

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

**AIR FORCE MANUAL 31-129**

**29 JUNE 2016**



**Security**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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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*. This publication requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notices (SORN) F031 AF SF B, *Security Forces Management Information System (SFMIS)*, apply and is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Forms affected by the PA have an appropriate PA statement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). This manual provides guidance on loading, clearing, issuing and turning-in of US Air Force small arms and light weapons (SA/LW). It applies to Air Force military (Active Duty, Air Force Reserve Command units and Air National Guard), civilian and contract personnel, as well as personnel from other US military branches assigned or attached to Air Force units or otherwise receiving/returning SA/LW from/to Air Force armories or weapon storage facilities. Air Force Office of Special Investigation (AFOSI) personnel will follow the SA/LW handling procedures contained in AFOSI Manual (AFOSIMAN) 71-113-O, *Firearms, Use of Force, and Tactics*, insofar as they do not violate Federal Law or Department of Defense (DoD) guidance. HQ AFOSI will coordinate any changes in SA/LW handling procedures included in AFOSIMAN 71-113-O with HQ USAF/A4SX prior to implementation. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to HQ USAF/A4SX, 1030 Air Force Pentagon Suite 5E1040, Washington DC 20330-1030, using Air Force (AF) Form 847, *Recommendation for Change of Publication*;

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

**This document is substantially revised and must be completely reviewed.** This revision changes the publication number due to the recession of AFD 31-2. It adds standardized handling procedures for the M320 grenade launcher, M2 machine gun, MK19 machine gun, M107 long range sniper rifle, GLOCK® 19 pistol and the M110 Semi-Automatic Sniper System. It also adds the term small arms and light weapons (SA/LW) to replace the terms small arms and firearms.

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## Chapter 1

### GENERAL GUIDELINES

**1.1. General Guidelines:** All Air Force military, civilian and 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, Combat Arms Branch (AFSFC/FGWL), HQ USAF/A4SX 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).** Attachments 2 through 18 address specific loading and unloading/clearing procedures in detail for each weapon. All personnel must follow these procedures during issue and turn-in. **(T-1).** Upon completion of duties requiring SA/LW and before returning weapons to storage or relinquishing custody to an authorized individual, personnel must unload/clear their weapons following the procedures in this manual. **(T-1).** HQ USAF/A4SX must approve unit-developed, weapons handling procedures for SA/LW that are not addressed in this publication. The MAJCOM/A4S 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/unit documents). **(T-1).** Personnel assigned to Armories will control access to SA/LW and be familiar with requirements in accordance with AFI 31-101, *Integrated Defense* (FOUO); AFI 31-117, *Arming and Use of Force by Air Force Personnel*; 1-204, *Combat Arms Program*; AFCAT 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/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 (sights adjusted) for the individual carrying the weapon (This does not apply to weapons with fixed/non-adjustable sights). **(T-1).** The preferred method to accomplish this is live-fire zero. Machine guns, grenade launchers and unassigned SA/LW are previously zeroed either by live-fire, laser bore sighting or as 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/FGWL 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 base 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 bore sighting devices/methods approved by AFSFC/FGWL.

**1.3. Standardized Air Force SA/LW Safety Rules:** As 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/clearing procedures covered in paragraph 4.2. **(T-1)**.

- 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-1)**.

1.4.1. Armorer/clearing barrel attendant training must include weapon safety, loading/clearing/unloading procedures for each weapon handled or supervised and clearing barrel procedures. **(T-1)**. To remain qualified, armorers and clearing barrel attendants must successfully complete annual training and certification provided by certified unit trainers on each weapon they handle/supervise. **(T-1)**.

1.4.2. Document initial training/certification on AF Form 797, *Job Qualification Standard Continuation/Command JQS* and recurring training/certification on 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 DD Form 2760, *Qualification to Possess Firearms or Ammunition*, and be in compliance with the Gun Control Act of 1968 (18 U.S.C. § 922(d)(9) and (g)(9)/Lautenberg Amendment) regardless of whether they will be armed, as outlined in AFI 31-117. 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 in close proximity 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-1)**.

1.5.2. Gun crews only live load and clear the M2 machine gun, MK19 machine gun, grenade launcher 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/clear 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 and ordinate of ammunition used, as well as the terminal effect of high explosive munitions when selecting a designated clearing area.

1.5.3. Commanders will ensure that 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. **(T-1).**

1.5.4. Special considerations for armed aircrew members. Aircrew members and others on a military aircraft required to be armed in the performance of their duties will load their SA/LW at an approved clearing area using an authorized clearing barrel prior to boarding the aircraft. **(T-1).** Individuals will not unload their weapons until they return to a DoD installation and are able to use an approved clearing area/barrel, unless this option becomes available at en route stops. **(T-1).** 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 the weapons to be temporarily stored 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/ammunition are inventoried/accounted for upon return. **(T-1).** 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-1).** 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-1).**

**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 (ropes or cones may be used in a field environment). **(T-2).** Only the clearing barrel attendant and the individual clearing their weapon are allowed within the clearing zone during loading/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. 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.

1.6.3. The clearing zone is at least 6 feet wide (3 feet on either side of the clearing barrel's centerline). If the clearing barrel is positioned against a wall, the clearing zone is extended to the wall and the wall must be constructed of material that will prevent all calibers and types of ammunition loaded/unloaded at the clearing barrel from penetrating the wall or the

guidance in paragraph 1.6.5. must be followed. **(T-1)**. 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 splash back from any projectiles that may strike the wall.

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/ unloaded at the clearing barrel from penetrating the barrier. Additionally, it is recommended that the barrier be covered with a one-sheet layer of three quarter inch and a one-sheet layer of one half inch plywood or similar material to reduce the possibility of splash back from any projectiles that may strike the barrier.

**1.7. Waiver requests for this publication (AFMAN 31-129):** HQ USAF/A4SX, Combat Arms Policy, is the waiver approving authority for non-tiered requirements in this publication. A copy of any waivers or exceptions issued regarding the publications and forms management requirements found in this publication must be included when submitting products to AFDPO for publishing.

**1.8. Exceptions:** Using units will coordinate unit-developed, loading, clearing and handling procedures for weapons not addressed in this publication with the MAJCOM/A4S, AFSFC/FGWL for review and HQ USAF/A4SX 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/FGWL. AFSFC/FGWL will review all reports and coordinate with HQ USAF/A4SX for generation of safety messages or changes in procedures if warranted.

## Chapter 2

### RESPONSIBILITIES

#### **2.1. Headquarters USAF, DCS for Logistics, Engineering and Force Protection, Directorate of Security Forces, Strategy, Readiness and Force Development Division, Combat Arms Policy (HQ USAF/A4SX) 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. Air Force Installation and Mission Support Center (AFIMSC), Air Force Security Forces Center, Weapons Management Branch, Combat Arms (AFSFC/FGWL) will:**

- 2.2.1. Develop/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 HQ USAF/A4SX for approval.
- 2.2.2. Review all unit-developed, loading, clearing and handling procedures for weapons not addressed in this publication and forward to HQ USAF/A4SX for approval.

