

# Work Processes Schedule

## ARMORY TECHNICIAN

**RAPIDS: 2013N**

O\*NET/SOC: 55-3019.00

REVISION DATE: 03/2015

Stores, inventories, issues, receive and maintain records on assigned arms, ammunition and explosives (AA&E). Conducts and documents basic maintenance on assigned AA&E.

### Applicable Ratings/MOS

USMC MOS None

USCG None

USN AO, FC, GM, MA, MMW, MN, SB, SO

### Related Instruction

Ordnance related schools/courses totaling 144 hours.

### Additional Requirement

Must HOLD one of NEC 0812, 0814, 9525, 9536 or Security Force Weapons ADVANCED Course or all of POS: 301, 305, 308, 322, 323; ALL MUST BE E4 OR ABOVE MM MUST BE MMW

Total Hours: **2000**

| Skill | Description   | Hours |
|-------|---|-------|
| A     | <p><b>Issuance/Receiving</b></p> <p>Review weapon uploading/downloading procedures. Conduct weapon uploading/downloading. Supervise weapon uploading/downloading by weapon user. Review AA&amp;E requirements for issue. Verify identity/eligibility/authorization of person being issued AA&amp;E. Break out/issue AA&amp;E. Inspect AA&amp;E being turned in for damage. Receive and log unplanned AA&amp;E. Review/perform actions for negligent discharge. Review/perform actions for damaged AA&amp;E being turned in. Review/perform actions for report of lost/expended AA&amp;E. Observe/enforce firearms handling rules.</p> | 500   |
| B     | <p><b>Maintenance</b></p> <p>Review maintenance requirements. Identify routine and special maintenance situations. Identify/procure maintenance material. Conduct routine and special maintenance. Review maintenance documents (tech manual, manufacturers/departments recommended maintenance) Document maintenance conducted. Inspect AA&amp;E for signs of damage.</p>  | 400   |
| C     | <p><b>Inventory Control</b></p> <p>Conduct daily, monthly, quarterly, semi-annual and special inventories. Verify items not present are properly accounted for. Review previous inventory results for discrepancies. Document results of inventory. Document damaged AA&amp;E. Maintain records of previous inventories. Inspect armory for AA&amp;E not listed on inventory. Update inventory form, as required.</p>   | 300   |
| D     | <p><b>Security</b></p> <p>Review armory access control rules/regulations. Maintain Security logs. Operate intruder detection system. Follow procedures for loss of accountable materials. Follow procedures for loss or breakage of access keys. Follow procedures for an</p>   | 300   |

|          |   |     |
|----------|---|-----|
|          | intruder/attempted intruder in the armory. Recognize/report attempted theft/break-in. Follow procedures for armory/asset that is found unsecured. Follow procedures in the event of IDS activation.   |     |
| <b>E</b> | <p><b>Safety</b></p> <p>Identify hazardous materials (HAZMAT) used in maintenance. Utilize proper PPE for maintenance involving HAZMAT. Review explosive/weapon safety guidelines. Take emergency actions in the event of an unsafe condition. Take emergency action in event of high temperatures/flooding in armory. Notify appropriate authority of unsafe conditions. Follow appropriate safety procedures when conducting maintenance.</p> | 300 |
| <b>F</b> | <p><b>Storage</b></p> <p>Review AA&amp;E storage requirements. Inspect storage racks/containers for damage/disrepair. Store AA&amp;E in accordance with local policies/procedures. Verify storage structures meet local requirements. Secure armory containers.</p>   | 200 |