NROTC Supply Binder - Tab 3-19

Date: August 2025

**SUBJECT: Small Arms, Drill Rifle, and Drill Rifle Parts Ordering Information**

**1. PURPOSE**

This document outlines the procedures for NROTC Units to order small arms (when authorized), drill rifles and drill rifle parts.

**2. OVERVIEW**

The guidance details the requisition process for small arms, weapons, and mounts, including drill rifles and their component parts, by NROTC Units. It also includes information on establishing or modifying allowance quantities and the proper procedures for turning in small arms and drill rifles.

**3. ACTION REQUIRED**

NROTC Units must adhere to the procedures outlined in this document when ordering, managing, or returning small arms, drill rifles, and related parts. This includes using the correct forms, following the appropriate shipping procedures, and reporting requirements.

**4. IMPORTANT NOTES**

* This document is based on PMS340\_SAHP\_FY25\_V01, October 2024 and includes all updates and clarifications to date.
* All requests and actions must comply with current Navy regulations and policies.
* Contact information for assistance is provided below.
* Review the website provided for the most up-to-date information and forms.

**In conclusion, this document serves as a comprehensive and authoritative guide for NROTC Units in managing the entire lifecycle of small arms, drill rifles, and related parts. It is essential for all personnel involved in ordering, maintaining, and returning these assets to meticulously follow the guidelines outlined herein. Adherence to these procedures ensures accountability, promotes efficient resource management, and maintains compliance with relevant Navy regulations and policies.**

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Principal

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**HOW TO REQUEST SMALL ARMS**

Users can obtain the latest version of the Small Arms Help Packet and PMS340-SAWR Form via the Small Arms Website or by contacting either the Help Desk/Registry: smallarms@navy.mil/cran\_reqs.fct@navy.mil.

1. For **REPLACEMENT** weapons complete the PMS340 Small Arms Weapon Request (SAWR) form in accordance with the instructions below and submit to the Small Arms Help Desk at smallarms@navy.mil.
2. For **INITIAL ISSUE** weapons complete the PMS340-SAWR form in accordance with the instructions below and submit to the Allowance/Requisition Help Desk at [cran\_reqs.fct@navy.mil](mailto:cran_reqs.fct@navy.mil).

Before requesting a replacement weapon, verify the part broken is not contained within the Allowance Parts List (APL) of associated weapon. If the part is on the APL, unit will procure part and repair weapon locally. If the part is not on the APL, unit will continue with SAWR process below.

PMS340-SAWR form shall be completed in its entirety, with digital signatures. Forms missing data will be returned to the requestor to be re-submitted correctly. Wet signatures will be accepted on a case-by-case basis**.**

Required Delivery Date (RDD) Guidance: In an effort to manage shipments more effectively and prioritize shipments accordingly, we have implemented a standard RDD for all Non-Critical weapons shipments based on geographical location (see guidance below on determining your RDD).

**CRITICAL** – A shipment in which the standard shipment RDD is NOT acceptable and WILL affect the completion of your assigned mission(s).

**NOTE: For critical shipments, the RDD & TYCOM fields are required.**

**NON-CRITICAL** – A shipment in which the standard shipment RDD is acceptable and will not affect the completion of your assigned mission(s). For non-critical shipments, the RDD field is NOT required.

**NOTE: A blank RDD field will receive the standard RDD described below.**

**STANDARD CONUS RDD** – The RDD for a Non-Critical SAWR received ON (or BEFORE) the 15th day of any given month \***(excluding Oct/Dec)** will arrive on (or before) the last business day of that same month. The RDD for a Non-Critical SAWR received after the 15th will have an RDD of the last business day of the following month.

**STANDARD OCONUS RDD** – Non-Critical SAWR received ON (or BEFORE) the 15th day of any given month \***(excluding Oct/Dec)** will be shipped out of Crane for further transfer via MILAIR no later than the last business day of that same month. Requests received AFTER the 15th will be shipped out of Crane for further transfer no later than the last business day of the following month.

Required Fields for **REPLACEMENT**: 1-14, 15-16 (if applicable), 17-19, and 24 (if applicable). Required Fields for **INITIAL ISSUE**: 1-14, 15-16 (if applicable), and 17-18.

