

**BY ORDER OF THE COMMANDER
JOINT BASE ELMENDORF
RICHARDSON**

**JOINT BASE ELMENDORF
RICHARDSON INSTRUCTION 31-107**

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Security

**WEAPONS REGISTRATION
AND ACCESS PREVENTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Instruction (DAFI) 31-101, *Integrated Defense*, and is used in conjunction with Air Force Instruction (AFI) 31-101_Pacific Air Forces Supplement (PACAFSUP), and United States Army Alaska (USARAK) Regulation 190-1, *Military Police Physical Security*. This publication applies to all personnel who reside, work, or enter onto Joint Base Elmendorf-Richardson (JBER) including Reserve, Guard, and Civil Air Patrol. Submit requests for waivers through the chain of command to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items. This instruction cannot be supplemented or further extended. Refer recommended changes and questions about this publication to the OPR, using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. Route the DAF Forms 847 through the appropriate chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, Records Management and Information Governance Program, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC) 9013, *Secretary of the Air Force*. The applicable System of Records Notice (SORN) FO31 AF SP I, *Registration Records (Excluding Private Vehicle Records)* (June 11, 1997, 62 FR 31793) is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Compliance with attachments is

mandatory. **Failure to observe the prohibitions and mandatory provisions in Sections 3, 4, 5, 7, 8, 9 and 10 of this publication by military members is a violation of Article 92 of the UCMJ.**

SUMMARY OF CHANGES

This instruction has been revised and should be completely reviewed. Changes made include adding LEOSA requirements and policy.

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1. Overview. This instruction mandates the registration of Privately Owned Firearms (POFs) for personnel desiring to carry or store POFs on Joint Base Elmendorf-Richardson (JBER). The intent of this policy is not to prohibit the use of POFs by authorized users, but to ensure safety measures are in place and unauthorized personnel do not gain access to POFs without consent and or supervision.

1.1. This instruction provides commanders with access to a database of all POFs stored by their members on the installation.

1.2. This instruction includes information on “Home Firearm Safety” that can be used to familiarize registered POF owners with the dangers associated with child access to POFs and preventive measures (see [Attachment 2](#)). It explains the mandatory use of locking gun cabinets, tamper resistant mechanical locks, and other safety devices.

2. Policy.

2.1. Policy. Individuals who desire to carry, transport, participate in recreational activities and/or store POFs on base will register their POFs upon entering the base at the Visitor Control Center (VCC) or 673d Security Forces Squadron Reports and Analysis (SFS/S5PA) located in Room 100 of Building 8517/People Center. Unit commanders will ensure members are aware of the requirement for weapons registration during in-processing to JBER.

2.1.1. At no time will POFs be allowed in any government-owned building on JBER, except for storage (Security Forces, United States Marine Corps, US Army armories or the Rod and Gun/Skeet Range's weapons storage area/room/safes) and official business conducted by local/state/federal law enforcement officers (LEOs).

2.1.2. Members participating in recreational activities, carrying, transporting, etc. will immediately notify 673d Security Forces Squadron (SFS) of the presence of POFs during any official contact.

3. Responsibilities.

3.1. **673d Air Base Wing Safety Office (673 ABW/SE).** 673 ABW/SE will serve as the focal point for questions concerning container or locking mechanism adequacy.

3.2. **673 SFS.** SFS/S5PA or VCC technicians will register POFs IAW [paragraph 4](#) of this instruction. 673 SFS/S5PA will serve as the focal point for questions concerning POFs, their registration, and qualifying POFs types.

3.3. Unit Commanders will:

3.3.1. Ensure each person under their command registering a firearm on the installation signs a DD Form 2760 acknowledging they do not have a qualifying conviction under the Lautenberg Amendment to the 1968 Gun Control Act, IAW Department of Defense Instruction (DoDI) 6400.06, *DoD Coordinated Response to Domestic Abuse Involving DoD Military and Certain Affiliated Personnel*, Title 18 USC Section 922, *Unlawful Acts*, and DAFI 40-301, *Family Advocacy Program*.

3.3.2. Ensure members are informed of storage and registration requirements for POFs.

3.4. **Air Force Units.** Each organization or tenant unit on JBER will appoint a POFs monitor in writing. The POFs monitor is responsible for maintaining AF Form 1314 and DD Form 2760 for its members and returning the forms to the registrant when the firearm(s) are de-registered from the installation.

