

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION  
31-106**



**21 SEPTEMBER 2020**

**Security**

**CONTROL OF PRIVATELY  
OWNED FIREARMS (POF)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes the local processes and procedures for the control of privately owned firearms (POF) on Hill Air Force Base (AFB) and assigned geographically separated units (GSU). The purpose of this publication is to ensure the safety and security of all assigned personnel through proper registration, transportation, and control of privately owned firearms (POF). This publication is to be used in conjunction with Air Force Instruction (AFI) 31-101, *Integrated Defense*, as supplemented by Air Force Materiel Command (AFMC). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Management Information Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the appropriate functional chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this instruction is 10 United States Code (USC) § 8013. Each form, format, or form letter prescribed by this instruction that requires a Privacy Act Statement (PAS), in accordance with AFI 33-332, *Air Force Privacy and Civil Liberties Program*, must have the PAS incorporated thereon or the PAS will be prominently posted and be provided by the requester prior to collecting this information. Privacy Act information taken from an existing privacy act system of records, which authorizes blanket use of this information for this purpose, doesn't require a PAS. Collected information is "For Official Use Only." Requests to release Privacy Act information to persons or agencies outside

the Department of Defense (DoD) must be in accordance with AFI 33-332. The applicable System of Records Notices (SORN) F031 AF SF B, Security Forces Management Information System, and F031 AF SP O, Documentation for Identification and Entry Authority apply and are available at <http://dpcl.d.defense.gov/Privacy/SORNs/>.

### ***SUMMARY OF CHANGES***

The formal policy on concealed carry of POFs by qualified law enforcement officers (QLEO) and base housing residents transiting on and off the installation was changed at **paragraph 3**. Added the Youth Centers to the list of No Gun Zones at **paragraph 3.5.4**. The term “resident” was changed to “DoD personnel” where appropriate throughout the publication and references updated where needed.

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**1. General.** Installation commanders are directed to develop and implement on-station guidance governing use and control of POFs in accordance with AFI 31-101, any Major Command (MAJCOM) guidance, local conditions, and federal, state, local and tribal laws. Additionally, installation commanders are directed to take reasonable, necessary and lawful measures to maintain good order and discipline and security. This includes the authority to deny access, detain or remove individuals who threaten the safety or orderly administration of an installation.

1.1. At a minimum, installations are required to develop and publish guidance on POFs to address the following areas: carry, prohibited locations, storage, registration, transportation, use, visitors, awareness, reporting, and information sharing.

1.2. This Hill AFB Instruction provides the required on-station guidance governing the use and control of POFs on this installation. Prohibitions and procedures regarding firearms and dangerous weapons apply to civilian and military workers, members residing on base, visitors, contractors, subcontractors, etc.

1.3. DoD Personnel will carry only Government-issued firearms and ammunition when performing official duties.

1.4. State issued “concealed firearm permits” do not authorize individuals to carry concealed or unconcealed firearms on Hill AFB, the Utah Test and Training Range (UTTR), or the Little Mountain Test Facility except as specified in [paragraph 3.6](#) below.

1.5. Off-duty or retired law enforcement personnel are not allowed to carry open or concealed weapons on Hill AFB, the UTTR, or the Little Mountain Test Facility unless credentialed IAW [paragraph 3](#) of this instruction. (This prohibition complies with the Law Enforcement Officers Safety Act of 2004, 118 Stat. 865.)

1.6. Civilian police officers and federal agents/federal criminal investigators may carry firearms during the conduct of official duties on Hill AFB, the UTTR, or the Little Mountain Test Facility.

1.7. Civilian law enforcement officials who are members of reserve units on AFMC installations may not bring private or duty weapons when reporting for inactive duty or active duty tours of any type unless credentialed IAW [paragraph 3](#) of this instruction. Otherwise, if private or duty weapons must be brought onto the installation, they will be courtesy stored in the armory IAW [paragraph 4](#) of this instruction.

1.8. The 75th Air Base Wing Commander (75 ABW/CC) shall take reasonable, necessary and lawful measures to maintain good order and discipline and security. This includes the authority to deny access, detain or remove individuals who threaten the safety or orderly administration of an installation.

1.9. Any commander who reasonably believes Active Duty members to be at risk of suicide or causing harm to others will, consistent with the law, ask active-duty members to voluntarily store their privately-owned firearm(s) and ammunition for temporary safekeeping.

1.10. Unusually dangerous weapons (refer to [paragraph 4.5](#) for definition of “unusually dangerous weapon”) do not require registration with security forces.

1.11. Private contractors, visitors and/or holders of special/unique/one-time passes will not be allowed to bring dangerous weapons into the legal boundary of Hill AFB, to include UTTR and the Little Mountain Test Facility, at any time.

**2. Registration.** Privately owned firearms may be stored in privatized military housing on Hill AFB. Registration of POFs by completing an AF Form 1314, *Firearms Registration*, is mandatory for persons who reside and store POFs on the installation. This also applies to personnel who do not reside but store POFs on the installation whether in the 75th Security Forces Squadron Armory (75 SFS/S4A) or Boyer Hill Military Housing (BHMH).