#### **2.3. Unit Commanders will:**

- 2.3.1. Designate individuals authorized to perform armorer and clearing barrel attendant duties in writing. **(T-2)**.
- 2.3.2. Designate unit trainers to provide armorer and clearing barrel attendant training to unit personnel in writing. **(T-2)**.
- 2.3.3. 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-1)**.
- 2.3.4. Ensure the documentation appointing armorers and clearing barrel attendants is posted in armories and filed in the office primarily responsible for the armories. **(T-3)**.
- 2.3.5. Designate clearing locations and ensure approved clearing barrels are available and located in the clearing zone. **(T-1)**. Clearing zones should be located near or outside the armory.
- 2.3.6. Ensure clearing zones are constructed in accordance with paragraph 1.6.

#### **2.4. Unit Trainers will:**

- 2.4.1. Train appointed armorers and clearing barrel attendants in SA/LW handling procedures outlined in this manual. **(T-1)**.
- 2.4.2. Document armorer and clearing barrel attendant initial training/certification on AF Form 797 and recurring training/certification on AF Form 1098. **(T-1)**.

#### **2.5. Armorers will:**

- 2.5.1. Ensure safe handling of all weapons and use the procedures outlined in attachments 2 through 18 of this manual. **(T-1)**.
- 2.5.2. Verify each individual's authorization to receive weapons and/or ammunition. **(T-1)**.

- 2.5.3. Ensure each weapon is cleared before issue or turn-in. **(T-1)**.
- 2.5.4. Issue all weapons butt first, muzzle elevated, slide or bolt to the rear, and safety/selector lever in the SAFE position, if the weapon design/operation permits. **(T-1)**.
- 2.5.5. Allow only one person at a time to approach the issue and turn-in area or window. **(T-2)**.
- 2.5.6. 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 attachments 2 through 18 of this manual.

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

- 2.6.1. Ensure safe handling of all weapons and use the procedures outlined in attachments 2 through 18 to this manual. **(T-1)**.
- 2.6.2. Ensure individuals needing to clear SA/LW enter and exit the clearing zone only when directed. **(T-2)**.
- 2.6.3. Ensure individuals proceed directly to the clearing zone after receiving their weapon from the armorer. **(T-2)**.
- 2.6.4. 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)**.
- 2.6.5. Ensure individuals keep the muzzle of their weapon centered in the clearing barrel aiming point and in line with the clearing barrel’s axis during all weapons loading and clearing procedures. **(T-1)**.
- 2.6.6. Ensure cleared weapons and munitions are returned to the armorer. **(T-1)**.
- 2.6.7. 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.
- 2.6.8. Focus on the weapon handling actions of the individual loading/clearing the weapon at all times. If the attendant needs to look at printed or posted loading/clearing procedures during the process or take their eyes off the person handling the weapon for any reason, they stop the individual loading/clearing at the step they have just completed, read the applicable step, return their eyes to the individual loading/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. Although butt numbers may be used to simplify record keeping, each receipt bears the serial number of the issued weapon.

3.1.1. SA/LW Hand Receipt. Use AF Form 629, *Small Arms Hand Receipt* or SFMIS generated version, 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 15."

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 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/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-1).**

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. Additions and deletions to the authorization throughout the month must be documented in accordance with the guidance contained in AFI 31-117. 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.”

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 IAW AFI 36-2654 or to have current 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 monitors all weapons handling and clearing procedures. After clearing the weapons, and upon direction of the clearing barrel attendant, individuals proceed directly to the turn-in point. They carry shoulder weapons at “port-arms” and handguns at “raised pistol” with the barrel pointed up and action open. 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. Clearing barrels must be secured in place (e.g., bolted to the floor or wall) so that they cannot fall over or move out of position.

4.1.1. Commercial-Off-The-Shelf (COTS) Clearing Barrels. AFSFC/FGWL maintains a memorandum of HQ USAF/A4SX approved COTS clearing barrels on the USAF Combat Arms, Air Force Network (AFNet), Enterprise Information Services (EIS) website (<https://cs3.eis.af.mil/sites/AF-ED-00-29/>). The using unit may request approval of additional COTS clearing barrels from HQ USAF/A4SX. Unit commanders submit requests electronically with documentation on the specifications and design of the barrel/device to AFSFC/FGWL for review and possible testing. AFSFC/FGWL provides HQ USAF/A4SX 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-1)**.

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-1)**. The tray must be at least 10 inches wide and 5 inches deep. **(T-3)**. **Note:** Trays in use as of the publication date of this manual that do not meet these specifications may be continued in use until the clearing barrel is repaired or replaced.

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-1)**.

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-1)**. **Note:** Clearing barrels in use as of the publication date of this manual that do not meet these specifications may be continued in use until the clearing barrel is repaired or replaced.

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)**. **Note:** Clearing barrels

in use as of the publication date of this manual that do not meet these specifications may be continued in use until the clearing barrel is repaired or replaced.

**4.2. Written Procedures:** Post written SA/LW loading/clearing procedures above each clearing barrel for each type of government weapon routinely loaded/cleared at the location. 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, also display the written loading/clearing procedures in the host-nation language if host-nation personnel use the US armory or handling area. 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 after one calendar year from the publication date of this manual.

**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 IAW 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-1)**. Individual units will provide their own training to emphasize safe handling, weapon operation, use of blank ammunition and operator maintenance. **(T-1)**. 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. 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 HQ USAF/A4SX *Close Combat Mission Capability Kit (CCMCK) Training Concept of Operations (CONOPS)* and the training program must comply with the guidance contained in this CONOPS. **(T-1)**. The CONOPS is available on the USAF Combat Arms, AFNet, EIS website (<https://cs3.eis.af.mil/sites/AF-ED-00-29/>). 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-1)**. 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-1)**.

5.1.2.2. Inspect ammunition and magazines to ensure only blank/dye-marking ammunition is employed. This will include a joint inspection with the armorer when ammunition is issued from and turned into the armory. **(T-1)**.

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-1)**.

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-1)**.

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-1)**. 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-1)**.

**5.2. Exercise Safety:** Unit commanders will develop and implement written guidelines for SA/LW safety tailored specifically to exercises or training. **(T-1)**. At a minimum, the guidelines are as follows:

5.2.1. Establish local procedures for conducting exercises or training with blank/dye-marking ammunition.

5.2.2. Establish local procedures for conducting exercises or training where live ammunition is present for guard or security purposes.

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

5.2.4. Ensure handguns are carried in an authorized holster and exercise area storage procedures are addressed.

5.2.5. Address emergency action procedures should an accident or incident occur.

5.2.6. Establish emergency notification procedures prior to the exercise. 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.

5.2.8. Establish local procedures ensuring accountability of exercise or training ammunition.

5.2.9. Establish a training and certification program for exercise or training supervisors.

5.2.10. Appoint, in writing, exercise or training supervisors, ammunition custodians and personnel armed with live ammunition.

