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Security

THE OFFICER ARMING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes requirements to ensure that all weapons and ammunition used for the Officer Arming Program are stored, issued, and accounted for in the proper manner. The program will be implemented during Force Protection Condition (FPCON) Charlie or when directed by competent authority. This instruction applies to all PACAF units located on, or attached to, Osan Air Base, Republic of Korea.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This updates all Security Forces office symbols, implements weapons use policy during exercises, clarifies self-inspection requirements, clearing barrel construction, and identifies training responsibilities. This instruction only pertains to squadrons storing 29 M-9s or less.

1. Responsibilities:

1.1. Unit Commanders/Agency Chiefs will:

1.1.1. Have overall responsibility for the effective implementation and management of their Officer Arming Program (OAP).

1.1.2. Designate in writing a primary and alternate OAP Monitor.

1.1.3. Designate in writing personnel who are authorized to access the weapons storage container.

1.1.4. When armed, ensure all personnel strictly adhere to the provisions of AFI 31-207, Arming and Use of Force by Air Force personnel and this instruction.

1.1.4.1. Ensure personnel are knowledgeable of challenging procedures, use of force, and weapons clearing procedures. Units may contact 51 SFS/SFT for training material.

1.1.5. Ensure enough M-9s (9mm) are on hand or on order to arm mission critical officers within their unit and those designated by the unit commander. **NOTE:** If the inventory exceeds 29 weap-

ons at any time you must be IAW 31-101, Installation Security Program, Chapter 22, Controlled Areas.

1.1.5.1. 51 MDG officers will be armed when duties take them out of the protected environment of the hospital, (to include triage, transport, flight line response, etc.) consistent with mission requirements as determined by the MDG/CC.

1.1.5.2. Ensure excess M-9s are turned in to 51 LRS/LGRD for re-distribution.

1.1.6. Establish an ammunition custody account through 51 MXS/LGMW (Maintenance Squadron Munitions Flight).

1.2. Officer Arming Program Monitors (OAPM) will:

1.2.1. Develop and maintain an OAP Continuity Folder (OAPCF).

1.2.2. Monitor weapons qualifications and schedule training as needed.

1.2.2.1. Train personnel on challenging, use of force, and weapons clearing procedures. Units may contact 51 SFS/SFT at 784-0407 for training material.

1.2.3. Ensure officers are briefed on the Air Force Use of Force Policy, IAW AFI 31-207.

1.2.4. Issue AF Form 629, Small Arms Hand Receipt, to each person assigned a weapon.

1.2.5. Ensure the Resource Protection Office (51 SFS/SFOR) is notified prior to moving or changing the storage container.

1.2.6. Prepare and maintain a Weapons Identification List (see Section 6).

1.2.7. Ensure security checks are conducted as required.

1.2.8. Conduct annual self-inspections.

1.2.9. Conduct quarterly inventories of munitions assigned to their unit and after issue and turn in.

1.3. 51 SFS/SFOR (784-2774) (Resource Protection Program Manager, Security Forces Squadron) will:

1.3.1. Be the focal point for the base program management.

1.3.2. Brief newly appointed OAPMs on program management and physical security.

1.4. 51 LRS/LGRD (784-5259) (Logistics Readiness Squadron) will:

1.4.1. Provide semiannual weapons inventory listings to unit monitors.

1.4.2. Coordinate semi-annual inventories of weapons assigned to each unit.

1.4.3. Brief newly appointed OAPMs on weapon inventory and accountability procedures.

1.4.4. Notify 51 SFS/SFOR before a new account is established, when additional weapons are issued to established accounts, and/or when any weapons are turned in.

1.5. 51 MXS/LGMW (784-4344) (Maintenance Squadron Munitions Flight) will:

1.5.1. Conduct a semi-annual joint inventory of all ammunition.

1.6. 51 SFS/SFTC (784-6800) (Combat Arms and Training, Security Forces Squadron) will:

1.6.1. Train officers as required.

1.6.2. Conduct semiannual weapons inspections.

2. Officer Qualifications and Equipping:

2.1. Each officer must be qualified on the weapon he or she will carry. Each of the following requirements must be met prior to issuing an officer a weapon.

2.1.1. The officer must possess a current qualification on the weapon issued. The qualification will be reflected on the AF Form 522, Ground Weapons Training Data and USAF Firearms Card.