3.5. **Army Units.** Army Commanders' unit armorers will prepare an AF Form 1314. The unit armorer will be responsible for maintaining AF Form 1314 and DD Form 2760 for its members and returning the forms to the registrant when the firearm(s) are de-registered from the installation.

3.6. **POF Monitor/Unit Armorer.** POFs monitor/unit armorers will:

3.6.1. Ensure all members are aware and abide by this instruction.

3.6.2. Ensure POFs are properly registered by all persons living in government-controlled family housing, privatized housing, and dormitories/barracks.

3.6.3. Ensure AF Forms 1314 are properly completed. Storage location/address block must reflect Armory address if stored in an Armory, or home address if stored in residence, and signed by the organization or tenant commander. The POFs monitor/armorer will file a copy of the AF Form 1314, along with a signed copy of the Memorandum: *Storage of Privately Owned Firearms* (see [Attachment 3](#)) in the unit POFs folder/arms room.

3.6.4. Maintain the signed DD Form 2760 with the file copy of the AF Form 1314 and a file copy of the storage letter.

3.6.5. Ensure members departing via permanent change of station (PCS), retiring, or separating out-process through the 673 SFS/S5PA to de-register weapons. Once members are out-processed with 673 SFS/S5PA, they will report back to unit POFs monitor to archive AF Form 1314/DD Form 2760.

3.6.6. Keep all paperwork on file for one year after the member permanently departs the base.

3.7. **All Military Members with registered POFs.** Military members will complete and maintain a copy of Air Force (AF) Form 1314, *Firearms Registration*, and the DD Form 2760, *Qualification to Possess Firearms or Ammunition*. Will sign the *Storage of Privately Owned Firearms Memorandum* (see [Attachment 3](#)) in the unit POFs folder/arms room. acknowledging their responsibilities IAW JBER requirements for preventing unauthorized access to POFs.

3.8. **Civilian Member.** (See definition in Terms section of [Attachment 1](#).)

3.8.1. Civilian members will maintain a copy of AF Form 1314 and DD Form 2760, where the weapons are being stored.

3.8.2. Age Requirements. Personnel under the age of 18 may not possess or transport POFs without the POF's adult registered owner present during recreational activities or the transportation process.

3.9. Other Civilian Personnel. Civilian personnel that are not covered by [paragraph 3.4](#) including non-Department of Defense (DoD) affiliated personnel and those participating in recreational activities on JBER, must be approved for base access and register their POF upon entry to the installation. These individuals may only openly carry a POF while recreating in an authorized area on JBER.

3.9.1. Failure to obey the mandatory provision in this section is a violation of the Internal Security Act of 1950 and is subject to be charged with Title 50 USC Section 797, *Penalty for Violation of Security Regulations and Orders*.

4. Registration Procedures.

4.1. All authorized personnel will register POFs with 673 SFS if they intend to transport, store, or participate in recreational activities on the installation, with VCC personnel before entering the installation.

4.1.1. Once the member has completed AF Form 1314 and DD Form 2760 with their owning unit, the member will report to the VCC or Reports and Analysis Office.

4.2. VCC or 673 SFS/S5PA technicians will:

4.2.1. Verify AF Form 1314 and certify the form with a “BASE ACCESS CLEARED” stamp.

4.2.2. Verify a DD Form 2760 is completed and signed by Unit Commander or designee.

4.2.3. Use the Air Force Justice Information System (AFJIS) to register all POFs annotated on AF Form 1314.

5. Storage Procedures.

5.1. **POFs Stored in Housing Facilities.** Personnel who reside in Aurora Military Housing will ensure all POFs are registered with 673 SFS. The sponsor is responsible to ensure POFs are stored unloaded and appropriately secured to prevent unauthorized access to the weapons.

5.1.1. Mechanical locks or other safety devices that render POFs inoperable are encouraged, particularly where young children are present. When locks or safety devices are used, positively control access to those items.

5.1.2. Store ammunition separate from POFs and keep ammunition away from furnaces, hot water heaters, or in/around mechanical rooms or other heat sources.

5.2. **POFs Stored or in Privately Owned Vehicles (POVs).** POFs and ammunition will not be stored/left unattended on a permanent/routine basis in POVs, including privately owned aircraft (POA) on JBER.

