

DEPARTMENT OF THE ARMY
Headquarters, Joint Readiness Training Center and Fort Polk
Fort Polk, Louisiana 71459-5000
12 June 2012

*** JRTC & FP Reg 190-3**

Military Police
Weapons Registration

History. This is a revised publication in electronic format.

Summary. Joint Readiness Training Center (JRTC) & Fort Polk (FP) Regulation (Reg) 190-3 governs the possession, use and transportation of arms, ammunition, and explosives on the Fort Polk Military Reservation, the Toledo Bend Recreation Site, and government-leased housing during increased Force Protection Conditions.

Applicability. This regulation is applicable to all Soldiers and civilians assigned, residing, working, or visiting on the Fort Polk Reservation and to all on-post Table of Equipment (TOE)/Table of Distribution Allowances (TDA) organizations and activities. The pronouns he, his, and him used in this regulation are intended to include both the masculine and feminine genders. Any exceptions will be so noted.

Proponent and Exception Authority. The proponent agency for this regulation is Director of Emergency Services (DES), Fort Polk, Louisiana 71459-5800. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Supplementation. Supplementation and establishment of command publications and local forms are prohibited without prior approval from the Directorate of Human Resources (DHR), Administrative Services Division, Building 2048, 1941 15th Street, Fort Polk, Louisiana 71459-5463.

Suggested Improvements. Users of JRTC & FP Reg 190-3 are invited to send comments and suggested improvements on Department of Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, directly to Director of Emergency Services (DES), Fort Polk, LA 71459-5800.

FOR THE COMMANDER:

MARC D. AXELBERG
COL, GS
Chief of Staff

OFFICIAL:

/s/

BOBBI STARK

Director, Human Resources

Distribution. This regulation is available in electronic format on the JRTC & Fort Polk Intranet at: https://polkintranet.nasw.ds.army.mil/USAG/DHR/Admin_Services/Documents/Forms/

* This regulation supersedes JRTC & FP Regulation 190-3, 4 December 2009

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Chapter 1 General

1-1. Purpose. This regulation governs the use and possession of privately owned weapons on the Fort Polk Military Reservation, and the Toledo Bend Recreation Site.

1-2. References.

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives
- b. AR 190-13, The Army Physical Security Program
- c. 18 U.S.C. 921, 922, 1382, 26 U.S.C. 5845
- d. Title 40 Section 1751-1812 Louisiana Revised Statutes.
- e. ALARACT 333/2011, DTG R 311939z Aug 11, Control and Reporting Privately Owned Weapons

1-3. Provisions. This regulation prohibits the possession, carrying, transportation, use, or storage of any privately owned firearms or any type of ammunition for a firearm, or the possession of certain other weapons by any person while on the Fort Polk Military Reservation and the Toledo Bend Recreation Site except as specifically authorized by this regulation. The provisions of this regulation do not substitute those contained in AR 190-11, Physical Security of Arms, Ammunition and Explosives, and do not relieve individuals from the responsibility to comply with local, state, and federal laws, or regulations governing weapons.

1-4. Penalty. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this regulation are subject to punitive and administrative action. Personnel not subject to the UCMJ who fail to comply with the provisions of this regulation may be subject to adverse administrative action, referral to civil authorities for criminal prosecution or prosecution in federal court in those instances where applicable statutes are violated. Privately owned weapons stored, transported, or otherwise handled in violation of the provisions of this regulation may be subject to confiscation and destruction.

1-5. Explanation of Abbreviations and Terms. See Glossary.

Chapter 2 Registration

2-1. Registration Required. Except as provided in subparagraphs a through d below, it is unlawful for any person to carry or possess any privately owned firearm while on the Fort Polk Military Reservation. Sponsors are responsible for all firearms belonging to Family members. The carrying of concealed weapons on the Installation is prohibited regardless of whether a state or county permit has been obtained.

- a. Military personnel and Family members (hereinafter referred to as personnel) who reside in Family quarters, bachelor officer quarters, and bachelor enlisted quarters and have privately owned firearms will register them with the Directorate of Emergency Services (DES), Visitor's Control Center (VCC), the Military Police Desk and the Game Management Office within 5 working days after arrival on the Military Reservation or within 5 working days after acquisition (see para 2-2). Personnel who reside off-post will register all firearms that are, or intended to be, transported on the Installation (see para 2-3). Such firearms must be stored in a unit arms room pending registration.