Personnel will not be armed unless qualified within the following criteria.

2.1.1.1. 24 months after initial training the officer will recertify their qualification by receiving mechanical training and live firing. No more than 24 months can elapse between re-qualifications.

2.1.2. The officer will sign a weapons safety statement annually (See [Attachment 1](#)).

2.2. If the officer meets these qualifications, an AF Form 629, Small Arms Hand Receipt will be issued.

2.3. Each officer will have his or her own weapon assigned.

2.3.1. The weapon will remain holstered with the flap fastened at all times unless it is necessary to use as a personal defense weapon.

2.3.2. During **REAL WORLD** contingencies and/or when directed by proper authority, each officer will carry 30 rounds of ammunition for the M-9 (9mm). When ammunition is issued, weapons will be loaded IAW AFI 31-207 weapons issue procedures.

2.3.3. During exercises, **NO ONE** participating in the exercise will be armed with an M-9 (9mm) weapon unless authorized by the 51st FW/CC or designated authority. **NOTE:** If personnel arm with an M-9 (9mm) they will not carry live ammunition.

3. Inspection/Inventory Requirements:

3.1. The newly appointed OAPM will conduct a self-inspection using the OAP Checklist ([Attachment 2](#)), and annually thereafter.

3.2. The OAPM will conduct a weapons inventory every time the storage container is opened.

4. Program Continuity:

4.1. Each unit/agency will maintain an OAP Continuity Folder (OAPCF).

4.2. Each folder will be formatted as follows:

4.2.1. Appointment Letter.

4.2.2. 51 FWI 31-206 (hard copy), AFI 31-207, and AFI 31-101 (hard copy or links to each on the web).

4.2.3. Base Policy Letters (If any).

4.2.4. AF Form 522s.

4.2.5. Safety Statements.

- 4.2.6. Weapons Identification List.
- 4.2.7. Quarterly Munitions Inventory.
- 4.2.8. Semi-annual Weapons Inventory
- 4.2.9. Semi-annual CATM Inspections and AFTO Form 105.
- 4.2.10. Self-Inspection Reports (Last two years).
- 4.2.11. Floor Plan Showing Location of Container(s).
- 4.2.12. Misc.

5. Physical Security Requirements. Units/organizations storing 30 or more Category 4 (low risk) firearms must utilize an approved firearms storage facility IAW AFI 31-101 and DoD 5100.76M/Security of Sensitive Conventional AA&E and be certified as a Controlled Area IAW AFI 31-101. The following security requirements apply to units/organizations storing 29 or less Category 4 (low risk) firearms and will be IAW with this instruction.

5.1. Units/organizations storing 29 or less Category 4 (low risk) firearms may use one of the following storage containers:

- 5.1.1. Any GSA approved container (e.g., Class 5 safe, NSN 7110-00088-7736 or 7110-00-931-0770).
- 5.1.2. Class 2 containers which are a safe-type steel file container with a 3-position dial combination lock.
- 5.1.3. Class 6 containers (NSN 7110-00-919-9213 or 7110-00-920-9336).
- 5.1.4. Weapons storage container (NSN 7110-00-88-7736 or 7110-00-931-0770).

5.2. Storage containers weighing less than 500 pounds will be secured to the floor with heavy bolts.

The bolts must be spot welded to prevent removal by unauthorized individuals.

5.3. The storage container will be locked at all times except when weapons are being removed or returned. The container will be placed in a locked room unless the area is manned 24 hours.

5.4. The combination to the container will be changed when initially placed in use, whenever subject to compromise, when a person knowing the combination no longer requires access, or, as a minimum, semi-annually. Combination changes will be recorded on the SF 700, Security Container Information.

5.5. Each opening, closing, and security check of the container will be recorded on the SF 702, Security Container Check Sheet.

5.6. Classified material will not be stored in the same container housing weapons or ammunition.

5.7. The room where the storage container is located must be equipped with solid laminated doors (or equivalent). Windows and other openings will be limited to the absolute minimum necessary for mission essential requirements. Entry to the container is limited to the minimum essential number of personnel.

