

**WORK PROCESS SCHEDULE**  
**ARMORY TECHNICIAN (Military Only)**  
O\*NET-SOC CODE: 55-3019.00 RAPIDS CODE: 2013

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

USCG

USN: AO, GM, MA, MN, MMW, SB, SO, NECs 0812, 0814, 9525, and 9536

---

Related Instruction

Any trade related schools/courses totaling 144 hours.

Additional Required Instructions:

US Navy Personnel: E4 and above personnel

The completion of the following PQS's are required to begin this apprenticeship:

Security Force Weapons: 301, 305, 308, 322, 323

**Total Hours: 2000**

---

Skill Area

**A. ISSUANCE/RECEIVING **500****

- Review weapon uploading/downloading procedures.
- Conduct weapon uploading/downloading.
- Supervise weapon uploading/downloading by weapon user.
- Review AA&E requirements for issue.
- Verify identity/eligibility/authorization of person being issued AA&E.
- Break out/issue AA&E.
- Inspect AA&E being turned in for damage.
- 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.

**B. MAINTENANCE **400****

- Review maintenance requirements.
- Identify routine and special maintenance situations.
- Identify/procure maintenance material.
- Conduct routine and special maintenance.
- Review maintenance documents (tech manual, manufacturer's/ departments recommended maintenance)
- Document maintenance conducted.
- Inspect AA&E for signs of damage.

**C. INVENTORY CONTROL** **300**

---

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.

**D. SECURITY** **300**

---

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 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.

**E. SAFETY** **300**

---

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.

**F. STORAGE** **200**

---

Review AA&E storage requirements.  
Inspect storage racks/containers for damage/disrepair.  
Store AA&E in accordance with local policies/procedures.  
Verify storage structures meet local requirements.  
Secure armory containers.