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Commanders will ensure such firearms are accepted for temporary storage and are registered with the DES. Commanders may authorize storage in quarters.

b. Personnel who reside in unit billets and have privately owned firearms will register their weapons within 5 working days of arrival on the Military Reservation or within 5 working days after acquisition (see paragraph 2-2). All firearms in the possession of military personnel assigned to unit billets will be stored in unit arms rooms.

c. Military and civilian personnel may bring firearms onto the Fort Polk Military Reservation cantonment area for the explicit purpose of hunting or recreational shooting provided the firearm is of the caliber and type specified for the hunt or recreational event, the firearm is registered under applicable state law and the individual can prove that possession or use of the firearm(s):

(1) Is during a designated hunting season and in a designated hunting area, as specified by the Fort Polk Game Management Office.

or

(2) Is during the valid time period and specified facility for recreational shooting.

d. Possession of any other firearm under any other circumstance is prohibited. Such personnel must sign in and out with the Fort Polk Game Management Office prior to and after hunting on the Military Reservation (see JRTC & FP Reg 210-18, paragraph 5).

2-2. Registration Procedures for Personnel Residing on Fort Polk. Within 5 working days of purchase of a firearm, or assuming ownership of a firearm, or taking possession of a firearm, or arrival at Fort Polk if he already owns a firearm, the person possessing the privately owned firearm will:

a. Obtain Fort Polk Form 563, Registration of Personal Firearms from the DES or the VCC. The application will be completed with all required information to include the commander's signature/approval. The commander's signature on FP Form 563 constitutes the commander has verified proof of legal ownership of the firearm and the individual is not prohibited from owning a firearm (see paragraph 2-4 below). This approval will also document that the Soldier or Family member has received appropriate safety training on the use and storage of the firearm and is knowledgeable of federal, state, and local laws, or ordinances concerning the possession, use and transportation of the firearm. Fort Polk Form 563 will be taken to the VCC where the information will be verified. A copy will be placed on file with the DES and the original copy will be stamped and returned to the registered owner. It is the responsibility of the DES to ensure all weapons registered on the Installation are entered into the Centralized Operations Police Suite (COPS).

b. Be informed upon registration of the following:

(1) A copy of the registration form must be with the firearm at all times while it is being transported on the Installation.

(2) Fort Polk Form 563 will be produced by the registered owner when requested by law enforcement personnel.

(3) Personnel who engage in Morale, Welfare, and Recreation (MWR) activities are required to present proof of registration to management, staff or range control officers prior to participation in activities utilizing firearms.

Registration procedures outlined above do not apply to firearms that will not be transported on the Fort Polk Military Reservation. Commanders who are special court-martial convening authorities may require additional registration procedures for the Soldiers under their command. This includes the registration of firearms with the company/battery whether they are maintained on or off post. The authority to establish such procedures may not be further delegated. This is not intended to limit the authority of company or battery level commanders to take necessary steps when faced with unique and potentially

dangerous situations involving the health and safety of individual Soldiers and Family members in their units.

2-3. Registration Procedures for Personnel Not Residing on Fort Polk. Prior to entering the confines of Fort Polk the person possessing the privately owned firearm will:

a. Obtain Fort Polk Form 563, Registration of Personal Firearms from the DES or VCC and complete all required information. The visitor and the weapons serial number will be vetted through the National Crime Index Center (NCIC). Once favorable vetting has been completed the VCC will sign/approve the Fort Polk Form 563. A copy will be placed on file with the DES and the original will be stamped and returned to the registered owner. It is the responsibility of the DES to ensure all weapons registered on the Installation are entered into the COPS.

b. Be informed upon registration of the following:

(1) A copy of the registration form must be with the firearm at all times while it is being transported on the Installation.

(2) Fort Polk Form 563 will be produced by the registered owner when requested by law enforcement personnel.

(3) Personnel who engage in MWR activities are required to present proof of registration to management, staff or range control officers prior to participation in activities utilizing firearms.

