

Dorm Residents:

Dorm Airmen must register and store their firearms and ammunition with the SFS armory. The following forms are required for registration:

DD2760 Qualification to Possess Firearms and Ammunition  
AF IMT 1314 Firearm Registration  
Firearm Storage MFR sign by Commander or First Sergeant

Complete forms and take paperwork and firearms to SFS armory located in the basement of dorm 20221. Provide the First Sergeant with a copy of the AF IMT 1314 and keep a copy for your records of both forms. A copy of the DD 2760 and AF IMT 1314 should be kept with the firearms with checked out.

The armory will store a small amount (1 box) of ammunition, but it must be in the original packaging. The armory will require at least a 24 hours' notice to perform a background check to get your firearm out of the armory for any reason. The member will need the Firearm Release MFR signed by the Commander or First Sergeant.

Base housing:

Base housing residents must register their firearms with the SFS armory. The following form are required for registration:

DD2760 Qualification to Possess Firearms and Ammunition  
AF IMT 1314 Firearm Registration  
Pictures of Serial number

Complete forms and take paperwork to SFS armory located in the basement of dorm 20221. Provide the First Sergeant with a copy of the AF IMT 1314 and a copy of the DD 2760 and AF IMT 1314 should be kept with the firearms at your house.

### **3.2. (U) POF Storage and Registration Requirements**

#### **3.2.1. (U) Kirtland Family Housing/Maxwell Housing/Fam Camp**

3.2.1.1. (U) All personnel, regardless of affiliation, who reside in Kirtland Family Housing, including the Maxwell Housing area, and Fam Camp are required to register their privately owned firearms with the 377 SFS Armory within 10 business days of occupying the quarters or the purchase of a weapon. The lease or receipt will be provided as proof of meeting this requirement. Weapons must be stored in such a manner as to deter theft and preclude improper usage, especially by children (weapon safe/trigger locks/ etc.). Personnel who fail to comply with registration and safety requirements may be prosecuted under the UCMJ/applicable Federal Statute or face other administrative action.

3.2.1.1.1. (U) DoD personnel, including Active Duty, civilian employees, contractors, and members of the National Guard or Reserves will complete an AF Form 1314, *Firearm Registration*, ensuring the firearm manufacture, model, serial number, caliber/gauge, and location of storage (housing address) are completed, and take it to the 377 SFS Armory located in Bldg. 20221. In addition commanders/directors will ensure each person registering a weapon reads and signs a 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. Unit commanders/directors will maintain the signed DD Form 2760 and provide a copy to the individual to submit to the 377 SFS Armory with the AF Form 1314.

3.2.1.1.2. (U) Non-DoD Personnel and retired military/dependents will complete the AF Form 1314 and take it to the 377 SFS Armory. The DD Form 2760 will be completed by the registrant and provided to the on-duty armorer.

3.2.1.1.3. (U) Non-Base Affiliated Maxwell Housing Residence will complete the required paperwork at the Truman VCC, 377 SFS Pass and Registration section (377 SFS/S5B), during normal duty hours.

3.2.1.1.4. (U) Firearms will not be left in a vehicle; they must be secured in the residence.

3.2.1.1.5. (U) Fully automatic POFs will be stored in the SF Armory or stored off of the installation. Personnel must provide a copy of their ATF Federal Firearms License to the SF Armorer to store the weapon.

### 3.2.2. (U) Dormitory Residents

3.2.2.1. (U) Dormitory Residents (see paragraph 3.2.4. for billeting/TLF requirements). Personnel residing in the dormitories are prohibited from storing firearms or any other dangerous weapons in their dormitory room or their POVs. Dormitory residents will register and store their POFs with the 377 SFS Armory or secure them at an off-base location. Prior to purchasing a firearm, dormitory residents will contact the 377 SFS Armory to confirm storage availability. All other dangerous weapons as identified in Paragraph 3, include BB and pellet guns, paintball guns, and Airsoft guns cannot be stored in the SF Armory. Dormitory residents must utilize some other authorized option.

3.2.2.2. (U) IAW AFMAN 71-102, *Air Force Criminal Indexing*, the 377 SFS Armory is required to conduct Disposition of Firearms (DOF) checks before a firearm can be released to the owner or designated person. Personnel requesting to remove their POF from storage must submit a request, in person, to the 377 SFS Armory at least 48 hours before withdrawing the weapon.

