

INDIAN AFFAIRS MANUAL

Part 23
Chapter 9

Property Management
Firearms

Page 1

- 9.1 Purpose.** The intent of this chapter is to establish policy in regards to the acquisition, accountability and control of firearms and ammunition within IA.
- 9.2 Scope.** This policy applies to all Commissioned Law Enforcement personnel in the Office of Justice Services (OJS), as well as employees of the Alaska Regional Office (ARO) who are certified in the use of a firearm for protection against wildlife when in the wilderness performing government operations. These two entities are the only programs authorized to possess firearms in IA.
- 9.3 Policy.** The acquisition of firearms and ammunition is limited to OJS and the ARO. Requisitions for firearms must be accompanied by a Firearms Justification.
- A. Acquisitions/OJS.** The acquisition of any firearm and/or ammunition for OJS must be approved in writing by an Associate Director, OJS, and be forwarded to the National Firearms Coordinator (NFC) for concurrence and approval. Such acquisitions must be limited to no more than the minimum necessary for an effective law enforcement program which includes the protection of life and property and the maintenance of firearms certification. Law enforcement firearms and ammunition may be acquired by: purchase, transfer, donation, or forfeiture. Firearms cannot be purchased with a government charge card.
- B. Acquisitions/ARO.** The acquisition of firearms and/or ammunition for programs authorized to use firearms for protection against wildlife must be approved in writing by the Regional Director. Employees of the ARO are not permitted to use firearms without documented evidence that they have met the qualification standards necessary to use the assigned firearm.
- 9.4 Responsibilities of the Accountable Property Officers (APO).** APOs will:
- A.** Designate, in writing, OJS Managers and appropriate Division Chief's in the ARO as Custodial Property Officers (CPOs) for firearms and ammunition.
 - B.** Ensure that CPOs maintain accurate records of assignments and issuance of firearms and ammunition.
 - C.** Conduct annual inventories of firearms and ensure that property records accurately reflect the firearms that are physically on hand.
 - D.** Conduct periodic inventories of ammunition to account for its use and distribution.
- 9.5 Responsibilities of CPOs.** CPOs for OJS will be responsible for designating District/Agency Firearms Coordinators. CPOs for the ARO are the Division Chiefs for programs in the ARO that maintain firearms. CPOs will:

INDIAN AFFAIRS MANUAL

Part 23
Chapter 9

Property Management
Firearms

Page 2

- A. Ensure that firearms and ammunition are issued only to Commissioned Law Enforcement Personnel and to employees certified to use a firearm within the ARO.
- B. Ensure that firearms and ammunition are safeguarded at all times.
- C. Complete and Issue Form DI-105, Receipt for Property listing all property that is issued to an employee. The information should contain a description of the property, the serial number, and IA property number, if applicable. Examples would include firearms, cell phones, ballistic vests, radios, etc.
- D. Maintain a ledger and forward all DI-105's for firearms to the APO.
- E. Ensure that all property records including FAS indicate the name of the individual to whom firearms are assigned.
- F. Ensure that all firearms and ammunition are inspected in accordance with OJS policies and procedures.
- G. Certify that bi-annual inventories are conducted for all firearms.
- H. Continually screen firearms and ammunition to identify excess and report excess or unserviceable weapons to the APO.
- I. Immediately report all lost, stolen, or damaged firearms or ammunition to the APO, stating the circumstances surrounding the incident.
- J. Report lost or stolen firearms to the local or state law enforcement authorities, and where appropriate, to facility security forces to ensure that the missing firearm is reported to the Federal Bureau of Investigations (FBI), so that it can be entered into the National Crime Information Computer (NCIC).

9.6 Marking and Identifying Firearms. Firearms received after February, 2001, will be identified by the serial number in the IA's FAS. Separate IA property numbers will no longer be assigned. Loss of tags and damage to firearms from glue has initiated this change.