(4) Fort Polk Form 563 must be presented to security personnel at Fort Polk's Access Control Points (ACPs) to document registration. Personnel without this document and carrying a firearm will not be authorized to transport or carry the weapon on the Installation. Personnel that hunt in areas that are not within the confines of ACPs are not required to register their firearm as long as they do not enter through any ACP.

2-4. Registration Procedures for Personnel Prohibited From Owning or Registering Firearms. Registration of privately owned firearms by person(s) described below are prohibited:

a. Any person convicted of a felony (The Federal Gun Control Act of 1968, as amended in 1996).

b. Any person convicted in any court of a misdemeanor crime of domestic violence or a felony (the Lautenberg Amendment to the Federal Gun Control Act of 1968, as amended in 1996). The Amendment:

(1) Makes it a felony for any person to sell or otherwise dispose of firearms or ammunition to any person he or she knows or has reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence.

(2) Prohibits anyone who has been convicted of a misdemeanor crime of domestic violence from shipping or transporting in interstate or foreign commerce, or possessing in or affecting commerce, any firearm or ammunition; or receiving any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

c. Any person who is a fugitive from justice.

d. Any person who has been convicted in any court of the possession, use, or sale of marijuana, dangerous or narcotic drugs (the term convicted includes non-judicial punishment under Article 15 Uniform Code of Military Justice).

e. Any person who is presently declared as mentally incompetent or who is presently committed to any mental institution.

f. Any civilian or Family member under the age of 18 is prohibited from transporting or using firearms within the cantonment area unless accompanied and supervised by a parent or legal guardian over the age of 18.

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g. Personnel residing on the Installation that are 18 years of age or older may purchase and own handguns through non-retail means. Only personnel 21 years or older may purchase handguns from Army, Air Force Exchange Service (AAFES) or the Post Exchange (PX).

Chapter 3 Storage

3-1. Storage.

a. It is unlawful for any person to possess, keep, or store any privately owned firearm or weapon (as defined in Chapter 4) except as provided in this regulation.

b. Personnel residing on-post in Family quarters, bachelor officer quarters, or bachelor enlisted quarters may:

(1) Store privately owned weapons in their unit arms room. Weapons pending registration must be stored in the arms room (see Appendix B).

(2) Store privately owned weapons in their quarters with permission of the company/battery/ troop/detachment commander (hereinafter referred to as a unit commander). A completed Fort Polk Form 563, signed by a unit commander, will serve as written permission for storage in individual's quarters. A unit commander may revoke permission to store privately owned weapons in quarters under the following circumstances: when a person is charged with an offense for which a punitive discharge would be authorized, or a closely related offense under the UCMJ; when a person is arrested by civil authorities for an offense for which a sentence of confinement for 6 months or more is authorized regardless of suspension or probation; when a person is involved in repeated domestic disturbances; when a person commits any unsafe act with a weapon; or when a person violates any paragraph of this regulation. The Garrison Commander, major subordinate commanders, or the unit commander may require storage in a unit arms room or removal from post of any privately owned firearms when any of the aforementioned circumstances exist, and under any other circumstance that is deemed prejudicial to good order, discipline, morale, and welfare. Firearms must be stored safely and in such a way as to be inaccessible to children.

c. Personnel living in unit billets will secure firearms and ammunition, knives with blades in excess of 5-½ inches (except kitchen knives), or restricted weapons (as outlined in Chapter 4), in the unit arms room, in approved locked containers separate from military Arms, Ammunitions and Explosives (AA&E), when such items are not in use. Unit commanders will require a copy of Fort Polk Form 563 to verify Installation registration of the firearms. Fort Polk Form 563 will be retained in the arms room as long as the firearm is stored therein. All other privately owned weapons stored in the arms room will be registered with the unit on a memorandum (see Appendix B). Such items will be stored, safeguarded, and controlled in the same manner as government owned weapons in accordance with AR 190-11. Unit commanders will establish policy for the storage of all other weapons owned by personnel residing in troop barracks or bay areas.

d. It is unlawful for any person to possess, keep, or store any privately owned firearm or restricted weapon, whether registered or not, or any type of ammunition in any office on this Installation.

e. Privately owned firearms or restricted weapons will not be stored in vehicles. Personnel in a travel status, on Temporary Duty (TDY), leave, etc., will store their firearms in their temporary place of residence, i.e., guest house, hotel, etc. Personnel living in enlisted barracks must adhere to this regulation and store all firearms in the unit arms room.

f. DA Polk Police, Military Police, Criminal Investigations Division (CID) agents, and other law enforcement personnel are authorized to possess firearms and approved ammunition for firearms, as long as such possession is in the line of duty.

