

## **STOP! READ THIS FIRST!**

**Federal Law (Title 18 U.S.C. Chapter 44--Firearms) strictly prohibits the possession of firearms on military installations except under very specific guidelines. For Seymour Johnson AFB, those guidelines and the necessary steps to follow are included in the information below. Please take the time to thoroughly understand the information. If, at any time you have questions or need clarification, contact 4th Security Forces Squadron Armory for assistance at (919) 722-2506 or DSN 722-2506.**

# **SEYMOUR JOHNSON AFB GUIDE FOR PERSONNALLY OWNED FIREARMS (POFs)**

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Contact your First Sergeant or the 4th SFS Armory for assistance  
**(919) 722-2506 or DSN 722-2506**



## SECTION 1

### Registration of Firearms for SJAFB Assigned Personnel (For CCW Storage Proceed to Section 2)

All POWs stored on the installation will be registered. The registration focal point for personnel assigned to the 4 FW is the 4th Security Forces Armory. Contact your first sergeant to begin the registration process. Once registered, personnel residing in base housing are authorized to retain their firearms/ammunition in their quarters.

#### 1) When to register.

- a) If arriving during a PCS or purchasing a firearm off-base, members will declare their POW upon arrival at SJAFB installation gate(s).
  - i) If residing in on-base housing, the gate guard will direct the member to properly store their POW at their residence and begin the registration process within 72 hours.
  - ii) If residing in the dorms or lodging, The Gate Guard will direct the firearm owner to report to the 4 SFS Armory to begin the registration process immediately.
- b) If POW(s) are delivered to an on-base residence in a Household Goods Shipment, members are permitted to store their POWs at their residence but must begin the registration process with either their first sergeant or 4 SFS Armory within 72 hours.
- c) Firearms purchased at AAFES facilities must be immediately transported to the designated storage facility or off the installation. No other stops on base are permitted. Firearms and ammunition may not be purchased during the same transaction.

#### 2) Registration Process.

- a) The first sergeant or the on-duty armorer will provide personnel with required forms to begin the registration process.
- b) Personnel will have a 72-hour time frame to route paperwork through their leadership for approval and return to the Armory.
- c) Once paperwork is completed, personnel will bring their paperwork and weapons (unloaded and secured) to the SF Armory. On-duty armorer will physically verify each serial number. Once verified, armorer will provide two copies of each form. One copy is to be placed in their Personal Information Folder in their Commander's Support Staff section, the second copy is for member's personal record.
- d) If the forms are not completed within 72 hours, the Security Forces Armory will follow-up with the member to ensure proper procedures were followed and individual's unit is aware of pending POW registration.
- e) For more information, members can contact the SF Armory at 722-2506, or contact their unit's First Sergeant.

#### 3) Forms required for registration (included below).

- a) **AF Form 1314.** Registration form. Requirements include the type, manufacturer, caliber/gauge and serial number. The SF Armory (4 SFS/S4A) will enter the AF Form 1314 information into the Security Forces Management Information System (SFMIS) upon receipt. The SF Armory will maintain IAW RDS a master listing of registered firearms with names and locations and provide these listings to the SF Desk on a routine basis.
- b) **DD Form 2760.** Qualification to possess Firearms or Ammunition. This form is used to determine if you have been convicted of a crime which would disqualify you from possessing/registering a POW.
- c) **AF Form 1297.** Hand Receipt. For members storing their POW(s) in the armory only. Two forms will be filled out. One will be provided to the firearm owner. The second form will stay with the 4 SFS Armory until the firearm is returned.

Contact your First Sergeant or the 4th SFS Armory for assistance  
**(919) 722-2506 or DSN 722-2506**

**SECTION 2**  
**Steps for CCW Storage on SJAFB**

The 4th Fighter Wing Commander allows individuals with Concealed Carry Weapon (CCW) Permits to register their weapon with the 4th Security Forces Squadron and then retain their Personally Owned Firearm (POF) in their vehicle when they are on the installation. Any Active Duty/Active Reserve/Guard military member, DoD civilian, dependent, retiree, or contractor (with CAC). Individuals must be at least 18 y/o and meet all criteria:

- Individual (or sponsor) is assigned to SJAFB--Retirees are exempt from this requirement.
- Qualified to legally possess a North Carolina CCW permit.
- Possesses a current North Carolina CCW permit or a CCW permit from a state which North Carolina has legal reciprocity (will recognize that state's permit as valid for North Carolina).
- Individual has completed the registration process with the 4th Security Forces Squadron and possesses all required documentation.

