

November 14, 1986

**TO: Technical Section Employees**

**FROM: Supervisor D. M. Branch, Jr.**

**SUBJECT: Reloading Policy**

Technical Section personnel may use the reloading equipment at anytime for casework. To maintain proficiency, an employee of this section may reload personal ammunition, but must document it for research purposes by recording the data on the attached form and filing it in the section reloading manual. Under no circumstances will State reloading components be used in personal ammunition.

Technical Section employees are the only persons authorized to use the reloading equipment. Safety glasses must be worn while reloading and safety procedures, as outlined in the commercial handloading manuals, must be followed.

DMB:jgf

cc: Assistant Director H. E. Elliott

**CALIBER:**

**DATE:**

**Brass**

Mgf.:

New:

Fired:

Trim Lgth.:

Lot #:

Comments:

**Bullet**

Mgf.:

Shape:

Weight:

Lot #:

**Powder**

Mgf.:

Number:

Charge Wt:

Lot #:

**Primer:**

Mgf.:

Number:

Lot #:

**OAL:**

**Number of rounds loaded:**

**Comments: (Type of gun fired in, group size, pressure signs, etc.)**