



DEPARTMENT OF PENNSYLVANIA
MARINE CORPS LEAGUE
PO BOX 6687, Harrisburg, PA 17112-0687

27 March 2024

To: Sarah Cook
Adjutant, MCLPA

From: Philip McCoy
MCL of PA Armorer

Subject: Proposed Administrative Procedure Change

In accordance with Section 1120(b). Amendments to the Department of PA Administrative Procedures, I am submitting the following change.

CURRENT: Administrative Procedures – Chapter Three - Section 3065

SECTION 3065 – Department Armorer the U. S. Army owns all ceremonial rifles which the Army Donations Program has issued to qualified detachments in the MCLPA. The terms under which the rifles have been issued are contained in the Conditional Deed of Gift Ceremonial Rifles Agreement signed by each detachment. The Armorer shall:

(a) maintain liaison with the U.S. Army and have knowledge of the procedure by which it issues ceremonial rifles to a detachment and the detachment returns ceremonial rifles to the U.S. Army. He shall record the procedure in an SOP;

(b) maintain in Department records:

(1) a copy of each Detachment agreement with the U.S. Army for rifles issued to the detachment; and

(2) notation of the location of each rifle;

(c) perform a Biennial Review of Records. During each two (2) year period personally contact each Detachment to confirm the location of the Detachment's rifles as follows:

(1) Even years: the first half of the lineal list of detachments;

(2) Odd years: the second half of the lineal list of detachments;

(d) store in the Department Armory all rifles

- (1) secured during the deactivation of a detachment; or
 - (2) voluntarily turned in to the Department by a detachment.
- (e) shall maintain the federal license required to store firearms.
- (f) assist Detachments to return to the U.S. Army all ceremonial rifles secured during:
- (1) the deactivation of a detachment; or
 - (2) voluntarily surrender.

PROPOSED: Changes and/or deletions

~~(a) maintain liaison with the U.S. Army and have knowledge of the procedure by which it issues ceremonial rifles to a detachment and the detachment returns ceremonial rifles to the U.S. Army Tank-Automotive and Armaments Command (TACOM). He shall record the procedure in an SOP;~~ *Currently there is no SOP available*

~~(b) maintain in Department records:~~

~~(1) a copy of each Detachment agreement with the U.S. Army for rifles issued to the detachment; and~~

~~(2) notation of the location of each rifle;~~

~~(c) perform a Biennial Review of Records. During each two (2) year period personally contact each Detachment to confirm the location of the Detachment's rifles as follows:~~

~~(1) Even years: the first half of the lineal list of detachments;~~

~~(2) Odd years: the second half of the lineal list of detachments;~~

~~(d) store in the Department Armory all rifles~~

~~(1) secured during the deactivation of a detachment; or~~

~~(2) voluntarily turned in to the Department by a detachment.~~

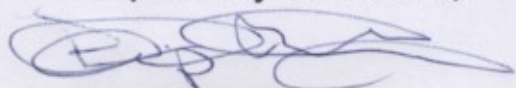
~~(e) shall maintain the federal license required to store firearms.~~ *Strike all – all records and/or forms are directly maintained by Tank-Automotive and Armaments Command (TACOM)*

~~(f) assist Detachments to return to the U.S. Army all ceremonial rifles secured during:~~

~~(1) the deactivation of a detachment; or~~

~~(2) voluntarily surrender.~~ *Strike – already defined*

Respectfully submitted,



Philip E. McCoy
MCL Dept of PA, Armorer