**1) Steps to Register for CCW Storage for all Applicants other than Retirees**

- a) Fill out the AF 1314 and DD 2760 included in this document below.
- b) Obtain a blank CCW Memo from Unit First Sergeant or the Security Forces Armory.
- c) Fill out the CCW Memo and route to Unit Commander for approval/signature. (Eligible contractors route through sponsoring unit/CC.)
- d) Report to the SF Armory (Bld 5006) with all of the required registration items (see below).
  - i) Weapon(s) to register. On-duty armorer will physically verify each serial number.
    - (1) Weapon(s) must be Unloaded
    - (2) Weapon(s) must be in a Weapons Case
    - (3) Weapon(s) must be Locked & Secured
  - ii) Current DoD ID Card. CAC card for Active Duty, Active Reserve/Guard, DoD Civilian and Contractor. Dependent ID for eligible Dependents.
  - iii) Current State-issued Driver's License. A Current State ID is acceptable in most cases, however, in this particular case, a driver's license is necessary since the POF will be stored in the individual's vehicle.
  - iv) Current CCW Permit
  - v) Completed AF Form 1314 and DD Form 2760
  - vi) Signed/Approved CCW Memo.
- e) Once verified, armorer will provide two copies of each form. One copy is to be placed in their Personal Information Folder in their Commander's Support Staff section, the second copy is for member's personal record.

**2) Steps to Register for CCW Storage for Retiree Applicants**

- a) Fill out the AF 1314 and DD 2760 included in this document below.
- b) By the 10th day of the month, contact the Security Forces Armory at 919-722-2506. Provide them the information on the forms. Security Forces will process the information and route the CCW Memo.
- c) Come in to the SF Armory (Bld 5006) after the 20th day of that same month, with all required registration items.
  - i) Weapon(s) to register. On-duty armorer will physically verify each serial number.
    - (1) Weapon(s) must be Unloaded
    - (2) Weapon(s) must be in a Weapons Case

Contact your First Sergeant or the 4th SFS Armory for assistance  
**(919) 722-2506 or DSN 722-2506**

- (3) Weapon(s) must be Locked & Secured
- ii) Current DoD ID Card for Retirees.
- iii) Current State-issued Driver's License. A Current State ID is acceptable in most cases, however, in this particular case, a driver's license is necessary since the POF will be stored in the individual's vehicle.
- iv) Current CCW Permit
- v) Completed AF Form 1314 and DD Form 2760
- d) Once verified, armorer will provide one copy of each form for individual's personal record. Armorer will also provide a Signed/Approved CCW Memo that must be kept accessible at all times while storing in your POV on SJAFB.

**To store your weapons in your POV, you must have the following documentation while on SJAFB:**

DoD ID*	State Driver's License*	Vehicle Registration*	Proof of Insurance for your Vehicle*	CCW Permit*	CCW Memo for Record
<p><b>*These documents must be current (not expired/suspended/revoked)</b></p> <p><u>Remember:</u> on Seymour Johnson AFB, if approached by any Security Forces Member or Officer, you have a duty to inform that you are in possession of a weapon</p>					

**3) Procedures for Entering the Installation:**

- a) Present your DoD Identification Card to the Security Forces Sentry. **NOTE:** you are not required to inform the gate sentry you are in possession of a firearm unless you are specifically asked about any weapons or firearms.
- b) Once approved to enter, proceed as normal
- c) If you are pulled over on base or selected for any vehicle inspections (inbound or outbound):
  - i) Stay in your vehicle unless instructed to exit
  - ii) Wait for the SF Member or Officer to approach
  - iii) Immediately inform the SF Member or Officer that you are in possession of a weapon or firearm (do not wait to be asked)
  - iv) Do NOT reach for the weapon or touch the weapon; wait for instructions and cooperate

**4) Procedures for storing:**

- a) No later than your first stop, after entering the installation, secure your firearm in a locked container in your vehicle. **NOTE:** Attempt to do this discreetly, inside your vehicle
- b) Exit the vehicle only when the weapon is unloaded/secured
- c) Ensure you lock your vehicle

**5) Procedures for a vehicle accident:**

- a) If able, discreetly secure your weapon before leaving the vehicle.
- b) If unable, leave your weapon on and concealed. Inform the responding officer immediately.

Contact your First Sergeant or the 4th SFS Armory for assistance  
**(919) 722-2506 or DSN 722-2506**

- 6) **Duty to Inform** - In North Carolina and on SJAFB, you have a duty to inform. If approached and addressed by a security forces officer, immediately inform that officer that:
- a) I am a CCW permit holder, I am carrying a firearm, the firearm is located at \_\_\_\_\_ and I am standing by for instructions.
  - b) Remember to keep your hands visible at all times (if in your vehicle, place them on the steering wheel) and do not reach for anything until instructed to do so.

