

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING
INSTRUCTION 31-201**



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Security

AIRCREW WEAPONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-2, Air Provost Operations. It establishes procedures for storage, inventory, maintenance, issue and receipt of weapons and ammunition assigned to the 337th Airlift Squadron (337 AS) or transient aircrews and stored in the 439th Security Forces Squadron (439 SFS) Armory. It applies to the 337 AS Weapons Custodian and all aircrew members who must bear arms in the performance of their duties. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 to 439 SFS/CC, 300 Patriot Avenue, Westover Air Reserve Base, MA 01022.

SUMMARY OF CHANGES

This revision changes the Location of Operation from Northwest to Southwest and changes the Building number from 1520 to 2510 (paragraph 2.).

1. Duties.

- 1.1. The 337 AS Commander appoints a weapons custodian responsible to inventory and maintain weapons assigned to their unit and stored in the 439 SFS armory.
- 1.2. The 439 SFS armory provides courtesy storage, issues, and receipts for aircrew weapons and ammunition assigned to the 337 AS and transient aircraft personnel.

1.3. All personnel authorized issue and turn-in of weapons and ammunition covered by this instruction must comply with safety, issue, and turn-in requirements.

1.4. The 337 AS Commander provides the armory with a list of all aircrew members assigned to the squadron who, in performance of their duties, are qualified to bear arms in accordance with AFI 31-207, Arming and Use of Force by Air Force Personnel, and authorized to carry them in the performance of their duties. The list will be updated on a regular basis. All weapon suspensions (authority to bear arms withdrawals, due to medication, stress, discipline, etc.) is recorded on AF Form 590, Withdrawal/Reinstatement of Authority to Bear Firearms, and a copy is forwarded to the SFS armory within 48 hours.

1.5. The 439th Airlift Wing Command Post (439 AW/CP) is responsible for notifying the 439 SFS armory of all aircraft departures requiring weapons. 439 AW/CP contacts either Central Security Control at extension 557-2050 or the Law Enforcement Desk at extension 557-3557, 30 to 60 minutes prior to the aircrew drawing weapons.

1.6. The 337 AS Weapons Custodian conducts formal inventory of aircrew weapons as required by AFI 31-101, Integrated Defense (FOUO); establishes and coordinates a schedule for cleaning aircrew weapons with the NCOIC of the 439 SFS armory; and ensures sufficient cleaning equipment is available for personnel to clean weapons.

1.7. 439 SFS provides priority issue and receipt of all aircrew weapons and ammunition to personnel departing from Westover ARB unless preempted by emergency security requirements. 439 SFS also conducts daily inventory and accountability of aircrew weapons and ammunition.

2. Location of Operation. The location of the 439 SFS armory is in the southwest corner of building #2510, Security Forces building.

3. Safety and Security Requirements.

- 3.1. A weapon is not pointed at another individual unless there is intent to shoot.
- 3.2. Weapons will be loaded and unloaded at a designated clearing barrel only.
- 3.3. Positive control will be maintained on all weapons and ammunition.
- 3.4. Ammunition will not be stored in a facility not designated for ammunition storage.

4. Issue Procedures.

4.1. 439 SFS.

4.1.1. Prepares weapons, ammunition, and paperwork for issue before aircrew briefing time.

4.1.2. Issues aircrew weapons and ammunition to personnel using AF Form 1297, Temporary Issue Receipt. Weapons are identified on the receipt by: type, manufacturer, caliber, and serial number.

4.1.3. If only one aircrew member is available and all paperwork has been accomplished, the armorer issues the ammunition to the individual. The armorer then prepares each weapon for issue (with the slide locked to the rear and on safe) and then places all three pistols in an ammunition can. The armorer then exits and secures the armory and proceeds to the clearing barrel. The armorer supervises the loading of the weapons by the individual. The loaded weapons, with the decocking/safety lever in the safe position (red dot not showing), are placed in another ammunition can for transport to the aircraft.

4.2. Arming 337 AS Crew Members.

4.2.1. Three Crew Members Present to Receive Individual Weapons.

4.2.1.1. Reports to the 439 SFS armory for weapons issue after completion of pre-departure briefing. Weapons are not issued to aircrew members before the briefing time received from the operation center.

4.2.1.2. Provides the armorer with one copy of orders for aircrew members to be armed. The armorer checks the aircrew against the listing of personnel not authorized to bear firearms. The aircraft commander ensures unauthorized personnel are not granted access to weapons or ammunition during the mission.

4.2.1.3. Presents the armorer with military identification credentials, US Armed Forces Identification Card, and AF Form 523, USAF Authorization to Bear Firearms. The armorer compares the CaC Card against the mission orders and verifies qualification using the AF Form 523.

4.2.1.4. Only one aircrew member is authorized at the armory issue window at a time.

4.2.2. One Crew Member Receiving Multiple Weapons.

4.2.2.1. The weapons qualified crew member brings a copy of the flight crew orders with the name of each crew member to be armed identified.

4.2.2.2. The armorer verifies the crew member's identity and current qualification and, in turn, verifies the other two crew members' qualification with the current list in the armory.

4.2.2.3. All weapons, ammunition, and magazines are signed for and the responsibility of the lone crew member. They ensure only the designated and properly identified crew members receive the additional weapons.

4.2.2.4. Weapons are loaded and or cleared, one at a time, at the clearing barrel located outside the armory. A Clearing Barrel Supervisor (CBS) must be present during the procedure.