5.3. **Storage Procedures for Members Residing in Dorms, Barracks, Temporary Lodging Facility (TLF) or Lodging/Billeting Facilities.**

5.3.1. POF registration is required for all residents. Registrations will be accomplished IAW [paragraph 4](#), of this instruction. All POF storage locations must be identified on the AF Form 1314.

5.3.2. POF storage in temporary housing, dormitories, barracks, billeting and TLF is strictly prohibited.

5.3.3. Air Force and Army personnel may store POFs in the 673 SFS armory, unit arms rooms or other locations specifically authorized under this instruction.

5.3.3.1. POFs stored in the 673 SFS armory will be stored in a locked gun case provided by the owner.

5.3.3.2. Owners will also be allowed to store up to 200 rounds of ammunition. Ammunition will be stored in original packaging or box designed for munitions storage.

5.3.3.3. Prior to releasing a POF from the armory, 673 SFS is required to request a limited criminal background check through the Criminal Justice Information Center solely to determine if the member is subject to a temporary restriction or prohibition from receiving or possessing a firearm. **Note:** 673 SFS armory requires a 24-hour written notice prior to withdrawal of a POF.

5.3.3.4. The 673 SFS Armory is not responsible for any lost/missing equipment/munitions while stored in their facility.

5.4. **JBER Aero Club or Six-Mile Sportsman's Club.**

5.4.1. Storage of POFs in the JBER Aero Club or Six-Mile Sportsman's Club facilities or inside of POAs is prohibited. **Exception:** Members who are in between flights (e.g., arrive on JBER at 0800, and fly out at 1200) may temporarily keep their POFs in the respective club building provided it is kept under constant supervision. The POFs cannot remain there overnight.

5.4.1.1. While the POFs are under temporary storage, they will be stored in an unloaded configuration.

5.4.1.2. Club management personnel will adhere to POF registration and storage requirements outlined in this instruction.

5.4.2. JBER Aero Club or Six-Mile Sportsman's Club personnel who do not reside on JBER and wish to store their POFs on base, must store them in the 673 SFS, United States Marine Corps, US Army Armories or Rod and Gun/Skeet Range's weapons storage area/room/safes.

5.5. **Additional Authorized Storage Option.** A firearm storage safe is available at the 673 SFS Armory, located in the basement of Building 8517. POFs and ammunition will be stored in separate, locked containers.

5.5.1. Personnel will use this container when they are not able to store POFs in their respective unit arms rooms, other authorized locations or when situations require the temporary storage of such weapons and ammunition (i.e., an Airman/Soldier who resides in the barracks returns from hunting but cannot locate his/her armorer; a person in transition status; a person on temporary duty in guest housing with a firearm; Skeet Range patrons working on the installation; etc.).

5.6. **Law Enforcement/Government Agencies Weapon Storage Requirements.** All law enforcement personnel and agents, civilian and federal, are required to store their duty weapons and ammunition in the SFS armory while they are residing in on-base billeting facilities. Storage of duty weapons/ammunition in billeting facilities, Government Owned Vehicle (GOV), or POVs is prohibited.

6. Transporting Privately Owned Firearms (POFs).

6.1. Proper Transportation & Storage of POFs. POFs will only be transported to and from their place of purchase or storage, i.e., Aero Club/Six Mile Lake, family quarters, 673 SFS armory, US Marine Corps, US Army armories or Rod and Gun/Skeet Range's weapons storage area/room/safes to authorized sporting events or recreational activities on or off-base.

6.1.1. POFs may be left in locked vehicles out of public view for a period of time not exceeding 1 hour while being transported to or from authorized storage or use locations. A copy of the approved AF 1314 will be accepted as proof of registration onto other installations within AK (e.g., Fort Wainwright, Eielson AFB).

6.2. Securing of Weapons during Transport.

6.2.1. POFs will NOT be loaded during transport on the installation.

6.2.2. Ammunition magazines or clips must be separated from the POF during transport.

6.2.3. Firearms may not be transported uncased in a glove compartment or other manufacture installed compartment located within the passenger area.

6.2.4. POFs being transported will be in a hard or soft case suitable for transport that requires the manipulation of a device (i.e., locked with latch or zipper) if in the passenger compartment, the trunk, or other area separated from the passenger compartment.