**ALLOWED**

**Store firearm in secure container inside your vehicle immediately upon arrival to your first on-base destination.**

**Do not exit your vehicle until you weapon is secured.**

**Inform the SF sentry you have a weapon during any traffic stop or Random Vehicle Inspection.**

**Secure your vehicle at all times.**

**Always have your DoD ID, driver's license, registration, insurance, CCW permit and a copy of your signed CCW Storage MFR.**

**NOT ALLOWED**

**Never leave your vehicle unsecure**

**POFs will not be transported into controlled or restricted areas**

**Never leave weapon in plain sight**

**Never exit the vehicle while armed**

**Your POF should never leave your vehicle while on SJAFB.**

**Never take POFs or ammunition, into public places.**

Contact your First Sergeant or the 4th SFS Armory for assistance  
**(919) 722-2506 or DSN 722-2506**

## FIREARMS REGISTRATION

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 USC 8013; Gun Control Act of 1968 (18 U.S.C. 922(d)(9) and (g)(9)/Lautenberg Amendment); 44 U.S.C. 3101; AFI 31-101 and EO 9397 (SSN), as amended.

**PRINCIPLE PURPOSE:** To record personal information on an individual who registers and stores his or her privately-owned firearm on an Air Force installation or facility. To maintain accountability of firearms, recorded when firearms are removed and returned to the facility, and determine the numbers and location of privately-owned firearms on an installation.

**ROUTINE USE(S):** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b). 'Blanket Routine Uses' apply.  
SSN used for identification and retrieving from files.

**DISCLOSURE:** Disclosure is voluntary however, failure to disclose the information to include SSN will result in the individual not being able to register or store firearms on the installation or facility. Attempts to keep firearms on base that are not properly registered and stored could result in confiscation of the firearms, disciplinary action, or both.

**SYSTEM OF RECORD NOTICE:** F031 AF SF B Security Forces Management Information System  
<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569715/f031-af-sf-b/>

NAME (Last First, MI)				GRADE/RANK	SSN	ORGANIZATION	DUTY PHONE
FIRE-ARM NO.	WEAPON TYPE (Rifle, Shotgun, etc.)	MAKE (Manufacture)	CALIBER OR GAUGE	SERIAL NUMBER	RECEIPT FOR FIREARMS NOT RETAINED BY OWNER		
					DATE RECEIVED		SIGNATURE OF SUPPLY CLERK
1							
2							
3							
4							
5							

HAVE YOU BEEN CONVICTED OF A DOMESTIC VIOLENCE CRIME IN VIOLATION OF THE GUN CONTROL ACT/LAUTENBERG AMENDMENT? YES  NO

DID YOU RECEIVE THE GUN CONTROL ACT AND LAUTENBERG AMENDMENT BRIEFING? YES  NO

OWNER, ATTACH A COPY OF DD FORM 2760, QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION.

I HAVE READ AND WILL COMPLY WITH AFI 31-101, AFI 31-117 AND SUPPLEMENTS THERETO AND DD FORM 2760.

SIGNATURE OF OWNER	DATE:	STORAGE LOCATION/ADDRESS
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RETAIN POSSESSION OF ABOVE FIREARM (S):

STORE FIREARM (S) IN: \_\_\_\_\_ AND WITHDRAW SAME:

TEMPORARILY STORE IN: \_\_\_\_\_ PENDING DISPOSITION:

**WAS THE ANNUAL GUN CONTROL ACT OF 1968/LAUTENBERG AMENDMENT BRIEFED TO FIREARM OWNER BY UNIT COMMANDER?** YES  NO

TYPE NAME, GRADE AND RANK OF UNIT COMMANDER OR DESIGNEE	SIGNATURE OF UNIT COMMANDER OR DESIGNEE	DATE:
TYPE NAME, GRADE AND RANK OF STORING UNIT COMMANDER OR DESIGNEE	SIGNATURE OF STORING UNIT COMMANDER OR DESIGNEE	DATE:

### RECORD OF TEMPORARY WITHDRAWALS BY OWNER AND RETURN TO STORAGE

FIRE-ARM NO.	MAKE (Manufacture)	TEMPORARY WITHDRAWALS		RETURN TO STORAGE	
		DATE	SIGNATURE OF OWNER	DATE	SIGNATURE OF DESIGNATED CUSTODIAN

## QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION

### PRIVACY ACT STATEMENT

**AUTHORITY:** 18 U.S.C. 922(g)(9); E.O. 9397.

**PRINCIPAL PURPOSE(S):** To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.

**ROUTINE USE(S):** To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.

**DISCLOSURE:** Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.

#### SECTION I - INSTRUCTIONS

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.

The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:

- (1) the person was convicted of a crime;
- (2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;
- (3) the convicted offender was at the time of the offense:
  - (a) a current or former spouse, parent or guardian of the victim,
  - (b) a person with whom the victim shared a child in common,

- (c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or
- (d) a person who was similarly situated to a spouse, parent, or guardian of the victim;
- (4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;
- (5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;
- (6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.

If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.

If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.