Chapter 4 Prohibited Weapons

4-1. Prohibited Privately Owned Weapons. Weapons are unlawful and use or possession on the Fort Polk reservation is strictly prohibited as follows:

a. A knife having a blade of over 5-1/2 inches in length. A knife is defined as a hand instrument designed to cut, stab, or throw, such as a dagger, dirk, stiletto, poniard, bowie knife, sword or spear. This definition does not apply to household utensils such as kitchen knives, ice picks, scissors, meat cleavers, carpet knives, pocket knives with blades less than 5-1/2 inches in length, wood working tools and other similar items when they are used for their intended purpose. The following knives are exclusively exempted from this prohibition.

(1) Kitchen knives.

(2) Hunting or fishing knives having a blade of more than 5-1/2 inches in length may be possessed and used for the specific purpose of hunting, fishing, or camping. Storage of such knives shall be in accordance with the provisions contained in Chapter 3.

(3) Souvenir swords, bayonets, and knives may be maintained as part of a personal collection. Swords, bayonets, and knives mounted on decorative plaques may be displayed in Family quarters, bachelor officer quarters, bachelor enlisted quarters, and government offices. Storage of such items will otherwise be in accordance with the provisions contained in Chapter 3.

(4) Privately owned knives possessed or used during field training exercises when authorized by battalion level commanders.

b. Blackjacks, slappers, saps, billy clubs, night sticks, riot batons, homemade clubs, garrote, sap gloves, or other related items. Military Police, CID agents, security guards, other law enforcement personnel, and unit security guards are authorized to possess billy clubs, night sticks, or riot batons when authorized by the individual's commander or supervisor in the grade of E-7 and above.

c. Brass knuckles, knucklers, or any device fitting over the hand which may be used for the purpose of striking another person.

d. Homemade percussion-type weapons, except for percussion or black powder rifles or pistols made from commercial kits used for hunting, target competition, public appearances or decorative purposes. Such weapons must be registered and stored in accordance with Chapters 2 and 3.

e. Pyrotechnics and explosives of any type including but not limited to simulators and grenades. This also includes firecrackers, cherry bombs, bottle rockets, star clusters, and similar devices.

f. A shotgun having a barrel or barrels less than 18 inches.

g. A weapon made from a shotgun if such weapon as modified has an overall length of less than 26 inches or a barrel or barrels of less than 18 inches.

h. A rifle having a barrel or barrels of less than 16 inches.

i. A weapon made from a rifle if such weapon as modified has an overall length of less than 26 inches or a barrel or barrels of less than 16 inches.

j. A machine gun (as defined by 26 United States Code, Section 5845), unless permanently rendered inoperable or unless the owner is in possession of a Class III federal firearms permit. In that instance, storage of the machine gun will be in accordance with Chapters 2 and 3.

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k. A muffler or silencer for any firearm or any weapon or device from which a shot can be discharged through the energy of an explosive.

l. Any pistol or revolver having a barrel with a smooth bore, except for antiques or those made from commercial kits.

m. Any knife, switchblade or stiletto which has a spring loaded or automatic opener or gravity knives which can be opened by slight wrist movement that are not properly issued as U.S. Government property.

n. Any razor, ice pick, letter opener, razor blade, or other similar instrument capable of bodily harm when carried or concealed with intent to go armed.

o. Electrical stun guns and cattle prods or similar devices capable of emitting an electrical charge.

p. Blow guns or any device capable and primarily intended for discharging darts or needles.

q. Any other device which is used or intended to be used as a weapon, for an unlawful purpose.

