

27 AUG 2008

g. Commercial Vehicles. Commercial vehicles with a permanent logo imprinted on the vehicle and a proper bill of lading or invoice with an address aboard the installation are allowed access without signing in or obtaining a visitor pass. If both of these conditions are not met, the driver must obtain a temporary visitor pass. All requirements per paragraph 16503.2f must be met to obtain the visitor pass.

h. Visitors on Foot/Bicycle. Visitors who walk on or ride bicycles aboard the installation are required to show appropriate identification or civilian ID card. All guests without any installation or military affiliation must be properly sponsored aboard. Persons walking or bicycling will be issued a pass for their destination. Bicyclist must have all personal protective equipment to ride their bicycle aboard the installation.

i. Sponsorship

(1) Definition. A sponsor is an active duty military service member, reservist, National Guard member, retired military service members, civilian DOD employees, or dependents, 18 years of age and older, who invite persons to come aboard the installation as visitors or as house guests, employees, or who engage in trade and agree in contract with an individual civilian, commercial firm or its agents, business persons, sales persons, or any other persons who come within the scope of this policy or installation regulations.

(2) Sponsoring Persons or Agencies. Human Resources Offices will sponsor persons applying for civil service employment. The employing activity will sponsor other civilian employee applicants, such as those of non-appropriated fund activities, concessionaires, banking facilities, or schools. Individual hosts will sponsor house guests. The installation commander may question or deny the sponsorship authority of activities or individuals. Persons not included in any of the above categories shall apply to the installation commander via the PM/PC for sponsorship.

(3) Non U.S. Citizens. Refer all requests for entrance from representatives of a foreign government, foreign military service, or foreign private interest, whether U.S. citizens or not, to the PM/PC. Foreign nationals with valid U.S. AFID or United States Uniformed Services Identification Privilege cards and foreign military members serving with units assigned aboard the installation do not need special sponsorship.

27 AUG 2008

(4) Special Arrangements. Under certain circumstances, it is advantageous due to command requests, special events, estimated attendance, or other factors, to permit designated individuals to access the installation without obtaining a pass. The PM/PC may approve such arrangements on a case-by-case basis and may authorize special specific-to-the-event passes to be distributed by the activity coordinating the event, which will be returned to the PM/PC after that event.

(5) Delivery Vehicles. While not in a heightened FPCON, MPs/police officers and security personnel may allow access without a pass to clearly marked food delivery, construction, or company vehicles with proper logos and documents for delivery entering the installation for the sole purpose of delivering food or materials ordered by an installation resident, business or activity.

(6) Procedures

(a) Sponsors must provide advance notice to PMO/MCPD when expecting visitors/guests. Visitors arriving without prior notice must provide a telephone number to contact the sponsor. Call-in sponsorship will be phoned from an installation phone number. Call-in sponsorship from a cell phone number will not be accepted. Inability to contact the sponsor may result in denial of access to the installation.

(b) Sponsors expecting guests will provide their name, telephone number, their guest's name, expected time of arrival, and the guest's destination. Upon the guest's arrival, personnel will verify their identification, issue a temporary pass, log in vehicle information, and allow them to proceed to their destination after verification with the sponsor. Retired and reserve military and their dependents must sponsor their guests aboard the installation in person. Sponsors must meet guests under 18 in person and register them at the visitor center.

Section 16600 - Weapons Registration

16601. Purpose. This section establishes procedures for registering weapons aboard Marine Corps installations.

16602. Policy

1. This section applies to all weapons aboard Marine Corps installations, including firearms, BB guns, crossbows and arrows, fireworks, and explosives.
2. Nothing in this section modifies Article 1271 of reference (f) or other directives concerning the arming of military personnel. Military personnel will follow orders and instructions issued by their commanders. Civilian personnel may be armed with military-issued or purchased weapons when required by their duties and not prohibited by other regulations. In these cases, notify the installation commander in writing of the identity of the individual, weapons involved, conditions under which they may be carried, and security precautions.

3. Privately Owned Weapons

a. Authorized Holders. Military personnel, U.S. Government civilian employees and their dependents residing aboard the installation and civil police officials in the performance of their duties are permitted to possess weapons aboard the installation, subject to the regulations below. Other civilians are not permitted to carry, possess, or store weapons aboard the installation unless they are issued military weapons for the performance of their duties or are involved in authorized recreational or team shooting.

b. As of September 13, 2004, the provisions of reference (av) covering semiautomatic assault weapons and large capacity ammunition feeding devices are no longer in effect. The regulations implementing these provisions also are no longer in effect.

(1) Expiration of the federal law will not change any provisions of state law or local ordinances. Questions concerning state assault weapons restrictions should be referred to state and local authorities.

(2) Specifically, there is no longer a federal prohibition on the manufacture, transfer, and possession of

27 AUG 2008

semiautomatic assault weapons and large capacity ammunition feeding devices.

(3) There are no longer any marking requirements for semiautomatic assault weapons and large capacity ammunition feeding devices. Existing markings on firearms and magazines relating to law enforcement or government use may be disregarded.

(4) There is no longer any federal requirement for federal firearms licensees to obtain certain documentation before transferring semiautomatic assault weapons and large capacity ammunition feeding devices to government agencies or law enforcement officers. However, any records obtained prior to 13 September 1994, pertaining to the sale or transfer of semiautomatic assault weapons must still be retained for a period of five years. See reference (aw). Moreover, records of importation and manufacture must be maintained permanently and licensees must maintain all other acquisition and disposition records for 20 years.

(5) Licensees who provided letters of future intent to sell semiautomatic assault weapons and large capacity ammunition feeding devices to law enforcement agencies and other qualified customers are no longer obligated to comply with such letters.

(6) Anyone who illegally possessed, manufactured, or transferred semiautomatic assault weapons or large capacity ammunition feeding devices before the bans sunset still have violated the law since their possession, manufacture, or transfer was illegal at the time

c. Youth Handgun Safety. Federal regulations:

(1) Prohibit adults from selling, delivering, or transferring handguns or handgun ammunition to juveniles (defined as people less than 18 years of age).

(2) Prohibit juveniles from knowingly possessing handguns or handgun ammunition.

(3) Contain a long list of exceptions (e.g., if a handgun is needed in employment, use under the personal supervision of an adult, if the juvenile has received permission of a parent or legal guardian, etc.).

27 AUG 2008

d. Domestic Violence. Reference (bg) makes it a felony for anyone convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. It also makes it a felony for anyone to sell or otherwise dispose of a firearm to any person they know or have reasonable cause to believe has such a conviction. The law applies to anyone who has a conviction for a "misdemeanor crime of domestic violence" regardless of when the conviction occurred. There is no exemption for military personnel or for military issued weapons. Major military weapons systems (aircraft, missiles, tanks, etc.) and crew served weapons and ammunition are excluded from the definition of "firearms".

e. Armor Piercing Ammunition. Federal regulations expand the definition of armor piercing ammunition to include a full jacketed projectile larger than .22 caliber, designed and intended for use in a handgun, and whose jacket has a weight of more than 25% of the total weight of the projectile.

f. Storage of Privately Owned Weapons. Residents of family housing may store weapons in their quarters if they are registered with PMO/MCPD this policy. If the quarters will be vacant for more than one week, firearms should be stored in unit armories, bank safe deposit boxes or other safe locations. Officers and SNCOs may store personal weapons in their unaccompanied quarters only in locked gun cases purchased at their own expense. Enlisted personnel residing in bachelor quarters must store weapons in their unit armory.

#### 16603. Procedures

1. Registration shall occur at PMO/MCPD. Weapons requiring registration:

a. All privately owned firearms brought onto or stored aboard the installation, including inside unit armories and arms rooms.

b. Underwater spear guns, air pistols and rifles, compressed gas pistols and rifles that fire pellets, BBs, or darts. Hawaiian sling type spears need not be registered.

c. Crossbows and bolts.

## 2. Prohibited Weapons

a. The NFA, FFA, and state laws prohibit certain weapons and accessories. Prohibited items include semiautomatic rifles and shotguns with barrels shorter than 18 inches; weapons made from shotguns or rifles, if the overall length is less than 26 inches; machine guns or automatic weapons; firearms with bores over 1/2 inch; sound suppressers or silencers for any firearm; assault pistols; and detachable pistol magazines or cartridges with a capacity of more than ten rounds. The following list provides prohibited assault weapons:

- (1) Norinco, Mitchell, and Poly Technologies AKs.
- (2) Action Arms Israeli Military Industries UZI and Galil.
- (3) Beretta AR-70 (SC-70).
- (4) Colt AR-15.
- (5) Fabrique National FN/FA1, FN/LAR, and FNC.
- (6) SWD M-10, M-11, M-11/9, and M-12.
- (7) Steyr AUG.
- (8) Intratec TEC-9, TEC-DC9 and TEC-22.
- (9) Street Sweeper, Striker 12, USAS-12.

b. Other Prohibited Weapons. Devices that project noxious gas or dangerous flames, explosives, nunchukas, blackjacks, slug shots, metal knuckles, and other similar dangerous or deadly weapons are prohibited.

3. The Support Services Officer shall ensure weapons are registered per this section, reference (ai), and local directives.

4. Personnel conducting weapons registration shall:

a. Review ownership documentation and verify the weapon serial number. Proof of registration with the state or county must be shown if required by the state or county. A statement of approval from the service member's commanding officer must be

completed before installation registration if the weapon will be stored in a unit armory or arms room.

b. Ensure the weapon is authorized. If the weapon is not authorized aboard the installation, seize the weapon and make notification of the incident immediately to the Dispatch/Communications Center.

c. Conduct a NCIC or CLEOC/DONCJIS check to ensure the person is authorized to possess a firearm. If the person is not authorized, seize the weapon and make notification of the incident immediately to the Dispatch/Communications Center.

d. Enter the weapon information, owner information, and where the firearm is being stored, into CLEOC/DONCJIS.

e. After the information has been entered in the system, print out a copy of the registration, and the individual will sign and date both copies.

f. Give the individual the top half of the registration form.

g. File the registration form.

5. Prior to responding to quarters, MPs/police officers should be notified if any weapons are registered at said quarters.

## Section 16700 - Vehicle Towing/Impoundment

16701. Purpose. This section establishes procedures for vehicle towing and impoundment aboard Marine Corps installations.

### 16702. Policy

1. The towing and impoundment of privately owned vehicles is regulated by reference (af). Due to the cost associated with the disposal of vehicles through the Defense Reutilization and Marketing Office (DRMO), contracted services are the most cost effective and the preferred method of disposal in the U.S.
2. The PMO/MCPD will implement an impound record system that contains the date/time of impoundment, description of vehicle, VIN, license/installation decal number and final disposition, to include the date and to whom it was released.
3. All vehicles impounded shall be visually accounted for by a PMO/MCPD representative at least monthly, regardless of whether the vehicles are in the custody of a contract wrecker service or the installation impound lot. The results will be documented in the impound record system.

### 16703. Definitions

1. Abandoned Vehicle. A vehicle is considered abandoned when the owner voluntarily relinquishes possession with the intention of terminating ownership, but without vesting ownership to any other person. A vehicle left unattended for an extended period of time, without notification to the PMO/MCPD will be considered abandoned, even if it is not the intent of the owner to relinquish possession.
2. Derelict Vehicle. A vehicle is considered derelict when the owner voluntarily allows mandated insurance or registration requirements to expire, or brings a vehicle aboard the installation without authority.
3. Illegally Parked Vehicles. The following define illegally parked vehicles per reference (af):
  - a. Parked in violation of regulations, orders, or directives of the organization responsible for that area.

27 AUG 2008

b. Parked unattended along a roadway, unless specifically authorized by the PM/PC.

c. Rendered unsafe or inoperative as a result of dismantling, mechanical failure, or a traffic accident.

d. Was driven or towed aboard in violation of any access regulation.

e. Is not properly registered, has an expired visitors pass, or is not properly licensed, per state law.

f. Owner has no insurance.

g. Owner has been apprehended for DUI or driving on revocation or suspension.

4. Impound. Impound occurs when MPs/police officers or PMO/MCPD civilian employees seize, transport, hold in legal custody, and inventory any object, such as a vehicle.

5. Removal. Transferring a vehicle on the installation to a commercial storage facility or elsewhere off the installation, at the direction of the PM/PC, his representative, or according to regulations/directives.

6. Inventory. Search of a vehicle to identify and record the condition of the vehicle and catalogue its contents. After a vehicle's condition is noted and its contents are catalogued, PMO/MCPD shall release all U.S. Government property to the registered owner's command or retain it for disposition.

7. Release to Government (RTG) Vehicle. A vehicle for which the owner voluntarily relinquishes all rights to the U.S. Government.

8. Property Disposal Board. A board consisting of one or more commissioned or noncommissioned officers or civilians appointed in writing by the installation commander or PM/PC. This board convenes, as appropriate, to evaluate the vehicle impound process. The board reviews impound records to ensure compliance with reference (ax) and recommends final disposition for each vehicle.

#### 16704. Procedures

##### 1. Responsibilities

27 AUG 2008

a. The Support Services Officer is responsible for the impound and towing of vehicles per references (af) and (ax).

b. The Impound Clerk is responsible to the Support Services Officer for the impound and towing of vehicles per references (af) and (ax), and this section.

## 2. Impound/Disposal

a. PMO/MCPD shall impound and dispose of abandoned vehicles and store them in a designated area (hereafter referred to as the impound lot) until released, per reference (ax).

b. After identifying vehicles as abandoned and/or derelict, MPs/police officers shall:

(1) Complete DD Form 2504, Abandoned Vehicle Notice (AVN), and DD Form 1408, U.S. Armed Forces Traffic Ticket for applicable violations.

(2) Query the NCIC, NLETS and/or CLEOC/DONCJIS databases. Attach the readout(s) to the AVN and deliver to the Impound Clerk.

c. Upon receipt of the AVN with readout(s), the Impound Clerk shall:

(1) Verify the location of the vehicle and place an Abandoned Vehicle Warning (AVW) decal on the vehicle windshield.

(2) Attempt to contact the vehicle owner and/or vehicle owner's command to correct the vehicle's deficiencies.