#### SECTION II - QUALIFICATION INQUIRY *(Complete and return to your commander or immediate supervisor within 10 days of receipt)*

**1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: *(Initial and date)***

<b>YES</b>	<b>NO</b>	<b>I DON'T KNOW <i>(Provide explanation on reverse)</i></b>
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**2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:**

<b>a. COURT/JURISDICTION</b>	<b>b. DOCKET/CASE NUMBER</b>
<b>c. STATUTE/CHARGE</b>	<b>d. DATE SENTENCED <i>(YYYYMMDD)</i></b>

**3. CERTIFICATION.** I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.

<b>a. NAME <i>(Last, First, Middle Initial)</i></b>	<b>b. RANK/GRADE</b>	<b>c. SOCIAL SECURITY NUMBER</b>
<b>d. ORGANIZATION</b>	<b>e. SIGNATURE</b>	<b>f. DATE SIGNED <i>(YYYYMMDD)</i></b>

I acknowledge receipt of and responsibility IAW AFI 23-111 for the items described below and will return them by the return date indicated.

ISSUED TO: SIGNATURE		DUTY PHONE	ISSUED BY	
ISSUED TO: NAME, GRADE, ORGN ( <i>Type or print</i> )		ORGN ACCT NO.	DATE OF ISSUE	RETURN DATE
STOCK NUMBER	DESCRIPTION OF ITEM	U/I	QNTY	

**AF IMT 1297, 19870701, V4**

PREVIOUS EDITION WILL BE USED.

**TEMPORARY ISSUE RECEIPT**

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I acknowledge receipt of and responsibility IAW AFI 23-111 for the items described below and will return them by the return date indicated.

ISSUED TO: SIGNATURE		DUTY PHONE	ISSUED BY	
ISSUED TO: NAME, GRADE, ORGN ( <i>Type or print</i> )		ORGN ACCT NO.	DATE OF ISSUE	RETURN DATE
STOCK NUMBER	DESCRIPTION OF ITEM	U/I	QNTY	

**AF IMT 1297, 19870701, V4**

PREVIOUS EDITION WILL BE USED.

**TEMPORARY ISSUE RECEIPT**

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ENCLOSURE 1 TO TAB A TO APPENDIX 5 TO ANNEX C TO SEYMOUR JOHNSON  
AFB INTEGRATED DEFENSE PLAN: PRIVATELY OWNED WEAPONS

REFERENCES.

AFI 31-101, Interim Change 3, *Integrated Defense*

AFI 31-117, *Arming and Use of Force by Air Force Personnel*

ATF Publication 5300.4, *Federal Firearms Regulations Reference Guide*

Title 18 U.S.C. Chapter 44--Firearms

N.C. Gen. Stat. 14, Article 54B; 14-415.24 (a)

1. SITUATION. Personnel residing on Seymour Johnson AFB are authorized to own privately owned weapons (POW). This enclosure establishes procedures and requirements for POWs (including ammunition) on the installation.

a. Enemy Forces. Described/defined in classified threat products. Maintained under separate cover by 4 SFS/S2.

b. Friendly Forces. See Basic Plan.

2. MISSION. To provide safety and security with regard to POWs and associated ammunition on the installation.

3. EXECUTION.

a. Concept of Operations.

1. The very nature of the integrated defense mission requires control and accountability of Privately Owned Weapons (POWs) stored on the base. In accordance with the prescribed guidelines in this enclosure, the privilege to store POWs is extended to active-duty Airmen/Reserve military members (both Cat A and Cat B), DoD civilian employees, retirees, and dependents 18 years and older assigned to Seymour Johnson AFB. Long-term enduring contractors with Common Access Cards (CACs) may be authorized, at the discretion of the 4 FW/CC. This enclosure does not apply to guests. Exceptions to this policy may be granted on a case to case basis, at the discretion of the 4 FW/CC.

2. It is imperative that all members choosing to exercise this privilege completely understand the policy prior to transporting a weapon on to SJAFB. Failure to fully comply with established procedures could result in apprehension for Article 92 failure to obey an order or regulation under the Uniformed Code of Military Justice for military personnel, or detention and administrative measures for civilian personnel.

3. Personnel assigned to SJAFB residing in dormitories, bachelor living quarters, temporary living facilities (TLFs) or billeting/lodging facilities must register any firearm they possess and store their firearm(s) and ammunition within the SF Armory (4 SFS/S4A).

4. Personnel residing in on-base privatized housing must register any firearm they possess and may store their firearm(s) and ammunition at their residence or within the SF Armory.

5. Other unusual dangerous weapons will be stored in a specific area separate from the primary living area. These include items such as knives designed as a weapon, bows, arrows, pellet/BB guns, or any weapon or instrument whose primary purpose or common use is to inflict grievous bodily harm. Within dormitories, dormitory managers will provide storage for these types of weapons and control access to the items. Commanders at all levels will ensure personnel under their command comply with these requirements.