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:** Weapons are difficult to completely decontaminate because of lubricants that trap agents. Additionally, chemical droplets may get into hard to reach places within the weapon's parts.

**6.2. Immediate Action:** Contaminated weapons should be decontaminated within minutes after exposure, if possible, using the M291, Skin Decontamination Kit or M295, Individual Equipment Decontamination Kit. Use water-soaked rags to remove the decontamination kit's powder residue. When feasible, thoroughly decontaminate the weapon by disassembling it and rinsing parts in a five percent chlorine solution. When practical, expose contaminated weapons to moving air. Always wear protective mask and gloves when cleaning contaminated weapons. Decontaminate the weapons cleaning tools (cleaning rod and brush) with a five percent chlorine solution. Dispose of the used weapons cleaning materials as contaminated waste.

**6.3. Enclosed Space Handling:** 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.

JOHN B. COOPER, Lieutenant General, USAF  
DCS/Logistics, Engineering, and Force Protection

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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- TO 11W3-3-4-21**, *Operator's Manual Glock 19, 9MM*, 4 May 2011
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**TO 11W3-5-4-41**, *Technical Manual, Operator's Manual, For Rifle, 7.62-MM, M14, W/E*, 1 March 1972

**TO 11W3-5-4-71**, *Operator's Manual, M110 Semi-Automatic Sniper System 7.62MM*, 1 October 2007

**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 September 2014

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**TO 11W3-9-4-1**, *Technical Manual Operator's Manual Grenade Launcher, 40-MM: M203*, 18 Jul 2003

**TO 11W3-9-7-1**, *Operator's Manual for Grenade Launcher, 40MM, M320, W/E*, 28 November 2008

**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 483**, *Certificate of Competency*

**AF Form 522**, *USAF Ground Weapons Training Data*

**AF Form 629**, *Small Arms Hand Receipt*

**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*

**AF Form 1473**, *Gun Equipment Room Inventory*

**DD Form 1574**, *Serviceable Tag*

**DD Form 2760**, *Qualification to Possess Firearms or Ammunition*

#### ***Abbreviations and Acronyms***

**ADM**—Advanced Designated Marksman

**AF**—Air Force

**AFCAT**—Air Force Catalog

**AFDPO**—Air Force Departmental Publishing Office  
**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  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AFSFC**—Air Force Security Forces Center  
**ANG**—Air National Guard  
**AR**—Automatic Rifle  
**BASH**—Bird/wildlife Aircraft Strike Hazard  
**BDOC**—Base Defense Operations Center  
**CCMCK**—Close Combat Mission Capability Kit  
**CONOPS**—Concept of Operations  
**COTS**—Commercial-Off-The-Shelf  
**DCS**—Deputy Chief of Staff  
**DD Form**—Department of Defense Form  
**DoD**—Department of Defense  
**DODI**—Department of Defense Instruction  
**EIS**—Enterprise Information Services  
**EOD**—Explosive Ordnance Disposal  
**FOUO**—For Official Use Only  
**GL**—Grenade Launcher  
**HQ USAF**—Headquarters United States Air Force  
**HQ USAF/A4S**—Headquarters United States Air Force, Director of Security Forces  
**IAW**—In Accordance With  
**IDEA**—Innovative Development through Employee Awareness  
**JQS**—Job Qualification Standard  
**LRSR**—Long Range Sniper Rifle  
**MAJCOM**—Major Command

**MCS**—Modular Combat Shotgun

**MG**—Machine Gun

**MILES**—Multiple Integrated Laser Engagement System

**MM (or mm)**—Millimeter

**NSN**—National Stock Number

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**RDS**—Records Disposition Schedule

**SA/LW**—Small Arms and Light Weapons

**SASS**—Semi-Automatic Sniper System

**SEMI**—Semi-Automatic

**SF**—Security Forces

**SFMIS**—Security Forces Management Information System

**SMG**—Submachine Gun

**SORN**—System of Records Notice

**SWS**—Sniper Weapon System

**TBD**—To Be Determined

**TO**—Technical Order

**UCMJ**—Uniform Code of Military Justice

**US**—United States

**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 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).

**Functional Manager**—The office of primary responsibility for a particular Air Force specialty. Examples: AF/A4S for security forces; AF/A4C for civil engineers; AF/A1 for personnel and education and training specialists.

**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 attachment 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.

**Serious Bodily Harm**—Includes fractured or dislocated bones, deep cuts, torn members of the body, serious damage to the internal organs and other life-threatening injuries. Does not include minor injuries such as a black eye or bloody nose.

**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.

**Unauthorized Firearms Discharge**—Intentionally or accidentally discharging a SA/LW without authorization.

## Attachment 2

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

**A2.1. General Information.** M9 loading/unloading procedures are IAW TO 11W3-3-5-1, *Operator Manual Pistol, Semiautomatic, 9mm, M9*.

**A2.2. Issue.** The armorer will use the following procedures when issuing the M9 pistol:

A2.2.1. 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)**.

A2.2.2. 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.

A2.2.3. 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)**.

A2.2.4. 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)**.

**A2.3. Loading.** The individual issued the pistol will use the following procedures:

A2.3.1. 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)**.

A2.3.2. 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.

A2.3.3. 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)**.

A2.3.4. 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)**.

A2.3.5. 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.

A2.3.6. 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.

A2.3.7. 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)**.

**A2.4. 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:

A2.4.1. 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. **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.

A2.4.2. 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.

A2.4.3. Press the magazine release button to remove magazine from the pistol (if present) and give the magazine to the clearing barrel attendant. **(T-1)**.

A2.4.4. 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)**.

A2.4.5. 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)**.

A2.4.6. 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)**.

A2.4.7. 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)**.

**A2.5. 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). At no time during the 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 then will use the following procedures:

A2.5.1. Visually inspect the pistol chamber and receiver to ensure it contains no ammunition and is safe for storage. **(T-1)**.

A2.5.2. Depress the slide stop and allow the slide to move forward to the closed position. **(T-1)**.

A2.5.3. 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)**.

A2.5.4. 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)**.

**A2.6. 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.

### Attachment 3

#### M11 SEMIAUTOMATIC PISTOL (9MM)

**A3.1. General Information.** M11 loading/unloading procedures are IAW TO 11W3-3-4-11, *Operator Manual Pistol, Compact, 9mm, M11*.

**A3.2. Issue.** The armorer will use the following procedures when issuing the M11 pistol:

A3.2.1. 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)**.

A3.2.2. Place the muzzle of the pistol in the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**.

A3.2.3. Visually inspect the pistol to ensure there is no magazine inserted. **(T-1)**. Do not place fingers into the trigger guard.

A3.2.4. 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)**.

A3.2.5. Issue the pistol to the individual “butt” first, muzzle elevated and slide locked to the rear (open). **(T-1)**.

**A3.3. Loading.** The individual issued the pistol will use the following procedures:

A3.3.1. 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.

A3.3.2. 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)**.

A3.3.3. Visually inspect the chamber and receiver area to ensure there is no ammunition present. **(T-1)**.

A3.3.4. 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.

