## Work Processes Schedule

### ARMORY TECHNICIAN

**RAPIDS: 2013N**  
**O*NET/SOC: 55-3019.00**  
**REVISION DATE: 09/2018**

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** None
- **USCG** None
- **USN** AO, FC, FCA, GM, MA, MMW, MN, SB, SO
- **USA** 15J, 15Y, 89A, 89B, 890A, 14T

### 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 PQS: 301, 305, 308, 322, 323; ALL MUST BE E4 OR ABOVE MM MUST BE MMW

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<th>Skill</th>
<th>Description</th>
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| **A** | **Issuance/Receiving**  
Receive and log unplanned AA&E. Review/perform actions for negligent discharge.  
Review/perform actions for damaged AA&E being turned in. Review/perform actions for report of lost/expended AA&E. Observe/enforce firearms handling rules. | 500 |
| **B** | **Maintenance**  
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&E for signs of damage. | 400 |
| **C** | **Inventory Control**  
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&E. Maintain records of previous inventories. Inspect armory for AA&E not listed on inventory. Update inventory form, as required. | 300 |
| **D** | **Security**  
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 | 300 |
Follow procedures for armory/asset that is found unsecured. Follow procedures in the event of IDS activation.

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<th>Safety</th>
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<td>E</td>
<td>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.</td>
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<td>F</td>
<td>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.</td>
<td>200</td>
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