



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

DAFMAN 31-129\_DAFGM2023-01

29 November 2023

MEMORANDUM FOR DISTRIBUTION C  
ALMAJCOM-ALFLDCOM-FOA-DRU

FROM: AF/A4  
1030 Air Force Pentagon, Suite 4E154  
Washington DC 20330-1030

SUBJECT: Department of the Air Force Guidance Memorandum to Air Force Manual  
(DAFMAN) 31-129, *USAF Small Arms and Light Weapons Handling Procedures*

By Order of the Secretary of the Air Force, AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, is re-designated Department of the Air Force Manual (DAFMAN), and this Department of the Air Force Guidance Memorandum (DAFGM) immediately implements changes to DAFMAN 31-129. Compliance with this memorandum is mandatory. To the extent, its direction is inconsistent with other Department of the Air Force publications, the information herein prevails in accordance with DAFI 90-161, *Publications and Forms Management*, and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*.

The memorandum clarifies small arm and light weapons sustainment training requirements, modifies the turn-in procedures for the M18 *Modular Handgun System* and the GLOCK 19 pistol, incorporates GUU-5P/GAU-5A and Conducted Energy Weapon handling procedures, and clarifies Lautenberg Amendment guidance.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of an interim change to, or rewrite of DAFMAN 31-129, whichever is earlier.

WARREN D. BERRY  
Lieutenant General, USAF  
DCS/Logistics, Engineering & Force Protection

Attachment.  
Guidance Changes

ATTACHMENT

USAF Small Arms and Light Weapons Handling Procedures

Current guidance in Department of the Air Force Manual 31-129, *USAF Small Arms and Light Weapons Handling Procedures* remains in effect with the following changes:

1.4.3. **(CHANGED)** Personnel entering the armory, who are found to have a “qualifying conviction” in accordance with the Gun Control Act of 1968 (Title 18 United States Code Section 922(g)(9) - also known as “the Lautenberg Amendment”), as defined in DoDI 6400.06, DoD Coordinated Community Response to Domestic Abuse Involving DoD Military and Certain Affiliated Personnel, must not access, transport, or possess DAF-issued SA/LW or ammunition. (T-0).

7.1. **(CHANGED) Requirements.** Security Forces personnel with an arming requirement will complete live-fire with the rifle/carbine and handgun in accordance with DAFMAN 36-2655. (T-2).

7.2.1. **(DELETE)**

9.5.2. **(CHANGED)** Depress the slide catch lever and allow the slide to move forward to the closed position. (T-1). Check the loaded chamber indicator to ensure it is in the down position, indicating that there is no round in the chamber. (T-1). With the muzzle remaining in the clearing barrel aiming point, ensure the manual safety lever is in the safe (up) position. (T-1).

9.5.3. **(DELETE)**

9.5.4. **(CHANGED)** The weapon is now “rack safe,” free of ammunition, the slide is forward (closed) and the manual safety lever is in the safe (up) position. (T-1). Store the weapon in an approved storage rack or container, as outlined in DoDM 5100.76\_DAFMAN 31-101 Volume 2, *Physical Security of Sensitive Conventional Arms, Ammunition, & Explosives (AA&E)*. (T-1).

12.5.3. **(DELETE)**

12.5.4. **(CHANGED)** The pistol is now “rack safe”; the pistol is free of ammunition and the slide is forward. Store the pistol in an approved storage rack or container. (T-1).

15.1. **(CHANGED) General Information.** M16 series rifles and M4 carbine (to include GUU-5P and GAU-5A) loading/unloading procedures are in accordance with TO 11W3-5-5-41, *Operator’s Manual for Rifle, 5.56 MM, M16A2 W/E, Carbine, 5.56 MM, M4 W/E*.

**(ADDED) Chapter 27**

**(ADDED) CONDUCTED ENERGY WEAPON (CEW)**

27.1. **(ADDED) General Information.** The conducted energy weapon (CEW) currently in the Department of the Air Force inventory is a firmware-upgradable weapon. The CEW loading/unloading procedures are consistent with manufacturer guidance. **Note:** In the event of

ATTACHMENT

USAF Small Arms and Light Weapons Handling Procedures

any differences between manufacturer guidance and this chapter, the procedures in this chapter take precedence.

**27.2. (ADDED) Issue.** The armorer will use the following procedures when issuing the CEW:

27.2.1. **(ADDED)** Remove the CEW from its storage container and proceed to the issue-point clearing area with the CEW carried in the raised pistol position and safety on (safety switch in down position). **(T-1).**

27.2.2. **(ADDED)** Visually inspect the CEW to ensure there is no cartridge inserted and the safety switch is in the safe position. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

27.2.3. **(ADDED)** Place the CEW in the clearing barrel aiming point in line with the axis of the barrel and visually inspect that there is no cartridge present. **(T-1).**

27.2.4. **(ADDED)** Issue the CEW to the individual “butt” first, muzzle elevated and safety switch in the safe position. **(T-1).** The armorer issues the individual a holster (if applicable) and two cartridges. **(T-1).**

**27.3. (ADDED) Loading.** The individual issued the CEW will use the following procedures:

27.3.1. **(ADDED)** Proceed to the clearing zone with the CEW muzzle pointed up and manual safety switch in the safe (down) position. **(T-1).**

27.3.2. **(ADDED)** When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel and hands cartridges to clearing barrel attendant. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

27.3.3. **(ADDED)** Clearing barrel attendant will verify the CEW is on safe, no cartridge present and will verbally state safe and clear. **(T-1).**

27.3.4. **(ADDED)** After the clearing barrel attendant verifies the CEW contains no cartridge and is safe, the individual will place the CEW on fire, check the charge level and conduct a spark test. **(T-1).** The individual conducting a spark test will use the following procedures:

27.3.4.1. **(ADDED)** Ensure the CEW muzzle is placed into the clearing barrel aiming point in line with the axis of the barrel.

27.3.4.2. **(ADDED)** Move the safety switch to the up (armed) position.

27.3.4.3. **(ADDED)** Pull the trigger and visually confirm sparking across the electrodes. Allow the full 5-second cycle to run. **Note:** View the arc from the top or side of the CEW and do not point the CEW at the face or near the face.

ATTACHMENT

USAF Small Arms and Light Weapons Handling Procedures

27.3.4.4. **(ADDED)** Visually look at the Central Information Display (CID) and verify the following:

27.3.4.4.1. **(ADDED)** Ensure no fault/error icons are displayed on the CID.

27.3.4.4.2. **(ADDED)** Ensure LO BATT is not displayed on the CID.

27.3.4.4.3. **(ADDED)** If any of the above verifications fail, return the CEW to the armory for service.

27.3.5. **(ADDED)** Once the spark test is complete, the individual will place the CEW on safe. **(T-1)**. The clearing barrel attendant will verify the CEW is on safe and verbally state safe and clear. **(T-1)**.

27.3.6. **(ADDED)** The clearing barrel attendant will hand the individual one cartridge. The individual will place the cartridge in the CEW pistol grip. **(T-1)**.

27.3.7. **(ADDED)** The clearing barrel attendant will hand the individual a second cartridge. The individual will place the cartridge in the CEW. **(T-1)**.

27.3.8. **(ADDED)** After loading is complete, insert the CEW in the holster (ensure the finger is off the trigger and outside the holster) and secure the CEW in the holster. **(T-1)**.

27.3.9. **(ADDED)** Do not remove the CEW from the holster except in the line of duty or when clearing it for turn-in. **(T-1)**.

**27.4. (ADDED) Unloading and/or Clearing.** Individuals preparing to unload and/or clear their CEW will approach the clearing zone with the CEW holstered and will use the following procedures:

27.4.1. **(ADDED)** When directed by the clearing barrel attendant, enter the clearing zone, step up to the clearing barrel, draw CEW and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

27.4.2. **(ADDED)** The clearing barrel attendant verifies the CEW is safe and verbally states safe in order to proceed. **(T-1)**.

27.4.3. **(ADDED)** Press the cartridge release tab to remove the cartridge from the CEW (if present) and give the cartridge to the clearing barrel attendant. **(T-1)**.

27.4.4. **(ADDED)** Remove the second cartridge from CEW handle and hand the cartridge to clearing barrel attendant. **(T-1)**.

ATTACHMENT

USAF Small Arms and Light Weapons Handling Procedures

27.4.5. **(ADDED)** Visually inspect the CEW to ensure there are no cartridges and the manual safety switch is in the safe (down) position. The clearing barrel attendant will verbally state safe and clear. **(T-1)**.

27.4.6. **(ADDED)** After the clearing barrel attendant verifies the CEW contains no cartridges and is safe for turn-in; proceed to the turn-in point with the CEW in the raised pistol position, two cartridges and the manual safety switch in the safe (down) position. **(T-1)**.

**27.5. (ADDED) Turn-In.** When directed by the armorer, the individual approaches the turn-in point and hands the CEW to the armorer “butt” first, muzzle elevated and manual safety switch in the safe (down) position. **(T-1)**. At no time during the turn-in procedures should anyone place their fingers into the trigger guard. **(T-1)**. The armorer takes possession of the CEW and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-2)**. The armorer will then use the following procedures:

27.5.1. **(ADDED)** With the muzzle remaining in the clearing barrel aiming point, visually inspect the CEW to ensure it does not contain cartridges and it is safe for storage. **(T-1)**.

27.5.2. **(ADDED)** Store the weapon in an approved storage rack or container. **(T-1)**.

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MANUAL**

**31-129**

**02 JANUARY 2020**

**Security**



**USAF SMALL ARMS AND LIGHT  
WEAPONS HANDLING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: AF/A4SF

Certified by: AF/A4S  
(Col Brian A. Barthel)

Supersedes: AFMAN 31-129,  
29 Jun 2016

Pages: 91

---

This manual provides guidance on loading, clearing, issuing, and turning in of US Air Force small arms and light weapons (SA/LW). This manual implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense* and supports Air Force Instruction (AFI) 31-117, *Arming and Use of Force by Air Force Personnel*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This instruction applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve, and Air National Guard civilian and contract personnel (as made applicable in their contract), as well as personnel from other US military branches assigned or attached to Air Force units or otherwise receiving/returning SA/LW from or to Air Force armories or weapon storage facilities. This publication may be supplemented at any level, but direct supplements must not contain conflicting material or less restrictive guidance. All supplements must be routed to the office of primary responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to AF/A4SF, 1030 Air Force Pentagon Suite 5E1040, Washington DC 20330-1030, using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“**T-0, T-1, T-2, T-3**”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a

description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This revision incorporates, Security Forces Small Arms and Light Weapons Sustainment Training, Security Forces Dry-Fire Training with Laser Rounds, and Chapter 9, M18 Modular Handgun System (9 Millimeter [mm]) Including the General Officer Version. These additions provide guidance on Security Forces small arms sustainment training, and small arms dry-fire training, as well as guidance for Air Force personnel on handling procedures of the M18 Modular Handgun System (MHS), 9mm semiautomatic pistol.

<b>Chapter 1—GENERAL GUIDELINES</b>	<b>9</b>
1.1. General Guidelines. ....	9
1.2. Zeroing SA/LW. ....	9
1.3. Standardized Air Force SA/LW Safety Rules. ....	9
1.4. Designating Armorers and Clearing Barrel Attendants. ....	10
1.5. SA/LW Handling Areas. ....	10
1.6. Clearing Zone. ....	11
1.7. Waiver requests for this publication (AFMAN 31-129). ....	12
1.8. Exceptions. ....	12
1.9. Reports. ....	12
<b>Chapter 2—RESPONSIBILITIES</b>	<b>13</b>
2.1. Headquarters USAF, Deputy Chief of Staff (DCS) for Logistics, Engineering and Force Protection, Director of Security Forces, (AF/A4S) will: ....	13
2.2. Headquarters, Air Force Office of Special Investigations (AFOSI) will:.....	13
2.3. Air Force Installation and Mission Support Center (AFIMSC), Air Force Security Forces Center will:.....	13
2.4. Unit Commanders will:.....	13
2.5. Unit Trainers will:.....	13
2.6. Armorers will.....	14

2.7. Clearing Barrel Attendants will: .....	14
<b>Chapter 3—WEAPONS ISSUE AND TURN IN</b>	<b>15</b>
3.1. Issuing SA/LW. ....	15
3.2. Arming Authorization. ....	15
3.3. Weapons Turn-In. ....	16
<b>Chapter 4—CLEARING BARRELS</b>	<b>17</b>
4.1. Clearing Barrels. ....	17
4.2. Written Procedures. ....	17
4.3. Armory Clearing Barrel. ....	18
4.4. Loading and Unloading SA/LW Inside Armory. ....	18
<b>Chapter 5—BLANK AMMUNITION, DYE-MARKING CARTRIDGES AND EXERCISE SAFETY</b>	<b>19</b>
5.1. Blank and Dye-Marking Ammunition. ....	19
5.2. Exercise Safety. ....	20
<b>Chapter 6—DECONTAMINATION OF SA/LW IN A CHEMICAL, BIOLOGICAL, RADIOLOGICAL, OR NUCLEAR ENVIRONMENT</b>	<b>22</b>
6.1. Decontamination. ....	22
6.2. Immediate Action. ....	22
6.3. Considerations. ....	22
<b>Chapter 7—SECURITY FORCES SMALL ARMS AND LIGHT WEAPONS SUSTAINMENT TRAINING</b>	<b>23</b>
7.1. Requirements. ....	23
7.2. Quarterly Cycles. ....	23
7.3. Conducting Sustainment Training. ....	23
Figure 7.1. Security Forces CRO/RSO AF Form 797 (Page 1). ....	25
Figure 7.2. Security Forces CRO/RSO AF Form 797 (Page 2). ....	26
Figure 7.3. Security Forces CRO/RSO AF Form 1098.....	27
<b>Chapter 8—SECURITY FORCES DRY-FIRE TRAINING WITH LASER ROUNDS</b>	<b>28</b>
8.1. Purpose. ....	28
8.2. Background.....	28



8.3.	Support Equipment .....	28
8.4.	Fundamentals of Dry-Fire Practice. ....	29
8.5.	Preventive Maintenance.....	30
8.6.	Recording and Tracking Training.....	30
Figure 8.1.	Security Forces Desk Blotter Example.....	31
<b>Chapter 9—M18 MODULAR HANDGUN SYSTEM (9 MILLIMETER [MM]) INCLUDING THE GENERAL OFFICER VERSION</b>		<b>32</b>
9.1.	General Information.....	32
9.2.	Issue .....	32
9.3.	Loading .....	32
9.4.	Unloading and/or Clearing.....	33
9.5.	Turn-in .....	33
<b>Chapter 10—M9 SEMIAUTOMATIC PISTOL (9 MILLIMETER [MM])</b>		<b>35</b>
10.1.	General Information. ....	35
10.2.	Issue. ....	35
10.3.	Loading. ....	35
10.4.	Unloading and/or Clearing. ....	36
10.5.	Turn-in. ....	36
10.6.	Lowering Cocked Hammer. ....	37
<b>Chapter 11—M11 SEMIAUTOMATIC PISTOL (9MM)</b>		<b>38</b>
11.1.	General Information. ....	38
11.2.	Issue. ....	38
11.3.	Loading. ....	38
11.4.	Unloading and/or Clearing. ....	39
11.5.	Turn-in. ....	39
<b>Chapter 12—GLOCK 19 SEMIAUTOMATIC PISTOL (9MM)</b>		<b>40</b>
12.1.	General Information: .....	40
12.2.	Issue. ....	40
12.3.	Loading. ....	40

12.4. Unloading and/or Clearing. ....	41
12.5. Turn-in. ....	41
<b>Chapter 13—M15 REVOLVER (.38 CALIBER)</b>	<b>43</b>
13.1. General Information. ....	43
13.2. Issue. ....	43
13.3. Loading. ....	43
13.4. Unloading and/or Clearing. ....	44
13.5. Turn-in. ....	44
<b>Chapter 14—MP5 SUBMACHINE GUN (SMG), 9MM</b>	<b>45</b>
14.1. General Information. ....	45
14.2. Issue. ....	45
14.3. Loading. ....	45
14.4. Unloading and/or Clearing. ....	45
14.5. Turn-in. ....	46
<b>Chapter 15—M16 SERIES RIFLES AND M4 SERIES CARBINES (5.56MM)</b>	<b>47</b>
15.1. General Information. ....	47
15.2. Issue. ....	47
15.3. Loading. ....	47
15.4. Unloading and/or Clearing. ....	48
15.5. Turn-in. ....	48
<b>Chapter 16—M14 RIFLE (7.62MM)</b>	<b>49</b>
16.1. General Information. ....	49
16.2. Issue. ....	49
16.3. Loading. ....	49
16.4. Honor Guard Loading for Ceremony. ....	49
16.5. Unloading and/or Clearing. ....	50
16.6. Turn-in. ....	50
<b>Chapter 17—M110 SEMI-AUTOMATIC SNIPER SYSTEM (SASS) (7.62MM)</b>	<b>51</b>
17.1. General Information. ....	51

17.2.	Issue. ....	51
17.3.	Loading. ....	51
17.4.	Unloading and/or Clearing. ....	52
17.5.	Turn-in. ....	52
<b>Chapter 18—</b>	<b>M24 SNIPER WEAPON SYSTEM RIFLE (7.62MM)</b>	<b>53</b>
18.1.	General Information. ....	53
18.2.	Storage. ....	53
18.3.	Ammunition. ....	53
18.4.	Issue. ....	53
18.5.	Loading/Clearing Upon Issue. ....	54
18.6.	On-Post Loading/Unloading. ....	54
18.7.	Unloading and/or Clearing Prior to Turn-in. ....	55
18.8.	Turn-in. ....	55
<b>Chapter 19—</b>	<b>M107 LONG RANGE SNIPER RIFLE (LRSR) (.50 CALIBER)</b>	<b>57</b>
19.1.	General Information. ....	57
19.2.	Issue. ....	57
19.3.	Proceed to the clearing zone with the M107 in the “port-arms” position, muzzle elevated, and the safety switch in the safe position. ....	57
19.4.	Unloading and Clearing. ....	58
19.5.	Turn-in. ....	59
<b>Chapter 20—</b>	<b>M500, M590, M590A1, M590A2, M870 SHOTGUNS AND M870 MODULAR COMBAT SHOTGUN (MCS) (12-GAUGE)</b>	<b>60</b>
20.1.	General Information. ....	60
20.2.	Issue. ....	60
20.3.	Loading. ....	60
20.4.	Unloading and/or Clearing. ....	61
20.5.	Turn-in. ....	61
<b>Chapter 21—</b>	<b>M203, M203A1 &amp; M203A2 GRENADE LAUNCHER (GL) (40MM)</b>	<b>63</b>
21.1.	General Information. ....	63

21.2.	Issue. ....	63
21.3.	Loading. ....	63
21.4.	Unloading and/or Clearing. ....	64
21.5.	Turn-in. ....	65
<b>Chapter 22—</b>	<b>M320 GRENADE LAUNCHER (GL) (40MM)</b>	<b>66</b>
22.1.	General Information. ....	66
22.2.	Issue. ....	66
22.3.	Loading. ....	66
22.4.	Unloading and/or Clearing. ....	67
22.5.	Turn-in. ....	68
<b>Chapter 23—</b>	<b>M249 AUTOMATIC RIFLE (AR) (5.56MM)</b>	<b>70</b>
23.1.	General Information. ....	70
23.2.	Issue. ....	70
23.3.	Clearing Upon Issue. ....	70
23.4.	Loading. ....	71
23.5.	On-Post Unloading and Clearing. ....	72
23.6.	Unloading and/or Clearing Prior to Turn-in. ....	73
23.7.	Turn-in. ....	74
<b>Chapter 24—</b>	<b>M240B MACHINE GUN (MG) (7.62MM)</b>	<b>75</b>
24.1.	General Information. ....	75
24.2.	Issue. ....	75
24.3.	Clearing Upon Issue. ....	75
24.4.	Loading. ....	76
24.5.	On-Post Unloading and Clearing. ....	77
24.6.	Unloading and/or Clearing prior to Turn-in. ....	78
24.7.	Turn-in. ....	78
<b>Chapter 25—</b>	<b>M2/M2A1 MACHINE GUN (.50 CALIBER)</b>	<b>80</b>
25.1.	General Information. ....	80
25.2.	Issue. ....	80

25.3.	Clearing Upon Issue. ....	80
25.4.	Loading. ....	81
25.5.	On-Post Unloading and Clearing. ....	81
25.6.	On-Post Change Over. ....	82
25.7.	Turn-in. ....	82
<b>Chapter 26—</b>	<b>MK19 MACHINE GUN (40MM)</b>	<b>83</b>
26.1.	General Information. ....	83
26.2.	Issue. ....	83
26.3.	Clearing Upon Issue. ....	83
26.4.	Loading. ....	84
26.5.	On-post Unloading and Clearing. ....	84
26.6.	On-Post Change Over. ....	85
26.7.	Turn-in. ....	86
<b>Attachment 1—</b>	<b>GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>87</b>

## Chapter 1

### GENERAL GUIDELINES

**1.1. General Guidelines.** All Air Force military, civilian, and applicable contract personnel will use the following standardized procedures when handling Air Force SA/LW or SA/LW provided by another service. **(T-1).** After coordination with the Air Force Security Forces Center, Training Development Division (AFSFC/S3TW), AF/A4SF Combat Arms Policy must approve any deviation to these procedures prior to implementation at the major command (MAJCOM) or unit level. **(T-1).** The clearing barrel attendant and the armorer will not engage in any other duties or functions during the period of weapons handling. **(T-1).** Chapters 9 through 26 address specific loading and unloading/clearing procedures in detail for each weapon. All personnel must follow these procedures during the issue and turn-in. **(T-1).** Personnel must return issued weapons to storage or relinquish custody to authorized personnel upon completion of SA/LW duties. **(T-1).** Personnel must first safe the weapon by unloading and clearing before passing positive control. **(T-1).** Unloading and clearing procedures are in this manual. **(T-1).** AF/A4SF must approve unit-developed weapons handling procedures for SA/LW that are not addressed in this publication. The MAJCOM/SF or installation commander approves local procedures for on-post clearing/loading and arming configurations based on local requirements or conditions (unique local procedures must be detailed in contingency plans, operating instructions, or other appropriate installation or unit documents). **(T-2).** Personnel assigned to Armories will control access to SA/LW and be familiar with requirements in accordance with AFI 31-101, *Integrated Defense* (For Official Use Only [FOUO]); AFI 31-117, *Arming and Use of Force by Air Force Personnel*; AFI 36-2654, *Combat Arms Program*; AFMAN 21-209 Volume 1, *Ground Munitions*; and this manual. **(T-1).** **Note:** Throughout this manual, the use of the word "Armory" applies to all locations storing any quantity of SA/LW, regardless of their intended use or temporary or permanent status of the location.

**1.2. Zeroing SA/LW.** Commanders will ensure all individual SA/LW carried by Air Force personnel for armed duty are zeroed for the individual carrying the weapon. **(T-3).** **Note:** This does not apply to weapons with fixed or non-adjustable sights. The preferred method to accomplish this is live-fire zero. Machine guns, grenade launchers (GL), and unassigned SA/LW are previously zeroed either by live-fire, laser bore sighting, or at a minimum, mechanically zeroed and properly maintained to ensure the sight settings are not changed. When there is an inadequate number of available weapons to individually assign and live-fire zero, commanders may approve the use of alternative methods authorized by AFSFC/S3TW to ensure the weapon is zeroed to the assigned individual (such as the use of approved laser bore sighting devices). Although not mandatory, the preferred method of accomplishing live-fire zero is to use the same type of ammunition carried for duty. Include guidance for these procedures in installation publications. For contingency operations, all weapons carried by Air Force personnel must be zeroed by the deploying individual prior to departing the home station or staging area. **(T-1).** If individuals cannot accomplish live-fire zero on assigned weapons that are pre-positioned at deployed locations, the SA/LW will be zeroed using a bore sighting device from the authorized accessory list found at <https://cs2.eis.af.mil/sites/12150/default.aspx> and methods approved by AFSFC/S3TW.

**1.3. Standardized Air Force SA/LW Safety Rules.** At a minimum, Air Force members will comply with the following safety rules anytime they handle SA/LW. **(T-1).** Units will prominently

display these safety rules in the same manner as the SA/LW loading and clearing procedures covered in paragraph 4.2. (T-3).

- 1.3.1. Treat all weapons as if they are loaded at all times.
- 1.3.2. Never point a weapon at anything you are not willing to shoot.
- 1.3.3. Keep your weapon on safe until you are ready to fire (does not apply to SA/LW designed without a manual safety or those directed to be carried in the “fire” position in this manual).
- 1.3.4. Keep your finger off the trigger until your sights are on target and you are ready to fire.
- 1.3.5. Positively identify your target and know what is around and behind it.
- 1.3.6. Never engage in horseplay while handling weapons.

**1.4. Designating Armorers and Clearing Barrel Attendants.** Armorers and clearing barrel attendants are not required to maintain qualification on all the weapons they handle/supervise; however, they must be trained and certified by unit trainers on the SA/LW handling procedures outlined in this manual or the weapon operator’s manual if not included in this publication. (T-2).

1.4.1. Armorers and clearing barrel attendants must successfully complete annual training and certification provided by certified unit trainers on each weapon they handle or supervise. (T-2). Armorer and clearing barrel attendant training must include weapon safety, loading, clearing, and unloading procedures for each weapon handled or supervised and clearing barrel procedures. (T-2).