2.1. Contractors utilizing a weapon in the performance of a contract with Hill AFB must be approved to bring the weapon on base by the 75 ABW/CC and must register the weapon with the 75 SFS Armory.

2.2. New residents of BHMH will have 72 hours from arrival with firearms, or from delivery of household goods containing firearms, to register their POFs. Firearms purchased or otherwise obtained by whatever means and brought onto Hill AFB must be turned in or registered into the armory within 24 hours from the time of purchase or obtaining the firearm or weapon and bringing it onto Hill AFB. This does not apply if the purchaser or person who otherwise obtains the firearm or weapon does not reside on the installation and the firearm or weapon is not possessed or stored on Hill AFB. All individuals residing in dormitories, or lodging, will turn the firearm or weapon into the 75 SFS armory within 24 hours of receipt of the firearm or weapon on Hill AFB. Under no circumstances will a POF or unusually dangerous weapon be present in the dormitories, Family Camp (FAMCAMP), or in lodging.

2.3. AF Form 1314. Complete this form for all privately owned firearms stored on Hill AFB. This includes all handguns, rifles and shotguns stored in installation armories or BHMH by residents. 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 the weapon will be stored.

2.3.1. Unit Commanders will ensure each person registering a firearm for storage on Hill AFB signs a Defense Department (DD) Form 2760, *Qualification to Possess Firearms or Ammunition*, acknowledging they do not have a qualifying conviction under the Lautenberg Amendment to the 1968 Gun Control Act, IAW Department of Defense Instruction (DoDI) 6400.6, *Domestic Abuse Involving DOD Military and Certain Affiliated Personnel*, Title 18 USC § 922, and AFI 40-301, *Family Advocacy Program*. Military members will be informed that they have an affirmative, continuing obligation to inform commanders or supervisors if they have, or later obtain, a qualifying conviction. The signed DD Form 2760 will be maintained with the file copy of the AF Form 1314 and returned to the registrant when firearms are de-registered on the installation IAW DoDI 6400.6 and 18 USC 922.

2.3.1.1. Residents of BHMH who are not assigned to a unit and have no commander (i.e. retirees, non-DoD affiliated civilians, etc.) and who wish to store POFs in their residence will be required to complete the same paperwork as other residents storing POFs in housing. The 75th Security Forces Squadron Commander (75 SFS/CC) will sign the paperwork in the commander block after appropriate checks of authoritative databases.

2.3.2. Units will devise processes to prevent personnel from permanently departing the base and leaving weapons stored in the armory. To verify permanent removal of firearms when the owner leaves, the weapons database copy of the AF Form 1314 will be returned to the individual's unit.

2.3.3. The 75 SFS may conduct checks of authoritative sources to verify the lawful possession of a privately owned weapon (if applicable to the particular weapon or location).

2.3.4. Completing/maintaining the AF Form 1314.

2.3.4.1. The AF Form 1314 may be used to register up to five weapons per individual. More than five will require additional AF Forms 1314.

2.3.4.2. The AF Form 1314 will be accomplished in duplicate. Annotate any visible damage to the weapon in the "MAKE (manufacturer)" block. Continue on a separate sheet of paper, if additional space is required. Re-accomplish the form when additions or deletions are required.

2.3.4.2.1. The armorer will prepare the AF Form 1314 and return it to the individual for the signature of the individuals' commander. This form must be returned within three duty days/72-hours. The armorer will fill out an AF Form 1297, *Temporary Issue Receipt*, for the weapon(s) until the AF Form 1314 is returned with the individuals' commander's signature. All equipment (i.e., ammunition, weapons cases, and magazines) will be annotated on the AF Form 1297 only. **NOTE:** Large weapon cases will not be accepted for storage due to space limitations. Small pistol cases can be accepted, depending on available space. The on-duty armorer's determination on whether a case can be stored in the 75 SFS Armory is final.

2.3.4.2.2. Provide the owner of the weapon the second copy of the form and any other paperwork completed. The original copy is placed in the POF book located in the Armory and the POF listing is updated.

**3. Carry.** This instruction establishes Hill AFB policy for the implementation of the Law Enforcement Officers Safety Act (LEOSA), sections 926B and 926C, which authorize the carry of POFs by qualified law enforcement officers (QLEO) on Hill AFB. It also establishes policy for DoD personnel who are holders of Utah Concealed Firearm Permits to transit on and off the installation to and from base housing while carrying a POF.

3.1. Applicable references:

3.1.1. DoDI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*.

3.1.2. DoDI 5525.12, *Implementation of the Amended LEOSA of 2004*.

3.1.3. Department of Defense Directive (DoDD) 5210.56, *Carrying of Firearms and the Use of Force by DoD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities*.

3.1.4. AFI 31-117, *Arming and Use of Force by Air Force Personnel*, and consistent with 18 USC § 926B, *Carrying of Concealed Firearms by Qualified Law Enforcement Officers*.

