



Indy Metropolitan Military Honor Guard (IMMHG)

DATE: May 2, 2016

SUBJECT: IMMHG Weapons Security Policy

APPLICABILITY

1. The IMMHG Commander is responsible for all weapons, security and maintenance.
2. In the absence of the Commander the responsibility belongs to the Deputy Commander.

BACKGROUND

1. On March 15, 2015 the IMMHG formally requested 13 ceremonial rifles (M1 Garand 30 Caliber Rifle) and on March 10, 2016 The IMMHG Commander received and signed for 13 brand new M-1 ceremonial rifles from the USA TACOM (Life Cycle Management Command) Warren MI and these weapons belong to the United States Government not IMMHG.
2. In order to receive these weapons IMMHG had to make prior arrangements for a designated storage area. A gun safe had to be purchased and moved into an individual storage unit within a secured gated storage facility for the rifles. The primary designated unit is located at Never Enough Storage, 10309 East 56th Street, Lawrence, IN. On March 13, 2015 IMMHG formally signed a notarized "**certificate of arms storage**". As we grow additional secondary storage areas will be approved and will contain 3 rifles with cases, a bugle, ammo, small gun safe, presentation boxes and bags.

AUTHORIZED REMOVALS

1. All 13 weapons shall be stored in the facilities listed above except when removed for Military Honors or Color Guard duties.

2. All weapons shall be returned to the gun safe in the storage units and logged back in on the same day after the specific duties are accomplished when possible.
3. Designated Mission Commanders are authorized to remove three weapons for official functions and they shall be signed out in the IMMHG weapons log book by name, date, burial location and serial number and return date.
4. At the discretion and direction of the IMMHG Commander, weapons can be removed from the storage unit the day before as long as they are signed out by name, serial number, date and event location. However, the weapons shall be kept safely secured inside a personal residence and under no circumstances kept in a vehicle overnight. Weapons ~~are to~~ shall be returned to the storage area and logged in on the same day after the burial or ceremony is completed.

WEAPONS TRANSPORT

1. Unloaded weapons and ammunition removed from the storage facility shall be placed in the vehicle trunk and immediately transported to the burial/ceremony location. The trunk should be kept locked at all times.
2. The safety switch shall be in the safe position.
3. Weapons shall be placed in the black rifle cases.

INVENTORIES

1. Weapons inventory by serial number ~~will~~ shall be conducted and signed on a quarterly basis by the IMMHG Commander, Adjutant and Senior Trustee and results will be incorporated in the IMMHG quarterly meeting notes.
2. Completed inventories shall be maintained by the Adjutant.

WEAPONS MAINTENANCE

1. Weapons that are signed out by the Mission Commanders or designated representative shall make sure the gas plug are secure.
2. Routine monthly cleaning shall be done by the IMMHG designated team member.
3. All areas oiled shall be wiped clean of oil so the weapon does not create oil spots on the clothing of the users.

4. All repairs shall be completed by a licensed gun smith.

WEAPONS SAFETY

1. Treat every weapon as if it is loaded.
2. Keep your finger straight and off the trigger housing.
3. Never point your weapon at a person or object.
4. Keep your weapon in 'safe mode' until the rifle team commander gives the command "Safety's Off".
5. When loading ammunition keep the weapons pointed away from the team members or other people or objects.

The above weapons policy is designed for accountability, maintenance, safety and is in compliance with the liability insurance company requirements and most of all our agreement with US Army TACOM Management Command, Warren, MI.

This policy is effective May 15, 2016.

Signature on file

Larry Harris

Commander

Indy Metropolitan Military Honor Guard