1.4.2. Document initial and recurring training/certification on AF Form 797, *Job Qualification Standard (JQS) Continuation/Command JQS* or AF Form 1098, *Special Task Certification and Recurring Training*. This training does not authorize armorers and clearing barrel attendants to be armed. If they have an arming requirement, individuals must meet all the requirements outlined in AFI 31-117 and AFI 36-2654 in order to be armed. (T-1).

1.4.3. Armorers, clearing barrel attendants, and trainers must have a current Department of Defense form (DD) 2760, *Qualification to Possess Firearms or Ammunition*, and be in compliance with the Gun Control Act of 1968 (18 United States Code [U.S.C.] §§ 922(d)(9) and (g)(9) - also known as the Lautenberg Amendment) regardless of whether they will be armed as outlined in AFI 31-117. (T-0). All personnel entering the armory must be in compliance with the Gun Control Act of 1968. (T-0).

**1.5. SA/LW Handling Areas.** The SA/LW handling area is an area free from distractions and provides a safe environment for weapons loading and clearing. This area is usually close to the armory and contains one or more approved clearing barrels and “clearing zones.”

1.5.1. During field deployments or in-place relief of personnel, the commander must designate an area, or areas for weapons handling (loading or clearing) when a standard handling area with a clearing barrel is not available. (T-3).

1.5.2. Gun crews only live load and clear the M2 machine gun, MK19 machine gun, grenade launchers and .50 caliber rifles in designated clearing area(s). Due to the maximum range and destructive capabilities of these weapons, clearing barrels are not used to load or clear these live munitions.

1.5.2.1. The designated clearing area will be an open area, where in the event a round is discharged, the impact of the round(s) will cause minimal damage or chances of injury. **Note:** This requirement does not apply to real-world responses to imminent threats.

1.5.2.2. Commanders should consider the maximum range of the ammunition used, as well as the terminal effect and or high explosives of munitions when selecting a designated clearing area.

1.5.3. Commanders will ensure that the current Air Force approved operator's manuals for each model weapon maintained are available in each SA/LW handling area or armory when the handling area is adjacent to the armory (may be electronic). **(T-3).**

1.5.4. Special considerations for armed aircrew members. Aircrew members and others on a military aircraft required to be armed for duty will load their SA/LW at an approved clearing area before boarding the aircraft. **(T-2).** Individuals will not unload their weapons until they return to a DoD installation and are able to use an approved clearing area and barrel, unless this option becomes available at en-route stops. **(T-2).** If the aircraft makes en-route stops where SA/LW cannot be removed from the aircraft to be cleared as required in this manual, the aircraft commander may authorize temporary weapon storage in a loaded configuration in a locked container attached to the aircraft. If stored in a weapons case, the case will be locked and chained/secured to the aircraft. The aircraft commander will ensure all doors are locked and sealed prior to departing the aircraft and that weapons and ammunition are inventoried and accounted for upon return. **(T-2).** Individuals will store handguns in the holster, without removing the weapon from the holster and magazine fed rifles/carbines (e.g., M4, M4A1, M16A2) with the magazine removed before storing, with the loaded magazine(s) placed in a separate, locked container. **(T-2).** At no time will any personnel attempt to clear, load or operate SA/LW onboard the aircraft unless it becomes necessary to employ deadly force, as authorized in AFI 31-117. **(T-2).**

**1.6. Clearing Zone.** The clearing zone is the space inside the "red lines" within the weapons handling area, immediately surrounding the clearing barrel. The clearing zone must have red lines on the floor for easy identification. **(T-2).** Field environments may use expedient measures like ropes or cones. Only the clearing barrel attendant and the individual clearing their weapon are allowed within the clearing zone during loading and clearing operations. All other persons waiting to enter the clearing zone will form a line outside the clearing zone. Clearing zones are constructed as follows:

1.6.1. A red line identifying the clearing zone is at least 4-inches wide. **(T-3).** The line can be painted, taped or incorporated into the floor tile pattern.

1.6.2. The line identifying the front of the clearing zone is at least 6 feet from the front of the clearing barrel. **(T-3).**

1.6.3. The clearing zone is at least 6 feet wide (3 feet on either side of the clearing barrel's centerline). **(T-3).** If the clearing barrel is positioned against a wall, the clearing zone is extended to the wall and the wall must be constructed of a material that will prevent all calibers and types of ammunition loaded and unloaded at the clearing barrel from penetrating the wall or the guidance in paragraph [1.6.5](#) must be followed. **(T-2).** Additionally, it is recommended that the wall be covered with a one-sheet layer of 3/4 inch and a one-sheet layer of 1/2 inch plywood or similar material to reduce the possibility of splashback from any projectiles that



may strike the wall. **Note:** Work with local civil engineers and you may use the criteria in Engineering Technical Letter (ETL) 11-18, *Small Arms Range Design and Construction*, for overhead baffles and sidewalls as a starting point.

1.6.4. The clearing zone is illuminated to provide sufficient lighting to view the chamber area of all SA/LW loaded and cleared at the location.

1.6.5. The location of the clearing barrel cannot permit movement behind (to the rear of) the barrel. If the area behind the clearing zone is occupied, a barrier is put in place to the rear of the barrel constructed of material that will prevent all calibers and types of ammunition loaded and unloaded at the clearing barrel from penetrating the barrier. Additionally, it is recommended that the barrier be covered with a one-sheet layer of 3/4 inch and a one-sheet layer of one 1/2 inch plywood or similar material to reduce the possibility of splash back from any projectiles that may strike the barrier. **Note:** Work with local civil engineers and you may use the criteria in Engineering Technical Letter (ETL) 11-18, for overhead baffles and sidewalls as a starting point.

### **1.7. Waiver requests for this publication (AFMAN 31-129).**

1.7.1. Routing Tier-1 waiver requests. As required by AFI 33-360, units obtain concurrence from AF/A4S for Tier-1 waiver requests to this publication prior to seeking MAJCOM/CC approval. After completing installation coordination, as required by local guidance, submit Tier-1 waiver requests using AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, to the MAJCOM/SF. The MAJCOM/SF provides review and comment (if needed) and submits the request to AFSFC/S3TW. AFSFC/S3TW provides review and any comments and forwards the request to AF/A4S. AF/A4S provides concurrence/non-concurrence and returns the request to the MAJCOM/SF. The MAJCOM/SF either routes the request to the MAJCOM/CC for approval, disapproval or returns it to the unit (if AF/A4S non-concurred).

1.7.2. Routing non-tiered waiver requests. Units follow procedures outlined in AFI 33-360, and provide final copy of the approved waiver to the OPR at [usaf.pentagon.af-a4.mbx.a4s-workflow@mail.mil](mailto:usaf.pentagon.af-a4.mbx.a4s-workflow@mail.mil).

**1.8. Exceptions.** Using units will coordinate unit-developed, loading, clearing, and handling procedures for weapons not addressed in this publication with the MAJCOM/SF, AFSFC/S3TW for review and AF/A4SF for approval. **(T-1).**

**1.9. Reports.** Submit copies of any SA/LW discharge reports (accidental, negligent, unintentional, in-garrison, peacetime or deliberate) generated as a requirement of AFI 31-117 or AFI 91-204, *Safety Investigations and Reports*, to AFSFC/S3TW. AFSFC/S3TW will review all reports and coordinate with AF/A4SF for generation of safety messages or changes in procedures if warranted.

## Chapter 2

### RESPONSIBILITIES

#### **2.1. Headquarters USAF, Deputy Chief of Staff (DCS) for Logistics, Engineering and Force Protection, Director of Security Forces, (AF/A4S) will:**

- 2.1.1. Approve all Air Force SA/LW handling procedures and support material.
- 2.1.2. Author weapons handling procedures for all Air Force approved SA/LW.

#### **2.2. Headquarters, Air Force Office of Special Investigations (AFOSI) will:**

- 2.2.1. Follow the SA/LW handling procedures contained in AFOSI Manual (AFOSIMAN) 71-113-O, *Firearms, Use of Force, and Apprehension Tactics*, insofar as they do not violate Federal Law or Department of Defense (DoD) guidance.
- 2.2.2. Coordinate any changes in SA/LW handling procedures included in AFOSIMAN 71-113-O, with AF/A4SF prior to implementation.

#### **2.3. Air Force Installation and Mission Support Center (AFIMSC), Air Force Security Forces Center will:**

- 2.3.1. Develop and update all Air Force SA/LW handling procedures and support material based on procedures outlined in SA/LW technical manuals and technical orders and forward to AF/A4SF for approval.
- 2.3.2. Review all unit-developed, loading, clearing and handling procedures for weapons not addressed in this publication and forward to AF/A4S for approval.

#### **2.4. Unit Commanders will:**

- 2.4.1. Designate individuals authorized to perform armorer and clearing barrel attendant duties in writing. **(T-2)**.
- 2.4.2. Designate unit trainers to provide armorer and clearing barrel attendant training to unit personnel in writing. **(T-2)**.
- 2.4.3. Ensure armorers and clearing barrel attendants are trained on all handling procedures outlined in this manual and the operator's manual for all unit assigned SA/LW. **(T-2)**.
- 2.4.4. Ensure the documentation appointing armorers and clearing barrel attendants is posted in armories and filed in the office primarily responsible for the armories. **(T-2)**.
- 2.4.5. Designate clearing locations and ensure approved clearing barrels are available and located in the clearing zone. **(T-2)**. Clearing zones should be located near or outside the armory.
- 2.4.6. Ensure that clearing zones are constructed in accordance with paragraph 1.6. **(T-2)**.
- 2.4.7. Ensures all personnel accessing SA/LW or ammunition are in compliance with the Gun Control Act of 1968 (18 U.S.C. § 921 et seq., including the Lautenberg Amendment). **(T-0)**.

#### **2.5. Unit Trainers will:**

- 2.5.1. Train appointed armorers and clearing barrel attendants in SA/LW handling procedures outlined in this manual. **(T-3)**.

2.5.2. Document armorer and clearing barrel attendant initial and recurring training/certification on the AF Form 797 or AF Form 1098. **(T-3)**.

## **2.6. Armorers will :**

2.6.1. Ensure safe handling of all weapons and use the procedures outlined in chapters 9 through 26 of this manual. **(T-1)**.

2.6.2. Verify each individual's authorization to receive weapons and/or ammunition per AFI 31-117. **(T-1)**.

2.6.3. Ensure each weapon is cleared before issue or turn-in. **(T-1)**.

2.6.4. Issue all weapons butt first, muzzle elevated, slide or bolt to the rear, and safety or selector lever in the SAFE position, if the weapon design/operation permits. **(T-1)**.

2.6.5. Allow only one person at a time to approach the issue and turn-in area or window. **(T-3)**.

2.6.6. Visually inspect and clear each weapon to ensure all ammunition is removed prior to storage. **(T-1)**. Weapons are stored as outlined in the detailed handling procedures for each weapon in chapters 9 through 26 of this manual.

## **2.7. Clearing Barrel Attendants will:**

2.7.1. Ensure safe handling of all weapons and use the procedures outlined in chapters 9 through 26 of this manual. **(T-1)**.

2.7.2. Ensure individuals needing to clear SA/LW enter and exit the clearing zone only when directed. **(T-3)**.

2.7.3. Ensure individuals proceed directly to the clearing zone after receiving their weapon from the armorer. **(T-3)**.

2.7.4. Ensure all personnel approach the clearing barrel with their shoulder weapons at "port-arms" and handguns at "raised pistol" with the barrel pointed up and action open (if not loaded). **(T-2)**.

2.7.5. Ensure individuals keep the muzzle of their weapon centered in the clearing barrel aiming point and in line with the clearing barrel's long axis during all weapons loading and clearing procedures. **(T-3)**.

2.7.6. Ensure cleared weapons and munitions are returned to the armorer. **(T-1)**.

2.7.7. Consider wear of ballistic resistant safety glasses. It is highly encouraged that safety glasses are available for use by individuals clearing weapons at the clearing barrel and are in good condition so that visibility is not hindered.

2.7.8. Focus on the weapon handling actions of the individual loading or clearing the weapon at all times. If the attendant needs to look at printed or posted loading or clearing procedures during the process or take their eyes off the person handling the weapon for any reason, they stop the individual loading or clearing at the step they have just completed, read the applicable step, return their eyes to the individual loading or clearing and direct them to proceed to the next step. **(T-1)**

## Chapter 3

### WEAPONS ISSUE AND TURN IN

**3.1. Issuing SA/LW.** Control all SA/LW issued to individuals by keeping a receipt showing the type of weapon (including model number), serial number, printed name, qualification expiration date and signature of the person to whom the weapon is issued. (T-1). Although butt numbers may be used to simplify record keeping, each receipt will bear the serial number of the issued weapon. (T-1)

3.1.1. SA/LW Hand Receipt. Use AF Form 629, *Small Arms Hand Receipt*, to act as a receipt for issue of SA/LW to individuals who are frequently issued an assigned weapon, such as Security Forces (SF). Once the form is complete, it is laminated or printed to prevent tampering and to preserve the form. Use of indefinite weapons qualification expiration dates is not authorized. The specific date is used. Since all weapons qualifications expire the last day of the appropriate month, expiration dates may be shown as month and year, for example, "Dec 18."

3.1.2. Temporary Issue Receipt. Use AF Form 1297, *Temporary Issue Receipt*, to act as a receipt for issue of SA/LW to individuals when AF Form 629 is not used. The AF Form 1297 includes all the information required in paragraph 3.1. except for qualification expiration date(s). The form also includes the date the weapon(s) were issued to the individual, the date they will be returned, as well as the printed name of the individual issuing the weapon(s). **Note:** During SA/LW training events, such as Combat Arms qualification training classes, all weapons for the class may be issued to one instructor or individual on an AF Form 1297, who will maintain surveillance of all weapons issued to students. It is not necessary to have each student sign a separate receipt unless there will be no responsible individual appointed to maintain surveillance and accountability of all issued weapons. In this case, each student must sign a receipt. (T-2).

3.1.3. Units may use a memorandum to issue large quantities of SA/LW to individuals charged with providing protection and custody of these items. The memorandum includes all the information required in paragraph 3.1.2.

3.1.4. The armorer issues all ammunition and associated weapon system equipment, if not attached to the weapon system, to individuals prior to issuing them the weapon(s). After loading the weapons, and upon direction of the clearing barrel attendant, individuals proceed out of the clearing zone to the locally designated area.

**3.2. Arming Authorization.** The armorer verifies the arming authorization of the person(s) requesting a weapon through review of the signed, written authorization, as directed by AFI 31-117. (T-1). Additions and deletions to the authorization throughout the month must be documented in accordance with the guidance contained in AFI 31-117. (T-1). The armorer verifies each individual's current authorization to bear arms and check any "Do Not Arm Lists," before issuing SA/LW to any personnel.

3.2.1. For SF personnel, regardless of who authenticates the authority to bear arms, the armorer confirms each individual's authorization to draw a weapon or ammunition at the time of issue. For on-duty SF personnel, this confirmation is usually accomplished by reviewing the

duty roster. Additionally, prior to issuing a weapon to a Security Forces member, the armorer must ensure the member is not currently listed on the “Do Not Arm List.” (T-1).

3.2.2. For weapons courtesy stored in Security Forces or other armories, commanders owning the SA/LW provide the supporting armory a listing of individuals authorized to remove their unit’s weapons from the armory.

3.2.3. Individuals who are issued a SA/LW and will not be armed (see glossary) are not required to be qualified per AFI 36-2654 or to have current Use of Force (UoF) training; however, they must comply with the Gun Control Act of 1968 requirements as outlined in AFI 31-117 and have a current DD Form 2760. (T-0).

**3.3. Weapons Turn-In.** When returning SA/LW to the armory, the clearing barrel attendant shall monitor all weapons handling and clearing procedures. (T-1). After clearing the weapons, and upon direction of the clearing barrel attendant, individuals must proceed directly to the turn-in point with weapons held at port-arms or raised pistol, and with the action open. (T-1). Individuals turn-in their weapons to the armorer, butt first and muzzle elevated. Individuals also normally return munitions and related equipment at this time.

## Chapter 4

### CLEARING BARRELS

**4.1. Clearing Barrels.** Only use clearing barrels outlined in this chapter in designated clearing zones. All clearing barrels are checked for serviceability annually. Document the annual check on a DD Form 1574, *Serviceable Tag*, and affix the form to the clearing barrel. When the form is full, replace it with a new form and retain the old form in the section safety book until the new form is full and replaced. Commanders will ensure clearing barrels are secured in place (e.g., bolted to the floor or wall) so that they cannot fall over or move out of position. **(T-2).**

4.1.1. Commercial-Off-The-Shelf (COTS) Clearing Barrels. AFSFC/S3TW maintains a memorandum of AF/A4SF approved COTS clearing barrels on the USAF Combat Arms, Air Force Network (AFNet), Enterprise Information Services (EIS) website (<https://cs2.eis.af.mil/sites/12150/default.aspx>). The using unit may request approval of additional COTS clearing barrels from AF/A4SF. Unit commanders submit requests electronically with documentation on the specifications and design of the barrel/device to AFSFC/S3TW for review and possible testing. AFSFC/S3TW provides AF/A4SF a recommendation for approval or disapproval.

4.1.2. Locally Constructed Clearing Barrels. Units should first consider COTS clearing barrels when replacing locally constructed barrels. Units may construct clearing barrels by filling 30-gallon, metal containers with pea gravel or sand. Clearing barrels must be at least 14 inches wide and 24 inches deep. **(T-2).** If sand is used instead of pea gravel, ensure the sand stays dry.

4.1.3. For all clearing barrel types (locally constructed or COTS), unless otherwise stipulated, unit commanders will ensure each clearing barrel:

4.1.3.1. Is mounted at a height and angle to permit safe and smooth weapons clearing. **(T-3).**

4.1.3.2. Has a tray with rubber matting affixed under the aiming point of the barrel to prevent dropped rounds from falling to the ground. **(T-3).** The tray must be at least 10 inches wide (from center of barrel) and 5 inches deep (from barrel). **(T-3).**

4.1.3.3. Has the floor area below the clearing zone covered by rubber or other resilient matting to help prevent damage or primer detonation of a dropped round. **(T-3).** **Note:** This refers to the entire area inside the clearing zone, as defined in AFMAN 31-129 paragraphs 1.6 and 1.6.3.

4.1.3.4. Has an aiming point in the center of the front lid at least 4 inches in diameter and 1 inch in depth, but not exceeding 4 inches deep (not applicable to COTS clearing barrels). **(T-3).**

4.1.3.5. Has a 3/4 inch piece of plywood or thick rubber matting (at least 1/4 inch thick) covering the diameter of the container fitted directly behind the lid to reinforce it against muzzle blast (not applicable for COTS clearing barrels). **(T-1).**

**4.2. Written Procedures.** Commanders will post written SA/LW loading and clearing procedures above each clearing barrel for each type of government weapon routinely loaded and cleared at the location. **(T-2).** Procedures may be printed on charts or interchangeable cards; however, the print must be large enough to ensure easy reading from inside the clearing zone. In

overseas locations, commanders will display the written loading and clearing procedures in the host-nation language if host-nation personnel use the US armory or handling area. **(T-2)**. Hand-held, laminated cards or checklists may be used only by the clearing barrel official in less permanent clearing areas such as field conditions and for very infrequently used weapons (less than twice a month on average).

**4.3. Armory Clearing Barrel.** Armories must contain a clearing barrel to facilitate weapons inspections at issue and turn-in. **(T-1)**. This barrel must be an approved COTS barrel or a locally constructed barrel meeting the requirements of paragraph 4.1.3., other than the tray requirement in paragraph 4.1.3.2. **(T-1)**. The barrel may be mounted securely on the floor, a wall or ceiling near the issue window, at a height and angle permitting safe and smooth weapons inspections. Five-gallon inspection barrels are no longer authorized.

**4.4. Loading and Unloading SA/LW Inside Armory.** Personnel will not load or unload SA/LW with live ammunition inside armories. **(T-1)**.

## Chapter 5

### BLANK AMMUNITION, DYE-MARKING CARTRIDGES AND EXERCISE SAFETY

**5.1. Blank and Dye-Marking Ammunition.** Individuals are not required to be qualified per AFI 36-2654 or have current UoF training to participate in exercises, training or Honor Guard duties using SA/LW with blank or dye-marking ammunition (used with the Close Combat Mission Capability Kit [CCMCK]). They must be in compliance with Gun Control Act of 1968 requirements as outlined in AFI 31-117 and have a current DD Form 2760. **(T-0).** Individuals participating in training with these munitions must be familiar with all safety requirements, have a working knowledge of the weapon and be able to distinguish between live, dye-marking, less than lethal and blank ammunition. **(T-3).** Individual units will provide their own training to emphasize safe handling, weapon operation, use of blank ammunition and operator maintenance. **(T-3).** Personnel providing training should be qualified by Combat Arms on the weapon before training others; however, they must be familiar with all safety requirements, have a working knowledge of the weapon, and be able to distinguish between live, dye-marking, less than lethal and blank ammunition. **(T-1).** Unit training personnel document this training on AF Form 797 or AF Form 1098. Unit training personnel accomplish this training annually and document it on AF Form 1098, if a requirement continues to exist. Dye-marking (also known as, man-marker rounds or marking rounds) munitions are used with the CCMCK to provide non-lethal force-on-force training capabilities with SA/LW. All personnel conducting or participating in CCMCK training must meet the additional training requirements outlined in AFI 36-2654 and comply with the guidance contained in this publication. **(T-1).** Units must also follow the guidance in Air Force Technical Order (TO) 11W2-9-4-11, *Technical Manual Operator's Manual for Close Combat Mission Capability Kit (CCMCK)*. **(T-1).**

5.1.1. Store blank/dye-marking ammunition in separate containers from live ammunition. To ensure appropriate segregation and storage, blank/dye-marking ammunition and live ammunition will not be stored side-by-side. **(T-2).** Blank/dye-marking ammunition containers and weapon magazines will be marked in a manner making them easily identifiable as containing non-live ammunition. **(T-3).** Consider painting a blue, two-inch wide stripe across the top of the blank/dye-marking ammunition container. For weapons with magazines, consider distinctive two-inch wide, blue stripe painted or taped around the bottom of the magazine for blank/dye-marking ammunition use.

5.1.2. During any exercise where blank/dye-marking ammunition is used, an officer or noncommissioned officer will:

5.1.2.1. Physically inspect all exercise participants to ensure they are not carrying live ammunition. **(T-2).**

5.1.2.2. Inspect ammunition and magazines to ensure only blank/dye-marking ammunition is employed. **(T-2).** This will include a joint inspection with the armorer when ammunition is issued from and turned into the armory. **(T-2).**

5.1.2.3. Ensure all exercise participants are aware of the physical differences between live, dye-marking, less than lethal and blank/dye-marking ammunition and can readily identify each. **(T-2).**



5.1.2.4. Brief all exercise participants that weapons loaded with blanks and equipped with blank firing attachments or adapters, are not to be pointed and fired at any individual within 20 feet of the muzzle unless technical data dictates a greater distance. **(T-2).**

5.1.2.5. When personnel in the exercise area must be armed with live ammunition for force or personal protection, the commander will ensure they are clearly identifiable from exercise participants and their SA/LW are also clearly identifiable as containing live ammunition. **(T-3).** Consider the use of reflective vests for armed personnel and brightly colored reflective tape for SA/LW carrying live ammunition. Notify all exercise participants of the means used to identify individuals and weapons armed/loaded with live ammunition. **(T-3).**

5.1.2.6. Ensure that all weapons are cleared and barrels are checked after all exercises and training with dye-marking cartridges by inserting a cleaning rod the entire length of the bore to ensure no dye-marking rounds are lodged in the bore upon completion of training. **(T-1).** **CAUTION:** This step is critical to avoid catastrophic failure of the weapon due to a obstructed bore.

**5.2. Exercise Safety.** Unit commanders will develop and implement written guidelines for SA/LW safety tailored specifically to exercises or training, to include training on-duty. **(T-3).** At a minimum, the guidelines are as follows:

5.2.1. Establish local procedures for conducting exercises or training with blank/dye-marking ammunition. **(T-3).**

5.2.2. Establish local procedures for conducting exercises or training where live ammunition is present for guard or security purposes. **(T-3).**

5.2.3. Address procedures for clearing (removing ammunition) weapons prior to leaving the exercise area upon completion of any exercise scenario. **(T-3).**

5.2.4. Ensure handguns are carried in an authorized holster and exercise area storage procedures are addressed. **(T-1).**

5.2.5. Address emergency action procedures should an accident or incident occur. **(T-3).**

5.2.5.1. Establish a single point of entry and exit for responding Security Forces to the exercise or training area to facilitate positive control over weapons and ammunition entering and leaving the sanitized area. **(T-3).**

5.2.5.2. Ensure exercise participants do not have live ammo on their person when performing blank/dye-marking training or within a training or exercise area. **(T-2).**

5.2.6. Establish emergency notification procedures prior to the exercise. **(T-3).** Include at a minimum: Base Defense Operations Center (BDOC), command post, medical, fire, Explosive Ordnance Disposal, safety, and local authorities as required, if off the installation. Ensure the BDOC knows the exercise location.

5.2.7. Establish weapons and ammunition disposition procedures in the event an exercise participant becomes injured, sick, or incapacitated for any reason. **(T-3).**

5.2.8. Establish local procedures ensuring accountability of exercise or training ammunition. **(T-3).**

5.2.9. Establish a training and certification program for exercise or training supervisors. (T-3).

5.2.10. Appoint, in writing, exercise or training supervisors, ammunition custodians and personnel armed with live ammunition. (T-3).

5.2.11. If possible, ensure radio contact is maintained with the exercise control center, range control or the exercise controllers during all exercises.