A3.3.5. 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. **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.**

A3.3.6. 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.

A3.3.7. 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. **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.

**A3.4. 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:

A3.4.1. 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. **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.

A3.4.2. 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).**

A3.4.3. 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).**

A3.4.4. Visually inspect the pistol to ensure the chamber and receiver area is clear (no ammunition present). **(T-1).**

A3.4.5. 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).**

**A3.5. 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). At no time during the turn-in procedures should anyone place their 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:

A3.5.1. Visually inspect the chamber, and receiver to ensure it contains no magazine or ammunition and is safe for storage. **(T-1).**

A3.5.2. Depress the slide catch lever and allow the slide to move forward to the closed position. **(T-1).**

A3.5.3. Depress the decocking lever and ensure the pistol's hammer is in the down (forward) position. **(T-1).**

A3.5.4. 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).**

## Attachment 4

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

**A4.1. General Information.** M16 series rifles and M4 carbine loading/unloading procedures are IAW TO 11W3-5-5-41, *Operator's Manual for Rifle, 5.56 MM, M16A2 W/E, Carbine, 5.56 MM, M4 W/E*.

**A4.2. 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.

A4.2.1. 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.

A4.2.2. 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.

A4.2.3. 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.

A4.2.4. 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)**.

A4.2.5. Place the selector lever in the safe position and visually inspect the chamber and receiver area to ensure no ammunition is present. **(T-1)**.

A4.2.6. 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.

**A4.3. Loading.** The individual issued the rifle will use the following procedures:

A4.3.1. 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)**.

A4.3.2. 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.

A4.3.3. 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)**.

A4.3.4. 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)**.

A4.3.5. 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.

A4.3.6. 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.

**A4.4. 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:

A4.4.1. 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.

A4.4.2. 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)**.

A4.4.3. 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)**.

A4.4.4. 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)**.

A4.4.5. 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)**.

**A4.5. 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. 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 trigger guard. The armorer will use the following procedures:

A4.5.1. Visually inspect the chamber and receiver area; ensure no ammunition or magazine is present and the rifle is safe for storage. **(T-1)**.

A4.5.2. Depress the upper portion of the bolt catch and allow the bolt to move to the forward (closed) position. **(T-1)**.

A4.5.3. 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)**.

A4.5.4. 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)**.

## Attachment 5

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

**A5.1. General Information.** Pump action shotgun loading/unloading procedures are IAW 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* 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.*

**A5.2. Issue.** The armorer will use the following procedures when issuing the 12-gauge, pump action shotgun:

A5.2.1. 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).**

A5.2.2. 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.

A5.2.3. 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).**

A5.2.4. Visually inspect the chamber, receiver and magazine to ensure no ammunition is present. **(T-1).**

A5.2.5. Issue the shotgun to the individual, “butt” first, muzzle elevated, action open and safety in the safe position.

**A5.3. Loading.** The individual issued the weapon will use the following procedures:

A5.3.1. 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).**

A5.3.2. 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.

A5.3.3. 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).**

A5.3.4. 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).**

A5.3.5. 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.

A5.3.6. 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.

**A5.4. 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:

A5.4.1. 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.

A5.4.2. 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 A5.4.6. **Note:** If a round is chambered it will eject from the ejection port.

A5.4.3. Bring the hand down from the fore-end and place it over the ejection port. 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)**.

A5.4.4. Repeat the above two steps until the shotgun is free of ammunition. **(T-1)**.

A5.4.5. 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)**.

A5.4.6. 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)**.

A5.4.7. 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)**.

**A5.5. 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). 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. Do not place fingers in the trigger guard. The armorer will use the following procedures:

A5.5.1. Visually inspect the chamber, receiver and magazine to ensure the shotgun contains no ammunition and is safe for storage. **(T-1)**.

A5.5.2. 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)**.

A5.5.3. 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)**.

## Attachment 6

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

**A6.1. General Information.** M107 LRSR loading/unloading procedures are IAW 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).

**A6.2. Issue.** The M107 may be stored assembled in a rack or unassembled in a case.

A6.2.1. Assembled M107. The armorer will use the following procedures when issuing the M107:

A6.2.1.1. 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)**.

A6.2.1.2. 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)**.

A6.2.1.3. 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)**.

A6.2.1.4. Issue the M107 to the individual, "butt" first, muzzle elevated, and safety switch in the safe position. **(T-1)**.

A6.2.2. Unassembled M107. The armorer will use the following procedures when issuing the M107:

A6.2.2.1. Remove case from storage location, move to a clear area with sufficient lighting and open case. **(T-1)**.

A6.2.2.2. Jointly verify receiver/chamber are void of ammo and all appropriate equipment is present with individual receiving M107 prior to issue. **(T-1)**.

A6.2.2.3. Once weapon is verified cleared, issue weapon in case to individual. **(T-1)**.

A6.2.2.4. Ensure individual closes case and proceeds to destination. **(T-1)**.

A6.2.2.5. Once on location the M107 is assembled and cleared according to A6.2.1. and A6.3. while muzzle is pointed in a safe direction. **(T-1)**.

**A6.3. Post-Issue Clearing and Loading Procedures.** The individual issued the weapon will use the following procedures:

A6.3.1. 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 IAW the applicable operator technical order.

A6.3.2. When directed by the clearing barrel attendant, enter the clearing zone and point the muzzle in a safe direction. **(T-1)**.

A6.3.3. 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.

A6.3.4. 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)**.

A6.3.5. 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.

A6.3.6. 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 A6.3.5.

**A6.4. 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:

A6.4.1. 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.

A6.4.2. 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)**.

A6.4.3. 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)**.

A6.4.4. 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)**.

**A6.5. 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. The armorer takes possession of the rifle and immediately points the muzzle at the clearing barrel aiming point. Do not place fingers into trigger guard. The armorer will use the following procedures:

A6.5.1. Assembled M107.

A6.5.1.1. 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)**.

A6.5.1.2. Visually inspect the chamber/receiver area to ensure no ammunition is present, the safety is on safe and the weapon is clear. **(T-1)**.

A6.5.1.3. While holding the charging handle, ride the bolt forward. Do not allow the bolt to slam forward as damage will occur. **(T-1)**.

A6.5.1.4. Place the safety to fire (F) and press the trigger to release the hammer. **(T-1)**. The weapon is now safe for storage.

A6.5.2. Unassembled M107.

A6.5.2.1. 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)**.

A6.5.2.2. Upon verification, the armorer takes possession of weapon, close case and return it to storage location. **(T-1)**.

## Attachment 7

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

**A7.1. General Information.** M203 series GL loading/unloading procedures are IAW 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. 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.

**A7.2. Issue.** The armorer will use the following procedures when issuing the M203 GL:

A7.2.1. Remove the GL from its storage rack or container and proceed to the issue-point clearing area in the “port-arms” position. **(T-1).**

A7.2.2. 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.

A7.2.3. 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).**

A7.2.4. 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).**

A7.2.5. 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).**

A7.2.6. Visually inspect the GL to ensure there is no ammunition present and it is safe for issue. **(T-1).**

A7.2.7. 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.