4-2. Restricted Privately Owned Weapons. The following weapons are restricted and may be used only as outlined below:

a. *Air-powered weapons.* Air rifles, air pistols, BB guns, paintball guns or pellet firing devices may be used for target practice only. Persons under 18 years of age must be supervised and accompanied by an adult. Firing these weapons in the cantonment area is prohibited. Although these weapons are not required to be registered, they will be stored in accordance with Chapter 3.

b. *Bows, arrows and crossbows.* Bows, arrows and crossbows may be used for hunting or target practice only in authorized hunting and target areas. An authorized area is any area that is 100 meters (110 yards) from specified roads, occupied buildings, and closed areas as stated in JRTC FP Reg 210-18. Use of these weapons in the cantonment area is prohibited. Although bows, arrows and crossbows are not required to be registered, they will be stored in accordance with Chapter 3.

c. *Nun-chucks, kung-fu sticks, ninja stars, and all other martial arts devices.* Martial arts students and instructors are authorized to own or possess martial arts devices when they present written requirements signed by the chief instructor or school manager. Transportation of martial arts devices on-post will be authorized only to and from training sessions. Although these devices are not required to be registered, they will be stored in accordance with Chapter 3.

Chapter 5 Use

5-1. Personnel Residing On Fort Polk. Persons subject to this regulation may not possess or carry a properly registered privately owned weapon on the reservation except:

a. For participation in organized marksmanship activities.

b. For marksmanship practice in authorized areas during approved time periods.

c. For hunting in designated areas.

d. As part of a collection.

e. For storage in a unit arms room or for removal from Fort Polk.

f. For purchase or sale.

g. Storage in government quarters.

Chapter 6 Transporting Firearms

6-1. Transport Of Firearms. Persons subject to this regulation will only transport privately owned firearms onto and within the Installation for authorized uses in accordance with Chapters 2 and 5. Privately owned firearms will be transported in vehicles only while traveling in a direct route to and from hunting areas, dog training areas, target ranges or other authorized activity locations. No stops are authorized.

- a. The carrying of a loaded firearm in a vehicle is prohibited.
- b. Privately owned firearms carried in a vehicle will be secured in the trunk. For vehicles without a trunk, firearms will be encased in a container. At no time will firearms be transported in the glove compartment, under the driver's seat or in a console between the driver's and passenger's seat. Firearms will be transported in such a manner that they will not be readily available to the driver or passengers. Commercially available trigger locks and other security devices are strongly recommended to deter and prevent loss and theft.
- c. Personnel who remove privately owned firearms from the Installation will comply with applicable federal, state and local laws pertaining to ownership, possession and registration.
- d. The carrying of a concealed weapon on the Installation is prohibited regardless of whether a state or county permit has been obtained. For the purpose of this regulation, a concealed weapon is any instrument used or designed for the purpose of inflicting grievous bodily harm that is carried on the person in such a way as to be hidden from ordinary view. Folded knives with blades shorter than 3 inches are excluded from this definition.
- e. Privately owned firearms or other weapons will not be carried into public buildings, except as authorized in Chapter 5 and will not be carried into buildings or open areas where alcoholic beverages are served.
- f. The provisions of this section shall not apply to persons vested with police powers when in the actual discharge of official duties.
- g. The provisions of this section shall not apply to persons vested with police powers that are not actually discharging their official duties provided that such persons are full-time active officers and have on their person valid identification as law enforcement officers.

Chapter 7 Sale, Purchase, Possession, and Use by Minors

7-1. Sale or Purchase. It is unlawful for any person to knowingly give, sell, or offer to sell a privately owned firearm to a minor under the age of 18.

7-2. Possession and Use.

- a. It is unlawful for anyone under the age of 18 to possess or own a privately owned firearm, or anyone under the age of 21 to possess or own a privately owned handgun except as outlined below:
 - (1) For participating in organized marksmanship activities under adult supervision.
 - (2) For hunting in approved areas under adult supervision.
- b. Sponsors are responsible for the safe use of privately owned firearms or other weapons by their children.

Chapter 8 Sale, Loss, and Purchase

8-1. Sale. Military personnel or Family members will report the sale of registered firearms to the DES, VCC within 5 working days of such sale.

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8-2. Loss. Military personnel or Family members will report the loss or theft of a registered firearm to the DES immediately upon discovery of such loss or theft.

8-3. Purchase. Military personnel or Family members residing on-post will comply with the provisions of Chapter 2 of this regulation upon purchase of a firearm.