## Chapter 6

### DECONTAMINATION OF SA/LW IN A CHEMICAL, BIOLOGICAL, RADIOLOGICAL, OR NUCLEAR ENVIRONMENT

**6.1. Decontamination.** Decontamination operations are intended to help sustain or enhance military operations in Chemical, Biological, Radioactive or Nuclear (CBRN) environments by preventing or minimizing mission performance degradation, casualties, or loss of resources. They include individual, team, and unit actions to reduce, remove, weather, or neutralize (render harmless) the primary hazards resulting from CBRN contamination. Refer to Air Force Tactics, Techniques, and Procedures (AFTTP) 3-2.46, *Multi-Service Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Passive Defense*, for additional guidance on weapon decontamination.

**6.2. Immediate Action.** Contaminated weapons should be decontaminated within minutes after exposure, if possible.

6.2.1. Chemical Decontamination. Use the Individual Equipment Decontamination Kit (IEDK), hot soapy water and rinse, or decontaminant slurry (chlorine-based). Remove slurry within one hour from application and oil the surface.

6.2.2. Biological Decontamination. Wash with a detergent, steam clean using a detergent, apply decontaminant slurry or weather.

6.2.3. Radiological decontamination. To remove radiological particles, brush, wash, or wipe them off. Additionally use organic solvents, caustic agents (not on aluminum or magnesium surfaces), complexing agents (of small value on weathered surfaces), or abrasives.

6.2.4. Ammunition. Do not use chlorine-based decontaminants on ammunition. It removes critical markings from the ammunition. It may also corrode and render ammunition unserviceable. Do not use nonstandard decontaminants that are corrosive. They also may remove critical markings from the ammunition. Cool, soapy water is the preferred decontaminant for all types of contamination on small arms ammunition.

**6.3. Considerations.** Previously contaminated weapons may become inhalation hazards to unmasked personnel within closed or unventilated areas. Whenever a previously contaminated weapon is not required for immediate use, it should be double wrapped in plastic bags to contain the residual hazard and prevent exposures to low-level chemical vapors.

6.3.1. Wear gloves when cleaning or handling previously contaminated weapons. Decontaminate cleaning tools (cleaning rods and brushes) with a 5% chlorine solution and dispose of used weapons cleaning materials as contaminated waste.

6.3.2. Weathering gradually decomposes CB agents by aeration, hydrolysis, and evaporation. The time necessary for decontamination by weathering depends on the persistence of the agent, its composition, climatic conditions, and the surface type. Although weathering is the easiest method of decontamination, persistency of an agent is difficult to predict.

## Chapter 7

### SECURITY FORCES SMALL ARMS AND LIGHT WEAPONS SUSTAINMENT TRAINING

**7.1. Requirements.** Security Forces personnel with an arming requirement will complete quarterly live-fire (qualification or sustainment) with the carbine and handgun. **(T-2).** Live-fire training is completed during each calendar year (CY) quarter (January – March, April – June, July – September, and October – December), unless the wing commander (or equivalent) has approved alternate training methods as outlined in paragraph 7.3.4.1. Security Forces commanders establish quarterly training cycles for their assigned personnel. Not all personnel need to be in the same cycle. For example, different flights may be in different cycles. Individuals that do not complete the required training before the end of a quarter cannot be armed with the applicable weapon (carbine or handgun) until they accomplish the training. When deployed, individuals are exempt from completing sustainment training.

**7.2. Quarterly Cycles.** Starting with the CY quarter an individual completes qualification training, they complete the next training event no earlier than 30 days (must be in the next quarter) after completing the previous live-fire event and no later than the last day of the last month of the next CY quarter. They continue this cycle until they are once again due for qualification. Qualification expiration dates do not change and will continue to expire on the last day of the twelfth month from the month of qualification training. For example, an individual completes the Rifle/Carbine Air Force Qualification Course (AFQC) on 2 Feb 18, they must complete sustainment training no earlier than 1 Apr 18 (must be over thirty days and in the next quarter) and no later than 30 Jun 18 (end of the next quarter). Their AFQC qualification expires on 28 Feb 19. Commanders may direct individuals to complete qualification training up to six months before their expiration month during the first year of implementation and for newly assigned personnel after that to assist with adjusting cycles.

7.2.1. Example quarterly cycle for carbine and handgun. **Note:** Carbine and handgun do not have to follow the same quarterly cycle. The AFQC for each can be in a different quarter.

7.2.1.1. Quarter 1 - AFQC conducted by Combat Arms (carbine or handgun).

7.2.1.2. Quarter 2 - Unit sustainment fire.

7.2.1.3. Quarter 3 - Carbine Shoot, Move, Communicate (SMC) and handgun unit sustainment fire.

7.2.1.4. Quarter 4 – Unit sustainment fire.

**7.3. Conducting Sustainment Training.** Sustainment training is focused on marksmanship, weapons handling and weapons tactics, techniques and procedures. The goal is to develop weapons proficiency in these areas. Units may best accomplish this by increasing the frequency of training and training on specific skills in each drill. Ideally, units conduct sustainment training in smaller groups to allow instructors to focus on skill development.

7.3.1. Combat Arms personnel must be involved in developing and approving sustainment live-fire drills and training/certifying range officials, as outlined in AFI 36-2654. **(T-3).** Combat Arms should oversee all aspects of sustainment fire. If needed, augment instructors with competent and experienced core Security Forces non-commissioned officers approved by

the unit commander and trained/certified as chief range officer (CRO)/range safety officer (RSO) by Combat Arms. Use the Firing Line Official Lesson Plan from the USAF Combat Arms, Air Force Network (AFNet), Enterprise Information Services (EIS) website at <https://cs2.eis.af.mil/sites/12150> to conduct this training and document task certification for Security Forces firing line officials using AF Form 797, *Job Qualification Standard Continuation/Command JQS* and AF Form 1098, *Special Task Certification and Recurring Training*, following the examples at **Figure 7.1**, **Figure 7.2** and **Figure 7.3 (T-3)**. Units may add to the forms, but may not remove any tasks.

7.3.2. Live-fire sustainment training drills should focus on specific skills such as improving speed, accuracy, tactical movement, and reaction to threats. Units can accomplish this by developing short drills that focus on these skills and do not require a great deal of time or ammunition. To assist units in establishing and maintaining their programs, carbine and handgun sustainment training drills are available for download on the USAF Combat Arms, AFNet, EIS website at <https://cs2.eis.af.mil/sites/12150>. Units use these drills as written for initial training, but may modify them to meet unit-training needs and to increase the challenges to members as they gain proficiency. **(T-3)**. Units may also modify the drills for use on their range, if they cannot conduct portions of the training due to the design of their range.

7.3.3. Units also develop their own sustainment training drills and courses. Firing on full distance ranges at pop-up targets with the carbine is a basic example of a unit sustainment drill. Live-fire training may include firing with ball or frangible ammunition, as well as using the Close Combat Mission Capability Kit (CCMCK) with dye-marking rounds. This is an excellent option for force-on-force and tactics training. The use of the CCMCK also enables the conduct of sustainment drills in training areas outside the small arms range, as outlined in AFI 36-2654. The use of firearms simulators or virtual training systems (VTS) is another option units may use to train marksmanship, weapons handling, and tactics. To meet the intent of the live-fire sustainment training requirement, the VTS must provide weapon recoil and must perform in all aspects like an actual weapon does during live-fire. **(T-3)**.

7.3.4. Although live-fire is the requirement for sustainment training, units are not limited to this and are encouraged to develop other forms of weapons sustainment training in addition to the required live-fire training. This may include mechanical training on operator functions, dry-fire marksmanship training or even training on drawing the handgun or reloading the weapons. All of these options increase the skills retention and capabilities of operators.

7.3.4.1. When a unit cannot conduct live-fire sustainment training due to range closures or limitations, including CCMCK or simulator training, the wing commander (or equivalent) may approve alternate methods of accomplishing sustainment training. **(T-3)**. These methods may include training with blank ammunition, dry-fire training or similar type training. The training must include hands-on operation of the weapon and the application of marksmanship fundamentals. **(T-3)**. Unit commanders should provide AF/A4S, MAJCOM/SF and the AFSFC Combat Arms staff with copies of approved waivers.

7.3.4.2. The wing commander (or equivalent) may also extend the date of the next required sustainment training event by no more than 90 days to meet mission requirements. This does not apply to qualification training (AFI 31-117, *Arming and Use of Force* by Air Force Personnel contains guidance on extensions to weapons qualifications).

Figure 7.1. Security Forces CRO/RSO AF Form 797 (Page 1).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINERS INITIALS	TRAINERS INITIALS	CORRECTORS INITIALS (IF REQUIRED)
<input type="checkbox"/>	1.	TRAINER, SECURITY FORCES FIRING LINE OFFICIAL					
<input type="checkbox"/>	1.1.	Range safety procedures TR: AFI 36-2654					
<input type="checkbox"/>	1.1.1.	Identify weapon(s) clearing procedures TR: AFMAN 31-129					
<input type="checkbox"/>	1.1.2.	Identify emergency notification procedures TR: AFI 36-2654					
<input type="checkbox"/>	1.2.	Firing line official duties/responsibilities TR: AFI 36-2654					
<input type="checkbox"/>	1.2.1.	Identify the role of the tower operator (CRO). TR: AFI 36-2654					
<input type="checkbox"/>	1.2.2.	Identify the role of firing line official (RSO) TR: AFI 36-2654					
<input type="checkbox"/>	1.3.	Identify range ops and procedures TR: AFI 36-2654					
<input type="checkbox"/>	1.3.1.	Perform target analysis TR: TC 3-23.35, TC 3-22.9					
<input type="checkbox"/>	1.3.2.	Identify/perform range commands TR: AFI 36-2654					
<input type="checkbox"/>	1.3.3.	Identify CoF requirements TR: AFMAN 36-2655					
<input type="checkbox"/>	1.3.4.	Identify/enforce range safety rules TR: AFI 36-2654					
TRAINEE NAME			CFETPI/JQS NUMBER		PAGE NO.		

Figure 7.2. Security Forces CRO/RSO AF Form 797 (Page 2).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINING INITIALS	CERTIFYING INITIALS (IF REQUIRED)
<input type="checkbox"/>	1.3.5.	Identify range official to student ratio(s) TR: AFI 36-2654					
<input type="checkbox"/>	1.3.6.	Identify/enforce weapon safety procedures TR: AFI 36-2654					
<input type="checkbox"/>	1.3.7.	Coach shooter marksmanship skills TR: TC 3-23.35, TC 3-22.9					
<input type="checkbox"/>	1.3.8.	Identify/correct shooter errors TR: TC 3-23.35, TC 3-22.9					
<input type="checkbox"/>	1.4.	Perform/demonstrate Live-Fire operations TR: AFI 36-2654					
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
TRAINEE NAME			CFETP/JQS NUMBER		PAGE NO.		

Figure 7.3. Security Forces CRO/RSO AF Form 1098.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FRE- QUENCY G.	DUE DATE H.
Range safety procedures TR: AFI 36-2654				N/A	C	A	
Identify required safety equipment TR: 36-2654				N/A	C	A	
Identify weapon(s) clearing procedures TR: AFMAN 31-129				N/A	C	A	
Identify emergency notification procedures TR: AFI 36-2654				N/A	C	A	
Firing line official duties/ responsibilities TR: AFI 36-2654				N/A	C	A	
Identify the role of the tower operator (CRO). TR: AFI 36-2654				N/A	C	A	
Identify the role of firing line official (RSO) TR: AFI 36-2654				N/A	C	A	
Identify range ops and procedures TR: AFI 36-2654				N/A	C	A	
Perform target analysis TR: TC 3-23.35, TC 3-22.9				N/A	C/E	A	
Identify/perform range commands TR: AFI 36-2654				N/A	C/E	A	
Identify CoF requirements TR: AFMAN 36-2655				N/A	C	A	
Identify/enforce range safety rules TR: AFI 36-2654				N/A	C/E	A	
Identify range official to student ratio(s) TR: AFI 36-2654				N/A	C	A	
Identify/enforce weapon safety procedures TR: AFI 36-2654				N/A	C/E	A	
Coach shooter marksmanship skills TR: TC 3-23.35, TC 3-22.9				N/A	C/E	A	
Identify/correct shooter errors TR: TC 3-23.35, TC 3-22.9				N/A	C/E	A	
Perform/demonstrate Live-Fire operations TR: AFI 36-2654				N/A	P/E	A	
NAME OF TRAINEE (Last, First, Middle Initial)		GRADE		UNIT AND OFFICE SYMBOL			



## Chapter 8

### SECURITY FORCES DRY-FIRE TRAINING WITH LASER ROUNDS

**8.1. Purpose.** This chapter outlines procedures for dry-fire training by Security Forces, to include the use of laser rounds (inert rounds that emit a laser pulse when the firing pin strikes the simulated primer) with both the pistol and carbine, as well as the process for recording and tracking this training. These procedures allow Security Forces personnel to enhance their skills and build confidence and competence in employing their weapons on a regular basis, without the need for a firing range or ammunition. It further promotes the development of core weapon handling and marksmanship skills. Dry-fire practice develops techniques that simulate the firing of a round, using an unloaded weapon. This is a training method that Security Forces will utilize to practice weapon employment (drawing the pistol and placing the carbine into action), as well as marksmanship fundamentals (position, grip, sight alignment, sight picture, trigger control, etc.). **(T-3). Note:** The person supervising training, as well as each individual participating in training will ensure that they do not allow any live rounds in the dry-fire training area and that all weapons are cleared (including inspecting and clearing the bore with a cleaning rod), both before and after completing dry-fire training. **(T-1).**

**8.2. Background .** Studies show that weapon handling skills diminish drastically within one month after completing weapons training. It takes approximately 10,000 repetitions to commit an action to muscle memory; therefore, we must give Security Forces personnel more repetitions. Dry-fire practice provides a training method to help individuals retain or refine marksmanship skills without conducting live-fire. Conducting this training during each duty cycle will ensure continued growth and expertise. During live-fire, shooters have visual cues from their shots hitting the target to determine if they are applying proper fundamentals and laser rounds perform this function in a similar manner.

**8.3. Support Equipment .** Dry-fire can take place without laser rounds, but the training will be limited to the weapons handling and will not have the feedback associated with marksmanship fundamentals. Units must purchase enough laser rounds to support training the number of personnel planned during any session. **(T-3).** Unit purchased laser rounds must only turn on when the firing pin strikes the primer in order to evaluate proper fundamentals. **(T-3).** Additionally, units should select laser rounds without a rim on the cartridge case to allow manual cycling of the weapons, without extracting and ejecting the laser round. Some examples of commercially available rounds include SureStrike™ or LaserLyte™. (The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this guidance does not imply endorsement by the United States Air Force.) Prior to any commercial-off-the-shelf (COTS) laser round purchase, coordinate with the Installation Laser Safety Officer (ILSO) to determine safety requirements and the wing safety office to verify the rounds are approved by the Directed Energy Safety Board per AFI 91-401, *Directed Energy Systems Safety*. If not approved, work with wing safety to coordinate request through MAJCOM/SE to HQ AFSEC/SEW for approval.

8.3.1. Unit commanders will designate and approve dry-fire training locations in local guidance such as operating instructions or supplements and ensure this guidance is available to all unit personnel. **(T-3).**

8.3.2. Personnel are prohibited from conducting or participating in dry-fire training while armed with live ammo. **(T-2).**

8.3.3. Units may use qualification targets identified in AFMAN 36-2655, *USAF Small Arms and Light Weapons Qualification Programs* for Rifle/Carbine, Handgun Air Force Qualification Courses (AFQC) or sustainment training targets posted on the USAF Combat Arms, AFNet, EIS website at <https://cs2.eis.af.mil/sites/12150>, as well as locally developed targets. Units may also purchase laser reactive targets that provide indicators of shot placement when using laser rounds.

**8.4. Fundamentals of Dry-Fire Practice.** Security Forces personnel can conduct this training virtually anywhere to enhance skills independently or collectively. Dry-fire practice should be conducted each duty cycle and before going to the range or while on the range, as long as individuals follow all safety rules in this manual (paragraph 1.3.). The key to developing muscle memory is repetition and practice; dry-fire will help master weapon handling and marksmanship skills. Nearly all high-level professional shooters use this method of training to supplement live-fire. Many fire more rounds during dry-fire than live-fire.

**8.4.1. Draw from Holster/Placing Carbine Into Action .**

8.4.1.1. The draw is the manipulation by which a shooter removes a handgun from the holster (goal is in under 2 seconds), and presentation is the manipulation by which a shooter drives the pistol to the target to complete his or her firing position. The transition between these two actions is fluid and seamless; their purpose involves removing the handgun from the holster and bringing it to bear on the target as quickly as possible, while maintaining control. Integrating the steps of the four-stage draw taught in the AFQC accomplishes this. Individuals should practice this process regularly and conduct as many repetitions as possible during each training session. The process must become automatic, without the individual needing to apply conscious thought.

8.4.1.2. The same training concept used with the handgun can be applied to the carbine. Security Forces should practice engaging targets starting from the low/high ready or other positions and bringing the carbine to bear on target. These drills will enhance the individual's reaction time and effectiveness when responding to a threat in a quick response situation.

**8.4.2. Sight Alignment .** Sight alignment is the relationship between the aiming device and the shooter's eye. To achieve proper and effective aim, the focus of the shooter's eye needs to be on the front sight post or reticle. Security Forces personnel must maintain sight alignment throughout the aiming process. Individuals can practice this skill using dry-fire and the laser rounds provide feedback on proper sight alignment and sight picture, as well as proper trigger manipulation.

**8.4.3. Sight Picture .** Sight picture is the placement of the properly aligned sights on the aiming point of the target. Again, laser-rounds provide feedback on proper application of this skill. Additionally, if individuals use targets at varying simulated ranges, they can practice aiming at the proper area of the target to adjust for the trajectory of a round fired at the actual target distance.

**8.4.4. Trigger Control .** Trigger control is the skillful manipulation of the trigger that causes the weapon to fire without disturbing the sight alignment or sight picture. As part of the integrated act of firing, the shooter continues to apply the other fundamentals, while pressing the trigger to the rear to fire the weapon.

8.4.5. **Breath Control** . During the shot process, the shooter controls his or her breathing to reduce the amount of movement of the weapon. During dry-fire practice training, Security Forces personnel will learn a method of breath control that best suits their shooting style and preference. Breath control is the relationship of the respiratory process (free or under stress) and the decision to execute the shot with proper trigger press. For slow fire, individuals should practice timing their shots with the natural respiratory pause between breaths. For rapid fire/stress fire, individuals should practice pausing their breath when necessary during the breathing process to fire accurate shots.

8.4.6. **Sustainment Drills** . Each of the sustainment training drills available on the USAF Combat Arms, AFNet, EIS website at <https://cs2.eis.af.mil/sites/12150> can be used to conduct dry-fire practice. Dry-fire practice does not replace live-fire sustainment training, but enhances live-fire by allowing practice of proper fundamentals along with training repetitions to facilitate development of shooting skills almost anytime or anywhere.

**8.5. Preventive Maintenance** . If service weapons are to be effective, they must be maintained in a state of operational readiness at all times. Maintenance of service weapons is a continuous effort. A clean, properly lubricated, well-maintained weapon with serviceable ammunition will fire when needed. When conducting operator preventative maintenance, a laser round is useful. Once the user has re-assembled the weapon, they perform a function check following the applicable operator's manual (Air Force technical order). Afterwards place a laser round in the chamber, allow the bolt to go forward and place the safety (selector lever or decocking/safety lever) on fire. Finally, pull trigger to verify internal components are working and the firing pin strikes the primer to activate the laser round. With rimless laser rounds, users can also perform the function check with the laser round in the chamber to verify firing during each step of the function check. If the weapon appears to fail any portions of the function check, the operator should ensure Combat Arms inspects the weapon. **Note:** The person supervising preventive maintenance, as well the individual performing it, will ensure that they do not allow any live rounds in the maintenance area and that all weapons are cleared (including inspecting and clearing the bore with a cleaning rod), both before and after completing this process. **(T-1).**

**8.6. Recording and Tracking Training** . Security Forces organizations will track dry-fire training using the AF IMT 53, *Security Forces Desk Blotter* or a locally developed blotter during each cycle. **(T-3).** Units will annotate the time, location, individual who led training, type of weapon (carbine or handgun) and number of individuals trained (**Figure 8.1**) to ensure they can provide comprehensive reporting and tracking of member training. **(T-3).** **Note:** Personnel are prohibited from conducting or participating in dry-fire training once they have received live ammo. **(T-2).**

Figure 8.1. Security Forces Desk Blotter Example.

FOR OFFICIAL USE ONLY (When filled in)							
SECURITY FORCES DESK BLOTTER			FROM		TO		PAGE NO.
			TIME	DATE	TIME	DATE	
			0600	21 Sep 18	0600	22 Sep 18	1
INSTRUCTIONS: Person making entry will type his or her initials in parenthesis at the end of the entry. Double space between entries.			ORGANIZATION AND BASE AF/A4S				
ENTRY NO.	TIME	INCIDENT OR MESSAGE AND ACTION TAKEN					
0020	0930	TSgt Smith led dry-fire training drills for Alpha flight in the training room for eight individuals on the M4 carbine.					
0075	0500	TSgt Jones from Charlie flight conducted dry-fire training prior to guardmount in the dry-fire practice area of the armory; 63 personnel trained on the M9 pistol and 28 personnel trained with the M4 carbine.					

## Chapter 9

### M18 MODULAR HANDGUN SYSTEM (9 MILLIMETER [MM]) INCLUDING THE GENERAL OFFICER VERSION

**9.1. General Information** . M18 loading/unloading procedures are in accordance with Air Force Technical Order (TO) 11W3-3-4-31, *Operator Manual for, Modular Handgun System (MHS), Pistol, 9mm, Semiautomatic, M18* and this chapter. **Note:** In the event of any differences between TO 11W3-3-4-31 and this chapter, the procedures in this chapter take precedence.

**9.2. Issue** . The armorer will use the following procedures when issuing the M18 pistol:

9.2.1. Remove the pistol from its storage rack or container and proceed to the issue-point clearing area with the weapon carried in the raised pistol position, barrel pointed up, safety on (manual safety lever in up position) and slide forward (closed). **(T-1)**.

9.2.2. Visually inspect the pistol to ensure there is no magazine inserted and the manual safety lever is in the safe (up) position. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

9.2.3. Place the muzzle in the clearing barrel aiming point in line with the axis of the barrel, lock the slide to the rear and visually inspect the chamber, receiver and bore (should see light coming through bore) to ensure no ammunition or obstructions are present. **(T-1)**.

9.2.4. Issue the pistol to the individual “butt” first, muzzle elevated, manual safety lever in the safe (up) position and slide locked to the rear (open). **(T-1)**.

**9.3. Loading** . The individual issued the pistol will use the following procedures:

9.3.1. Proceed to the clearing zone with the pistol barrel pointed up, slide locked to the rear (open) and manual safety lever in the safe (up) position. **(T-1)**.

9.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

9.3.3. Visually inspect the pistol to ensure the manual safety lever is in the safe (up) position and there is no ammunition or obstructions present in the chamber, receiver or bore. **(T-1)**.

9.3.4. After the clearing barrel attendant verifies the pistol contains no ammunition and is safe; insert and lock a loaded magazine into the pistol if arming. **(T-1)**. If individual is not arming, proceed to the next step without inserting a magazine. **(T-1)**.

9.3.5. Depress the slide catch lever to release the slide while visually observing that a round is chambered and move the manual safety lever to the fire (down) position. **(T-1)**. **Note:** If a loaded magazine was inserted, a round of ammunition is now present in the chamber. When there is a round in the chamber, the loaded chamber indicator should be in the up position, making it possible for the operator to check visually (and by feel) that there is a round in the chamber without having to retract the slide or remove the magazine.

9.3.6. After loading is complete, insert the pistol in the holster (ensure the finger is off the trigger and outside the holster) and secure the pistol in the holster. **(T-1)**. **CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they need to exercise increased caution to ensure they keep the muzzle of the pistol pointed in a safe direction and

do not point it at personnel when placing the weapon into the holster, as well as ensuring their finger remains outside the trigger guard.

9.3.7. When armed, do not remove the pistol from the holster except in the line of duty or when clearing it for turn-in. **(T-1).**

**9.4. Unloading and/or Clearing .** Individuals preparing to unload and/or clear their pistol approach the clearing zone with their pistol holstered and will use the following procedures:

9.4.1. When directed by the clearing barrel attendant, enter the clearing zone, step up to the clearing barrel, unfasten holster, draw the pistol, and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Do not place fingers into the trigger guard. **(T-1).** **CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they must exercise increased caution to ensure they keep the muzzle of the pistol pointed in a safe direction and do not point it at personnel when removing the weapon from the holster, as well as ensuring their finger remains outside the trigger guard.