6. For properly credentialed CCW permit holders, this revised enclosure provides a safe and secure way to transport a handgun on and off base. It also allows CCW holders assigned to SJAFB that live off the installation to store their weapon in their POV (using the process outlined in this enclosure) while on duty.

7. This enclosure does not cover the LEOSA or Unit Marshall Program. These subjects are covered in separate enclosures within the Force Protection Plan (FPP).

b. Definitions.

1. Firearm: IAW ATF Publication 5300.4, the Federal Firearms Regulations Reference Guide, the type of firearm is defined as: handgun (semi-automatic pistol or revolver); shotgun; rifle; etc.

2. Pistol. A weapon originally designed, made, and intended to fire a projectile (bullet) from one or more barrels when held in one hand, and having (a) a chamber(s) as an integral part(s) of, or permanently aligned with, the bore(s); and (b) a short stock designed to be gripped by one hand and at an angle to and extending below the line of the bore(s).

3. Revolver. A projectile weapon, of the pistol type, having a breech loading chambered cylinder so arranged that the cocking of the hammer or movement of the trigger rotates it and brings the next cartridge in line with the barrel for firing.

4. CCW Permit holder: Any Active Duty/Active Reserve military member, DoD civilian, or dependent, 18 years and older, retiree or contractor (in possession of a CAC) that meets all of the following criteria:

i.) Assigned to SJAFB (Retirees are exempt from this criteria)

ii.) Qualified to legally possess a North Carolina Concealed Carry Weapon (CCW) permit.

iii.) Possesses a current North Carolina CCW permit or a CCW permit from a state with whom the State of North Carolina recognizes CCW reciprocity.

5. POW Home Storage: IAW Title 18 U.S.C. Chapter 44 Sec 921, the term "secure gun storage or safety device" includes any of the following:

i.) A device that, when installed on a firearm, is designed to prevent the firearm from being operated without first deactivating the device.

ii.) A device incorporated into the design of the firearm that is designed to prevent the operation of the firearm by anyone not having access to the device.

iii.) A safe, gun safe, gun case, lock box, or other device that is designed to be or can be used to store a firearm and that is designed to be unlocked only by means of a key, a combination, or other similar means.

6. POV Storage for CCW Permit Holders who have properly registered with Security Forces: A valid CCW holder can also store a POW in their Privately Owned Vehicle (POV). This may be a locked glove box, center console, or a commercially purchased lockable weapons case. All weapons cases which are easily portable must be securely attached to the vehicle through bolting, chaining, or similar securing methods which will semi-permanently affix the case to the vehicle. The firearm must not be visible from the outside of the vehicle. These additional options enable the permit holder to securely store their POW without exiting the vehicle. NOTE: Personally owned weapons, regardless of registration status or circumstance, are not to be taken or transported into any controlled or restricted areas on the installation.

7. POW Transportation for individuals without a CCW permit or individuals that have not yet registered as a CCW Permit Holder with Security Forces: The movement of privately owned weapons/firearms from one location to another, on or off base, properly secured. In accordance with federal transportation laws, the weapon is unloaded and cleared, in a locked container inside the trunk or located as far away as possible from the driver and occupants of the vehicle. Firearm must not be in view from outside of the vehicle. Ammunition must be stored separately, out of view, and out of direct control. NOTE: Personally owned weapons, regardless of registration status or circumstance, are not to be taken or transported into any controlled or restricted areas on the installation.

8. Weapons Carry: Privately owned weapons/firearms which are located on a person, under one's direct control, or within reach regardless if they are loaded or unloaded.

i. This policy does not in any way authorize the carry (open or concealed) of any weapon on the installation.

ii. Only sworn federal, state, or local law enforcement officials who are credentialed to carry firearms as part of their position, other individuals credentialed under the Law Enforcement Officer Safety Act (LEOSA), military personnel specifically authorized in writing by an authorizing official to carry firearms pursuant to official business (as outlined in AFI 31-117 and AFI 71-101) and are authorized to carry concealed weapons on the installation.

iii. See section 3.j for clarification on firearms transportation for CCW holders.

c. Registration.

1. All POWs stored on the installation will be registered. The registration focal point for personnel assigned to the 4 FW will be the 4<sup>th</sup> Security Forces Armory. Once registered, personnel residing in base housing are authorized to retain their firearms/ammunition in their quarters provided each firearm is registered with the Security Forces Armory, Building 5006.

2. Members possessing a CCW permit (whether residing on base or off base) and wishing to store their POW in their personally owned vehicle (POV) while they are on duty or otherwise on SJAFB (not at their residence) must receive approval from their unit commander and register each POW with the 4<sup>th</sup> Security Forces Squadron armory. Retirees will apply for approval through the office of the Deputy Commander, 4<sup>th</sup> Mission Support Group. Contractors will apply for approval through the commander of the unit that receives their primary support or the unit to which their SJAFB-designated Contracting Officer's Representative is assigned.

