

QUALIFICATION CHECKLIST FOR CEREMONIAL RIFLES NATIONAL CEMETERY

SECTION I – REQUESTING ORGANIZATION INFORMATION

1. Organization Name:	2. Organization Address:	3. City/State/Zip Code:
4. Telephone Number:	5. Organization Email Address:	6. Name of Director:

SECTION II – ORGANIZATION CONTACT INFORMATION (IF DIFFERENT THAN ABOVE)

1. Mailing Address:	2. City/State/Zip Code:
3. Telephone Number:	4. Email Address:

SECTION III – REQUIRED INFORMATION

1. Number of Active Members/Personnel <input style="float: right;" type="checkbox"/>	2. Number of Honor Guard Members <input style="float: right;" type="checkbox"/>
3. Number of Rifles You Currently Have <input style="float: right;" type="checkbox"/>	4. Number of New and/or Replacement rifles requested <input style="float: right;" type="checkbox"/>

SECTION IV – REQUESTED DOCUMENTS

All documents outlined below **must be signed by the Director of the National Cemetery**

- Written request** sent to the Army Donations Program Office for processing
- Certificate of Arms Storage** (enclosed)
- Certificate of Compliance with Title 10 USC §7683** (enclosed)
- Privacy Act Notice** (enclosed)

SECTION V – ACKNOWLEDGEMENT OF LOCAL, STATE AND FEDERAL GUN LAWS

It is the responsibility of the organization to ensure they are in compliance with all local, state, and federal gun laws. Additional outside requirements are not part of the ADPO qualification process.

_____ initial for acknowledgement

Email to: usarmy.detroit.tacom.mbx.ilsc-donations@army.mil

Mailing Address: US Army Tank-Automotive and Armaments Command, ATTN: M/S 419D, 6501 East 11 Mile Road, Detroit Arsenal, MI 48397-5000

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SECTION VI- ACKNOWLEDGEMENT OF SHIPPING ADDRESS REQUIREMENTS

- The shipping address for the newly issued rifles cannot be a private residence or PO Box.
- The shipping address must be a business/organization that is open during normal business hours. Normal Business Hours are Monday through Friday (9:00 am to 5:00 pm).
- The Army Donations Program Office recommends using Local Law Enforcement for the shipping address. Most Local Law Enforcement agencies are open 24 hours a day.
- The rifles will need to be signed for when they are delivered. Please remain in contact with the business/organization that you have selected to notify you when the rifles arrive.
- The Army Donations Program Office is unable to notify you when the rifles will be shipped as the rifles are shipped from the Civilian Marksmanship Program.
- If a shipping address is not open during normal business hours, or if the rifles are not signed for – they will be returned to the Civilian Marksmanship Program at the Organization’s expense.
- Please contact the Army Donations Program Office when you have received your new/replacement rifles. A Donation Specialist will work with you on updating your inventory records and assist with the return of older/non-functioning rifles.

I acknowledge that I have read and understand the statements above. _____ (Initial here)

SECTION VII – SHIPPING ADDRESS FOR NEW RIFLES

1. Business Name:	2. Business Hours:
3. Street Address:	4. City/State/Zip Code
5. Business Telephone Number:	6. Point of Contact (if any):

Email to: usarmy.detroit.tacom.mbx.ilsc-donations@army.mil

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SECTION VIII– CEREMONIAL RIFLE ACKNOWLEDGEMENTS

Please note the following:

- Ceremonial rifles remain the property of the United States Army.
- Ceremonial rifles may only be used by the Honor Guard members of the organization to whom they were issued.
- Ceremonial rifles may not be transferred, traded, sold, loaned, or leased to other organizations or individuals.
- Ceremonial rifles may only be used for ceremonial purposes.
- The cleaning, maintenance, parts replacement, and upkeep of the ceremonial rifles is the responsibility of the organization to whom they were issued.
- M1 Garand ceremonial rifles are only replaced when they present a hazard. They are never replaced for cosmetic purposes.
- Organizations are required to certify the ceremonial rifles as being on hand triennially for as long as they retain them.
- Ceremonial rifles must be returned to government control in the event the organization closes, consolidates with another organization, or no longer requires the ceremonial rifles. The Army Donations Program Office must be contacted to initiate the rifle disposition process.
- Organizations are required to report the loss of any ceremonial rifle to the local enforcement agency within 24 hours of discovery. The Army Donations Program Office must be furnished with a copy of the police report.

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