9.4.2. Move the manual safety lever to the safe (up) position. **(T-1).** The clearing barrel attendant verifies the pistol is safe in order to proceed. **(T-1).**

9.4.3. Press the magazine catch button to remove magazine from the pistol (if present) and give the magazine to the clearing barrel attendant. **(T-1).**

9.4.4. Grasp the slide with the non-dominant hand, cupping the palm of the hand over the ejection port and cant the pistol 90 degrees to the right (right-handed operation) or left (left-handed operation) to allow the round in the chamber to fall out of the ejection port when the slide is retracted in the next step. **(T-1).**

9.4.5. Retract the slide to the rear, catching the ejected round of ammunition if present, while pressing up on the slide stop lever with the thumb to lock the slide back (open) and give the ejected round to the clearing barrel attendant. **(T-3).** The clearing barrel attendant will insert the round into the magazine. **(T-3).**

9.4.6. Visually inspect the pistol to ensure the chamber, receiver, and bore are clear (no magazine, ammunition, or obstructions present) and the manual safety lever is in the safe (up) position. **(T-1).**

9.4.7. After the clearing barrel attendant verifies the pistol contains no ammunition/obstructions and is safe for turn-in; proceed to the turn-in point with the pistol in the raised pistol position, slide open and the manual safety lever in the safe (up) position. **(T-1).**

**9.5. Turn-in .** When directed by the armorer, the individual approaches the turn-in point and hands the pistol to the armorer “butt” first, muzzle elevated, manual safety lever in the safe (up) position and slide locked to the rear (open). **(T-1).** At no time during the turn-in procedures should anyone place their fingers into the trigger guard. **(T-1).** The armorer takes possession of the pistol and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-2).** The armorer will then use the following procedures:

9.5.1. Visually inspect the pistol chamber, receiver, and bore to ensure they do not contain ammunition, obstructions and it is safe for storage. **(T-1).**

9.5.2. Depress the slide catch lever and allow the slide to move forward to the closed position. **(T-1)**. Check the loaded chamber indicator to ensure it is in the down position, indicating that there is no round in the chamber. **(T-1)**.

9.5.3. With the muzzle remaining in the clearing barrel aiming point, place the manual safety in the fire (down) position, press the trigger to the rear to dry-fire the pistol and return the manual safety lever to the safe (up) position. **(T-1)**.

9.5.4. The weapon is now “rack safe,” free of ammunition, the slide is forward (closed) and the manual safety lever is in the safe (up) position. **(T-1)**. Store the weapon in an approved storage rack or container, as outlined in AFI 31-101, *Integrated Defense (ID)*. **(T-1)**.

## Chapter 10

### M9 SEMIAUTOMATIC PISTOL (9 MILLIMETER [MM])

**10.1. General Information.** M9 loading/unloading procedures are in accordance with TO 11W3-3-5-1, *Operator Manual Pistol, Semiautomatic, 9mm, M9*.

**10.2. Issue.** The armorer will use the following procedures when issuing the M9 pistol:

10.2.1. Remove the pistol from its storage rack or container and proceed to the issue-point clearing area with the weapon carried in the raised pistol position, barrel pointed up, safety on and slide forward (closed). **(T-1).**

10.2.2. Visually inspect the pistol to ensure there is no magazine inserted and the decocking/safety lever is in the safe (down) position (red dot not showing). **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

10.2.3. Place the muzzle in the clearing barrel aiming point in line with the axis of the barrel, lock the slide to the rear and visually inspect the chamber and receiver area to ensure no ammunition is present. **(T-1).**

10.2.4. Issue the pistol to the individual “butt” first, muzzle elevated, decocking/safety lever in the safe (down) position (red dot not showing) and slide locked to the rear (open). **(T-1).**

**10.3. Loading.** The individual issued the pistol will use the following procedures:

10.3.1. Proceed to the clearing zone with the pistol barrel pointed up, slide locked to the rear (open) and decocking/safety lever in the safe (down) position (red dot not showing). **(T-1).**

10.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

10.3.3. Visually inspect the pistol to ensure the decocking/safety lever is in the safe (down) position (red dot indicator not showing), and there is no ammunition present in the chamber or receiver. **(T-1).**

10.3.4. After the clearing barrel attendant verifies the pistol contains no ammunition and is safe, insert and lock a loaded magazine into the pistol if arming. **(T-1).** If individual is not arming, proceed to the next step without inserting a magazine. **(T-1).**

10.3.5. Depress the slide stop, and move the decocking/safety lever to the fire (up) position (red dot showing). **(T-1).** **Note:** If a loaded magazine was inserted, a round of ammunition is now present in the chamber. When there is a round in the chamber, the extractor protrudes laterally (showing red) making it possible to check visually (and to feel) if there is a round in the chamber without having to retract the slide or remove the magazine.

10.3.6. After loading is complete, insert the pistol in the holster (ensure the finger is off the trigger and outside the holster) and secure the pistol in the holster. **(T-1).** **Note:** It may be necessary to place the thumb on the back of hammer to prevent the slide from moving back when inserting the weapon into a tight fitting holster. **CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they need to exercise increased caution to



ensure they keep the muzzle of the pistol pointed in a safe direction and do not point it at personnel when placing the weapon into the holster.

10.3.7. When armed, do not remove the pistol from the holster except in the line of duty or when clearing it for turn-in. **(T-1).**

**10.4. Unloading and/or Clearing.** Individuals preparing to unload and/or clear their pistol approach the clearing zone with their pistol holstered and will use the following procedures:

10.4.1. When directed by the clearing barrel attendant, enter the clearing zone, step up to the clearing barrel, unfasten holster, draw the pistol (if left-handed, transfer the pistol to the right hand after removing from holster) and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Do not place fingers into the trigger guard. **(T-1).** **CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they must exercise increased caution to ensure they keep the muzzle of the pistol pointed in a safe direction and do not point it at personnel when removing the weapon from the holster.

10.4.2. Move the decocking/safety lever to the safe (down) position (red dot not showing). **(T-1).** The clearing barrel attendant verifies the pistol is safe in order to proceed. **(T-1).**

10.4.3. Press the magazine release button to remove magazine from the pistol (if present) and give the magazine to the clearing barrel attendant. **(T-1).**

10.4.4. Grasp the slide with the left hand, cupping the palm of the hand over the ejection port, and rotate the pistol 90 degrees to the right. **(T-1).**

10.4.5. Retract the slide to the rear, catching the ejected round of ammunition if present, push the slide stop up with the thumb to lock the slide back (open), and give the ejected round to the clearing barrel attendant. **(T-1).** The clearing barrel attendant will insert the round into the magazine. **(T-3).**

10.4.6. Visually inspect the pistol to ensure the chamber and receiver areas are clear (no magazine or ammunition present) and the decocking/safety lever is in the safe (down) position (red dot not showing). **(T-1).**

10.4.7. After the clearing barrel attendant verifies the pistol contains no ammunition and is safe for turn-in, proceed to the turn-in point with the pistol in the raised pistol position, slide open and the decocking/safety lever in the safe (down) position (red dot not showing). **(T-1).**

**10.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the pistol to the armorer “butt” first, muzzle elevated, decocking/safety lever in the safe (down) position (red dot not showing) and slide locked to the rear (open). **(T-1).** At no time during the turn-in procedures should anyone place fingers into the trigger guard. **(T-1).** The armorer takes possession of the pistol and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** The armorer then will use the following procedures:

10.5.1. Visually inspect the pistol chamber and receiver to ensure it contains no ammunition and is safe for storage. **(T-1).**

10.5.2. Depress the slide stop and allow the slide to move forward to the closed position. **(T-1).**

10.5.3. Ensure the pistol hammer is in the down (forward) position and the decocking/safety lever is in the safe (down) position (red dot not showing). **(T-1).**

10.5.4. The weapon is now “rack safe,” free of ammunition, the slide is forward (closed) and the decocking/safety lever is in the safe (down) position (red dot not showing). **(T-1).** Store the weapon in an approved storage rack or container. **(T-1).**

**10.6. Lowering Cocked Hammer.** If during any operations with the M9 pistol, the hammer must be lowered from the cocked (rear) position, the operator will use the decocking/safety lever to lower the hammer to the uncocked or forward position, by moving the decocking/safety lever to the safe (down) position (red dot not showing). **(T-1).** Under no circumstances, will the operator attempt to manually lower the hammer by pressing the trigger. **(T-1).**

## Chapter 11

### M11 SEMIAUTOMATIC PISTOL (9MM)

**11.1. General Information.** M11 loading/unloading procedures are in accordance with TO 11W3-3-4-11, *Operator Manual Pistol, Compact, 9mm, M11*.

**11.2. Issue.** The armorer will use the following procedures when issuing the M11 pistol:

11.2.1. Remove the pistol from its storage rack or container and proceed to the issue-point clearing area with the pistol carried in the raised pistol position and slide forward (closed). **(T-1)**.

11.2.2. Place the muzzle of the pistol in the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**.

11.2.3. Visually inspect the pistol to ensure there is no magazine inserted. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

11.2.4. With the muzzle in the clearing barrel aiming point in line with the axis of the barrel, lock the slide to the rear and visually inspect the chamber and receiver area to ensure no magazine or ammunition is present. **(T-1)**.

11.2.5. Issue the pistol to the individual “butt” first, muzzle elevated and slide locked to the rear (open). **(T-1)**.

**11.3. Loading.** The individual issued the pistol will use the following procedures:

11.3.1. Proceed to the clearing zone with the barrel pointed up in the raised pistol position and the slide locked to the rear (open). **(T-1)**. Do not place fingers in the trigger guard. **(T-1)**.

11.3.2. When directed by the clearing barrel attendant, enter the clearing zone (if left-handed, transfer the pistol to the right hand) and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**.

11.3.3. Visually inspect the chamber and receiver area to ensure there is no ammunition present. **(T-1)**.

11.3.4. After the clearing barrel attendant verifies the pistol contains no ammunition and is safe, insert and lock a loaded magazine into the pistol if arming. **(T-1)**. If the individual is not arming, proceed to next step without inserting a magazine. **(T-2)**.

11.3.5. Holding the pistol in the right hand, depress the slide stop and allow the slide to go forward. **(T-1)**. Do not place your finger on the trigger. **(T-1)**. **Note:** If a loaded magazine was inserted, a round of ammunition is now present in the chamber and the hammer is cocked. **WARNING: If the trigger is depressed the pistol will fire. Under no circumstances will the operator ever attempt to manually lower the hammer by pressing the trigger.**

11.3.6. Depress the decocking lever located on the left side of the weapon to the full down position and ride the lever up. **(T-1)**. This will allow the hammer to move forward safely without danger of firing unless the trigger is pulled. **Note:** Do not swipe the lever.

11.3.7. Holster the pistol and secure it in the holster (if left-handed, transfer the pistol to the left hand before holstering). **(T-1)**. **Note:** It may be necessary to place the thumb on the back of the hammer to prevent rearward movement of the slide during holstering. At no time are

fingers placed inside the holster. **(T-1). CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they must exercise increased caution to ensure they keep the muzzle of the pistol pointed in a safe direction and do not point it at personnel when placing the weapon into the holster.

**11.4. Unloading and/or Clearing.** Individuals preparing to unload and/or clear the pistol approach the clearing zone with the pistol holstered and will use the following procedures:

11.4.1. When directed by the clearing barrel attendant, enter the clearing zone, unfasten the holster, draw the pistol (if left-handed, transfer the pistol to the right hand), and immediately place the firearm's muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Do not place your fingers into the trigger guard or holster. **(T-1). CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they must exercise increased caution to ensure they keep the muzzle of the pistol pointed in a safe direction and do not point it at personnel when removing the weapon from the holster.

11.4.2. Hold the pistol in the right hand, press the magazine release button, remove the magazine from the pistol and give the magazine to the clearing barrel attendant. **(T-1).**

11.4.3. With the left hand cupped over the slide and grasping the slide serrations, rotate the pistol to the right, push the slide to the rear (catching the ejected round of ammunition), push the slide stop up with the thumb to lock the slide back (open) and give the ejected round to the clearing barrel attendant. **(T-1).** The clearing barrel attendant will insert the round into the magazine. **(T-3).**

11.4.4. Visually inspect the pistol to ensure the chamber and receiver area is clear (no ammunition present). **(T-1).**

11.4.5. After the clearing barrel attendant verifies the pistol contains no ammunition and is safe for turn-in; proceed to the turn-in point with the pistol in the raised pistol position and the slide open. **(T-1).**

**11.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the pistol to the armorer "butt" first, muzzle elevated and slide to the rear (open). **(T-1).** At no time during the turn-in procedures should anyone place their fingers into the trigger guard. **(T-1).** The armorer takes possession of the pistol and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** The armorer will use the following procedures:

11.5.1. Visually inspect the chamber, and receiver to ensure it contains no magazine or ammunition and is safe for storage. **(T-1).**

11.5.2. Depress the slide catch lever and allow the slide to move forward to the closed position. **(T-1).**

11.5.3. Depress the decocking lever and ensure the pistol's hammer is in the down (forward) position. **(T-1).**

11.5.4. The weapon is now "rack safe," free of ammunition, the slide is forward and the hammer is in the down (forward) position. **(T-1).** Store the weapon in an approved storage rack or container. **(T-1).**

## Chapter 12

### GLOCK 19 SEMIAUTOMATIC PISTOL (9MM)

**12.1. General Information:** GLOCK 19 pistol loading/unloading procedures are in accordance with TO 11W3-3-4-21, *Operator's Manual, GLOCK 19, 9MM*. **WARNING: The GLOCK® 19 pistol does not possess an external manual safety. It is imperative that the operator does not allow their fingers to enter the trigger guard during loading/unloading/clearing procedures. The operator only places their fingers inside the trigger guard when they intend to fire the pistol in an authorized manner. The clearing barrel supervisor must immediately direct the operator to cease all actions if they either intentionally or unintentionally allow their fingers or any other object to enter the trigger guard.**

**12.2. Issue.** The armorer will use the following procedures when issuing the GLOCK® 19 pistol:

12.2.1. Remove the pistol from its storage rack or container and proceed to the issue-point clearing area with the barrel pointed up and slide forward (closed). **(T-1).**

12.2.2. Place the muzzle of the pistol in the clearing barrel aiming point in line with the axis of the barrel. **(T-1).**

12.2.3. Visually inspect the pistol to ensure there is no magazine inserted. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

12.2.4. With the muzzle in the clearing barrel aiming point, pull the slide to the rear while pressing up on the slide lock lever to lock the slide to the rear. **(T-1).** Visually inspect the chamber and receiver area to ensure there is no ammunition present. **(T-1).**

12.2.5. Issue the pistol to the individual “butt” first, muzzle elevated and slide locked to the rear (open). **(T-1).**

**12.3. Loading.** The individual issued the pistol will use the following procedures:

12.3.1. Proceed to the clearing zone with the barrel pointed up and the slide locked to the rear (open). **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

12.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with axis of barrel. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

12.3.3. Visually inspect the chamber and receiver area to ensure there is no ammunition or obstructions present. **(T-1).**

12.3.4. After the clearing barrel attendant verifies the pistols contains no ammunition and is safe, insert and lock a loaded magazine into the pistol if arming. **(T-1).** If individual is not arming, proceed to next step without inserting a magazine. **(T-1).**

12.3.5. Depress the slide stop lever and release the slide forward. **(T-1).** Do not place your finger inside the trigger guard or on the trigger. **(T-1).** **Note:** If a loaded magazine was inserted, a round of ammunition is now present in the chamber. If the trigger is pressed, the pistol will fire.

12.3.6. Holster the pistol (ensure finger is off the trigger and outside the holster) and secure the holster through the use of a flap, strap, thumb break or other securing device. **(T-1).** **Note:**

It may be necessary for the operator to place their thumb on the back of the slide to prevent rearward movement of the slide during holstering. **CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they need to exercise increased caution to ensure they keep the muzzle of the pistol pointed in a safe direction and do not point it at personnel when placing the weapon into the holster.

**12.4. Unloading and/or Clearing.** Individuals preparing to unload and clear the pistol approach the clearing zone with the pistol holstered and will use the following procedures:

12.4.1. When directed by the clearing barrel attendant, enter the clearing zone, step up to the clearing barrel, unfasten the holster flap, strap, thumb-break or other securing device, draw/remove the pistol from the holster (if left-handed, transfer the pistol to the right hand after removed) and immediately place the pistol muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Do not place fingers into the trigger guard. **(T-1).** **CAUTION:** When individuals are using shoulder/chest mounted or concealed carry holsters, they need to exercise increased caution to ensure they keep the muzzle of the pistol pointed in a safe direction and do not point it at personnel when drawing/removing the weapon from the holster.

12.4.2. Hold the pistol with the right-hand, press the magazine catch (button), remove the magazine from the pistol and give the magazine to the clearing barrel attendant. **(T-1).**

12.4.3. With the left-hand cupped over the slide rotate the pistol 90 degrees to the right, with the left hand, retract the slide to the rear, catching the ejected round of ammunition in the left hand, while pushing the slide stop lever up with the right thumb to lock the slide to the rear (open). **(T-1).** Give the ejected round to the clearing barrel attendant. **(T-2).** The clearing barrel attendant will load the ejected round into the magazine. **(T-2).**

12.4.4. Visually inspect the pistol to ensure the chamber and receiver are clear of ammunition and obstructions. **(T-1).**

12.4.5. After the clearing barrel attendant verifies the pistol contains no ammunition and is safe for turn-in; proceed to the turn-in point with the pistol in the raised pistol position and the slide open. **(T-1).**

**12.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the pistol to the armorer “butt” first, muzzle elevated and slide locked to the rear (open). **(T-1).** At no time during turn-in procedures should anyone place fingers into the trigger guard. The armorer takes possession of the pistol and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. The armorer will use the following procedures:

12.5.1. Visually inspect the pistol chamber and receiver to ensure they contain no magazine, ammunition or obstructions and the pistol is safe for storage. **(T-1).**

12.5.2. Depress the slide stop lever and allow the slide to move forward to the closed position. **(T-1).**

12.5.3. Ensure the muzzle remains in the clearing barrel aiming point in line with the axis of the barrel and pull the trigger to the rear, activating the firing mechanism and allowing the firing pin to fall (dry-fire the pistol into the clearing barrel). **(T-1).**

12.5.4. The pistol is now “rack safe”; the pistol is free of ammunition, the slide is forward and the tension on the firing pin spring is relieved. Store the pistol in an approved storage rack or container. **(T-1).**

## Chapter 13

### M15 REVOLVER (.38 CALIBER)

**13.1. General Information.** M15 Revolver loading/unloading procedures are in accordance with TO 11W3-4-2-51, *Technical Manual Operation and Service Instruction with Illustrated Parts Breakdown for Smith and Wesson Combat Masterpiece Caliber .38 Revolver Model Number 15*. **WARNING: Do not use the M15 revolver to meet arming requirements; only use blank ammunition with the M15 revolver. The M15 revolver does not possess an external manual safety. It is imperative that the operator does not allow their fingers to enter the trigger guard during loading/unloading/clearing procedures. The operator only places their fingers inside the trigger guard when they intend to fire the revolver in an authorized manner. The clearing barrel supervisor must immediately direct the operator to cease all actions if they either intentionally or unintentionally allow their fingers or any other object to enter the trigger guard.**

**13.2. Issue.** The armorer will use the following procedures when issuing the M15 revolver:

13.2.1. Remove the revolver from its storage rack or container and proceed to the issue-point clearing area with the revolver carried in the raised pistol position. **(T-1)**. Insert the muzzle of the revolver into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**.

13.2.2. With the hammer in the decocked (forward) position, press forward on the thumbpiece, open the cylinder, and visually verify the revolver contains no ammunition and is safe to issue. **(T-1)**.

13.2.3. Hand the revolver to the person arming "butt" first, muzzle elevated, and cylinder open. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

**13.3. Loading.** The individual issued the revolver will use the following procedures:

13.3.1. Proceed to the clearing zone with the revolver in the raised pistol position, the middle two fingers of the left-hand placed through the revolver frame and the cylinder held open by the thumb. **(T-1)**.

13.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

13.3.3. Keep the middle two fingers of the left-hand through the frame to support the revolver with the cylinder open, insert the ammunition one round at a time into the chambers using the right-hand while rotating the cylinder with the thumb and middle finger of the left-hand. **(T-1)**. **Note:** When the M15 is being drawn for military working dog blank-fire training, the weapon may be loaded with blanks in the training area. Keep the weapon pointed in a safe direction and do not fire directly toward any personnel with blank rounds.

13.3.4. After the clearing barrel attendant verifies the hammer is in the decocked (forward) position, close the cylinder, holster the revolver, and secure the holster strap across the back of the hammer. **(T-1)**.

13.3.5. After the clearing barrel attendant verifies the revolver is secured in the holster, exit the clearing zone. **(T-1)**.



**13.4. Unloading and/or Clearing.** Individuals preparing to unload and/or clear their SA/LW approach the clearing zone with the revolver holstered and will use the following procedures:

13.4.1. When directed by the clearing barrel attendant, enter the clearing zone, unfasten the holster strap, un-holster the revolver, and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

13.4.2. Open the cylinder by pressing forward on the thumbpiece, place the middle two fingers of the left-hand through the frame to support the revolver, slightly elevate the muzzle, press the extractor rod and remove all ammunition one round at a time, if present. **(T-1)**.

13.4.3. After the clearing barrel attendant verifies the revolver contains no ammunition and is safe for turn-in, proceed to the turn-in point, middle two fingers of the left-hand inserted through the frame, the cylinder held open by the thumb, and the muzzle elevated. **(T-1)**.

**13.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the revolver to the armorer "butt" first, cylinder open and muzzle elevated. **(T-1)**. The armorer takes possession of the revolver and immediately places the muzzle into the point clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**. The armorer will use the following procedures:

13.5.1. Visually inspect the cylinder to ensure no ammunition is present and the weapon is safe for storage. **(T-1)**.

13.5.2. Close the cylinder, and store the revolver in an approved storage rack or container. **(T-1)**.

## Chapter 14

### MP5 SUBMACHINE GUN (SMG), 9MM

**14.1. General Information.** MP5 SMG loading/unloading procedures are in accordance with TM 09724A-10/1, *Operator's Manual Submachine Gun, 9MM, MP5*. The safety selector lever on the MP5® SMG can either be placed on "S," "E" or "F." The letters represent German words. The "S" stands for safe, the "E" stands for semi-automatic and the "F" stands for auto.

**14.2. Issue.** The armorer will use the following procedures when issuing the SMG:

14.2.1. Remove the SMG from its storage rack or container and proceed to the issue-point clearing area at "port-arms," bolt in the forward (closed) position, and safety selector lever in the safe (S) position. **(T-1).**

14.2.2. Place the muzzle into the clearing barrel aiming point in line with the axis of the barrel and visually inspect the weapon to ensure there is no magazine inserted and the safety selector lever is in the safe (S) position. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

14.2.3. Pull cocking handle rearward and up to lock the bolt to rear (open) position. **(T-1).**

14.2.4. Visually inspect the chamber and receiver to ensure no ammunition is present. **(T-1).**

14.2.5. Issue the SMG to the individual "butt" first, muzzle elevated, bolt in the rear (open) position, and safety selector lever in the safe (S) position. **(T-1).** Do not place fingers on the trigger or into the trigger guard during issue. **(T-1).**

**14.3. Loading.** The individual issued the SMG will use the following procedures:

14.3.1. Proceed to the clearing zone with the SMG at "port-arms," bolt in the rear (open) position, and safety selector lever in the safe (S) position. **(T-1).** Do not place fingers in the trigger guard. **(T-1).**

14.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).**

14.3.3. Visually inspect the chamber/receiver to ensure no ammunition is present, there is no magazine inserted and the safety selector lever is in the safe (S) position. **(T-1).**

14.3.4. After the clearing barrel attendant verifies the SMG contains no ammunition and is safe, insert and lock a loaded magazine into the SMG if arming. **(T-1).** If individual is not arming, proceed to next step without inserting a magazine. **(T-1).**

14.3.5. Slap the cocking handle downward allowing the bolt to move forward to the closed position. **(T-1).** **Note:** When completed with a loaded magazine in the SMG, a round of ammunition is now chambered.

14.3.6. After the clearing barrel attendant verifies the SMG is safe, sling the SMG over one shoulder or transport in an authorized carrying case. **(T-1).**

**14.4. Unloading and/or Clearing.** Individuals preparing to unload and/or clear the SMG approach the clearing zone with the SMG at "sling-arms," "port arms," or in an authorized carrying case and will use the following procedures:

14.4.1. When directed by the clearing barrel attendant, enter the clearing zone, unsling the SMG or remove the SMG from its carrying case and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

14.4.2. Visually inspect to ensure the safety selector lever is in the safe (S) position and push the magazine release lever to remove the magazine. **(T-1)**. Hand the magazine to the clearing barrel attendant. **(T-1)**.

14.4.3. Pull the cocking handle slowly to the rear and upward locking the bolt to the rear (open) position. **(T-1)**. This action will cause a round to be ejected, if present in the chamber. Rotate the SMG to allow the ejected round to fall into the rubber matted tray directly in front of and underneath the aiming point of the clearing barrel and hand the ejected round to the clearing barrel. **(T-1)**.

14.4.4. Visually inspect the rifle to ensure the chamber and receiver area to ensure no magazine or ammunition present and the safety selector lever is in the safe position. **(T-1)**.

14.4.5. After the clearing barrel attendant verifies the SMG contains no ammunition and is safe for turn-in; proceed to the turn-in point with the SMG in the “port-arms” position, bolt locked in the rear (open) position and safety selector lever in the safe (S) position. **(T-1)**.

**14.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hand the SMG to the armorer “butt” first, muzzle elevated, bolt locked in the rear (open) position and safety selector lever in the safe (S) position. **(T-1)**. The armorer takes possession of the SMG and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers in the trigger guard. **(T-1)**. The armorer will use the following procedures:

14.5.1. Visually inspect the chamber/receiver to ensure no ammunition or magazine is present and the weapon is safe for storage. **(T-1)**.

14.5.2. Slap the cocking handle down fully allowing the bolt to move to the forward (closed) position. **(T-1)**.

14.5.3. Place the safety selector lever in the semi (E) position and dry-fire the SMG into the clearing barrel. **(T-1)**.

14.5.4. Place the safety selector lever in the safe (S) position. **(T-1)**. The weapon is now “rack safe,” no ammunition is present, the bolt is in the forward (closed) position and the safety selector lever is in the safe (S) position. Store the weapon in an approved storage rack or container. **(T-1)**.

