



**DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO**



BASE RESIDENTS PRIVATELY OWNED FIREARM (POF)

REGISTERING STEPS

Base Residents MUST COMPLETE

Military and Civilian must complete steps below. Be detailed when filling out forms and ensure you put the correct information regarding your POFs.

Step 1: Read AFMAN 31-101 Volume 2, Enclosure 5, Para 8.b.(4)

Step 2: Complete the DD FM 2760 Lautenberg Act

Step 3: Complete the AF IMT 1314 Firearms Registration

Step 4: Ensure all forms have been digitally signed by POF Owner.

Step 5: Email documents to your local SF Unit via the links below:

Organizational Boxes:

- JBSA-Randolph AFB, 902 SFS – 902SFS.ReportsAnalysis.Workflow@us.af.mil
- Ft. Sam Houston, 502 SFS – 502SFS.FSH.POF@us.af.mil
- JBSA-Lackland AFB, 802 SFS - 802sfs.s5.passregistration@us.af.mil

Step 6: Servicing SF Unit will provide completed MFR and documents via email.

Step 7: Base Residents MUST provide completed MFR and copies to the servicing housing office/leasing office.

Leasing Companies

- Lackland Military Family Housing: LacklandLeasing@bbcgrp.com
- Ft Sam Houston Military Family Housing: ftsamfamilyhousing@huntcompanies.com
- Randolph Military Family Housing: randolphleasing@huntcompanies.com

Read the following.

AFMAN 31-101 Volume 2, Enclosure 5, Para 8.b.(4)

8.b.(4) (CHANGED) (AF): Registration. Registration of POFs is mandatory when stored on the installation, regardless of the duration (T-1). This includes weapons stored in family/privatized housing located on the installation and the armory. At a minimum, registration will consist of the name and contact information of owner; record of firearm manufacturer, model, serial number and caliber/gauge; and location where the firearm will be stored. (T-3). Use AF Form 1314, *Firearms Registration*, to register POFs. Security Forces will transfer all information from the AF Form 1314 into the Security Forces approved information system of record. (T-3). The AF Form 1314 may be used to register up to five firearms per form. Use additional AF Form 1314s as required for number of weapons and number sequentially (e.g., 1 of 2, 1 of 3, 2 of 3 and so on as needed). Unit Commanders will ensure each person registering a firearm for storage on the installation 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, in accordance with DoDI 6400.6, Title 18 USC § 922, and AFI 40-301, *Family Advocacy*. (T-0). Unit Commanders will maintain the signed DD Form 2760 and send copies to Security Forces. (T-3). For installations with non-DoD affiliated civilians living in privatized housing who do not have a unit commander, the installation commander will publish local policy for registration of their POFs. (T-3). Installations may require/authorize: checks of authoritative sources to verify the lawful possession of a POF (e.g., based upon restrictions concerning particular firearms or location) and information about whether or not an individual has a qualifying conviction prohibiting the possession of firearms (e.g., Lautenberg Amendment).

FIREARMS REGISTRATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC § 9013; Gun Control Act of 1968 (including 18 USC § 922(d)(1-9), (g)(1-9) and (n))/Lautenberg Amendment); 44 USC § 3101; AFMAN 31-101, Volume 2; AFMAN 71-102; EO 9397 (SSN), as amended and 28 CFR 25.6(j)(3).

PRINCIPAL PURPOSE: To record personal information for individuals who register and/or store their privately-owned firearm on an Air Force installation or facility. To maintain accountability of firearms, record when firearms are removed and returned to the facility, and determine the numbers and location of privately-owned firearms on an installation.

ROUTINE USE(S): In addition to disclosures generally permitted under 5 USC § 552(a) of the Privacy Act, as amended, records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 USC § 552a(b). "Blanket Routine Uses" apply. SSN is used for identification and retrieving from files.

DISCLOSURE: Disclosure is voluntary; however, failure to disclose the information to include SSN will result in the individual not being able to register or store firearms on the installation or facility. Attempts to keep firearms on an installation/facility that are not properly registered and stored could result in ordered removal of the firearms, administrative and/or disciplinary action.

SYSTEM OF RECORD NOTICE: F031 AF SF B Security Forces Management Information System

<https://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/569715/f031-af-sf-b/>

FULL NAME (Last, First, Middle)	GRADE/RANK	SSN	ORGANIZATION	PHONE
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RACE	Native Hawaiian	Alaska Native	Asian	ETHNICITY	GENDER	DATE OF BIRTH	PLACE OF BIRTH	STATE OF RESIDENCE
Black/ African American	other Pacific Islander	American Indian	White	Hispanic or Latino Not Hispanic or Latino				

FIRE-ARM NO.	WEAPON TYPE (Handgun, Long Gun, Other (frame, receiver, etc.))	MAKE (Manufacture)	CALIBER OR GAUGE	SERIAL NUMBER	RECEIPT FOR FIREARMS NOT RETAINED BY OWNER	
					DATE RECEIVED	SIGNATURE OF CUSTODIAN
1						
2						
3						
4						
5						

☐ OWNER PROVIDED CUSTODIAN A COPY OF DD FORM 2760, QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION.

STORAGE OF A PERSONALLY OWNED FIREARM IN THIS ARMORY MAY RESULT IN A RETRIEVAL DELAY OF UP TO 24 HOURS FOR A DISPOSITION OF FIREARMS CHECK TO ENSURE THE RECIPIENT IS LEGALLY ALLOWED TO POSSESS A FIREARM. PLEASE NOTIFY THIS ARMORY AT LEAST 24 HOURS PRIOR TO ATTEMPTING TO RETRIEVE FIREARMS TO MINIMIZE DELAY.