8-4. AAFES. Upon completion of an authorized sale of a firearm to any AAFES patron, AAFES will complete Fort Polk Form 563 in duplicate. This process will serve as a temporary registration for the patron while transporting a newly purchased firearm on the installation. It may be presented at MWR shooting facilities, ACPs, law enforcement, and Unit Commanders to show proof of compliance with this regulation until permanent registration is completed or the weapon is transported and stored off post. One copy will be retained for the DES Visitors Control Center, Weapons Registration, and the other copy will be retained by the patron.

Chapter 9 Responsibilities

9-1. Director of Emergency Services. The Director of Emergency Services will establish:

- a. Liaison with local civilian law enforcement agencies to exchange information concerning sale and control of firearms suspected to have been used in criminal activities.
- b. Liaison with local firearms and handgun dealers, as may be appropriate.

9-2. Commanders. Commanders will:

- a. Detect privately owned firearms and ammunition or other dangerous, prohibited, or unauthorized weapons during regular inspections of their areas of responsibility. Prohibited, unauthorized, or unregistered weapons will be impounded or confiscated and disposed of in accordance with current directives.
- b. Ensure security and accountability of privately owned weapons in accordance with AR 190-11, paragraph 4-12 and this regulation.
- c. Inform members of their command of the contents of this regulation. As a minimum, commanders must:
 - (1) Explain Chapters I through 8 of this regulation to all members of the command upon arrival and periodically during unit formations or command information programs.
 - (2) Ensure that the contents of this regulation are posted in a conspicuous place in the unit area.
- d. Establish unit policy for the possession, use, and storage of all weapons not covered by this regulation.
- e. Establish unit policy for the type and size of kitchen knives allowed in troop barracks, or bay areas, as referenced in Chapter 3, paragraph 3-1.c., above.
- f. Ensure abandoned and/or confiscated privately owned firearms are disposed of in accordance with AR 190-11, paragraph 6-7.

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Appendix A

Sample of FP Form 563, Registration of Personal Firearms

REGISTRATION OF PERSONAL FIREARMS					SAMPLE
<i>(For use of this form see AR 190-11 and JRTC & FP REG 190-3. The proponent activity is Directorate of Emergency Services.)</i>					
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C. 3013, Department of the Army, AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement Security Duties; and E.O. 9397 (SSN). PRINCIPAL PURPOSE: To register privately-owned firearms that are stored or used on JRTC & Fort Polk. ROUTINE USES: Identification of owner. DISCLOSURE: Voluntary, however, failure to provide required information will result in denial of registration and will prohibit the transport, storage, possession and use of personal firearms on the installation.					
1. REGISTRATION NUMBER	2. NAME <i>(Last, First, MI)</i>	3. GRADE/RANK	4. SSN		
5. ORGANIZATION	6. WORK PHONE	7. HOME ADDRESS		8. HOME PHONE	
9. PLACE OF STORAGE (Check applicable box)					
<input type="checkbox"/>	CLASS A - PERMITS FIREARM(S) TO BE STORED IN FAMILY QUARTERS, OR IAW JRTC & FP 190-3 AT BOQ/BEQ				
<input type="checkbox"/>	CLASS B - PERMITS FIREARM(S) TO BE STORED IN UNIT ARMS ROOM ONLY				
<input type="checkbox"/>	CLASS C - PERMITS FIREARM(S) TO BE STORED IN OFF POST QUARTERS				
10a. MAKE OF FIREARM	10b. TYPE (Rifle, Shotgun, Pistol)	10c. MODEL NUMBER	10d. CAL/GUAGE	10e. SERIAL NUMBER	
11a. COMMANDER'S NAME <i>(Last, First, MI)</i>		11b. GRADE/RANK	11c. PHONE	11d. COMMANDER'S SIGNATURE <i>(Required)</i>	
12a. DES REGISTRANT'S <i>(Last, First, MI)</i>		12b. GRADE/RANK	12c. DATE	12d. DES REGISTRANT'S SIGNATURE <i>(Required)</i>	
* PERSONAL FIREARMS WILL NOT BE STORED IN TROOP BILLETS. * PERSONAL FIREARMS WILL NOT BE CARRIED CONCEALED. * THIS REGISTRATION WILL BE CARRIED WITH THE PERSONAL FIREARM WHENEVER IT IS REMOVED FROM AUTHORIZED STORAGE AND TRANSPORTED ON FORT POLK. * PERSONAL FIREARMS MUST BE TRANSPORTED UNLOADED AND WILL BE LOCKED IN THE TRUNK OR LOCKED IN A CASE. * THIS REGISTRATION IS NOT TRANSFERABLE. * NOTIFY THE FORT POLK VISITOR CONTROL CENTER LOCATED ADJACENT TO ACP # 1, LOUISIANA AVE WHEN THIS FIREARM IS SOLD, TRANSFERRED, OR AT TIME OF REGISTRANT'S ETS, PCS, OR RETIREMENT.					
13a. SIGNATURE OF REGISTRANT			13b. DATE		
FP FORM 563 1 JUNE 2012			PREVIOUS EDITIONS ARE OBSOLETE		SAMPLE