## Chapter 15

### M16 SERIES RIFLES AND M4 SERIES CARBINES (5.56MM)

**15.1. General Information.** M16 series rifles and M4 carbine loading/unloading procedures are in accordance with TO 11W3-5-5-41, *Operator's Manual for Rifle, 5.56 MM, M16A2 W/E, Carbine, 5.56 MM, M4 W/E*.

**15.2. Issue.** The armorer will use the following procedures when issuing the 5.56mm rifle or carbine: **Note:** All future references to “rifle” include the M4 carbine.

15.2.1. Remove the rifle from its storage rack or container, and proceed to the issue-point clearing area with the weapon held in the “port-arms” position. **(T-1).** Do not place fingers into trigger guard. **(T-1).**

15.2.2. Place the muzzle in the clearing barrel aiming point in line with the axis of the barrel and attempt to place the selector lever in the safe position. **(T-1).** **Note:** If the rifle was properly stored with the hammer in the forward position, the selector lever will not go into the safe position.

15.2.3. Visually inspect the rifle to ensure there is no magazine inserted. **(T-1).** **Note:** If a magazine is inserted, depress the magazine catch button and remove the magazine before proceeding.

15.2.4. Pull the charging handle to the rear while depressing the lower portion of the bolt catch, and lock the bolt to the rear (open) position. **(T-1).** Return the charging handle to the forward position. **(T-1).**

15.2.5. Place the selector lever in the safe position and visually inspect the chamber and receiver area to ensure no ammunition is present. **(T-1).**

15.2.6. Issue the rifle to the individual “butt” first, muzzle elevated, bolt locked to the rear (open position) and the selector lever in the safe position. **(T-1).** Do not place fingers on trigger or into trigger guard during issue. **(T-1).**

**15.3. Loading.** The individual issued the rifle will use the following procedures:

15.3.1. Proceed to the clearing zone with the rifle held in the “port-arms” position, bolt locked to the rear and selector lever in the safe position. **(T-1).**

15.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with axis of barrel. **(T-1).** Do not place fingers into trigger guard. **(T-1).**

15.3.3. Visually inspect the rifle to ensure the selector lever is in the safe position and there is no magazine or ammunition present in the chamber or receiver area. **(T-1).**

15.3.4. After the clearing barrel attendant verifies the rifle contains no ammunition and is safe, depress the upper portion of the bolt catch, allowing the bolt to move to the forward (closed) position; close the ejection port cover. **(T-1).**

15.3.5. If the individual is to be armed, insert a loaded magazine and ensure it is secured into the magazine well. **(T-1).** The individual is now considered armed. A round will not be

chambered. **(T-1)**. If the individual is not arming, proceed to next step without inserting a magazine.

15.3.6. Sling the rifle with the muzzle pointed either in the up or down position. **(T-1)**. During inclement weather, the rifle should be slung with the muzzle pointed down.

**15.4. Unloading and/or Clearing.** Individuals preparing to unload and/or clear SA/LW approach the clearing zone with the rifle in the “sling arms” or “port-arms” position and will use the following procedures:

15.4.1. When directed by the clearing barrel attendant, enter the clearing zone, unsling the rifle and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

15.4.2. If a magazine is in the magazine well, depress the magazine catch button, remove the magazine, and hand the magazine to the clearing barrel attendant. **(T-1)**.

15.4.3. Visually inspect the rifle to ensure the selector lever is in the safe position, pull the charging handle to rear while depressing the lower portion of the bolt catch and lock the bolt to the rear (open) position. **(T-1)**. Return the charging handle to the forward position. **(T-1)**.

15.4.4. Visually inspect the rifle chamber and receiver area to ensure no magazine or ammunition is present and the selector lever is in the safe position. **(T-1)**.

15.4.5. After the clearing barrel attendant verifies the rifle contains no ammunition and is safe for turn-in; proceed to the turn-in point with the rifle held at “port-arms”, bolt locked to the rear (open) position, and selector lever on safe. **(T-1)**.

**15.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the rifle to the armorer “butt” first, muzzle elevated, bolt locked to the rear (open) position and the selector lever in the safe position. **(T-1)**. The armorer takes possession of the rifle and immediately places the muzzle into the clearing barrel aiming point in line with axis of barrel. **(T-1)**. Do not place fingers into trigger guard. **(T-1)**. The armorer will use the following procedures:

15.5.1. Visually inspect the chamber and receiver area; ensure no ammunition or magazine is present and the rifle is safe for storage. **(T-1)**.

15.5.2. Depress the upper portion of the bolt catch and allow the bolt to move to the forward (closed) position. **(T-1)**.

15.5.3. Place the selector lever on semi and pull the trigger, dry-firing the rifle into the clearing barrel. **(T-1)**. Close the ejection port cover. **(T-1)**. Ensure all optics, pointers, and illuminators attached to the rifle are turned off. **(T-1)**.

15.5.4. The rifle is now “rack safe,” free of ammunition, bolt forward (closed) and selector lever in the semi position. **Note:** The selector lever cannot be placed on safe after the rifle has been dry-fired. Store the rifle in an approved storage rack or container. **(T-1)**.

## Chapter 16

### M14 RIFLE (7.62MM)

**16.1. General Information.** M14 rifle loading/unloading procedures are in accordance with TO 11W3-5-4-41, Technical Manual, *Operator Manual, For Rifle 7.62MM, M14 W/E*.

**16.2. Issue.** The armorer will use the following procedures when issuing the M14 rifle:

16.2.1. Remove the rifle from the storage rack and proceed to the issue-point clearing area with the rifle held in the “port arms” position, bolt in the forward (closed) position, and the safety in the fire (forward) position. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

16.2.2. Place the muzzle into the clearing barrel aiming point in line with the axis of the barrel and lock the bolt to the rear (open) position. **(T-1)**.

16.2.3. Place the safety in the safe (rear) position. **(T-1)**.

16.2.4. Visually inspect the chamber and receiver to ensure no ammunition or magazine is present. **(T-1)**.

16.2.5. Issue rifle to person “butt” first, muzzle elevated, bolt locked to the rear (open) position and safety in the safe (rear) position. **(T-1)**. Do not place fingers on trigger or into trigger guard during issue. **(T-1)**.

**16.3. Loading.** The individual issued the rifle will use the following procedures:

16.3.1. Proceed to the clearing zone with the rifle held in the “port-arms” position, bolt in the rear (open) position, and safety in the safe (rear) position. **(T-1)**.

16.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

16.3.3. Visually inspect the chamber and receiver to ensure no ammunition or magazine is present. **(T-1)**.

16.3.4. After the clearing barrel attendant verifies no ammunition is present, pull back on the operating rod handle, and release it to permit the bolt to move forward to the closed position. **(T-1)**.

16.3.5. If the person is to be armed, insert a loaded magazine, and ensure it is secured into the magazine well. **(T-1)**. The individual is now considered armed. A round will not be chambered. **(T-1)**. If the individual is not arming, proceed to next step without inserting a magazine. **(T-1)**.

16.3.6. Sling the rifle with the muzzle pointed either in the up or down position. **(T-1)**. During inclement weather, the rifle should be slung with the muzzle pointed down. **Note:** For Honor Guard personnel, the weapon is transported with bolt forward, no ammunition and safety on safe. **(T-1)**.

**16.4. Honor Guard Loading for Ceremony.** Honor Guard personnel do not load the rifle until just prior to the ceremony start time. **(T-1)**. The individual issued the rifle will use the following procedures:

16.4.1. Visually inspect the rifle to ensure the safety is in the safe (rear) position. **(T-1).**

16.4.2. Lock the bolt to the rear (open) position and inspect the chamber to ensure it is clear. **(T-1).**

16.4.3. Pull back on the operating rod handle and release it to permit the bolt to move forward to the closed position. **(T-1).**

16.4.4. Insert magazine loaded with blank ammunition and place the safety in the fire (forward) position when ready to fire in the ceremony. **(T-1). WARNING: Do not fire blank ammunition directly toward personnel. Note:** Upon completion of the ceremony, the ranking individual verifies the weapons are clear (as prescribed in [16.5.2](#) thru [16.5.3](#).) using a two person concept, allows the bolt to go forward and ensures the safety is in the safe (rear) position, in order to transport the weapons.

**16.5. Unloading and/or Clearing.** Individuals preparing to clear SA/LW approach the clearing zone with their rifle in the “port arms” position and will use the following procedures:

16.5.1. When directed by the clearing barrel attendant, enter the clearing zone, unsling the rifle and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**

16.5.2. If a magazine is in the magazine well, depress the magazine latch, remove the magazine and hand it to the clearing barrel attendant before proceeding. **(T-1).**

16.5.3. Visually inspect the rifle to ensure the safety is in the safe (rear) position, with the safety protruding into the trigger guard. **(T-1).**

16.5.4. Lock the bolt to the rear (open) position and visually inspect the chamber and receiver to ensure no ammunition or magazine is present. **(T-1).**

16.5.5. After the clearing barrel attendant verifies the rifle contains no ammunition and is safe for turn-in, proceed to the turn-in point with the rifle in the “port-arms” position, bolt in the rear (open) position, and safety in the safe position. **(T-1).**

**16.6. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the rifle to the armorer “butt” first, muzzle elevated, bolt locked in the rear (open) position, and safety in the safe (rear) position. **(T-1).** The armorer takes possession of the rifle and immediately places the muzzle into the clearing barrel aiming point in line with axis of barrel. Do not place fingers into the trigger guard. **(T-1).** The armorer will use the following procedures:

16.6.1. Visually inspect the chamber and receiver area to ensure no ammunition or magazine is present and is safe for storage. **(T-1).**

16.6.2. Pull back on the operating rod handle and release it to permit the bolt to move forward to the closed position. **(T-1).**

16.6.3. Place the safety to the fire (forward) position and press the trigger, dry-firing the rifle into the clearing barrel. **(T-1).**

16.6.4. The rifle is now “rack safe,” free of ammunition, bolt forward (closed) and safety is in the fire (forward) position. Store the weapon in an approved storage rack or container. **(T-1).**

## Chapter 17

### M110 SEMI-AUTOMATIC SNIPER SYSTEM (SASS) (7.62MM)

**17.1. General Information.** M110 SASS loading/unloading procedures are in accordance with TO 11W3-5-4-71, *Operator's Manual For M110 Semi-Automatic Sniper System (SASS), 7.62MM*.

**17.2. Issue.** The armorer will use the following procedures when issuing the M110 SASS rifle:

17.2.1. Remove the rifle from its storage rack or container, and proceed to the issue-point clearing area with the weapon held in the "port-arms" position. **(T-1)**. Do not place fingers into trigger guard. **(T-1)**.

17.2.2. Place the muzzle of the rifle in the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**.

17.2.3. Attempt to place the ambidextrous safety selector lever in the safe (S) position. **(T-1)**. **Note:** If the rifle was properly stored with the hammer in the forward position, the ambidextrous safety selector lever will not go into the safe position. **(T-1)**.

17.2.4. Visually inspect the rifle to ensure there is no magazine inserted. **(T-1)**. **Note:** If a magazine is inserted, depress the ambidextrous magazine catch button and remove the magazine before proceeding.

17.2.5. With the muzzle in the clearing barrel aiming point in line with the axis of the barrel, pull the charging handle to the rear while pressing the ambidextrous bolt catch, and lock the bolt to the rear (open) position. **(T-1)**. Return the charging handle to the forward position. **(T-1)**.

17.2.6. Place the ambidextrous safety selector lever in the safe position and visually inspect the chamber and receiver area to ensure no ammunition is present. **(T-1)**.

17.2.7. Issue the rifle to the individual "butt" first, muzzle elevated, bolt locked to the rear (open position) and the ambidextrous safety selector lever in the safe position. **(T-1)**. Do not place fingers on trigger or into trigger guard during issue. **(T-1)**.

**17.3. Loading.** The individual issued the rifle will use the following procedures:

17.3.1. Proceed to the clearing zone with the rifle held in the "port-arms" position, bolt locked to the rear and ambidextrous safety selector lever in the safe position. **(T-1)**.

17.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with axis of barrel. **(T-1)**. Do not place fingers into trigger guard. **(T-1)**.

17.3.3. Visually inspect the rifle to ensure the ambidextrous safety selector lever is in the safe position and there is no magazine or ammunition present in the chamber or receiver area. **(T-1)**.

17.3.4. After the clearing barrel attendant verifies the rifle contains no ammunition and is safe, depress the upper portion of the ambidextrous bolt catch, allowing the bolt to move to the forward (closed) position; close the ejection port cover. **(T-1)**.

17.3.5. If the individual is to be armed, insert a loaded magazine and ensure it is secured into the magazine well. **(T-1)**. The individual is now considered armed. A round will not be



chambered. (T-1). If the individual is not arming, proceed to next step without inserting a magazine. (T-1).

17.3.6. Sling the rifle with the muzzle pointed either in the up or down position. (T-1). During inclement weather, the rifle should be slung with the muzzle pointed down.

**17.4. Unloading and/or Clearing.** Individuals preparing to clear SA/LW approach the clearing zone with the rifle in the “sling-arms” or “port-arms” position and will use the following procedures:

17.4.1. When directed by the clearing barrel attendant, enter the clearing zone, unsling the rifle and immediately place the muzzle into the clearing barrel aiming point in line with axis of barrel. (T-1). Do not place fingers into the trigger guard. (T-1).

17.4.2. If a magazine is in the magazine well, depress the ambidextrous magazine catch button, remove the magazine and hand it to the clearing barrel attendant. (T-1). If there is no magazine in the rifle, proceed to paragraph 17.4.3.

17.4.3. Visually inspect the rifle to ensure the ambidextrous safety selector lever is in the safe position, pull the charging handle to the rear while depressing the ambidextrous bolt catch and lock the bolt to the rear (open) position. (T-1). Return the charging handle to the forward position. (T-1).

17.4.4. Visually inspect the chamber and receiver area to ensure no magazine and ammunition are present and the ambidextrous safety selector lever is in the safe position. (T-1).

17.4.5. After the clearing barrel attendant verifies the rifle contains no ammunition and is safe for turn-in; proceed to the SA/LW turn-in point with the rifle held at “port-arms”, bolt locked to the rear (open) position, and ambidextrous safety selector lever on safe. (T-1).

**17.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the rifle to the armorer “butt” first, muzzle elevated, bolt locked to the rear (open) position and the ambidextrous safety selector lever in the safe position. (T-1). The armorer takes possession of the rifle and immediately places the muzzle into the clearing barrel aiming point in line with axis of barrel. (T-1). Do not place fingers into trigger guard. (T-1). The armorer will use the following procedures:

17.5.1. Visually inspect the chamber/receiver area to ensure no ammunition or magazine is present and the rifle is safe for storage. (T-1).

17.5.2. Depress the ambidextrous bolt catch and allow the bolt to move to the forward (closed) position. (T-1).

17.5.3. Place the ambidextrous safety selector lever on fire and pull the trigger, dry-firing the rifle into the issue/turn-in barrel. (T-1). Close the ejection port cover. (T-1). Ensure all optics, pointers, and illuminators attached to the rifle are turned off and remove the sound suppressor if attached. (T-1).

17.5.4. The rifle is now “rack safe,” free of ammunition, bolt forward (closed) and ambidextrous safety selector lever in the fire (F) position. **Note:** The ambidextrous safety selector lever cannot be placed on safe after the rifle has been dry-fired. Store the rifle in an approved storage rack or container. (T-1).

## Chapter 18

### M24 SNIPER WEAPON SYSTEM RIFLE (7.62MM)

**18.1. General Information.** M24 rifle loading/unloading procedures are in accordance with TO 11W3-5-4-10-1, *Operator Manual, 7.62MM M24 Sniper Weapon System*. The M24 is assigned to the Advanced Designated Marksman (ADM). Normally, each rifle is zeroed to the assigned marksman or a team of two marksmen. The M24 should not be used as a general issue weapon. The entire system consists of the rifle, optics, cleaning kit, cases, operator's manual and other directed support equipment.

**18.2. Storage.** The M24 SWS rifle should be stored in a sealed or locked case. This helps to prevent movement/damage to the sighting device and subsequent changes in the zero of the optics. If the case is sealed, the seal is a railroad-type, numbered seal. **(T-2)**. The unit commander determines who is authorized to remove and replace seals and under what circumstances. If the case is locked, the unit commander determines key control procedures.

18.2.1. Prior to placing the rifle in its storage case, the weapon must be cleared and the bolt removed. **(T-1)**. The bolt is stored in the rifle case.

18.2.2. Access to the rifle must be strictly controlled. Once the Advanced Designated Marksman (ADM) has sighted and zeroed the weapon, they should be the only individuals handling the weapon for training and/or operational use.

18.2.3. If the rifle is not stored in a case, armory personnel should take great care in protecting the sighting system from damage or from being disturbed during daily operations. The unit commander determines how the rifle is stored (in a case or weapons rack).

**18.3. Ammunition.** The M24 can be utilized to fire long-range ball, ball/tracer and armor piercing (AP) ammunition. Long-range ammunition is produced to stringent tolerances to ensure superior accuracy. AP ammunition enables ADM to penetrate hard cover, such as urban terrain and light armor.

18.3.1. Ammunition may be stored in the sealed or locked case with the M24 to accommodate quick response; however, the unit must maintain required accountability and security of both the rifle and munitions. **(T-1)**.

18.3.2. If ammunition is stored in the rifle case, an armorer will verify the type, amount and lot number(s) prior to the case being locked or sealed. **(T-1)**. To accommodate accountability, ammunition amount and type should be annotated on the seal log.

**18.4. Issue.** The armorer will use the following procedures when issuing the M24 rifle:

18.4.1. Remove the rifle from its storage rack/case and proceed to the issue-point clearing area with it in the "port-arms" position, bolt in the forward (closed) position (if rifle is stored with the bolt in the weapon), and the safety in the fire (F) position. **(T-1)**. Do not place fingers into trigger guard. **(T-1)**.

18.4.2. Place the muzzle in the clearing barrel aiming point in line with the axis of the barrel, unlock and retract bolt handle fully to the rear. **(T-1)**. If the rifle is stored in a case, with the bolt removed, inspect the chamber and magazine area to ensure no ammunition is present, insert the bolt assembly and retract the bolt handle fully to the rear. **(T-1)**.

18.4.3. Place the safety to the safe (S) position, inspect the chamber and magazine area to ensure no ammunition is present. **(T-1)**.

18.4.4. Issue the rifle to the individual “butt” first, muzzle elevated, bolt to the rear (open) position and safety in the safe (S) position. **(T-1)**. Do not place fingers on trigger or into trigger guard during issue. **(T-1)**. **Note:** If the unit commander has designated storage of the M24 in a locked/sealed case, the armorer may issue the rifle and ammunition to the designated marksman in the case to expedite issue for urgent/critical responses. This procedure may not be used for non-emergency/routine issue of the rifle. The unit commander will designate in a local operating instruction if this option will be used, including details on specific procedures. **(T-1)**.

**18.5. Loading/Clearing Upon Issue.** The individual issued the rifle will use the following procedures:

18.5.1. Proceed to the clearing zone with the rifle held in the “port-arms” position, bolt to the rear and safety lever in the safe position. **(T-1)**.

18.5.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into trigger guard. **(T-1)**.

18.5.3. Visually inspect the safety lever is in the safe position and no ammunition is present in the chamber or receiver area. **(T-1)**.

18.5.4. The clearing barrel attendant verifies the rifle is clear and safe. If the rifle is to be loaded, proceed to paragraph **18.5.5**. **(T-1)**. If the rifle is not to be loaded, close the bolt and ensure the safety lever is in the safe position, then sling the rifle with the muzzle pointed either up or down, or place it in the rifle case for transport. **(T-1)**. During inclement weather, the rifle should be slung with the muzzle pointed down.

18.5.5. If the individual is to be armed, ensure the safety lever is in the safe position and insert ammunition into the magazine. **(T-1)**. Ensure ammunition is set fully rearward in the magazine. **(T-1)**.

18.5.6. Press downward on the top round in the magazine to prevent chambering a round and slowly slide the bolt forward, so the bolt slides over the top of the cartridges in the magazine. **(T-1)**. The rifle will not be carried with a round in the chamber. **(T-1)**.

18.5.7. After the clearing barrel attendant verifies a round is not chambered and the safety is in the safe position, sling the rifle with the muzzle pointed either up or down. **(T-1)**. During inclement weather, the rifle should be slung with the muzzle pointed down. The individual is now considered armed to meet duty requirements.

**18.6. On-Post Loading/Unloading.** The unit commander determines the circumstances for loading the M24. These procedures will be prescribed in a local operating instruction.

18.6.1. Loading. The individual issued the rifle will use the following procedures:

18.6.1.1. Point the muzzle in a safe direction, ensure the safety is in the safe position and open the bolt. **(T-1)**.

18.6.1.2. After the posting supervisor (or spotter) verifies the rifle is clear, insert ammunition into the magazine. **(T-1)**. Ensure ammunition is set fully rearward in the

magazine. (T-1). A round is only inserted in the chamber when there is an immediate need to engage a target/threat. (T-1).

18.6.1.3. Press downward on the top round in the magazine and slowly slide the bolt forward, so the bolt slides over the top of the cartridges in the magazine. (T-1). Ensure the safety is in the safe position until there is a need to engage a target/threat. (T-1).

18.6.2. Unloading. The individual issued the rifle will use the following procedures:

18.6.2.1. Point the muzzle in a safe direction, ensure the safety is in the safe position, open the bolt and pull the handle to the rear slowly with left hand while the right hand is positioned to catch the ejected round if present. (T-1). If required by local procedures to leave ammunition in the magazine proceed to paragraph 18.6.2.4.

18.6.2.2. Place the hand below the floorplate and depress the floorplate latch. (T-1). Remove the ammunition, push in the magazine follower and close the floorplate. (T-1).

18.6.2.3. After the posting supervisor (or spotter) verifies the rifle contains no ammunition and is safe, close the bolt. (T-1). The rifle is now clear.

18.6.2.4. After the posting supervisor (or spotter) verifies the safety is in the safe position and the chamber is free of ammunition, push downward on the top round in the magazine and slowly slide the bolt forward, so the bolt slides over the top of the cartridges in the magazine. (T-1). **Note:** The rifle is not cleared in this configuration. Ensure the safety is in the safe position until there is a need to engage a target/threat.

**18.7. Unloading and/or Clearing Prior to Turn-in.** Posting supervisors ensure removal of rounds from the rifle before the individual departs their post or duty location. (T-1). In cases where a posting supervisor is not present, the spotter ensures removal of rounds from the rifle. (T-1). Individuals preparing to clear SA/LW approach the clearing zone with the rifle in the “sling-arms” or “port-arms” position and will use the following procedures:

18.7.1. When directed by the clearing barrel attendant, enter the clearing zone and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. (T-1). Do not place fingers into the trigger guard. (T-1).

18.7.2. After the clearing barrel attendant verifies the rifle safety is in the safe (S) position, open the bolt to the rear slowly with the left hand while the right hand is positioned to catch ejected round if present. (T-1).

18.7.3. If ammunition is present in magazine, place hand below floorplate and depress floorplate latch. (T-1). Remove the ammunition, push in the magazine follower and close the floorplate. (T-1).

18.7.4. Visually inspect the chamber/receiver area to ensure no ammunition is present and the safety is in the safe position. (T-1).

18.7.5. After the clearing barrel attendant verifies the rifle contains no ammunition and is safe for turn-in; proceed to the SA/LW turn-in point with the rifle at “port-arms,” bolt locked to the rear (open) position, and safety lever on (S). (T-1).

**18.8. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the rifle to the armorer “butt” first, muzzle elevated, bolt locked to the rear (open) position and the safety lever in the safe (S) position. (T-1). The armorer takes possession of the rifle and

immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into trigger the guard. **(T-1)**. The armorer will use the following procedures:

18.8.1. Visually inspect the chamber/receiver area and magazine to ensure the rifle contains no ammunition and is safe for storage. **(T-1)**. If the unit commander has authorized storage of the M24 in a sealed or locked case, go to paragraph [18.8.4](#).

18.8.2. Close and lock the bolt, place the safety lever on fire (F) and pull the trigger, dry-firing the rifle into the clearing barrel. **(T-1)**. Ensure all electronic optics, pointers, and illuminators attached to the rifle are turned off. **(T-1)**.

18.8.3. The rifle is now “rack safe,” free of ammunition, bolt forward (closed) and safety lever in the fire (F) position. **Note:** The safety lever cannot be placed on safe after the rifle has been dry-fired. Store the rifle in an approved storage rack or container. **(T-1)**.

18.8.4. If the unit commander has authorized storage of the M24 in a sealed or locked case; the armorer will perform the following procedures:

18.8.4.1. Push the bolt stop release and as you are pushing the bolt stop release, slide the bolt assembly to the rear and remove it from the weapon. **(T-1)**.

18.8.4.2. Place the bolt assembly in the storage case. **(T-1)**. The weapon is now clear and safe. Place the rifle, as well as the ammunition (if authorized), and any other required equipment in the storage case and lock or seal the case. **(T-1)**. If the case is sealed, the armorer records the new seal number in the seal log.

## Chapter 19

### M107 LONG RANGE SNIPER RIFLE (LRSR) (.50 CALIBER)

**19.1. General Information.** M107 LRSR loading/unloading procedures are in accordance with TO 11W2-5-7-1, *Operator's Manual Long Range Sniper Rifle, Caliber .50, M107*. The M107 LRSR is a .50 caliber anti-material weapon. **Note:** Due to the size of the muzzle break on the M107, the barrel will not fit into the opening of the clearing barrel. Therefore, when using a clearing barrel to inspect the M107, the individual handling the weapon must ensure the center of the M107 bore is pointed at and in line with the axis of the clearing barrel aiming point (center of opening).

