



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBQ 8300.1
C 21/p
9 Jul 90

MARINE CORPS BASE ORDER 8300.1 w/Ch 1

From: Commanding General
To: Distribution List

Subj: PREPARING AND SHIPPING OF WEAPONS/SMALL ARMS

Ref: (a) MCO 8300.1C
(b) MCO P4600.14C
(c) SECNAVINST 5500.4D

Encl: (1) Weapons Packed at Shipping Activity Site
(2) Weapons Packed at TMO
(3) Weapons Inventory
(4) Checklist for Shipping Weapons/Small Arms

1. Purpose. To publish instructions for the proper preparing, packing, and shipping of weapons/small arms.

2. Cancellation. MCCDCO 8300.1.

3. Background. Reference (a) announced the Marine Corps Serialized Control of Small Arms System and identifies the specific National Stock Numbers (NSN's) to be reported under the program. Reference (b) provides instruction on the proper methods to transport these items.

4. Information

a. The Head, Traffic Management Office (TMO) under the cognizance of the Director, Logistics Division, is responsible for the overall coordination of this program within Marine Corps Combat Development Command (MCCDC). The shipper will assist the TMO in properly executing the required actions.

b. When weapons/small arms are ready to be shipped, the shipper or a designated representative will contact the Freight Section, TMO to determine where the shipment will be packed. If this decision cannot be agreed upon over the telephone, the TMO will dispatch appropriate personnel to the activity to survey the shipment. The TMO personnel will have the final decision of packing location.

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c. Enclosure (1) provides procedures for packing large shipments. Enclosure (2) provides procedures for packing small shipments.

d. Personnel will segregate and pack all weapons designated for disposal separately from weapons being returned to stock at Marine Corps Logistics Base, Albany, GA.

e. A weapons inventory, listing every serialized item placed into the container, will be used. Computer printouts of serialized items are authorized if they contain all of the required information. The inventory will include the container number, seal number, serial number(s), nomenclature of all items, date of pack, and signatures of all personnel conducting the inventory (with printed names under each signature). Enclosure (3) is a sample inventory.

f. Upon completion of all packing requirements:

(1) The shipper will complete the DD Form 1348-1, (or DD Form 1149) and forward a copy to the Naval Weapons Support Center, Crane, IN, per reference (a).

(2) The **TMO** will complete the Government Bill of Lading (GBL) and forward a copy of it, along with copies of the DD Form 1348-1 (or DD Form 1149) and the serialized inventory, to the destination **TMO**, per reference (b).

g. If the shipment is tendered to government air within the U.S. (**QUICKTRANS**) the shipper will provide any required logistical and personnel support to the **TMO** (i.e., armed guard).

h. The **TMO** representative will prepare and release the Report of Shipment (**REPSHIP**) message, as required by reference (a).

i. Item number 11 of enclosure (4) will be completed after forwarding the shipment. The **TMO** person(s) completing the action will sign and date each item. Items 3, 4, and 5 will be signed and dated by both **TMO** and the shipper.

j. The destination **TMO** is responsible for notifying the MCCDC **TMO** if there is a discrepancy in the shipment, or if the shipment fails to arrive. If this should occur, the MCCDC **TMO** will prepare a Missing, Lost, Stolen, Recovered (MLSR) report, per reference (c). The MCCDC **TMO** is also responsible for contacting the Military Traffic Management Command for further instructions, if necessary.

5. Action. The **TMO** Officer will assume overall responsibility for preparing and shipping weapons/small arms and work in conjunction

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with the OIC of the shipping activity in completing all requirements of this Order.



C. N. PASTINO
Deputy Commander for Support

DISTRIBUTION: 9 (2), 16 (15), 20 (2)

copy to: CO, WTBn



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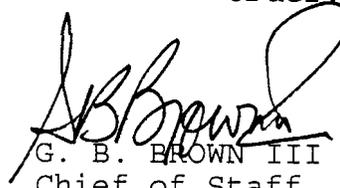
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14 Jan 97

MARINE CORPS BASE ORDER 8300.1 Ch 1

From: Commanding General
To: Distribution List

Subj: PREPARING AND SHIPPING OF WEAPONS/SMALL ARMS

1. Purpose. To direct a pen change to the basic Order.
2. Action. Enclosure (2), paragraph 5, second line, change "A return receipt is not required" to read: "A return receipt is required."
3. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.


G. B. BROWN III
Chief of Staff

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WEAPONS PACKED AT SHIPPING ACTIVITY SITE

1. The Traffic Management Office (TMO) will send one woodworker to the shipper to survey the shipment. The woodworker will obtain all required information on site, and will return to **TMO** and build the appropriate shipping crates.

