

POLICY AND INSTRUCTIONS FOR CONDITIONAL DONATION OF MILITARY EQUIPMENT, CEREMONIAL RIFLES AND BLANK AMMUNITION TO VETERAN ORGANIZATIONS

MILITARY EQUIPMENT

The Army Donations Program Office (ADPO) is responsible for the oversight of the Ceremonial Rifle Program and the Army Static Display Program. Regulations, policies and procedures for obtaining blank ammunition, US Army owned ceremonial rifles and obsolete/condemned combat equipment for conditional donation are subject to change without notice. The programs operate at no cost to the government, and any costs incurred pertaining to these assets are the responsibility of the organization they are conditionally issued to. All requests for military equipment must first go through the Veterans of Foreign Wars (VFW) National Headquarters in Kansas City, Missouri to verify the legitimacy of the post making the request.

The ADPO operates within the U.S. Army Tank-automotive and Armaments Command (TACOM) and their mailing address is 6501 East 11 Mile Road, ATTN: AMTA-LCO-BL, MS:419D, Detroit Arsenal, MI 48397-5000. The ADPO may be reached by calling (520) 706-8680. Please leave a clear, detailed message with your name, post number, city, state with a brief description of how they can assist you. Due to the high volume of inquiries, allow 30 days for a response. You may also email them at usarmy.detroit.tacom.mbx.ilsc-donations@army.mil.

Requests for ceremonial rifles and static display equipment must first be submitted to the VFW National Headquarters for verification that the post is in good standing. The request should be addressed to the Adjutant General, VFW National HQ, 406 W. 34th St., Kansas City, MO 64111 or email tammieg@vfw.org and should be on post letterhead (if available) with their post address (if applicable), contact person with telephone number, email address and the number of rifles they are requesting. It should be signed by the Post Commander, Adjutant or Quartermaster. The VFW National Headquarters will then verify the post is in good standing and will forward this endorsement, which will include a confirmation of the post's charter date and verification of the post's officer listing, to the appropriate agency.

NOTE: When requests are first made to Congressional offices or other military departments without the proper verification and endorsement, the acquisition process is significantly delayed.

These requirements are set forth in the updated policies and procedures established by the US Army. Posts are reminded that equipment donated by the Department of the Army through the ADPO to VFW posts remain the property of the US Army. Transfer of any equipment obtained through the Ceremonial Rifle and Static Display Program is **not authorized** without the written permission of the ADPO.

Posts receiving ceremonial rifles or static display equipment can expect the ADPO to conduct periodic inspections and file reviews in order to verify the information provided by the post and to confirm the post is complying with the terms outlined in the Conditional Deed of Gift in regard to such matters as rifle storage and handling and static display equipment maintenance. Part of this compliance includes the required reporting of these US Army assets upon receipt by the post, and then on an annual or triennial schedule for as long as the posts retain the equipment. After the initial reporting, static display equipment is required to be certified every year, complete with a current photograph of the piece on display, and ceremonial rifles are required to be reported on every 3 years. These certifications will be emailed to the posts automatically when they are due.

Posts are required to make sure the email addresses on file for their organizations remain current in order to ensure they receive the emailed certifications. They may have up to two email addresses per post. In the event posts experience technical difficulties with the online certifications, they may complete and submit the Annual Certification of Army Materiel Status form for static displays and the Ceremonial Rifle Inventory form for rifles in order to remain in compliance with the reporting requirements. The forms must be hand signed and either emailed or mailed to the ADPO. **For additional information and the respective forms, please visit the ADPO website at <https://www.tacom.army.mil/ilsc/donations>.**

BLANK AMMUNITION

Orders for ceremonial rifle ammunition and M1 Garand clips may be submitted directly to the US Army Sustainment Command (ASC) by visiting <https://www.aschq.army.mil/resources/ammo>.

Complete the appropriate order forms and submit to ASC via email at: usarmy.ria.asc.mbx.carg@army.mil. Submitting requests by email is strongly recommended and the preferred method, as orders sent via postal service will have a delayed processing time. No fax orders permitted.