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| --- | --- |
| **Field 1:** | List the Class/Hull Number or Unit/Activity Name e.g. DDG 1000 or EODESU 1 |
| **Field 2:** | List the UIC that holds requested Asset(s) Allowance |
| **Field 3**: | Date of Request |
| **Field 4 - 6**: | Requestor’s Name, Email, and Phone Number |
| **Field 7**: | List the complete shipping address  Unit/Activity Name/**UIC (if different from field 2)**  Street/Building Number  City/State/Zip |
| **Field 8**: | Required Delivery Date **(See RDD Guidance on page 2)** |

**Field 9 - 11**: Delivery POC Name, Email, and Phone Number

**Field 12 - 14**: Unit Authorization Signature, Rank and Date

**NOTE: SHALL be signed by AA&E Officer, Weapons Officer or Armorer IAW OPNAVINST 5530.13 series**

**NOTE: SURFOR requires Unit Authorization Signature field to be E-6 or above**

**NOTE: SURFOR Japan AO Ships require 3rd destination MIPR Funding. Contact DLA Distribution Yokosuka – Controlled Material Division** DDYJ.Controlled-Div@dla.mil

**Field 15 - 16**: TYCOM Authorization Signature and date

**NOTE: TYCOM signature required for ALL critical weapons shipments and M18 request**

|  |  |
| --- | --- |
| **Field 17:** | List any remarks, Special Delivery Instructions, additional POC Email(s), or pertinent information |
| **Field 18**: | **Nomenclature/NSN:** Utilize the drop down or type weapon being requested |

**Quantity Allowed:** Indicate the Unit’s authorized allowance

**Quantity On-Hand:** Indicate the Unit’s quantity on-hand

**Total Quantity Requested:** Indicate the total amount requested based on the advice code **Advice Code:** Utilize the drop down or type advice code being requested

**5D** - Initial Issue

**5S -** Replacement (remain in place)

**NOTE: PREFERRED METHOD – Allowing for reutilization of packaging and shipping containers 5G** – Replacement (already returned to Crane)

**5A** - Replacement (missing, lost or stolen)

**NOTE: Registry MUST have an initial copy of report of survey (DD200)**

**Document Number: Will be assigned by NSWC Crane**

**Field 19: (Replacement 5S/5G Advice Codes Only)**

**Nomenclature/NSN:** Utilize the drop down or type weapon being replaced

**Serial Number:** Indicate the serial number being replaced

**APL:** Indicate the APL used for the requested weapon **EITHER** Deficient Part NSN or Part number

**Additional information:** Indicate any necessary information that is not already captured

**Field 20 - 23: FOR NSWC CRANE USE ONLY**

**HOW TO TRACK SMALL ARMS/WEAPONS REQUEST**

Once the Registry approves a PMS340-SAWR Form, users will be able to track the status of the weapon request. The status of a Unit’s SAWR can be viewed on the Small Arms Website. User selects the “Transactions” tab and clicks “Pending Assets Request Status”. **Registration is required; see page 8**.

After the Reports of Shipment (REPSHIPS) are sent to the unit for acknowledgment, the Asset Request Tracker will be updated with RDD and Carrier Tracking information.

**NOTE:** PMS340 has followed DoD guidance to increase Small Arms Accountability for small parcel shipments. NSWC Crane utilizes FedEx First Overnight services with SenseAware technology tags. The tag should be returned to driver on receipt or mailed/returned to FedEx. **Units with Armories inside Classified facilities must remove tag before entering secure areas.**

Once weapons have been received, a signed copy MUST be sent to the Registry, **see page 7.**

**HOW TO ESTABLISH/CHANGE A SMALL ARMS ALLOWANCE**

1. Determine your needs to meet peacetime and wartime requirements, to include training.

**Ship Allowances are established by TYCOM on a Class Allowance. Contact TYCOM for any changes required**

1. Submit your request in letter/email to cran\_reqs.fct@navy.mil, or naval message format via your chain of command to PLAD: PEO USC WASHINGTON DC//NSW// with a copy to PLAD: NAVSURFWARCENDIV CRANE IN//JXNP//.
2. Your request MUST include the following information:
   * Nomenclature
   * National Stock Number (NSN)
   * Current on-hand and allowed totals
   * Requested revised Allowance
   * Justification
   * Unique Identification Code (UIC)
   * POC information including name, telephone number and email address
3. Sample Allowance Change Request letter/naval messages may be found on the Registry Website. Users may also request copies via email to cran\_reqs.fct@navy.mil. **Registration is required; see page 8.**
4. POCs will be notified of approval or disapproval. If approved, POCs will be issued an updated Small Arms Allowance List.
5. Reference: NAVSEAINST 8370.2 series Allowances

