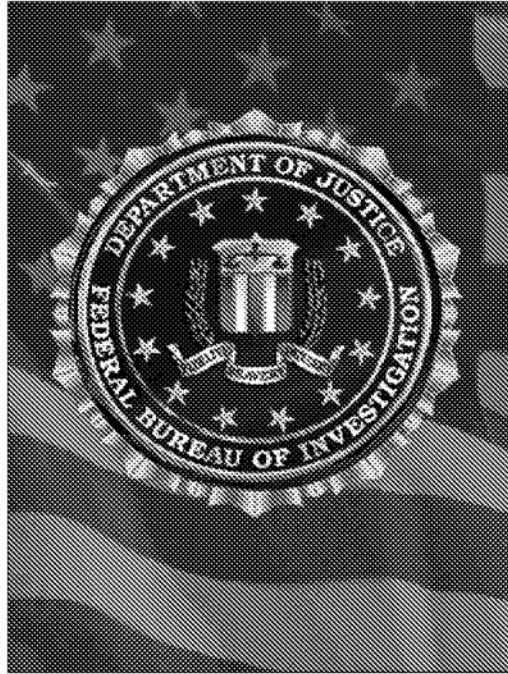


UNCLASSIFIED
Firearms Policy Guide

Firearms Policy Guide



Federal Bureau of Investigation
Training Division
0888PG
June 22, 2017

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General Information

Questions or comments pertaining to this policy guide can be directed to:

Federal Bureau of Investigation Headquarters, Training Division

Division point of contact: unit chief, Firearms Training Unit

Supersession Information

This document supersedes the *Firearms Policy Directive and Policy Guide* (0741DPG).

This document and its contents are the property of the FBI. If the document or its contents are provided to an outside agency, it and its contents are not to be distributed outside of that agency without the written permission of the unit listed in the contact section of this policy guide.

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1. Introduction

1.1. Purpose

The *Firearms Policy Guide* addresses the policies that govern firearms carried by Federal Bureau of Investigation (FBI) special agents (SA), FBI police officers, and any other approved FBI employees, as defined in Sections 2 and 4 of this policy guide (PG).

This PG informs armed FBI employees of the required procedures and responsibilities pertaining to:

- The authorization to carry firearms.
- Utilization of firearms.
- Firearms training and qualification requirements.
- Issued firearms.
- Personally owned weapons (POW).
- Maintenance and repair of firearms.
- Ammunition.
- Holsters and accessory equipment.
- Demonstrations and tours.
- Firearms training safety.
- Security and storage of firearms.
- Lost or stolen and recovery of weapons.

1.2. Intended Audience

This PG is directed at FBI Headquarters (FBIHQ) division heads (assistant directors [AD]), field office (FO) heads (assistant directors in charge [ADIC]/special agents in charge [SAC]), FBI SAs, FBI police officers, and any other employees who have been approved by the FBI to carry firearms. All FBI police officers and other nonagent personnel who are specifically authorized to carry firearms and who are assigned firearms (FBI-issued and/or personally owned) must comply with the same regulations and training requirements set forth in this PG for FBI SAs.

2. Roles and Responsibilities

2.1. FBIHQ Division Heads

FBIHQ division heads (with the exception of the Critical Incident Response Group [CIRG]) must:

- Ensure compliance with all quarterly and annual firearms qualification requirements within their divisions, as outlined in this PG.
- Be responsible for the proper use and maintenance of all firearms and related equipment in their divisions.
- Ensure that firearms training is provided to all authorized personnel.
- Inspect and verify all firearms assigned to their divisions, as well as all firearms assigned to personnel in their divisions, through the Finance Division's (FD) annual property inventory.
- Distribute firearms, in coordination with the Training Division's (TD) Defensive Systems Unit (DSU), for appropriate operational use.
- Coordinate the surrender of firearms from FBI personnel with the FBIHQ principal firearms instructor (PFI) and DSU, when required by this PG.

2.2. Assistant Director of the Critical Incident Response Group and Field Office Heads

The AD, CIRG and FO heads must:

- Ensure compliance with all quarterly and annual firearms qualification requirements within CIRG and their FOs, as outlined in this PG.
- Be responsible for the proper use and maintenance of all firearms and related equipment within CIRG and their FOs.
- Ensure that firearms training is provided to all authorized personnel.
- Assign currently certified FBI firearms instructors (FI) to serve as PFIs and to administer the Firearms Training Program.
- Inspect and verify all firearms assigned to CIRG and their FOs, as well as all firearms assigned to personnel in CIRG and their FOs, through FD's annual property inventory.
- Distribute firearms, in coordination with DSU, for appropriate operational use.
- Coordinate the surrender of firearms from FBI personnel with PFIs and DSU, when required by this PG.
- Consult with PFIs to ensure that there is adequate supply of ammunition for training and operational contingencies.