3.2. Pursuant to the aforementioned references and authority vested in Installation Commanders, the 75 ABW/CC authorizes QLEOs who possess AF Form 688D, *United States Air Force (USAF) LEOSA 926B Credentials*, issued by the USAF Security Forces Center and who meet the requirements of DoDI 5525.12, Enclosure 3, paragraph 1, to carry a POF on Hill AFB if granted written permission by the 75 SFS/CC.

3.3. Additionally, QLEOs who possess AF Form 688E, *USAF LEOSA 926C Credentials*, issued by the USAF Security Forces Center and who meet the requirements of DoDI 5525.12, Enclosure 3, paragraph 3, may carry a POF on Hill AFB if granted permission by the 75 ABW/CC.

3.4. Regardless of credentials issued, carrying a POF by a QLEO on Hill AFB is a privilege. The 75 SFS/CC or 75 ABW/CC may deny the request of any QLEO to carry a POF on Hill AFB if, in their judgement, they believe that individual may pose a risk to the safety or security of Hill AFB personnel, property or operations. Without appropriate written permission, carrying a POF on Hill AFB is not authorized.

### 3.5. Procedures.

3.5.1. Any QLEO possessing AF Form 688D and desiring to carry a POF on Hill AFB must submit a written request and a copy of their credentials to the 75 SFS Plans and Programs Section (75 SFS/S5). After 75 SFS/S5 verifies the credentials, the 75 SFS/CC may grant the requestor permission to carry a concealed POF on Hill AFB.

3.5.2. Any QLEO possessing AF Form 688E and desiring to carry a POF on Hill AFB must submit a written request and a copy of their credentials to the 75 SFS/S5. After 75 SFS/S5 verifies the credentials, the request will be forwarded through the 75 SFS/CC to the 75 ABW/CC for approval.

3.5.3. Authorization to carry POFs under this policy will be granted in writing by the appropriate approval authority.

3.5.4. Any QLEO approved to carry POFs under this policy must conceal their weapon; open carry is not authorized. If required to disarm, the weapon must be secured out of sight in the QLEO's locked vehicle in a secure gun storage device. Furthermore, QLEOs may not carry a POF into the following designated "No Gun Zones":

3.5.4.1. The United States Post Office.

3.5.4.2. Public schools.

3.5.4.3. Child Development Centers.

3.5.4.4. Youth Centers.

3.5.4.5. Medical facilities.

3.5.4.6. Restricted areas.

3.5.4.7. Controlled areas.

3.5.5. All QLEOs approved to carry POFs under this policy must declare firearms to law enforcement upon contact and during random anti-terrorism measures, random installation vehicle checks, or traffic stops.

3.5.6. The 75 SFS/CC may suspend or revoke a QLEO's privilege to carry a POF for violations of DoD, AF or local policy related to the carry of POFs or failure to immediately inform of armed status when confronted by law enforcement personnel.

3.6. The 75 ABW CC has authorized DoD personnel residing in on-base privatized housing or dormitories with a valid and current Utah Department of Public Safety Concealed Firearm Permit, issued by the State of Utah, or holders of a state concealed carry license (CCL) equivalents from any other state to transit on and off the installation with their privately-owned handguns concealed upon their person. **NOTE:** IAW Utah Code Annotated 76-10-523, Utah honors a permit to carry a concealed firearm issued by any other state or county. These personnel are **ONLY** authorized transit directly to and from their on-base homes; dormitory residents are **ONLY** authorized to transit directly to and from the 75 SFS armory in building 408. **DoD Personnel may NOT carry a privately-owned weapon into any federal building, to any on-base activities or in designated No Gun Zones (as defined above).**

3.6.1. Credentials notwithstanding, possessing a privately-owned handgun on Hill Air Force Base is a right that may be restricted under specified conditions. The 75 SFS/CC or 75 ABW/CC may deny the request of any member to carry a privately-owned handgun on Hill AFB if, in their judgement, and based on reasonable, articulable facts stated in writing, they believe that individual poses a risk to the safety or security of Hill AFB personnel, property or operations, or when information is obtained that would rescind their authority to maintain a concealed carry license. Without appropriate written permission, carrying a privately-owned weapon on Hill AFB is prohibited. This authorization only applies to DoD Personnel residing in on-base housing and dormitories. Members residing in lodging, Temporary Lodging Facilities (TLF), FAMCAMP, installation visitors, or installation personnel residing off-base will not be granted such written permissions under any circumstance.

3.6.2. Procedures:

3.6.2.1. DoD personnel residing on Hill AFB with a Utah Concealed Firearm Permit or holders of other state CCL equivalents (IAW Utah Code Annotated 76-10-523) are authorized to transit Hill AFB, with their POF properly and safely concealed upon their person, to and from their on-base home or the 75 SFS armory when transiting on/off the installation.

3.6.2.2. The authority to carry a concealed privately-owned handgun while transiting the installation **ONLY** applies to DoD personnel that are properly credentialed (valid and current Utah Concealed Firearm Permit and/or equivalent) who are also in possession of a valid Department of Defense identification card. These personnel must be on-base DoD personnel residing in privatized housing or dormitories who have registered their firearms with the 75 SFS, IAW this instruction.

