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

NETCINST 8370.1F
N4
5 Apr 2024

NETC INSTRUCTION 8370.1F

From: Commander, Naval Education and Training Command

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

Ref: (a) NAVSEAINST 8370.2D
       (b) OPNAVINST 5530.13D
       (c) OPNAV M-8000.16 of 15 May 2021

Encl: (1) Small Arms and Light Weapons Management Program Self
           Assessment Checklist

1. <u>Purpose</u>. To establish policy and guidance concerning small
arms (SA) and light weapons (LW) program management and program
assistance for the Naval Education and Training Command (NETC)
SA and LW Management Program.

2. <u>Cancellation</u>. NETCINST 8370.1E.

3. <u>Discussion</u>. Training and operations involving SA and LW are
high-risk evolutions in regards to safety and physical security.
Strict compliance with SA and LW safety and physical security
policy is imperative to maintain SA and LW training and
operational readiness. Emphasis is placed on the commanding
officer's (CO) responsibility to SA and LW safety and physical
security policy compliance.

4. <u>Applicability</u>. This instruction applies to all NETC
activities establishing a SA and LW allowance or with an
approved SA and LW allowance.

5. <u>Action</u>

    a. NETC Weapons Systems Program Manager (N414) will:

        (1) Review, monitor, and assess the NETC SA and LW
Management Program for compliance with references (a) and (b).

(2) Implement and maintain the NETC SA and LW Management Program at NETC activities.

(3) Conduct regular SA and LW Management Program assessments to ensure NETC activities maintain compliance per this instruction and references (a) through (c).

(4) Review and validate SA and LW allowance change requests for mission essential requirements prior to forwarding to Naval Sea Systems Command (NAVSEA SEA06-NSW (PMS-340)).

b. NETC activity COs will:

(1) Maintain oversight of the SA and LW management Program at their activity.

(2) Establish administrative process policy for SA and LW requisition, receipt, storage, accountability, sub-custody, transportation, disposition, and issue.

(3) Designate, in writing, an activity SA and LW Program Manager.

c. Activity SA and LW Program Managers will:

(1) Maintain their activity's compliance with NETC SA and LW Management Program policies per this instruction and references (a) through (c).

(2) Establish and maintain SA and LW allowances per this instruction and reference (a). All correspondence pertaining to establishment or change to SA and LW allowances shall be endorsed by the activity's chain of command, with NETC N4 as the final endorser.

(3) Maintain an active Navy small arms registry and armorer's web site (https://msada.dc3n.navy.mil/MSADAWeb/default.aspx) account. Registration can be completed by emailing smallarms@navy.mil. Naval Surface Warfare Center (NSWC) Crane produces a small arms help packet each year, and the packet contains streamlined guidance and is available on the Navy small arms registry and armorer's web site https://msada.dc3n.navy.mil/MSADAWeb/default.aspx).

(4) Ensure all correspondence pertaining to NETC's SA and LW Management Program contains a point of contact, code, phone number, fax number, and e-mail address.

(5) Establish policy that ensures the SA and LW Program Manager receives all internal and external SA and LW correspondence for the activity.

(6) Maintain a library (hard copy or electronic) of current publications applicable to the activity.

(7) Complete and document an annual self-assessment of the activity's SA and LW Management Program using enclosure (1), the Small Arms and Light Weapons Management Program Self-Assessment Checklist.

(8) Maintain an active All Weapons Information System (AWIS) Deficiency Reporting web site (DRWEB) account to report product quality deficiency reports (PQDR), conventional ordnance deficiency reports (CODR), explosive event reports (EER), and engineering investigations (EI) involving SA and LW per references (a) through (c). Registration can be completed by e-mailing navair chlk awis-support-desk@us.navy.mil. Explosive mishap reports (EMR) involving SA and LW will be reported using the Risk Management Information-Streamlined Incident Reporting web site (https://afsas.safety. af.mil), per reference (c), by the assigned activity authority. However, the SA and LW program manager will assist in generation of EMRs.

