



## UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR  
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StaO 5500.7A

PMO

7 JUL 2003

### STATION ORDER 5500.7A

From: Commanding General  
To: Distribution List

Subj: PROCEDURES FOR THE CLEARING AND HANDLING OF FIREARMS AND  
AMMUNITION FOR LAW ENFORCEMENT AND SECURITY AUGMENTATION  
FORCES

Ref: (a) MCO 5500.6F  
(b) MCO 3574.2J  
(c) OPNAVINST 5530.13B  
(d) ALMAR 397/97  
(e) ALMAR 093/98

#### 1. Purpose

a. To promulgate specific instructions regarding the safe and accountable issue, loading and recovery of arms and ammunition.

b. To ensure that Arms Ammunition and Equipment (AA&E) screenings with background checks and proper training is conducted per the references prior to a Marine being assigned to law enforcement or security details, or weapons custodian duties.

#### 2. Cancellation. StaO 5500.7.

#### 3. Background

a. The references require instruction, range qualification firing, and sustainment training in safe procedures for the proper loading and clearing of weapons for armed personnel.

b. The intent is to improve the readiness, confidence and proficiency of law enforcement and security personnel in their duties with weapons and equipment.

#### 4. Procedure

a. Required Background Checklist (AA&E). Upon assignment to law enforcement/security or weapons/ordnance custodial duties, an AA&E screening will be completed and entered in the Marine's SRB and reviewed in accordance with references (c), (d), and (e).

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b. Required Training. Prior to a weapon being issued to a Marine assigned law enforcement or security duties, the below training shall be accomplished:

(1) Deadly force training as per reference (a).

(2) A Marine's range qualification date must not be more than one year prior to being assigned to duty requiring the use of a specific weapon. Marines assigned to security and law enforcement duties require qualification prior to being armed, semiannually proficiency enhancement training and annual re-qualification.

c. Loading and Clearing Weapons. Marines will load and clear all weapons under the supervision of the noncommissioned officer in charge (NCOIC) of the law enforcement/security detail.

d. Issue of Weapons and Ammunition. All ordnance and equipment will be issued using the NAVMC 10576/10520 cards and for temporary use the ECR 10359 cards by the weapons custodian. Missing, lost, or stolen cards will be reported to the Armory Officer by the Weapons Storage Facility (WSF) NCOIC.

(1) Rifle M16A2/ M4A1 Carbine/ MP5 Sub-machinegun

(a) Rifles will be removed from the storage rack, barrel pointed into the clearing barrel, charging handle will then be pulled to the rear locking the bolt open. The weapons custodian will visually and physically check the chamber to ensure it is clear.

(b) Once the rifle has been properly recorded as issued, the duty custodian will hand the weapon to the responsible Marine with the bolt locked to the rear, buttstock first.

(c) The responsible Marine will then sling the weapon, and be issued 3 magazines and 90 rounds of ammunition. The Marine will then proceed to the clearing area to load the ammunition into the magazines.

(d) At the clearing barrel, the responsible Marine will safely point the weapon into the center of the barrel and the supervising NCO will visually and physically check the chamber to ensure the weapon is clear. The Marine will ensure the select lever is on safe and then release the bolt while watching it go forward on an empty chamber. The responsible Marine will close the ejection port cover, and insert one magazine of 30 rounds into the rifle ensuring the magazine is fully seated. The responsible Marine will then secure the other two magazines into the ammo pouch.

(2) Shotgun M1014JCS 12GA

(a) The shotgun will be removed from its storage rack, barrel pointed into the WSF clearing barrel with the select shell lever depressed, pull the bolt handle to the rear locking the action open. The duty custodian will visually and physically check the chamber and tube assembly to ensure it is clear.

(b) Once the shotgun has been properly recorded as issued, the duty custodian will hand the shotgun to the responsible Marine with the bolt locked to the rear, butt stock first.

(c) The responsible Marine will then sling the weapon and be issued 8 rounds of 00 buck and 6 rounds of slug ammunition. The responsible Marine will then proceed to the clearing barrel and point the shotgun into the center of the barrel.

(d) At the clearing barrel the responsible Marine and the supervising NCO will visually and physically check the chamber and tube assembly of the shotgun to ensure it is clear of ammunition.

(e) The responsible Marine will ensure that the shotgun is on safe by checking the safety button.

(f) Turn the shotgun over with the loading port facing up and release the slide lock assembly by depressing the bolt release. Ensure that the bolt is fully seated.

(g) Load 7 rounds, beginning with 00 buck and alternating between slug and buck one at a time into the loading port, pushing each round fully into the tube assembly of the weapon; there should be a distinctive "click" as each round is pushed into the tube assembly. Secure the remaining 7 rounds in the ammo sleeve attached to the butt of the weapon or inside a shotgun ammo pouch.

(3) Pistol M9, 9mm

(a) Pistols will be removed from the storage rack by the duty custodian, and while the weapon is pointed into the WSF clearing barrel, the slide will be locked to the rear. The duty custodian will then visually and physically check the chamber to ensure it is clear.

(b) The duty custodian will confirm the rack number and the serial number of the ordnance custody receipt card with the weapon and place the card in the empty storage slot.

