



NATIONAL TRAINING CENTER

Protective Force Training Department

Standard Operating Procedure

Title:	Armorer Certification Program
Number:	PFT-SOP-653
Revision:	1

Submitted By: Walt Pine, Gunsmith
Protective Force Training Department

Jake Pershall, Gunsmith
Protective Force Training Department

Reviewed By: Neal Terry, Senior Instructor
Protective Force Training Department

Dave Francisco, Manager
Protective Force Training Department

Approved By: ORIGINAL SIGNED 12/30/11
General Manager Date
DOE National Training Center

ORIGINAL SIGNED 01/05/12
NTC Director Date
DOE National Training Center
U.S. Department of Energy

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REVISION HISTORY

Rev.	Date	Description of Revision
1	01/05/12	Updated to reflect DOE O 473.3, Protective Program Operations, and changes in armorer certification program
0	08/01/08	Original procedure approved

1.0 PURPOSE AND OBJECTIVE

The purpose of this standard operating procedure (SOP) is to identify the process for certifying, recertifying, and updating the skills of the armorers at U.S. Department of Energy (DOE) sites. The objective of this SOP is to establish firearm maintenance uniformity across all DOE sites.

2.0 SCOPE

This SOP outlines the responsibilities applicable to personnel at the National Training Center (NTC) in the granting of certifications and providing refresher training for DOE armorers.

3.0 CANCELLATION

This procedure supersedes PFT-SOP-653, *Armorer Certification*, dated July 2008.

4.0 REFERENCES

- 4.1 DOE Order 473.3, Protection Program Operations
- 4.2 DOE Order 414.1D, Quality Assurance
- 4.3 LFR-102, Armorer Certification Course
- 4.4 LFR-104, Armorer Recertification
- 4.5 LFR-105, Armorer Certification Specialty Course

5.0 DEFINITIONS

- 5.1 CERTIFICATION. Initial armorer training needed to perform duties as a DOE site armorer.
- 5.2 RECERTIFICATION. Site armorer evaluation performed every 3 years. Armorer factory currency, recordkeeping, and troubleshooting duty firearms are evaluated.
- 5.3 REFRESHER TRAINING. Armorer training to be undertaken when the site adds a new firearm into their inventory. This firearm may have been one the armorer was previously trained on but was not part of the site's duty inventory.

6.0 POLICY

It is NTC policy to establish procedural uniformity for armorer certification, refresher training, and recertification. This policy will enable the NTC to maintain high standards of accountability, reliability, and safety for the certification and recertification of DOE armorers.

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for review in December 2015.

7.0 RESPONSIBILITIES

7.1 NTC General Manager

The NTC General Manager is responsible for ensuring the activities that are conducted at the NTC comply with the requirements of all applicable regulations and this SOP.

7.2 NTC Protective Force Training Manager

The Protective Force Training Manager is responsible for ensuring all requirements associated with armorer certification, recertification, and refresher training are followed at the NTC.

7.3 NTC Gunsmiths

- 7.3.1 Instruct course LFR-102, Armorer Certification.
- 7.3.2 Review and evaluate pre-tests.
- 7.3.3 Evaluate student performance and award initial certification.
- 7.3.4 Schedule recertification and refresher training.
- 7.3.5 Evaluate armorer performance and site armories.
- 7.3.6 Provide student certificate information to NTC registrar.
- 7.3.7 Review certificates for accuracy.
- 7.3.8 Distribute initial certificates to students.
- 7.3.9 Maintain documentation and records.

7.4 NTC Evaluators

NTC personnel that are qualified to conduct instruction and evaluations must have current NTC instructor certificates, current NTC armorer certificates, and current factory certifications for the duty firearms they will instruct and evaluate.

7.5 PFT Registrar

- 7.5.1 Registers and enrolls students in course LFR-102, Armorer Certification.
- 7.5.2 Records students' final grades.
- 7.5.3 For armorer certifications, completes certificate information, prints certificates, and provides certificates to gunsmiths prior to graduation.
- 7.5.4 For armorer recertifications and refresher training, completes certificate information, prints certificates, and provides certificates to the NTC Director's Assistant for the NTC Director's signature.