2.3. Legal Attaché (Legat) Office Personnel Authorized to Carry Firearms

Legat office personnel who are authorized to carry firearms must:

- Return all assigned firearms to their PFIs or DSU prior to reporting to their legal Legat offices and must remove firearms from their assigned property inventories via FD-281.

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"Receipt for Government Property." As POWs are considered assigned property and are subject to annual inventory, approved POWs must also be turned into PFIs or DSU prior to reporting to their Legat offices.

- Make every effort to attend firearm qualification sessions, either at their home FOs or FBIHQ (if they return to continental United States [CONUS] during the year). FBI SAs assigned to Legat offices may be exempt from quarterly qualifications under specific circumstances as outlined in subsection 4.2.3. of this PG.
- Notify FO PFIs or the FBIHQ PFI, within 30 days of the end of their Legat assignments, of their impending return so that firearms may be obtained for their qualifications and assignments upon their arrivals.
- Refer to the International Operations Division Policy Guide (0950PG) for guidance on firearm matters abroad.

2.4. Training Division Firearms Training Unit (FTU)

The FTU UC must appoint a PFI for FBIHQ (excluding CIRG), and he or she must be responsible for administering the Firearms Training Program for armed personnel at FBIHQ.

2.5. Training Division Defensive Systems Unit

DSU must:

- Monitor lost or stolen weapons to ensure consistency in the tracking of weapons, in accordance with FD's Personal Property Management Policy Guide (0948PG).
- Collaborate with FD to ensure that all property records are managed appropriately.
- Provide a replacement weapon or inspection following the receipt of the appropriate documentation and service request (SR) in the FD Asset Management Unit (AMU) system of record.

2.6. Principal Firearms Instructors

PFIs must:

- Be responsible for the Firearms Training Program, as directed by FBIHQ division/FO heads, in accordance with guidance provided by FTU.
- Administer the annual "Field Firearms Training and Program Guidance" electronic communication (EC), as directed by FTU and DSU.
- Ensure that all documentation of lost or stolen weapons has been completed and submitted. PFIs must also request replacement weapons via SRs in the Asset Management System (AMS) of record.
- Ensure that armed personnel have no medical restrictions that would preclude their full participation in firearms training and qualifications.
- Ensure that all qualification courses are conducted according to course protocols.
- Not allow any shooters to deviate or abstain from any prescribed qualification course protocols.
- Not record passing scores for any shooters who do not adhere to qualification

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course protocols.

2.7. FBI Special Agents

FBI SAs must:

- Be armed when on official business, unless operational considerations dictate otherwise.
- Consider being armed at all times.
- Be responsible for the appropriate use, security, and maintenance of all firearms and related equipment under their control.
- Comply with all firearms qualification requirements set forth herein and be proficient with all firearms and related equipment.
- Adhere to qualification course protocols.
- Obtain approval from their PFIs and section chiefs (SC)/assistant special agents in charge (ASAC) before purchasing any firearms from the Bureau-approved POW list for official use as POWs.
- Be knowledgeable of all aspects of Policy Directive (PD) 0782D, *Shooting Incident Response Procedures*.
- Be knowledgeable of all aspects of the Department of Justice (DOJ) *Policy Statement Use of Deadly Force*.
- Notify direct supervisors and PFIs of any lost or stolen Bureau-issued or -approved weapons immediately.
- Collaborate with PFIs in completing all required documentation for lost or stolen incidents.
- Collaborate with DSU in completing all required documentation for lost or stolen incidents (applicable only to FBIHQ SAs).

2.8. Nonagent Personnel Authorized by the FBI to Carry Firearms

Nonagent personnel authorized by the FBI to carry firearms must:

- Carry firearms only in those circumstances specifically authorized by the FBI Director, pursuant to Title 18 United States Code (U.S.C.) Section (§) 3052.
- Comply with all regulations in this PG that normally apply to SAs.
- Carry only FBI-issued or -approved firearms.
- Be knowledgeable of all aspects of PD 0782D, *Shooting Incident Response Procedures*.
- Be knowledgeable of all aspects of the DOJ *Policy Statement Use of Deadly Force*.
- Comply with all firearms qualification requirements set forth herein.
- Notify direct supervisors and PFIs of any lost or stolen Bureau-issued or -approved weapons immediately.
- Collaborate with PFIs in completing all required documentation for lost or stolen

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incidents.

- Surrender firearms should their positions no longer necessitate the authority to carry firearms.
- Surrender firearms when vacating positions requiring the authority to carry firearms.