3.6.2.3. Individuals are required to maintain their Utah Concealed Firearm Permit and/or other state equivalent license and the written permission memo on their person at all times within the legal boundary of Hill AFB and must surrender it along with valid DoD identification card when requested by a Commander, or a Security Forces, Air Force Office of Special Investigations (AFOSI) or local law enforcement official and comply with the following conditions:

3.6.2.3.1. If stopped by Security Forces, AFOSI or local law enforcement officials, in fulfillment of their duties, individuals will immediately identify the presence and location of the weapon/s and ammunition within their vehicle or on their person and show their concealed carry permit. This includes stopping at an installation entry point to show identification.

3.6.2.3.2. Individuals will only remove handguns from their vehicle when at their residence or the 75 SFS armory on Hill AFB.

3.6.2.4. Additionally, DoD personnel who have been approved to carry concealed handguns on Hill AFB under this policy will:

3.6.2.4.1. Meet applicable federal, State, local, or, as applicable, host-nation requirements to carry a firearm.

3.6.2.4.2. Not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance that would cause drowsiness or impair their judgment while carrying a firearm.

3.6.2.4.3. Inform the arming authority about any change in conditions that would affect their permission to carry a privately owned firearm under this section.

3.6.2.4.4. Comply with federal, State, and local law, regarding possession and use of privately owned firearms, including but not limited to those concerning the reasonable use of deadly force, self-defense, and accidental discharge.

3.6.2.4.5. Acknowledge they may be personally liable for the injuries, death, and property damage proximately caused by negligence in connection with the possession or use of privately owned firearms that are not within the scope of their federal employment.

3.6.2.5. DoD personnel must also meet the following requirements from DoDD 5210.56, [paragraph 4.3](#), as a condition for the carrying of a privately owned firearm under this section:

3.6.2.5.1. DoD personnel must be 21 years of age or older.

3.6.2.5.2. Military personnel must not be subject to past or pending disciplinary action in accordance with the Uniform Code of Military Justice for any offense that calls into question the individual's fitness to carry a firearm. This includes punishment under Article 15, Uniform Code of Military Justice.

3.6.2.5.3. DoD military and civilian personnel must not have been convicted of, or currently be facing, charges for violation of a State or federal criminal law, in the civilian criminal system, for any offense that could result in incarceration, or for any offense listed in Section 922 of Title 18, USC.

3.6.2.5.4. Demonstrated competence with a firearm through any governmental or police agency, or DoD, State, local, or tribal government-approved firearms safety or training course; or, any firearms safety or training course or class available to the public offered by a law-enforcement agency, college, private or public institution or organization, or firearms training school, including online, conducted by a State-certified, State-approved, or other nationally recognized and certified firearms instructor, or that has been certified by another credible institution.

3.6.2.6. This process only applies to the transportation of concealable firearms. Residents with rifles and shotguns and residents with handguns who do not have a CCL will comply with the transportation requirements in **paragraph 6** of this instruction.

3.6.3. Written Permission: DoD personnel seeking written permission to carry concealed from their residence directly on and off base will bring their state or county issued permit, their housing lease, and their approved AF Form 1314 to the 75 SFS Plans and Programs Section (75 SFS/S5). The 75 SFS/S5 will:

3.6.3.1. Have the individual read and initial the rules for carrying concealed on Hill AFB.

3.6.3.2. Run a local files check, criminal history, and want/warrants check on the individual to ensure his or her history does not pose a risk to the safety or security of Hill AFB personnel, property or operations.

3.6.3.3. Scan all documentation and prepare an electronic staff summary package to coordinate written permission from the 75 ABW/CC.

3.6.3.4. Upon receipt, notify the individual of the decision and, if appropriate, direct them to pick up their written permission memo prior to carrying a concealed firearm on Hill AFB.

3.6.3.5. Retain copies of all paperwork in an appropriate system of records.

3.6.3.6. Written permission is valid for one year provided the individual remains otherwise qualified/authorized. The above process must be re-accomplished each year.

**4. Storage.** Storage of POFs is for individuals who have just arrived on station, temporary duty (TDY) personnel, dormitory residents, or personnel who are restricted from being armed by their commanders. The 75 ABW/CC has authorized the storage of privately owned firearms and ammunition in the 75 SFS Armory separate from government arms and ammunition. Privately-owned firearms and ammunition may also be stored at the Oasis Arms Room at the UTTR. These armories are licensed storage facilities. Properly registered POFs may be stored in BHMH on Hill AFB. Storage of privately owned firearms is strictly prohibited in dormitories, lodging, FAMCAMP or Temporary Lodging Facilities at any time; the 75 SFS armory remains the mandated storage repository for guns. Dormitory residents must store their firearms in the 75 SFS Armory or off-base. Dormitory residents must arrange to store unusually dangerous weapons off base or with their unit. No POFs will be stored (left unattended) in government owned/leased dormitories, government lodging facilities or FAMCAMP.