4.2.2.5. If a CBS is not available, the armorer issues the ammunition to the individual. The armorer then prepares each weapon for issue (with the slide locked to the rear and on safe) and then places all three pistols in an ammunition can. The armorer then exits and secures the armory and proceeds to the clearing barrel. The armorer supervises the loading of the weapons by the individual. The loaded weapons, with the decocking/safety lever in the safe position (red dot not showing), are placed in another ammunition can for transport to the aircraft.

4.2.2.6. Turn-in is accomplished individually by each crew member for whom a weapon was issued.

4.3. Transient Aircrew Members.

4.3.1. Complete two copies of AF Form 1297. The armorer keeps the original and the duplicate goes with the aircrew member. The duplicate is used to retrieve the weapon and ammunition prior to departure. Only the individual who turned in the weapon may be reissued that weapon, except upon authorization from the aircraft commander.

4.3.2. Present the armorer with a copy of aircrew orders, military credential CaC Card, and AF Form 523.

4.3.3. Receive all weapons and ammunition listed on AF Form 1297, once identified by the armorer. Both copies of the AF Form 1297 are destroyed. Only one individual is authorized at the window at a time, and only one weapon is authorized per individual.

5. CBS.

5.1. The CBS must be knowledgeable of the procedures prescribed for the loading and unloading of the weapon being cleared.

5.2. Prior to issue or clearing of a weapon for turn-in the CBS will be present at the appropriate area to clear weapons.

5.3. Once the weapon has been received from the armorer the individual will proceed directly to the clearing area. In addition, once a weapon is cleared for turn-in the individual will proceed directly to the armory window.

5.4. During the loading or unloading of weapons, the CBS will be positioned on the right hand side of the barrel.

5.5. Individuals waiting to clear a weapon will stand behind the red line painted on the floor. They should not approach the clearing barrel until directed to do so by the CBS.

5.6. Only one weapon will be loaded or unloaded at a time.

5.7. The CBS will take charge and immediately correct any unsafe act or situation involving weapons safety. (Note: Verbal commands will be used by the CBS when directing the loading and unloading of weapons; i.e., "proceed", "safe", or "clear.")

5.8. The Security Forces armorer will not accept any weapon or ammunition if the weapon is not properly cleared.

6. Issue/Turn-in Procedures.

6.1. Issue of Firearms. The armorer will clear weapons using the following procedures:

6.1.1. M9 Handgun. The weapon muzzle will be placed in the armory clearing barrel. Ensure the weapon decocking/safety lever is in the safe (down) position (red dot not showing), lock the slide to the rear. The armorer will visually inspect the chamber, barrel and magazine well thoroughly to ensure there are no rounds or obstructions. The weapon will then be handed through the issuing window butt first, muzzle elevated, and the chamber open. Fingers will not be inserted into the trigger guard. The person being armed will then proceed directly to the clearing barrel carrying the weapon in the "raised pistol position."

6.1.2. Clearing Barrel Procedures. The CBS will be knowledgeable of the clearing procedures for each weapon. Only the CBS and the individual clearing the weapon will be present at the clearing barrel at any given time. The individual will point the muzzle of the pistol into the clearing barrel. Do not put fingers into the trigger guard. Visually inspect the pistol to ensure that the decocking/ safety lever is safe (down) position (red dot not showing). Insert a magazine into the pistol, lock the magazine into place, depress the slide stop, sending the slide forward to load the weapon. The decocking/safety lever is placed on fire (up) position (red dot showing) and the pistol is immediately holstered and secured with the holster flap/strap. The weapon will not be removed from the holster, except in the line of duty or when it is to be cleared for turn-in.

6.2. Weapons Clearing Procedures for Turn-In of M9 Handgun.

6.2.1. The individual will not remove the weapon from the holster until the person is at the clearing barrel and is instructed to do so by the CBS. Unfasten the holster strap/flap, unholster the pistol and place the muzzle into the clearing barrel. Do not place your fingers into the trigger guard. Holding the pistol in the right hand, place the decocking/safety lever in the safe position (red dot not showing). The CBS must verify the pistol is on safe. Press the magazine release button, remove the magazine from the pistol, give the magazine to the CBS. Grasp the slide with your left hand, cupping the palm of the hand over the ejection port, and rotating the pistol 90 degrees to the right, push the slide to the rear, catching the ejected round of ammunition. Push the slide stop up with the thumb of the right hand to lock the slide to the rear (open) and give the ejected round to the CBS. Visually inspect the pistol to ensure the chamber and receiver area are clear (no ammunition present) and decocking/safety lever is in the safe position (red dot not showing). After the CBS verifies that the pistol is "safe" and clear for turn-in, proceed to the armory window at raised pistol position.

6.2.2. Hand the pistol to the armorer butt first (chamber facing armorer) muzzle elevated. The armorer will visually inspect the weapon to ensure it contains no ammunition. He will then depress the slide stop and allow the slide to move forward to the closed position. Ensure the decocking/safety lever is in the "safe" position (red dot not showing) and the hammer is all the way forward, and store the weapon in the appropriate rack.

6.2.3. The armorer will accept only those weapons in which the safety/decocking lever is in the safe position (red dot not showing) with the slide locked to the rear.

ROBERT R. SWAIN, JR., COLONEL, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-2, *Air Provost Operations*, 10 April 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 January 2009

AF Form 590, *Withdrawal/Reinstatement of Authority to Bear Firearms*, 28 May 2002

AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009

AF Form 1297, *Temporary Issue Receipt*, 1 August 2002

AF Form 523, *USAF Authorization to Bear Firearms*, 1 February 1998