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8.0 Operations

8.1 Certification Process

- 8.1.1 The DOE site will send the name of the potential armorer to the PFT Registrar for registration pending completion of prerequisites.
- 8.1.2 The PFT Registrar will register the student and send them the prerequisite lessons for the Armorer Certification course (LFR-102). The student must review and complete the test for each lesson and return them to the PFT Registrar at least 10 days prior to the beginning of the class.
- 8.1.3 The Armory staff will grade the returned tests. If the student achieves the minimum score (80 percent) needed to meet the prerequisites, they will be enrolled in the course at that time. If the student fails, they will be notified by the Armory staff and allowed to try again. If they fail a second time, the PFT Registrar will notify the DOE site point-of-contact that registered the student and the student will not be enrolled for the course at that time (but may apply for the next course offering).
- 8.1.4 The student must adhere to the NTC course attendance policy when attending LFR-102 and meet the minimum score (80 percent) for each firearm to receive certification.
- 8.1.5 The course instructor will provide the PFT Registrar with a course roster and the information needed to generate the initial certificates.
- 8.1.6 The PFT Registrar will prepare the student certificates and acquire the appropriate signatures for distribution by the instructor.

8.2 Recertification Process

- 8.2.1 The armorer requesting recertification must coordinate with the NTC Armory at least 3 months prior to the expiration of their current certification. The NTC Armory will ask the requesting armorer to complete form ARMF-RC004, Armorer Certification Record (Appendix A). This form identifies factory armorer currency training dates and requested recertified firearms. The requesting armorer can only be recertified on firearms for which they have previously been trained.
- 8.2.2 The NTC evaluator will use ARMF-RC001, Armorer Recertification Criteria Checklist (Appendix B), to conduct the following observations for all firearms for which recertification is being requested:
 - Individual armorer during normal duty assignments,
 - Individual armorer troubleshooting problems in the duty firearms using established procedures and/or factory manuals, and/or
 - Site facilities and/or site documentation provided by individual requesting recertification.
- 8.2.3 When the requesting armorer has successfully met all of the recertification requirements, the NTC evaluator will sign forms ARMF-RC001 and ARMF-RC004. The evaluator will

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provide copies of the forms to the requesting armorer. The evaluator also will complete a memorandum that summarizes the recertification with a recommendation for recertification or the reason recertification should not be granted. This memorandum will be sent to the PFT Manager.

NOTE: The NTC evaluator may evaluate and recommend recertification of any requesting armorer who successfully meets all requirements, regardless of the length of time since their last (re)certification.

- 8.2.4 Upon receipt of ARMF-RC004, the PFT Registrar will prepare the individual recertification certificate, obtain verification of certificate accuracy from the NTC evaluator, acquire the appropriate signatures, and mail the certificate to the requesting armorer. ARMF-RC004 will serve as proof of successful recertification prior to receiving the official certificate from the PFT Registrar.
- 8.2.5 If the requesting armorer does not meet the requirements for recertification, ARMF-RC001 will indicate the failed area(s) and recommendations for remediation. If the requesting armorer fails a second attempt, they will then be required to complete LFR-102, Armorer Certification, successfully in order to be certified.
- 8.2.6 If the site armorer misses their recertification date, they will no longer be certified to perform armorer duties. The requesting site is responsible for coordinating and scheduling the recertification through the NTC Armory. Recertification will be granted when the requesting armorer meets the recertification requirements listed above.

8.3 Refresher Training Process

- 8.3.1 Refresher training is available to DOE sites as needed (e.g., when a firearm in which the site armorer has been trained during their initial certification course is added to their duty inventory, when there are new repair or maintenance technologies for existing firearms, etc.).
- 8.3.2 The requesting site must contact the NTC Armory to schedule refresher training. Refresher training can be performed at the site, at the NTC live fire range, and/or during the Armorers Policy Panel meeting if a facility and proper equipment are available. Only approved LFR-102 lesson plan(s) will be used to perform refresher training.
- 8.3.3 Successful completion of the refresher training will be recorded using ARMF-RC004, Armorer Certification Record, and the form will be forwarded to the PFT Registrar to generate an updated recertification certificate.
- 8.3.4 Upon receipt of ARMF-RC004, the PFT Registrar will prepare the individual recertification certificate, obtain verification of certificate accuracy from the NTC Armory instructor, acquire the appropriate signatures, and mail the certificate to the requesting armorer. ARMF-RC004 will serve as proof of successful refresher training prior to receiving the official certificate from the PFT Registrar.

8.4 Recordkeeping

- 8.4.1 The Armory staff will document and maintain records of individual and site certification activity as follows:

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- Initial Certification: The NTC Armory will file all original course test documents and a copy of the signed initial certification certificate. The documents will stay on file until updated by a recertification.
- Recertification: The NTC Armory will file forms ARMF-RC001 and ARMF-RC004 and a copy of the Recertification Certificate. The documents will stay on file until updated by a recertification.
- Refresher: The NTC Armory will file form ARMF-RC004 and a copy of the Recertification Certificate. The documents will stay on file until updated by a recertification.