4.1. The 75 SFS Armory and all unit weapons storage areas will clearly post notices about the Domestic Violence Amendment and the procedures for implementation in all facilities where firearms or ammunition is stored, issued, disposed of, and transported. Information provided shall include notice that personnel have an affirmative, continuing obligation to inform commanders or supervisors if they have, or later obtain, a qualifying conviction.

4.2. The armorer will accept POFs and/or ammunition on AF Form 1314 and/or AF Form 1297 (ammunition ONLY) on a 24-hour basis, except during time of weapons issue and turn-in of security forces personnel.

4.2.1. All personnel turning in POFs will be given a policy briefing. Briefings will include, but not limited to, the following:

4.2.1.1. Procedures for turn-in/pick-up.

4.2.1.2. Hours for turn-in/pick-up.

4.3. Ammunition. Private ammunition must be segregated from government owned ammunition. Storage of private ammunition, reloading components, or firearms in single government (airman/noncommissioned officer/officer) quarters or TLF (e.g., Visiting Officer's Quarters [VOQ], Visiting Airman's Quarters [VAQ]) is prohibited. **NOTE:** No black powder may be stored in licensed facilities. Muzzleloaders may store "Pyrodex" as a suitable substitute. Pyrodex is a class/division 1.3. Black powder is a high explosive class/division 1.1. Residents of BHMH will contact the 775th Civil Engineer Squadron Fire Protection Flight (775 CES/CEF) for specific guidance (amounts allowed) in storing any black powder substance or substitute. Additionally, residents of BHMH who store reloading components or ammunition will notify the 775 CES/CEF of such storage.

4.4. Unusually Dangerous Weapons. The definition of unusually dangerous weapons includes any item that was manufactured (or could be modified) for the intent of causing life-threatening injuries to individuals. This includes, but is not limited to, firearms, archery equipment, knives (2.5 inch blade or longer), swords, edged martial arts equipment, etc. (Firearm - any weapon designed to expel a projectile through a barrel by the action of a propellant or one that you can readily convert to this purpose. The frame or receiver group of any such weapon, any firearm muffler or silencer, and starter guns are firearms.) These items will not be stored in the 75 SFS Armory due to space limitations.

4.5. General Officer's Weapons will be receipted for using an AF Form 1297 and stored in the POF locker.

4.6. Courtesy Storage. The 75 SFS Armory is not a repository for resources owned by other agencies, however, the 75 ABW/CC may authorize (in writing) the storage of an agency's firearms and munitions in another agency's storage facility. For the purpose of base security, the 75 SFS provides government weapons storage for Security Forces, AFOSI, and on a case-by-case basis, for personnel requiring 24-hour access only. The 75 SFS also secures privately-owned firearms of those individuals put on weapons restriction by their respective unit (see [paragraph 4.7.3.3](#)). The 75th Logistics Readiness Squadron (75 LRS) Air Expeditionary Force (AEF) Arms Room is responsible for storing all other assigned unit's government weapons designated for deployment contingencies.

4.6.1. Temporary Courtesy Storage Procedures. The only time temporary courtesy storage personnel are allowed entry into the 75 SFS Armory is to drop off or retrieve oversized property. In all cases these personnel will be signed in on AF Form 1109, *Visitor Register Log*, and escorted. If containers require cleaning and maintenance, they will be removed from the armory before these actions are performed.

4.6.1.1. Transient. POFs and ammunition may be stored up to 14 days for transient personnel, i.e., TDY, retiree's in transit, etc. If the 14 days is exceeded, the courtesy storage monitor will make all possible efforts to contact the member and instruct them to retrieve their property. If all attempts to contact the owner have failed, the courtesy storage monitor will tag the property using an AF Form 52, *Evidence Tag*, and initiate the necessary notification to have the weapon and/or ammunition transferred to the 75 SFS Investigations Section (75 SFS/S2). Once received by 75 SFS/S2, and after 45 calendar days of diligent effort to identify and/or contact the owner proves unsuccessful, the Hill AFB Property Disposition Board may dispose of the property in accordance with Title 10 USC 2575 and Department of Defense Manual (DoDM) 4160.21-V4, *Defense Materiel Disposition*, Enclosure 3, **paragraph 92b**.

4.6.1.2. Permanent Change of Station (PCS) Out. Personnel on PCS orders may store their POFs and ammunition on an AF Form 1314 for up to 30 days. The individual's commander must still sign the AF Form 1314 as stated in **paragraph 2.4.4.2.1**. In addition, a copy of the individual's military orders must accompany all other paperwork. If the 30 days is exceeded, the courtesy storage monitor will make all possible efforts to contact the member and instruct them to retrieve their property. If all attempts to contact the owner have failed, the courtesy storage monitor will tag the property using an AF Form 52 and initiate the necessary notification to have the weapon and/or ammunition transferred to the 75 SFS/S2. Once received by 75 SFS/S2, and after 45 calendar days of diligent effort to identify and/or contact the owner proves unsuccessful, the Hill AFB Property Disposition Board may dispose of the property in accordance with Title 10 USC 2575 and DoDM 4160.21-V4, *Defense Materiel Disposition*, Enclosure 3, **paragraph 92b**.

