



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



MEMORANDUM FOR JBSA Military/DoD Civilians

FROM: 502 ABW/CC
2080 Wilson Way
JBSA-Fort Sam Houston, TX 78234-7680

SUBJECT: Policy Guidance Memorandum – for the Carry/Transport/Storage of a Privately Owned Firearm (POF) within a Privately Owned Vehicle (POV) on JBSA

1. This policy guidance memorandum is provided to highlight specific requirements as laid out within JBSANANTONIOI 31-1131, *Installation Security*, Chapter 4. Authorized DoD members (Active Duty Military, Guard and Reserve members on active duty orders and DoD Civilians), assigned to JBSA are authorized to apply to carry a POF within their POV and to temporarily and securely store it in their POV while on JBSA and its leased properties.
2. The concealed or open carry of a POF into any JBSA facility (owned or leased), is strictly PROHIBITED.
3. To apply for this program, the following provisions must be met:
 - a. Applicants must possess a valid and current State or Federally issued license to carry permit. The license must be from a state having reciprocity with the State of Texas regarding concealed carry of a firearm. Licenses considered Federal in nature include licenses issued under the Law Enforcement Officer's Safety Act, provided the bearer of the license is an Active Duty Military member, Guard or Reservist on active duty orders, or an employed DoD civilian employee.
 - b. Applicants with a current State or Federally issued license, will then complete and submit an AF Form 2760, *Qualification to Possess Firearms/Ammunition* to their Unit Commander (or Civilian equivalent). The original, signed AF Form 2760 will be maintained with the applicant's unit orderly room or administration office. The applicant will obtain a copy of the AF Form 2760.
 - c. Applicants will proceed in person to their location servicing Security Forces unit, and provide a copy of the AF Form 2760 and current State or Federally issued license to carry a firearm to the Security Forces for processing. The applicant will be provided a *Statement of Understanding* (SOU) that must be read, acknowledged, and signed by the applicant. The applicant will also be provided and complete an AF Form 1314, *Air Force Privately Owned Firearms Registration*.

d. The Security Forces representative will conduct a Criminal Background Check to validate no disqualifying information is associated with the applicant and validate the applicant's State or Federally issued license to carry and the AF Form 2760. If the applicant's background is not favorable, the process will be terminated by the Security Forces at that time. If no derogatory information is revealed during the criminal background check, the Security Forces representative will sign the SOU as the 1st Indorsement and return to the applicant. Note: If the State or Federally issued license to carry is not current or valid, the applicant will be denied. If the AF Form 2760 is not signed by the applicant, the applicant will be denied.

e. Once the applicant is provided the signed SOU by the Security Forces representative, the applicant submits the SOU to his/her Unit Commander (or Civilian equivalent). The unit commander evaluates the request and makes a determination on whether to approve or disapprove the request. If approved, the Unit Commander (or Civilian equivalent) signs the SOU as the 2nd Indorsement and returns to the applicant. If denied, the Unit Commander (or Civilian equivalent) will annotate in the 2nd Indorsement as *disapprove*, sign the SOU, and retain the SOU to submit directly back to the appropriate location/Security Forces unit with a reason for the denial on a separate memorandum. The applicant's request is terminated at this time.

f. If approved by the Unit Commander (or Civilian equivalent), the applicant submits the SOU to the 502d Security Forces Group Commander (502 SFG/CC). If denied/disapproved, the 502 SFG/CC will submit the denied SOU to the appropriate location/Security Forces unit for filing and notify the applicant of the denial. If approved, the 502 SFG/CC will sign the SOU as the 3rd Indorsement and return to the applicant.

g. The applicant will submit the SOU, AF Form 2760, and the filled out AF Form 1314 with all appropriate signatures to the servicing Security Forces representative in person. The Security Forces will file and catalog the package, load the POF into the *Air Force Justice Information System*, and provide the applicant a copy of associated paperwork. The applicant will then be directed to the servicing Security Forces Pass Issuance Office to obtain the local JBSA Concealed Carry Card.

h. The Security Forces Pass Issuance Office will verify authorization for issuance by reviewing paperwork copies provided by the applicant. Once verified, the Pass Issuance Office will issue the applicant an Orange JBSA Concealed Carry Card. The expiration date on the card will not exceed 24 months from the effective date annotated on the SOU. Additionally, if the State or Federally issued license of the applicant expires prior to 24 months, the JBSA Concealed Carry card will NOT exceed that date. Once issued, the applicant must carry the JBSA Card anytime they bring their weapon on base.

CAROLINE M. MILLER
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Commander