6. Accountability:

- 6.1. Containers will be checked once per duty day and the morning after a weekend or holiday which does not exceed 72 hours. If a holiday exceeds 72 hours, then the container will be checked at the 48-hour point. All checks will be recorded on the SF 701/Activity Security Checklist and conducted by owner/user.
- 6.2. Weapons will be inventoried every time the storage container is opened.
- 6.3. Keys to the storage room will be kept to a minimum.
- 6.4. A listing of personnel authorized access will be posted with the security container and signed by the appropriate commander.
- 6.5. Each monitor will develop and maintain a Weapons Identification List. This list will be maintained in two copies; one copy will be maintained inside the security container and the other will be in Section 6 of the continuity folder. As a minimum, this list must contain the following information:
 - 6.5.1. Type of weapon.
 - 6.5.2. Model number of the weapon.
 - 6.5.3. Manufacturer of the weapon.
 - 6.5.4. Serial number of each weapon.
 - 6.5.5. The individual's name to whom the weapon is assigned.
 - 6.5.6. DEROS of personnel assigned a weapon.
 - 6.5.7. Qualification date of personnel (obtain information from AF Form 522).
 - 6.5.8. Re-qualification date of personnel (obtain information from AF Form 522).
 - 6.5.9. Prior to a weapon being issued to an officer, the Weapons Identification List will be reviewed to ensure the person being issued a weapon is currently qualified.
- 6.6. Anytime a weapon is removed from the container, the person receiving it will either exchange their AF Form 629 or sign or exchange an AF Form 1297, **Temporary Hand Receipt, for the weapon.**

7. Care and Cleaning:

- 7.1. Units will maintain a weapons cleaning kit. This kit will contain the following material:
 - 7.1.1. Cleaning rod.
 - 7.1.2. Patches.
 - 7.1.3. Bore brush.
 - 7.1.4. PL special oil or CLP/break free.
 - 7.1.5. Solvent.
- 7.2. Weapons will be inspected and cleaned before and after issue and turn in, periodically or when needed. After a weapon has been fired it will be cleaned immediately and again after three days.
- 7.3. Weapons will be cleaned by the person to whom they are assigned. If the weapon is not assigned the responsibility falls on the OAPM.

7.4. Weapons will be lightly coated with PL special lubricating oil or CLP/break free prior to being placed in the storage container. Do not apply PL special lubricating oil or CLP/break free to plastic parts of the weapon.

7.5. Units will not attempt to perform maintenance on any weapon. 51 SFS/SFTC will be contacted if maintenance is required.

8. Safety:

8.1. Each unit/agency will have an approved clearing barrel in the vicinity of the weapons issue point. The clearing barrel used must meet requirements IAW AFI 31-207:

8.1.1. Barrel painted red.

8.1.2. Aiming point may be painted yellow.

8.1.3. Tray mounted to catch dropped rounds.

8.1.4. Mat or carpet on floor beneath barrel/aiming point.

8.1.5. Red line, 36" around the barrel marked on the floor to identify weapons clearing zone.

8.2. Only the individual issuing/clearing their weapon and the issuing official will be at the security container and clearing barrel.

8.3. Loaded weapons will never be placed in the storage container.

8.4. A person knowledgeable of proper clearing procedures will be present each time the weapon is issued or turned in.

8.5. Weapons will only be issued to those individuals who are on duty and in uniform. Upon termination of their tour of duty, the weapon will be properly cleared and returned to the storage container.

8.6. Personnel will not consume alcohol or intoxicants eight (8) hours prior to duty or while in possession of a weapon, IAW AFI 31-207.

8.7. The commander will determine if personnel on prescribed medication or medical profile will not be armed.

8.8. Personnel will comply with the provisions of AFI 31-207 and this instruction at all times while carrying firearms and have a signed safety statement on file in the OAP Continuity Folder, Section 5 (See [Attachment 1](#)). Update this safety statement annually.

8.9. Weapons will not be carried in the following areas, unless specifically authorized by the installation commander:

8.9.1. Off-base, except when required to perform official duties.

8.9.2. Into hospital facilities, except when performing official duties.

8.9.3. Into family housing, dormitories, or VOQ/VAQ facilities.

8.10. Two fire extinguishers will be readily available in the area where weapons are stored.

9. Weapons Issue/Turn-In.

9.1. Weapons issue/turn-in procedures will be strictly adhered to IAW AFI 31-207. Proper clearing and loading procedures will be posted adjacent to the clearing barrel.