4.6.2. Permanent Courtesy Storage Procedures. Permanent storage for weapons or ammunition is only granted for personnel requiring 24-hour access. Prior to storage, the following documents must be provided: Written request from the unit commander, an authorization letter with the names of personnel authorized to withdraw/inspect the weapons and ammunition, and a letter listing each weapon by serial number and amount of ammunition with lot numbers. This type of storage will be handled on a case-by-case basis as the 75 SFS Armory doesn't have the space required to support all agencies. The only time permanent courtesy storage personnel are allowed entry into the 75 SFS Armory is for inventory purposes, inspections with Combat Arms personnel, or for retrieving oversized property. In all cases these personnel will be signed in on AF Form 1109 and escorted.

4.6.3. Courtesy Stored Firearms/Ammunition Issue/Turn-in. The armorer will check the individual's identification card. Containers, other than aircrew boxes, will normally not be accepted due to a lack of space. Direct these individuals to the AEF Arms Room. Under some circumstances, containers may be accepted (i.e., AEF Arms Room closed or the customer needs 24-hour access). No locked containers or sealed boxes will be accepted (except sealed containers packed by the traffic management office (TMO) with a packing list attached) for storage unless they are opened and inventoried by the armorer. (**NOTE:** The 75 SFS Armory will not accept any container designated as classified. Personnel requesting to store a container designated as classified will be directed to the Hill Command Post.) Prior to accepting munitions, the items must be listed on the 75 SFS Armory's AF Form 2047, *Explosives Facility License*. If the items are not listed on the AF Form 2047, or exceed quantity limits, they will be directed to store the items off base. Storage of items other than firearms or ammunition (i.e. night vision or communication equipment) can only be authorized by the 75 SFS Armory noncommissioned officer in charge or assistant (NCOIC/ANCOIC). Once container contents are verified and inventoried, the armorer can seal the container and record the seal numbers and/or contents.

4.6.3.1. The 75 SFS Armorer will sign for the container/weapon(s) on duplicate copies of AF Form 1297. The individual will provide his/her name, rank, social security number (SSN), phone number, unit, and a copy of their orders. The individual will also annotate who else is authorized to pick up the firearm(s) on the AF Form 1297. The armorer will annotate his/her name and signature, date, and, if applicable, the seal numbers, and number of cans. After verifying the information on the AF Form 1297 with their military identification, the copy will be given to the individual requesting storage and the original will be placed with the items (temporary storage), or in the courtesy storage book (permanent).

4.6.3.2. Courtesy stored weapons which may belong to the AEF Center Arms Room, will be checked against the Custodian Authorization/Custody Receipt Listing (CA/CRL) provided by 75 LRS. If the weapon(s) is not on their CA/CRL, the weapon will not be released to AEF Center Arms Room personnel. The 75 LRS will provide the 75 SFS armory with a list of personnel authorized to pick up base defense weapons. Each person identified will have a DD Form 2760 signed within the previous 12 months. Courtesy stored firearm(s) that are left in the 75 SFS Armory past the 14 day limit will be checked against the AEF Center Arms Room CA/CRL. If the firearm belongs to them, the AEF Center Arms Room will be notified of the firearm storage limit/status. The 75 LRS personnel will conduct pick up on a coordinated schedule. If personnel show up without prior coordination; the firearms must be verified against the AEF Center Arms Room CA/CRL and the individual's military identification verified against the letter authorizing personnel to pick up AEF Center Arms Room firearms.

4.6.3.3. Privately owned firearms that are placed in the 75 SFS Armory by other organizations due to personnel being denied access to the firearm(s) shall be brought to the armory by the individual's commander, first sergeant, or designee in the respective chain of command. Under no circumstance will the 75 SFS Armory accept any POFs from any other individuals outside this chain of command. The individual who brings the firearm(s) to the armory will instruct the armorer not to issue the firearm(s) out to any personnel until such time as the owner's commander provides written permission to do so. A letter signed by the individual's unit commander must be provided to the 75 SFS Armory within 24-hours.

#### 4.7. Inventories.

4.7.1. After a POF has been taken into the armory, the on-duty armorer, along with the on-coming armorer, will conduct a 100 percent inventory of all POFs, then lock the locker doors. If a firearm is brought in during hours when only one armorer is on duty, the armorer will place the firearm in the locker and lock the locker. At shift change, an inventory will be conducted by two armorers and recorded on AF Form 1473, *Gun Equipment Room Inventory*.

4.7.2. A monthly inventory of all POFs will be conducted by the NCOIC of the 75 SFS Armory. This inventory will be conducted by physically comparing the firearms against the list maintained in the armory. The list will include type, model, caliber, manufacturer, serial number, owner's name, grade, and organization.

**5. Access.** Commanders must determine the need to restrict unit personnel access to POFs. Commanders authorize removal of POFs from the 75 SFS Armory by letter.