(3) Wait 72 hours before towing the vehicle.

(4) Coordinate with the installation Motor Transportation Department or contract wrecker service to identify vehicles for tow.

d. The Impound Clerk shall complete the following steps after impounding the vehicle:

(1) Immediately inventory the vehicle's contents. Record the results, to include the overall condition of the vehicle using DD Form 2506, Vehicle Impoundment Report.

(2) Write the case control number on the windshield with a grease pencil. Additionally, if the vehicle is to be RTG by the registered owner annotate "RTG" on the windshield.

(3) Recover U.S. Government property (for example, 782 gear, weapon magazines, etc.) for turnover to installation Property Office, the individual's command, or the owner.

(4) Inventory and secure any and all personal property within the vehicle. The vehicle is considered secured when the windows are rolled up and the doors are locked.

(5) Prepare and send as appropriate DD Form 2707, Notice of Abandoned Vehicle, to the last known registered owner of the vehicle, via registered mail, within five days after vehicle is impounded.

(6) Coordinate with the vehicle owner to remove the vehicle from the impound lot. Vehicles must comply with state laws and installation regulations regarding registration, safety inspection, and insurance before leaving the impound lot. The vehicle owner may use a civilian wrecker to tow the vehicle off the installation if the vehicle is not in compliance with the above requirements.

(7) Dispose of vehicles as directed by the PM/PC per references (af) and (ax). Disposition is normally based upon the property disposal board recommendations, 45 days after the registered owner has been notified. After unsuccessful efforts to determine the owner, dispose of an abandoned/derelect vehicle without delay if the fair market value is \$300.00 or less based on a market assessment, Kelly Blue Book value, National Automobile Dealers Association (NADA) value, etc. Dispose of RTG vehicles immediately.

(8) Prepare Shipment Receipt/Delivery Pass (DLA Form 1367) listing all the vehicles for disposal. The contractor (based on contract installation has with company to tow vehicles from the installation) shall sign the form upon receipt of the vehicles and take vehicles "as is". He shall not drain fluids or remove parts from the vehicle. The Impound Clerk shall monitor the removal of vehicles from the impound lot ensuring only authorized vehicles are released to the contractor.

(9) Complete an IR to reflect the total number of vehicles impounded/disposed of each day.

27 AUG 2008

3. Illegally parked vehicles may be towed after the 72 hour waiting period. The waiting period is waived and the vehicle may be towed immediately by a civilian wrecker service when the:

a. Vehicle is a traffic hazard (e.g., vehicle broken down and left in the roadway).

b. Vehicle is disabled in an accident.

c. Owner has been apprehended for Driving Under the Influence, or when driving on state suspension/revocation. A MP/police officer shall scrape the decal if the owner has no dependents qualified to drive the vehicle, and inform the owner that the vehicle must be removed from the installation within 24 hours. If the vehicle has no insurance, a MP/police officer shall scrape the number decals and immediately escort the vehicle off the installation.

4. Evidence

a. Vehicles may be impounded by PMO/MCPD, CID, Investigations Branch, or NCIS as evidence, if involved in the commission of a crime, to include stolen vehicles.

b. The MP/police officer or criminal investigator shall:

(1) Conduct an inventory and document discrepancies and note results on DD Form 2506, Vehicle Impoundment Report.

(2) Complete a chain of custody and turn it into the Evidence Custodian per policies 12000 and 12100.

c. The Evidence Custodian is responsible for the final disposition of the vehicle.

5. Boats. Boats will be processed in the same manner as vehicles. If a boat is not claimed after all diligent efforts to locate the owner, the Impound Clerk shall:

a. Coordinate with the installation Motor Transportation Department to have the boat transported to the DRMO.

b. Prepare DOD Single Line Item Release/Receipt Document.

c. Escort the boat to DRMO and release it to the appropriate authorities.

27 AUG 2008

6. Administration. The Impound Clerk shall:

a. Start a case file with an individual case control number for each impounded vehicle. The case file will include:

- (1) The Abandoned Vehicle Notice, DD Form 2504.
- (2) The Vehicle Impoundment Report, DD Form 2506.
- (3) The Notice of Abandoned Vehicle, if returned undelivered.
- (4) Notes reflecting important times and dates, i.e., attempts to contact last registered owner, notifications with parent organization/unit, impound date, date letter sent to owner, disposal date, etc.
- (5) Any other documents associated with the vehicle or case file.

b. Maintain a computer database to monitor the processing of abandoned or derelict vehicles. (Update the database daily if vehicles impounded and weekly otherwise).

- (1) Enter pertinent information into the computer upon opening a case.
- (2) Generate a letter to the owner using the database.
- (3) Compile a roster of vehicles in the impound lot and the projected date of release.

c. Inspect and inventory the impound lot every Monday or Tues if Monday is a holiday.

d. Establish a filing system to monitor open cases.

7. Special Requests for Impoundment. Commanding officers may request the PM/PC remove and store:

a. Vehicles that have evidentiary value, i.e., stolen, or contain fruits of a crime.

b. Abandoned or derelict vehicles.

27 AUG 2008

8. Security Measures

- a. Individuals may enter the impound lot only when accompanied by the Impound Clerk or his direct supervisor.
- b. The Impound Clerk shall keep the grass cut inside and surrounding the exterior of the impound lot perimeter fence.
- c. The Impound Clerk shall inspect the impound lot perimeter fence once a week to ensure the fence fabric is intact and there are no signs of illegal entry.
- d. Contract facilities used as impound lots will also be inspected once a week for security purposes and to ensure compliance with the regulations. Facilities that fail to maintain appropriate security or are not in compliance with the regulations will be warned, and if they continue to be in noncompliance, removed from the authorized contractor list.

## Chapter 17

Training and Career Development

## Section 17000 - Training Management and Documentation

17001. Purpose. This section establishes procedures for MP/police officer and security personnel training aboard Marine Corps installations.

17002. Policy

1. Formal schooling is the foundation on which unit level training must build upon. Marines will attend military occupational specialty (MOS) school prior to arriving at their first duty assignment. Civilian police officers will attend and must successfully complete the Marine Corps Police Academy within nine months of hire as a civilian police/law enforcement officer. Civilian police/law enforcement officers may be required to complete the Marine Corps Civilian Police On-The-Job Training Pre-Service Course. See appendices C and D for additional Marine Corps Police Academy and Marine Corps Civilian Police On-The-Job Training Pre-Service Course information.

2. Marine Corps Police Academy/Marine Corps Civilian Police On-The-Job Training Pre-Service Course

a. All Marine Corps civilian police officers (0083) and law enforcement officers must complete the 8-week Marine Corps Civilian Police Academy (MCPA). The Marine Corps Civilian Police On-The-Job Training Pre-Service Course is designed to provide initial pre-service training to those personnel awaiting training in the MCPA. After completing the Marine Corps Civilian Police On-The-Job Training Pre-Service Course, those personnel may be assigned on-the-job training (OJT) in armed law enforcement positions with another qualified civilian police officer who has completed the MCPA or a MP. All objectives and training standards for the Marine Corps Civilian Police On-The-Job Training Pre-Service Course are adopted from the MCPA. Prior to being assigned armed law enforcement duties, Marine Corps civilian police/law enforcement officers must either successfully complete the pre-service course or the 9-week MCPA.

b. Marine Corps Civilian Police On-The-Job Training Pre-Service Course is optional for a command and is provided as a tool for Commanders to best utilize civilian personnel awaiting initial training in the MCPA. This course is neither a prerequisite nor a substitute for the MCPA. If assigned to

27 AUG 2008

attend the Marine Corps Civilian Police On-The-Job Training Pre-Service Course, civilian police and law enforcement officers are required to successfully complete the course as a condition of employment.

c. These courses are taught at multiple sites, military and contractor, in support of Marine Corps requirements. These are high-risk courses of instruction that include Oleoresin Capsicum (OC spray) training and live fire. All DOD/Marine Corps directives/orders concerning small arms safety and range procedures shall be strictly adhered to in conducting this course.

d. Recommended site-specific changes to these courses of instruction, described in appendices C and D, shall be forwarded to CMC (PS) for approval prior to implementation.

3. PMs/CPs shall develop training programs that maintain and enhance individual competence. To further that goal, annual training plans and monthly training schedules specifically outlining the organizational mission oriented training requirements will be published. Training plans will be tailored to meet the specific needs of the installation while complying with the requirements of reference (x), CMC mandated training, and state/host nation laws.

#### 17003. Procedures

1. Minimum Standards. Within 90 days of being assigned to police or security duties, personnel will receive appropriate orientation training as directed by the PM/PC. In addition to this orientation training, the annual training plan will include the following minimum requirements from reference (x):

##### a. Weapons Training

(1) Annual pistol qualification/re-qualification. See reference (bu) for annual Marine requirements and paragraph 17003.2a below for annual civilian police officer/security personnel requirements.

(2) MPs/civilian police officers and security personnel fire weapons quarterly in various conditions (day, low light, stress, etc.). See paragraphs 17003.2b and 17003.2c below for requirements.

(3) Annual shotgun qualification/re-qualification. See paragraph 17003.2d below for requirements.

27 AUG 2008

b. Use of force training and testing annually, or more frequently if required by local instructions/standard operating procedures. See chapter 6 and reference (ac) for more use of force information.

c. Cardiopulmonary resuscitation (CPR)/first responder/community first aid/Automated External Defibrillator (AED) shall be conducted annually, or as required by the certifying agency.

d. Side-handle baton, or expandable baton, sustainment training.

e. Radar operators will receive training and maintain certification in accordance with state requirements.

f. Breath testing equipment operators will receive training and maintain certification in accordance with state requirements.

g. Personnel carrying chemical or Oleoresin Capsicum (OC) spray devices will be trained and certified per section 6200.

h. Defensive tactics and physical restraint techniques (handcuffing, pressure point control techniques, etc.).

i. Legal aspects of law enforcement.

j. Instructors will be scheduled for recertification as required.

## 2. Weapons Courses of Fire

a. Civilian Police Officer Handgun Qualification Course. Figure 17-1 provides the course of fire. Individuals may have up to three consecutive attempts to qualify. Once a person qualifies, no more attempts are authorized.

(1) Range: 3 yards - 15 yards.

(2) Ammo: 48 rounds 9mm (4 magazines of 6 rounds each, 2 magazines of 12 rounds each).

(3) Targets: Transition Target II or B-21 or Transition Target I for 15 yd sequence.

(4) All shots are fired at center mass. Initial shot of each sequence of fire shall be fired double action, with all

27 AUG 2008

subsequent shots fired singled action. Prior to holstering, the weapon will be de-cocked and the safety engaged.

Yard Line	Rounds	Sequence	Remarks
3	12	Draw & fire 2 rds/4 sec Draw & fire 2 rds/4 sec Draw & fire 2 rds, reload 6 rds & fire 2 rds/10 sec Draw & fire 4 rds/8 sec	Strong hand supported " " " " " " 2 rds strong hand, 2 rds weak hand supported
7	12	Draw & fire 2 rds/4 sec Draw & fire 2 rds/4 sec Draw & fire 2 rds, reload 6 rds & fire 2 rds/10 sec Draw & fire 4 rds/8 sec	Strong hand supported " " " " " " 2 rds strong hand, 2 rds weak hand supported
15	24	Draw & fire 2 rds/4 sec Draw & fire 2 rds/4 sec Draw & fire 4 rds, 8 sec Draw & fire 4 rds, reload, fire 4 rds/20 sec Kneel, draw & fire 8 rds/20 sec	Strong hand supported " " " " " " " " " Strong hand supported kneeling

Figure 17-1.--Civilian Police Officer Handgun Qualification Course

(5) Scoring. Use "K" values on B-21 target or the regular printed values on Transtar I or II. If grease mark of the bullet (not the tear caused by bullet) is located in two scoring areas or touches the outside of a higher scoring ring, the higher value shall be counted.

- (a) Possible: 240.
- (b) Expert: 228 - 240.
- (c) Sharpshooter: 204 - 227.
- (d) Marksman: 180 - 203.
- (e) Minimum qualifying score: 180.
- (f) Sustainment: 36 hits in scoring area (silhouette) of target.

27 AUG 2008

b. MP/Civilian Police Officer Handgun Lowlight Course.

Figure 17-2 provides the course of fire. Individuals may have up to three consecutive attempts to qualify. Once a person qualifies, no more attempts are authorized.

(1) Range: 3 yds - 15 yds (If no 15-yard range is available, a mobile range of 10 yards may be used with last stage of fire at 10 yards).

(2) Ammo: 18 rounds 9mm (3 magazines of 6 rounds each).

(3) Targets: "E" Silhouette Target, B-21 or Transition Target II.

(4) All shots are fired at center mass. Initial shot of each sequence of fire shall be fired double action, with all subsequent shots fired singled action. Prior to holstering, the weapon will be de-cocked and the safety engaged.

(5) Flashlight Technique. Required to use the Ayoob method with flashlight held in non-firing hand in front of the body, immediately next to and touching the firing hand. The flashlight should be used judiciously and only for target identification immediately prior to shooting. After firing, the light should be extinguished immediately. The shooter must be able to load, unload, and clear the weapon by feel during this course of fire.

Yard Line	Rounds	Sequence	Remarks
3	6	From ready, 2 rds/3 sec From ready, 2 rds/3 sec From ready, 2 rds/3 sec	Minimal ambient light
7	6	From ready, 2 rds/3 sec From ready, 2 rds/3 sec From ready, 2 rds/3 sec	Flashlight
15	6	From ready, 2 rds/3 sec From ready, 2 rds/3 sec From ready, 2 rds/3 sec	Vehicle or improvised light such as vehicle code lights

Figure 17-2.--MP/Civilian Police Officer Handgun Lowlight Course

27 AUG 2008

(6) Code lights may be used. If used, vehicle/improvised/code lights should be to the rear of the 15 yard line in order to create a silhouette on the target.

(7) Scoring. Scoring is completed by counting the number of hits within the silhouette of the target.

(a) Possible: 18.

(b) Minimum qualifying: 12.

c. MP/Civilian Police Officer Handgun Practical Weapons Course. See Figure 17-3 for the course of fire. Individuals may have up to three consecutive attempts to qualify. Once a person qualifies, no more attempts are authorized.