9.1.1. General clearing procedures. The following procedures are taken from AFI 31-207, Attachment 5, Standardized USAF Firearms Handling Procedures:

9.1.2. The local unit commander, or designee, will designate trained, responsible individuals to perform duties of weapons issuing official and clearing barrel attendant. It is the clearing barrel attendant's responsibility to ensure all weapons are handled safely and that only standard clearing and function check procedures are used. Weapon receipts (AF Form 629s and AF Form 1297s) must be completed properly.

9.1.3. The weapons handling or clearing barrel attendant and the person performing weapons issue or turn-in procedures must not engage in any other duties or functions during the period of weapons handling.

9.1.4. The weapons handling or clearing barrel attendant must allow only one individual at a time in the weapons handling or clearing zone. All other persons waiting their turn must form a line behind this designated area. In addition:

9.1.4.1. The waiting line must be formed directly behind the weapons handling or clearing zone.

9.1.4.2. No one is allowed to pass through this line or interrupt the weapons clearing process.

9.1.5. The issuing official is responsible for:

9.1.5.1. Verifying each individual's authority to bear arms before issuing any weapon, ammunition, or both.

9.1.5.2. Ensuring all weapons are issued butt first and muzzle elevated.

9.1.5.3. Allowing personnel to approach the issue or turn-in area one at a time and only upon direction of the individual designated to perform clearing official duties.

9.1.6. The clearing barrel attendant will be responsible for:

9.1.6.1. Making sure individuals desiring to clear weapons enter and exit the clearing barrel or turn-in area only upon direction of the clearing barrel attendant.

9.1.6.2. Ensuring individuals proceed directly to the clearing barrel after receiving their weapon from the issuing official.

9.1.6.3. Ensuring all personnel approach the clearing barrel with their handgun's barrel pointed up.

9.1.6.4. Making sure individuals keep the muzzle of their weapon in the clearing barrel aiming point during all weapons handling procedures.

9.1.6.5. During weapons turn-in, all weapons handling and clearing procedures will be monitored by the clearing barrel supervisor. After clearing the weapons, and upon direction of the clearing barrel attendant, individuals must proceed directly to the turn-in point. Handguns must be carried with the barrel pointed up. Individuals must turn-in their weapons to the Turn-in official or other authorized individual butt first and muzzle elevated.

9.2. M-9 (9mm) Clearing Procedures. The following procedures are taken from AFI 31-207, Attachment 7, Standardized USAF Firearms Handling Procedures, M-9 (9mm) Semiautomatic Pistol:

9.2.1. Issuing Procedures. The authorized issuing official must use the following procedures when issuing an M-9 pistol:

9.2.1.1. Remove the pistol from its storage rack or container and proceed to the issue-point clearing area with the barrel pointed up and slide forward (closed).

9.2.1.2. Visually inspect the pistol to ensure there is no magazine inserted and the decocking/safety lever is in the Safe (down) (red dot indicator not showing) position. Do not place fingers into trigger guard.

9.2.1.3. With the muzzle in the clearing barrel aiming point, lock the slide to the rear and visually inspect the chamber and receiver area to ensure there is no ammunition present.

9.2.1.4. Hand the pistol to the individual being armed “butt” first, muzzle elevated decocking/safety lever in the Safe (down) (red dot indicator not showing) position, and slide locked to the rear (open).

9.2.2. Loading Procedures. The person being armed must proceed to the clearing zone with the barrel pointed up, slide locked to the rear (open), and decocking/safety lever in the Safe (down) (red dot indicator not showing) position. They then must:

9.2.2.1. Upon the direction of the clearing barrel attendant, enter the clearing zone and place the muzzle into the clearing barrel aiming point. Do not place fingers into the trigger guard.

9.2.2.2. Visually inspect the pistol to ensure the decocking/safety lever is in the Safe (down) (red dot indicator not showing) position.

9.2.2.3. Insert and lock a loaded magazine into the pistol, depress the slide stop, and move the decocking (safety lever) to the fire (up) position (red dot indicator showing). **NOTE:** When this step is completed, a round of ammunition is present in the chamber. When there is a round in the chamber, the extractor protrudes laterally (showing red) making it possible to check visually (and to feel) if there is a round in the chamber without having to retract the slide or remove the magazine. Unless the decocking/safety lever is in the fire (up) position (red dot showing) the pistol will not fire when the trigger is pulled.

