

This is an interactive PDF

GUIDE FOR PRIVATELY OWNED FIREARMS AND AMMUNITION (POFA)



NEXT

**Transporting Privately Owned Firearm(s) and
Ammunition (POFA) on JBAB**

**Privately Owned Firearm(s) and Ammunition
(POFA) as JBAB Housing Residents**

**Privately Owned Firearm(s) and Ammunition
(POFA) as Dormitory Residents**

**Privately Owned Firearm(s) and Ammunition
(POFA) as Lodging Residents**

**Privately Owned Firearm(s) and Ammunition
(POFA) Registration Process**

**Metropolitan Police Department Registration
Process**

**Privately Owned Firearm(s) Withdrawal from 11
SFS Armory Process**

Contact Information for 11 SFS Armory and NCOIC

Transporting Privately Owned Firearm(s) and Ammunition (POFA) on JBAB

What is transporting Privately Owned Firearm(s) and Ammunition (POFA):

- POFA(s) transportation is the movement of POFA(s) from one location to another.

NOTE: Does not include weapons carry. Carry of POFA(s) is not authorized on JBAB except by credentialed Federal, State, and Local Law Enforcement personnel in performance of official duties.

Who can transport Privately Owned Firearm(s) and Ammunition (POFA):

- Only U.S. military personnel, retired U.S. military personnel, and their “of age” U.S. military family members who possess a valid military ID card and DoD affiliated civilians residing in base housing may transport POFA(s) in a motor vehicle, while on JBAB.

How to transport Privately Owned Firearm(s) and Ammunition (POFA):

- POFA(s) will be completely unloaded (no magazine or ammunition in the weapon) and will not be readily available or within reach of vehicle occupants during transportation. If vehicle configuration does not allow POFAs to be out of reach of vehicle occupants, then POFA(s) must be in a locked container.



BACK

Privately Owned Firearm(s) and Ammunition (POFA) as JBAB Housing Residents

NOTE: All POF(s) wanting to be stored at JBAB Housing Residence **MUST** be registered with 11th Security Forces Squadron Armory and Metropolitan Police Dept.

[CLICK HERE FOR REGISTRATION PROCESS](#)

Who can store Privately Owned Firearm(s) and Ammunition (POFA) as JBAB Housing Residents:

- U.S. military personnel, retired U.S. military personnel, and U.S. military family members who possess a valid military ID card and DoD affiliated civilians residing in base housing are authorized to store POFA(s) on JBAB.

Where to store Privately Owned Firearm(s) and Ammunition (POFA) as JBAB Housing Residents:

- Authorized storage locations on JBAB include the 11th Security Forces Squadron (SFS) Armory and Base Housing.

NOTE: The Security Forces Armory does not store ammunition, only firearms.

Equipment requirements to store Privately Owned Firearm(s) and Ammunition (POFA) within JBAB assigned residence:

- Securely stored in appropriately constructed containers with tamper-resistant mechanical locks or safety devices.
- Keys providing access to POFA(s) containers/safety devices must be controlled.



BACK

Privately Owned Firearm(s) and Ammunition (POFA) as Dormitory Residents

NOTE: NO POFA(s) are allowed to be stored in government owned/leased dormitories or motor vehicles while on JBAB.

Where to store Privately Owned Firearm(s) and Ammunition (POFA) as Dormitory Residents:

- Authorized storage location for Dormitory Residents is the 11th Security Forces Squadron Armory.

NOTE: The Security Forces Armory does not store ammunition, only firearms.

[CLICK HERE FOR THE 11 SFS ARMORY STORING PROCESS](#)



Privately Owned Firearm(s) and Ammunition (POFA) as Lodging Residents

NOTE: No POFA(s) are allowed to be stored in government owned/leased Lodging Facilities or motor vehicles while on JBAB.

Where to store Privately Owned Firearm(s) and Ammunition (POFA) as Lodging Residents:

- Authorized storage location for Lodging Residents is the 11th Security Forces Squadron Armory.

NOTE: The Security Forces Armory does not store ammunition, only firearms.

[CLICK HERE FOR THE 11 SFS ARMORY STORING PROCESS](#)



BACK

Privately Owned Firearm(s) and Ammunition (POFA) Registration Process

NOTE: Registration of POFA(s) is mandatory and must be conducted immediately upon arrival in the District of Columbia (D.C.). It is illegal to possess a magazine that holds more than ten (10) rounds of ammunition in the District of Columbia (D.C.).

Steps to register Privately Owned Firearm(s) with the 11th Security Forces Squadron Armory:

- All firearms need to be brought to the 11 SFS Armory in a case. Do not bring any ammunition as 11 SFS Armory does not store ammunition.
NOTE: Armorers will ensure the weapon is not banned in D.C.
- Bring a government issued identification (i.e., military ID, State driver's license, etc.)
- A POF package can be completed prior to arrival or upon arrival with the armorer.

[CLICK HERE FOR POF PACKAGE](#)

NOTE: POFs will be stored in the 11 SFS Armory until a copy of current MPD registration is presented. If no MPD registration is presented POFs will not be released and placed into temporary storage.