8.4.2 If an armorer has not completed recertification by the scheduled due date (i.e., within 3 years), their records will be removed from the files.

APPENDICES

A – ARMF-RC004, Armorer Certification Record

B – ARMF-RC001, Armorer Recertification Criteria Checklist

APPENDIX A – ARMF-RC004, ARMORER CERTIFICATION RECORD

Please fill out all yellow areas

Certification Type	Initial	Recert	Refresh	Date _____
	Armorer Name _____			
Initial Cert. Date	_____			Address _____
Address	_____			_____
	_____			_____
Email	_____			_____
Phone	_____			_____

Current Duty / Contingency Firearms		NTC Trng
Colt, M4 or equivalent		LFR-102
Colt M203		LFR-102
Sig Sauer Pistols		LFR-102
FN M240		LFR-102
FN M249, MK46, MK48		LFR-102
Remington 870		LFR-102
Remington 78, 700 (Bolt Rifle)		LFR-102
Glock Pistols		LFR-102
Springfield M1A/M14		LFR-105
HK-416		LFR-102
SR-25		LFR-102
Make	Model	

Factory Training last date attended	Cert Request "X"	Certified by Initials
Date	X	

Comments: _____

CC:
Armorer
NTC Armory


Evaluator: _____
Print
signature

ARMF-RC004-04

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APPENDIX B – ARMF-RC001, ARMORER RECERTIFICATION CRITERIA CHECKLIST

 <h2 style="text-align: center;">ARMORER RECERTIFICATION CHECKLIST</h2>			
DOE O 473.3 Att. 2 pg 2-12 Section B (10) b	(1) <i>The DOE NTC must evaluate each armorer for competency and recertification at least once every 3 years. Note: Verification of compliance with this requirement must consist of observation of armorer performance during actual and/or by performance testing activities, and inspection of required armory firearms records and other applicable documentation.</i>		
	(2) <i>The evaluation must consist of verification of armorer knowledge of all firearms in inventory and available for use on the site in the following areas:</i>		
Reference	Criteria	Pass	Fail
Pg. 2-12, 10 b (a)	Conducting firearms inspections		
"	Perform proper function checks.		
"	Perform disassembly.		
Pg. 2-13, 10 b (e)	Inspect / evaluate parts for wear, damage, unauthorized modifications.		
"	Perform re-assembly.		
"	Perform function check after assembly.		
Pg. 2-53, 5 b (4)	Perform trigger pull test.		
Pg. 2-13, 10 b (f)	Demonstrate proper use of tools.		
"	Demonstrate proper use of gauges.		
Pg. 2-13, 10 b (b)	Performing required repairs		
Pg. 2-53, 5 b (3)	Does the record reflect parts replaced?		
"	Is there documentation that reflects test firing?		
Pg. 2-53, 5 b (4)	Is there documentation that reflects manufacturer's minimum trigger pull?		
Pg. 2-13, 10 b (c)	Using written procedures and technical specifications		
Pg. 2-53, 5 b (3)	Demonstrate proper use of written procedures and technical specifications		
Pg. 2-13, 10 b (g)	Explain proper tag-out and segregation		
Pg. 2-13, 10 b (h)	Explain proper separation storage requirements between live and ESS.		
Pg. 2-13, 10 b (d)	Updating firearms maintenance records		
Pg. 2-53, 5 b (3)	Is there a record for each firearm?		
"	Does each record contain the following information:		
"	Name of manufacturer?		
"	Model?		
"	Serial number?		
"	Inspection dates?		
"	Nature and date of any repair?		

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Pg. 2-53, 5 b (3)	Updating firearms maintenance records (continued)	Pass	Fail
"	Does the record reflect any unusual occurrence?		
"	Does the record reflect any subsequent inspections?		
"	Does the record reflect semi-annual inspections?		
Pg. 2-81, 8 c (5)	<i>ESS firearms used in an exercise must be inspected by a DOE-certified armorer before beginning the exercise,...</i>		
Pg. 2-81, 8 c (6)	<i>All ESS firearms must be inspected by a DOE-certified armorer and certified at least every 12 months. All engineered layers of safety incorporated in an ESS weapon also must be inspected. These inspections must be documented.</i>		
Observation / Finding			
Recommendation			
Comments			
Date:	Armorer(s):		
Site:	_____		
Evaluator:	_____		
Sign:	_____		
Contact Info: 505-845-5170	_____		
ARMF-RC001-02	_____		

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