### 3.2.4. (U) Billeting and Temporary Lodging Facilities

3.2.4.1. (U) Personnel staying in Kirtland Lodging for less than 14 days are authorized to store their POF in their billeting quarters. Personnel staying in excess of 14 days will be required to register the firearms IAW section 3.2.1. Guest will be required to meet the following requirements:

3.2.4.1.1. (U) Guest will be required to inform the billeting staff upon check in that have a firearm. The guest will complete a DD form 2760 which will be kept on file with billeting for the duration of the stay.

3.2.4.1.2. (U) POFs will be stored in the safe located in the room, unloaded, with the ammunition stored separately. POFs that are too large to be secured in the safe will be stored in a locked case, with the ammunition stored separately. Weapons must be stored in such a manner as to deter theft and preclude improper usage, especially by children (weapon safe/trigger locks/ etc.). POF will not be stored in vehicles.

3.2.4.1.3. (U) Fully automatic POFs will be stored in the Security Forces Armory or stored off of the installation. Personnel must provide a copy of their ATF Federal Firearms License to the SF Armorer.

### 3.3. (U) Transportation of POFs.

3.3.1. (U) Transportation is the movement of firearms from one location to another. Transportation is authorized for movement of weapons to and from valid storage locations (Security Forces Armory, base housing, Exchange, etc.).

3.3.2. (U) Transporting Privately Owned Firearms (POF) on KAFB:

3.3.2.1. (U) IAW NMSA Chapter 30, Article 7, Section 30-7-2.A(2), an individual may carry a loaded firearm in a private automobile or other private means of conveyance, for lawful protection of the person's or another person's property. As such personnel may transport a POF in this manner directly to/from an off-base location to their place of work, locations to conduct business (MPF, Commissary, etc.), or residence.

3.3.2.2. (U) Upon arrival at the first on-base destination the POF will be placed in a secure gun storage case as defined in 18 USC §921 (34) (c), <https://www.law.cornell.edu/uscode/text/18/921>, and concealed from public view. The vehicle will remain locked at all times when unattended. If the vehicle cannot be locked the POF must be secured in the Security Forces Armory or removed from the installation. While on the installation, with the exception of the requirements in para 3.3.2.1. the weapon(s) must remain in this configuration when transported between destinations on the installation.

3.3.2.3. (U) The POF may be transported IAW 3.3.2.1. or in an appropriate storage configuration IAW 3.3.2.2. to, from or between places of work, locations to conduct business, residence, billeting, or directly off the installation.

3.3.2.4. (U) **Under no circumstances** will the weapon enter any building/facility or public area, with the exception of the person's on-base residence or 377 SFS armory.

3.3.2.5. (U) Purchase of POFs at AAFES facilities. POFs purchased at the Main Exchange will be secured and transported IAW paragraph 3.3.2. In addition, AAFES will be required to place a trigger lock or similar device on all POFs before they are released to the customer and provide them information on the transportation, registration, and storage requirements.

3.3.2.6. (U) Personnel who violate the requirements may be prosecuted under the UCMJ/applicable Federal Statute or face other administrative action.

3.3.3. (U) Contact with Law Enforcement or Command Officials. POF owners transporting or carrying POFs on base and stopped for IEVC's, traffic violations, or for any other reason by law enforcement or command officials (Commanders, First Sergeants, Security Forces, or OSI), with the exception of routine identification checks at Installation Access Control Points, must immediately inform the official that there is a firearm in their vehicle, the location of the firearm, and whether or not it is secured/loaded.

### 3.6. (U) Other Considerations

3.6.1. (U) Pellet/BB guns are authorized on KAFB, but can only be fired at a 377 ABW Safety Office-approved range (if available). Family members under 18 years of age must be supervised at all times while on the range by either a parent or an adult 18 years or older. Shooters must fire their weapons from the firing line to a target placed down range and must observe all safety rules. 377 SFS Armory does not store these types of POF, dorm residents must utilize some other authorized option.

3.6.2 (U) Paintball guns are not authorized for use on KAFB unless specifically approved by the 377 ABW/CC. Airsoft weapons are not authorized for use in any populated area (housing, dormitory etc.). 377 SFS Armory does not store these types of POF, dorm residents must utilize some other authorized option.

3.6.3. (U) Installation firearms policy will be briefed to all installation personnel. The policy will be provided to all mission partners who will be responsible for disseminating the information to their assigned personnel. In addition, the police will be briefed at base newcomer's briefings, provided by Kirtland Family Housing to new base residence, provided by dorm leaders to all