5.1. Based on reasonable cause, access to firearms may be denied and removed. In making a determination on reasonable cause, unit commanders shall consult with an attorney from the staff judge advocate office, and prepare a memorandum of their conclusions. Unit personnel may have their commander's decision reviewed by the commander's superior.

5.1.1. Personnel on the firearms restricted list cannot remove their firearm(s) until a letter is received from their commander authorizing the release.

5.1.2. When unit commanders have reasonable cause, they may require unit personnel residing in BHMH to store their POFs in the 75 SFS Armory.

5.1.3. Personnel who appear to be under the influence of alcohol or other substances will be denied access to their POF.

5.2. Temporary Removal: When personnel desire to draw their POF(s) for short periods of time, they must give the armorer a date the weapon will be returned. This date will be annotated on the armory's copy of the AF Form 1314. If the POF is not returned as expected, the NCOIC of the Armory will contact the individual's commander or first sergeant and obtain the status of the firearm(s).

5.3. Permanent Removal: When an individual desires to remove the firearm permanently from the 75 SFS Armory, the reverse side of the AF Form 1314 will be stamped indicating the firearm(s) are permanently withdrawn by the undersigned.

5.4. Removal By Proxy. It may be necessary to remove POF(s) for individuals unable to appear due to hospitalization, imprisonment, death, etc. The individual's unit commander may verify, in writing, persons authorized to withdraw such POF(s). The letter must contain name, rank, SSN, squadron, duty phone, reason for withdrawal, reason why a proxy is necessary, make, model, and serial number of the POF(s).

5.5. The AF Form 1314 will be maintained on file for 12 months from the month of removal.

**6. Transportation.** Transportation of privately owned and properly registered firearms and ammunition onto, within, or through Hill AFB shall conform to AFI 31-101, this instruction, and local laws and conditions. The individual transporting POFs on base must have an approved AF Form 1314 with them unless enroute to the 75 SFS Armory to register the weapons.

6.1. Outside of the concealed carry rules from **paragraph 3** of this instruction, transporting POFs on the installation is prohibited except to and from authorized storage or shooting areas. Firearms must be cleared and safed, with the breech open. While transporting firearms, they will be placed in the trunk or in a locked container. Store ammunition separately. Transporting firearms on an open vehicle (e.g., bicycles, motorcycles, horseback, or on any other two- or three-wheeled vehicle) is prohibited. Firearms may not be stored in such a manner as to appear to be concealed (e.g., under seats or partially hidden). Examples of concealment include hiding a firearm or dangerous weapon on one's person; transporting a firearm or dangerous weapon in a privately-owned vehicle hidden from view, unless properly secured as described above.

6.2. Transporting a POF in a government owned vehicle (GOV) is prohibited with the following exception for GSU. When the primary means for travel to the GSU is by GOV, then GSU assigned personnel are authorized to transport POFs in a GOV to an authorized storage or shooting area. Stipulations of transporting POFs in **paragraph 5.1** above will be followed.

6.3. Individuals residing in Hill AFB lodging, FAMCAMP or Temporary Lodging Facilities will be allowed to transit to/from the 75 SFS Armory to store/secure a handgun or weapon of any type.

**7. Use.** Installation commanders are authorized to specify where and when POFs may be used on their installations (such as firing ranges or hunting areas). Only those units authorized in writing by the 75 ABW/CC can sponsor or participate in firearms discharge or the use of unusually dangerous weapons on the installation. The following areas are authorized for use of POFs by the 75 ABW/CC:

7.1. The 75 FSS Rod and Gun Club range.

7.2. The 75 SFS Combat Arms Range when specifically approved firearms competitions are scheduled.

7.3. The small arms firing range at UTTR.

**8. Awareness.** Commanders shall ensure that installation POF instructions, and applicable federal, state, local or tribal laws regarding firearms and ammunition are available and current. Commanders will ensure that installation personnel receive security awareness briefings or bulletins and are made aware of any changes to AF or installation POF regulations. The security awareness training includes informing visitors to an installation and all personnel assigned to lodging and/or family quarters, to include privatized housing of the POF registration requirements.

8.1. The 75 SFS informs base personnel of prohibitions regarding POFs through base in-processing briefings, bulletins, notices, commander's calls, visitor control centers, signs, or any other effective means.

**9. Reporting.** It is the responsibility of all AF personnel to report infractions of POF regulations or report personnel who exhibit behaviors not consistent with responsible firearms security and safety to appropriate command authority and/or installation security/law enforcement personnel. Whenever installation security/law enforcement personnel inquire, incident to a lawful stop, search, or inspection on Hill AFB, persons must declare possession of a POF and produce an AF Form 1314.

**10. Information Sharing.** Lists of weapons, their owners, and location of weapons shall be considered 'Law Enforcement Sensitive' and will not be shared or divulged to other than law enforcement agencies and appropriate commanders/first sergeants without a valid need for the information.

