

QUALIFICATION CHECKLIST FOR CEREMONIAL RIFLES RECOGNIZED VETERANS' ORGANIZATIONS

SECTION I – REQUESTING ORGANIZATION INFORMATION

1. Organization Name:	2. Mailing Address:	3. City/State/Zip Code:
4. Telephone Number:	5. Organization Email Address:	6. Name of Representative:

SECTION II – ORGANIZATION CONTACT INFORMATION (IF DIFFERENT THAN ABOVE)

1. Mailing Address:	2. City/State/Zip Code:
3. Telephone Number:	4. Email Address:

SECTION III – REQUIRED INFORMATION

1. Number of Active Organization Members <input type="checkbox"/>	2. Number of Honor Guard Members <input type="checkbox"/>
3. Number of Rifles You Currently Have (complete attached inventory form) <input type="checkbox"/>	4. Number of New and/or Replacement rifles required <input type="checkbox"/>

SECTION IV – SHIPPING ADDRESS FOR NEW RIFLES

Shipping Address for the new rifles **cannot be a private residence or PO Box. Must be open during normal business hours 9 am to 5 pm Monday thru Friday.** Please note that we **cannot** notify you when the rifles will be shipped.

1. Business Name:	2. Business Hours:	3. Business Telephone Number:
4. Street Address:	5. City/State/Zip Code:	

SECTION V – REQUESTED DOCUMENTS

All documents outlined below **must be signed by the highest ranking official for the organization**

- Written Request** sent to national headquarters for verification that the organization is in good standing. National headquarters will forward your request to the Army Donations Program at TACOM for processing.
- Certificate of Arms Storage** (enclosed)
- Certificate of Compliance with Title 10 USC §4683** (enclosed)
- Ceremonial Rifle Inventory** (enclosed) **Privacy Act Notice** (enclosed)

Mail to: US ARMY TACOM LCMC, ATTN: AMSTA-LCL-IWD, M/S 419D, 6501 East 11 Mile Road, Warren, MI 48397-5000
ADPO RC-R, March 2015