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(c) Once the pistol has been properly accounted for, the duty custodian will hand the weapon over to the responsible Marine with the slide locked to the rear, the responsible Marine will then place the pistol into the duty holster.

(d) The duty custodian will then issue two empty magazines and 30 rounds of ammunition. The Marine will then proceed to the clearing barrel to load each magazine with 15 rounds each and then place them into a magazine pouch.

(e) The responsible Marine will proceed to the clearing barrel.

(f) At the clearing barrel the responsible Marine, under the supervision of an NCO will point the pistol into the center of the clearing barrel and ensure the pistol is on safe, then visually and physically check the chamber to ensure that the pistol is clear. The responsible Marine will then insert one magazine of 15 rounds and then release the slide, chambering one round. The loaded pistol will then be placed into the holster and secured by using the holster snap.

(g) The loaded pistol is not to be removed from the holster unless a situation authorizing deadly force is encountered or the tour of duty is over and clearing procedures are to commence.

(4) Crew Served Weapons: M.50 CAL/M240G 7.62 Machinegun. Refer to the technical manual for proper clearing and loading procedures.

e. Recovery of Weapons and Ammunition

(1) M16A2/M4A1 Carbine/MP5 Sub-machinegun

(a) Ammunition will be removed from all magazines, emptied into blocks or clips, accounted for and turned over to the supervising NCO prior to the responsible Marine approaching the clearing barrel.

(b) The responsible Marine will proceed to the clearing barrel and point the weapon into the center of the barrel ensuring the select lever is on safe and the magazine is removed.

(c) At the clearing barrel, the responsible Marine will lock the bolt to the rear, and the supervising NCO will both visually and physically check the chamber to make sure the weapon is clear. The responsible Marine will then sling arms, and proceed to the issue point.

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(d) The duty custodian, after receiving all 90 rounds of ammunition will accept the M16A2 or M4 Carbine Rifle and the proceed to point the rifle into the clearing barrel and release the bolt watching it go forward on an empty chamber, close the injection port cover, and placing the weapon back in its rack. The duty custodian will then return the ordnance equipment custody receipt to the responsible Marine.

(2) Shotgun M1014JCS 12GA

(a) The individual Marine will proceed to the clearing barrel with the supervising NCO present.

(b) Point the shotgun into the center of the clearing barrel, and ensure the shotgun is on safe.

(c) Turn the shotgun over with the loading port facing up keeping the shotgun pointed into the clearing barrel.

(d) Depress the shell carrier toward the ejection port and manually remove the 7 shells from the magazine tube.

(e) After all rounds have been removed, press the select shell lever, pull the bolt back and lock it to the rear.

(f) The responsible Marine and the supervising NCO will again visually and physically check the chamber and magazine tube to ensure the shotgun is clear and all issued ammunition is properly accounted for.

(g) Turn the shotgun over and assume the sling arms position. The 14 rounds and shotgun will be turned into the duty custodian who will account for the ammunition then accept the cleared weapon. The duty custodian will the point the weapon into the center of the clearing barrel and visually and physically check the shotgun ensuring that it is clear of ammunition and is on safe. Press the bolt release button and return the shotgun to its rack. The duty custodian will then return the ordnance equipment custody receipt to the responsible Marine.

(3) Pistol M9, 9mm

(a) Remove the magazine from the magazine pouch and the magazine from the magazine well of the holstered pistol. Place the 29 rounds into the appropriate block and hand them over to the supervising NCO.

(b) Proceed to the clearing barrel with the supervising NCO present. Remove the pistol from the holster, and ensure the

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pistol is on safe, keeping the trigger finger straight and off the trigger.

(c) Point the pistol into the clearing barrel with the shooting hand and rotate the butt of the weapon inboard. The non-shooting hand will grip the slide (while cupping the ejection port) and pull the slide to the rear while pushing up on the slide lock until it locks into place (allowing the chambered round to fall in to the palm of the non-shooting hand).

(d) Hand the remaining round to the supervising NCO who will account that all 30 rounds are present.

(e) With the slide locked to the rear, the responsible Marine and supervising NCO will visually and physically check the chamber of the pistol to ensure it is clear.

(f) Holster the pistol once it is cleared. The pistol, 2 magazines and 30 rounds will be turned into the duty custodian.

(g) The duty custodian will then visually and physically check the chamber to ensure it is clear before returning the weapon to its storage container. The duty custodian will also ensure that the 30 rounds issued are accounted for and both ordinance custody cards are returned.

(4) Crew Served Weapons: M2.50 CAL/M240G 7.62 Machinegun.  
See technical manual for proper clearing and loading procedures.

## 5. Action

a. Commanding Officers of Marines assigned law enforcement and Security Augmentation Force will:

(1) Ensure that Marines are cleared through the AA&E checklist every 6 months and trained per reference (a) prior to being assigned to law enforcement or security duties.

(2) Ensure Marines are fully trained and proficient in the weapon handling, loading and clearing procedures listed in paragraphs 3d and 3e.

(3) Ensure an accurate record of this training is made in the Marine's training record.

(4) Ensure marksmanship training is conducted for law enforcement and Security Augmentation Force personnel on a priority basis.

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(5) Ensure marksmanship training is recorded in each  
Marines Service Record Book.



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