(9) Immediately notify NETC N414 in the event of explosive mishaps or explosive events.

(10) Immediately notify NETC N414 in the event of missing, lost, stolen, or recovered (MLSR) SA and LW and report MLSR SA and LW per references (a) and (b).

6. Point of Contact. NETC activities requiring SA and LW Management Program assistance may contact the NETC Weapon Systems Program Manager.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and

dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/All Items.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms. The following form is available for download via the DoD Forms Management web site (https://www.esd.whs.mil/Directives/forms/): DD 2760 (Qualification to Possess Firearm or Ammunition)

S. J. CZEREWKO

Releasability and distribution:
This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

SMALL ARMS AND LIGHT WEAPONS MANAGEMENT PROGRAM SELF-ASSESSMENT
CHECKLIST

	ADMINISTRATION	YES	NO	N/A	COMMENTS
1	Is the SA and LW Program Manager designated in writing? **(NETCINST 8370.1F)**				
2	Does the SA and LW Program Manager maintain an active Navy small arms registry and armorer's web site account? **(NETCINST 8370.1F)**				
3	Has the activity established policy that ensures the SA and LW Program Manager receives all internal and external SA and LW correspondence? **(NETCINST 8370.1F)**				
4	Does the activity maintain a library of all current SA and LW publications applicable to the activity? **(NETCINST 8370.1F)**				
5	Has the activity established administrative process policy for SA and LW requisition, receipt, storage, accountability, sub-custody, transportation, disposition, and issue? **(NETCINST 8370.1F)**				
6	Are personnel who are assigned unescorted access to, or control of, arms, ammunition, and explosives (AA&E) screened prior to assignment of duties and re-screened annually? **(OPNAVINST 5530.13D, OPNAVINST 3591.1G)**				
7	Is a DD 2760 (Qualification to Possess Firearm or Ammunition) completed for all individuals prior to being issued AA&E and is the form completed annually? **(OPNAVINST 5530.13D, OPNAVINST 3591.1G)**				

ALLOWANCES		YES	NO	N/A	COMMENTS
1	Does the activity have an approved SA and LW allowance? **(NAVSEAINST 8370.2D)**				
2	Does the activity disposition SA and LW that are in excess of the approved SA/LW allowance? **(NAVSEAINST 8370.2D)**				
STORAGE		**YES**	**NO**	**N/A**	**COMMENTS**
1	Does the activity's SA and LW storage facility(ies) meet physical security requirements for the security risk code of the SA and LW being stored? **(OPNAVINST 5530.13D)**				
ACCOUNTABILITY		**YES**	**NO**	**N/A**	**COMMENTS**
1	Are SA and LW inventories properly completed, documented, and retained? **(OPNAVINST 5530.13D)**				
2	Does the activity report all SA and LW receipts and issues by forwarding one legible, signed copy of the shipping document to NSWC crane? **(NAVSEAINST 8370.2D)**				
3	Are MLSR SA and LW reported? **(NAVSEAINST 8370.2D)**				
MAINTENANCE		**YES**	**NO**	**N/A**	**COMMENTS**
1	Are all SA and LW included in an approved maintenance program? **(NAVSEAINST 8370.2D)**				
2	Are weapons logbooks maintained for all SA and LW? **(NAVSEAINST 8370.2D)**				

Enclosure (1)

		YES	NO	N/A	COMMENTS
3	As SA and LW become unserviceable beyond the activity's repair level, is disposition and issue of unrepairable assets completed and are replacements requisitioned and receipted? **(NAVSEAINST 8370.2D)**				
	DEFICIENCY REPORTING	**YES**	**NO**	**N/A**	**COMMENTS**
1	Are all PQDRs, CODRs, EERs, EIs, and EMRs involving SA and LW reported? **(NETCINST 8370.1F, NAVSEAINST 8370.2D, OPNAV M-8000.16)**				
2	Does the SA and LW Program Manager maintain an active AWIS DRWEB account? **(NETCINST 8370.1D)**				