

Small Arms...

# Good Form in the Arms Room

WE'RE DEPLOYING NEXT MONTH AND I DON'T KNOW WHICH WEAPONS HAVE BEEN GAGED!!!

I'M IN HOT WATER NOW!

WE'RE HERE TO HELP YOU...

...STAY ON TOP OF MAINTAINING AND...

...REPAIRING YOUR WEAPONS!

DITHERS

USARMY

DD Form 314

DA Form 5988E

DA Form 5909

Dear Bonnie,

A unit armorer has many weapons to keep track of. He must worry about which weapons need fixing, which ones are due gaging, and which weapons are off to maintenance. If the armorer makes a mistake, he can find himself in hot water PDQ.

I organized my arms room by using the forms below. I think this method will help other armorers both stay on top of what *needs* to be done and document what *has* been done.

**DD Form 314**—I use one 314 for each rack of weapons, listing all the weapon serial numbers in that rack on one form. The 314 tracks what services have been done and when they should be done again. Each month I check the 314s to see what needs to be done for that month.

**DA Form 5988E**—I have our SAMS clerk print out a 5988 for each weapon listing the weapon's serial number and TM number. When a soldier checks out and checks in a weapon, I have him fill out the 5988 showing anything he found wrong. I also have him list the PMCS item number for any problems spotted during PMCS. I then use these 5988s to keep track of what needs to be fixed and what parts need to be ordered for repairs. I also use them to note anything I find during my own quarterly inspections.

**DA Form 5909**—I use the 5909 to request repairs from higher level maintenance. This gives me documentation for why a weapon isn't in the arms room.

I give all of this information to the SAMS clerk so it can be entered into the automated system. That way all the information is backed up and I will be automatically notified when weapon services are due.

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GOOD FORM, INDEED. THANKS FOR SHARING YOUR SYSTEM WITH OTHER ARMORERS.