**HOW TO RETURN SMALL ARMS TO CRANE**

1. NO weapon will be returned for replacement without prior authorization from the Small Arms Help Desk, smallarms@navy.mil. Unserviceable weapon(s) should be held as remain in place until your authorized replacement(s) have been received.

**NOTE: ALL Machine Guns should be returned with two barrels**

**NOTE: Return of weapons accessories, weapon parts, or mounts to NSWC Crane is NOT authorized**

1. ALL weapons determined to be in excess of allowance shall be returned to NSWC Crane ASAP.

**NOTE: Deployed ships should wait until they return to home port for return of excess**

1. Ship weapons IAW Physical Security Regulations mandated by the Controlled Inventory Item Code (CIIC) and Security Risk Code (SRC) to UIC N00164:

COMMANDER

NAVSURFWARCENDIV CRANE 300 HIGHWAY 361

BLDG 2522 CODE N

CRANE, IN 47522-5001

ATTN: RECEIVING OFFICER

Phone: 812-854-6902 DSN 482-6902

**Warehouse Hours of Operation: Monday-Friday (Non-Holiday) 0630-1330**

1. The shipping activity is responsible for below:
   1. Determine which type carrier (FAK Carriers, DoD-approved Commercial TSP Munitions Carriers, NGDS Domestic Contract, or Commercial Carrier) is most cost-effective.
   2. Verify serial numbers to maintain accountability IAW DoD 5100.76M.
   3. Ensure each small arm is double wrapped, prepared for shipment, packaged and sealed in ways that minimize risk of accidental exposure or undetected deliberate compromise IAW MIL-STD-129 and MIL-STD-2073-1.
   4. Shipping documents DD 1348-1A will be placed in inner receptacle and all markings not applicable to the shipment on outside shipping container will be obliterated. The container will not bear classification markings or other unusual marks that invite special attention that the contents are weapons.
   5. Reporting shipment to Small Arms Registry **WITHIN 24 Hours of shipment** by forwarding a legible signed copy of the DD FORM 1348-1A by email to cran\_annual@navy.mil.
   6. If shipping M18 Pistols each package must be labeled as “radioactive materiel, excepted package, instruments or articles, UN2911” per the 10CFR 20 Appendix C. Attach standard DOT UN2911 label on opposite sides of the outer packaging.
2. The shipping document DD 1348-1A can be generated on the Registry Website, see page 7. **Place copies in each box when shipping multiple boxes.** Ensure shipping document contains the following information:
   1. Qty / NSN / Nomenclature / Serial numbers
   2. Document number: Your UIC / current Julian date / four-digit serial number\*
   3. Ship-from address and UIC
   4. For remarks: "Turn in of weapons" and "Certified clear of ammunition"
   5. Point of contact for your activity; including name, phone number and email address

**NOTE: ALL Navy Service Common shipments MUST be shipped on a DD 1348-1A shipping document.**

**A funded Transportation Account Code (TAC) will be generated on your DD-1348-1A**

1. CONUS shipments consisting of **Machine Guns or more than 15 Small Arms** should be shipped according to the SRC/CIIC utilizing Transportation Protective Services (TPS) as specified by the DTR. The local ITO will schedule a carrier and ensure proper TPS requirements and National Agency Checks are met. Shipments utilizing a Bill of Lading should be annotated.
2. ALL OCONUS shipments should be shipped via the local Installation Transportation Office.
3. CONUS shipments that meet the below criteria are eligible for Commercial Carriers with next-day delivery and signature receipt services.

