



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT BELVOIR  
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FORT BELVOIR, VIRGINIA 22060-5928

IMBV-ES

12 August 2016

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum # 66, Storage of Privately Owned Weapons of Personnel Occupying Single Soldier Housing

1. REFERENCES:

a. AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), 5 September 2013.

b. Fort Belvoir Regulation 190-2 (Military Police Motor Vehicle and Firearms Control), 9 August 2016.

2. PURPOSE. To provide guidance and policies for residents of Single Soldier Housing on storage of Privately Owned Weapons (POW) within the Arms Rooms.

3. APPLICABILITY. This policy applies to all personnel residing in Single Soldier Housing on Fort Belvoir.

4. POLICY. Privately Owned Weapons (POW) belonging to Soldiers living in billets on-post must be secured in an armory or arms room in approved locked containers. Personnel storing POW on Fort Belvoir will comply with federal, state, and local laws and regulations on ownership, possession, registration, transport and use. Unit commanders will ensure personnel assigned to their commands adhere to this policy. Additionally, unit commanders who do not have the responsibility of an arms room on Fort Belvoir will establish a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) with an organization that does have responsibility for an arms room for the purpose of storing POW for Soldiers assigned to their command. Once a MOU/MOA is established for the storage of POW, a copy of the signed document will be provided to the Garrison Commander and the Director of Emergency Services.

5. PROCEDURES.

a. Lawful possession is defined as the approved possession of a registered weapon that is not classified as illegal by state or federal law. Lawful possession may occur while in quarters, while hunting or sports shooting, during transportation related to relocation or initial introduction onto the installation, or for some type of recognized function involving that particular weapon.

b. All personnel will register their weapon(s) at Tulley Gate Visitors Center, Bldg 1409, prior to bringing the weapon(s) onto the Installation. Weapons should NOT be carried into the visitor's center during registration. Registration will document that the owner received appropriate safety training on the use and storage of the weapon and is knowledgeable of federal, state, or local laws, or ordinances concerning firearms possession, use, and transportation.

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c. All personnel residing in Fort Belvoir Single Soldier housing who own or possess POW must submit a memorandum requesting POW storage through their chain of command to the organization whose arms room the unit commander has established an MOU or MOA with for the sole purpose of storing POW. The request will include the following:

- (1) Date the weapon was registered on the installation
- (2) Weapon manufacture
- (3) Weapon model
- (4) Weapon caliber
- (5) Weapon serial number
- (6) Assigned unit and name of unit Commander
- (7) Personal contact information

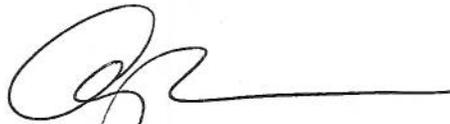
d. All military personnel must obtain their unit commander's approval/permission to register a firearm and to store of a firearm in a unit arms room on Fort Belvoir. Commanders will verify proof of legal ownership and record this permission by signing the Fort Belvoir Form 1835 or 1835A as well as provide a POW unit policy memorandum.

e. All arms rooms will ensure that privately owned firearms, weapons, and ammunition stored in unit arms rooms are in locked containers separate from military arms, ammunition, and explosives IAW AR 190-11, paragraph 4-5. Additionally, the command maintaining the consolidated arms room will determine accessibility guidelines and those guidelines will be clearly disseminated.

f. Failure to comply with this policy can result in punishment under the Uniform Code of Military Justice (UCMJ) and appropriate regulations.

6. ARMS ROOMS. Unit commanders may contact the Directorate of Emergency Services for a list of approved arms rooms.

7. PROPONENT. The proponent for this policy is the Directorate of Emergency Services at (703) 806-4024.



ANGIE K. HOLBROOK  
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Commanding