The .30 caliber blank ammunition (1,240 rounds per box) is sent in a wood wire bound box. All blank ammunition is free of charge in its entirety. M1 Garand clips are also available and are issued in increments of 25 with a maximum of 100.

The blank ammunition is delivered during daytime hours and shipped via FEDEX Ground from Lake City Army Ammunition Plant, Independence, Missouri. It is preferred that the blank ammunition be shipped to an Officer's residence and not the post, as a signature of receipt is required. Shipments to the Post must have prior approval from ASC.

Blank ammunition is authorized for use ONLY in conditionally issued US Army owned ceremonial rifles. Blank ammunition is **not** authorized to posts who receive rifles through any other source or personally owned. If you have privately owned weapons or borrowed weapons from another organization, your organization is not authorized to receive blank ammunition and/or clips through this program.

The US Army Sustainment Command (ASC) will contact the Army Donations Program Office (ADPO) to confirm that the respective post has qualified for US Army owned ceremonial rifles and that the post is up to date on all mandatory reporting requirements. **Prior to submitting the form(s) please ensure your ceremonial rifles and static display inventories are up to date with the Army Donations Program Office (ADPO) as this may cause a significant delay if not up to date.**

For additional information please visit the US Army Sustainment Command (ASC) website at <https://www.aschq.army.mil/resources/ammo>.

RIFLES

The ADPO is responsible for the issuance and management of rifles for ceremonial use. Under the provisions of 10 U.S. Code § 7683 (formerly 4683), the Secretary of the Army may conditionally lend or donate excess ceremonial rifles, slings, and cartridge belts to any eligible organization for use by that organization for funeral ceremonies of a member or former member of the US Armed Forces, and for other ceremonial purposes. This statute also allows for conditions to be imposed on the use of the rifles as may be necessary to ensure security, safety, and accountability. The Secretary of the Army may impose such other conditions as considered appropriate. The Veterans of Foreign Wars (VFW) is only authorized to handle requests from chartered VFW posts in good standing. Ceremonial

rifles or blank ammunition will not be conditionally issued to a post unless they are in good standing and in compliance. Additionally, the rifles are to be utilized only by the respective VFW post's Honor Guard.

Organizations are allowed to have a total of 15 rifles through the Ceremonial Rifle Program. However, the number of rifles may not exceed the number of Honor Guard Members plus one. Any rifles over this amount are required to be returned to the US Army in order to remain in compliance with federal law. If this situation exists, the post is required to request disposition instructions from the ADPO. Specific return instructions will be provided to the respective post, as weapons are returned to a separate facility and not to the ADPO.

A VFW post wishing to obtain rifles for ceremonial use should forward their request to the VFW National Headquarters in the manner previously described above. Once the ADPO receives the endorsed request from headquarters, processing will begin and an eligibility package will be sent to the respective post. The package will include the checklist and forms required for completion by the Post Commander, Adjutant or Quartermaster. Forms are to be returned electronically or mailed to the ADPO. Presently, it takes approximately 90 days for rifles to be shipped after receipt of the eligibility requirements from the post.

Currently, the only rifle authorized for ceremonial use on a conditional basis is the M1 Garand. These rifles are shipped from the Civilian Marksmanship Program (CMP) in Anniston, Alabama. Normal Overnight FEDEX Ground delivery will be Monday through Friday between 9:00 am and 5:00 pm. Ceremonial rifles remain the property of the United States Government. The rifles cannot be loaned, sold, transferred, or given to anyone else without the written approval of the ADPO and may only be utilized by the respective VFW post's Honor Guard. Care and maintenance of the conditionally loaned rifles is the responsibility of the post.

Slings, repair parts, cartridge belts, and cleaning kits are not provided through the ADPO. The post may order them from commercial resources. Three known sources are: Amherst Depot at 941-475-2020 or www.amherst-depot.com, Fulton Armory at 301-490-9485 or www.fulton-armory.com, or the Civilian Marksmanship Program at 256-835-8455 or www.thecmp.org/cmp_sales/. The Army does not endorse any specific commercial source for rifle accoutrements.