(1) Range: 7 yards - 25 yards.

(2) Ammo: 18 rounds 9mm (3 magazines of 6 rounds each).

(3) Targets: "E" Silhouette Target, B-21 or Transition Target II.

(4) Time limit: 3 minutes.

(5) Notes. The shooter is issued a clear weapon and ammunition. On command, the shooter loads and makes ready a Condition 1 weapon, and holsters it. The shooter then begins physical activity designed to elevate the heart rate prior to beginning the course of fire. Great care should be taken to not exhaust personnel to the point of being unsafe during the course of fire. Running in place for two minutes with the weapon holstered and restrained is suggested. This is done at the 25-yard ready line. All shots are fired at center mass. The initial shot of each sequence of fire shall be fired double action, with all subsequent shots fired singled action. Prior to holstering, the weapon will be de-cocked and the safety engaged. Shooter will keep hand on weapon in holster while moving to next station. Instructors must ensure that shooters draw their weapons only when they have completely stopped at the firing position, and they are facing the targets.

(6) Target Engagement. Three targets are posted and numbered 1 to 3 from left to right. Engagement of targets shall be tactically correct and consistent with proper use of cover and concealment. Right-handed shooters will come out from cover on right side and engage target #3 first. Shooter would continue four round sequence by engaging targets 2 then 1 and 3

again. Left-handed shooters shall engage target #1 first from barricaded position. Firing stations are as follows:

(a) Station 1: 25 yards, 2 rounds, target 1, tall barricade, standing.

(b) Station 2: 20 yards, 4 rounds, targets 3-2-1-3 (left-handed 1-2-3-1), low barricade, prone.

(c) Station 3: 15 yards, 4 rounds, targets 1-2-3-1, window barricade, standing.

(d) Station 4: 10 yards, 4 rounds, targets 3-2-1-3 (left-handed 1-2-3-1), short barricade, kneeling.

(e) Station 5: 7 yards, 4 rounds, targets 1-2-3-1, no barricade, standing.

Yard Line	Rounds	Sequence	Remarks
25	2	Draw & fire 2 rds, holster	Standing barricade, Standing position
20	4	Draw & fire 4 rds, reload 6 rds, & holster	Low barricade, Prone position
15	4	Draw & fire 4 rds, holster	Standing Window Barricade, Standing position
10	4	Draw & fire 2 rds, reload 6 rds, fire 2 rds, holster	Short Barricade, Kneeling Position
7	4	Draw & fire 4 rds, clear weapon, time limit 3 min	No Barricade Standing Position

Figure 17-3.--MP/Civilian Police Officer Handgun Practical Weapons Course

(7) Scoring. Scoring is completed by counting the number of hits within the silhouette of the target.

(a) Possible: 18.

(b) Minimum Qualifying: 12.

d. MP/Police Officer Shotgun Practical Weapons Course

(1) Range: 25 yards - 10 yards.

27 AUG 2008

(2) Ammo: 18 rounds 00 buck.

(3) Time limit: 3 minutes.

(4) Targets: "E" Silhouette Target, B-21 or Transition Target II.

(5) Notes. The shooter then begins physical activity designed to elevate the heart rate prior to beginning the course of fire. Great care should be taken to not exhaust personnel to the point of being unsafe during the course of fire. After physical activity, the shooter is issued clear weapon and ammunition. Running in place for two minutes is suggested. This is done at the 25-yard Ready Line. All shots are fired at center mass. The shooter shall remove his or her finger from the trigger guard and place the weapon on SAFE prior to loading and moving to the next firing station. Shooters shall not move from one position/station to the next with a Condition 1 weapon. Instructors must ensure that the shooter moves between firing positions with a Condition 3 or a clear weapon only.

Yard Line	Rounds	Sequence	Remarks
25	5	Combat load 5 rds, fire 5 rds, patrol load 4 rds	Standing barricade, Standing shoulder position
20	4	Fire 4 rds, patrol load 4 rds	Low barricade, Kneeling position
15	4	Fire 4 rds, patrol load 3 rds.	No barricade Standing shoulder position
10	5	Fire 3 rds, combat load 2 rds, fire 2 rds, clear weapon.	No barricade Standing underarm (hip) position

Figure 17-4.--MP/Police Officer Shotgun  
Practical Weapons Course

(6) Target engagement. Three targets are posted and numbered 1 to 3 from left to right. Engagement of targets shall be as directed at each station. Firing stations are as follows:

- (a) Station 1: 25 yards, tall barricade, standing.
- (b) Station 2: 20 yards, low barricade, kneeling.
- (c) Station 3: 15 yards, no barricade, standing.

27 AUG 2008

(d) Station 4: 10 yards, no barricade, standing.

(7) Scoring. Scoring is completed by counting the number of hits within the silhouette of each target.

(a) Possible: 162.

(b) Minimum Qualifying: 90 (MUST score 30 pellet hits per target).

(8) For commands using slug ammunition, the following stage of fire must be fired in addition to Shotgun Practical Weapon Course.

(a) 25-yard line: Shotgun Slug Familiarization Clear weapon and 6 rounds of 12 gauge slugs.

(b) Targets: "E" Silhouette Target, B-21 or Transition Target II.

3. Training Methods. The PC/PM shall tailor training programs to best meet the needs of PMO/MCPD. Acceptable training methods include, but are not limited to, formal classroom, computer based training, roll call, on-the-job (OJT), Field Training Officer, etc.

#### 4. Training Documentation

a. All of the training listed in this section will be documented in the individual MP's/police officer's or security personnel's training file immediately following its completion. Training files may be either hard copy or computerized. Training files will transfer with the individual Marine upon reassignment and will be maintained by the gaining unit. Civilian training files will remain with the PMO/MCPD unless an individual is reassigned to another PMO/MCPD. Training records will be maintained on any Marine that leaves active duty or civilian that leaves U.S. Government service for a period of two years.

b. All annual training plans, monthly training schedules, class rosters, critiques, tests, etc. will be maintained for two years.

Section 17100 - Occupational Training  
and Readiness Standards Overview

17101. Purpose. This section provides an occupational training and readiness standards overview for PMOs/MCPDs.

17102. Policy

1. Fundamental police/law enforcement and security occupational training principles provide PMs/CPs sound and proven direction and are flexible enough to apply to all levels of training. PMs/CPs develop mission essential task lists (METL) to focus training. PMs/CPs shall ensure that the principles listed below are used in the design, development, and implementation of PMO/MCPD training programs in order to focus training on the METL. These principles are:

a. Train as you work and work as you train (realistic training).

b. Standards-based training.

c. Performance-oriented training.

d. Mission-oriented training.

e. Train to sustain proficiency.

f. Train to challenge.

2. Due to the nature of police work, PMO/MCPD personnel must maintain skills, knowledge and abilities (SKA) to a high degree at all times. In-service/sustainment training ensures that tasks are practiced and peak SKA proficiency and readiness are maintained.

17103. Procedures

1. Individuals typically perform tasks as they were done in training. Realistic training, as similar as possible to how the task is performed in a real-world environment, is necessary so that personnel are ready to execute their missions and tasks at all times.

2. PMs/CPs shall use training standards to plan, execute and evaluate training at both the individual and PMO/MCPD levels. Training shall be performance-oriented and standards-based in

27 AUG 2008

order to focus the PMO/MCPD on its METL and maximize training results.

a. Not everything required of individuals can be taught in formal schools. The primary tasks a Marine needs to know to perform successfully in a MOS are published in a Marine Corps Order on the Individual Training Standards System (ITSS). The orders task the formal school with the responsibility of ensuring that all Marines in a particular MOS can perform certain tasks upon graduation from the school and assignment to a unit. The ITS order is not intended to be a list of required training for a particular MOS, it is a resource that PMs/CPs can use to identify individual training requirements that support the unit's mission. Civilian police and security officers also attend formal schools where they are trained to standards. PMOs/MCPDs identify tasks and standards for civilian police and security officers that support the METL. Tasks and standards are used by both school directors and PMs/CPs to establish individual training programs and to measure the effectiveness of the PMO/MCPD training program.

b. Individual training standards (ITSS) establish specific performance objectives. All PMO/MCPD personnel must acquire the skills and knowledge needed to execute their duties. Repetitive practice sustains individual skills; it also develops additional skills needed in the PMO/MCPD. Developing basic individual skills before training in more advanced skills results in better comprehension and more efficient use of training resources.

c. Collective training standards are mission essential task performance standards. The primary purpose of collective training is to develop PMOs/MCPDs that can accomplish their mission essential tasks including emergency response, police and security tasks. Teamwork in contingencies is built upon repetition and coordination of individual and collective skills developed at section, watch, branch, division and department levels. Initial collective training helps leaders and individuals understand how their actions relate to other team members. Subsequent collective training reinforces an individual's and a team's primary mission and tasks. Subsequent training continues until these missions and tasks become instinctive. Once initial collective tasks are learned, leaders then challenge their personnel with carefully planned training events, such as drills and training exercises. This training process further develops an individual's ability to function as a member of a team and to react to a specific threat situation under stressful conditions. Drills develop precision, speed,

and teamwork through repetition of mission-critical tasks that require instinctive reaction.

d. Information gained during training evaluations is used to plan future training. An analysis of the mission and the collective tasks needed to support the mission determines what individual, leader, and collective training should be stressed.

e. Training standards are obviously the benchmark of performance and they can be used to define the training program. At the PMO/MCPD level, training standards should be used to accomplish the following:

(1) Determine individual or team proficiencies and deficiencies. An individual's proficiency can be determined by administering a pretest on each task he/she is expected to perform. To assess a team's proficiency, leaders may conduct drills and training exercises. Information on team proficiency can also be gathered by conducting inspections and analyzing information from previous training reports, including any evaluation reports. Leaders select tasks based on the information gathered from individual or team proficiency/deficiency reports.

(2) Determine instructional settings, methods, and media. The tasks that are selected can be taught in a number of ways. The training standard may identify other resources such as correspondence courses and training aids/devices (for example, Indoor Simulated Marksmanship Trainer (ISMT)) currently available for use in training programs.

(3) After training is completed, the evaluator uses the training standards to ensure that individuals and teams can successfully perform all the required tasks. Individuals and divisions, branches, watches, sections, and teams can be retested following remediation to determine if they mastered the skills on which their performance was evaluated as unsatisfactory. Exercises, drills, and inspections can be used to evaluate teams.

3. Mission-oriented individual and collective training provides individuals with the SKA necessary to execute PMO/MCPD missions and tasks, especially in high stress and high risk situations and incidents.

4. Performance oriented training is a method that is very effect for most individuals. This method requires individuals to perform tasks according to specified behaviors and standards,

27 AUG 2008

but not necessarily within a specified time. Training schedule times are only a guide; training is conducted until standards are met. Training focus must be on the actual performance of the tasks.

5. In-service/sustainment training is conducted daily, monthly, quarterly and annually, and addresses basic, specialized and advanced SKA. In-service/sustainment training ensures that tasks are practiced and peak proficiency/readiness is maintained. During in-service/sustainment training, leaders may raise the level of realism until the quality, speed, stress, and environment come as close as possible to actual emergency conditions. Collective training in this stage of practice is more efficient and effective if individual branches, watches, sections and teams have already achieved proficiency through earlier practice.

6. Leaders can challenge their personnel with carefully planned training events. These events should realistically duplicate the stressful, unpredictable, high-pressure environment of actual high risk incidents and situations. These events can include continuous operations over extended periods of time and the loss of leaders through simulated casualties. Evaluation teams and staffs are used to gather information during these simulated events in order to plan future training.

27 AUG 2008

## Section 17200 - Law Enforcement Career Development

17201. Purpose. This section defines the career development program that is designed to improve the skills, knowledge and abilities (SKA) of all personnel in order to successfully meet PMO/MCPD tasks and objectives.

17202. Policy

1. The ability of the PMO/MCPD to meet current and long-range goals efficiently and effectively is largely dependent upon the SKA of its personnel. Therefore, PMOs/MCPDs will provide counseling, training and professional development assistance to members in choosing, preparing, and progressing in job assignments and job specialties that will promote production, efficiency and effectiveness in job performance and improve the overall level of job satisfaction.

2. This section is designed to help individuals improve and assist the organization in accomplishing organizational goals. This program is intended to augment Human Resource initiatives/programs and Marine Career Counseling. Development of and improvement of SKAs for individuals is intended to assist in career progression, and augments training per sections 17000 and 17100.

17203. Procedures

1. Career Development Program Overview. The PMO/MCPD career development program is based on career counseling and in-service/sustainment training. Sections 17000 and 17100 provide more information on training.

a. Career counseling offers guidance to individuals for choosing, preparing for, and progressing in job assignments and serves to identify:

(1) The SKA of each individual relative to present and future billet/job assignments.

(2) In-service/sustainment training requirements.

(3) The extent to which training fulfills the individual and department's expectations and needs.

b. In-service/sustainment training shall:

27 AUG 2008

(1) Maintain and enhance individual SKAs needed to perform the duties and responsibilities of assigned jobs and stimulate interest or professional skills in specialized assignments.

(2) Provide advanced levels of instruction for specialized assignments and enhance an individual's overall potential for upward mobility and job satisfaction.

2. The PM/PC shall appoint an administrator of the career development program who will be responsible for ensuring that the program meets organizational requirements and goals. For PMOs this should normally be the Provost Sergeant for enlisted personnel and the PM or Deputy PM for officers. Marines will also work with the battalion Career Planner for Marine Corps issues. For MCPDs, the PC shall appoint someone (such as a Deputy Chief, Operations Officer or Support Services Officer) as the program administrator. The program administrator shall evaluate the career development program annually.

3. The career development program administrator shall:

a. Ensure that all supervisory personnel/leaders receive orientation training necessary to provide career development opportunities to all personnel under their supervision/leadership who wish to take advantage of them. The orientation training shall include information on:

(1) General counseling techniques.

(2) SKA assessment techniques.

(3) Salary, benefits and training opportunities within the department.

(4) Awareness of the cultural background of ethnic groups in the program, when applicable.

(5) Record-keeping requirements and techniques.

