal inspection of the Armory will be requested and conducted through the Station Inspector.

c. The SNCOIC or an armorer will conduct informal inspections of sub-custody items quarterly to determine serviceability, accomplishment of maintenance and enforcement of current security regulation.

d. Upon completing of all inspections, a verbal critique will be conducted by the OIC. Formal inspection reports will be addressed to the Commanding Officer, MCAS Yuma (Attn: S-4). Informal inspection reports will be addressed to the OIC who will advise the Commanding Officer of the results.

e. Correction of discrepancies noted during inspections will be accomplished within 30 days. Submission of report of action taken to correct discrepancies will be submitted to the Station S-4 Officer.

14. Maintenance Training. Maintenance oriented correspondence courses will be required for OJT MOS 2111. Technical training will be conducted whenever new equipment is received. MOS training will be performed weekly to increase individual proficiency.

ENCLOSURE (1)

