

**BY ORDER OF THE COMMANDER  
911TH AIRLIFT WING**

**911TH AIRLIFT WING INSTRUCTION  
31-101**



**1 NOVEMBER 2012**

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**Security**

**CONTROL OF PRIVATELY OWN WEAPONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, Integrated Defense, and Air Force Instruction (AFI) 31-101, Integrated Defense. It establishes the policies and procedures for the use, transportation, registration, storage and re- issue/deregistration of privately own weapons (POWs) at Pittsburgh International Airport Air Reserve Station (IAP ARS). This instruction applies to all personnel assigned, contracted to perform work, and visitors to Pittsburgh Air Reserve Station. Failure to observe the prohibitions and mandatory provisions of this instruction by persons subject to the Uniform Code of Military Justice (UCMJ) is a violation of the UCMJ, Article 92, Failure to Obey Order or Regulation. Violations by civilian employees may result in adverse administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of applicable laws. Violations by contractor personnel will be handled according to federal law and the terms of contract. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afirms/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm).” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. See Attachment 1 for a Glossary of Reference and Supporting Information.

## ***SUMMARY OF CHANGES***

This interim change revises 911AWI 31-101 by (1) allowing credentialed LEOSA/HR218 members, currently assigned to the 911 SFS, to carry a personally owned firearm onto the installation, and (2) adding a personally owned weapons registration attachment.

**1. POW Control.** In order to ensure the safety of all military and civilian personnel assigned to the 911 Airlift Wing (AW), the possession of privately owned weapons on the installation is controlled. In order to foster a “Culture of Compliance” Group and Unit Commanders and civilian directors will ensure that guidance and procedures in this instruction are disseminated down to the lowest level. Properly credentialed individuals, covered under H.R. 218/ Law Enforcement Officer Safety Act, assigned to the 911 SFS are authorized to carry concealed within the legal boundary of Pittsburgh Air Reserve Station (ARS). Members must be registered with 911 SFS before transporting the handgun onto the installation. Refer to Attachment #1. Completion of Attachment #1 is mandatory for registration.

1.1. Privately owned firearms may only be brought onto the installation for the following reasons:

1.1.1. When authorized by the 911 AW/CC for an event or function taking place on base.

1.1.2. When they are in the possession of a civilian police officer, federal agent/federal criminal investigator who possesses firearms in the conduct of official duties.

1.1.3. When they are to be temporarily stored in the Security Forces (SF) Armory in building 221 as a courtesy service to reserve or transient military/DoD personnel who are legally authorized by applicable federal, state, county, and/or municipal statutes, laws, rules, and/or guidance/instructions to possess and transport a firearm. Temporary storage will not exceed 180 days unless otherwise authorized by the Defense Force Commander. Due to the limited storage availability, Security Forces retains the right to refuse storage of privately owned weapons. In the event that Security Forces are unable to store a privately owned weapon, the owner will be escorted off base with their weapon(s) and they will have to make other arrangements for the storage of their POW(s).

1.2. The only authorized storage location of privately own weapons on Pittsburgh IAP ARS is the Security Forces Squadron (SFS) Armory in building 221. Privately own weapons will not be stored in transient quarters/billeting or in vehicles.

1.3. State issued “concealed firearm permits” do not authorize individuals to carry concealed or unconcealed weapons on Pittsburgh IAP ARS. In addition, off duty or retired law enforcement personnel are not allowed to carry open or concealed weapons on Pittsburgh IAP ARS.

**2. Declaration of Possession of Firearm, Ammunition, or Dangerous Weapon(s).** Anyone who brings a firearm and/or dangerous weapon(s) onto Pittsburgh IAP ARS or causes a firearm and/or dangerous weapon(s) to be brought unto the installation must, at the time of entry, notify the installation entry controller (gate guard) that such firearm, ammunition and/or dangerous weapon(s) is being brought onto the installation and comply with entry controller directions regarding the transportation, security, and storage of such firearm or dangerous weapon(s). Firearms transported onto the installation in route to the armory shall be unloaded and locked in the trunk of the vehicle or a lockable container in a vehicle that does not have a trunk.

2.1. Civilian law enforcement officials who are granted access to the installation in the conduct of their official duties are assumed to be armed and are exempt from this notification requirement.

2.2. Civilian law enforcement officials who are reserve members of the 911 AW should not bring private or duty weapons when reporting for inactive duty or active duty tours of any type. If private or duty weapons must be brought onto the installation, they will be stored in the SFS Armory in building 221.

**3. Registration/Storage of POW(s) (includes both firearms and/or ammunition).** Weapon registration is required for individuals storing POWs on the installation. Registration will consist of the name of the person and contact information; record of firearm manufacturer, model, serial number, and caliber/gauge; and location where weapon will be stored. Prior to registration, applicable SF personnel may conduct a National Crime Information Center (NCIC) check to verify that the individual is lawfully in possession of a privately owned weapon. Use AF Form 1314, Firearms Registration to register POWs to be stored in the SFS Armory in building 221. The AF Form 1314 may be used to register up to five weapons per individual. More than five weapons will require additional AF Forms 1314. Individuals registering/storing their POWs shall, at the time of registration, complete and sign DD Form 2760, Qualification to Possess Firearms or Ammunition to verify that they are in compliance with the Lautenberg Amendment to The Gun Control Act of 1968 (18 USC § 922). SF shall maintain the signed DD Form 2760 with the file copy of the AF Form 1314, and return it to the registrant when firearms are de-registered on the installation IAW DoDI 6400.6 and 18 USC 922.