2. At least two representatives from **TMO** will deliver the crates, packing material, banding equipment, and seals to the job site when weapons are ready for packing.

3. At least three people will assist in packing the weapons shipment. One representative from **TMO** will complete the inventory sheet and one representative each from **TMO** and the shipper will physically inventory each serialized item placed in the shipping container.

4. Weapons/small arms will be packed as follows:

a. One person from **TMO** will physically take each serialized item and will call off the serial number to the person handling the inventory sheet. The person calling off the serial number will then pass the item to the shipper's representative for verification.

b. Once the serial number has been recorded and verified, the serialized item will be placed in the shipping container.

c. Repeat the above procedure for each item placed into the container. Upon completion, each representative will sign the inventory and print their name below the signature.

d. The **TMO** representatives will record the seal number on the serialized inventory, and will then enclose a copy of the inventory and a copy of the DD Form 1348-1 (or DD Form 1149) in the shipping container. They will then seal the container.

e. The shipper is responsible for providing proper security until a carrier signs for the shipment.

5. On the day the carrier picks up the weapons/small arms, a representative from **TMO** will go back to the site and, together with a representative from the shipper, will verify the seal number and assure the container has not been tampered with.

6. The weapons shipment will be loaded on the truck in the presence of the **TMO** representative and the shipper representative.

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a. The **TMO** representative will record the number of the seal affixed to the carrier's equipment or closed container (Dromedary) on the GBL.

b. The carrier will sign the GBL and the DD Form 1907 (**Hand-to-Hand Tally Sheet**).

c. The **TMO** representative will give the carrier the GBL, the DD Form 1907, copies of the DD Form 1348-1 (or DD Form **1149**), and the serialized inventory.

7. Upon returning to TMO, the **TMO** representative will give the **cosignee** copy of the GBL to the Shipping Section who will notify the Naval Ordnance Transportation Tracking System (NOTTS).

ENCLOSURE (1)

WEAPONS PACKED AT TMO

1. The shipping activity will notify the Freight Section, TMO, and arrange to bring in the weapons. The DD Form 1348-1 (or DD Form 1149) and the serialized inventory will accompany the shipment.
2. At least one representative from the shipper will deliver the shipment to the Postal Unit, Freight Section for packing.
3. At least three people will assist in packing the weapons shipment. One representative from TMO will handle the inventory sheet and one representative each from TMO and the shipper will physically inventory each serialized item placed in the shipping container.
4. Weapons will be packed as follows:
 - a. One person from TMO will physically take each serialized item and will call off the serial number to the person handling the inventory sheet. The person calling off the serial number will then pass the item to the representative from the shipping activity for verification.
 - b. Once the serial number has been recorded and/or verified, the serialized item will be placed in the shipping container.
 - c. Repeat the above procedure for each item placed into the container. Upon completion, each representative will sign the inventory and print their name below their signature.
 - d. The representatives will record the seal number on the serialized inventory, and will then enclose a copy of the inventory and a copy of the DD Form 1348-1 (or DD Form 1149), in the shipping container. They will then seal the container, and record the number of the seal on the Postal Service (PS) Form 3877.
5. All shipments through the U.S. Mail are sent registered mail. A return receipt is ~~not~~ required. The TMO representative will put the registered mail number on the PS Form 3877 and the serialized inventory, and then take the package to the Quantico Post Office that day.
6. If the package is too large for mailing through the U.S. Mail, it will be prepared for shipment and turned back over to the shipping activity for safekeeping until shipment can be booked with a carrier. In some cases, weapons may be stored (overnight) at the Ordnance Maintenance Branch. The procedures outlined in paragraphs 5 and 6 of enclosure (1) will be followed for releasing and recording the shipment.

CHECKLIST FOR SHIPPING WEAPONS/SMALL ARMS

<u>ACTION</u>	<u>SIGNATURE</u>	<u>DATE</u>
1. Received completed and signed shipping document (DD Form 1348-1 or DD Form 1149) at TMO.	_____	_____
2. Pre-sheet made for shipment.	_____	_____
3. Shipment checked against document. Everything to be shipped listed on document and accounted for.	_____	_____
4. All items on document packed.	_____	_____
5. Documents or authorizing papers packed inside container.	_____	_____
6. Pre-sheet and documents returned to TMO.	_____	_____
7. Routing requested.	_____	_____
8. Routing received.	_____	_____
9. Transportation arrangements made.	_____	_____
10. Shipment picked up.	_____	_____
11. REPSHIP message sent.	_____	_____
12. Container seal number.	_____	_____
13. Truck or Dromedary seal applied.	_____	_____
14. Advance copies of GBL, DD Form 1348-1, and inventory sheet to destination TMO.	_____	_____