**A7.3. Loading.** The individual issued the weapon will use the following procedures:

A7.3.1. 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 AFIMSC, MAJCOM and local procedures.

A7.3.2. 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.

A7.3.3. 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)**.

A7.3.4. 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)**.

A7.3.5. Pull the GL's barrel assembly to the rear (closed) position and lock it into place. **(T-1)**.

A7.3.6. 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.

A7.3.7. 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.

**A7.4. 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:

A7.4.1. 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. **Note:** If rifle is loaded, depress the magazine catch button, remove the magazine and hand the magazine to clearing barrel attendant. **(T-1)**.

A7.4.2. 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)**.

A7.4.3. 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.

A7.4.4. 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)**.

A7.4.5. 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.

A7.4.6. 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)**.

**A7.5. 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. 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. Do not place fingers into the trigger guards. The armorer will use the follow procedures:

A7.5.1. Visually inspect the rifle’s chamber and receiver area to ensure no ammunition is present. **(T-1)**.

A7.5.2. Depress the upper portion of the rifle’s bolt catch and allow the bolt to move to the forward (closed) position. **(T-1)**.

A7.5.3. 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)**.

A7.5.4. Visually inspect the GL barrel to ensure it contains no ammunition. **(T-1)**.

A7.5.5. 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)**.

A7.5.6. 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.

## Attachment 8

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

**A8.1. General Information.** M110 SASS loading/unloading procedures are IAW TO 11W3-5-4-71, *Operator's Manual For M110 Semi-Automatic Sniper System (SASS), 7.62MM*.

**A8.2. Issue.** The armorer will use the following procedures when issuing the M110 SASS rifle:

A8.2.1. 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.

A8.2.2. Place the muzzle of the rifle in the clearing barrel aiming point in line with the axis of the barrel. **(T-1)**.

A8.2.3. 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)**.

A8.2.4. 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.

A8.2.5. 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)**.

A8.2.6. 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)**.

A8.2.7. 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.

**A8.3. Loading.** The individual issued the rifle will use the following procedures:

A8.3.1. 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)**.

A8.3.2. 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.

A8.3.3. 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)**.

A8.3.4. 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)**.

A8.3.5. 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)**.

A8.3.6. 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.

**A8.4. 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:

A8.4.1. 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. Do not place fingers into the trigger guard.

A8.4.2. 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 A8.4.3.

A8.4.3. 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)**.

A8.4.4. 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)**.

A8.4.5. 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)**.

**A8.5. 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. 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 trigger guard. The armorer will use the following procedures:

A8.5.1. Visually inspect the chamber/receiver area to ensure no ammunition or magazine is present and the rifle is safe for storage. **(T-1)**.

A8.5.2. Depress the ambidextrous bolt catch and allow the bolt to move to the forward (closed) position. **(T-1)**.

A8.5.3. 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)**.

A8.5.4. 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)**.

## Attachment 9

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

**A9.1. General Information.** M320 GL loading/unloading procedures are IAW 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. 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.

**A9.2. Issue.** The armorer will use the following procedures when issuing the M320 GL:

A9.2.1. Remove the GL from its storage rack or container and proceed to the issue-point clearing area in the "port-arms" position. **(T-1)**.

A9.2.2. 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. **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 A9.2.5. **(T-1)**.

A9.2.3. 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)**.

A9.2.4. 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)**.

A9.2.5. Place GL selector lever in the safe(S) position. **(T-1)**.

A9.2.6. Press upward on the GL's barrel release, pivot the barrel assembly out (open) from the left side of the GL receiver. **(T-1)**.

A9.2.7. Visually inspect the GL barrel to ensure there is no ammunition present and it is safe for issue. **(T-1)**.

A9.2.8. 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)**.

**A9.3. Loading.** The individual issued the weapon will use the following procedures:

A9.3.1. 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/A4S and local procedures.

A9.3.2. 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. **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).**

A9.3.3. 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 A9.3.5.

A9.3.4. 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).**

A9.3.5. Pivot the GL’s barrel assembly into (close) the receiver until the barrel locking lever engages barrel (should be an audible click). **(T-1).**

A9.3.6. 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).**

A9.3.7. 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.

**A9.4. 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:

A9.4.1. 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 A9.4.4. **(T-1)**.

A9.4.2. 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)**.

A9.4.3. 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.

A9.4.4. 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)**.

A9.4.5. 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.

A9.4.6. 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)**.

**A9.5. 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. 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. Do not place fingers inside the trigger guards. **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 A9.5.4. The armorer will use the following procedures:

A9.5.1. Visually inspect the rifle chamber and receiver area to ensure no ammunition is present. **(T-1)**.

A9.5.2. Depress the upper portion of the rifle bolt catch and allow the bolt to move to the forward (closed) position. **(T-1)**.

A9.5.3. 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)**.

A9.5.4. Visually inspect the GL barrel to ensure it contains no ammunition. **(T-1)**.

A9.5.5. 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)**.

A9.5.6. 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).

**Attachment 10****M240B MACHINE GUN (MG) ( 7.62MM)**

**A10.1. General Information.** M240B loading/unloading procedures are IAW TO 11W2-6-5-1, *Technical Manual, Operator's Manual, Machine Gun, 7.62MM, M240B*.

**A10.2. Issue.** The armorer will use the following procedures when issuing the M240B MG:

A10.2.1. 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)**.

A10.2.2. 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.

A10.2.3. Open the cover and visually inspect the cover, feed tray, chamber and receiver to ensure no ammunition is present. **(T-1)**.

A10.2.4. 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)**.

A10.2.5. 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)**.

**A10.3. Clearing Upon Issue.** The individual issued the MG will use the following procedures:

A10.3.1. 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)**.

A10.3.2. 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.

A10.3.3. 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)**.

A10.3.4. 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.

A10.3.5. 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)**.

A10.3.6. 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. The MG is not loaded at a clearing barrel. It is loaded as outlined in paragraph A10.4.

A10.3.7. 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 A10.4.

**A10.4. Loading.** The MAJCOM/A4S 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.

A10.4.1. Half-Load. The half-loading procedures start with a cleared MG. The individual issued the MG will use the following procedures:

A10.4.1.1. Ensure the MG is cleared; the cover closed, bolt is forward with the safety on fire. **(T-1)**.

A10.4.1.2. Attach the ammunition assault pack to the ammunition adapter located on the left side of the weapon. **(T-1)**.

A10.4.1.3. Visually inspect the bandoleer to ensure all ammunition is in the bandoleer with the open side of the belt links pointing downward. **(T-1)**.

A10.4.1.4. 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)**.

A10.4.1.5. 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.

A10.4.2. 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.

A10.4.2.1. From Half-Load. The individual issued the MG will use the following procedures:

A10.4.2.1.1. 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)**.

A10.4.2.1.2. 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)**.

A10.4.3. From a Cleared Weapon. The individual issued the MG will use the following procedures:

A10.4.3.1. Ensure the weapon is cleared; the cover closed, bolt forward with the safety on fire. **(T-1)**.