(6) Availability of outside resources.

(7) Affirmative action requirements as they relate to providing equal opportunities for self-development and advancement within the department.

27 AUG 2008

b. Ensure that appropriate files and records are maintained to administer and evaluate the program to include, at a minimum, the following:

(1) SKA inventories completed by individuals on an annual basis.

(2) Career specialty and proficiency training records.

(3) Current inventory of resources used in the career development program to include a description of the external and internal training and related resources available, trainers and contact persons.

4. SKA Inventory. The SKA inventory is a key component of the career development program and shall be maintained by the Training Chief/Coordinator. Copies of these documents shall be made available to individuals' supervisors/career counselors.

a. The inventory will be used to identify the formal education, training and capabilities of all newly hired employees, to include:

(1) Educational background.

(2) Training courses completed.

(3) Work experience.

(4) Vocational or other skills.

(5) Foreign languages.

(6) Special interests.

b. The SKA inventory will also be used:

(1) In conjunction with the job analysis data, to assist in establishing agency training requirements.

(2) By supervisors for Marine pro/con marks and fitness reports and employee performance evaluations, to assist career counselors in identifying training and related opportunities for members who need to overcome weaknesses or who wish to pursue career specialties.

(3) To assist in matching individual skills and interests with specialized assignments and job opportunities.

27 AUG 2008

c. The SKA inventory shall also be administered on an annual basis to all individuals to document training received whether department-sanctioned or self-initiated. Individuals are required to supply this information to the Training Chief/Coordinator together with appropriate documentation.

d. A copy of the individual's training record shall be forwarded to each individual on an annual basis for review and verification and maintained per reference (b) SSIC 1510.1 for enlisted personnel, SSIC 1520.1 for officers and 12410.14 for civilian personnel.

5. Career counseling serves to link identified individual career needs, desires and individual skills with available resources that will assist in the attainment of those personal and departmental goals and objectives.

a. In order to adequately provide career counseling services, supervisors/leaders shall be trained to:

- (1) Assess the SKAs of individuals.
- (2) Determine and update SKAs required by the department for specialized assignments.
- (3) Prepare a career planning schedule.
- (4) Utilize the resource inventory.
- (5) Administer performance evaluation.
- (6) Provide feedback and recommendations to the individual.

b. Designated career development counselors shall:

- (1) At the time of each eligible individual's annual performance appraisal, conduct an open discussion of the individual's strengths and weaknesses as they relate to current duties and responsibilities.
- (2) Determine whether the individual is interested in receiving career counseling as provided herein and provide such counseling as requested or as is appropriate.
- (3) Maintain records pertinent to the career counseling component of the career development program.

27 AUG 2008

c. Law enforcement executives shall ensure that all career counseling is conducted in accordance with this section and will provide the following information to the PM/PC or his designee on an annual basis:

(1) The total number of PMO/MCPD individuals who received career counseling during the specified period.

(2) The number of personnel whose career goals tend toward management, leadership/supervision, investigative assignments or specialized assignments.

(3) An assessment of the in-service/sustainment training required by personnel in order to assist them in meeting career goals.

d. Career counseling is not mandatory for civilian employees and individuals who do not wish to receive such counseling shall inform his/her supervisor/leader during the performance appraisal, which will be documented by the supervisor/leader. Marines shall be counseled as required by reference (ba).

6. In-Service/Sustainment Training. PMOs/MCPDs shall include proficiency and career specialty training in the in-service/sustainment training program as an essential component of the career development program. Proficiency training shall provide job-related instruction designed to refresh basic skills and provide additional SKAs necessary to maintain competence in job assignments. Career specialty in-service training shall concentrate on areas of individual interest and specialization consistent with the individual's career goals to enhance upward mobility and/or job satisfaction.

a. Proficiency training shall be scheduled on a periodic basis by the Training Chief/Coordinator.

b. Career specialty training shall be scheduled on an individual basis through supervisors/leaders and the Training Chief/Coordinator prior to or upon assignment to a specialized duty.

c. In-service/sustainment training for supervisors/leaders (sergeants/equivalent and up) shall include, but not be limited to, the following:

(1) Establishing objectives.

27 AUG 2008

- (2) Planning and evaluating organizational performance.
- (3) Decision making.
- (4) Problem identification.
- (5) Fiscal management.
- (6) Organizational behavior.

d. In-service/sustainment skill development training shall be provided to all newly appointed supervisors of civilian personnel. This training shall consist of, but not be limited to, the following:

- (1) Management techniques.
- (2) Labor relations and contracts.
- (3) Grievance procedures.
- (4) Employee relations.

7. Educational Leave/Scheduling Academic Study. When possible, PMOs/MCPDs should grant leave or permissive TAD to Marines/employees for the purpose of undertaking academic or vocational instruction consistent with the career development objectives of the Marine/employee and the needs of the department.

a. Paid leaves of absence or permissive TAD may be approved if they involve attendance at a state or federal academy, workshop or job-related seminar or training for which any tuition or expense would be paid from the PMO/MCPD training budget.

b. PMO/MCPD will consider granting leaves of absence without pay in accordance with established personnel policy for civilian employees who wish to further their education at their own expense.

c. PMs/CPs may exercise discretionary latitude in realigning work schedules of individuals who are pursuing academic or other departmentally authorized career development training so that they may attend classes. Such adjustments may not conflict with procedures for assigning personnel to watch schedules and must be administered equitably.

27 AUG 2008

8. Professional Affiliation. The Marine Corps recognizes the value of participation by personnel in professional associations and related organizations having goals and objectives compatible with the law enforcement profession. PMO/MCPD encourages personnel to participate in such organizations, recognizing that they are often beneficial to the career development of the individual and the attainment of department goals and objectives. Affiliations of this nature are of three general types:

a. Law enforcement alumni associations composed of graduates of academies or other programs such as the FBI National Academy, the Southern Police Institute or the Northwestern University Traffic Institute.

b. Professional service associations organizations composed of members who share common interests and goals in professional development of the law enforcement profession, such as the International Association of Chiefs of Police.

c. General law enforcement associations composed of members who are eligible to join, by virtue of their law enforcement employee status, such as a state law enforcement officer's association.

Chapter 18

Internal Services

Section 18000 - Arms Room/Ready for Issue Point Procedures

18001. Purpose. This section establishes procedures for PMO/MCPD armories and ready for issue (RFI) arms rooms.

18002. Policy

1. Armories, arms rooms, and RFI arms rooms will be operated in compliance with reference (ai). For the purposes of this section, use of the term arms room applies to all PMO/MCPD armories, arms rooms, and RFI arms rooms. Only security weapons, ammunition and equipment will be stored in the PMO/MCPD arms room. Privately owned firearms may be stored in arms rooms on a temporary basis only when authorized by the PM/PC in writing, and must be separated from government weapons.

2. All arms room transactions will be conducted from behind a locked door.

3. Arms room keys will always be properly secured when not in the possession of an armed individual. Reference (ai) provides policy on lock and key control for arms storage areas.

18003. Definitions

1. Armory. A building, or arms room within a building or ship, meeting the criteria of reference (ai), where firearms and their parts are stored. Armories are normally designated as restricted areas in writing by the installation commander.

2. Arms, Ammunition and Explosives (AA&E). Firearms, weapons, ammunition, munitions, explosives to include simulation kits used to train military working dogs (MWD) or civilian police working dogs (CPWD).

3. Arms, Ammunition and Explosives (AA&E) Officer. The AA&E Officer is an additional duty of the Services Chief and will be appointed in writing by the PM/PC.

4. Arms Room. A room within a building or ship, meeting the criteria of reference (ai), where firearms and their parts are stored.

27 AUG 2008

5. Arms Room Noncommissioned Officer in Charge (NCOIC)/Technician. Normally a Marine designated with MOS 2111, armorer, who has successfully completed the Marine Corps qualifying school. The armorer is the duty expert on weapons, weapons storage, ammunition storage and all policies, procedures and documentation pertaining to the PMO/MCPD arms room. When a MOS 2111 armorer is not available, a MOS 5811 military policeman, usually a NCO, or a civilian arms room technician shall be designated in writing as the PMO/MCPD Arms Room NCOIC or Technician.
6. Arms Room Custodian. The arms room custodian is a MP/police officer appointed in writing by the AA&E Officer, as an individual responsible for the daily accountability, issue and recovery of weapons, ammunition, and equipment stored in PMO/MCPD arms rooms. Arms room custodians shall be appointed for each watch. There maybe more than one arms room custodian per watch. However, the custodian is generally the Desk Sergeant or other assigned MP/police officer.
7. Audit Verification Officer. An additional duty assigned in writing to the PMO/MCPD Physical Security Chief or other individual designated by the PM/PC to verify audits conducted of PMO/MCPD AA&E. AA&E records, to include the Table of Equipment (T/E) and Consolidated Memorandum Receipt (CMR), shall be used in conducting the audit verification.
8. Equipment. PMO/MCPD gear/tools such as hand-held radios, Oleoresin-Capsicum (OC) pepper spray, handcuffs, batons, flashlights, hand irons, and any other accountable equipment that may be used in the performance of police duties.
9. Equipment Custody Receipt (ECR) NAVMC 10359. A card used to issue a weapon or equipment when a MP/police officer or security officer has not been assigned a specific weapon and does not have an Ordnance Custody Receipt (OCR).
10. First Echelon Maintenance. All maintenance, checks, and services to be conducted by the individual operator, such as daily cleanings and inspections.
11. Inventory. A physical accounting of AA&E and equipment stored in the PMO/MCPD RFI arms rooms. The accounting is verified against the CMR.
12. Ordnance Custody Receipt (OCR) NAVMC 10520. A card designating a specific weapon and to whom it is assigned. The

27 AUG 2008

OCR is surrendered to an arms room custodian when the weapon is drawn and kept in the PMO/MCPD arms room until the weapon is returned. After the weapon is returned, the OCR is returned to the Marine, police officer or security personnel.

13. Ready-For-Issue (RFI). Storage of a relatively small amount of weapons and ammunition for duty police, security and response forces so that they are available for ready access. Arms rooms are normally designated as restricted areas in writing by the installation commander.

14. Responsible Officer (RO). The RO is normally an additional duty of the Support Services Officer and will be appointed in writing by the PM/PC. The RO's duties are addressed in this section in paragraph 18004.

15. Second Echelon Maintenance. All maintenance, checks, and services to be conducted by a Marine designated with MOS 2111, armorer, who has successfully completed a Marine Corps qualifying school or is a qualified civilian.

16. Site Count. Visual sighting of and site count to attest to the location of AA&E and equipment stored in the PMO/MCPD RFI arms rooms.

17. Weapons. Firearms assigned to PMO/MCPD to include 9mm pistols, shotguns, M-16 rifles, MP5 submachine guns, M-4 carbines, and any other weapons authorized.

#### 18004. Procedures

1. The PM/PC shall ensure compliance with the following criteria for storage, issue and recovery of security weapons and ammunition:

##### a. Storage

(1) Only GSA approved storage safes will be used for ammunition.

(2) Inventories will be conducted at each change of shift.

(3) The Arms Room NCOIC/Technician and arms room custodians shall be assigned in writing by the PM/PC.

b. Issue

(1) Marines, police officers and security personnel assigned to police or security duties will be armed in accordance with reference (ac).

(2) All weapons and ammunition transactions will be documented on the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576).

(3) Upon issue, Marines, police officers and security personnel will relinquish his/her Ordnance Custody Receipt Card (NAVMC 10520).

(4) Weapons will be receipted for at the beginning of each shift.

c. Recovery

(1) All issued weapon(s) and ammunition will be returned to the arms room upon the completion of the shift.

(2) The individual NAVMC 10520 will be returned upon recovery of the weapon and ammunition.

(3) Commanders and PMS/CPs may authorize continuing retention of weapons by investigative personnel. Such authorization will be in writing. When investigative personnel are on leave, TAD or are otherwise in a non duty status, weapons will be returned to the PMO/MCPD arms room.

(4) Unescorted access to armories/arms room will only be granted to personnel authorized in writing by the PM/PC.

2. Storage Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Store 9MM pistols in a locked safe or rack with the chamber empty, magazine removed, slide forward, and safety selector on fire.

b. Store rifles in a locked safe or in a locked rifle rack with the magazine removed, chamber empty, bolt forward, ejection port cover open, and weapon on semi.

c. Store shotguns in a locked safe or locked rack with the chamber empty, bolt forward, and weapon on safe.

27 AUG 2008

d. Store all ordnance in either wooden loading blocks (primer side down) or labeled metal ammunition containers. Ammunition boxes will be maintained until the ammunition is fired or turned into the Ammunition Storage Point (ASP).

e. Store SRT weapons and equipment in a separate locked area in the arms room. A 5200 series lock will be used to lock the cage. Additionally a serialized seal will be placed on the lock.

f. No privately owned firearms will be stored in the PMO/MCPD arms rooms without prior authorization from the PM/PC and must be stored separately from government weapons. Individual weapons confiscated after duty hours are allowed temporary storage until the individual's unit is notified. A staff noncommissioned officer (SNCO) from the individual's unit must be present and take custody of the weapon(s).

3. Weapon Assignment. The Arms Room NCOIC/Technician and arms room custodians shall assign individual weapons using the memorandum receipt for individual weapons and accessories (NAVMC 10576) as the issue and receipt document. Provide the OCR upon initial issue of the individual weapon.

4. Issue Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Ensure the individual is authorized to receive a weapon and has not been placed on a "barred from arming" roster.

b. Ensure the individual is listed on the most recent weapons handling authorization lists. PMO/MCPD Training Branch shall provide monthly weapons handling authorization lists based on appropriate firearms qualification and familiarization fire records, and other requirements to be armed (use of force, etc).

c. Ensure the individual is listed on the PMO/MCPD Gear Issue Logbook located within the arms room. If the individual is not listed, add him/her. Complete for each person on the duty roster.

d. Ensure the individual surrenders OCR to the arms room custodian when drawing the individual weapon. Arms room custodians will verify the serial number with the serial number on the individual weapon before issuing the weapon.

e. If an OCR is not presented, properly fill out an ECR.

f. Individuals may also use the Common Access Card (CAC) system. Individuals will slide their CAC card through the reader, electronically recording all information including date, time, and gear issued in the computerized database. The card digitally signs for all weapons and gear issued to Marines, police officers or security personnel.

g. Retrieve the weapon from storage and make the weapon safe by opening the slide mechanism/cylinder, engage the weapon's safety lever, and physically/visually inspect the chamber and magazine well.

h. Issue a safe weapon butt first to the individual drawing the weapon and the appropriate ammunition.

i. Ensure a MP NCO or civilian equivalent or above is present and clears any weapons in accordance with current clearing directives.

j. Document weapons, ammunition, and miscellaneous gear leaving the arms room by serial number on the PMO/MCPD Gear Issue Logbook. Arms room custodians must sign and date the logbook located in the arms room.