9.2.2.4. After loading is complete, holster the pistol and secure the holster flap or strap.

9.2.2.5. Do not remove the pistol from the holster except in the line of duty or when clearing for turn-in.

9.2.3. Unloading and Clearing Procedures. Armed personnel preparing to unload and clear their firearms must approach the clearing zone with their pistol holstered. They then must:

9.2.3.1. Upon the direction of the clearing barrel attendant, enter the clearing zone, unfasten the holster strap or flap, unholster the pistol (if left handed, transfer pistol to the right hand), and immediately place the firearm’s muzzle into the clearing barrel aiming point.

9.2.3.2. Holding the pistol in the right hand, move the decocking/safety lever to the Safe (down/ red dot indicator not showing) position. The clearing barrel attendant must verify the pistol is “safe” to proceed.

9.2.3.3. Press the magazine release button, remove the magazine from the pistol, and give the

magazine to the clearing barrel attendant.

9.2.3.4. Grasp the slide with the left hand, cupping the palm of the hand over the ejection port, and rotate the pistol 90 degrees to the right.

9.2.3.5. Push the slide to the rear, catching the ejected round of ammunition, push the slide stop up with the thumb to lock the slide back (open), and give the ejected round to the clearing barrel attendant.

9.2.3.6. Visually inspect the pistol to ensure the chamber and receiver areas are clear (no ammunition present) and the safety/decoking lever is in the Safe (down/ red dot indicator not showing) position.

9.2.3.7. After the clearing barrel attendant verifies the pistol is unloaded and “safe” for turn-in, proceed to the turn-in point with the pistol barrel pointed up, slide open and the decoking/safety lever in the Safe (down/red dot indicator not showing) position.

9.2.4. Turn-in Procedures. Approach the turn-in point and hand the pistol to the turn-in official “butt” first, muzzle elevated, decoking/safety lever in the Safe (down/red dot indicator not showing) position, and slide to the rear (open). The turn-in official will take possession of the pistol and immediately place the muzzle into the turn-in point clearing barrel aiming point. Do not at any time during turn-in procedures place fingers into the trigger guard. The turn-in official then must:

9.2.4.1. Visually inspect the pistol to ensure it is unloaded and “safe” for storage.

9.2.4.2. Depress the slide stop and allow the slide to move forward to the closed position.

9.2.4.3. Ensure the pistol’s hammer is in the down (forward) position and ensure the decoking safety lever is in the Safe (down/red dot indicator not showing) position.

9.2.4.4. Carry the pistol with the barrel pointed up, slide forward (closed), and decoking/safety lever in the Safe (down/red dot indicator not showing) position, and store in an approved storage rack or container.

MAURICE H. FORSYTH, Brigadier General, USAF
Commander, 51st Fighter Wing

Attachment 1

USE OF FORCE/FIREARMS SAFETY POLICY STATEMENT

A1.1. Firearms are only drawn or aimed when the lawful use of deadly force reasonably appears imminent. The only exception regarding emergency signaling is explained in AFI 31-207, 2.12.7.

I WILL:

A1.2. Never draw or aim a firearm in jest or use it to engage in games or tricks.

A1.3. Regard all firearms as being loaded; be knowledgeable of the safety devices of all firearms and never use a firearm in an unauthorized manner.

A1.4. Identify my target and ensure a clear field of fire before firing.

A1.5. Never arm myself with a weapon I am not qualified to use nor will I allow another to be armed with a weapon I know they are not qualified to use.

A1.6. Follow all firearms handling, loading and unloading procedures prescribed in this instruction and AFI 31-207.

A1.7. Conduct myself in a professional and responsible manner while armed.

A1.8. I certify that I am knowledgeable of Use of Force policy guidelines established in AFI 31-207 and that I will consider the following before deciding to use deadly force.

I WILL:

A1.8.1. Give an order to "Halt/Chong-gi" before firing.

A1.8.2. DO NOT fire shots if they are likely to endanger the safety of innocent bystanders.

A1.8.3. Fire shots with the intent of rendering the targeted person or persons incapable of continuing the behavior that led me to shoot.