6.3. **Transport and Carry of POFs in Recreation Areas.** POFs are authorized to be loaded and openly carried for protection while participating in recreational activities on JBER-R. The JBER-R authorized recreational areas can be found on the RecAccess web page at <https://jber.recaccess.com/>. Authorized recreational areas on JBER-R change daily, therefore, individuals are required to log onto the JBER RecAccess web page to verify the recreational area is open. Individuals must also check in and out of the recreation area as identified on the webpage.

6.4. **Concealed Weapons.** Carrying a concealed POF on JBER is prohibited. **Exceptions:** personnel in possession of an AF Form 523, *USAF Authorization to Bear Firearms*, signed by the 673d Air Base Wing Commander (ABW/CC) or designated authority; local/federal law enforcement officials performing official-duties and off duty Anchorage Police Department (APD) officers per FB5000-18211-N322, *Memorandum of Agreement between JBER and Anchorage Police Department*, and Law Enforcement Officer Safety Act (LEOSA) credentialed personnel IAW **paragraph 12** of this instruction.

7. Sale, Purchase or Transfer of Registered Firearms.

7.1. Transfer of Ownership/Sales. The sale of a registered firearm will be reported to unit commander designees within 48 hours of the sale. Each military sponsor responsible for a government-controlled family housing or privatized housing unit or member living on-base, will ensure that firearms purchased or acquired are registered immediately after taking possession of the firearm.

8. Authorized Weapons that Must be Registered with Bureau of Alcohol, Tobacco, and Firearms (ATF).

8.1. The following is a list of firearms and their components, which must be registered with the Bureau of Alcohol, Tobacco, and Firearms (ATF) to possess and or store on JBER. Persons possessing these weapons or components must be in possession of a Tax Stamp from the ATF when transporting or storing the weapons on the installation.

8.1.1. Shotguns with barrels of 18 inches or less.

8.1.2. Any altered shotgun or rifle that is less than 26 inches overall length.

8.1.3. Short Barreled Rifles with a barrel length of 16 inches or less. This includes AR-style pistols with a pistol brace.

8.1.4. Fully automatic firearms and any part for converting semiautomatic firearms to fully automatic.

8.1.5. Mufflers or silencers designed for use on firearms.

9. Prohibited Weapons. It is prohibited to possess, conceal, carry, transport, store, transfer or sell any of the following weapons or devices on JBER installations. If an individual is found to be in possession of any of the weapons below, the weapon will be confiscated, and appropriate action taken. **Note:** Muzzle loading firearms manufactured before 1878 and modern replicas of them commercially sold are legal even without manufacturer provided serial number.

9.1. Ballistic knives of any blade length.

9.2. Any knife with a blade length exceeding six inches if carried concealed. Knives used for wild game or food preparation are excluded only while the individual is engaged in recreational sports.

9.3. Metal knuckles or any other hard-pointed device worn over the hand to be used for striking.

9.4. Cattle prods, blackjacks, slappers, slap jacks, saps, palm saps, nun-chucks or any related/homemade device or bludgeon, excluding clubs designed for use while fishing.

9.5. Destructive devices including explosives, incendiary or poison gas bombs, grenades, rockets, pyrotechnics, missiles, mines, grenade or artillery simulators, smoke grenades, fireworks, and similar devices.

9.6. Non-conventional and homemade weapons capable of firing a projectile and being concealed on a person. **Note:** Persons considering the acquisition of this type of weapon must contact the ATF concerning the legality of and registration process.

10. Prohibited Activities Within the Cantonment Area.

10.1. Utilization of Non-standard Weapons. The following items are identified as non-standard weapons: Class III firearms, Class III attachments (See definitions in Terms section of [Attachment 1](#)), BB guns, pellet guns, paint ball guns, air soft guns, archery equipment, crossbows, wrist rockets (sling shots), and potato cannons. **EXCEPTION: These weapons may only be used on JBER for authorized sporting purposes on authorized ranges.**

10.1.1. Adult supervision is required when Non-standard weapons are used on authorized ranges by personnel under 16 years of age. Eye protection (safety glasses/goggles) is recommended.

10.2. Firing at animals (domestic or wild), to include birds and fish, is prohibited unless engaged in lawful hunting activities.