5. Recovery Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Ensure a MP NCO or civilian equivalent or above is present, and visually ensures all weapons are clear and makes any weapon safe prior to being returned to the arms room. The "safe" weapon should be received with the slide/bolt to the rear or cylinder open and the weapon's safety lever on safe (weapon in Condition 4).

b. Ensure the individual returns all ammunition and miscellaneous gear to the arms room custodian. Note it on the PMO/MCPD Gear Issue Logbook before weapons are returned to the arm room.

c. Verify the serial number on the individual weapon with the OCR or the ECR and exchange it for the weapon. Return the weapon to the storage rack with the slide/bolt home, chamber empty, no magazine inserted, and the chamber cover closed or cylinder closed (weapons in Condition 4). Document the exchange on the PMO/MCPD Gear Issue Logbook. Individual will sign the gear logbook upon turn in of all issued gear. Initial the logbook, acknowledging receipt of issued gear.

d. Inventory all blank NAVMC 10576 and OCR forms monthly and keep them in a locked drawer within the armory.

6. Security Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. Ensure that the arms room door is secured at all times. When the arms room is not occupied, a high-security lock will be used to secure the door from the exterior of the door. Utilize the intrusion detection system key pad to secure/access the alarm system.

b. When not in use, the SRT cage, all safes, weapons racks and/or containers will remain locked.

c. Ensure all personnel entering the arms room log in on the access control roster with date, time, name, rank, unit, last four of social security number (SSN), reason for access, and exit time.

d. Ensure admission of personnel not on the access list is granted only when escorted by the arms room custodian.

e. Ensure no more than two persons occupy the arms room during the issue and recovery of any weapons or gear.

f. Conduct all business behind a locked door. Utilize the "peep hole" to identify any and all persons requesting access. The "peep hole" will remain secured at all other times. Issue all weapons, ordnance, and other miscellaneous gear through the issue port/service window, which will remain locked at all other times. Under no circumstances will any weapons, ordnance or equipment be issued through the arms room entry door unless the item is too big to fit through the service window.

g. Remain armed with a holstered weapon at all times while on duty:

(1) Carry the M9 9MM pistol with a loaded magazine (fifteen rounds) in Condition 1. The second magazine is to be loaded with 15 rounds and placed in a magazine pouch.

(2) Follow proper drawing and clearing procedures. No clearing or loading a weapon with ammunition is permitted while inside the arms room.

(3) Follow all rules and regulations pertaining to the use of deadly force (chapter 6 and reference (af)). Maintain a copy of these references within the arms room. All arms room custodians shall become familiar with their contents.

h. Maintain positive control of the keys to the arms room in accordance with physical security key control requirements.

i. Log the exchange of the arms room keys between off-going arms room custodians and on-coming arms room custodians in the key log.

j. Post all clearing barrel procedures.

#### 7. Inventory Control

a. The Arms Room NCIOC/Technician and arms room custodians shall:

(1) Ensure that all weapons, ordnance and other miscellaneous gear are accounted for prior to assuming duty.

(2) Document discrepancies noted while conducting an inventory on the PMO/MCPD arms room Inventory Control Form. Sign and date the form.

(3) In the event a weapon, ordnance, or other miscellaneous gear is not accounted for following a detailed inventory, notify the duty Watch Commander and Support Services Officer immediately.

b. The Support Services Officer shall ensure a disinterested party conducts a monthly inventory of serialized weapons within the arms rooms per reference (ai). Keep a record of each inventory on file per SSIC 5530.1a and 1b as appropriate.

c. In addition to scheduled inventories listed above, an unscheduled inspection shall be conducted quarterly by the Services Chief or other designee. Inspection results will be forwarded to the designated arms room custodian, Arms Room NCOIC/Technician and the Support Services Officer for corrective action.

8. Ordnance Procedures. The Arms Room NCOIC/Technician and arms room custodians shall:

a. During the daily joint inventory site counts, ensure the quantities of all ordnance stored within the arms room, both daily issue and sealed, are properly noted on the Arms Room Inventory Control Form. Immediately bring all discrepancies to the attention of the duty Watch Commander.

b. Every six months, rotate all security ammunition and SRT ammunition with the installation Ammunition Supply Point (ASP), or expend the ammunition for training. Document the change in lot numbers and accounting for every round of ammunition on the Ammunition Log located in the arms room.

c. Ordnance Pick-up

(1) Pick-up training ammunition on the morning of any scheduled training evolution. Expend or return the ammunition to the ASP the same day. Do not store training ammunition in the arms room. Exceptions to this section must be approved by the PM/PC.

(2) Use DD Form 1348 when requisitioning security or training ammunition. Submit ammunition requests to the Ammunition Storage Point a minimum of five working days prior to the actual pick-up date of any requested ammunition.

(3) Once DD Form 1348 is signed by the installation Property Officer, the pink copy will remain at the installation Property Office. The green copy will be retained by the Arms Room NCOIC/Technician and arms room custodians in the file corresponding to the particular ammunition. Hand-carry the remaining copies of the DD Form 1348 to the ASP.

(4) At the requested date and time, authorized personnel will present themselves at the ASP magazine area accompanied by a licensed explosives driver and vehicle, both meeting all the requirements as set forth reference (bk) to pick up the requested ammunition.

(5) Before signing block #22 of DD Form 1348-1, an arms room custodian will ensure the quantity and lot numbers of the ammunition match what is printed on the DD Form 1348-1.

(6) Retain the original DD Form 1348 from ASP. Maintain an ammunition request file arranged by fiscal year.

(7) The designated Range Safety Officer (RSO) will complete an Ammunition Receipt/Expenditure Form after training ammunition is expended. Submit the original Ammunition Receipt/Expenditure Form to Base Property. The Arms Room NCOIC/Technician will file and maintain ammunition expenditure reports per reference (b) SSIC 4440.1a.

d. Ordnance Turn-in

(1) Properly fill out a DD Form 1348-1 ensuring the quantity and lot numbers of the ammunition match the DD Form 1348-1.

(2) Proceed with the DD Form 1348-1 to the installation Property Office to have a serial number assigned to the document.

(3) Proceed to the ASP magazine area with the DD Form 1348-1 and the ammunition accompanied by a licensed explosives driver. The vehicle must meet all the requirements as set forth in reference (bq).

(4) The ammunition technician will match the DD Form 1348-1 with the ammunition before the turn-in is conducted. An ASP authorized person will retain a copy of DD Form 1348-1 after the ammunition is signed for. The Arms Room NCOIC/Technician or an arms room custodian will then return the form to the Supply Chief. Retain the form in the designated fiscal year

(5) For security ammunition, copies 5 and 6 of DD Form 1348-1 turn-in will be maintained in the file corresponding to the appropriate ammunition in the Ordnance Log.

(6) Security ammunition may be used for training ammunition after the six month period. If the security ammunition is expended for training, fill out an Ammunition Receipt/ Expenditure Form. File a copy of the Ammunition Receipt/Expenditure Form with the appropriate ammunition in the Ordnance Log located within the arms room.

(7) Show the decrease of ammunition on NAVMC Form 10774 once the security ammunition is either returned to the ASP or expended for training.

(8) Ensure DD Form 1348, DD Form 1348-1 pick-up, and DD Form 1348-1 turn-in and/or the Ammunition Receipt/Expenditure Form are filed together for each type of ammunition.

27 AUG 2008

## 9. Maintenance Procedures

a. First echelon maintenance is the responsibility of the individual to whom the weapon or gear is issued. Second echelon maintenance, repairs, limited technical inspections (LTI), and pre fire inspections (PFI), are the responsibility of the arms room NCOIC/Technician. Upon notification of damage or incorrect operation of the weapon, the Arms Room NCOIC/Technician and arms room custodians shall complete required NAVMC 10245, Equipment Repair Order (ERO), maintaining one copy within the PMO/MCPD arms room per reference (b) SSIC 8370.1. Complete required NAVMC 1018, inspection tag and place the tag on the weapon until all maintenance is complete.

b. In the event that a particular individual weapon is identified as irreparable, "CODE-H", or sent in for repair, arms room custodians shall retrieve the individual's OCR, match it with the NAVMC 10576, cut the OCR in half, attach both halves to the corresponding NAVMC 10576, on which he will write in red ink the words "CODE-H". File these forms with the copy of the submitted ERO within the arms room for future use. The Arms Room NCOIC/Technician or an arms room custodian will then issue an unassigned weapon following the procedures previously outlined.

c. The Arms Room NCOIC/Technician, if qualified, or an armorer, shall conduct a weapons pre-fire inspection (PFI) at least one week prior to scheduled marksmanship training. The Arms Room NCOIC/Technician will provide PFI receipts to the appropriate Battalion S-3.

d. The Arms Room NCOIC/Technician, if qualified, or an armorer, shall conduct a weapons LTI and PFI prior to any firing that is not a scheduled marksmanship training for qualification.

e. The Arms Room NCOIC/Technician or an armorer, shall inspect all weapons every 90 days for quarterly scheduled preventive maintenance. Results of this inspection will be provided to the Services Chief upon completion.

f. The weapons will be wiped down (by the MP who is assigned the weapon) with a lightly oiled cloth as part of the daily maintenance and turn-in procedure to deter corrosion.

g. An Arms Room NCOIC/Technician will conduct a bi-weekly cleanliness and function inspection in conjunction with the daily inventory by an arms room custodian.

10. Ammunition Storage. The PMO/MCPD Arms Room NCOIC/Technician will be accountable for all stored ammunition inside the PMO/MCPD arms rooms. This includes the capture of all daily site counts, monthly disinterested party inspections, and all ammunition pickup/return and expenditure reports.

11. Appointments. The Support Services Officer is tasked with appointing the Arms, Ammunition & Explosive (AA&E) Accountability Officer and the AA&E Audit Verification Officers on an annual basis. The PM/PC must sign all appointment letters. Billet descriptions for these positions are in reference (bn). Appointees must be SNCOs or above (or civilian equivalents).

12. Responsibilities

a. The RO has the overall responsibility for the accountability of AA&E and equipment stored in the arms room. The RO will conduct a semi-annual wall-to-wall inventory of AA&E and equipment stored in the arms room. The results of the inventory will be recorded and maintained for two years.

b. The AA&E Officer is responsible for the overall operation of the arms room. The AA&E Officer will appoint the Arms Room NCOIC and Arms Room custodians, and conduct annual screening. The AA&E Officer will ensure the Arms Room NCOIC and Arms Room custodians receive training. The Arms Room NCOIC/Technician and custodians will be designated in writing by the PM/PC. The AA&E Officer will conduct quarterly wall-to-wall inventories of AA&E and equipment stored in the arms room. The results of the inventory will be recorded and maintained for two years.

c. The AA&E Audit Verification Officer is responsible for certifying expenditure reports (NAVMC 11381) once actual firing of ammunition is completed and any unused ammunition has been turned in to the ASP. The AA&E Audit Verification Officer will conduct and document a quarterly audit of PMO/MCPD AA&E accountability procedures. The quarterly audit will be unannounced and randomly conducted during each quarter.

d. The Arms Room NCOIC is a 2111 MOS Marine assigned to PMO/MCPD and appointed by the AA&E Officer. The Arms Room Technician is a civilian employee. The Arms Room NCOIC/Technician will act as the subject matter expert for PMO/MCPD on all matters pertaining to AA&E. The Arms Room NCOIC/Technician is responsible for daily operations of the arms

27 AUG 2008

room to include but not limited to: accountability, issuance, serviceability, maintenance and cleanliness of weapons. The Arms Room NCOIC/Technician will coordinate with a battalion armory NCOIC, if available, for expertise and training. The Arms Room NCOIC/Technician will ensure that arms room custodians are complying with this section and references (ai), (bk) and (bn).

e. Arms room custodians are Marines or police officers nominated by Operations Division (at least two custodians per watch, usually the Desk Sergeant or other MPs/police officers). Arms room custodians are assigned in writing by the PM/PC to issue and receive AA&E and equipment stored in the arms room. An arms room custodian is authorized to issue/receive AA&E and equipment only while in a duty status. The on-coming custodian will conduct a joint site-count with the off-going custodian. The results of each site-count will be recorded and attested to by the on-duty Watch Commander.

f. The Support Services Officer shall ensure the completion of an annual security survey of the PMO/MCPD arms room.

g. The Physical Security Branch shall conduct annual physical security surveys of the PMO/MCPD arms room.

Section 18100 - Supply

18101. Purpose. This section establishes PMO/MCPD supply procedures.

18102. Policy. Supply is critical for the proper functioning of a PMO/MCPD. A PMO/MCPD must have required supplies, equipment and materiel in order to execute its mission. The PMO/MCPD Supply Branch is responsible for coordinating with the installation Supply Department, Property Office, Fund Administrator, and other departments/offices in the execution of supply duties, conducting self-service organizational purchases, and ordering required supplies, equipment and property as required in support of the PMO/MCPD.

18103. Procedures

1. Requisition. The Supply Branch will make two types of requisitions, system items and open purchase items. Open purchases will be made only after all mandatory Sources of Supply (SOS) have been exhausted. The Supply Branch will consult with the Fund Administrator prior to submitting any requisitions for approval to ensure the budget will support the purchase.

a. The mandatory SOS are:

(1) General Services Administration (GSA). The GSA store carries many of the consumable supplies that will be needed for the day to day running of the PMO/MCPD.

(2) NIB/NISH (Products manufactured by the disabled). Most of the office supplies are produced by NIB/NISH and sold at the GSA store.

