

# Army Donations Program Office (ADPO) Ceremonial Rifle Request Process

**STEP 1:** ADPO receives request for Ceremonial Rifles from Post/Organization



**STEP 2:** ADPO provides appropriate Qualification Packet to Post/Organization



**STEP 3:** ADPO receives completed Qualification Packet from Post/Organization



**IMPORTANT:** A Donations Specialist will review the initial request and contact Post/Organization on qualification process.

**STEP 4:** Post/Organization request is forwarded to Leadership for Rifle Authorization (Approval)



**STEP 5:** Leadership reviews Post/Organization request.



**IMPORTANT:** Leadership must review all requests for approval/denial.

**STEP 6:** Leadership creates Official Memorandum for approved requests



**IMPORTANT:** Official Memorandum is completed at the end of each month.

**STEP 7:** Conditional Deed of Gift for Ceremonial Rifles (CDG) is sent to Post/Organization (If not already on file)



**IMPORTANT:** A valid CDG must be on file to be forwarded to Rifle Shipment

**STEP 8:** Post/Organization request is forwarded to Leadership for Rifle Shipment



**STEP 9:** Rifle Shipment List is reviewed for quality assurance by ADPO



**STEP 10:** Rifle Shipment List is sent to Civilian Marksmanship Program (CMP)



**IMPORTANT:** ADPO is not privy to CMP shipping information. (Approx. 1 month after Step 10)

Please contact the Army Donations Program Office (ADPO) as soon as you receive your rifles to update your records & to receive pre-paid boxes/labels to return older/non-functioning rifles. [usarmy.detroit.tacom.mbx.ilsc-donations@army.mil](mailto:usarmy.detroit.tacom.mbx.ilsc-donations@army.mil) or (586) 282-9861