A1.9. If assigned to duties in support of Priority Level 1, 2, or 3 resources, I will follow the specialized rules of engagement IAW local procedures and AFI 31-207.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY PERTAINING TO FIREARMS SAFETY AND USE OF DEADLY FORCE AND WILL COMPLY WITH ALL REQUIREMENTS.

RANK/PRINTED NAME (LAST, FIRST, MI) SIGNATURE/DATE

ORGANIZATION/OFFICE SYMBOL/DUTY PHONE

Attachment 2**OFFICER ARMING PROGRAM CHECKLIST (51 FWI 31-206, AFI 31-207, AFI-31-101)****A2.1. Responsibilities:**

A2.1.1. Has a primary and alternate OAP monitor been designated by the Unit Commander/Agency Chief? (51 FWI 31-206, paragraph **1.1.2.**) (YES/NO/NA)

A2.1.2. Are personnel who have access to the security container(s) authorized, in writing, by the Unit Commander/Agency Chief? (51 FWI 31-206, paragraph **1.1.3.**) (YES/NO/NA)

A2.1.3. Are enough M-9s (9mm) on hand or on order to arm all officers within the unit? (51 FWI 31-206, paragraph **1.1.5.**) (YES/NO/NA)

A2.1.4. Have excess M-9s been turned in to 51 LRS for re-distribution? (51 FWI 31-206, paragraph **1.1.5.2.**) (YES/NO/NA)

A2.1.5. Has an ammunition custody account been established through 51 MXS/MXMW (Maintenance Squadron Munitions Flight)? (51 FWI 31-206, paragraph **1.1.6.**) (YES/NO/NA)

A2.1.6. Does the OAP Monitor brief officers on the Air Force Use of Force Policy, IAW AFI 31-207? (51 FWI 31-206, paragraph **1.2.3.**) (YES/NO/NA)

A2.1.7. Has an AF Form 629, been issued to each officer? (51 FWI 31-206, paragraph **1.2.4.**) (YES/NO/NA)

A2.1.8. Is the 51st Security Forces Squadron Resource Protection Office (51 SFS/SFOR) notified prior to moving or changing the storage container? (51 FWI 31-206, paragraph **1.2.5.**) (YES/NO/NA)

A2.1.9. Are initial/annual self-inspections conducted by the OAPM? (51 FWI 31-206, paragraph **1.2.8., 3.1.**) (YES/NO/NA)

A2.1.10. Does 51 LRS/LGRD coordinate semi-annual inventories of weapons assigned to each unit? (51 FWI31-206, paragraph **1.4.2.**) (YES/NO/NA)

A2.1.11. Is the owner/user conducting quarterly ammunition inventories? (51 FWI 31-206, paragraph **1.2.9.**) (YES/NO/NA)

A2.1.12. Does a munitions operations representative perform a joint inventory with the custodian semi-annually? Does munitions operations bring all required listings to conduct joint inventories? (51 FWI 31-206, paragraph **1.6.1.**) (YES/NO/NA)

A2.1.13. Does 51 SFS/SFTC conducting semi-annual, pre-issue, and pre-turn-in weapons inspections? (51

FWI 31-206, paragraph **1.6.3.**) (YES/NO/NA)

A2.2. Officer Qualifications And Equipment:

A2.2.1. Does each officer have his or her own weapon assigned? (51 FWI 31-206, paragraph **2.3.**) (YES/NO/NA)

A2.2.2. Have officers signed a safety statement? (51 FWI 31-206, paragraph **2.1.2.**) (YES/NO/NA)

A2.2.3. Are personnel qualified with the weapon they are issued? (51 FWI 31-206, paragraph **2.1.1.**) **(YES/NO/NA)**

A2.2.4. Do they have a current date (within the last 24 months) on the AF Form 522, Ground Weapons Training Data and USAF Firearms Card? (51 FWI 31-206, paragraph **2.1.1.**) **(YES/NO/NA)**

A2.2.5. During real-world contingencies and/or when directed by proper authority, does each officer carry 30 rounds of ammunition for the M-9 (9 mm)? During exercises/inspections, officers will not be armed with a weapon or ammunition? (51 FWI 31-206, paragraph **2.3.2., 2.3.3.**) **(YES/NO/NA)**

A2.2.6. When personnel are armed, is the weapon holstered with the flap fastened at all times unless it is necessary to be used as a personal defense weapon? (51 FWI 31-206, paragraph 2.4.1.) **(YES/NO/NA)**

A2.3. Program Continuity:

A2.3.1. Does the OAPM have a Program Continuity Folder established as follows: (51 FWI 31-206, paragraph **4.1., 2.**) **(YES/NO/NA)**

SECTION 1: Appointment Letter.