11. Release of Firearms Information.

11.1. Firearm registration information is considered sensitive and covered by the Privacy Act. Release of POFs registration information outside of command channels will only be accomplished after coordination with 673d Air Base Wing Legal Office and with the approval of the 673d Mission Support Group Commander (MSG/CC).

12. Law Enforcement Officer Safety Act (LEOSA). LEOSA is for self-defense or defense of others in their immediate area.

12.1. LEOSA Credentialed persons are authorized to carry concealed weapons on JBER IAW DoDI 5525.12, *Implementation of the Law Enforcement Officers Safety Act of 2004, as amended (LEOSA)*.

12.2. Qualified Law Enforcement Officers (QLEOs)/Qualified Retired Law Enforcement Officers (QRLEOs) may request and receive their LEOSA Credentials from DoD appointed offices or other authorized agencies IAW their policies and guidelines.

12.3. QLEOs as defined in Title 18 USC Section 926B, *Carrying of Concealed Firearms by Qualified Law Enforcement Officers*, and QRLEO as defined in Title 18 USC Section 926C, *Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers* are authorized to carry a concealed firearm on JBER.

12.3.1. QLEO and QRLEO credentialed personnel must understand the bearer of the credential:

12.3.1.1. Has no law enforcement authority.

12.3.1.2. Cannot carry out any law enforcement duties.

12.3.1.3. Is not allowed to carry POF's while in duty status.

12.4. All firearms must be holstered when carried on the user. The holster must be specifically designed for the handgun being carried, to protect against accidental discharge. The firearm will not be carried with a round in the chamber unless it is stored in a trigger retention holster. This requirement extends to firearms carried in a purse, backpack, or handbag. **Note:** QLEOs/QRLEOs will not carry or utilize their POFs while performing duties in the official capacity as a LEO on JBER.

12.5. LEOSA Registration.

12.5.1. Prior to carrying a concealed firearm on JBER, LEOSA credentialed personnel must report to the 673 SFS to register their weapons IAW [para 4](#) of this publication.

12.5.1.1. QRLEOs must present weapons qualification, dated within 12 months, at time of registration.

- 12.5.1.2. 673 SFS will add notes to LEOSA authorized personnel's Defense Biometric Identification System (DBIDS) profile. Notes in DBIDS will include registration date and LEOSA credential number.
- 12.6. QLEO credentialed personnel out-processing JBER will out-process with the 673 SFS/S5PA to be removed from AFJIS and DBIDS.
- 12.7. QLEO personnel assigned to 673 SFS will have their credential suspended when placed on a Do Not Arm status IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*. The 673d Security Forces Squadron Commander (SFS/CC) will immediately revoke their ability to carry a concealed firearm under the LEOSA.
- 12.7.1. Individuals must acknowledge withdrawal action by endorsement on the notification letter and be give a copy of the withdrawal action.
- 12.7.2. The credential will remain suspended until authorization to bear a firearm is returned.
- 12.8. QLEO/QRLEOs may temporarily store their POF in their POV or authorized locations on base, while they are in prohibited facilities or areas identified in [para 12.15](#).
- 12.8.1. The firearm will be secured with a certified gunlock and inside of a locked case. When stored in an unattended vehicle, the vehicle must be locked.
- 12.9. LEOSA Credentials: Individuals must have their valid LEOSA credentials immediately available at all times when they have a firearm in their POV or on their person while on JBER. Acceptable LEOSA forms:
- 12.9.1. USAF LEOSA 926B, *Actively Serving LEOSA Credential*.
- 12.9.2. USAF LEOSA 926C, *Retired/Separated LEOSA Credential*.
- 12.9.3. AFOSI Form 59A, *AFOSI Credential (Signature Portion)*.
- 12.9.4. Other Federal/State/DoD LEO Credentials.
- 12.10. QLEOs: must have their agency's LEO credential or LEOSA credential in their possession while holstering a concealed firearm on JBER.
- 12.11. Retired or Separated QRLEOs:
- 12.11.1. Must have their LEOSA credential in their possession while holstering a concealed firearm on JBER.
- 12.11.2. Must possess firearm certification, signed by a state certified firearms instructor, whenever carrying a firearm on JBER.
- 12.12. Armed QLEO/QRLEO LEOSA credentialed personnel will not consume or be under the influence of any form of alcohol or other intoxicating or hallucinatory drug or substance that impairs their ability to handle a firearm, nor will they do so within 8-hours prior to carrying a firearm.
- 12.13. Contact with Law Enforcement:
- 12.13.1. All LEOSA credentialed personnel in possession of a concealed firearm must immediately notify JBER law enforcement, of firearm's location, upon initial contact.