[CLICK HERE FOR METROPOLITAN POLICE DEPT. REGISTRATION PROCESS](#)

- Once 11 SFS Armory receives the MPD registration for the Privately Owned Firearm(s) you may withdrawal your POF(s).

[CLICK HERE FOR POF\(s\) WITHDRAWAL PROCESS](#)



BACK

Metropolitan Police Department Registration Process

NOTE: Registration of POFA(s) is mandatory and must be conducted immediately upon arrival in the District of Columbia (D.C.). It is illegal to possess a magazine that holds more than ten (10) rounds of ammunition in the District of Columbia (D.C.).

Information to register Privately Owned Firearm(s) with the Metropolitan Police Department:

- **Do not bring** your firearm or ammunition with you when you register your firearm.
- Please see below guideline provided by MPD for step-by-step instructions.

CLICK HERE for the District of Columbia Firearms Transfer & Registration General Requirements Guide

- Please see below for the website to register your POF(s) with MPD.

CLICK HERE for Metropolitan Police Dept. website for Firearms Registration



Privately Owned Firearm(s) Withdrawal from 11 SFS Armory Process

NOTE: A Disposition of Firearms (DOF) check is required for all POF(s) withdrawals. Owners will notify the NCOIC/Armory 48 hours before scheduling any POF(s) pickup to accomplish this check. POF(s) will not be issued without a completed DOF check.

Temporary Withdrawal of a POF from the 11 SFS Armory:

- Bring a government issued identification (i.e., military ID, State driver's license, etc.)

NOTE: POF(s) will not be released to anyone other than the individual named on the Firearms Registration Form

- Bring POF Packet received during initial registration

NOTE: If no MPD registration is presented POFs will not be released

- Once you return the POF after temporary withdrawal the armorer will verify the POF and conduct documentation.

Permanent Withdrawal of a POF from the 11 SFS Armory:

- Housing: Once MPD registration is presented owners will store their POF(s) within their housing. Armorers will conduct documentation with the new stored address.
- PCS, end of TDY orders, retirement/separation: Once orders are presented to the Armorer long-term storage will be terminated, and the individual will take their POF(s) out of the armory.

NOTE: A Disposition of Firearms (DOF) check is required for all POF(s) withdrawals. Owners will notify the NCOIC/Armory 48 hours before scheduling any POF(s) pickup to accomplish this check. POF(s) will not be issued without a completed DOF check.



BACK

Contact Information for 11 SFS Armory and NCOIC

11 Security Forces Squadron Armory Contact Information:

- Commercial: (202) 284-4006
- DSN: 284-4006
- Address: 421 Brookley Ave
Washington, DC 20032

Armory NCOIC Contact Information:

SSgt Shockley, Darien N.

- Commercial: (202) 284-4080
- DSN: 284-4080
- Email: darien.shockley@us.af.mil
- Address: 421 Brookley Ave
Washington, DC 20032



BACK

Privately Owned Weapon(s) Package

NOTE: Click forms below to view and complete for POF(s) Registration with 11 SFS Armory.

JBAB SF Form 43: Personally Owned Firearms Registration Information

DAF Form 1314: Firearms Registration (2 Pages, ensure you scroll down)

DD Form 2760: Qualification to Possess Firearms or Ammunition



Personally Owned Firearms Registration Information

NOTICE: The following information is required in order to provide adequate information on any individual storing a personally owned weapon inside of the 11 SFS armory.

This form will be used by the 11 SFS ONLY to perform a background/deposition of firearms check (DOF check) and act as a cover letter for all other forms used for firearm records.

Individuals must fill out the below information and this form will serve as the cover page for their POF file.

Full Name (Last, First, Middle): _____

Gender: M / F

Race: _____

Date of Birth: _____

Place of Birth: _____

State of Residence: _____

Social security Number: _____

GOV Email Address: _____

Telephone Number: _____

IAW AFMAN 71-102/AIR FORCE CRIMINAL INDEXING and IAW SFOI 31-1, V4/Logistics and Readiness

A Disposition of Firearms (DOF) check will be conducted prior to returning any privately-owned weapon to the owner of designated person. This applies to privately-owned weapons that are maintained in courtesy storage by the AF and weapons seized as evidence for an AFSE or AFOSI investigation, CDI or informal inquiry.

This notice serves as a notice that an appointment MUST be made to retrieve Personally Owned Firearms NO LATER THAN 48 hours before retrieval.

Appointments can be made Monday through Friday, 0800-1600.

For scheduling appointments, please contact Armory NCOIC at (202) 284-4080 or Darien.Shockley@us.af.mil

FIREARMS REGISTRATION											
CUI WHEN FILLED OUT 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	
RACE		Native Hawaiian		Alaska Native		Asian		ETHNICITY		SEX	
Black/ African American		other Pacific Islander		American Indian		White		Hispanic or Latino		DATE OF BIRTH	
								Not Hispanic or Latino		PLACE OF BIRTH	
										STATE OF RESIDENCE	
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											
<input type="checkbox"/> 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					
<input type="checkbox"/> RETAIN POSSESSION OF ABOVE FIREARM(S):											
<input type="checkbox"/> STORE FIREARM (S) IN: AND WITHDRAW SAME:											
<input type="checkbox"/> 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

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.

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 (Provide explanation on reverse)	DATE (YYYYMMDD)
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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)