2.9. Personnel Not Authorized by the FBI to Carry Firearms

Personnel not authorized by the FBI to carry firearms must not carry or possess firearms within federal workspaces or during the performance of their duties. This also applies when employees are authorized to carry firearms with House Rule (H.R.) 218 (Law Enforcement Officers Safety Act [LEOSA], Public Law 108-277, codified as 18 U.S.C. §926B and §926C [July 22, 2004]) identification cards or with valid concealed-carry permits.

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3. Policies

TD is the responsible authority on all matters regarding firearms training in the FBI. TD must develop and implement policies and systems regarding firearms that ensure compliance with applicable statutes and regulations, including training reporting requirements, on behalf of the FBI.

All firearms training and operational requirements must be coordinated through TD's firearms support entities (DSU and FTU).

ADICs/SACs are ultimately responsible for ensuring compliance with established program policies regarding the use and maintenance of all firearms and related equipment in their FOs.

The unit chief (UC) of FTU must appoint a PFI for FBIHQ, excluding CIRG. The PFI is responsible for administering the Firearms Training Program for armed personnel at FBIHQ.

TD establishes best practices and operational requirements, defines methods, and serves as the responsible authority for defensive systems and firearms training for the FBI.

TD provides oversight, research, and logistical and operational support to FBI entities through the defensive systems programs, including firearms, accessories, ammunition, and ballistic research.

TD must administer a comprehensive firearms training program to reinforce critical skills for the safe and effective handling of firearms.

TD must oversee and monitor compliance with all quarterly and annual firearms qualification requirements, as outlined in this PG.

Regardless of the circumstances that contributed to the deficiency, including being on a continuous recognized exception, the authority to carry a firearm must be revoked for any employee who has not achieved a qualifying score at least once during the fiscal year (FY).

The assigned firearm(s) must either be surrendered to the PFI or secured in a manner consistent with subsection 4.1.2 of this PG. The firearm(s) must only be utilized for training under the supervision of a certified FBI FI until a qualifying score is obtained.

Any operational or accidental discharge of a firearm must be reported immediately to the Inspection Division (INSD) by the FBIHQ division/FO head (or designee), in accordance with PD 0782D, Shooting Incident Response Procedures.

4. Procedures and Processes

4.1. Authorization, Carrying, and Security of Firearms

4.1.1. Authorization and Carrying of Firearms

FBI SAs are authorized to carry firearms under 18 U.S.C. § 3052. Unless dictated by operational necessity, FBI SAs must be armed when on official business and are encouraged to be armed at all times. When armed, FBI SAs must have their handguns fully loaded, “topped off,” and secured on their persons. Security and immediate access are of primary concern; however, firearms must be secured in a manner consistent with subsection 4.1.2. of this PG when not under the direct control of FBI SAs.

All FBI SAs are responsible for knowing the loaded condition (i.e., total number of rounds) of their handguns and/or shoulder weapons and must be prepared to report those numbers in connection with any postincident debriefings, reviews, or investigations.

FBI SAs must avoid any unnecessary display of firearms outside of FBI space and must avoid any unnecessary handling of firearms.

All firearms must be treated as if they are loaded. When first handling a firearm for nonoperational purposes, a safety check must be conducted. A safety check is defined as positive confirmation that a firearm is empty.

The six steps of a safety check for a detachable magazine-fed firearm are as follows:

1. Keep your finger off the trigger.
2. Keep the muzzle pointed in a safe direction.
3. Place the firearm on safe (if applicable).
4. Check for and remove the magazine.
5. Lock the slide or bolt to the rear.
6. Check the chamber and magazine well. Look away and check again.

The five steps of a safety check for a shotgun are as follows:

1. Keep your finger off the trigger.
2. Keep the muzzle pointed in a safe direction.
3. Place the firearm on safe.
4. Open the bolt.
5. Check the chamber, carrier, and magazine. Look away and check again.

4.1.1.1. Firearms Aboard Aircraft

Information concerning firearms aboard aircraft is contained in PD 0804D, *Firearms Aboard Aircraft*.

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4.1.2. Security of Firearms

4.1.2.1. General Security of Firearms

FBI personnel are responsible for the security of all FBI-approved firearms under their control in order to prevent unauthorized handling and unintentional discharges, regardless of the locations of the firearms.

To deter the theft of multiple firearms (e.g., firearms used for training not at FBI facilities or large special weapons and tactics [SWAT] deployments), arrangements must be made with host locations (e.g., local FBI FOs/resident agencies [RA], local law enforcement facilities, or military installations) to secure these firearms at these host sites. If no alternative exists, firearms must be stored in locations [REDACTED]

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Employees assigned extended (30 days or more) temporary duty (TDY) assignments at locations where the need for multiple firearms does not exist must store those firearms in FBI storage locations such as their assigned FOs or RAs. FBIHQ employees must store firearms at the FBI Academy Weapons Management Facility (WMF).