12.13.2. LEOSA credentials and proof of firearm qualification within last 12 months (signed by a state certified firearms instructor) must be presented to JBER LEOs, when requested.

12.14. Authorized Storage Locations:

12.14.1. Storage requirements will be IAW **paragraph 5** of this instruction.

12.15. POF Prohibited Facilities and/or Locations:

12.15.1. Title 18 USC Section 930, *Possession of Firearms and Dangerous Weapons in Federal Facilities*, requires notices to be posted to identify where firearms and other dangerous weapons are prohibited. The following table is a listing of facilities and/or locations that prohibit the carry of concealed firearms by LEOSA credentialed personnel. Signs will be posted accordingly.

Table 1. Prohibited JBER Locations of Concealed Carry of Firearms by LEOSA Personnel.

Prohibited JBER Locations of Concealed Carry of Firearms by LEOSA Personnel			
Bldg. #	Location	Bldg. #	Location
All Posted	Restricted Areas	All	Youth Centers
All Posted	Controlled Areas	All	Family Child Care Centers
5955	673d Medical Group Hospital	All	Child Development Centers
10437	Elmendorf Post Office	All	School Campuses on JBER
724	Richardson Post Office	All	Commercial Banks on JBER
Any location where alcoholic beverages are being served.			
Note: This list of prohibited facilities also includes any facilities not listed which have signs indication “no firearms allowed” or as designated by the commander of the facility and coordinated through the Integrated Defense Council or the 673 ABW/CC.			

13. Non-Compliance. Personnel in violation of this instruction may have their POF temporarily seized, pending outcome of further investigation. The 673 ABW/CC may terminate or suspend LEOSA privileges on JBER at any time.

DAVID J. WILSON, Colonel, USAF
Commander

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

10 USC §9013, *Secretary of the Air Force*

18 USC §922, *Unlawful Acts*

18 USC §926B, *Carrying of Concealed Firearms by Qualified Law Enforcement Officers*

18 USC §926C, *Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers*

18 USC §930, *Possession of Firearms and Dangerous Weapons in Federal Facilities*

50 USC §797, *Penalty for Violation of Security Regulations and Orders*

FO31 AF SP I, *Registration Records (Excluding Private Vehicle Records)* (June 11, 1997, 62 FR 31793)

1968 Gun Control Act, *Lautenberg Amendment*

Internal Security Act of 1950,

DoDI 5525.12, *Implementation of the Law Enforcement Officers Safety Act of 2004, as amended (LEOSA)*, 13 February 2014

DODI 6400.06, *DoD Coordinated Response to Domestic Abuse Involving DoD Military and Certain Affiliated Personnel*, 15 December 2021

DAFI 40-301, *Family Advocacy Program*, 13 November 2020

AFI 31-101_PACAFSUP-O, *Integrated Defense (ID)*, 31 October 2020

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberty Program*, 10 March 2020

FB5000-18211-N322, *Memorandum of Agreement between JBER and Anchorage Police Department*

USARAK Regulation 190-1, *Physical Security Program*, 01 May 2021

Prescribed Forms

None.

Adopted Forms

DD 2, *Identification Card*

DD 1173, *Identification and Privilege Card*

DD 2760, *Qualification to Possess Firearms or Ammunition*

DD 2765, *DoD/Uniformed Service Identification and Privilege Card*

DAF 847, Recommendation for Change of Publication

AF 523, USAF Authorization to Bear Firearms

AF 1297, Temporary Issue Receipt

AF 1314, Firearms Registration

USAF LEOSA 926B, Actively Serving LEOSA Credential

USAF LEOSA 926C, Retired/Separated LEOSA Credential

AFOSI Form 59A, AFOSI Credential (Signature Portion)