I HAVE READ DD FORM 2760 AND WILL COMPLY WITH AFMAN 31-101, Volume 2, Enclosure 5, Para 8.b.4, Mandatory Registration of Firearms on an Installation, AND SUPPLEMENTS THERETO.

SIGNATURE OF OWNER	DATE:	STORAGE LOCATION/ADDRESS
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☐ RETAIN POSSESSION OF ABOVE FIREARM(S):

☐ STORE FIREARM (S) IN: AND WITHDRAW SAME:

☐ TEMPORARILY STORE IN: PENDING DISPOSITION:

RECORD OF TEMPORARY WITHDRAWALS BY OWNER AND RETURN TO STORAGE

FIRE-ARM NO.	Disposition of Firearms Check-PROHIBITED Yes or No	TEMPORARY WITHDRAWALS		RETURN TO STORAGE	
		DATE	SIGNATURE OF OWNER	DATE	SIGNATURE OF CUSTODIAN

NOTICE OF AIR FORCE COMPLIANCE WITH FEDERAL LAW - 18 USC § 922

****24-HOUR NOTICE FOR STORAGE REMOVAL****

Pursuant to 18 USC §922, the Air Force is prohibited from delivering a firearm to someone who is prohibited by law from receiving or possessing a firearm. If you store your weapon in the armory, the Air Force will run a limited background check solely to determine if you are subject to a temporary or permanent prohibition from receiving or possessing a firearm.

The armory will generally require a 24-hour notice prior to returning your weapon. Upon notice, the armory will forward the background check request to a centralized DAF office. If checking your weapon for courtesy storage for a period less than 24 hours, please notify the armory to prioritize your check.

Criteria - You may be temporarily or permanently barred from obtaining or possessing a firearm if you are:

- Currently indicted for a crime punishable by imprisonment for a term exceeding one year;
- Convicted of a crime punishable by a term exceeding one year;
- A fugitive from justice;
- An unlawful user or addicted to any controlled substance;
- Adjudicated as a mental defective or having been committed to any mental institution;
- Illegally or unlawfully in the U.S. or has been admitted to the U.S. under a nonimmigrant visa;
- Discharged from the Armed Forces under dishonorable conditions;
- Subject to a court order that restrains them from harassing, stalking, or threatening an intimate partner or child, or engaging in other conduct that would place the intimate partner in reasonable fear of bodily injury to the partner or child ;
- Convicted of misdemeanor domestic violence;
- In possession of unlawful substance (as listed on Controlled Substances Act), when not otherwise justified by a medical review officer;
- A former citizen of the United States who renounced U.S. citizenship; or
- Subject to a qualifying protection/restraining order.

If the background check reveals that you are temporarily or permanently prohibited from possessing or receiving a firearm, the armory will retain your weapon and seek further guidance from the servicing legal office or higher functional authority.

This background check is required for everyone each time they check a weapon at the armory. There are no exceptions.

For additional information, please review 18 USC § 922(d), (g), (n), and AFMAN 71-102.

If you have any questions or concerns, you may contact legal counsel, or, if applicable, your Area Defense Counsel for assistance.

QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION

OMB No. 0705-0011
OMB approval expires:
Mar 31, 2026

PRIVACY ACT STATEMENT

- AUTHORITY:** 18 U.S.C. 922(g)(9), Brady Handgun Violence Prevention Act; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoDI 6400.06, DOD Coordinated Community Response to Domestic Abuse Involving DOD Military and Certain Affiliated Personnel; and E.O. 9397 (SSN), as amended.
- PURPOSE(S):** To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.
- ROUTINE USE(S):** To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition. Additional routine uses are located in the applicable system of records notice(s), Army: A0600-8-104 AHRC, Army Personnel System (APS), <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570054/a0600-8-104-ahrc/>; Air Force: F036 AF PC C, Military Personnel Records System, <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/569821/f036-af-pc-c/>; Navy: N01070-3, Navy Military Personnel Records System, <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570310/n01070-3/>; Marine Corps: M01070-6, Marine Corps Official Military Personnel Files, <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570626/m01070-6/>; OPM/Govt-1, <https://dpclid.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570733/opmgovt-1/>
- DISCLOSURE:** Mandatory for all personnel who are required to maintain a firearms certification. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of 18, U.S.C. 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. However, the answers you furnish and any information resulting therefrom, may be used against you in criminal or administrative proceedings if you knowingly and willfully provide false statements or information.

SECTION I - INSTRUCTIONS

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.

The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:

- (1) the person was convicted of a crime;
- (2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;
- (3) the convicted offender was at the time of the offense:
 - (a) a current or former spouse, parent or guardian of the victim,
 - (b) a person with whom the victim shared a child in common,
 - (c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or
 - (d) a person who was similarly situated to a spouse, parent, or guardian of the victim, or;
 - (e) for a conviction on or after 25 June 2022, a person who has a current or recent former dating relationship with the victim;

- (4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;
- (5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;
- (6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.
- (7) For the case of a sole conviction of a misdemeanor crime of domestic violence against an individual in a dating relationship, five years has not elapsed from the later of the judgment of conviction or the completion of the custodial or supervisory sentence, if any, or the convicted offender has been subsequently been convicted of another such offense

If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.

If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.

SECTION II - QUALIFICATION INQUIRY (Complete and return to your commander or immediate supervisor within 10 days of receipt)

1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: (Initial and Date)

YES _____ DATE (YYYYMMDD) _____ NO _____ DATE (YYYYMMDD) _____ I DON'T KNOW _____ DATE (YYYYMMDD) _____
(Provide explanation on reverse)

2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:

a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER
c. STATUTE/CHARGE	d. DATE SENTENCED (YYYYMMDD)

3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.

a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SOCIAL SECURITY NUMBER
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)