If for any reason the post no longer requires the ceremonial rifles, they are required to contact the ADPO and request rifle disposition instructions. The ADPO will then request boxes and prepaid shipping labels to assist with the return of rifles. All blank ammunition must be removed from the rifles prior to shipping. After the rifles are returned, the ADPO will receive notification from CMP that the rifles have been received. Upon request, the ADPO will send a letter or email to the post acknowledging receipt of the rifles and releasing the post from liability and accountability for the returned weapons.

NOTE: Ceremonial rifles are never to be returned to directly to the ADPO, U.S. Army Tank-Automotive and Armaments Command in Michigan.

If the post loses accountability of any of the rifles issued to them, they are required to notify the ADPO and, in certain circumstances, submit a police report. The police report must list the model, manufacturer, serial number of the rifle and provide any details regarding its loss. Upon review by the ADPO, a determination will be made as to the liability for the missing/lost/stolen rifles. The post will be notified if reimbursement costs are required.

STORAGE AND SECURITY OF CEREMONIAL RIFLES

Storage of the loaned ceremonial rifles is at the discretion of the post, but the location must be in compliance with all local/state/federal regulations. Organizations are to provide the storage location of the weapons on the Certificate of Arms Storage form, which is one of the qualification requirements. If the location changes, an updated form must be submitted to the ADPO. This form must be completed and signed by the Commander, Adjutant or Quartermaster. This requirement can be sent electronically via email to the ADPO mailbox: usarmy.detroit.tacom.mbx.ilsc-donations@army.mil.

DAMAGED OR UNSERVICEABLE M1 RIFLES

If a ceremonial rifle is no longer functioning, the post is required to send the following information to the ADPO: Model, manufacturer, serial number, and a description of the problem(s) with the rifle. This requirement can be sent electronically via email to the ADPO mailbox: usarmy.detroit.tacom.mbx.ilsc-donations@army.mil. Please note that rifles are not replaced for cosmetic reasons.

STATIC DISPLAY EQUIPMENT

The ADPO is authorized under the provisions of 10 U.S. Code § 2572 to conditionally issue obsolete/condemned Army combat equipment for static display purposes to qualified civilian organizations. Note: The ADPO does not conditionally issue small arms or tactical equipment, such as Jeeps, through their program.

Requests for tanks, field artillery pieces, mortars, etc., should be directed to the Adjutant General, VFW National Headquarters as previously described above. After the ADPO receives the endorsement and static request, an eligibility package will be sent to the respective post for review and completion. Once the post has submitted the documentation, their request will be changed to an Open-Wait status. When equipment becomes available, the ADPO will post it to their website and email a notification of equipment availability to organizations with requests in an Open-Wait status. Interested organizations will need to email or mail a letter of interest within 30 days of this notification. They will select a recipient from the list of qualified organizations that submitted the letter of interest. Posts are responsible for ensuring their email addresses on file with the ADPO are current and valid. Several variables go into determining where a piece of equipment is placed. Some of these include the date the qualification process was completed, the location of the organization and the number of pieces the organization has already received.

If the post accepts an offered piece of equipment, they will be required to sign a Conditional Deed of Gift and will need to certify the equipment and provide a current photograph of the display every year for as long as they retain it through the online reporting process. If there are any demilitarization actions that need to be completed, that will be the responsibility of the receiving organization.

The ADPO operates at no cost to the government. All costs incurred pertaining to the equipment are the responsibility of the receiving post. Such costs include display site construction, limited demilitarization work, removal of radiological material (if applicable), transportation, restoration measures, and display maintenance. NOTE: Posts should not construct a display area/pad until instructed to do so by the ADPO as circumstances can change.

The post has the responsibility to maintain and display the US Army asset in such a way that honors and upholds the image of the United States, our military forces, and veterans. In the event the

equipment is no longer required by the post, they are required to contact the ADPO for turn-in procedures. They must notify the ADPO of any potential time constraints that may become applicable, such as the display property being sold or a possible post closure. Organizations are not authorized to loan, sell, transfer, move, abandon, or give the asset to any other individual or organization as it remains US Army property.