**19.2. Issue.** The M107 may be stored assembled in a rack or unassembled in a case.

19.2.1. Assembled M107. The armorer will use the following procedures when issuing the M107:

19.2.1.1. Remove the M107 from its storage rack or container and proceed to the issue-point clearing area at "port-arms," bolt in the forward (closed) position and safety on safe (S). **(T-1)**.

19.2.1.2. Point the muzzle of the weapon at the clearing barrel aiming point. Grasp the charging handle and pull the bolt to the rear and hold the bolt to the rear (bolt will not lock to the rear). **(T-1)**. Check the chamber and magazine well to ensure no rounds are present. **(T-1)**.

19.2.1.3. While holding the charging handle, ride the bolt forward. **(T-1)**. Do not allow the bolt to slam forward as damage will occur. **(T-1)**.

19.2.1.4. Issue the M107 to the individual, "butt" first, muzzle elevated, and safety switch in the safe position. **(T-1)**.

19.2.2. Unassembled M107. The armorer will use the following procedures when issuing the M107:

19.2.2.1. Remove case from storage location, move to a clear area with sufficient lighting and open case. **(T-1)**.

19.2.2.2. Jointly verify receiver/chamber are void of ammo and all appropriate equipment is present with individual receiving M107 prior to issue. **(T-1)**.

19.2.2.3. Once weapon is verified cleared, issue weapon in case to individual. **(T-1)**.

19.2.2.4. Ensure individual closes case and proceeds to destination. **(T-1)**.

19.2.2.5. Once on location the M107 is assembled and cleared according to [19.2.1](#) and [19.3](#) while muzzle is pointed in a safe direction. **(T-1)**.

**19.2.3. Post-Issue Clearing and Loading Procedures.** The individual issued the weapon will use the following procedures:

**19.3. Proceed to the clearing zone with the M107 in the "port-arms" position, muzzle elevated, and the safety switch in the safe position. (T-1).** The M107 magazines are loaded with a maximum of nine (9) rounds in accordance with the applicable operator technical order. **(T-1)**.

19.3.1. When directed by the clearing barrel attendant, enter the clearing zone and point the muzzle in a safe direction. **(T-1)**.

19.3.2. Ensure the safety is in the safe position and no magazine is loaded. **(T-1)**. Grasp the charging handle and pull/hold the bolt to the rear. **(T-1)**. Visually inspect the chamber and magazine well to ensure no ammunition is present. **(T-1)**. The clearing barrel attendant verifies the M107 is unloaded and if it is safe to proceed.

19.3.3. After the clearing barrel attendant verifies the M107 contains no ammunition and is safe, while holding the charging handle, ride the bolt forward. **(T-1)**. Do not allow the bolt to slam forward as damage will occur. **(T-1)**. If the individual is not arming, depart the clearing zone with M107 in the “port-arms” position. **(T-1)**.

19.3.4. When a magazine is inserted to meet an immediate duty requirement, place the magazine hook, located on the front of the magazine, onto the hinge, located in the front of the magazine well. **(T-1)**. Now rotate the magazine upwards until you hear the click of it locking into the rear magazine catch. **(T-1)**. Pull downward on the magazine to ensure it is properly seated. **(T-1)**. A round will not be chambered nor the selector lever moved to the FIRE position at this time.

19.3.5. If there is no immediate need to load a magazine; the magazine may be inserted upon assumption of post. Depart the clearing zone with M107 in the “port-arms” position. **(T-1)**. When a magazine is required to be inserted upon assumption of post, keep the M107 pointed in a safe direction and insert a magazine according to [Paragraph 19.3.4](#).

**19.4. Unloading and Clearing.** Armed individuals will remove the loaded magazine immediately upon relief from post or duty location. **(T-1)**. Posting supervisors ensure removal of the loaded magazine from the M107 before the individual departs his or her post or duty location. **(T-1)**. In cases where a posting supervisor is not present, the spotter will ensure removal of the loaded magazine from the M107. **(T-1)**. Individuals preparing to clear SA/LW approach the clearing zone with the M107 “port-arms” position and use the following procedures:

19.4.1. When directed by the clearing barrel attendant, enter the clearing zone and give the clearing barrel attendant the removed, loaded magazine. **(T-1)**. Immediately point the muzzle of the M107 at the clearing barrel aiming point. **(T-1)**. Do not place fingers into the trigger guard. Ensure the safety is in the safe position. **(T-1)**. Press the magazine catch forward, toward the magazine, and remove the magazine from the rifle (if not previously removed). **(T-1)**. **Note:** The loaded magazine should have been removed from the rifle at the time the person was relieved from his or her post or duty assignment.

19.4.2. After the clearing barrel attendant verifies the M107 does not have a magazine inserted, visually inspect the M107 to ensure the selector lever is in the safe position, pull the charging handle to rear, a round will eject if chambered, and hold the charging handle to the rear. **(T-1)**.

19.4.3. Visually inspect the chamber ensure no ammunition is present and the safety is in the safe position. **(T-1)**. After the clearing barrel attendant confirms the chamber and magazine well contains no ammunition and is safe for turn-in, ride the bolt forward. **(T-1)**.

19.4.4. After the clearing barrel official confirms the bolt is forward, proceed to the turn-in point with the rifle at “port-arms” position, bolt forward, and safety in the safe position. **(T-1)**.

**19.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the rifle to the armorer “butt” first, muzzle elevated, and the safety on safe position. **(T-1)**. The armorer takes possession of the rifle and immediately points the muzzle at the clearing barrel aiming point. **(T-1)**. Do not place fingers into trigger guard. **(T-1)**. The armorer will use the following procedures:

19.5.1. Assembled M107.

19.5.1.1. Visually inspect the M107 to ensure the selector lever is in the safe position, pull the charging handle to rear, a round will eject if chambered, and hold the charging handle to the rear. **(T-1)**.

19.5.1.2. Visually inspect the chamber/receiver area to ensure no ammunition is present, the safety is on safe and the weapon is clear. **(T-1)**.

19.5.1.3. While holding the charging handle, ride the bolt forward. Do not allow the bolt to slam forward as damage will occur. **(T-1)**.

19.5.1.4. Place the safety to fire (F) and press the trigger to release the hammer. **(T-1)**. The weapon is now safe for storage.

19.5.2. Unassembled M107.

19.5.2.1. When directed, the individual opens the case and conducts a joint inspection of the contents to ensure the receiver and chamber are clear of ammunition and all equipment is serviceable, clean and present. **(T-1)**.

19.5.2.2. Upon verification, the armorer takes possession of weapon, close case and return it to storage location. **(T-1)**.



## Chapter 20

### M500, M590, M590A1, M590A2, M870 SHOTGUNS AND M870 MODULAR COMBAT SHOTGUN (MCS) (12-GAUGE)

**20.1. General Information.** Pump action shotgun loading/unloading procedures are in accordance with TO 11W3-6-2-1, *Operator and Field Maintenance Instructions with Illustrated Parts Breakdown Model 870 12 Gauge, Pump Action Shotgun National Stock Number (NSN) 1005-00-973-5645; Modular Combat Shotgun (MCS) System 12 Gauge, Pump Action NSN 1005-01-524-4273; And Bird Aircraft Strike Hazard (BASH) 12 Gauge, Pump Action Shotgun NSN 1005-01-604-1156* and TO 11W3-6-2-11C, *Technical Manual Unit and Direct Support Maintenance Manual (Including Repair Parts and Special Tools List) For Mossberg 12-Gauge Shotgun, Model 500.*

**20.2. Issue.** The armorer will use the following procedures when issuing the 12-gauge, pump action shotgun:

- 20.2.1. Remove the shotgun from its storage rack or container and proceed to the issue-point clearing area with the shotgun held in the “port-arms” position. **(T-1).**
- 20.2.2. Place the muzzle into the clearing barrel aiming point in line with the axis of the barrel and ensure the safety is in the safe position (red band or dot not showing). **(T-1).** Do not place fingers into the trigger guard. **(T-1).**
- 20.2.3. While depressing the action bar lock, grasp the fore-end with the “non-shooting” hand and pull it to the rear, opening the action. **(T-1).**
- 20.2.4. Visually inspect the chamber, receiver, and magazine to ensure no ammunition is present. **(T-1).**
- 20.2.5. Issue the shotgun to the individual, “butt” first, muzzle elevated, action open and safety in the safe position. **(T-1).**

**20.3. Loading.** The individual issued the weapon will use the following procedures:

- 20.3.1. Proceed to the clearing zone with the shotgun held in the “port-arms” position, action open, and safety in the safe position (red band or dot not showing). **(T-1).**
- 20.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Hold the shotgun upright with the strong hand on the pistol grip. **(T-1).** Do not place fingers into the trigger guard. **(T-1).**
- 20.3.3. Rotate the weapon over with the ejection port facing up. **(T-1).** Visually inspect the chamber, receiver, and magazine to ensure there is no ammunition present, and the safety is in the safe position (red band or dot not showing). **(T-1).**
- 20.3.4. After the clearing barrel attendant verifies the shotgun contains no ammunition and is safe, while holding the pistol grip of the butt stock in the “shooting hand,” push the fore-end to the forward position (action closed) with the non-shooting hand. **(T-1).**
- 20.3.5. Turn the weapon upside down, while maintaining positive control of the weapon, load the first round into the shotgun by inserting it into the magazine through the bottom of the

receiver. (T-1). Continue to load until the magazine is full. (T-1). Keep the weapon turned upside down until loading is complete. (T-1). If the person is not arming, proceed to the next step without loading any rounds.

20.3.6. Sling the shotgun over one shoulder (if a sling is available) or carry the shotgun in the “port-arms” position. (T-1). During inclement weather, the shotgun should be slung with the muzzle pointed down.

**20.4. Unloading and/or Clearing.** Individuals preparing to unload and/or clear their SA/LW approach the clearing zone with the shotgun in the “sling-arms” position (if a sling is available) or in the “port-arms” position and will use the following procedures:

20.4.1. When directed by the clearing barrel attendant, enter the clearing zone, unsling the shotgun (if slung) and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. (T-1). Hold the shotgun upright with the strong hand on the pistol grip of the butt stock and the butt stock snug against the side of the body. (T-1). Do not place fingers into the trigger guard. (T-1).

20.4.2. Ensure the safety is in the safe position (red band or dot not showing), press in the action bar lock and pull the fore-end slowly to the rear (action open) position until the magazine releases a round of ammunition. (T-1). If weapon was not loaded, proceed to 20.4.6. **Note:** If a round is chambered it will eject from the ejection port.

20.4.3. Bring the hand down from the fore-end and place it over the ejection port. (T-1). Rotate the shotgun to the right and allow the released round to drop from the ejection port into the hand. (T-1). Give the ejected round to the clearing barrel attendant, and push the fore-end forward, closing the slide action. (T-1).

20.4.4. Repeat the above two steps until the shotgun is free of ammunition. (T-1).

20.4.5. After you eject all ammunition from the shotgun, count the ejected rounds of ammunition to account for all rounds. (T-2). The clearing barrel attendant must verify all rounds are removed from the shotgun and it is safe to proceed. (T-1).

20.4.6. Visually inspect the chamber, receiver and magazine to ensure there is no ammunition present and the safety is in the safe position (red band or dot not showing). (T-1).

20.4.7. After the clearing barrel attendant verifies the shotgun contains no ammunition and is safe for turn-in, proceed to the turn-in point with the shotgun held in the “port-arms” position, fore-end to the rear (action open) position, and safety in the safe position (red band or dot not showing). (T-1).

**20.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point, and hands the shotgun to the armorer “butt” first, muzzle elevated, fore-end to the rear (action open) position and the safety in the safe position (red band or dot not showing). (T-1). The armorer takes possession of the shotgun and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. (T-1). Do not place fingers in the trigger guard. (T-1). The armorer will use the following procedures:

20.5.1. Visually inspect the chamber, receiver and magazine to ensure the shotgun contains no ammunition and is safe for storage. (T-1).

20.5.2. Push the fore-end to the forward (action closed) position, place the weapon on fire (red band or red dot showing) and dry-fire into the clearing barrel. **(T-1)**. After dry-firing, the safety is returned to the safe position. **(T-1)**.

20.5.3. The shotgun is now “rack safe,” free of ammunition, the fore-end is in the forward (action closed) position and the safety is on safe. Store the weapon in an approved storage rack or container. **(T-1)**.

## Chapter 21

### M203, M203A1 & M203A2 GRENADE LAUNCHER (GL) (40MM)

**21.1. General Information.** M203 series GL loading/unloading procedures are in accordance with TO 11W3-9-4-1, *Technical Manual Operators Manual Grenade Launcher, 40-MM: M203*. The M203 series GL is intended to be mounted to either the M16A2 rifle or M4 carbine. The grenadier must be aware that either adding or the removal of the GL from the rifle or carbine will have an effect on the zero of the rifle/carbine. Permanent removal of the M203A2 from the rifle/carbine when using the quick release mount requires the user to re-accomplish zero of the sights on the rifle/carbine, if they were zeroed with the GL mounted. Likewise, if the rifle/carbine is zeroed without the GL mounted, mounting the GL changes the zero of the rifle/carbine. Because the weapon system consists of both rifle/carbine and GL, clearing and handling must be inclusive of both rifle/carbine and GL procedures. **(T-1)**. Clearing and handling procedures, to include issue and turn-in, are completed with the GL mounted to the rifle/carbine. Unit commanders may prescribe whether the rifle or the GL is cleared first, as the carbine barrel will not fit into some clearing barrels when the GL barrel is in the forward position. **Note:** Future references to the GL include the rifle or carbine with GL attached and future references to the “rifle” include the carbine.

**21.2. Issue.** The armorer will use the following procedures when issuing the M203 GL:

21.2.1. Remove the GL from its storage rack or container and proceed to the issue-point clearing area in the “port-arms” position. **(T-1)**.

21.2.2. Place the muzzle in the clearing barrel aiming point in line with the axis of the barrel and visually inspect the weapon system to ensure there is no magazine in the rifle. **(T-1)**. Do not place fingers into the trigger guards. **(T-1)**.

21.2.3. Pull the rifle charging handle to the rear while depressing the lower portion of the rifle bolt catch, and lock the bolt to the rear (open) position. **(T-1)**. Return the charging handle to the forward position. **(T-1)**.

21.2.4. Move the rifle selector lever to the safe position and visually inspect the chamber and receiver area to ensure no ammunition is present. **(T-1)**.

21.2.5. Depress the GL’s barrel latch, slide the barrel assembly to the forward (open) position and move the GL’s safety to the safe (rearward) position. **(T-1)**.

21.2.6. Visually inspect the GL to ensure there is no ammunition present and it is safe for issue. **(T-1)**.

21.2.7. Issue GL to the individual “butt” first, muzzle elevated, rifle bolt locked to the rear (open) position, GL barrel assembly forward (open) and safeties in the safe position. **(T-1)**. **Note:** Ensure the M203A1 is attached to the rifle prior to issue.

**21.3. Loading.** The individual issued the weapon will use the following procedures:

21.3.1. Proceed to the clearing zone with the GL held in the “port-arms” position, rifle bolt locked to the rear, GL barrel assembly in the forward (open) position, and safeties in the safe position. **(T-1)**. **CAUTION:** Under no circumstances will the GL be loaded at a clearing barrel. **(T-1)**. It is loaded outside of facilities/vehicles, the muzzle of the weapon pointed in a safe direction and as directed by MAJCOM/SF or installation commander and local procedures.

21.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle of the rifle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guards. **(T-1)**.

21.3.3. Visually inspect the GL to ensure each safety is in the safe position, no magazine is inserted, and there is no ammunition present in the rifle chamber and receiver area or GL barrel. **(T-1)**.

21.3.4. After the clearing barrel attendant verifies the GL contains no ammunition and is safe, depress the upper portion of the rifle's bolt catch, allow the rifle bolt to move to the forward (closed) position, and close the rifle's ejection port cover. **(T-1)**.

21.3.5. Pull the GL's barrel assembly to the rear (closed) position and lock it into place. **(T-1)**.

21.3.6. If the individual is to be armed, insert a loaded magazine in the rifle, and ensure it is secured into the magazine well. **(T-1)**. The individual is now considered armed. A round will not be chambered. **(T-1)**. If the individual is not arming, proceed to next step without inserting a magazine.

21.3.7. Sling the GL over one shoulder with the muzzle pointed either in the up or down position. **(T-1)**. During inclement weather, the GL should be slung with the muzzle pointed down.

**21.4. Unloading and/or Clearing.** If the GL was loaded, it must be cleared in a commander-designated area. **(T-1)**. The GL will not be unloaded at a clearing barrel. **(T-1)**. Individuals preparing to unload and/or clear their GL approach the clearing zone with GL in the "sling-arms" or "port-arms" position and will use the following procedures:

21.4.1. When directed by the clearing barrel attendant, enter the clearing zone and give the clearing barrel attendant the removed, loaded magazine. **(T-1)**. Place the muzzle of the rifle into the clearing barrel aiming point in line with axis of barrel. Do not place fingers into the trigger guards. **(T-1)**. **Note:** If rifle is loaded, depress the magazine catch button, remove the magazine, and hand the magazine to clearing barrel attendant. **(T-1)**.

21.4.2. Visually inspect the rifle to ensure the selector lever is in the safe position. **(T-1)**. Pull the charging handle to the rear while depressing the lower portion of the bolt catch, and lock the bolt to the rear (open) position. **(T-1)**. Return the charging handle to the forward position. **(T-1)**.

21.4.3. Visually inspect the rifle's chamber and receiver area to ensure there is no ammunition present. **(T-1)**. The clearing barrel attendant verifies the rifle contains no ammunition and is safe for turn-in. **(T-1)**.

21.4.4. Ensure the GL is in the safe position then depress the GL barrel latch and slide the barrel assembly to the forward (open) position. **(T-1)**.

21.4.5. Rotate the GL 180 degrees; visually inspect the barrel of the GL to ensure no ammunition is present. **(T-1)**. The clearing barrel attendant verifies the GL contains no ammunition and is safe for turn-in.

21.4.6. Upon direction of the clearing barrel attendant, proceed to the SA/LW turn-in point with the GL held in the “port-arms” position, rifle bolt locked to the rear (open) position, GL barrel in the forward (open) position, and safeties in the safe position. **(T-1)**.

**21.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the GL to the armorer “butt” first, muzzle elevated, rifle bolt locked to the rear (open) position, GL barrel in the forward (open) position and the safeties in the safe position. **(T-1)**. The armorer takes possession of the GL and immediately places the muzzle of the rifle into the clearing barrel aiming point in line with axis of barrel. **(T-1)**. Do not place fingers into the trigger guards. **(T-1)**. The armorer will use the follow procedures:

21.5.1. Visually inspect the rifle’s chamber and receiver area to ensure no ammunition is present. **(T-1)**.

21.5.2. Depress the upper portion of the rifle’s bolt catch and allow the bolt to move to the forward (closed) position. **(T-1)**.

21.5.3. Place the rifle’s selector lever in the semi position and pull the rifle trigger, dry-firing into the clearing barrel. **(T-1)**. Close the ejection port cover. **(T-1)**.

21.5.4. Visually inspect the GL barrel to ensure it contains no ammunition. **(T-1)**.

21.5.5. Pull the GL’s barrel assembly to the rear (closed) position and move the GL’s safety to the fire (forward) position. **(T-1)**. Pull the GL’s trigger, dry-firing into the clearing barrel aiming point. **(T-1)**.

21.5.6. The GL is now “rack safe,” free of ammunition, the rifle bolt is in the forward (closed) position, the GL barrel assembly is in the rear (closed) position, the rifle selector lever is in the semi position, and the GL safety is in the fire position. **(T-1)**. Ensure all optics, pointers, and illuminators attached to the GL are turned off. **(T-1)**. Store the weapon in an approved storage rack or container. **(T-1)**. **Note:** The quadrant sight (if installed) should be removed, or set according to the technical order to prevent damage.

## Chapter 22

### M320 GRENADE LAUNCHER (GL) (40MM)

**22.1. General Information.** M320 GL loading/unloading procedures are in accordance with TO 11W3-9-7-1, *Operator's Manual for Grenade Launcher, 40MM, M320, W/E*. The M320 GL is intended to be mounted to either the M16 series rifle or M4 series carbine. The grenadier must be aware that either mounting or removing the GL from the rifle or carbine will have an effect on the zero of the rifle/carbine. Permanent removal of the M320 from the rifle/carbine when using the quick release function requires the user to re-accomplish zero of the sights on the rifle/carbine, if they were zeroed with the GL mounted. Likewise, if the rifle/carbine is zeroed without the GL mounted, mounting the GL changes the zero of the rifle/carbine. Because the weapon system consists of both rifle/carbine and GL, clearing and handling must be inclusive of both rifle/carbine and GL procedures. **(T-1)**. Unit commanders may prescribe whether the rifle or the GL is cleared first. **Note:** If approved for use in the stand-alone configuration, the M320 will be issued, cleared, loaded, and turned-in using the same procedures as a mounted GL. **(T-1)**. Future references to the GL include the rifle or carbine with GL attached and future references to the "rifle" include the carbine unless otherwise specified.

**22.2. Issue.** The armorer will use the following procedures when issuing the M320 GL:

22.2.1. Remove the GL from its storage rack or container and proceed to the issue-point clearing area in the "port-arms" position. **(T-1)**.

22.2.2. Place the muzzle in the clearing barrel aiming point in line with the axis of the barrel and visually inspect the weapon system to ensure there is no magazine in the rifle. **(T-1)**. Do not place fingers into the trigger guards. **(T-1)**. **Note:** If the M320 is in the stand-alone configuration, place the muzzle of the GL into the clearing barrel aiming point in line with the axis of the barrel and proceed to paragraph 22.2.5. **(T-1)**.

22.2.3. Pull the rifle charging handle to the rear while depressing the lower portion of the bolt catch, and lock the bolt to the rear (open) position. **(T-1)**. Return the charging handle to the forward position. **(T-1)**.

22.2.4. Move the rifle selector lever to the safe position and visually inspect the chamber and receiver area to ensure no ammunition is present. **(T-1)**.

22.2.5. Place GL selector lever in the safe(S) position. **(T-1)**.

22.2.6. Press upward on the GL's barrel release, pivot the barrel assembly out (open) from the left side of the GL receiver. **(T-1)**.

22.2.7. Visually inspect the GL barrel to ensure there is no ammunition present and it is safe for issue. **(T-1)**.

22.2.8. Issue GL to the individual "butt" first, muzzle elevated, rifle bolt locked to the rear (open) position, GL barrel assembly pivoted out (open) from the left side of receiver and safeties in the safe position. **(T-1)**. **Note:** If the M320 is in the stand-alone configuration, the GL will be issued "butt" first with the barrel pivoted out (open) from the left side of the receiver and selector lever in the safe position. **(T-1)**.

**22.3. Loading.** The individual issued the weapon will use the following procedures:

22.3.1. Proceed to the clearing zone with the GL held in the “port-arms” position, rifle bolt locked to the rear, GL barrel assembly pivoted out (open) from the left side of the receiver, and safeties in the safe position. **(T-1). Note:** If the M320 is in the stand-alone configuration, the person must proceed directly to the clearing zone with the GL in the “port arms” position, GL barrel assembly pivoted out (open) from the left side of the receiver and selector lever in the safe position. **(T-1). CAUTION:** Under no circumstances will the GL be loaded at a clearing barrel. **(T-1).** It is loaded outside of facilities/vehicles, the muzzle of the weapon pointed in a safe direction and as directed by the MAJCOM/SF or installation commander and local procedures.

22.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle of the rifle/carbine into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** Do not place fingers into the trigger guards. **(T-1). Note:** If the M320 is in the stand-alone configuration, place the muzzle of the GL into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).**

22.3.3. The clearing barrel attendant and individual being armed visually inspect the GL to ensure the carbine/rifle selector lever is in the safe position and the M320 selector lever is in the safe position, no magazine is inserted in the rifle and there is no ammunition present in the rifle chamber and receiver area or the GL barrel. **(T-1). Note:** If the M320 is in the stand-alone configuration, proceed to paragraph [22.3.5](#).

22.3.4. After the clearing barrel attendant verifies the GL contains no ammunition and the GL selector lever is in the safe position, depress the upper portion of the rifle bolt catch, allow the rifle bolt to move to the forward (closed) position, and close the rifle ejection port cover. **(T-1).**

22.3.5. Pivot the GL’s barrel assembly into (close) the receiver until the barrel locking lever engages barrel (should be an audible click). **(T-1).**

22.3.6. If the individual is to be armed, insert a loaded magazine in the rifle, and ensure it is secured into the magazine well. **(T-1).** The individual is now considered armed. A round will not be chambered. **(T-1).** If the individual is not arming, proceed to next step without inserting a magazine. **(T-1).**

22.3.7. Sling the GL over one shoulder with the muzzle pointed either in the up or down position. **(T-1).** During inclement weather, the GL should be slung with the muzzle pointed down.

**22.4. Unloading and/or Clearing.** If the GL was loaded, it is cleared in a commander designated area. The GL will not be unloaded at a clearing barrel. **(T-1).** Individuals preparing to unload and/or clear their GL approach the clearing zone with GL in the “sling-arms” or “port-arms” position and will use the following procedures:

22.4.1. When directed by the clearing barrel attendant, enter the clearing zone and if the magazine was previously removed from the rifle, give the magazine to the clearing barrel attendant. **(T-1).** Place the muzzle of the rifle/carbine into the clearing barrel aiming point in line with the axis of barrel. **(T-1).** Do not place fingers inside the trigger guards. If there is a magazine in the rifle, depress the magazine catch button, remove the magazine, and hand the magazine to clearing barrel attendant. **(T-1).** If the GL is in the stand-alone configuration, place



the muzzle of the GL into the clearing barrel aiming point in line with the axis of the barrel and proceed to paragraph 22.4.4. (T-1).