3.1. Note: The individual requesting to store their POW(s) shall proceed directly to SFS building 221 to store their POW(s) once the weapon(s) has/have been declared to the access controller at the main gate and the individual is advised by SFS personnel that they may proceed to the SFS Armory. Likewise, upon drawing their POW(s) from the SFS Armory the registrant must directly exit the installation without making any additional stops except in the event of an emergency.

**4. Entry Denials/Firearm Possession Prohibition.** Entry onto the installation with a firearm, ammunition, and/or explosives shall be denied Moon Township Police shall be notified if the individual is in violation of the Lautenberg Amendment to the 1968 Gun Control Act (18 U.S.C. § 922[g][1-9]).

4.1. Specifically, 18 U.S.C. § 922[g][1-9] prohibits the following individuals from possessing firearms, ammunition, or explosives:

- 4.1.1. a person convicted of a crime punishable by imprisonment exceeding one year;
- 4.1.2. a person who is a fugitive from justice;
- 4.1.3. a person who is an unlawful user of or who is addicted to a controlled substance, as defined in Section 102 of the Controlled Substances Act (21 U.S.C. § 802);
- 4.1.4. a person who has been adjudicated as a mental defective or who has been admitted to a mental institution;
- 4.1.5. an alien who is unlawfully in the United States or who has been admitted to the United States under a nonimmigrant visa;

4.1.6. a person who has been discharged from the Armed Forces under dishonorable conditions;

4.1.7. a person who, having been a citizen of the United States, renounces his citizenship;

4.1.8. a person subject to a court order that was issued after a hearing in which the person participated, which order restrains the person from harassing, stalking, or threatening an intimate partner or partner's child, and which order includes a finding that the person is a credible threat to such partner or partner's child, or by its terms prohibits the use, attempted use or threatened use of such force against such partner or partner's child;

4.1.9. a person who has been convicted of a misdemeanor crime of domestic violence.

## 5. Definitions:

5.1. Firearm: means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm (**See para 5.5**).

5.2. Dangerous Weapon: “ means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.”

5.3. Ammunition: means ammunition or cartridge cases, primers, bullets, or propellant powder designed for use in any firearm.

5.4. Destructive Device: means any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine, or similar device).

5.5. Antique Firearm: as defined in 18 U.S.C. § 921(a)(16) the term “antique firearm” means —

5.5.1. any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or

5.5.2. any replica of any firearm described in subparagraph above if such replica —

5.5.2.1. is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or

5.5.2.2. uses rimfire or conventional centerfire fixed ammunition which is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade; or

5.5.3. any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. For purposes of this subparagraph, the term ‘antique firearm’ shall not include any weapon which incorporates a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon, which can be

readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

CRAIG C. PETERS, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-1 *Integrated Defense* , 28 October 2011  
AFI 31-101 *Integrated Defense (IC3)*, 3 February 2016  
AFMAN 33-363, *Management of Records*, 9 April 2015

***Adopted Forms***

AF Form 1314, *Firearms Registration*, 19 Oct 2005  
DD Form 2760, *Qualification to Possess Firearms or Ammunition*, Dec 2002  
AF IMT 847, *Recommendation for Change of Publication*, 22 Sep 2009

***Abbreviations and Acronyms***

**AF Form**—Air Force Form  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AW**—Airlift Wing  
**CC**—Current Commander  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**FOUO**—For official use only  
**IAP ARS**—International Airport Air Reserve Station  
**IAW**—In Accordance With  
**NCIC**—National Crime Information Center  
**OPR**—Office of Primary Responsibility  
**POW**—Privately Owned Weapon  
**RDS**—Records Disposition Schedule  
**SF**—Security Forces  
**SFS**—Security Forces Squadron  
**UCMJ**—Uniform Code of Military Justice  
**U.S.C. §**—United States Code Section

Attachment 2

PERSONALLY OWNED WEAPONS REGISTRATION FORM (EXAMPLE)



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR 911 SFS/CC

FROM: Rank/Name

SUBJECT: Authorization to Carry Privately-Owned Weapons Concealed

1. IAW 911 AWI 31-101, *Privately Owned Weapons*, I understand and acknowledge that I will abide by the policies set in place for Concealed Carry, at the 911th Airlift Wing. It is my full understanding that I am subject to disciplinary action in the event that I fail to adhere to the policies and procedures outlined in AWI 31-101. I understand and will comply with the following:

- a. I will maintain proper credentials covered under H.R. 218/LEOSA and notify Police Services of any change of status.
- b. The firearm in my possession will remain concealed and secure on my person, or in a locked compartment (glove compartment or a center console) of my personal vehicle at all times while on the installation. The handgun will not be stored in my vehicle for more than a 24 hour period.
- c. If stopped by Security Forces, OSI, or local law enforcement, I will immediately identify the presence/ location of the handgun in my vehicle. I will make no movements to retrieve such weapon until instructed to do so.
- d. I understand that these Concealed Carry privileges may be revoked by the Defense Force Commander for just cause (i.e. disciplinary actions, civil disturbance, violent crimes, etc.).
- e. It is my responsibility to notify 911 Security Forces Police Services of any change in military status, unit, type of permit, or convicted of a crime that prohibits me from possessing a firearm.

2. I agree to have the following information be placed on file with 911 Security Forces Police Services:

Name/ Grade: \_\_\_\_\_

Home of Record Address: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Credential Type/ Expiration Date: \_\_\_\_\_