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Appendix B

Sample of Commanders Memorandum for Unit Arms Room Storage of Personal Firearms

MEMORANDUM FOR COMMANDER

SUBJECT: Authorization to (Remove) (Store) Privately Owned Weapons (POW) and/or Ammunition (In) (From) the Unit Arms Room

1. I (Name of Individual) request to (Store) (Remove) my POW and or ammunition (In) (From) the Unit Arms Room. Description as follows:

WEAPON MAKE	SERIAL NUMBER	MODEL
S&W	2573E	Pistol 357
Ruger	9124B	Pistol 9mm
Knife	None	Hunting knife w/8" blade, brown handle w/scabbard

Privately Owned Ammunition as follows:

CALIBER	AMOUNT	LOT #	MAKE
357	50 rounds		Remington

2. I understand that whenever I need my weapon(s) from the Unit Arms Room I will submit this memorandum through the Unit Commander for authorization to withdraw my POW.

3. This memorandum will be submitted at least 24 hours prior to withdraw date and turned into the Unit Arms Room before COB the day prior to withdrawal.

Signature of Requestor
FIRST, MI, LAST NAME, RANK

Reply to Unit Armorer

APPROVAL/DISAPPROVAL DATE: _____

Signature of Commander
COMMANDERS SIGNATURE
BLOCK

Glossary

Section I- Special Terms

- a. *Privately owned firearms.* All such items not on U.S. Government property books and/or stock record accounts, and/or not clearly marked "U.S.", "U.S. Government", "Property of U.S.", "Property of U.S. Government", or not otherwise identified as property of the U.S. Government.
- b. *Firearm.* A small-arms weapon (rifle, pistol, revolver, shotgun, percussion-type weapon) from which a projectile is fired by gunpowder/black powder.
 - (1) *Handgun.* A pistol, revolver, or other firearm capable of being held and fired with one hand which can be concealed on the person and fires any type of projectile.
 - (2) *Shoulder weapon.*
 - (a) A rifle (firearm) having a barrel of greater than 16 inches in length.
 - (b) A shotgun (firearm) having a barrel of greater than 18 inches in length.
- c. *Prohibited weapons* - As described in Chapter 4.
- d. *Restricted weapons* - As described in Chapter 4.
- e. *Percussion-type weapon* - A pistol, rifle, or shotgun which fires projectile(s) using black powder.
- f. *Fort Polk Military Reservation* - All federal property under the command and control of the Fort Polk Installation Commander encompassing the Installation cantonment area.
- g. *Cantonment Area.* Populated areas on the Fort Polk Military Reservation to include but not limited to billeting, offices, housing areas, and all areas within Installation Access Control Points (ACP).

Section II- Abbreviations and Acronyms

AA&E	Arms, Ammunition, and Explosives
AAFES	Army, Air Force Exchange Service
ALARACT	All Army Activities
AR	Army Regulation
ACP	Access Control Point
CID	Criminal Investigation Division
CG	Commanding General
COPS	Centralized Operations Police Suite
DA	Department of Army
DES	Directorate of Emergency Services
FP	Fort Polk
GC	Garrison Commander
JRTC	Joint Readiness Training Center
MP	Military Police
MWR	Moral, Welfare and Recreation
NCIC	National Crime Index Center
POW	Privately Owned Weapon
PX	Post Exchange
TDA	Table of Distribution Allowances
TDY	Temporary Duty
TOE	Table of Equipment
UCMJ	Uniform Code of Military Justice
USC	United States Code
VCC	Visitor Control Center