A10.4.3.2. Attach the ammunition assault pack to the ammunition adapter located on the left side of the MG. **(T-1)**.

A10.4.3.3. Visually inspect the bandoleer to ensure all ammunition is in the bandoleer with the open side of the belt links pointing downward. **(T-1)**.

A10.4.3.4. 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)**.

A10.4.3.5. 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)**.

A10.4.3.6. 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)**.

A10.4.3.7. 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)**.

**A10.5. On-Post Unloading and Clearing.** The MAJCOM/A4S 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.

A10.5.1. Half-Load. The individual issued the MG will use the following procedures:

A10.5.1.1. Point the muzzle in a safe direction and open the cover. **(T-1)**.

A10.5.1.2. 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)**.

A10.5.1.3. 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.

A10.5.1.4. Visually inspect the cover, feed tray, chamber and receiver to ensure no ammunition is present. **(T-1)**.

A10.5.1.5. 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.

A10.5.1.6. 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)**.

A10.5.1.7. The MG is now cleared; the cover is closed, the bolt is forward and the safety remains in the fire position.

A10.5.2. Full-Load. The individual issued the MG will use the following procedures:

A10.5.2.1. 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.

A10.5.2.2. 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)**.

A10.5.2.3. Visually inspect the cover, feed tray, chamber and receiver to ensure no ammunition is present. **(T-1)**.

A10.5.2.4. 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.

A10.5.2.5. 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)**.

A10.5.2.6. 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.

**A10.6. 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:

A10.6.1. 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.

A10.6.2. 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)**.

A10.6.3. Place the safety to the safe position. **(T-1)**. Do not place fingers into the trigger guard.

A10.6.4. 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.

A10.6.5. 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.

A10.6.6. 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)**.

**A10.7. 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. 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. Do not place fingers in the trigger guard. The armorer will use the following procedures:

A10.7.1. 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)**.

A10.7.2. Close the cover and place the safety in the fire (F) position. **(T-1)**.

A10.7.3. 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)**.

A10.7.4. 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)**.

## Attachment 11

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

**A11.1. General Information.** M249 AR loading/unloading procedures are IAW TO 11W3-5-5-51, *Operator Manual, Machine Gun, 5.56MM, M249 W/Equipment*.

**A11.2. Issue.** The armorer will use the following procedures when issuing the AR:

A11.2.1. 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)**.

A11.2.2. 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.

A11.2.3. 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)**.

A11.2.4. Issue the AR to the individual, “butt” first, muzzle elevated, bolt in the rear (open) position, and safety in the safe position. **(T-1)**.

A11.2.5. Ensure the individual raises the feed tray, inspects the chamber then closes the cover prior to acceptance.

**A11.3. Clearing Upon Issue.** The individual issued the AR will use the following procedures:

A11.3.1. 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)**.

A11.3.2. 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)**.

A11.3.3. 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)**.

A11.3.4. 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.

A11.3.5. 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)**.

A11.3.6. 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.

A11.3.7. 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 A11.4. **(T-1)**.

**A11.4. Loading.** The MAJCOM/A4S 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.

A11.4.1. Half-Load. The half-loading procedures start with a cleared AR. The individual issued the AR will use the following procedures:

A11.4.1.1. Ensure the AR is cleared; the cover closed, bolt is forward with the safety on fire. **(T-1)**.

A11.4.1.2. Attach the ammunition assault pack into the receiver dovetail located underneath the receiver. **(T-1)**.

A11.4.1.3. Visually inspect the assault pack bandoleer to ensure all ammunition has the open side of the belt links pointing downward. **(T-1)**.

A11.4.1.4. 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)**.

A11.4.1.5. 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.

A11.4.1.6. 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 MAJCOMs authorize this configuration and belted ammunition is not available or is not suitable for tactical operations.

A11.4.2. 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.

A11.4.2.1. From a Half-Load. The individual issued the AR will use the following procedures:

A11.4.2.1.1. 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)**.

A11.4.2.1.2. 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)**.

A11.4.2.2. From a Cleared Weapon. The individual issued the AR will use the following procedures:

A11.4.2.2.1. Ensure the weapon is cleared; the cover closed, bolt forward with the safety on fire. **(T-1)**.

A11.4.2.2.2. Attach the ammunition assault pack to the receiver dovetail underneath the receiver. **(T-1)**.

A11.4.2.2.3. Visually inspect the assault pack bandoleer to ensure all ammunition has the open side of the belt links pointing downward. **(T-1)**.

A11.4.2.2.4. 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)**.

A11.4.2.2.5. 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)**.

A11.4.2.2.6. 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)**.

A11.4.2.2.7. 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.

A11.4.2.2.8. 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 MAJCOMs authorize this configuration and belted ammunition is not available or is not suitable for tactical operations.

**A11.5. On-Post Unloading and Clearing.** The MAJCOM/A4S 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)**.

A11.5.1. Half-Load. The individual issued the AR will use the following procedures:

A11.5.1.1. Point the muzzle in a safe direction and open the cover. **(T-1)**.

A11.5.1.2. 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)**.

A11.5.1.3. 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.

A11.5.1.4. 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.

A11.5.2. Full-Load. The individual issued the AR will use the following procedures:

A11.5.2.1. 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.

A11.5.2.2. 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)**.

A11.5.2.3. Visually inspect the cover, feed tray, chamber, receiver and magazine well (insert two fingers) to ensure no ammunition is present. **(T-1)**.

A11.5.2.4. 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.

A11.5.2.5. 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)**.

A11.5.2.6. 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.

**A11.6. 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:

A11.6.1. 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.

A11.6.2. 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)**.

A11.6.3. Place the safety to the safe position. **(T-1)**. Do not place fingers inside the trigger guard.

A11.6.4. 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)**.

A11.6.5. 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.

A11.6.6. 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)**.

**A11.7. 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. 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. The armorer will use the following procedures:

A11.7.1. 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)**.

A11.7.2. Close the cover and place the safety in the fire position. **(T-1)**.

A11.7.3. 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)**.

A11.7.4. 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)**.

## Attachment 12

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

**A12.1. General Information.** M24 rifle loading/unloading procedures are IAW TO 11W3-5-4-10-1, *Operator Manual, 7.62MM M24 Sniper Weapon System*. The M24 is assigned to an Air Force Sharpshooter or 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.

**A12.2. 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. 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.

A12.2.1. 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.

A12.2.2. Access to the rifle must be strictly controlled. Once the Sharpshooter or 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.

A12.2.3. 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).

**A12.3. 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 sharpshooters to penetrate hard cover, such as urban terrain and light armor.

A12.3.1. 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)**.

A12.3.2. 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.

**A12.4. Issue.** The armorer will use the following procedures when issuing the M24 rifle:

A12.4.1. 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.

A12.4.2. 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)**.

A12.4.3. Place the safety to the safe (S) position, inspect the chamber and magazine area to ensure no ammunition is present. **(T-1)**.

A12.4.4. 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. **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)**.