**NOTE: Shipping Unit is responsible for Commercial Carrier cost** x **USPS Registered Mail:** SRC IV (**Non-Automatic Rifle/Pistol/Shotguns ONLY**), less than 15 per box, less than 70 lbs., and less than 108 inches girth (distance around middle of box). x **FedEX/UPS:** SRC II-IV (**No Machine Guns or Grenade Launchers**), less than 15 per box, less than 150 lbs., and less than 15 cubes (length x width x height divided by 1728 (in inches)).

Weapons must be packed in cardboard containers appropriate to the weight of the shipment. There are to be no markings on the outside of the container to indicate weapons are enclosed. All paperwork is to be placed inside the container. Shipping label only on the outside.

1. Weapons shipments must be marked for BLDG 2522. Shippers and carriers should utilize the Transportation Facilities Guide DODAAC: N31989 to research NSWC Crane Weapons receiving information.
2. SRC/CIIC II material requires advanced shipment planning with NSWC Crane prior to shipping.

Shipper can contact cran\_nslc\_2522smallarmsrepship@us.navy.mil or call 812-854-6902/1582 to coordinate inbound shipments.

1. Report of Shipment (REPSHIPS) are required for all weapons shipments. More information on preparing a REPSHIP can be found in the DTR Chapter 205 paragraph L. REPSHIPs can be emailed to cran\_nslc\_2522smallarmsrepship@us.navy.mil.
2. Upon receipt of your shipment at NSWC Crane, a signed copy of your shipping document will be returned to you by email to verify receipt. NSWC Crane POC’s for receipt of weapons is cran\_nslc\_2522smallarmsrepship@us.navy.mil or call 812-854-6902/1582.
3. References:
   1. Defense Transportation Regulation (DTR) 4500.9r Ch205
   2. OPNAVINST 5530.13 series
   3. NAVSEAINST 8370.2 series Reporting

**HOW TO REPORT SMALL ARMS RECEIPT/TURN-IN**

1. At the time of shipment or receipt of weapons, users **MUST** forward a legible copy of your DD FORM 1348-1A shipping document listing serial numbers to the Small Arms Weapons Registry and Allowance Branch by email to cran\_annual@navy.mil, or mail to:

COMMANDER

NAVSURFWARCENDIV CRANE

300 HIGHWAY 361

BLDG 3422 CODE JXNP

CRANE, IN 47522-5001

ATTN: REGISTRY

Phone: 812-854-8790 DSN 482-8790

**NOTE: If shipment is not received within 48 hours of ETA, notify NSWC Crane, Small Arms Transportation email:** cran\_nslc\_transportation@navy.mil **or call 812-854-6406/8208**

**NOTE: CAT II 48 hour Reporting requirement is IAW OPREP3 Navy Blue report OPNAVINST 3100.6K**

**HOW TO CREATE A DD FORM 1348-1A**

To generate an online DD FORM 1348-1A shipping document for weapons returning to Crane, users will need access to the Small Arms Registry Website. **Registration is required; see page 8.**

Once registered, on the Small Arms Registry Website, select the “Transactions” tab and click “Fleet Return 1348”. The following four fields will need to be manually entered:

1. Document Number (UIC, Julian Date, unique four characters) i.e. N123450123SA01
   1. Do **NOT** use alternate characters in document number (spaces, tacks, etc.)
   2. Four unique characters should be unit generated, typically by supply department.
2. Select NSN off drop down
3. Ensure Physical Security code is correct (PS 2,3,4, or J)
   1. PS 2 – Light automatic weapons up to and including .50 caliber and 40mm MK19 machine guns. b. PS 3 – Grenade Launchers
   2. PS 4 – Non-automatic shoulder-fired weapons, other than grenade launchers. Handguns and recoilless rifles up to and including 106mm.
   3. PS J – Pilferage, Drill Rifles
4. Click “Add – From List” and select the corresponding serial numbers returning to Crane.

Clicking “Print/Save” will allow users to print documentation or click “Save” will allow users to edit later using “Fleet Return 1348 Transactions Pending”. A separate DD FORM 1348-1A will need to be created for each weapon system being returned.

Once a physical copy is printed, a signed copy **MUST** be sent to the Registry **WITHIN 24 Hours** of shipment.