3. When to register.

(a) If arriving during a PCS or purchasing a firearm off-base, members will declare their POW upon arrival at SJAFB installation gate(s).

i. If residing in on-base housing, the gate guard will direct the member to properly store their POW at their residence and begin the registration process within 72 hours.

ii. If residing in the dorms or lodging, The Gate Guard will direct the firearm owner to report to the 4<sup>th</sup> Security Forces Squadron Armory (Building 5006) to begin the registration process immediately.

(b) If POW(s) are delivered to an on-base residence in a Household Goods Shipment, members are permitted to store their POWs at their residence but must begin the registration process with either their first sergeant or 4<sup>th</sup> Security Forces Squadron Armory within 72 hours.

(c) Firearms purchased at AAFES facilities must be immediately transported to the designated storage facility or off the installation. No other stops on base are permitted. Firearms and ammunition may not be purchased during the same transaction.

(d) Members residing off base with a valid CCW permit wishing to store their POW in their POV while on duty shall register their weapon(s) with SF armory prior to storing on base.

4. Registration Process.

(a) The first sergeant or the on-duty armorer will provide personnel with required forms to begin the registration process.

(b) After routing the required paperwork through respective commanders, personnel must report to the Security Forces armory within 72-hours.

(c) Once completed, personnel will bring their weapons to the 4th Security Forces Squadron Armory for physical verification of each serial number. Once verified, on-duty armorer will provide two copies of each form. One copy is to be placed in their Personal Information Folder in their Commander's Support Staff section, the second copy is for member's personal record.

(d) If the forms are not completed within 72 hours, the Security Forces Armory will follow-up with the member to ensure proper procedures were followed and individual's unit is aware of pending POW registration.

(e) For more information, members can contact the 4th Security Forces Squadron Armory at 722-2506, or contact their unit's First Sergeant.

#### 5. Forms required for registration.

(a) AF Form 1314. Registration. Requirements include the type, manufacturer, caliber/gauge and serial number. The AF Form 1314 can be downloaded from the Air Force e-Publishing web site (<http://www.e-publishing.af.mil>). The 4th Security Forces Squadron Armory (SFS; 4 SFS/S4A) will enter the AF Form 1314 information into the Security Forces Management Information System (SFMIS) upon receipt. The SFS Armory will maintain, IAW RDS, a master listing of registered firearms with names and locations and provide these listings to the Base Defense Operations Center (BDOC) on a routine basis.

(b) DD Form 2760. Qualification to possess Firearms or Ammunition. This form is used to determine if you have been convicted of a crime which would disqualify you from possessing/registering a POW.

(c) AF Form 1297. Weapons Identification Card. For members storing their POW(s) in the armory only. Two forms will be filled out. One will be provided to the firearm owner. The second form will stay with the firearm at the SFS Armory. The firearm owner has up to 72 hours to pick up their firearm.

(d) CCW Memo for Record. In order for a POW to be transported or stored in a vehicle under the rules in section 5.h.3 and 5.j, the CCW permit holder must provide a memorandum to their commander which indicates that the member has read and understands the rules and regulations regarding the transportation and storage of a POW in a POV. Appendix A of this instruction contains the sample memorandum. A CCW permit holder may not transport and store their POWs in a POV under section 5.h.3 and 5.j until their commander (or the 4 MSG/CD, for retirees) has endorsed the memorandum.

(e) Forms will be maintained IAW the Air Force Records Management Information System (AFRIMS) Records Disposition Schedule (RDS). Forms will be maintained, protected and destroyed as "For Official Use Only."

(f) CCW permit holders storing and transporting under the rules in section 5.h.3 and 5.j must have their military ID, driver's license, CCW permit that is valid and accepted in North

Carolina with current laws and a copy of their signed CCW Storage MFR on their person. The CCW Storage MFR may be kept in the car, but must be immediately accessible to the permit holder. All others only need their military ID and driver's license.

d. Temporary removal of registered POWs from the armory (for hunting, shooting range etc.).

1. Any firearm removed from the SFS Armory must be returned within 72 hours (excluding leave or TDY), unless the individual's unit Commander or First Sergeant provides written approval indicating the extended period, or if the individual is selling the firearm.

2. If the individual is taking leave or going TDY they must provide an MFR to the SF Armory from their Commander or First Sergeant stating they are taking their POW and state when they are returning with said POW.

3. Personnel must present a copy of their weapons identification card, AF Form 1297 and military ID (CAC) card to show ownership prior to removing their firearm and/or ammunition from the SF Armory.

4. Any ammunition left in the SF Armory must be accounted for on a new AF Form 1297. After signing for the firearm and/or ammunition, the owner will retain and carry a copy of the weapons identification card or AF form 1297 until the firearm/ammunition is returned to the SF Armory.

5. The NCOIC, Security Forces Armory, will notify the respective unit First Sergeant or Commander, within 12 hours when a weapon is not returned on time.

e. Permanent removal of the POW(s) from the armory or base housing due to sale, PCS or separation.