**A12.5. Loading/Clearing Upon Issue.** The individual issued the rifle will use the following procedures:

A12.5.1. 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)**.

A12.5.2. 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.

A12.5.3. Visually inspect the safety lever is in the safe position and no ammunition is present in the chamber or receiver area. **(T-1)**.

A12.5.4. The clearing barrel attendant verifies the rifle is clear and safe. If the rifle is to be loaded, proceed to paragraph A12.5.5. **(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.

A12.5.5. 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)**.

A12.5.6. 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)**.

A12.5.7. 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.

**A12.6. On-Post Loading/Unloading.** The unit commander determines the circumstances for loading the M24. These procedures will be prescribed in a local operating instruction.

A12.6.1. Loading. The individual issued the rifle will use the following procedures:

A12.6.1.1. Point the muzzle in a safe direction, ensure the safety is in the safe position and open the bolt. **(T-1)**.

A12.6.1.2. 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)**.

A12.6.1.3. 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)**.

A12.6.2. Unloading. The individual issued the rifle will use the following procedures:

A12.6.2.1. 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 A12.6.2.4.

A12.6.2.2. 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)**.

A12.6.2.3. 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.

A12.6.2.4. 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.

**A12.7. 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. In cases where a posting supervisor is not present, the spotter ensures removal of rounds from the rifle. 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:

A12.7.1. 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.

A12.7.2. 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)**.

A12.7.3. 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)**.

A12.7.4. Visually inspect the chamber/receiver area to ensure no ammunition is present and the safety is in the safe position. **(T-1)**.

A12.7.5. 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)**.

**A12.8. 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. 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. Do not place fingers into trigger the guard. The armorer will use the following procedures:

A12.8.1. 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 A12.8.5.

A12.8.2. 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)**.

A12.8.3. 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.

A12.8.4. If the unit commander has authorized storage of the M24 in a sealed or locked case; the armorer will perform the following procedures:

A12.8.4.1. 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)**.

A12.8.4.2. 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.

## Attachment 13

### M14 RIFLE (7.62MM)

**A13.1. General Information.** M14 rifle loading/unloading procedures are IAW TO 11W3-5-4-41, Technical Manual, *Operator Manual, For Rifle 7.62MM, M14 W/E*.

**A13.2. Issue.** The armorer will use the following procedures when issuing the M14 rifle:

A13.2.1. 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.

A13.2.2. 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)**.

A13.2.3. Place the safety in the safe (rear) position. **(T-1)**.

A13.2.4. Visually inspect the chamber and receiver to ensure no ammunition or magazine is present. **(T-1)**.

A13.2.5. 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.

**A13.3. Loading.** The individual issued the rifle will use the following procedures:

A13.3.1. 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)**.

A13.3.2. 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.

A13.3.3. Visually inspect the chamber and receiver to ensure no ammunition or magazine is present. **(T-1)**.

A13.3.4. 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)**.

A13.3.5. 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)**.

A13.3.6. 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.

**A13.4. Honor Guard Loading for Ceremony.** Honor Guard personnel do not load the rifle until just prior to the ceremony start time. The individual issued the rifle will use the following procedures:

A13.4.1. Visually inspect the rifle to ensure the safety is in the safe (rear) position. **(T-1)**.

A13.4.2. Lock the bolt to the rear (open) position and inspect the chamber to ensure it is clear. **(T-1)**.

A13.4.3. Pull back on the operating rod handle and release it to permit the bolt to move forward to the closed position. **(T-1)**.

A13.4.4. 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 A13.5.2 thru A13.5.3.) 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.

**A13.5. 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:

A13.5.1. When directed by the clearing barrel attendant, enter the clearing zone, unslung 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.

A13.5.2. 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)**.

A13.5.3. Visually inspect the rifle to ensure the safety is in the safe (rear) position, with the safety protruding into the trigger guard. **(T-1)**.

A13.5.4. 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)**.

A13.5.5. 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)**.

**A13.6. 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. 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. The armorer will use the following procedures:

A13.6.1. Visually inspect the chamber and receiver area to ensure no ammunition or magazine is present and is safe for storage. **(T-1)**.

A13.6.2. Pull back on the operating rod handle and release it to permit the bolt to move forward to the closed position. **(T-1)**.

A13.6.3. Place the safety to the fire (forward) position and press the trigger, dry-firing the rifle into the clearing barrel. **(T-1)**.

A13.6.4. 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)**.

## Attachment 14

### M15 REVOLVER (.38 CALIBER)

**A14.1. General Information.** M15 Revolver loading/unloading procedures are IAW 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.**

**A14.2. Issue.** The armorer will use the following procedures when issuing the M15 revolver:

A14.2.1. 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)**.

A14.2.2. 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)**.

A14.2.3. Hand the revolver to the person arming "butt" first, muzzle elevated and cylinder open. **(T-1)**. Do not place fingers into the trigger guard.

**A14.3. Loading.** The individual issued the revolver will use the following procedures:

A14.3.1. 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)**.

A14.3.2. 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.

A14.3.3. 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.

A14.3.4. 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)**.

A14.3.5. After the clearing barrel attendant verifies the revolver is secured in the holster, exit the clearing zone. **(T-1)**.

**A14.4. 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:

A14.4.1. 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.

A14.4.2. 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)**.

A14.4.3. 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)**.

**A14.5. 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. 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. Do not place fingers into the trigger guard. The armorer will use the following procedures:

A14.5.1. Visually inspect the cylinder to ensure no ammunition is present and the weapon is safe for storage. **(T-1)**.

A14.5.2. Close the cylinder, and store the revolver in an approved storage rack or container. **(T-1)**.

## Attachment 15

## GLOCK 19 SEMIAUTOMATIC PISTOL (9MM)

**A15.1. General Information:** GLOCK 19 pistol loading/unloading procedures are IAW 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.**

**A15.2. Issue.** The armorer will use the following procedures when issuing the GLOCK® 19 pistol:

A15.2.1. 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).**

A15.2.2. Place the muzzle of the pistol in the clearing barrel aiming point in line with the axis of the barrel. **(T-1).**

A15.2.3. Visually inspect the pistol to ensure there is no magazine inserted. **(T-1).** Do not place fingers into the trigger guard.

A15.2.4. 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).**

A15.2.5. Issue the pistol to the individual “butt” first, muzzle elevated and slide locked to the rear (open). **(T-1).**

**A15.3. Loading.** The individual issued the pistol will use the following procedures:

A15.3.1. 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.

A15.3.2. 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.

A15.3.3. Visually inspect the chamber and receiver area to ensure there is no ammunition or obstructions present. **(T-1).**

A15.3.4. 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).**

A15.3.5. 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. **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.

A15.3.6. 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.

**A15.4. 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:

A15.4.1. 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. **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.

A15.4.2. 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)**.

A15.4.3. 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)**.

A15.4.4. Visually inspect the pistol to ensure the chamber and receiver are clear of ammunition and obstructions. **(T-1)**.

A15.4.5. 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)**.

**A15.5. 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). 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:

A15.5.1. 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)**.

