

STANDARD OPERATING PROCEDURE HG-5:  
RIFLE HANDLING, TRANSPORT, FIRING, CLEANING,  
INSPECTION, & STORAGE

**Attachment A**

**UNINTENDED RIFLE INCIDENT REPORT**

Date of Report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Member Involved & Assigned Squad: \_\_\_\_\_ / \_\_\_\_\_

Witnesses to Incident (print): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rifle Identification Number: \_\_\_\_\_

Squad Leader / Assistant Squad Leader / Rifle Detail Leader present:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Description of any injuries to personnel - list name(s) and injury(s):

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Location of Incident (circle one): *Squad Room Squad Room Patio Bus*

*Area behind Committal Shelter Pavement between Firing Line and Bus*

*Firing Line Other (specify) \_\_\_\_\_*

Identify the Unintended Rifle Incident (circle all that apply):

A. *Damage to equipment*

B. *Blank Firing Adapter came loose*

C. *Gas Cylinder Plug came loose*

D. *Unintended firing of rifle*

E. *Other* \_\_\_\_\_

Attachment A – Unintended Rifle Incident

Describe the incident(s) that occurred:

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Describe what action was taken with both individual and the rifle, as a result of the incident described:

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Suggest an appropriate course of action preventing the incident from occurring again (reference Chapter 5, paragraph 5):

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Routing the Completed Form

Forward this report to:

Commander / Adjutant / Ordnance Officer / Gerald B. Solomon National Cemetery  
Director / Squad Leader / Assistant Squad Leader / Member(s) involved