(3) UNICOR (Federal Prison Industries). UNICOR produces the furniture utilized by the Marine Corps and is the mandatory SOS for all furniture requirements.

b. System Items. System items have a National Stock Number (NSN) and are procured through the military supply system. This is not always the most expedient means of procurement, but must be utilized for items with a NSN. System items will be requisitioned by filling out a DD Form 1348 hard card and submitted to the installation Requisitioning Office in the Supply Department. The items will normally be received at the Traffic Management Office (TMO). Notification of item arrival

is usually accomplished via telephone. Follow installation procedures for DD Forms 1348.

c. Open Purchases. Open purchase items are items that are not in the military supply system and do not have a NSN. These items are procured in two different ways. The first way is by using a U.S. Government credit card and the second is by a purchase order:

(1) U.S. Government Credit Card. The U.S. Government credit card is used for any purchase that does not exceed \$2,500.00 (micro purchase). Single purchases exceeding \$2,500.00 may not be split into two different purchases to make it fall beneath the limit. The individual making the request, or the Supply Branch, shall fill out the supply request/order form so proper authorization can be obtained prior to the item being purchased. Many of the items required by the PMO/MCPD should be a micro purchase due to the unique nature of the items being requested. There are many sources of police items. Follow installation policy and procedures and reference (bt) for accounting, control, and use of credit cards.

(2) Purchase orders. Purchase orders will be submitted to the installation Property Office/Supply Department on a DD Form 1149. The installation Property Office/Supply Department will forward the request to Purchasing and Contracting for approval and procurement. In most cases a purchase order is utilized when the dollar amount attached to the items exceeds the micro purchase limit; however, a DD Form 1149 may be submitted to the installation Property Office/Supply Department for procurement of micro purchases so installation funds may be utilized instead of PMO/MCPD funds. Follow installation policy and procedures and reference (bt) for the completion and submission of DD Forms 1149.

2. Personnel Support Equipment (PSE). PSE submissions may be requested by the installation Property Office to identify furniture and equipment needs. If the Supply Branch does not receive a request, the Supply Branch should contact the installation Property Office if PSE is needed. The installation Property Office will typically provide the format for requests. Since UNICOR is the mandatory source of supply, look for the furniture that is required or requested at UNICOR.gov. This web site will have a listing and picture of every piece of furniture that UNICOR produces.

27 AUG 2008

3. Defense Reutilization and Marketing Office (DRMO). To turn in equipment that is not installation property for disposal with DRMO, complete a DD Form 1348 and turn it in with the equipment at DRMO. For installation property that is accountable on an installation account, complete and submit a DD Form 1349 to the installation Property Office for approval prior to turning in equipment to DRMO. To select items at DRMO, tag it with the installation Property Office and PMO/MCPD. The installation Property Office will receive conformation of the selection and notify PMO/MCPD Supply Branch when the items are ready to be picked up.

4. Form and Decal Reproduction. Local forms can be reproduced at Combat Camera (COMCAM). COMCAM has a request form that can be filled out when the form to be reproduced is dropped off for reproduction. Vehicle registration decals (including DD Form 2220) can be purchased directly from the source of supply or through a Navy supply department. To purchase decals through Navy supply, complete a DD Form 282 and submit it with the original decal that needs to be reproduced. The Fund Administrator must sign the DD Form 282 prior to being sent to Navy supply. Follow installation procedures for the completion and submission of DD Forms 282.

5. Garrison Mobile Equipment. Vehicles are the responsibility of the Motor Transport NCO/Clerk. The Supply Chief may be assigned as the RO to help the Motor Transport NCO/Clerk accomplish their mission and ensure that the vehicles are properly accounted for and properly maintained. See section 18200 for vehicle management.

6. Records. Authorized allowances are established and equipment accountability is accomplished through a table of organization and equipment (TO&E) and other forms of installation records/accounts. Allowances for equipment may be changed. Approval for installation record/account changes is accomplished per installation procedures. To change an item on the TO&E, a TO&E change request (TOECR) must be submitted through the chain of command. Supply records will be maintained per reference (b) SSIC 5604.1. Budget records will be maintained per SSIC 7043.3.

Section 18200 - Vehicle Management

18201. Purpose. This section establishes PMO/MCPD procedures for vehicle management.

18202. Policy

1. The Motor Transport Section Noncommissioned Officer/Staff Noncommissioned Officer/Clerk (MT NCO/Clerk) is responsible for the maintenance and equipping of all class "B" vehicles assigned to PMO/MCPD. All vehicles assigned to PMO/MCPD are assigned as class "B". The MT NCO/Clerk is responsible for registering and renewing all unmarked vehicles with the county/state. The MT NCO/Clerk serves as the PMO/MCPD coordinator with the installation Motor Transportation Department on all matters relating to garrison mobile equipment (GME).

2. All officers, Staff NCOs, NCOs and civilian equivalent personnel have the duty to prevent abuse and misuse of GME and to initiate prompt corrective action, as required, in the interest of safe operation, preservation of equipment, and the safety of personnel. The senior military passenger in the vehicle is responsible for the safe and proper operation of the GME.

3. GME shall be managed per reference (br) and personnel shall be licensed per reference (bs).

18203. Procedures

1. Vehicle Management

a. The Support Services Officer is responsible for vehicle management and operation, and shall establish vehicle equipment lists per section 5500, reference (br), installation policy, TM 4700-15/1, and PM/PC guidance. All personnel shall be licensed per reference (bs).

b. The MT NCO/Clerk is directly responsible to the Support Services Officer in all matters pertaining to the maintenance and equipping of GME. The MT NCO/Clerk shall complete and submit all reports pertaining to MP vehicles. The MT NCO shall:

(1) Check with the Dispatch/Communications Center each morning to ascertain which vehicles require dead-lining (taking vehicle out of operation) and transport vehicles identified as dead-lined to the installation Motor Transportation Department.

27 AUG 2008

If a vehicle is inoperable, notify installation Motor Transportation Department of the street location of the vehicle and the nature of the problem. Ensure the installation Motor Transportation Department dispatches a wrecker as soon as possible. Maintain a document that tracks the status of all vehicles assigned. Include vehicle number, vehicle type, assignment, date dead-lined, description of defects, and remarks. Additionally, the document will show how many vehicles are in service, how many vehicles are dead lined, and the total vehicles assigned. Include a copy on the read board and forward a copy to the PM/PC.

(2) Coordinate all preventive maintenance (PM), scheduled maintenance, and the removal and repair of all dead-lined vehicles with the installation Motor Transportation Department. Track preventive maintenance records for all vehicles, ensuring that all required preventive maintenance is completed in a timely manner and identify repetitive problem areas for possible repair requirements. Conduct preventive maintenance as required.

(3) Maintain current desk top procedures and turnover folders and all required forms, SF 91 and DD Forms 518.

(4) Advise the Support Services Officer on the readiness, availability, and employment of GME and other motor transport assets.

(5) Supervise, coordinate, and oversee the administration and management of all GME and related facilities.

(6) Ensure that operators conduct, and record daily preventive maintenance per this section, reference (br), and installation policy.

(7) Review T/E to ensure that authorized class "B" GME is consistent with organizational mission requirements. All GME assigned to PMO/MCPD is assigned class "B".

(8) Take corrective action on all noted discrepancies by vehicle operators. Receive requests for repair from the operators and coordinate repair efforts with the installation Motor Transportation Department and off-base automotive repair facilities.

27 AUG 2008

(9) Turn in GME for scheduled and/or corrective maintenance as required. Transport vehicles in need of repair to the designated facilities.

(10) Conduct vehicle equipment inventories and take appropriate action on shortages, losses, requisitions, and inventory records. Ensure vehicles have SF 91s and two DD Forms 518. Conduct weekly inventories of the mileage of all GME assets and their operability. Conduct a weekly inspection of all vehicles assigned to PMO/MCPD. Inspect for general cleanliness and ensure there is sufficient oil, radiator fluid, power steering fluid, and brake fluid. Ensure that all code lights, sirens, loud speakers and wigwag switches are functional and that each vehicle has the proper emergency gear, and replace all missing items.

(11) Maintain a project folder for each project that is normally of a continuing nature (such as fire extinguishers for all equipment). Project folders will contain all related correspondence and significant reference material. Develop appropriate milestones to show project completion date, when applicable. Place preventive maintenance records in individual folders by vehicle serial number with one vehicle per folder. For further information. It is essential that these folders be well organized, complete, and the subject matter easily understood.

(12) Survey vehicles and assigned equipment (lawn care equipment, mobile signs, flood light units, and trailers) for cleanliness and serviceability and take corrective action where necessary.

(13) Work through the PMO/MCPD Supply Branch to procure proper supplies for the ongoing operation of GME assets (such as windshield wipers, motor oil, washer fluid, etc.)

(14) Inspect the PM/PC vehicle daily to ensure it remains clean, washed and vacuumed, is adequately fueled at all times, and that all emergency equipment is functional.

(15) Prepare a monthly GME equipment custody and inventory document on the status of all vehicles assigned. The document will include the vehicle code number (TAMCN), serial number, odometer reading, date if dead lined, and date vehicle is returned. Provide this information as requested.

(16) Forward a GME appointment letter to the Fleet Manager, base installation Motor Transportation Department, via the PM/PC, providing information of the individual responsible for dispatching vehicles for PMO/MCPD.

2. Vehicle Operations and Maintenance Responsibilities

a. Individual Operator. The individual/primary operator of any U.S. Government vehicle is responsible for first echelon maintenance, cleanliness of assigned vehicle, and shall:

(1) Conduct an inspection of the vehicle as outlined in the daily preventive maintenance inspection prior to use.

(2) Conduct a final inspection of the vehicle before turning in the vehicle keys.

(3) Note all discrepancies on the daily preventive maintenance inspection.

(4) Obey all federal, state, and base traffic regulations.

b. The Desk Sergeant/Watch Commander/Patrol Supervisor shall:

(1) Dead-line (take out of operation) vehicles they deem unsafe or non-operational and immediately make notification of these dead-lined vehicles, and the reason dead-lined, to the MT NCO/Clerk.

(2) Ensure the general cleanliness of all vehicles used during their shift, to include ensuring vehicle operators wash their vehicle at the end of their shift.

(3) Ensure that corrective action is taken on all noted discrepancies by vehicle operators.

(4) Keep a strict log of all keys, and log in and out all keys issued.

(5) In the event of an accident, notify the duty accident investigator and the duty installation Motor Transportation Department dispatcher immediately.

(6) Ensure that the vehicle operator has a valid civilian driver's license, Emergency Vehicle Operations

27 AUG 2008

Certification (EVOC), Vehicle Operator's Identification Card, OF 346, Operator's Report of a Motor Vehicle Accident, SF-91 and a minimum of two Accident Identification Cards, DD Form 518, and if an accident occurs, SF 91 is turned in to the installation Motor Transportation Department.

c. The Watch Commander shall ensure all personnel use GME per this section, references (br) and (bs), and all applicable laws and regulations.

3. Issuance of Trip Tickets. The Dispatch/Communications Center or MT Section will ensure that only qualified licensed drivers are issued a trip ticket for MP emergency and non-emergency vehicles and shall use the following procedures:

a. On-Installation Trip Tickets

(1) Inspect each driver's civilian driver's license, EVOC card and U. S. Government Vehicle Operator's Identification Card, OF 346, to ensure the individual is authorized to operate their assigned vehicle.

(2) Ensure each driver's Medical Examiner's Certificate for Drivers, NAVMC 10969 5-75 is valid, if applicable.

(3) Log in the date, name of driver, vehicle number, time dispatched, and time the vehicle was returned in the desk key log and journal.

(4) Refuse to issue a vehicle trip ticket to individuals who cannot produce their civilian driver's license, EVOC card, U.S. Government Vehicle Operator's Identification Card, OF 346, and Medical Examiner's Certificate for Drivers (if appropriate).

b. Off-installation Trip Tickets. Refer requests for routine off-installation trip tickets to the installation Motor Transportation Department dispatcher. Individual operators will return their trip ticket to the installation Motor Transportation Department upon completion of their trip.

4. Accident Reporting. In the event of an accident/mishap, the operator will immediately stop all motion of the vehicle and notify the Dispatch/Communications Center, who will in turn notify the Watch Commander of the situation, complete SF 91 (kept in the vehicle), and turn in to the Watch Commander/Patrol Supervisor for submission to the installation Motor Transportation Department. The Watch Commander will make the

27 AUG 2008

decision to notify the duty accident investigator and/or the duty wrecker. The Watch Commander or Patrol Supervisor will ensure the Standard Form 91 is completed properly and turned in to the installation Motor Transportation Department immediately. Vehicle operators will complete an Accident Identification Card, DD Form 518 (kept in the vehicle) when involved in an accident with another vehicle and provide to the other driver(s).

5. Licenses. PMO/MCPD personnel may apply for U.S. Government Vehicle Operators Identification Cards through the PMO/MCPD Training Branch. For further information, see reference (bs).

6. Hazardous/Dangerous Cargo, Munitions and Explosives. The senior person in government vehicles transporting dangerous cargo will ensure assigned operators and assistants are thoroughly qualified, instructed, and aware of the hazards and responsibilities pertaining to the transported cargo. Operators of vehicles carrying hazardous/dangerous cargo, munitions and explosives shall:

a. Transport dangerous cargo in strict compliance with the instructions and procedures contained in references (bk) and (bn).

b. Meet the physical standards established by the Federal Highway Administration and the Motor Carrier Safety Regulations. Qualified operators must have a medical certificate in their possession while operating equipment carrying dangerous material. Operators qualified to transport dangerous cargo aboard a military installation must be 18 years of age or older. Qualified operators must be 21 years of age or older to transport dangerous cargo on roads and highways outside the limits of military installations. No one will transport persons other than those authorized to operate and assist in the transportation of dangerous cargo.

c. Not transport explosives and hazardous cargo through heavily populated areas and will use only authorized routes. Inspect and mark vehicles transporting dangerous cargo per reference (bn). Operators will not park vehicles transporting dangerous cargo in unsecured or unsafe locations.

d. Not use trucks with ferrous metal beds for hauling ammunition/explosives unless the cargo is packed or placed in/on wooden or fiberboard containers/dunnage.