1. Personnel departing TDY or PCS must present a copy of their AF Form 1314 and a copy of their orders or a letter of written authorization from the unit Commander stating the circumstances for permanent withdrawal to the SF Armory.

2. If individuals sell their firearms they must provide the SF Armory with an MFR from their Commander or First Sergeant stating that they are permanently removing their POW.

3. All personnel who reside on base and own a POW must provide the SF Armory with a copy of final out processing paperwork from Corvias to be signed off on vMPF. Dorm personnel will have to provide written authorization to permanently remove their POW.

f. Restrictions.

1. If a unit Commander or First Sergeant restricts a member of their command from removing their POW from the armory, the unit Commander or First Sergeant must immediately notify the DFC.

2. If a unit Commander revokes this privilege, a letter will be placed into the members Personnel Information File (PIF) and on file in the SFS Armory. Members must immediately cease transporting/storing POWs in their POV upon revocation.

3. Unit Commander or First Sergeant must follow up with written notification of any imposed restriction/revocation to the SF Armory within 48 hours.

4. It is prohibited for any person to possess, display, or handle any weapon, to include replicas and realistic looking toy weapons, in a manner that causes public fear, public disorder, or concern for public safety.

5. BB or pellet (CO/2 and air) guns may only be fired at an authorized firing range. Persons under the age of 18 cannot possess, handle, transport, or fire these types of weapons without parental or legal guardian supervision.

6. Items specifically designed as defensive weapons such as, but not limited to, chemical defensive sprays, are permissible. However, these types of weapons may only be used as a means of self-defense. Possession of defensive weapons may not be authorized within certain operational areas or facilities.

7. The following privately owned firearms/weapons are prohibited on SJAFB:

(a) Any dagger, dirk, switchblade, butterfly knife, stiletto, or any other unusually dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds is prohibited. Knives with blades that exceed three and one-half inches are illegal to carry on or about your person unless actively engaged in fishing or hunting activities.

(b) Brass or iron knuckles are prohibited. They are defined as any instrument that consists of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting injury by striking any person.

(c) Items specifically designed or modified as an offensive weapon are prohibited. These include, but are not limited to modified baseball bats, ax handles, clubs, or chains.

i. Possession of all martial arts instruments, either on your person or within a vehicle is prohibited. Instruments include, but are not limited to, nunchucks, throwing stars, and tonfas. Exception: Transportation of martial arts instruments is authorized to and from sanctioned events and training. When martial arts instruments are being transported, they must be in plain view or secured in the trunk of the vehicle.

ii. Prohibited weapons seized by authorities will be destroyed as determined by the Defense Reutilization and Marketing Service.

(d) Unusually dangerous weapons usage (for example: bow/arrow) is prohibited on base with the exception of sanctioned base events and the archery range.

(e) Persons who arrive at SJAFB and possess prohibited weapons shall contact Security Forces immediately for disposition instructions.

(f) Unlawful possession of Title II weapons. While Title II weapons are authorized in North Carolina, there is a Federal registration and license process that must be adhered to for purchase and possession.

g. Storage.

1. Storage of properly registered POF (firearms and/or ammunition) in the SF Armory separate from government arms and ammunition is authorized.

2. Properly registered POFs may be stored in military family housing, privatized housing and privately owned vehicles (POVs) on the installation in accordance with the guidelines listed in this enclosure.

3. With the exception of CCW permit holders, POVs are not authorized for storage of POW(s). Members TDY to SJAFB, individuals residing in lodging or Temporary Living Facilities (TLFs), private contractors, and visitors are also prohibited from storing weapons in their POVs.

h. The following storage locations are authorized:

1. SFS Armory.

2. Privatized Housing. This does not include bachelor quarters (dormitories) or billeting.

3. POV (applies to CCW permit holders only).

(a) Overall, the individual is responsible for weapon safety. The intent is to handle the weapon the least amount necessary while ensuring proper transfer from carry to storage occurs in the safest manner possible. The weapon must be stored upon the first stop after arrival to the installation. At no point will a member depart their vehicle while still armed with their POW on the installation.

(b) Members must secure POWs in a locked container which hides the firearm from view outside of the vehicle. This may be a locked glove box, center console, or a commercially purchased lockable weapons case. All weapons cases which are easily portable must be securely attached to the vehicle through bolting, chaining, or similar securing methods which will semi-permanently affix the case to the vehicle.

(c) Storage is not to exceed a consecutive 12-hour period or the duration of established duty day, whichever is longer.

(d) Airmen residing in SJAFB dormitories will not store POWs in their rooms or POVs.

(e) Members TDY to SJAFB, individuals residing in lodging or Temporary Living Facilities (TLFs), private contractors, and visitors are prohibited from storing weapons in their POVs.

