



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

BnO 8000.1
B 07-4
FEB 11 2014

BATTALION ORDER 8100.1

From: Commanding Officer
To: Distribution List

Subj: PRIVATELY-OWNED WEAPONS POLICY

Ref: (a) MCBO 8000.1B, Privately-Owned Weapons Policy
(b) Manual for Court Martial
(c) MCO 5580.2B, Marine Corps Law Enforcement Manual
(d) Lincoln Military Housing Community Guidelines and Policies v0203.21

Encl: (1) Privately-Owned Weapons Registration Form
(2) DD Form 2760 Dec 2002

1. Situation. Reference (a) is the MCB Order providing instruction for the control of privately-owned weapons, ammunition, and explosives. It relays specific guidance for mandatory registration of privately-owned weapons for all individuals residing aboard MCB Quantico. Further, it states that military personnel who violate the provisions of the order are subject to prosecution under Article 92 of reference (b). Reference (c) is the Law Enforcement Manual and is the basis for reference (a). Reference (d) is the Lincoln Housing Community Guidelines and Policy that each homeowner is required to sign. This document identifies to the homeowner a strict prohibition on possessing a weapon not registered with the Provost Marshal Office (PMO) and not properly stored.

2. Mission. To reinforce reference (a) and establish policy and procedures for the storage and use of privately-owned weapons by those personnel administratively assigned to Headquarters and Service Battalion (HQSVC Bn) in order to provide for the convenient issue/de-issue, and proper storage of privately-owned weapons.

DISTRIBUTION STATEMENT A: Approved for public release:
distribution is unlimited.

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3. Execution

a. Concept of Operations

(1) Commander's Intent. My intent is to ensure proper control of privately-owned weapons aboard MCB Quantico for all members administratively attached to HQSVC Bn. The individual Marine is the main effort and remains ultimately responsible for ensuring they are in compliance with reference (a), that their weapons are registered with PMO if they live aboard the base and that their weapons are properly stored based on the instructions provided in reference (a). The individual Marine will be supported by their unit leadership who will hold them accountable for ensuring they comply. The Company Commanders will assist in the issuing/de-issuing and storage of personal weapons for individuals who are required to store their weapons in the armory or chose to do so. The HQSvcBn S-4 will ensure accountability of privately-owned weapons and accommodation of the issuance/return of weapons to the armory for the individual Marine.

b. Subordinate Element Missions

(1) Individual Marine

(a) Ensure compliance with the references and this policy. In particular, ensure all weapons, as described in reference (a) and (c), are registered with PMO and properly stored per reference (a). All members in housing must comply with reference (d).

(b) Retain all registration documents and documents providing proof of ownership for authorized use and storage of privately-owned weapons aboard MCBQ.

(c) Coordinate with armory personnel NLT 1200 on a normal duty day to have your privately-owned weapon transferred from the HQSVC Bn Armory into the authorized storage container within the Area Officer of the Day (AOD) or Assistant Area Officer of the Day (AAOD) duty room. Armory personnel will ensure the privately-owned weapon, including accessories, is properly signed out of the armory, placed in the storage container, and a verified custody transfer to the AOD is completed.

(d) Present appropriate identification and proof of ownership to the AOD in order to have your privately-owned weapon issued for an authorized activity on- or off-base.

(e) Upon completion of event, return the weapon to AOD and verify appropriate storage procedures are completed. During the next normal duty day, armory personnel will retrieve all privately-owned weapons and return them to the HQSVC Bn Armory.

(2) Command/Unit Chiefs of Staff (CoS). Ensure Marines with privately-owned comply with the references and this policy.

(3) Company Commanders

(a) Ensure Marines with privately-owned weapons adhere to the references and this policy. Pay particular attention to ensure all Marines under your command have registered their weapons with PMO. A list of weapons requiring registration can be found in reference (a) and (c).

(b) Ensure Marines with privately-owned weapons who are pending legal action or have known documented domestic violence charges are strictly prohibited from retrieving their weapons from the armory.

(c) Marines falling into this category will surrender all access to their privately-owned weapons until all pending legal action is complete.

(d) Marines with documented Domestic Violence instances will complete enclosure (2), have their government firearms retrieved, have privately owned firearms and ammo secured if they live on-base, and be advised to take immediate action to dispose of any privately owned firearm and ammunition if they live off-base.

(e) Maintain a database of Marines who have registered weapons.

(2) Armory Personnel

(a) Enforce regulations provided by the references and this policy as they apply to introducing, possessing,

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registering, storing, transporting, and using weapons aboard MCBQ.

(b) Maintain and update a database of all personnel residing in HQSVC Bn bachelor enlisted quarters (BEQ) aboard MCBQ who store weapons in the unit armory.

(c) Conduct monthly reconciliation with the HQSVCBn S-4 and the Company Commanders in order to accurately track all privately-owned weapons.

(d) Provide storage within the unit armory for privately-owned weapons belonging to sergeants (E-5) and below residing in the bachelor quarters and for staff noncommissioned officers and officers who desire to store their privately-owned weapons in the armory.

(e) Ensure privately-owned weapons stored in the unit armory are stored in locked containers, separate from military weapons and ammunition, and inventoried in accordance with reference (b).

