



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 8370.1  
N414

APR 17 2004

NETC INSTRUCTION 8370.1

Subj: NAVAL EDUCATION AND TRAINING COMMAND SMALL ARMS AND WEAPONS MANAGEMENT POLICY AND GUIDANCE

Ref: (a) NAVSEAINST 8370.2A  
(b) OPNAVINST 5530.13C  
(c) NAVSEAINST 8020.14B

Encl: (1) Small Arms and Weapons Self-Assessment Guide

1. Purpose. To provide policy and guidance on the Naval Education and Training Command (NAVEDTRACOM) Small Arms and Weapons Management Program for all NAVEDTRACOM activities that use small arms and weapons within or in support of formal training.

2. Discussion. It is the Navy's policy to track, report, validate, and register the status of small arms by serial numbers as outlined in reference (a).

3. Scope. This instruction applies to all NAVEDTRACOM activities that use Navy-furnished small arms, weapons, and mounts.

4. Action

a. Commander, Naval Education and Training Command (NETC) shall:

(1) Provide amplifying policy and guidance for the Small Arms and Weapons Management Program throughout the NAVEDTRACOM.

(2) Review, evaluate, and monitor the Small Arms and Weapons Management Program.

(3) Establish and monitor a Small Arms and Weapons Self-Assessment Program.

(4) Review small arms and weapons change requests from activities for mission essential requirements prior to forwarding to Program Executive Office, Littoral and Mine Warfare (PMS NSW).

(5) Provide overall management of the Navy Small Arms Marksmanship Training Program and those training activities that use small arms and weapons for training purposes, including Naval

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Reserve Officers Training Corps and Naval Junior Reserve Officers Training Corps.

b. All NAVEDTRACOM activities with an approved Small Arms, Weapons, and Individual Combat Equipment List shall comply with all applicable sections of references (a) and (b). Additionally, they shall:

(1) Small Arms and Weapons Program Manager. Designate a program manager for small arms and weapons and submit name, code, mailing address, telephone, facsimile (FAX) number, and E-Mail address to NETC (N414) by 30 July of the current fiscal year or whenever the program manager changes.

(2) Internal Distribution. Ensure the local internal distribution is correct to allow the program manager receipt of all small arms and weapons correspondence.

(3) Correspondence. Ensure all correspondence (letters, messages, Ammunition Transaction Reports, etc.) pertaining to NETC's Small Arms and Weapons Program contains a point of contact, code, phone number, FAX number, and E-Mail address.

(4) Small Arms Weapons Allowance. Establish and maintain a small arms and weapons allowance following the procedures provided in section III of reference (a). All correspondence pertaining to establishment, change, or verification of the allowance shall be forwarded via the appropriate chain of command, including NETC (N414) as the final endorser.

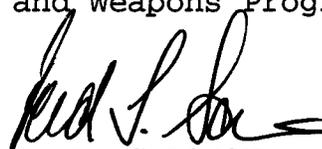
(5) Self-Assessment Program. Establish a Small Arms and Weapons Self-Assessment Program using enclosure (1) as a guide. A more detailed checklist can be found as an enclosure to reference (c).

(6) Standard Operating Procedures (SOP). Develop an SOP that details day-to-day administrative processes concerning small arms and weapons, i.e., issue, receipt, turn-in, transportation, and inventory.

(7) Publications. Maintain a library (hard copy or electronic) of all current publications pertinent to small arms and weapons management.

5. Reports. The following report control symbol is approved for 3 years from the date of this instruction:

Paragraph 4b(1), Small Arms and Weapons Program Manager Designation - NETC 8370-1.

  
F. L. SALOMON  
Chief of Staff

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Distribution (CNETINST 5218.2E):

Lists I (1,5-13,15,17,20,22,25,26,27,29,31,35,36,41,42),

II (5-8), V (7-18)

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## SMALL ARMS AND WEAPONS SELF-ASSESSMENT GUIDE

		YES	NO	N/A
1	Is a process in place to ensure bolts and cylinders are not removed from weapons for storage?			
2	Does the activity have an approved allowance to obtain or possess small arms, weapons, and mounts?			
3	Does the activity store (or have stored) small arms and weapons in a secure facility per OPNAVINST 5530.13?			
4	As small arms and weapons become unserviceable, are they turned in and new ones requisitioned?			
5	Does the activity report all receipts, transfers, and turn-ins by forwarding one legible, signed copy of the shipping document to NAVSURFWARCENDIV Crane?			
6	Are MLSRs submitted per NAVSEAINST 8370.2?			
7	Are explosive mishaps/malfunctions involving small arms and weapons reported per OPNAVINST 5102.1?			
8	Are annual, quarterly, and monthly inventories completed?			
9	Are all small arms and weapons included in the activity 3M program?			
10	Are weapons logbooks maintained for all small arms and weapons?			
11	Are small arms and weapons in excess of the approved allowance turn-in?			
12	Is a library of all current publications pertinent to small arms and weapons maintained?			
13	Is a Small Arms and Weapons Program Manager designated in writing?			
14	Does local internal distribution allow the program manager to receive all small arms and weapons correspondence?			
15	Has the activity established an SOP that details day-to-day administrative processes concerning small arms and weapons issue, receipt, turn-in, transportation, inventory, etc.?			