27 AUG 2008

e. Transport only compatible loads of ammunition/explosives per reference (bn). Never transport fuses or detonators with ammunition or explosives.

f. Permit no persons other than those authorized as operator and assistant operator/helper (or guard as required) to ride in vehicles transporting dangerous cargo.

g. Not load vehicles hauling dangerous cargo beyond the off-road rated capacity and cargo containers beyond the height of the closed sides and ends of the cargo bed. Do not pre-load vehicles with dangerous cargo except in cases of emergency or combat situations. In such cases, park the vehicles in a secure location.

## 7. Vehicle Abuse and Misuse

a. Vehicle abuse is any act or omission which results in damage to the vehicle, no matter how slight or severe. Any evidence of abuse will be investigated as deemed necessary by the Support Services Officer. Operators are responsible for any defects that are not due to normal wear and tear, defective material or workmanship, or not previously noted by earlier inspections. Mechanics are accountable for their workmanship. Failure of mechanics, inspectors, operators, or quality control personnel to perform their respective responsibilities or failure to perform scheduled maintenance is considered an act of negligence and vehicle abuse.

b. Vehicle misuse is any unauthorized use of a vehicle. Except in the line of duty or authorized by proper authority, vehicle misuse includes:

- (1) Making unauthorized stops, on or off-installation.
- (2) Stopping/parking at the exchange, commissaries, for personal reasons, etc.
- (3) Parking at or going to their residence/quarters for any reason.
- (4) Transporting any personnel to or from residences/quarters, places of work, etc.
- (5) Improper/under use of vehicles.
- (6) Jump starting POVs.

(7) Operating two wheel drive vehicles off paved, graded or improved roads.

(8) Operating any vehicle off paved, graded, or improved roads without permission from a patrol supervisor or above.

8. Special Operator Qualification Training

a. Special operator qualification training is required to provide sufficient numbers of qualified operators within PMO/MCPD to fill bus license, MCPV, and explosive operator requirements. PMO/MCPD Training Branch shall coordinate schedules and student quotas for this training.

b. Waivers for specific experience levels/time or physical capabilities are not normally granted. Six months driving time and age limits established for explosives qualifications are requirements established by federal law.

9. Vehicle Operator Clothing. Operators will wear prescribed uniform attire or appropriate civilian attire at all times. No one will wear physical training (PT) gear while operating U.S. Government equipment unless authorized by a division head or division chief.

10. Lockouts. A vehicle operator shall notify the Dispatch/Communications Center when locked out of his/her vehicle. The Dispatch/Communications Center should contact the MT NCO/Clerk or the on-duty installation Motor Transportation Department dispatcher for a spare set of keys. Use a "slim jim" only as a last resort.

Section 18300 - Police Records Personnel

18301. Purpose. This section establishes PMO/MCPD guidelines for Police Records Branch personnel.

18302. Policy. Police Records Branch conducts all police records administration for PMO/MCPD to include, but not limited to, filing/distributing IR, performing local records checks (LRC), filing/distributing MOR, filing PMO/MCPD paperwork (recaps), providing fingerprinting services, conducting background checks, and processing traffic citations to include scheduling/coordinating traffic court by the traffic court clerk (TCC) . Desk Journal preparation and distribution may be conducted by Police Records Branch or Operations Division. Personnel assigned with the Police Records Branch must maintain a customer service attitude when dealing with any individual needing service. Police Records Branch personnel may be a combination of Marines and/or civilians. See section 15100 for records and information management.

18303. Procedures

1. Police Records Branch General Information

a. Administration Chief (Admin Chief) is directly responsible to the Support Services Officer via the Services Chief/Assistant Services Officer in all matters pertaining to the operation of the Police Records Branch.

b. Personnel assigned to Police Records Branch are directly responsible to the Admin Chief in all matters related to police records.

c. All Marines will wear the uniform of the day with MP badge, and civilians will wear casual business attire, unless otherwise specified.

d. Police Records Branch is typically open during normal business hours.

e. See sections 10000 and 10300, chapter 15, and chapter 16 for supplemental duties and information.

2. The Support Services Officer is responsible for the effective operation of the Police Records Branch.

3. Admin Chief shall:

a. Ensure personnel are thoroughly trained in and properly follow all procedures and policies, the office is open and providing service during posted hours, and personnel are wearing proper attire.

b. Inventory and inspect as required.

c. Ensure police record files are organized and secured.

d. Maintain up-to-date standard operating procedures and turnover files.

e. Shall ensure all records are maintained IAW reference (b).

4. Police Records Clerks shall:

a. File, track, and document all relevant correspondence, records, and documents per policies.

b. File and distribute Desk Journals, as appropriate.

c. Distribute IRs and file the finalized IR by CCN according to year.

d. Provide information for Freedom of Information Act (FOIA) requests per established procedures.

e. Process MORs as directed.

f. Provide statistics when requested or as directed.

g. Safeguard sensitive reports/files and archive/destroy as required.

h. Conduct local records checks, background checks, fingerprinting per appropriate policies.

i. Perform Traffic Court Clerk duties when required (such as answering questions, customer service, or inputting/tracking citations).

j. Ensure are records are maintained IAW reference (b) and (www).

5. The Traffic Court Clerk shall:

27 AUG 2008

- a. Coordinate, prepare for and attend the installation and federal courts.
- b. Process criminal information, bench warrants, and results forms.
- c. Compile an installation driver suspension list.
- d. Assign military members to Remedial Driver's Improvement Course (RDIC).
- e. Process DD Forms 1408 and 1805 traffic citations for appropriate action.
- f. Function independently in matters of routine nature and request assistance when needed.
- g. Report to the Deputy PM/PC during absences of the Support Services Officer and Services Chief/Assistant Services Officer.
- h. At the beginning of each workday, account for all citations written prior to the start of the new work day and retrieve all citations from the off going watch or Dispatch/Communications Center.

27 AUG 2008

Section 18400 - Complaints and Investigation of Police  
Misconduct

18401. Purpose. This section informs all PMO/MCPD Marines and personnel and the public of procedures for accepting, processing and investigating complaints concerning allegations of police/employee misconduct.

18402. Policy. Establishment of procedures for investigating complaints and allegations of police employee misconduct is crucial to demonstrate and protect the integrity of PMO/MCPD. PMOs/MCPDs shall accept and investigate fairly and impartially all complaints of police/personnel misconduct to determine the validity of allegations and to impose any disciplinary actions that may be justified in a timely and consistent manner.

18403. Definitions

1. Office of Professional Standards (OPS). The person, as designated by the PM/PC (normally the Provost Sergeant, Deputy PM/PC, Operations Officer, CID Officer, or Investigations Branch Chief), with primary responsibility for conducting investigations of personnel misconduct allegations.

2. Personnel. Personnel in this section refers to Marines, other service members, police officers, security personnel, contractors, and other civilian employees working in a PMO/MCPD.

3. Public Complaint Package. Information packages containing complaint forms, information on the complaint procedures used by PMOs/MCPDs and actions the public can expect from PMOs/MCPDs in response to their complaint.

4. Summary Action. Disciplinary action taken by a supervisor or commander for lesser violations of PMO/MCPD rules, policies or procedures as defined by PMO/MCPD. Summary actions are the lowest level of disciplinary action generally handled by first line supervisors.

18404. Procedures

1. Basis for Discipline

a. Personnel are subject to discipline for violations of law or PMO/MCPD policy, rules or regulations.

b. All disciplinary actions taken under this section are subject to, and shall be consistent with, applicable federal/state law/policies, reference (c), local regulations/orders, administrative rulings and collective bargaining agreements as appropriate.

c. Personnel who withhold information from, or fail to cooperate with, internal investigations or who fail to report misconduct of personnel are subject to disciplinary action in addition to any other disciplinary action that may result from the investigation.

## 2. Acceptance and Filing of Complaints

a. Public complaint packages may be made available to the public as determined by the PM/PC.

b. Complaints may be received by supervisory members of a PMO/MCPD either in person, over the telephone or in writing, and may be lodged anonymously or by any other means.

c. Personnel shall provide assistance to those who express the desire to lodge complaints against any employee of PMO/MCPD. This includes but is not limited to:

(1) Calling a supervisor to the scene to document the complaint.

(2) Explaining the PMO/MCPD complaint procedures.

(3) Providing referrals to individuals and/or locations where such complaints can be made in person, or explaining alternative means for lodging complaints, such as by phone or mail.

## 3. Summary Action

a. Summary action, or informal/formal counseling entries for Marines, may be taken by supervisory personnel for lesser violations of rules, policies or procedures, as defined by PMO/MCPD, upon approval of such action by the division OIC, Deputy Police Chief, commander or PM/PC.

b. All summary actions shall be documented and copies of the charges and disposition provided to the subject employee, retained by and forwarded to subsequent units of assignment if

appropriate, forwarded to OPS and incorporated in the employee's personnel record.

4. Investigation of Public Complaints - Supervisor's Role/Responsibility

a. Supervisory personnel shall cause a preliminary inquiry to be conducted to determine if grounds exist to conduct an administrative investigation.

(1) If the inquiry finds that acceptable PMO/MCPD policy and procedures have been followed, the supervisor will explain to the complainant the investigative steps that were taken by the PMO/MCPD together with the findings and conclusions of the investigation. If appropriate, the supervisor may explain PMO/MCPD procedures, a misunderstanding of which may have precipitated the complaint.

(2) The complainant shall receive a copy of the complaint as lodged with the PMO/MCPD and shall be asked to verify by signature if it is a complete and accurate account. If the complainant elects not to sign, this fact shall be documented and the investigation will proceed.

(3) The allegation shall be documented and copies forwarded to OPS and the PM/PC.

b. If the supervisor's preliminary investigation identifies grounds that may support disciplinary action, the supervisor shall cause further investigation of the complaint and shall notify OPS of this action.

(1) OPS may assume concurrent or sole authority for the investigation at any point in the investigation upon notification of the subject person's supervisor and/or leader.

(2) Should an investigation at any time reveal evidence of criminal conduct, all available information shall be forwarded to the PM/PC and to OPS as soon as possible.

5. Investigation of Public Complaints - OPS Role/Responsibility

a. OPS has primary responsibility for review and investigation of all complaints against personnel, whether initiated by the public or by a member of the PMO/MCPD.

27 AUG 2008

b. The OPS may assume primary responsibility for a supervisor's complaint investigation at any stage in the investigative process upon notification of the supervisor involved. OPS may also initiate an investigation of alleged personnel misconduct, with or without a formal complaint, with prior knowledge and approval of the PM/PC or his/her designee.

c. The OPS shall have the following additional responsibilities:

(1) Maintain a complaint log.

(2) Maintain a central file for complaints in a secured area. Each complaint/investigation will be held for three years.

(3) Conduct a regular audit of complaints to ascertain the need for changes in training or policy.

(4) Maintain statistical and related information to identify trends involving all complaints of excessive force and abuse of authority.

(5) Track complaints against individual personnel to assist in employee risk analysis.

(6) Provide the PM/PC with an annual summary of complaints against personnel and final dispositions that may be made available to the public or otherwise used at the discretion of the PM/PC.

## 6. Investigative Interviews and Procedures

a. Prior to being interviewed, the subject person shall be advised of the nature of the complaint.

b. All interviews will be conducted while personnel are on duty, unless the seriousness of the investigation is such that an immediate interview is required.

c. During interviews conducted by OPS, there will be one person designated as the primary interviewer.

d. The complete interview shall be recorded if possible. The recording will note the time at which breaks are taken in the interview process, who requested the break and the time at which the interview resumed.

27 AUG 2008

e. Personnel shall be provided with the name, rank and command of all persons present during the questioning. Personnel shall also be given the following admonitions:

(1) You are advised that this is an internal administrative investigation only.

(2) You will be asked and are required to answer all questions specifically related to the performance of your duties and your fitness for office.

(3) If you refuse to answer these questions, you can be subject to discipline that can be as much as discharge, removal from office or punishment per reference (c). You may also be subject to discipline for knowingly giving false statements.

(4) I want to reassure you that any answers given are to be used solely for internal administrative purposes and may not be used in any subsequent criminal prosecution should such occur.

f. Counsel at Interview

(1) Personnel may have an attorney, union representative, supervisor, or personal representative with them during any internal investigative interview so long as the individual is not involved in any manner with the incident under investigation.

(2) The role of a person's representative is primarily that of observer. He/she should be advised not to intervene in the interview unless requested to do so by the subject person or unless the interview leads to issues of potential criminal activity.

g. Examinations and Searches

(1) PMO/MCPD may direct that the employee undergo an intoxilyzer, blood, urine, psychological, polygraph, medical examination or any other exam not prohibited by law if it is believed that such an examination pertinent to the investigation.

(2) An on-duty supervisor may direct an employee to submit to a breath, blood or urine test when there is reasonable suspicion that alcohol and/or drug usage is suspected as the factor directly related to allegations of misconduct.

(3) Personnel can be required to participate in a lineup if it is used solely for administrative purposes.

7. Disposition

a. The primary investigative authority for the investigation (i.e., subject employee's supervisor, commander or OPS) shall review the complaint and investigative findings once deemed complete. This authority will compile findings and provide a disposition recommendation for each charge as follows:

(1) Sustained: Evidence sufficient to prove allegations.

(2) Not sustained: Insufficient evidence to either prove or disprove allegations.

(3) Exonerated: Incident occurred but was lawful.