Acronyms and Abbreviations

AF—Air Force

AFI—Air Force Instruction

AFJIS—Air Force Justice Information System

APD—Anchorage Police Department

ATF—Alcohol, Tobacco, and Firearms

DAF—Department of the Air Force

DAFCP—Department of Air Force Civilian Police

DBIDS—Defense Biometric Identification System

DoD—Department of Defense

DoDI—Department of Defense Instruction

GOV—Government Owned Vehicles

IAW—In Accordance With

JBER—Joint Base Elmendorf-Richardson

LEO—Law Enforcement Officer

LEOSA—Law Enforcement Officer Safety Act

NRA®—National Rifle Association

OPR—Office of Primary Responsibility

PACAFSUP—Pacific Air Forces Supplement

PCS—Permanent Change of Station

POA—Privately Owned Aircraft

POV—Privately Owned Vehicle

POF—Privately Owned Firearm

QLEO—Qualified Law Enforcement Officer

QRLEAO—Qualified Retired Law Enforcement Officers

TLF—Temporary Lodging Facilities

VCC—Visitor Control Center

USARAK—United States Army Alaska

Office Symbols

ABW—Air Base Wing

ABW/CC—Air Base Wing Commander

ABW/SE—Air Base Wing Safety

MSG/CC—Mission Support Group Commander

PACAF—Pacific Air Forces

SFS—Security Forces Squadron

SFS/CC—Security Forces Squadron Commander

SFS/S5PA—Security Forces Squadron Reports and Analysis

Terms

Cantonment Areas—is defined as all non-training and non-recreation areas on the installation.

Civilian Member—For the purpose of this publication, civilian is identified as a person with a DD Form 2, *Identification Card*, DD Form 1173, *Identification and Privilege Card*, and DD form 2765, *DoD/Uniformed Service Identification and Privilege Card*.

Class III Firearms—NFA item is a firearm that is regulated by the ATF in accordance with the National Firearms Act of 1986.

Class III Attachments—NFA item is a firearm accessory that is regulated by the ATF in accordance with the National Firearms Act of 1986.

Facility—any location on an installation governed by the authority of the installation commander.

Firearm—in the context of a POF means; (A) any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.

Attachment 2

HOME FIREARM SAFETY

A2.1. Home Firearm Safety. Whether you are a collector, hunter, or gun control advocate, it is your responsibility to ensure your family's safety by talking with your children about the potential dangers of guns and what to do if one is found. Parents should assume that their children are going to come across a gun at some point in their youth and proactively teach them about gun safety.

A2.2. Talking to Your Child about Gun Safety:

A2.2.1. Despite all that kids know about guns, most don't know how to safely handle a gun when they find one. There is no industry standard for gun safety. For example, one handgun may have a pin (like the kind that pops out of a turkey when it's cooked) to show if a bullet is in the chamber. A child might see the pin but not know what it means. Likewise, many kids know how to release a gun magazine, but may not be aware if there is a bullet left in the chamber. If they believe a loaded gun is empty, an accident could happen.

A2.2.2. Parents may think their children don't know where they've hidden guns, but kids typically find them. Even locked cabinets can be pried open. Whether it's a firearm, or something as common as a carpenter's nail gun, BB gun, or air gun, all are dangerous and easy for kids to get.

A2.3. Eddie Eagle Program. Eddie Eagle is a program of the National Rifle Association® (NRA). It offers this four-step approach to gun safety:

A2.3.1. Stop.

A2.3.2. Don't touch.

A2.3.3. Remove yourself from the area.

A2.3.4. Tell an adult.

A2.3.4.1. It is a good idea to teach your children what to do if they encounter a gun rather than to rely on what other kids/adults say. It's important that kids tell an adult about the gun they found.

A2.3.4.2. Remember, that curiosity about guns is not limited to children. The adult your child tells may not know basic gun safety either and could cause an accident themselves. It is best to give your child an easily remembered list of adults that you trust to safely take action.

A2.4. If You Have a Gun in Your Home. Many children are raised with guns in the home, particularly if hunting is an important part of family recreation. Families who have guns in the home, need to teach children to use guns safely and responsibly.

A2.4.1. To ensure the safest environment for your family:

A2.4.1.1. Take the ammunition out of the gun.

A2.4.1.2. Lock the gun and keep it out of reach of children.

A2.4.1.3. Lock the ammunition and store it apart from the gun.

A2.4.1.4. Store the keys for the gun and the ammunition in a different area from where you store household keys. Keep the keys out of reach of children.

A2.4.1.5. Lock up gun cleaning supplies, which are often poisonous.

