



DEPARTMENT OF THE AIR FORCE
AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS
(AFJROTC)
STEBBINS HIGH SCHOOL


22 May 2018

MEMORANDUM FOR ALL CONCERNED

FROM: ASI

SUBJECT: Policy and Procedures for Issue of Rifles and Saber

1. In accordance with AFJROTCI 36-2010, paragraph 4.1.4, all facsimile rifles and the saber will be stored in cabinets 12 and 14. These cabinets will be locked at all times when the rifles and sabers are not being used. Only the instructors will have the combination to the cabinet locks. Further, the door to the storage room will be closed and locked at all times. Only the instructors will have keys to this door. Cadets are not permitted to enter the storage room without the consent of an instructor.
2. When removing rifles/saber, an instructor will open the storage room and cabinet. The issue form on the cabinet door will be annotated with the date, time, and how many rifles/saber is removed, the reason, and how many are returned.
3. If the rifles/saber are being transported from the building for drill meets, color guards, etc., they will be transported by an instructor in a rifle bag. For overnight trips, the rifles will be stored in an instructor's hotel room. At no time will a cadet be allowed to sign out a rifle or saber to be taken home.


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Military Property Custodian