(4) Unfounded: Allegation is false or not factual or the employee was not involved.

b. A copy of the findings and recommendations shall be submitted for review by OPS prior to submission to the PM/PC if OPS is not the primary investigative authority. OPS may make any additional inquiries or investigative measures deemed necessary to verify, authenticate or clarify findings and recommendations of the investigation and may include such findings and disposition recommendations when submitting to the PM/PC.

c. All disciplinary investigation findings and recommendations shall be forwarded to the PM/PC through the chain of command for information, review and comment.

d. The PM/PC will review the investigation and supporting documents and may accept the findings and recommendations or remand the case for additional investigation in all or in part.

e. If the complaint is sustained, and the PM/PC determines that formal charges will be brought, the PM/PC, or his/her designee, will direct that a "charging" document be prepared by the subject employee's commander, supervisor or OPS as appropriate, signed and thereafter served upon the subject employee. For Marines, a charge sheet will be prepared per local policy. For civilian personnel, the charging document will provide the following:

27 AUG 2008

- (1) Nature of the charges.
  - (2) A copy of the investigative file.
  - (3) A reasonable time frame in which personnel can respond to the charges either in written or oral form.
- f. Marines will be processed per references (c) and (d).
  - g. Personnel who desire an opportunity to be heard on these proposed charges may make a request for a hearing to the PM/PC or his/her designee within the time period permitted for this action.
  - h. Following a hearing or written response of personnel to the charges, the commander or PM/PC shall determine an appropriate disposition of the charges or may remand the case for further investigation or related actions.
  - i. Personnel may appeal the proposed charges as provided by law, ordinance, or collective bargaining agreement.
  - j. The disposition shall be returned from the PM/PC to the commander/supervisor who shall direct or coordinate disciplinary action as required.
  - k. The supervisor shall verify to/notify the commander, PM/PC, and OPS when authorized disciplinary action has been taken. A written copy of the disposition will be provided to the employee.
  - l. Where the findings do not support the charges, the supervisor/commander shall forward the complaint with supporting documentation to OPS for notification and accounting purposes. A copy will also be provided to the subject employee.
  - m. Following final disposition of the complaint, a letter shall be sent to the complainant from the PM/PC or his/her designee explaining the final disposition.
  - n. Whenever reasonably possible, the investigation of complaints should be completed within 45 days from receipt of the complaint to its disposition unless a waiver is granted by the PM/PC or his/her designee or another time frame is required by departmental policy, law or labor agreement.

## 8. OPS Records and Confidentiality

27 AUG 2008

a. OPS shall be informed of all final disciplinary decisions.

b. OPS shall forward a copy of all final disciplinary decisions to the PM/PC, supervisor, commander, and other appropriate personnel and offices as required.

c. OPS case files and information shall be maintained separately from personnel records.

d. OPS information is considered confidential and will be retained under secure conditions within OPS:

(1) OPS case files and personnel dispositions may not be released to any source without prior approval of the PM/PC unless otherwise provided by law.

(2) Case investigation files shall be retained for a period of three years or as directed by the PM/PC.

#### 9. Prevention of Police/Employee Misconduct

a. All personnel of PMO/MCPD have a personal responsibility for, and will be held strictly accountable for, adherence to the PMO/MCPD standards of conduct, ethics, rules, policies and procedures.

b. PMO/MCPD has the responsibility for, and will provide all personnel, sufficient and proper training, supervision and policy guidance to ensure that all personnel are apprised of the demands and requirements of PMO/MCPD with regard to employee conduct, duties and responsibilities.

c. PMO/MCPD shall take all reasonable measures to ensure that personnel are assigned only to duties and responsibilities in which they have the requisite knowledge, skills, abilities and training.

d. The primary responsibility for maintaining and reinforcing personnel conformance with the standards of conduct of this department shall be with personnel and first-line supervisors.

e. Supervisors shall familiarize themselves with the personnel in their unit and closely observe their general conduct and appearance on a daily basis.

27 AUG 2008

f. Supervisors should remain alert to indications of behavioral problems or changes that may affect personnel's normal job performance and document such information where deemed relevant.

g. Where a supervisor perceives that personnel may be having or causing problems, the supervisor should assess the situation and determine the most appropriate action.

h. A supervisor may recommend additional training to refresh and reinforce personnel's skills, abilities or understanding of PMO/MCPD policy, rules and regulations.

i. Counseling may be used by the supervisor to determine the extent of any personal or job problems that may be affecting performance, and to offer assistance and guidance.

j. The supervisor shall document all instances of counseling or additional training used to modify an employee's behavior.

APPENDIX A

Authorized Forms

#	Form/Report	Form Number
1	Incident Report	OPNAV 5580/1
2	Incident Report Addendum - Narrative	OPNAV 5580/1B
3	Incident Report Addendum Complainant/Witness/Sponsor	OPNAV 5580/1C
4	Incident Report Addendum - Victim	OPNAV 5580/1D
5	Incident Report Addendum - Suspect/Arrestee	OPNAV 5580/1E
6	Voluntary Statement	OPNAV 5580/2
7	Military Suspect's Acknowledgement and Waiver of Rights	OPNAV 5580/3
8	Civilian Suspect's Acknowledgement and Waiver of Rights	OPNAV 5580/4
9	Permissive Authorization for Search and Seizure	OPNAV 5580/16
10	Affidavit for Search Authorization	OPNAV 5580/10
11	Command Authorization for Search and Seizure	OPNAV 5580/9
12	Evidence Tag (Tie-On)	OPNAV 5580/17A
13	Evidence Tag (Stick-On)	OPNAV 5580/17B
14	Evidence Tape	OPNAV 5580/23
15	Evidence/Property Custody Receipt	OPNAV 5580/22
16	Telephonic Threat Complaint	OPNAV 5580/8
17	Traffic Accident Report	OPNAV 5580/1A
18	Operator's Report of a Motor Vehicle Accident Report	SF 91
19	Alcoholic Influence Report	DD Form 1920
20	Complaint of Stolen Vehicle	OPNAV 5580/11
21	Vehicle Report	OPNAV 5580/12
22	Lineup-Acknowledgement and Waiver of Rights	OPNAV 5580/5
23	Interview/Interrogation Log	OPNAV 5580/7
24	Forensic Examination Request	OPNAV 5527/15
25	Field Test Results	OPNAV 5527/20
26	Customer Consent and Authorization for Access to Financial Information	OPNAV 5527/13
27	Authority to Release Medical Information and Records	OPNAV 5527/14
28	Abandoned Vehicle Notice	DD Form 2504
29	Abandoned Vehicle Removal Authorization	DD Form 2505
30	Vehicle Impoundment Report	DD Form 2506
31	Notice of Vehicle Impoundment	DD Form 2507
32	Field Interview Card	OPNAV 5580/21
33	Terrorism Quick Reference Card	
34	Receipt For Inmate or Detained Person	DD Form 2708
35	Armed Forces Traffic Citation	DD Form 1408
36	United States District Court Violation Notice	DD Form 1805/ CVB Form 1805
37	Statement of Force/Use of Detention Space (1630)	NAVMC 11130 (6-83)

APPENDIX B

Overview of the Marine Corps Contract Security Officer Program  
(MCCSOP)

A. General

1. Purpose. This appendix promulgates an overview of the Marine Corps Contract Security Officer Program (MCCSOP) and responsibilities.

2. Background

a. In an effort to maximize the use of our military force, the Marine Corps directed the outsourcing of non-core competency missions to civilians. This has resulted in two initiatives, the MCCSOP and Marine Corps Civilian Law Enforcement Program (MCCLEP). The MCCSOP replaces those Marines currently holding security billets with a highly trained contract civilian security force or uses a highly trained contract civilian security force for new security requirements.

b. The MCCSOP implements contract security guard personnel for gate, flight line and other designated security duties. Consistent with Section 332 of the Bob Stump Act (NDAA), security guards under MCCSOP will augment installation PMOs/MCPDs by providing for the "increased performance" of security guard functions required as a result of the 9/11 terrorist attacks. MPs and police officers shall continue to perform traditional law enforcement functions, to include among others, police patrol, response to calls for service, and traffic enforcement.

3. Procedures

a. Deputy Commandant of the Marine Corps (DCMC) (PP&O) shall:

(1) Develop and oversee this centrally managed program and provide the necessary policy guidance to ensure that the MCCSOP functions in accordance with HQMC expectations.

(2) Designate a Program Manager that will be the principal point of contact within HQMC on all program matters.

(3) In concert with DCMC Installations & Logistics (I&L), Manpower and Reserve Affairs (M&RA) and Program and

27 AUG 2008

Resources (P&R), act as the principal organizations that validates the manpower requirements and resources for MCCSOP.

(4) Validate the MCCSOP security tactics, techniques and procedures, and act as the principal organization overseeing the operation of the MCCSOP.

b. Installation commanders, or a designated representative, that employ contract security officers, shall:

(1) Implement and ensure MCCSOP compliance in a manner appropriate for their installation/activity.

(2) Ensure that individuals who are not qualified, physically fit, reliable, or are unwilling to uphold Marine Corps customs, courtesies and traditions are identified to the MCCSOP Contracting Officer's Representative (COR) and the Program Manager.

(3) Identify local training requirements, not covered in core training, that are necessary to accomplish the mission and forward those requirements to the Program Manager for insertion into initial training or in-service training.

(4) In the event that a higher force protection threat condition is enacted, and MCCSOP personnel are required to man additional posts, local funds may be utilized to pay for incurred overtime costs.

APPENDIX C

Marine Corps Police Academy

1. Curriculum Outline of Instruction

UNIT 1: GENERAL

**Lesson Topic 1.1: Orientation**

Terminal Learning Objective(s): None

Enabling Learning Objective(s): None

**Lesson Topic 1.2: Basic Study Skills**

Terminal Learning Objective(s):

- 1.20 Upon completion of this lesson and with the aid of references, the student will be able to identify proper studying and research report writing techniques.

Enabling Learning Objective(s):

- 1.21 **IDENTIFY** techniques to improve basic study skills and resources available to assist in studying. (USMC 100)
- 1.22 **IDENTIFY** manner in which written research reports and projects will be completed. (USMC 100)

**Lesson Topic 1.3: Marine Corps Values**

Terminal Learning Objective(s):

- 1.30 Upon completion of this lesson and without the aid of references, the student will be able to explain and adhere to the Marine Corps Values.

Enabling Learning Objective(s):

- 1.31 **DEFINE** values. (DOD 101)
- 1.32 **LIST** the Marine Corps Values. (DOD 101)
- 1.33 **RECOGNIZE** what detracts from Corps Values. (DOD 101)

**Lesson Topic 1.4: Law Enforcement History**

Terminal Learning Objective(s):

- 1.40 Upon completion of this lesson and without the aid of references, the student will be able to identify the history of modern civilian and Marine Corps law enforcement.

Enabling Learning Objective(s):

- 1.41 **IDENTIFY** the history of modern civilian law enforcement. (DOD 101)
- 1.42 **IDENTIFY** the history of modern Marine Corps law enforcement. (DOD 101)

**Lesson Topic 1.5: Functions of USMC Law Enforcement**

Terminal Learning Objective(s):

- 1.50 Upon the completion of this lesson and without the aid of references, the student will be able to identify and demonstrate knowledge of USMC law enforcement functions.

Enabling Learning Objective(s):

- 1.51 **IDENTIFY** the missions of MPs/police officers. (DOD 102.2)
- 1.52 **IDENTIFY** roles and responsibilities of the Provost Marshal/Police Chief. (DOD 102.2)
- 1.53 **IDENTIFY** the concepts and principles of law enforcement operations. (DOD 102.2)
- 1.54 **IDENTIFY** the organizational structure and chain-of-command of a Provost Marshal Office (PMO). (DOD 102.1)
- 1.55 **IDENTIFY** the organizational structure and chain-of-command of a Marine Corps Police Department (MCPD). (DOD 102.1)
- 1.56 **IDENTIFY** the responsibilities and functions provided by the major divisions of the PMO/MCPD. (DOD 102.1)
- 1.57 **IDENTIFY** the general law enforcement operations provided by the PMO/MCPD. (DOD 102.2)

27 AUG 2008

**Lesson Topic 1.6: Guardmount**

Terminal Learning Objective(s):

- 1.60 Upon completion of this lesson and without the aid of references, the student will be able to demonstrate professional deportment and proper wear of uniform.**

Enabling Learning Objective(s):

- 1.61 DEMONSTRATE** proper grooming and uniform appearance. (USMC 108)
- 1.62 DEMONSTRATE** guardmount procedures. (USMC 108)
- 1.63 IDENTIFY** procedures for conducting Colors ceremony. (USMC 108)

**Lesson Topic 1.7: Ethics and the Code of Conduct**

Terminal Learning Objective(s):

- 1.70 Upon completion of this lesson and given the Police Code of Conduct, the student will be able to distinguish between ethical and unethical police behavior.**

Enabling Learning Objective(s):

- 1.71 IDENTIFY** and explain types of ethical police behavior. (DOD 104)
- 1.72 IDENTIFY** and explain how to avoid unethical police behavior. (DOD 104)

**Lesson Topic 1.8: Community Policing**

Terminal Learning Objective(s):

- 1.80 Upon completion of this lesson and without the aid of references, the student will be able to identify aspects of community policing.**

Enabling Learning Objective(s):

- 1.81 DEFINE** community policing. (DOD 103.4)

- 1.8.2 **IDENTIFY** goals and principles of community policing. (DOD 103.4)
- 1.8.3 **IDENTIFY** the components of community policing. (DOD 103.4)
- 1.8.4 **EXPLAIN** the SARA Problem-Solving Model. (DOD 103.4)
- 1.8.5 **RECOGNIZE** examples of community policing programs. (DOD 103.4)

**Lesson Topic 1.9: Terrorism Awareness**

Terminal Learning Objective(s):

- 1.90 Upon completion of this lesson and without the aid of references, the student will be able to identify and demonstrate knowledge of terrorism.

Enabling Learning Objective(s):

- 1.9.1 **STATE** the key elements in the definition of terrorism. (DOD 107.3.2)
- 1.9.2 **IDENTIFY** significant events in the history of modern terrorism. (DOD 107.3.2)
- 1.9.3 **IDENTIFY** terrorist ideologies. (DOD 107.3.2)
- 1.9.4 **IDENTIFY** the different support mechanisms of a terrorist group. (DOD 107.3.2)
- 1.9.5 **IDENTIFY** the long-range goals of a terrorist group. (DOD 107.3.2)
- 1.9.6 **IDENTIFY** the common characteristics of a terrorist group. (DOD 107.3.2)
- 1.9.7 **IDENTIFY** the concepts of international and domestic terrorism and terrorist tactics. (DOD 107.3.2)

**Lesson Topic 1.10: Force Protection**

Terminal Learning Objective(s):