22.4.2. Visually inspect the rifle to ensure the selector lever is in the safe position. (T-1). Pull the charging handle to the rear while depressing the lower portion of the bolt catch, and lock the bolt to the rear (open) position. (T-1). Return the charging handle to the forward position. (T-1).

22.4.3. Visually inspect the rifle chamber and receiver area to ensure there is no ammunition present. (T-1). The clearing barrel attendant verifies the rifle contains no ammunition and is safe for turn-in. (T-1).

22.4.4. Ensure the GL selector lever is in the safe position then press upward on the barrel release and pivot the barrel assembly out (open) from the left side of the GL receiver. (T-1).

22.4.5. Rotate the GL 90 degrees to the right, visually inspect the barrel of the GL to ensure no ammunition is present. (T-1). The clearing barrel attendant verifies the GL contains no ammunition and is safe for turn-in.

22.4.6. Upon direction of the clearing barrel attendant, proceed to the SA/LW turn-in point with the GL held in the “port-arms” position, rifle bolt locked to the rear (open) position, GL barrel pivoted out (open) from the left side of the receiver, and selector levers of both weapons in the safe position. (T-1).

**22.5. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the GL to the armorer “butt” first, muzzle elevated, rifle bolt locked to the rear (open) position, GL barrel pivoted out (open) from the left side of the receiver and the selector levers of both weapons in the safe position. (T-1). The armorer takes possession of the GL and immediately places the muzzle of the rifle into the clearing barrel aiming point in line with axis of barrel. (T-1). Do not place fingers inside the trigger guards. (T-1). **Note:** If the M320 is in the stand-alone configuration, place the muzzle of the GL into the clearing barrel aiming point in line with axis of the barrel and proceed to paragraph 22.5.4. The armorer will use the following procedures:

22.5.1. Visually inspect the rifle chamber and receiver area to ensure no ammunition is present. (T-1).

22.5.2. Depress the upper portion of the rifle bolt catch and allow the bolt to move to the forward (closed) position. (T-1).

22.5.3. Place the rifle selector lever in the semi position and pull the rifle trigger, dry-firing into the clearing barrel. (T-1). Close the ejection port cover. (T-1).

22.5.4. Visually inspect the GL barrel to ensure it contains no ammunition. (T-1).

22.5.5. Pivot the GL barrel into (close) the receiver and place GL’s selector lever to the fire (F) position. (T-1). Pull the GL’s trigger, dry-firing into the clearing barrel aiming point. (T-1).

22.5.6. The GL is now “rack safe,” free of ammunition, the rifle bolt is in the forward (closed) position, the GL barrel assembly is pivoted into (closed) the receiver, the rifle selector lever is in the semi position and the GL selector lever is in the fire (F) position. (T-1). Ensure all optics, pointers, and illuminators attached to the GL are turned off. (T-1). Store the weapon in an approved storage rack or container. (T-1).



## Chapter 23

### M249 AUTOMATIC RIFLE (AR) (5.56MM)

**23.1. General Information.** M249 AR loading/unloading procedures are in accordance with TO 11W3-5-5-51, *Operator Manual, Machine Gun, 5.56MM, M249 W/Equipment*.

**23.2. Issue.** The armorer will use the following procedures when issuing the AR:

23.2.1. Remove the AR and its spare barrel from its storage rack or container and proceed to the issue-point clearing area with the AR held at “port-arms,” bolt in the forward (closed) position and safety in the fire (red band visible) position. **(T-1)**.

23.2.2. Place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Pull and hold the cocking handle to the rear, locking the bolt to the rear (open) position. **(T-1)**. Return the cocking handle to the forward position and place the safety to the safe (red band not visible) position. **(T-1)**. Do not place fingers inside the trigger guard. **(T-1)**.

23.2.3. Open the cover and visually inspect the cover, feed tray, chamber, magazine well (insert two fingers) and receiver to ensure no ammunition is present. **(T-1)**.

23.2.4. Issue the AR to the individual, “butt” first, muzzle elevated, bolt in the rear (open) position, and safety in the safe position. **(T-1)**.

23.2.5. Ensure the individual raises the feed tray, inspects the chamber, and then closes the cover prior to acceptance. **(T-1)**.

**23.3. Clearing Upon Issue.** The individual issued the AR will use the following procedures:

23.3.1. Proceed to the clearing zone with the AR in the “port-arms” position, muzzle elevated, cover closed, bolt to the rear (open) position and the safety in the safe position. **(T-1)**.

23.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**.

23.3.3. Ensure the safety is in the safe position and open the cover. **(T-1)**. Visually inspect the cover, feed tray, chamber, magazine well (insert two fingers), and receiver to ensure no ammunition is present. **(T-1)**.

23.3.4. After the clearing barrel attendant verifies the AR contains no ammunition and is safe, close the cover, and place the safety to the fire position. **(T-1)**. Do not place fingers inside the trigger guard. **(T-1)**.

23.3.5. With the right-hand, grasp the cocking handle and pull it fully to the rear. **(T-1)**. With the left-hand, pull the trigger and allow the bolt to slowly move to the forward (closed) position by “riding” the cocking handle forward. **(T-1)**. Do not allow bolt to slam forward. **(T-1)**.

23.3.6. The AR is now cleared; the cover is closed, the bolt is forward and the safety remains in the fire position. **Note:** Manipulating the weapon to achieve a safe position when the bolt is forward can damage the weapon and may result in unintentional discharges, or a runaway gun. Under no circumstances should the safety be engaged with the bolt in the forward position. **(T-1)**.

23.3.7. Exit the clearing zone with the AR slung over the shoulder or across the body. **(T-1)**. If the individual is to be armed, proceed to paragraph 23.4. **(T-1)**.

**23.4. Loading.** The installation commander determines when to load the M249 AR and in what configuration (Half-Load and Full-Load) it is employed. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents.

23.4.1. Half-Load. The half-loading procedures start with a cleared AR. The individual issued the AR will use the following procedures:

23.4.1.1. Ensure the AR is cleared; the cover closed, bolt is forward with the safety on fire. **(T-1).**

23.4.1.2. Attach the ammunition assault pack into the receiver dovetail located underneath the receiver. **(T-1).**

23.4.1.3. Visually inspect the assault pack bandoleer to ensure all ammunition has the open side of the belt links pointing downward. **(T-1).**

23.4.1.4. Open the cover and place the ammunition belt onto the feed tray with the belt links open side pointing downward. **(T-1).** Place the first round on the feed tray groove against the cartridge stop. **(T-1).** The lead-link tab (green plastic tab) assists in the correct positioning of the ammunition belt. **(T-1).**

23.4.1.5. Close the cover. **(T-1).** The AR is now half-loaded. Ammunition is inserted, the bolt is forward, and the safety remains on fire. If accomplished correctly, the lead-link tab is visible on the right side of the AR, flush against the ejection port. Under no circumstances should the safety be engaged with the bolt in the forward position. **(T-1).**

23.4.1.6. The half-load can also be achieved with the 30-round, M16-style magazine. The bolt is forward, the safety is on fire, the cover is closed, and the magazine is inserted into the magazine well. The use of a magazine should be used as a last resort, when MAJCOM/SF or installation commanders authorize this configuration and belted ammunition is not available or is not suitable for tactical operations.

23.4.2. Full-Load. The full-load may be achieved by starting with a cleared AR or an AR in the half-load configuration. The full load should only be used when hostilities are expected and the AR must be available to fire with minimal delay.

23.4.2.1. From a Half-Load. The individual issued the AR will use the following procedures:

23.4.2.1.1. When transitioning to the full-load from the half-load pull and hold the cocking handle to the rear, locking the bolt to the rear (open) position. **(T-1).** Return the cocking handle to the forward position and place the safety to the safe position. **(T-1).** Leave the weapon on safe if there is not a need to immediately fire. **(T-1).**

23.4.2.1.2. The AR is now fully loaded. Ammunition is on the feed tray, the bolt is locked to the rear, and the safety is on safe. Do not move the safety to fire until the AR is needed to engage a target/theat. **(T-1).**

23.4.2.2. From a Cleared Weapon. The individual issued the AR will use the following procedures:

23.4.2.2.1. Ensure the weapon is cleared; the cover closed, bolt forward with the safety on fire. **(T-1).**

23.4.2.2.2. Attach the ammunition assault pack to the receiver dovetail underneath the receiver. **(T-1)**.

23.4.2.2.3. Visually inspect the assault pack bandoleer to ensure all ammunition has the open side of the belt links pointing downward. **(T-1)**.

23.4.2.2.4. Pull and hold the cocking handle to the rear, locking the bolt to the rear (open) position. **(T-1)**. Return the cocking handle to the forward position and place the safety to the safe position. **(T-1)**.

23.4.2.2.5. Open the cover and visually inspect the cover, feed tray, chamber, receiver and magazine well (insert two fingers) to ensure no ammunition or obstruction is present. **(T-1)**.

23.4.2.2.6. Place the ammunition belt onto the feed tray with the belt links open side pointing downward. **(T-1)**. Place the lead link tab or first round into the feed tray groove against the cartridge stop. **(T-1)**.

23.4.2.2.7. Close the cover. **(T-1)**. The AR is now fully loaded. If accomplished correctly, the lead-link tab is visible on the right side of the AR, flush against the ejection port. Do not move the safety to the fire position until the AR is needed to engage a target/threat. **(T-1)**.

23.4.2.2.8. The full-load can also be achieved with the 30-round, M16-style magazine. The bolt is rearward the safety is on safe, the cover is closed, and the magazine is inserted into the magazine well. The use of a magazine should be used as a last resort, when MAJCOM/SF or installation commanders authorize this configuration and belted ammunition is not available or is not suitable for tactical operations.

**23.5. On-Post Unloading and Clearing.** The MAJCOM/SF or installation commander determines when to unload and/or clear the M249 AR and in what configuration (Half-Load and Full-Load) it is employed. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents. **Note:** If the M249 is in the half-load configuration, it can be transported safely in a vehicle and should only be unloaded on-post when the armed person is relieved from post or duty location. If the M249 is in the full-load configuration, it is not safe for transport in a vehicle and must be unloaded or placed in the half-load configuration prior to transporting the AR. **(T-1)**. It is the responsibility of the armed individual and the posting supervisor (or fire team leader) to verify the AR contains no ammunition or is in the half-load configuration prior to transport. **(T-1)**.

23.5.1. Half-Load. The individual issued the AR will use the following procedures:

23.5.1.1. Point the muzzle in a safe direction and open the cover. **(T-1)**.

23.5.1.2. Remove the ammunition belt, and place the belt back into the assault pack. **(T-1)**. Remove the ammunition assault pack from the receiver dovetail. **(T-1)**.

23.5.1.3. After the posting supervisor (or fire team leader) verifies the ammunition belt is removed, close the cover. **(T-1)**. No ammunition is present in the weapon, the cover is closed, the bolt is forward, and the safety remains in the fire position.

23.5.1.4. If the AR is in the half-load configuration with the 30-round magazine, simply remove the magazine. **(T-1)**. The cover should remain closed with the bolt forward and the safety in the fire position.

23.5.2. Full-Load. The individual issued the AR will use the following procedures:

23.5.2.1. Point the muzzle in a safe direction, ensure the safety is on safe. **(T-1)**. Do not place finger in the trigger guard or touch the cocking handle. **(T-1)**.

23.5.2.2. Open the cover, remove the ammunition belt and place the belt back into the assault pack. **(T-1)**. Remove the ammunition assault pack from the AR (remove the magazine if present). **(T-1)**.

23.5.2.3. Visually inspect the cover, feed tray, chamber, receiver and magazine well (insert two fingers) to ensure no ammunition is present. **(T-1)**.

23.5.2.4. Close the cover and pull the cocking handle fully to the rear position and hold. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

23.5.2.5. Place the safety to the fire position. **(T-1)**. While holding the cocking handle rearward, with the left-hand, pull the trigger. **(T-1)**. Allow the bolt to slowly move to the forward (closed) position by “riding” the cocking handle forward. **(T-1)**. Do not allow bolt to slam forward. **(T-1)**.

23.5.2.6. The AR can now be safely transported. No ammunition is present, the cover is closed, the bolt is forward and the safety remains in the fire position.

**23.6. Unloading and/or Clearing Prior to Turn-in.** Individuals preparing to turn-in the AR approach the clearing zone with the AR free of ammunition, with the bolt forward and the safety on fire; with the weapon slung over the shoulder or across-body and will use the following procedures:

23.6.1. When directed by the clearing barrel official, enter the clearing zone and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers inside the trigger guard. **(T-1)**.

23.6.2. After the clearing barrel attendant verifies the ammunition assault pack is removed, pull the cocking handle to the rear and lock the bolt to the rear (open) position then push the cocking handle to the forward position. **(T-1)**.

23.6.3. Place the safety to the safe position. **(T-1)**. Do not place fingers inside the trigger guard. **(T-1)**.

23.6.4. Open the cover and visually inspect the cover, feed tray, chamber, receiver and magazine well (insert two fingers) to ensure no ammunition is present. **(T-1)**.

23.6.5. After the clearing barrel attendant verifies no ammunition is present, close the cover, and ensure the safety is in the safe position. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

23.6.6. After the clearing barrel attendant verifies the AR is cleared (cover closed, bolt to the rear (open) position and the safety in the safe position), exit the clearing zone with the AR at “port-arms,” and proceed to turn-in area. **(T-1)**.

**23.7. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the AR to the armorer “butt” first, muzzle elevated, bolt to the rear position and safety in the safe position, and no fingers in the trigger guard. **(T-1).** The armorer takes possession of the AR and immediately places the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1).** The armorer will use the following procedures:

23.7.1. Ensure the safety is in the safe position and open the cover. **(T-1).** Visually inspect the cover, feed tray, chamber, receiver, and magazine well (insert two fingers) to ensure the AR contains no ammunition and is safe for storage. **(T-1).**

23.7.2. Close the cover and place the safety in the fire position. **(T-1).**

23.7.3. With the right-hand, grasp the “cocking handle” and pull rearward. **(T-1).** With the left-hand, pull the trigger. **(T-1).** Allow the bolt to slowly move to the forward (closed) position by “riding” the cocking handle forward. **(T-1).** Do not allow the bolt to slam forward. **(T-1).** Ensure all optics, pointers, and illuminators attached to the AR are turned off. **(T-1).**

23.7.4. The AR is now “rack safe,” free of ammunition, the bolt is forward, the cover is closed, and the safety remains on fire. Store the AR in an approved storage rack or container. **(T-1).**

## Chapter 24

### M240B MACHINE GUN (MG) (7.62MM)

**24.1. General Information.** M240B loading/unloading procedures are in accordance with TO 11W2-6-5-1, *Technical Manual, Operator's Manual, Machine Gun, 7.62MM, M240B*.

**24.2. Issue.** The armorer will use the following procedures when issuing the M240B MG:

24.2.1. Remove the MG along with its spare barrel from its storage rack or container and proceed to the issue-point clearing area at "port-arms," bolt in the forward (closed) position and safety in the fire (F) position. **(T-1)**.

24.2.2. Place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Pull and hold the cocking handle to the rear, locking the bolt to the rear (open) position. **(T-1)**. Return the cocking handle to the forward position and place the safety to the safe (S) position. **(T-1)**. Do not place finger inside trigger guard. **(T-1)**.

24.2.3. Open the cover and visually inspect the cover, feed tray, chamber and receiver to ensure no ammunition is present. **(T-1)**.

24.2.4. Issue the MG and spare barrel to the individual arming, "butt" first, muzzle elevated, bolt to the rear (open) position and safety in the safe position. **(T-1)**.

24.2.5. Ensure the individual receiving the MG raises the cover, inspects the feed tray, receiver, and chamber, then closes the cover prior to acceptance. **(T-1)**.

**24.3. Clearing Upon Issue.** The individual issued the MG will use the following procedures:

24.3.1. Proceed to the clearing zone with the MG held in the "port-arms" position, muzzle elevated, cover closed, bolt to the rear (open) position and the safety in the safe position. **(T-1)**.

24.3.2. When directed by the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place finger inside the trigger guard. **(T-1)**.

24.3.3. Visually inspect that the safety is in the safe position and open the cover. **(T-1)**. Visually inspect the cover, feed tray, chamber, and receiver to ensure no ammunition is present. **(T-1)**.

24.3.4. After the clearing barrel attendant verifies the MG contains no ammunition and is safe, close the cover, and place the safety to the fire position. **(T-1)**. Do not place fingers inside the trigger guard. **(T-1)**.

24.3.5. With the right-hand, grasp the "cocking handle" and pull it fully to the rear. **(T-1)**. With the left-hand, pull the trigger. **(T-1)**. Allow the bolt to slowly move to the forward (closed) position by "riding" the cocking handle forward. **(T-1)**. Do not allow bolt to slam forward. **(T-1)**.

24.3.6. The MG is now cleared; the cover is closed, the bolt is forward and the safety remains in the fire position. **Note:** Manipulating the weapon to achieve a safe position when the bolt is forward can damage the weapon and may result in unintentional discharges, or a runaway gun.



Under no circumstances should the safety be engaged with the bolt in the forward position. (T-1). The MG is not loaded at a clearing barrel. It is loaded as outlined in paragraph 24.4.

24.3.7. Exit the clearing zone with the MG slung over the shoulder, or across body. (T-1). If the individual is to be armed, proceed to 24.4.

**24.4. Loading.** The MAJCOM/SF or the installation commander determines when to load the M240B and in what configuration (Half-Load and Full-Load) it is employed. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents.

24.4.1. Half-Load. The half-loading procedures start with a cleared MG. The individual issued the MG will use the following procedures:

24.4.1.1. Ensure the MG is cleared; the cover closed, bolt is forward with the safety on fire. (T-1).

24.4.1.2. Attach the ammunition assault pack to the ammunition adapter located on the left side of the weapon. (T-1).

24.4.1.3. Visually inspect the bandoleer to ensure all ammunition is in the bandoleer with the open side of the belt links pointing downward. (T-1).

24.4.1.4. Open the cover and place the ammunition belt onto the feed tray with the belt link open side pointing downward. (T-1). Place the first round into the feed tray groove against the cartridge stop. (T-1).

24.4.1.5. Close the cover. (T-1). The MG is now half-loaded. Ammunition is inserted, the bolt is forward, and the safety remains on fire. Under no circumstances should the safety be engaged with the bolt in the forward position. (T-1).

24.4.2. Full-Load: The full-load may be achieved by starting with a cleared MG or the MG in the half-load configuration. The full-load should only be used when hostilities are expected and the MG must be available to fire with minimal delay.

24.4.2.1. From Half-Load. The individual issued the MG will use the following procedures:

24.4.2.1.1. Pull and hold the cocking handle to the rear, locking the bolt to the rear (open) position. (T-1). Return the cocking handle to the forward position and place the safety to the safe position. (T-1). Leave the weapon on safe if there is not a need to fire immediately. (T-1).

24.4.2.1.2. The MG is now fully loaded. Ammunition is on the feed tray, the bolt is locked to the rear, and the safety is on safe. Do not move the safety to the fire position until the MG is needed to engage a target/threat. (T-1).

24.4.3. From a Cleared Weapon. The individual issued the MG will use the following procedures:

24.4.3.1. Ensure the weapon is cleared; the cover closed, bolt forward with the safety on fire. (T-1).

24.4.3.2. Attach the ammunition assault pack to the ammunition adapter located on the left side of the MG. (T-1).

24.4.3.3. Visually inspect the bandoleer to ensure all ammunition is in the bandoleer with the open side of the belt links pointing downward. **(T-1)**.

24.4.3.4. Pull and hold the cocking handle to the rear, locking the bolt to the rear (open) position. **(T-1)**. Return the cocking handle to the forward position and place the safety to the safe position. **(T-1)**.

24.4.3.5. Open the cover and visually inspect the cover, feed tray, chamber, and receiver to ensure no ammunition or obstruction is present. **(T-1)**. Ensure the bolt is to the rear (open) position and the safety in the safe position. **(T-1)**.

24.4.3.6. Place the ammunition belt onto the feed tray with the belt links open side pointing downward. **(T-1)**. Place the first round into the feed tray groove against the cartridge stop. **(T-1)**.

24.4.3.7. Close the cover. **(T-1)**. The MG is now fully loaded. Do not move the safety to the fire position until the MG is needed to engage a target/threat. **(T-1)**.

**24.5. On-Post Unloading and Clearing.** The MAJCOM/SF or installation commander determines when to unload and/or clear the M240B. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents. **Note:** If the M240B is in the half-load configuration, it can be transported safely in a vehicle and should only be unloaded on-post when the armed person is relieved from post or duty location. If the M240B is in the full-load configuration, it is not safe for transport in a vehicle and must be unloaded prior to transporting the MG for relief or breaks. **(T-1)**. It is the responsibility of the armed individual and the posting supervisor (or fire team leader) to verify the MG contains no ammunition or is in the half-load configuration prior to transport.

24.5.1. Half-Load. The individual issued the MG will use the following procedures:

24.5.1.1. Point the muzzle in a safe direction and open the cover. **(T-1)**.

24.5.1.2. Remove the ammunition belt, and place the belt back into the assault pack. **(T-1)**. Remove the ammunition assault pack from the ammunition adapter. **(T-1)**.

24.5.1.3. After the posting supervisor (or fire team leader) verifies the ammunition belt is removed, pull and hold the cocking handle to the rear, locking the bolt to the rear (open) position. **(T-1)**. Return the cocking handle to the forward position and place the safety to the safe position. **(T-1)**. Do not place finger inside trigger guard. **(T-1)**.

24.5.1.4. Visually inspect the cover, feed tray, chamber and receiver to ensure no ammunition is present. **(T-1)**.

24.5.1.5. After the posting supervisor verifies the MG is unloaded and no ammunition is present, close the cover, and place the safety to the fire position. **(T-1)**. Do not place fingers inside the trigger guard. **(T-1)**.

24.5.1.6. With the right-hand, grasp the “cocking handle” and pull it fully to the rear. **(T-1)**. With the left-hand, pull the trigger. **(T-1)**. Allow the bolt to slowly move to the forward (closed) position by “riding” the cocking handle forward. **(T-1)**. Do not allow bolt to slam forward. **(T-1)**.

24.5.1.7. The MG is now cleared; the cover is closed, the bolt is forward and the safety remains in the fire position.

24.5.2. Full-Load. The individual issued the MG will use the following procedures:

24.5.2.1. Point the muzzle in a safe direction, ensure the safety is on “safe,” and open the cover. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

24.5.2.2. Remove the ammunition belt, and place the belt back into the assault pack. **(T-1)**. Remove the ammunition assault pack from the ammunition adapter. **(T-1)**.

24.5.2.3. Visually inspect the cover, feed tray, chamber and receiver to ensure no ammunition is present. **(T-1)**.

24.5.2.4. After the posting supervisor (or fire team leader) verifies the MG is unloaded and no ammunition is present, close the cover, and place the safety to the fire position. **(T-1)**. Do not place fingers inside the trigger guard. **(T-1)**.

24.5.2.5. With the right-hand, grasp the cocking handle and pull it fully to the rear. **(T-1)**. With the left-hand, pull the trigger. **(T-1)**. Allow the bolt to slowly move to the forward (closed) position by “riding” the cocking handle forward. **(T-1)**. Do not allow bolt to slam forward. **(T-1)**.

24.5.2.6. The MG is now cleared; the cover is closed, the bolt is forward and the safety remains in the fire position. The MG can now be safely transported.

**24.6. Unloading and/or Clearing prior to Turn-in.** Individuals preparing to turn-in the MG approach the clearing area with the MG free of ammunition with the bolt forward and the safety on fire, the MG slung over the shoulder, slung cross-body or carried by the carrying handle, and will use the following procedures:

24.6.1. When directed by the clearing barrel attendant, enter the clearing zone and immediately place the muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

24.6.2. After the clearing barrel attendant verifies the ammunition assault pack is removed, pull the cocking handle to the rear to lock the bolt to the rear (open) position, and push the cocking handle to the forward position. **(T-1)**.

24.6.3. Place the safety to the safe position. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

24.6.4. Open the cover and visually inspect the cover, feed tray, receiver and chamber to ensure no ammunition is present. **(T-1)**. The clearing barrel attendant ensures the MG contains no ammunition and is safe for turn-in. **(T-1)**.

24.6.5. After the clearing barrel attendant verifies no ammunition is present, close the cover, and ensure the safety is in the safe position. **(T-1)**. Do not place fingers into the trigger guard. **(T-1)**.

24.6.6. After the clearing barrel attendant verifies the MG is cleared (cover closed, bolt to the rear (open) position and safety in the safe position), exit the clearing area with the MG at “port-arms” and proceed to the turn-in area. **(T-1)**.

**24.7. Turn-in.** When directed by the armorer, the individual approaches the turn-in point and hands the MG to the armorer “butt” first, muzzle elevated, bolt to the rear position and safety in the safe position. **(T-1)**. The armorer takes possession of the MG and immediately places the

muzzle into the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**. Do not place fingers in the trigger guard. **(T-1)**. The armorer will use the following procedures:

24.7.1. Ensure the safety is in the safe position and open the cover. **(T-1)**. Visually inspect the cover, feed tray, chamber, and receiver to ensure the MG contains no ammunition and is safe for storage. **(T-1)**.