9.7 Accountability and Control of Firearms and Ammunition. All firearms regardless of cost will be recorded and accounted for in FAS and the designated OJS cognizant employees first and last name will be populated in the "Building" field. Accountability, control, and responsibility for firearms and ammunition will be maintained from the time of receipt through the disposal process. Documentation must be maintained to ensure accountability and control of ammunition.

9.8 Issuance of Firearms and Ammunition. Firearms and ammunition will be strictly controlled to ensure that issuance is only to authorized employees and that the location of

INDIAN AFFAIRS MANUAL

the item(s) is readily identifiable. Firearms will be issued on a DI-105, Receipt for Property. The Receipt for Property shall contain, at a minimum, a brief description of the firearm, serial number, quantity issued, date, name of the individual who is issuing the firearm or ammunition, location, and signature of the employee receiving the firearm. Any annotation on the form which changes any of the information must be written in ink, initialed, and dated. Ammunition issuances will be recorded in a log maintained by the CPO.

The CPO will forward a copy of the signed DI-105 to the Regional/Agency servicing property office and maintain the original form in his/her official property files.

Firearms assigned to Commissioned Law Enforcement Personnel will be under the control of that individual who will remain accountable for the assigned firearms throughout his/her career, until resignation, reassignment, or termination from OJS.

9.9 Transfer of Firearms. The CPO is responsible for informing the applicable losing APO of an impending employee and/or equipment transfer. Form DI-104, Transfer of Property, will be completed to document the transfer of property from one location to another. The losing APO is responsible for the completion of form DI-104, and for encoding the transfer in FAS after signed receipt that the gaining APO has verified receipt of the property in his/her jurisdiction.

9.10 Inventory of Firearms. A physical inventory of all firearms will be conducted annually by both the APO and CPO. In addition, CPO's will be required to perform an additional inventory which results in the inventory of firearms being conducted bi-annually. When possible inventories should be conducted during the time OJS Personnel qualify on their weapons, which is bi-annually. The inventory shall consist of:

- A. Verification of serial number.
- B. Determining the condition of the firearm.
- C. Determining the location of the firearm.
- D. Verification of form DI-105, Receipt for Property, which indicates assignment to a Commissioned Law Enforcement employee or by the applicable Division Chief in the ARO.
- E. Verification that the assigned Commissioned Law Enforcement employee or the Division Chief for the ARO full name is identified in FAS (BIA-672).

9.11 Inventory of Ammunition. A physical inventory of ammunition will be conducted annually or more often if deemed necessary. The inventory must consist of the following:

INDIAN AFFAIRS MANUAL

Part 23
Chapter 9

Property Management
Firearms

Page 4

- A. Physical count to the nearest case or box.
- B. Determination of stock sufficiency.
- C. Inspection to ensure that the ammunition meets required safety standards.
- D. Assessment of the security system.

9.12 Special physical inventories of firearms and ammunition. A physical inventory must be conducted when there is a change in CPO's, as a result of an audit, or when other circumstances arise that require an inventory.

9.13 Security and Storage. The IA physical security program is directed at anticipating, recognizing, and appraising the vulnerability of firearms and ammunition by setting strict procedures regarding storage containers, facilities, issuance, and accountability requirements. At a minimum firearms and ammunition are to be secured and stored separately.

9.14 Utilization and Disposal. CPO's must notify APO's of excess and or unserviceable firearms and ammunition. If it is determined that there is no longer a need for the firearm within IA then the firearms should be offered to Pub. L. 93-638, Tribal Law Enforcement Programs for donation. If no contract Tribes or qualified Tribal Organizations are interested, follow the guidance outlined in 41 CFR 101-42.1102-10, which authorizes the reporting of firearms to GSA for transfer to authorized Federal Agencies.

Disposal Methods:

- A. Donation to Pub. L. 93-638, Law Enforcement programs.
- B. Report excess firearms to GSA, (7FP-8), Denver, CO 80225-0506. Firearms may be transferred only to those Federal Agencies authorized to acquire firearms for official use.
- C. Destruction with a cutting torch, smelting, or by use of a grinding machine at a local steel mill, if available.