(f) Members will not remove their weapon from storage in their POV for any purpose while on the installation and are not in any way to use their weapon in an attempt to augment or intervene in any security or law enforcement situation.

i. Transportation.

1. Members must secure POWs in a locked container which hides the firearm from view outside of the vehicle. This may be a locked glove box, center console, or a commercially purchased lockable weapons case. All weapons cases which are easily portable must be securely attached to the vehicle through bolting, chaining, or similar securing methods which will semi-permanently affix the case to the vehicle.

2. Ammunition will be transported in a separate compartment from firearms. CCW/LEOSA carriers are exempt from this requirement.

3. Privately Owned Firearms/weapons will not be transported into restricted or controlled areas unless specifically authorized by regulation or instruction and in the official performance of duties.

4. Any vehicle operator stopped by Security Forces (other than during routine installation entry) will immediately inform Security Forces they are in possession of a firearm if transporting a privately owned firearm. The vehicle operator will provide the approved storage area or authorized activity they are proceeding to or departing from. If, during routine entry, the Security Forces member asks if the member is transporting a POW, the member will advise they are in possession of firearm and provide the approved storage area or authorized activity they are proceeding to or departing from.

j. Transportation options for CCW permit holders who have registered with Security Forces.

1. CCW permit holders may temporarily store POWs in their POV when transitioning on and off the installation IAW federal law, DoD regulations, and State of North Carolina law.

2. While storing and transporting under the rules in this section, the CCW holder must also have their military ID, driver's license, CCW permit honored by North Carolina under current laws and a copy of their signed CCW Storage MFR on their person. The CCW Storage MFR may be kept in the car, but must be immediately accessible to the permit holder.

3. POWs carried by authorized individuals who are transitioning on and off the installation will be carried in configuration which is preferred by the individual. (I.E. Weapon on fire with round in chamber, weapon on safe with no round in chamber, etc.). This applies to semi-auto pistols and revolvers only. No other type of weapon is authorized to be carried in this manner.

4. Members must secure POWs in the vehicle at the member's first stop upon entering the installation. The POW will never leave the vehicle while transitioning from carry to storage.

5. The member must secure and control the vehicle at all times. The vehicle must be locked at all times when unattended. In the instance the vehicle doors cannot be locked, such as on a vehicle with removable doors, or motorcycle, the firearm must be secured in a locked container attached to the vehicle and must also have a trigger lock or cable lock installed.

6. Privately owned firearms, ammunition, or weapons will not be taken into public places. Weapons will only be transported to and from approved storage areas or authorized activities while on SJAFB.

7. Under no circumstances will a POF be carried on the person with the following exceptions:

(a) The initial transport to the first on-base destination. Once arrived, the member will immediately store the POW without exiting the vehicle.

(b) The member may re-arm inside their vehicle when transitioning off the installation at the end of their duty day.

(c) If the member resides in on base housing and stores the weapon in the same location, the member may exit the vehicle in the driveway or in the garage and must proceed immediately to the storage location to properly store the POW.

8. Any vehicle operator stopped by Security Forces other than during routine installation entry will immediately inform Security Forces they are in possession of a firearm(s) if transporting a privately owned firearm. The vehicle operator will provide the authorized CCW/LEOSA credential, signed CCW MFR, and approved storage area or authorized activity they are proceeding to or departing from. If, during routine entry, the Security Forces member asks if the member is transporting a POW, the member will advise that they are a CCW permit holder, in possession of firearm(s) and provide all credentials.

#### k. Carry of POWs on the installation

1. Under no circumstances will a POW, ammunition and/or weapon be carried (open or concealed) into public places within the installation.

2. Open carry of POWs is not authorized on SJAFB under any circumstances.

#### l. Task Organization.

##### 1. The DFC

(a) Provide storage and security of firearms for personnel residing in dormitories, bachelor living quarters, temporary living facilities (TLFs) or billeting/lodging facilities.

(b) Limit access to files containing lists of weapons, owners, and storage locations to the SF Armory, Security Forces Investigations section, AFOSI, and the ECC.

## 2. Unit Commanders

(a) Ensure the requirements for registration and de-registration of privately owned weapons is included on all unit (to include subordinate units) in/out processing checklists.

(b) Ensure personnel under their command who reside in government owned/leased dormitories, bachelor living quarters, temporary living facilities (TLFs) or billeting/lodging facilities and who possess privately owned firearm(s) register and store the firearm(s) in the SFS Armory.

(c) Ensure personnel who sell, trade, gift, or destroy a registered weapon notifies the CSS and deregisters the firearm within 7 days.

## 3. Coordinating Instructions. See Basic Plan.

4. ADMINISTRATION AND LOGISTICS. See Annex H, *Service/Logistics Support*.

## 5. COMMAND AND SIGNAL.

a. Command. See Annex O, *Command and Control*.

b. Signal. See Annex G, *Communications*.