A15.5.2. Depress the slide stop lever and allow the slide to move forward to the closed position. **(T-1)**.

A15.5.3. 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)**.

A15.5.4. 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)**.

## Attachment 16

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

**A16.1. General Information.** MP5 SMG loading/unloading procedures are IAW TM 09724A-10/1, *Operator's Manual Submachine Gun, 9MM, MP5*. The safety selector lever on the MP5<sup>®</sup> 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.

**A16.2. Issue.** The armorer will use the following procedures when issuing the SMG:

A16.2.1. 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)**.

A16.2.2. 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.

A16.2.3. Pull cocking handle rearward and up to lock the bolt to rear (open) position. **(T-1)**.

A16.2.4. Visually inspect the chamber and receiver to ensure no ammunition is present. **(T-1)**.

A16.2.5. 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.

**A16.3. Loading.** The individual issued the SMG will use the following procedures:

A16.3.1. 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.

A16.3.2. 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)**.

A16.3.3. 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)**.

A16.3.4. 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)**.

A16.3.5. 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.

A16.3.6. 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)**.

**A16.4. 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:

A16.4.1. When directed by the clearing barrel attendant, enter the clearing zone, unslung 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.

A16.4.2. 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)**.

A16.4.3. 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)**.

A16.4.4. 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)**.

A16.4.5. 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)**.

**A16.5. 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. 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. Do not place fingers in the trigger guard. The armorer will use the following procedures:

A16.5.1. Visually inspect the chamber/receiver to ensure no ammunition or magazine is present and the weapon is safe for storage. **(T-1)**.

A16.5.2. Slap the cocking handle down fully allowing the bolt to move to the forward (closed) position. **(T-1)**.

A16.5.3. Place the safety selector lever in the semi (E) position and dry-fire the SMG into the clearing barrel. **(T-1)**.

A16.5.4. 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)**.

## Attachment 17

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

**A17.1. General Information.** The standardized M2 machine gun loading/unloading procedures are IAW 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."

**A17.2. 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:

A17.2.1. Remove the MG and barrels from the storage rack or container and proceed to the issue-point clearing area. **(T-1).**

A17.2.2. 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).**

A17.2.3. 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.

A17.2.4. Close the cover and issue the MG, barrels and gauge set (if applicable) to the individual. **(T-1).**

**A17.3. 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:

A17.3.1. 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).**

A17.3.2. 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).**

A17.3.3. Open the cover and inspect the T-slot. **(T-1).**

A17.3.4. 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).**

A17.3.5. 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 IAW 11W2-6-3-161.

A17.3.6. 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.

**A17.4. Loading.** The MAJCOM/A4S 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.

A17.4.1. Half-Load. The half-loading procedures start with a cleared MG. The individual issued the MG will use the following procedures:

A17.4.1.1. Ensure the MG is cleared; the cover closed, bolt forward, and the safety or trigger block on safe (if present). **(T-1)**.

A17.4.1.2. 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)**.

A17.4.1.3. 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.

A17.4.1.4. 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)**.

A17.4.2. 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)**.

A17.4.2.1. 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)**.

**A17.5. On-Post Unloading and Clearing.** The MAJCOM/A4S 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 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:

A17.5.1. 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)**.

A17.5.2. 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.

A17.5.3. 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)**.

A17.5.4. 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.

**A17.6. 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/A4S 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 approval, the unit commander will authorize when and under what conditions these procedures are authorized locally. **(T-2).**

**A17.7. 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:

A17.7.1. 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).**

A17.7.2. 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.

A17.7.3. 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).**

A17.7.4. 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).**

## Attachment 18

### MK19 MACHINE GUN (40MM)

**A18.1. General Information.** MK19 machine gun loading/unloading procedures are IAW TO 11W2-5-16-1, *Operator's Manual for Machine Gun, 40MM; MK19, Mod 3*.

**A18.2. 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:

A18.2.1. Remove the MG from its storage rack or container and proceed to the issue-point clearing area. **(T-1)**.

A18.2.2. Place the weapon on a clean, hard surface and ensure the safety is in the safe (S) position (letter S is visible). **(T-1)**.

A18.2.3. 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)**.

A18.2.4. 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.

A18.2.5. 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)**.

**A18.3. 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:

A18.3.1. 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.

A18.3.2. 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)**.

A18.3.3. 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)**.

A18.3.4. 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.

A18.3.5. 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.

A18.3.6. 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 guidance on loading configurations from this point.

**A18.4. Loading.** The MAJCOM/A4S 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.

A18.4.1. Half-Load. The half-loading procedures start with a cleared MG. The individual issued the MG will use the following procedures:

A18.4.1.1. Ensure the MG is cleared; the top cover closed, bolt forward, and safety on safe (S). **(T-1)**.

A18.4.1.2. Once the weapon has been cleared; open the top cover for loading. **(T-1)**.

A18.4.1.3. 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.

A18.4.1.4. Align the primary and secondary drive levers and close the top cover. **(T-1)**. The assistant gunner may assist with this procedure.

A18.4.1.5. Do not move the safety to the fire (F) position until the MG is needed to engage a target/threat.

A18.4.2. 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:

A18.4.2.1. 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)**.

A18.4.2.2. 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.

**A18.5. On-post Unloading and Clearing.** The MAJCOM/A4S 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 approval, the unit commander will authorize when and under what conditions these procedures are authorized locally.

A18.5.1. Half-Load. The individual issued the MG will use the following procedures to clear the MG from the half-load configuration:

A18.5.1.1. Point the MG in a safe direction at the commander designated predetermined clearing zone. **(T-1)**.

A18.5.1.2. Ensure the MG safety is in the safe (S) position and open the top cover. **(T-1)**.

A18.5.1.3. 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)**.

A18.5.1.4. 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)**.

A18.5.1.5. 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)**.

A18.5.1.6. 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.

A18.5.1.7. The MG is now considered clear and safe to transport for storage.

A18.5.2. Full-Load. The individual issued the MG will use the following procedures to clear the MG from the full-load configuration:

A18.5.2.1. Point the MG in a safe direction at the commander designated predetermined clearing zone. **(T-1)**.

A18.5.2.2. 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)**.

A18.5.2.3. 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)**.

A18.5.2.4. 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)**.

A18.5.2.5. 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)**.

A18.5.2.6. 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.

A18.5.2.7. The assistant gunner aligns the secondary and primary drive levers and closes the top cover. **(T-1)**.

A18.5.2.8. The MG is now considered clear and safe to transport for storage.

**A18.6. 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/A4S 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 approval, the unit commander will authorize when and under what conditions these procedures are authorized locally. **(T-2)**.

**A18.7. 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:

A18.7.1. Place the weapon on a clean, hard surface and ensure the safety is in the safe (S) position (letter S is visible). **(T-1)**.

A18.7.2. 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)**.

A18.7.3. 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.

A18.7.4. 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)**.

A18.7.5. Ensure all optics, pointers and illuminators attached to the MG are turned off. **(T-1)**.

A18.7.6. 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)**.