

THE WHITE BOOK

CHAPTER 3

Title: Cadet Logistical Services

SECTION 1

Arms Room: Weapons Issue, Turn-in and Security

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Position: Supply Manager

- I. **Organization:** The Commandant's Department Arms Room is located on the first floor of Jenkins Hall and is staffed by a Supply Manager and Supply Technician. The purpose of this section is to establish uniform procedures for the issue and turn-in of cadet rifles and to ensure proper accountability for rifles at all times. It also establishes procedures for the safeguarding of privately owned weapons. The proponent for this section is the Supply Manger.
- II. **Functions:** This section describes the following procedures:
 - A. General
 - B. Corps Rifle Issue
 - C. Corps Rifle Turn-in
 - D. Turn-in of Weapons during other than Corps Furlough or Leave periods
 - E. Storage of Privately Owned Weapons
 - F. Care and Maintenance of Rifles
 - G. Security Procedures
 - H. Actions to be taken when a Weapon is suspected of being lost or stolen
- III. **Procedures:**
 - A. General:
 1. The M14/M-1 and Springfield rifles issued to each cadet are property of the U.S. Government and State of SC. Cadets are responsible for the proper maintenance and accountability of the federal and state property issued to them while members of the Corps of Cadets. In the case of loss, damage or destruction, the cadet is required to make proper compensation and may be subject to disciplinary action.
 2. All cadets (except in season Cadet NCAA athletes) not authorized to carry a sword, will receipt for, care for, and safeguard a rifle for the entire academic year.
 3. Cadets may not draw a rifle unless they are in possession of a current cadet ID card.
 4. Rifles will be issued, turned in and receipted for by serial number and butt number.
 5. **The Corp of Cadets will not be released for furlough until the entire Corps has completed rifle turn in.**
 6. The arms and equipment issued to cadets are not to be taken from the barracks except for duty purposes. **No cadet may lend or exchange such items.**

7. Cadets will immediately report the loss or disappearance of a rifle to the Cadet Commander, Supply Sergeant, Officer in Charge, Company TAC Officer (BN TAC in his/her absence), SgtMaj Yagle and BMC McIntyre.

B. Corps Rifle Issue

1. Cadets will report to the Arms Room at the designated time per the published order.
2. Cadets will read and sign a Liability Statement. Properly fill out a rifle card (DA form 3749) and Unit Weapon /Ammunition Issue/Turn-in Record (FJ form 5) before the rifle is issued.
3. Rifles will be issued in butt number/serial number sequence.
4. The Regimental Supply Officer, NCO, both Clerks, Company Commander, 1SG, Supply Sgt and Armorer will assist the Commandant's Arms Room with the issue of rifles/equipment at the termination of furlough periods. **The Company TAC must also be present.**
5. Upon completion of rifle issue, a Regimental Supply Clerk or Company Armorer will assist the Commandant's Arms Room to ensure all weapons are accounted for.

C. Corps Rifle Turn-in

1. Commanders will form their units prior to the designated time, per the published order, in rifle butt number order (low to high) sequence.
2. The Regimental Supply Officer, NCO, both Clerks, Company Commander, 1SG, Supply Sgt and Armorer will assist the Commandant's Arms Room with the turn-in of rifles/equipment prior to the commencement of furlough. **The Company TAC must also be present.**
3. Upon completion of rifle turn-in, a Regimental Supply Clerk or Company Armorer will assist the Commandant's Arms Room to ensure all weapons are accounted for.
4. **The Corps of Cadets will not be released for furlough until all weapons have been accounted for.**
5. Cadets who fail to turn-in their rifle during scheduled turn-in periods and do not have an authorized excuse are in violation of a **Class II Offense.**

D. Turn-in of Weapons during other than Corps furlough or Leave periods.

1. In the event that a cadet departs the campus without being processed through proper channels, the Armorer will immediately recover the departed cadet's weapon and return it to the Arms Room.
2. In the event that a cadet is AWOL for more than 24 hours, the Armorer will immediately recover the cadet's weapon and return it to the Arms Room.

E. Storage/Removal of Privately Owned Weapons

1. According to SC State Law, "it is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or in any publicly owned building, without the express permission of the authorities in charge of the premises or property. The provisions of this subsection related to any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle."
2. The only exception to this law is for those with a CWP which is limited to Handguns 12 inches or less. These are allowed in a locked container in vehicles on campus.
3. All other Privately Owned Weapon's (Handguns over 12 inches, rifles, and shotguns) will be stored in the Arms Room as per both Army Regulations (AR 190-11) and the Code of Laws of South Carolina.

F. Care and Maintenance of Rifles

1. All cadets issued a rifle assume responsibility for the rifle as soon as they take possession of it. Before leaving the Arms Room, each cadet will inspect the rifle to ensure that it is complete and has no broken parts. Defects must be reported to the Supply Sergeant or Armorer immediately upon discovery. Once a cadet leaves the Arms Room with a rifle, it is assumed that the rifle is defect free and the cadet is responsible for any damage.

2. No cadet will scrape, file, cut, paint, varnish or otherwise alter the physical appearance of any part of their rifle. No abrasive of any sort shall be used on any part of the weapon. Oil will be the only substance used in keeping the rifle in the proper condition (rifle cleaning kit).

3. Cadets will not pound their rifles on the ground.

4. Cadets with damaged government rifles or equipment will take them to the Commandant's Arms Room for repair.

G. Security Procedures:

1. All rifles not issued to cadets will be maintained in the Arms Room.

2. Cadets are responsible for the security of their weapons while in their physical possession. Each rifle will be locked in the rifle rack of the cadet's room except during drill periods, parades or when otherwise specifically authorized. Additionally, cadet rooms must be locked at all times as a matter of physical security per AR 190-11 if cadets are not present in the room.

3. A rifle inventory will be conducted daily Sunday through Thursday whenever the rifles are in the possession of cadets. This inventory will be recorded on CC Form 61 and conducted by the Company Armorer between the hours of 2200-2300.

4. The Company Armorers will assist the Commandant's Arms Room in conducting a physical inventory of all rifles that are maintained in the Arms Room by 1530 Monday through Friday.

H. Actions to be taken when a Weapon is suspected of being lost or stolen:

- i.** Loss of a weapon is a CCIR as identified in Chapter 7, Section 3. When a rifle is missing from its designated place, the cadet assigned the rifle will immediately notify the Company Commander, Supply Sergeant and Armorer. The Supply Sergeant will notify the BN Supply Officer and the OD. The BN Supply Officer will notify the Regimental Supply Officer, who will then notify the Coordinating Officer in Charge, The Regimental Provost Marshal, Public Safety, SgtMaj Yagle, Army Supply and the Commandant's Arms Room. Public Safety (ext. 5114) will coordinate the search for the missing weapon. If a search of the barracks fails to uncover the missing rifle, the Commandant of Cadets and the Professor of Military Science will be advised of the circumstances.
- ii.** Any cadet who loses a weapon and fails to report the loss of that weapon or fails to do the utmost to find that weapon is in violation of Class I Offense.
- iii.** Any cadet who fails to secure their weapon in accordance with current instructions is also in violation of a Class I Offense.