24.7.2. Close the cover and place the safety in the fire (F) position. **(T-1)**.

24.7.3. With the right-hand, pull and hold the cocking handle to the rear, with the left-hand, pull the trigger. **(T-1)**. Allow the bolt to slowly move to the forward (closed) position by riding the cocking handle forward. **(T-1)**. Do not allow the bolt to slam forward. **(T-1)**. Ensure all optics, pointers, and illuminators attached to the MG are turned off. **(T-1)**.

24.7.4. The MG is now “rack safe,” free of ammunition, the bolt is forward, the cover is closed, and the safety remains on fire. Store the MG in an approved storage rack or container. **(T-1)**.

## Chapter 25

### M2/M2A1 MACHINE GUN (.50 CALIBER)

**25.1. General Information.** The standardized M2 machine gun loading/unloading procedures are in accordance with TO 11W2-6-3-161, *Operator's Manual for Machine Guns, Caliber .50; M2, Heavy Barrel Flexible*, and TO 11W2-6-3-181, *Machine Gun, Caliber .50; M2A1, w/Fixed Headspace and Timing*. The M2 is issued with two barrels and a set of timing/head space gauges. The M2A1 headspace and timing is fixed and not adjusted by the operator. **Note:** The unit commander may reduce the number of barrels issued to one for normal operations and/or dependent on mission requirements. For normal security, the M2 is employed in the "Automatic Mode."

**25.2. Issue.** Due to the size and weight of the MG and equipment, the individual receiving the MG may assist the armorer. The armorer will use the following procedures when issuing the MG:

25.2.1. Remove the MG and barrels from the storage rack or container and proceed to the issue-point clearing area. **(T-1).**

25.2.2. Place the weapon on a clean and hard surface, place the safety or trigger block in the safe (S) position (if equipped) and open the cover. **(T-1).**

25.2.3. Visually inspect the feed area (trunnion block), receiver, T-slot (bolt), and chambers of both barrels to ensure no ammunition is present. **(T-1).** **Note:** It may be necessary to pull the retracting slide handle to the rear slightly to inspect the T-slot.

25.2.4. Close the cover and issue the MG, barrels and gauge set (if applicable) to the individual. **(T-1).**

**25.3. Clearing Upon Issue.** The individual issued the MG proceeds to the commander designated clearing zone with the MG and equipment and will use the following procedures to mount, assemble, and clear the weapon:

25.3.1. If present, place the safety or trigger block on safe (S). **(T-1).** Mount the weapon to the tripod or vehicle as required. **(T-1).**

25.3.2. Ensure the bolt latch release lock is in the off position. **(T-1).** Pull the retracting slide handle locking the bolt to the rear. **(T-1).**

25.3.3. Open the cover and inspect the T-slot. **(T-1).**

25.3.4. Press the bolt latch release and ride the bolt forward until the barrel locking spring lug is aligned with the 3/8 in. hole on the right side of receiver. **(T-1).**

25.3.5. After the assistant gunner inspects the chamber, insert and tighten the barrel to the MG receiver. **(T-1).** If applicable, jointly adjust headspace and timing in accordance with TO 11W2-6-3-161.

25.3.6. Once headspace and timing are correct, the gunner closes the cover. **(T-1).** The assistant gunner attaches the ammunition can hanger, a can of ammunition on the feed side of the MG, the weather cover (if needed due to conditions) and other accessories as required by the mission being performed.

**25.4. Loading.** The MAJCOM/SF or the installation commander through the Installation Defense Council (IDC) determines when to load the M2/M2A1 and in what configuration (Half-Load and Full-Load) it is employed. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents.

25.4.1. Half-Load. The half-loading procedures start with a cleared MG. The individual issued the MG will use the following procedures:

25.4.1.1. Ensure the MG is cleared; the cover closed, bolt forward, and the safety or trigger block on safe (if present). **(T-1).**

25.4.1.2. Depress bolt latch release and lock down by turning the bolt latch release lock to the left. **(T-1).** Ensure that bolt latch release is held completely down with no movement and open the top cover. **(T-1).**

25.4.1.3. Open the cover and place the double loop end of the ammunition belt into the feed way until first round is held by belt holding pawls. **(T-1).** The assistant gunner may assist with this procedure.

25.4.1.4. Close the cover. Pull the retracting slide handle rearward, retracting the bolt all the way to the rear. **(T-1).** Release the handle. **(T-1).** The MG is now in the half-load configuration. Do not move the safety to the fire (F) position until the MG is needed to engage a target/threat. **(T-1).**

25.4.2. Full-Load. The full-load is achieved from the half-load configuration. The full load will only be used when hostilities are expected and the MG must be available to fire with minimal delay. **(T-1).**

25.4.2.1. Once the individual successfully completes a half-load, pull the retracting slide handle rearward a second time, retracting the bolt all the way to the rear and release the handle. **(T-1).** The MG is now in the full-load configuration. Do not move the safety to the fire position until the MG is needed to engage a target/threat. **(T-1).**

**25.5. On-Post Unloading and Clearing.** The MAJCOM/SF or installation commander through the Installation Defense Council (IDC) determines when and how the following procedures are implemented. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents. After MAJCOM or installation commander approval, the unit commander will authorize when and under what conditions these procedures are authorized locally. **(T-2).** The unloading and clearing procedures are the same from both the Half-Load and Full Load. The individual issued the MG will use the following procedures:

25.5.1. Point the muzzle in a safe direction, ensure the safety is on safe (if equipped), open the cover, and remove ammunition from the feed area (trunnion block). **(T-1).**

25.5.2. After the assistance gunner (if available) verifies the ammunition is removed, close the cover. **(T-1).** Disengage the bolt latch release lock and pull the retracting slide handle to the rear. **(T-1).** If clearing from the full-load, a round should fall out from the bottom of the receiver.

25.5.3. Open the cover and inspect the receiver, chamber and T-slot (bolt) for ammunition. **(T-1).** If a round is present on the T-block, use a section of .50 caliber cleaning rod to push the round off T-block. **(T-1).**

25.5.4. Press the bolt latch release, ride the bolt forward and close the cover. **(T-1)**. The weapon is now clear and safe to transport for storage.

**25.6. On-Post Change Over.** During normal daily operations, post change over includes a complete change out of the MG, ammunition and equipment. This ensures proper care and preventative maintenance of the MG and equipment is accomplished. During contingency operations on post changeover of personnel, MG, ammunition and equipment may be performed. The MAJCOM/SF or installation commander determines when and how the following procedures are implemented. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents. After MAJCOM or installation commander approval, the unit commander will authorize when and under what conditions these procedures are authorized locally. **(T-2)**.

**25.7. Turn-in.** The individual turning in the MG removes the barrel at the commander designated predetermined clearing zone, prior to requesting SA/LW turn-in. **(T-1)**. Due to the size and weight of the MG and equipment, the individual turning-in the MG may assist the armorer. When directed by the armorer, the individual approaches the turn-in point/clearing area and hands the MG receiver to the armorer, “butt” first, cover closed, bolt in the forward position and the bolt latch release lock in the off position. **(T-1)**. The armorer takes possession of the MG and will use the following procedures:

25.7.1. Place the weapon on a clean and hard surface, ensure the safety or trigger block on safe (S) position (if equipped) and open the cover. **(T-1)**.

25.7.2. Visually inspect the feed area (trunnion block), receiver, T-slot (bolt), and chambers of both barrels to ensure no ammunition is present in the feed area (trunnion block), receiver, T-slot (bolt) and chambers of both barrels. **(T-1)**. **Note:** It may be necessary to pull the retracting slide handle to the rear slightly to inspect the T-slot.

25.7.3. Close the cover, place the safety or trigger block on fire (F) and the press the trigger. **(T-1)**. Ensure all optics, pointers and illuminators attached to the MG are turned off. **(T-1)**.

25.7.4. The MG is now safe to store, free of ammunition, the bolt is forward, the cover is closed, and the safety remains on fire. Store the MG and both barrels in an approved storage rack or container. **(T-1)**.

## Chapter 26

### MK19 MACHINE GUN (40MM)

**26.1. General Information.** MK19 machine gun loading/unloading procedures are in accordance with TO 11W2-5-16-1, *Operator's Manual for Machine Gun, 40MM; MK19, Mod 3*.

**26.2. Issue.** Due to the size and weight of the MG, the individual receiving the MG may assist the armorer. The armorer will use the following procedures when issuing the MK19:

26.2.1. Remove the MG from its storage rack or container and proceed to the issue-point clearing area. **(T-1)**.

26.2.2. Place the weapon on a clean, hard surface and ensure the safety is in the safe (S) position (letter S is visible). **(T-1)**.

26.2.3. Open the top cover, lower charger handles and pull charger handles slightly to the rear. **(T-1)**. Visually inspect the feed tray and the face of the bolt to verify no ammunition is present. **(T-1)**.

26.2.4. Return charger handles to the forward position (ride the bolt forward) and rotate up into the locked position. **(T-1)**. **CAUTION:** Do not let the bolt slam forward as damage may occur.

26.2.5. Align the primary and secondary drive levers and close the top cover. **(T-1)**. Do not allow the top cover to slam shut from raised position as injury may result and damage can occur. Issue the MG to the individual. **(T-1)**.

**26.3. Clearing Upon Issue.** The individual issued the MG proceeds to the commander designated clearing zone with the MG and will use the following procedures to mount and clear the weapon:

26.3.1. Mount the weapon to the tripod or vehicle as required. **(T-1)**. **Note:** The depression stop is installed on vehicle mounts and adjusted as necessary.

26.3.2. Place the safety on fire (F) (letter F is visible). **(T-1)**. Unlock charger handle locks by pressing in and rotating both charger handles down. **(T-1)**. Pull bolt fully to the rear locking the bolt to the rear. **(T-1)**. Return chargers to the forward, up, and locked position. **(T-1)**.

26.3.3. Place the MG in the safe (S) position and open the top cover. **(T-1)**. Verify no ammunition is present in the feed tray, receiver or on the face of the bolt. **(T-1)**.

26.3.4. Unlock and lower one charger handle, pull it to the rear and hold it in place. **(T-1)**. Place the MG in the fire (F) position, press the trigger, and ride the bolt forward with the charger handle. **(T-1)**. Raise the charger handle to the locked position. **(T-1)**. **CAUTION:** Do not let the bolt slam forward as damage or injury may occur.

26.3.5. Place the MG in the safe (S) position. **(T-1)**. Align the primary and secondary drive levers and close the top cover. **(T-1)**. Do not allow the top cover to slam shut from raised position as injury may result and the weapon can be damaged.

26.3.6. Attach the feed throat, ammunition can hanger, can of ammunition, weather cover (if needed due to conditions) and other accessories as required by the mission being performed.



(T-1). Refer to MAJCOM or installation commander guidance on loading configurations from this point.

**26.4. Loading.** The MAJCOM/SF or installation commander determines when to load the MK19 and in what configuration (Half-Load and Full-Load) it is employed. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents.

26.4.1. Half-Load. The half-loading procedures start with a cleared MG. The individual issued the MG will use the following procedures:

26.4.1.1. Ensure the MG is cleared; the top cover closed, bolt forward, and safety on safe (S). (T-1).

26.4.1.2. Once the weapon has been cleared; open the top cover for loading. (T-1).

26.4.1.3. Draw the linked ammo by the female end through the feed throat assembly and ensure the first round is firmly seated between the primary and secondary pawls. (T-1). The assistant gunner may help with this procedure.

26.4.1.4. Align the primary and secondary drive levers and close the top cover. (T-1). The assistant gunner may assist with this procedure.

26.4.1.5. Do not move the safety to the fire (F) position until the MG is needed to engage a target/threat. (T-1).

26.4.2. Full-Load. The full-load is achieved from the half-load configuration. The full load will only be used when hostilities are expected and the MG needs to be available to fire with minimal delay. (T-1). From the half-load configuration, the gunner will:

26.4.2.1. Place the safety in the fire (F) position. Unlock charger handles and pull bolt to the rear to the locked position. (T-1). Return chargers to the forward, up, and locked position. (T-1).

26.4.2.2. Press the trigger allowing the bolt to slam forward. (T-1). Immediately unlock charger handles, pull the bolt to rear to the locked position. (T-1). Place the weapon on safe (S). Return the chargers to the forward, up, and locked position. (T-1). The MG is now in the full-load configuration.

**26.5. On-post Unloading and Clearing.** The MAJCOM/SF or installation commander determines when and how the following procedures are implemented. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents. After MAJCOM or installation commander approval, the unit commander will authorize when and under what conditions these procedures are authorized locally.

26.5.1. Half-Load. The individual issued the MG will use the following procedures to clear the MG from the half-load configuration:

26.5.1.1. Point the MG in a safe direction at the commander designated predetermined clearing zone. (T-1).

26.5.1.2. Ensure the MG safety is in the safe (S) position and open the top cover. (T-1).

26.5.1.3. The assistant gunner releases the secondary feed pawls, removes the belt of ammunition, aligns the primary and secondary drive levers, and closes the top cover. (T-1).

26.5.1.4. Place the safety in the fire (F) position. Unlock the charger handles and pull the bolt to the rear to the locked position. **(T-1)**. Return chargers to the forward position, place one charger in the up, locked position and leave the other charger down. **(T-1)**.

26.5.1.5. Place the MG safety in the safe (S) position. **(T-1)**. Open the top cover and verify no ammunition is present in the feed tray, receiver or on the face of the bolt. **(T-1)**.

26.5.1.6. Hold the charger handle that is in the unlocked (down) position, pull it fully to the rear and hold it in place. **(T-1)**. Place the MG in the fire (F) position. **(T-1)**. Press the trigger and ride the bolt forward with the charger handle. **(T-1)**. Raise the charger handle to the locked position. **(T-1)**. **CAUTION:** Do not let the bolt slam forward as damage may occur.

26.5.1.7. The MG is now considered clear and safe to transport for storage.

26.5.2. Full-Load. The individual issued the MG will use the following procedures to clear the MG from the full-load configuration:

26.5.2.1. Point the MG in a safe direction at the commander designated predetermined clearing zone. **(T-1)**.

26.5.2.2. Ensure the MG safety is in the safe (S) position, unlock and lower one charger handle and hold it fully to the rear. **(T-1)**.

26.5.2.3. Insert the handle section of a .50 caliber cleaning rod through the side of the MG so the rod is on top of the 40mm round casing close to the face of the MG bolt. **(T-1)**. Apply downward pressure on the casing and catch the 40mm round as it drops out the bottom of the weapon. **(T-1)**.

26.5.2.4. Open the top cover and the assistant gunner presses the primary and secondary feed pawls simultaneously and removes the belt of ammunition from the MG. **(T-1)**.

26.5.2.5. With the top cover open, verify there is no ammunition present in the feed tray, receiver or on the face of the bolt. **(T-1)**.

26.5.2.6. Place the MG safety in the fire (F) position. **(T-1)**. Press the trigger and ride the bolt forward with the charger handle. **(T-1)**. Raise the charger handle to the locked position and place the MG safety in the safe (S) position. **(T-1)**. **CAUTION:** Do not let the bolt slam forward as damage may occur.

26.5.2.7. The assistant gunner aligns the secondary and primary drive levers and closes the top cover. **(T-1)**.

26.5.2.8. The MG is now considered clear and safe to transport for storage.

**26.6. On-Post Change Over.** During normal daily operations, post change over includes a complete change out of the MG, ammunition and equipment. This ensures proper care and preventative maintenance of the MG and equipment is accomplished. During contingency operations on post changeover of personnel, MG, ammunition and equipment may be performed. The MAJCOM/SF or installation commander determines when and how the following procedures are implemented. These procedures are prescribed in local contingency plans or other appropriate installation/unit documents. After MAJCOM or installation commander approval, the unit commander will authorize when and under what conditions these procedures are authorized locally. **(T-2)**.

**26.7. Turn-in.** After the MG has been cleared in the commander designated clearing zone, it is dismounted and returned to the armory for storage. **(T-1).** Due to the size and weight of the MG and equipment, the individual turning-in the MG may assist the armorer. The armorer takes possession of the MG and will use the following procedures:

26.7.1. Place the weapon on a clean, hard surface and ensure the safety is in the safe (S) position (letter S is visible). **(T-1).**

26.7.2. Open the top cover, lower charger handles and pull charger handles slightly to the rear. **(T-1).** Visually inspect the feed tray and the face of the bolt to verify no ammunition is present. **(T-1).**

26.7.3. Return charger handles to the forward position (ride the bolt forward) and rotate up into the locked position. **(T-1).** **CAUTION:** Do not let the bolt slam forward as damage may occur.

26.7.4. Align the primary and secondary drive levers and close the top cover. Do not allow the top cover to slam shut from raised position as injury can result and damage can occur. **(T-1).**

26.7.5. Ensure all optics, pointers and illuminators attached to the MG are turned off. **(T-1).**

26.7.6. The MG is now safe to store, free of ammunition, the bolt is forward, the cover is closed and the safety remains on safe (S). Store the MG in an approved storage rack or container. **(T-1).**

WARREN D. BERRY, Lieutenant General, USAF  
DCS/Logistics, Engineering, and Force Protection

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFI 31-101**, *Integrated Defense*, 5 July 2017

**AFI 31-117**, *Arming and Use of Force by Air Force Personnel*, 2 February 2016

**AFI 33-360**, *Publications and Forms Management*, 1 December 2015

**AFI 36-2654**, *Combat Arms Program*, 13 January 2016

**AFI 91-204**, *Safety Investigations and Reports*, 27 April 2018

**AFMAN 21-209 Volume 1**, *Grounds Munitions*, 29 August 2019

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFOSIMAN 71-113-O**, *Firearms, Use of Force, and Tactics*, 15 January 2009

**AFPD 31-1**, *Integrated Defense*, 21 June 2018

**AFTTP 3-2.46**, *Multi-Service Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Passive Defense*, 1 May 2016

**TM 09724A-10/1**, *Operator's Manual Submachine Gun, 9MM, MP5N (USMC)*, August 1993

**TO 11W2-5-7-1**, *Operator's Manual Long Range Sniper Rifle (LRSR), Caliber .50, M107*, 30 November 2010

**TO 11W2-5-16-1**, *Technical Manual Operator's Manual Machine Gun, 40MM, MK19, Mod 3*, 31 August 2012

**TO 11W2-6-5-1**, *Technical Manual Operator's Manual Machine Gun, 7.62MM, M240B*, 14 May 2014

**TO 11W2-6-3-161**, *Operator's Manual for Machine Guns, Caliber .50; M2, Heavy Barrel Flexible, W/E*, 21 August 2017

**TO 11W2-9-4-11**, *Technical Manual Operator's Manual for Close Combat Mission Capability Kit (CCMCK)*, 29 November 2013

**TO 11W3-3-4-11**, *Operator's Manual, Pistol, Compact, 9mm, M11*, 16 December 1993

**TO 11W3-3-4-21**, *Operator's Manual Glock 19, 9MM*, 4 May 2011

**TO 11W3-3-5-1**, *Operator's Manual Pistol, Semiautomatic, 9mm, M9*, 20 June 2016

**TO 11W3-4-2-51**, *Technical Manual Operation and Service Instruction with Illustrated Parts Breakdown for Smith and Wesson Combat Masterpiece Caliber .38 Revolver Model Number 15*, 1 July 2003

**TO 11W3-5-4-10-1**, *Operator's Manual 7.62MM M24 Sniper Weapon System (SWS)*, 13 June 2003

**TO 11W3-5-4-41**, *Technical Manual, Operator's Manual, For Rifle, 7.62-MM, M14, W/E*, 08 May 1973

**TO 11W3-5-4-71**, *Operator's Manual, M110 Semi-Automatic Sniper System 7.62MM*, 30 September 2017

**TO 11W3-5-5-41**, *Operator's Manual for Rifle, 5.56 MM, M16A2 W/E, Carbine, 5.56 MM, M4 W/E*, 20 September 2010

**TO 11W3-5-5-51**, *Operator's Manual Machine Gun, 5.56MM, M249 W/Equip*, 28 June 2002

**TO 11W3-6-2-1**, *Operator and Field Maintenance Instructions with Illustrated Parts Breakdown Model 870 12 Gauge, Pump Action Shotgun NSN 1005-00-973-5645; Modular Combat Shotgun (MCS) System 12 Gauge, Pump Action NSN 1005-01-524-4273; And Bird Aircraft Strike Hazard (BASH) 12 Gauge, Pump Action Shotgun NSN 1005-01-604-1156*, 24 February 2014

**TO 11W3-6-2-11C**, *Technical Manual Unit and Direct Support Maintenance Manual (Including Repair Parts and Special Tools List) For Mossberg 12-Gauge Shotgun, Model 500*, 15 July 2010

**TO 11W3-9-4-1**, *Technical Manual Operator's Manual Grenade Launcher, 40-MM: M203*, 31 October 2011

**TO 11W3-9-7-1**, *Operator's Manual for Grenade Launcher, 40MM, M320, W/E*, 23 April 2012

**18 United States Code (U.S.C.) § 922(d)(9) and (g)(9)**, *The Domestic Violence Amendment to the Gun Control Act of 1968 ("the Lautenberg Amendment")*

### ***Adopted Forms***

**AF Form 629**, *Small Arms Hand Receipt*

**AF Form 679**, *Air Force Publication Compliance Item Waiver Request/Approval*

**AF Form 797**, *Job Qualification Standard Continuation/Command JQS*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 1098**, *Special Task Certification and Recurring Training*

**AF Form 1297**, *Temporary Issue Receipt*

**DD Form 1574**, *Serviceable Tag*

**DD Form 2760**, *Qualification to Possess Firearms or Ammunition*

### ***Abbreviations and Acronyms***

**ADM**—Advanced Designated Marksman

**AF**—Air Force

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigations

**AFOSIMAN**—Air Force Office of Special Investigations Manual

**AFPD**—Air Force Policy Directive

**AFSFC**—Air Force Security Forces Center

**AR**—Automatic Rifle

**AF/A4S**—Headquarters United States Air Force, Director of Security Forces

**BASH**—Bird/wildlife Aircraft Strike Hazard

**BDOC**—Base Defense Operations Center

**CCMCK**—Close Combat Mission Capability Kit

**COTS**—Commercial-Off-The-Shelf

**DCS**—Deputy Chief of Staff

**DD**—Department of Defense Form

**DoD**—Department of Defense

**EIS**—Enterprise Information Services

**FOUO**—For Official Use Only

**GL**—Grenade Launcher

**HQ USAF**—Headquarters United States Air Force

**IAW**—In Accordance With

**JQS**—Job Qualification Standard

**LRSR**—Long Range Sniper Rifle

**MAJCOM**—Major Command

**MCS**—Modular Combat Shotgun

**MG**—Machine Gun

**MM (or mm)**—Millimeter

**NSN**—National Stock Number

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**SA/LW**—Small Arms and Light Weapons

**SASS**—Semi-Automatic Sniper System

**SF**—Security Forces

**SMG**—Submachine Gun

**SORN**—System of Records Notice

**SWS**—Sniper Weapon System

**TO**—Technical Order

**UCMJ**—Uniform Code of Military Justice

**U.S.C.**—United States Code

**USAF**—United States Air Force

**USMC**—United States Marine Corps

### ***Terms***

**Armed**—Equipped with a firearm (any SA/LW) that has a live round of ammunition in a magazine inserted into the firearm, chamber or cylinder.

**Authentication Official**—The individual who signs the AF Form 629, *Small Arms Hand Receipt*. The commander may develop a policy to allow this individual or individuals to verify authority to bear arms from the master arming list or other source document as specified.

**Commander**—An officer who has Uniform Code of Military Justice (UCMJ) authority over designated personnel and is designated “commander” on administrative G-series orders.

**Do Not Arm List**—A list of assigned personnel who were formerly authorized to be armed, but are no longer authorized—normally temporary in nature either while an investigation is ongoing or administrative action is taking place.

**Firearm**—(See definition for Small Arms and Light Weapons).

**Master Arming List**—A list maintained by armory personnel containing the minimum following arming information: full name, social security number, SA/LW type and weapon qualification expiration date.

**Port Arms**—A right-handed individual holds the rifle diagonally across the body about four inches from the waist with the right forearm horizontal and elbows close to sides. The right hand is grasping the small of the stock, while the left hand is grasping the hand-guard or forearm. The muzzle is pointed up, elevated in a safe direction. For left-handed operators, reverse the placement of the hands.

**Rack Safe or Rack Clear**—The configuration of a weapon while it is stored in an approved rack or storage container. Each weapon type may differ due to design in operation. In all cases, the weapon will be clear of ammunition. Refer to appropriate chapters for specific configuration.

**Raised Pistol**—A right handed individual will hold the pistol in the right hand at shoulder height, trigger finger straight alongside the receiver (not in the trigger guard) with the muzzle pointed straight up. Left handed personnel will carry the pistol in the left hand. At no time will the muzzle be pointed at anyone including the person carrying the weapon.

**Sling Arms**—The weapon is slung with the muzzle pointed either in the up or down position.

**Small Arms and Light Weapons**—Small arms and light weapons are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns, rifles and carbines, sub-machine guns and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns, hand-held under-barrel and mounted grenade launchers, portable anti-aircraft

guns, portable anti-tank guns, recoilless rifles, man-portable launchers of missile and rocket systems and mortars.

**Unit Trainers**—Unit trainers are individuals authorized by the unit commander to conduct unit level training.

**Zeroing**—Is a maintenance procedure that is accomplished to place the weapon in operation, based on the individual's skill, capabilities, tactical scenario, aiming device, and ammunition. Its purpose is to achieve the desired relationship between the line of sight and the trajectory of the round at a known distance. The zeroing process ensures the individual, weapon, aiming device, and ammunition are performing as expected at a specific range to target with the least amount of induced errors.