SECTION 2: 51 FWI 31-206, AFI 31-207, & AFI 31-101.

SECTION 3: Base Policy Letters.

SECTION 4: AF Forms 522.

SECTION 5: Safety Statements.

SECTION 6: Weapons Identification List.

SECTION 7: Quarterly Munitions Inventory.

SECTION 8: Semiannual Weapons Inventory.

SECTION 9: Semiannual CATM Inspections and AFTO Form 105.

SECTION 10: Annual Self-Inspection Reports. (Last Two Years).

SECTION 11: Floor Plan Showing Location of Container(s).

SECTION 12: Misc.

A2.4. Physical Security Requirements:

A2.4.1. Are units/organizations storing 30 or more Category 4 (low risk) firearms utilizing an approved firearms storage facility IAW AFI 31-101 and DOD 5100.76M/Security of Sensitive Conventional AA&E and be certified as a Controlled Area IAW AFI 31-101? (51 FWI 31-206, paragraph **5.**) **(YES/NO/NA)**

A2.4.2. Is one of the following types of containers used to store 29 or less Category 4 (low risk) weapons? (51 FWI 31-206, paragraph **5., 5.1.**) **(YES/NO/NA)**

A2.4.2.1. Any GSA approved container (e.g., Class 5 safe, NSN 7110-00088-7736 or 7110-00-931-0770).

A2.4.2.2. Class 2 container that is a safe-type steel file container with a 3-position dial combination lock.

A2.4.2.3. Class 6 container (NSN 7110-00-919-9213 or 7110-00-920-9336).

A2.4.2.4. Weapons storage container (NSN 7110-00-88-7736 or 7110-00-931-0770).

A2.4.3. If the storage container weighs less than 500 pounds, has it been secured to the floor with heavy bolts? (51 FWI 31-206, paragraph 5.2.) (YES/NO/NA)

A2.4.4. Is the storage container kept locked at all times except when weapons are being removed from, or returned to the container, and is the container placed in a locked room unless the area is manned 24 hrs? (51 FWI 31-206, paragraph 5.3.) (YES/NO/NA)

A2.4.5. Is the combination to the container changed as required and recorded on the SF 700/Security Container Information? (51 FWI 31-206, paragraph 5.4.) (YES/NO/NA)

A2.4.6. Is each opening, closing, and security check of the container recorded on the SF 702, Security Container Check Sheet? (51 FWI 31-206, paragraph 5.5.) (YES/NO/NA)

A2.4.7. Is classified material stored in the same container housing weapons or ammunition? PROHIBITED (51 FWI 31-206, paragraph 5.6.) (YES/NO/NA)

A2.4.8. Is the room where the storage container is located equipped with solid laminated doors (or equivalent)? Are windows and other openings limited to the absolute minimum necessary for mission essential requirements? (51 FWI 31-206, paragraph 5.7.) (YES/NO/NA)

A2.4.9. Is entry to the container limited to the minimum essential number of personnel? (51 FWI 31-206/5.7.) (YES/ NO/N/A)

A2.4.10. Is classified material stored in a separate container from the weapons/ammunition? (51 FWI 31-206, paragraph 5.6.) (YES/NO/N/A)

A2.5. Accountability:

A2.5.1. Are containers checked once per duty day and the morning after a weekend or holiday, which does not exceed 72 hours? If a holiday exceeds 72 hours, are the containers checked at the 48-hour point? (51 FWI 31-206, paragraph 6.1.) (YES/NO/NA)

A2.5.2. Are all checks recorded on the SF 701/Activity Security Checklist? (51 FWI 31-206, paragraph 6.1.) (YES/NO/NA)

A2.5.3. Are the weapons inventoried each time the security container(s) is opened? (51 FWI 31-206, paragraph 6.2.) (YES/NO/NA)