References: A. NAVSEAINST 8370.2 series Reporting B. OPNAVINST 5530.13 series

**NAVY SMALL ARMS REGISTRY/ARMORER’S WEBSITE**

**Small Arms Website: https://msada.dc3n.navy.mil/MSADAWeb/default.aspx**

To request access, **send a digitally signed email** to cran\_annual@navy.mil including your UIC and a brief justification for access. If you have any questions, email cran\_annual@navy.mil or call 812-854-8790/3700.

The Navy Small Arms Registry Website provides the ability to view/print/download your unit's current assets, assets in transit to/from NSWC Crane, and current small arms allowances. The website also contains the ability to generate return shipping documents and track status of pending weapon request.

**The Armorer’s Website now provides ability to view/print/download your unit’s technical information for both mounts and small arms under “Help and Resources”, “Other Links”, “Navy Armorers Reference”. Example below:**

Table

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**FACTS ABOUT SMALL ARMS AND ORGANIZATIONAL MAINTENANCE**

As a result of various fleet activities inability or lack of authority to request and replace parts on small arms and small arms mounts, the following clarification is provided:

All Navy activities holding an allowance for small arms are required to perform organizational level repairs. This is in addition to normal preventive maintenance covered by maintenance requirement cards. The guiding document for determining if missing or failed parts can be requisitioned and replaced at the organizational level is the allowance parts list (APL) for the weapon.

The APL contains an entry called the source maintenance and recoverability code. A typical code would be PAOZZ. The "PA" is the source code and is always the first two letters. "PA" means the part is stocked and issued by the regular stock system and is obtained by a funded requisition. The third entry in the example, "O" is the maintenance code. The "O" means the part can be removed, requisitioned and replaced at the organizational level. An entry of "H" is applicable to NSW only and normally has a note assigned on the upper left corner of the APL stating "SM&R CODE PAHZZ PARTS ARE FOR NSW UNITS ONLY”. The fourth and fifth entries in the example, "ZZ" means the part is not repairable and is a consumable item. For a complete description of codes refer to OPNAVINST 4410.23.

Parts with a "PA" source code and an organizational level maintenance code can be requisitioned through the regular stock system. Costs for the parts are paid by the requisitioning activity.

Weapons that have missing and/or defective parts not coded for organizational level maintenance must be replaced. See page 2 for guidance on this process.

It is the user activity's responsibility to ensure that accurate and current configuration data is reported to the Navy's weapon system file and reflected in their COSAL. Configuration changes should be reported to the ship/activity's configuration data manager (CDM) via an OPNAV 4790/CK form.

Include any barrels that were provided as initial outfitting for all crew served weapons. Per NAVSEA message DTG 011356Z JAN 21, the M4A1 will only come with a rear flip-up sight; therefore, it is recommended the unit keep the carrying handle IOT support OPNAV 3591, Small Arms Training and Qualification, Day and Low Light Qualifications. When replacing an M203, retain all initial issue equipment to include the quick disconnect bracket (NSN 1005-01-452-3258).

M18’s will NOT be replaced due to dim, non-illuminated or broken sights as the sights are available on the assigned APL. All M18 sights whether dim, non-illuminated or broken are to be shipped to NSWC Crane following guidance listed on pages 5-6. It is strongly recommended to replace M18 sights that become dim as to avoid the necessity to treat the weapon and sights as being potentially contaminated due to tritium leakage. Sights will be shipped as follows:

1. Sights will be placed in plastic linings, then placed within appropriate shipping container.
2. Plastic bags shall be sealed with the quantity, NSN, and Nomenclature displayed.
3. Shipping container shall be labeled “radioactive materiel, excepted package, instruments or articles, UN2911”. Attach standard DOT UN2911 label on opposite sides of the outer package.

**NAVY SMALL ARMS FLEET SUPPORT APL NUMBERS**



**NAVY SMALL ARMS ENHANCED SUPPORT APL**



**NAVY STANDARD MOUNTS NATIONAL STOCK NUMBERS**



**NOTE: Prior to any command initiating shipment of non-serviceable mounts contact the Small Arms Help Desk. Email** smallarms@navy.mil **or call 812-854-6682.**

**NAVY SERVICE COMMON SMALL ARMS NATIONAL STOCK NUMBERS**

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