(f) Ensure privately-owned weapons and ammunition are permanently withdrawn from the armory only after written approval of the commanding officer or authorized representative.

d. Coordinating Instructions

(1) Transfer of Privately-owned Weapons to AOD. The transfer of privately-owned weapons from the HQSVC Bn Armory to the AOD duty room authorized storage container will be accomplished at the end of the normal duty day. A logbook will be created and maintained by armory personnel in order to properly track all privately-owned weapons transfers between the armory and the AOD duty room. This logbook will serve as official documentation in order to support chain of custody procedures for equipment transfer and location of assets.

(2) Retrieval of Privately-owned Weapons for Authorized Activity. Once the transfer of a privately-owned weapon is complete, the requesting Marine must present appropriate identification to the AOD or AAOD in order to retrieve a privately-owned weapon from the AOD duty room. The AOD and requesting Marine will be present to verify receipt of the weapon and accessories. A logbook entry will be entered in both

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the AOD duty log and the privately-owned weapon logbook provided to the AOD by the armory personnel.

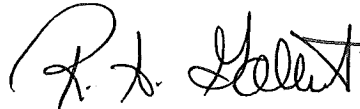
(3) Return of Privately Owned Weapons. Once authorized activity is complete, the requesting Marine will return to the AOD with the privately-owned weapon. The AOD and requesting Marine will be present to verify de-issue of the weapon and accessories. A final logbook entry will be entered in both the AOD duty log and privately-owned weapon logbook.

5. Administration and Logistics. Recommendations for changes to this policy should be submitted to the HQSVC Bn S-4 Officer, S-4 Chief, or Armory Chief.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned to HQSVC Bn.

b. Signal. This Order is effective the date signed.



R. A. GALLANT

DISTRIBUTION: A

PRIVATELY-OWNED WEAPONS REGISTRATION FORM

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PURPOSE: To assure proper control of weapons on installations; to monitor and control purchase and disposition of weapons/accessories; and provide record of individuals authorized access to armory spaces.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of personal information is voluntary however will result in not being permitted to purchase firearms, store, or transport personal weapons aboard military facilities.

Name: LAST,	FIRST,	M.I.	Rank	Service
Address:				
Storage Location of Weapon(s):				
Organization/Unit:				Date:

LIST WEAPON(S) BELOW

MAKE	MODEL	CALIBER/ GAUGE	TYPE	SERIAL NO.

Individuals residing on Marine Corps Base, Quantico (MCBQ)

- Registration Requirement. You must register all weapons with the Provost Marshal (Vehicle Registration Office, Building 2043) within **10** working days. For E-7 and O-3 and below, registration form must be signed by commanding officer.

ENCLOSURE (1)

- **Safeguarding Requirement.** Sergeants (E-5) and below residing in the barracks must store their personal weapons in the armory. Officers and SNCOs residing in the BOQ/BEQ may store their weapons in room only if securely stored inside a locked gun safe or strongbox. ALL occupants of base housing may store weapons in their quarters only if a device such as a trigger lock, gun safe, or strong-box is used to secure each firearm. Stored personal weapons must be inaccessible to minors.

Possessing and Transporting Weapons aboard MCBQ - Applicable to ALL

- **The possession of a loaded weapon on board MCBQ is not permitted** unless you are authorized and on an approved range, or within a designated hunting area. The possession of a concealed weapon, either loaded or unloaded, is not permitted. These prohibitions do not apply to military/civilian law enforcement officials, and bank guards carrying out official duties.
- **Transporting weapons in a vehicle:** (1) The weapon must be in the trunk. In vehicles without a separate trunk, the weapon must be in a carrying case and placed as far away from vehicle occupants as possible. (2) The weapon must be unloaded and on safe. (3) If applicable, magazines must be removed from the weapon. (4) Magazines and ammunition must be kept as far away as possible from the weapon.
- **Transporting weapons on a motorcycle:** (1) The weapon must be cased and not carried on the person in any manner. The use of a holster is prohibited. Saddlebags and back packs are authorized. (2) The weapon must be unloaded and on safe. (3) If applicable, magazines must be removed from the weapon. (4) Magazines and ammunition must be kept as far as possible from the weapon.

FAILURE TO ABIDE BY THESE RULES MAY RESULT IN DISCIPLINARY ACTION UNDER THE UCMJ. FAILURE TO ABIDE BY THESE RULES IS GROUNDS FOR DEBARMENT FROM MCBQ. BASE PRIVILEGES MAY BE REVOKED OR SUSPENDED SHOULD YOU FAIL TO ABIDE WITH MCBO 8000.1A.

OWNER'S SIGNATURE:	DATE:
SIGNATURE (CO) (E-7 and O-3 and BELOW):	DATE:
SIGNATURE (PMO):	DATE:

ENCLOSURE (1)

QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION

PRIVACY ACT STATEMENT

AUTHORITY: 18 U.S.C. 922(g)(9); E.O. 9397.

PRINCIPAL 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.

DISCLOSURE: Mandatory for all personnel who are required to certify. 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 Title 18, United States Code, Section 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. The answers you furnish and any information resulting therefrom, however, may be used against you in a 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;
- (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.

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	NO	I DON'T KNOW <i>(Provide explanation on reverse)</i>
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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 <i>(YYYYMMDD)</i>

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