A2.5.4. Are keys to the storage room kept to a minimum? (51 FWI 31-206, paragraph 6.3.) (YES/NO/NA)

A2.5.5. Has a listing of personnel authorized access to the security container been posted? (51 FWI 31-206, paragraph 6.4.) (YES/NO/NA)

A2.5.6. Has a Weapons Identification List been developed with one copy placed with the weapons and one copy placed inside the continuity folder? (51 FWI 31-206, paragraph 6.5.) (YES/NO/NA)

A2.5.7. Does the Weapons Identification List contain the following information? (51 FWI 31-206, paragraph **6.5.**, **6.5.8.**) (YES/NO/NA)

A2.5.7.1. Type of weapon.

A2.5.7.2. Model number of weapon.

A2.5.7.3. Manufacturer of weapon.

A2.5.7.4. Serial number of weapon.

A2.5.7.5. The individual's name to whom the weapon is assigned.

A2.5.7.6. DEROS of personnel assigned a weapon.

A2.5.7.7. Qualification date.

A2.5.7.8. Re-qualification date.

A2.5.8. Prior to a weapon being issued to an officer, is the Weapons Identification List reviewed to ensure the person being issued a weapon is currently qualified? (51 FWI 31-206, paragraph **6.5.9.**) (YES/NO/NA)

A2.5.9. When a weapon is removed from the container, is an AF Form 629 or AF Form 1297 exchanged for the weapon? (51 FWI 31-206, paragraph **6.6.**) (YES/NO/NA)

A2.6. Care And Cleaning:

A2.6.1. Is a weapon cleaning kit maintained containing the following materials?: (51 FWI 31-206, paragraph **7.1.**, **7.1.5.**) (YES/NO/NA)

A2.6.1.1. Cleaning rod.

A2.6.1.2. Patches.

A2.6.1.3. Bore Brush.

A2.6.1.4. PL special oil or CLP/Break Free.

A2.6.1.5. Solvent.

A2.6.2. Are weapons inspected, cleaned, and lightly oiled? (51 FWI 31-206, paragraphs **7.2.**, **7.3.**, **7.4.**) (YES/NO/NA)

A2.6.3. Is the 51 SFS/SFTC contacted when maintenance is required? (51 FWI 31-206, paragraph **7.5.**) (YES/NO/NA)

A2.7. Safety:

A2.7.1. Is the clearing barrel used constructed IAW AFI 31-207, Attachment 5? (31-206, paragraph **8.1.**, **8.1.5.**) (YES/NO/NA)

A2.7.1.1. Barrel painted red.

A2.7.1.2. Aiming point maybe painted yellow.

A2.7.1.3. Tray mounted to catch dropped rounds.

A2.7.1.4. Mat or carpet on floor beneath barrel/aiming point.

A2.7.1.5. Red line, 36" around the barrel marked on the floor to identify weapons clearing zone.

A2.7.2. Are weapons unloaded prior to being placed in the security container? (51 FWI 31-206, paragraph **8.3.**) (YES/NO/NA)

A2.7.3. Is a knowledgeable person present when weapons are issued, cleared, and turned in? (51 FWI 31-206, paragraph **8.4.**) (YES/NO/NA)

A2.7.4. Are weapons issued only to those individuals who are on duty, in uniform, and physically and mentally fit for duty? (51 FWI 31-206, paragraphs **8.5., 8.6., 8.7.**) (YES/NO/NA)

A2.7.5. Are armed personnel carrying weapons into facilities/areas that have been identified by the installation commander as off-limits? PROHIBITED (51 FWI 31-206, paragraph **8.9.**) (YES/NO/NA)

A2.7.6. Are two fire extinguishers readily available within the area where the weapons are stored? (51 FWI 31-206, paragraph **8.10.**) (YES/NO/NA)

A2.8. Issue And Turn-In Procedures:

A2.8.1. Are weapons clearing procedures posted adjacent to the clearing barrel? (51 FWI 31-206, paragraph **9.**) (YES/NO/NA)

A2.8.2. Are weapons clearing procedures followed IAW AFI 31-207, Attachment 5, 6, 7 and this instruction?(51 FWI 31-206, paragraphs **9.1., 9.2., 9.3.**) (YES/NO/NA)