10.1. The 75 SFS/S4A is responsible for producing a weapons listing for weapons kept on the installation. This list is maintained at the 75 SFS Emergency Communications Center (ECC). This list is only to be released to an agency or personnel requiring the information for official duties. (i.e. AFOSI, Commanders, First Sergeants and 75 SFS/S3).

**11. Promulgating Security Instructions.** The AFI 31-101 requires that this, and all, security instructions be submitted for review to ensure legal sufficiency by the 75 ABW Legal Office. The 75 ABW/CC shall ensure security instructions are given widest dissemination, and procedures established to inform all personnel assigned to or visiting the installation, of installation guidance on POFs. Procedures include, but are not limited to:

11.1. Newcomer briefings or requiring signed acknowledgement of base guidance (including POFs) for all newly assigned personnel (active, Guard and Reserve) and dependents, to include civilians and contractors.

11.2. Posting of informational signs or posters in visitors control centers and/or at access control points to the installation.

11.3. Requiring signed acknowledgement by visitors being issued a visitor pass.

11.4. Requiring signed acknowledgement by all persons being assigned lodging or family quarters, regardless of DoD affiliation, to include privatized housing. This procedure must be coordinated with the BMMH and should be included as part of the lease agreement.

JENISE M. CARROLL, Colonel, USAF  
Commander

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

- AFI 31-101, *Integrated Defense*, 24 March 2020
- AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 2 February 2016
- AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020
- AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 March 2020
- AFI 40-301, *Family Advocacy Program*, 15 November 2015
- DoDM 4160.21, Volume 4, *Defense Materiel Disposition*, 22 October 2015
- DoDD 5210.56, *Carrying of Firearms and the Use of Force by DoD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities*, 18 November 2016
- DoDI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*, 10 December 2005
- DoDI 5525.12, *Implementation of the Amended LEOSA of 2004*, 13 February 2014
- DoDI 6400.6, *Domestic Abuse Involving DOD Military and Certain Affiliated Personnel*, 9 June 2015
- Title 18 USC § 922, *Unlawful Acts*, 1 Feb 2010
- Title 18 USC § 926B, *Carrying of Concealed Firearms by Qualified Law Enforcement Officers*

***Adopted Forms***

- AF Form 52, *Evidence Tag*, 1 July 1986
- AF Form 688D, *United States Air Force (USAF) LEOSA 926B Credentials*
- AF Form 688E, *USAF LEOSA 926C Credentials*
- AF IMT 847, *Recommendation for Change of Publication*, 22 Sep 2009
- AF Form 1109, *Visitor Register Log*, 1 May 1999
- AF Form 1297, *Temporary Issue Receipt*, 1 Jul 1987
- AF Form 1314, *Firearms Registration*, 17 Oct 2005
- AF Form 1473, *Gun Equipment Room Inventory*, 1 Jan 2002
- AF Form 2047, *Explosives Facility License*, 31 May 2013
- DD Form 2760, *Qualification to Possess Firearms or Ammunition*, Dec 2002

***Abbreviations and Acronyms***

**AF**—Air Force

**ABW**—Air Base Wing

**AEF**—Air Expeditionary Force  
**AFB**—Air Force Base  
**AFI**—Air Force Instruction  
**AFMC**—Air Force Materiel Command  
**AFOSI**—Air Force Office of Special Investigation  
**AFRIMS**—Air Force Records Information Management System  
**ANCOIC**—Assistant Noncommissioned Officer in Charge  
**BHMH**—Boyer Hill Military Housing  
**CA**—Custodian Authorization  
**CC**—Commander  
**CCL**—Concealed Carry License  
**CEF**—Fire Protection Flight  
**CES**—Civil Engineer Squadron  
**CRL**—Custody Receipt Listing  
**DD**—Defense Department  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**DoDM**—Department of Defense Manual  
**ECC**—Emergency Communications Center  
**FAMCAMP**—Family Camp  
**FFL**—Federal Firearms License  
**FSS**—Force Support Squadron  
**GOV**—Government owned vehicle  
**GSU**—Geographically separated units  
**IAW**—In Accordance With  
**LEOSA**—Law Enforcement Officer Safety Act  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**NCOIC**—Noncommissioned Officer in Charge  
**OPR**—Office of Primary Responsibility  
**PAS**—Privacy Act Statement

**PSRB**—Physical Security Review Board  
**PCS**—Permanent Change of Station  
**POF**—Privately Owned Firearm  
**QLEO**—Qualified Law Enforcement Officer  
**RDS**—Records Disposition Schedule  
**SFS**—Security Forces Squadron  
**SORN**—Statement of Records Notice  
**SSN**—Social Security Number  
**TDY**—Temporary Duty  
**TLF**—Temporary Lodging Facility  
**TMO**—Traffic Management Office  
**USAF**—United States Air Force  
**USC**—United States Code  
**UTTR**—Utah Test and Training Range  
**VAQ**—Visiting Airman Quarters  
**VOQ**—Visiting Officer Quarters

*Terms*

**DoD personnel.**—U.S. military personnel and DoD civilian employees.