FBI personnel traveling to the FBI Academy for training may travel with their Bureau-issued firearms or Bureau-approved POWs [REDACTED]

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[REDACTED] to allow TD gunsmiths the opportunity to conduct preventive maintenance on these firearms [REDACTED]

Lock boxes are available in limited numbers at the FBI Academy WMF for handgun storage. These lock boxes are available with 24-hour access for those personnel arriving at, or departing from, the FBI Academy outside of the normal hours of operation.

[REDACTED]

4.1.2.2. Security of Firearms in Government Space

FBIHQ division/FO heads must ensure that secured storage areas within FBI space are provided for any FBI-approved firearms.

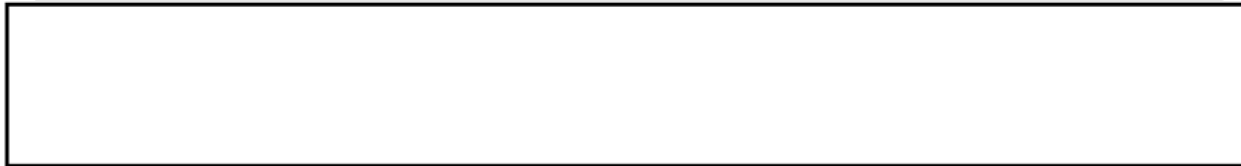
FBI personnel utilizing other government space (e.g., courthouses, prisons, or police departments) must make use of the lock boxes provided by those facilities when required by those government organizations. FBI personnel must verify that these lock boxes will provide reasonable security for their firearms.

[REDACTED]

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4.1.2.5. Overnight or Long-Term Storage of Firearms in a Vehicle

Overnight or long-term storage of firearms in a vehicle requires prior written approval via a serialized EC from a General Schedule (GS)-15 supervisor (or higher) who is in the direct chain of command of the requestor. The EC must:

- Indicate that an operational need exists for overnight or long-term storage of firearms in a vehicle.
- Specify the duration of the authorization.
- State that the individual requesting such authorization is aware of all the elements of, and is in compliance with, this PG. One EC may be completed for all FBIHQ division/FO personnel granted the authority to store weapons in vehicles overnight or on a long-term basis.

The approving GS-15 supervisor (or higher) in the direct chain of command of the requestor must review and reapprove this authorization annually.

The approving authority must not approve overnight or long-term storage in a vehicle for a requestor who is on leave or is requesting overnight or long-term storage solely for personal convenience.



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4.1.3. Deadly Force Policy

This information is contained in the *Domestic Investigations and Operations Guide* (DIOG) Appendix F.

4.2. Firearms Training and Qualification

4.2.1. Firearms Training

All firearms training must be supervised by a currently certified FBI FI (a PFI or a designated FI). All training exercises or scenarios that incorporate the use of loaded or unloaded firearms must be supervised by a currently certified FI.

The supervising FI must ensure that:

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- Safety checks are conducted on all firearms prior to the commencement of training and a final safety check of all firearms is conducted by an FI at the conclusion of training.
- All participants adhere to all firearms safety rules and precautions.
- The caliber, type, and quantity of ammunition are verified prior to the commencement of training.
- Dry firing precedes live-fire training when required by a specific qualification course or drill protocols.
- All facilities and ranges used for training comply with relevant Occupational Safety and Health Administration (OSHA) standards and are absent of potential safety hazards.
- All protocols are fired without modification. Any request to modify must be discussed with FTU.

When approved personally owned holsters other than strong-side hip holsters are utilized, FIs must configure the firing line so the drawing and holstering of firearms does not pose a safety hazard to other shooters.

The PFI or designated lead FI may assign assistants as required; however, the ultimate responsibility for safety rests with the PFI or lead FI.

Additional firearms training requirements are submitted annually, by an EC, to all FBIHQ divisions/FOs.

FBI SAs must qualify at least once per quarter during the FY. Accordingly, a key objective of the Firearms Training Program is to afford appropriate opportunities to qualify during each quarter. Courses fired on a given date can be used to satisfy only one of the four mandatory qualifications. FTU encourages FOs to provide additional training opportunities, if possible. FBI SAs may make up past quarters and satisfy one future firearms quarter within a given FY; however, these additional qualifications must be fired on separate dates. FBI SAs who have already satisfied the four quarterly qualification requirements for a given FY may in the fourth quarter of that FY satisfy qualification requirements for the first quarter of the next FY. This credit given in the first quarter of the following FY does not alleviate the shooter from the requirement to physically shoot one qualifying score within the FY to avoid the mandatory revocation of authority to carry firearms.

The role of the FI in facilitating judgmental shooting scenarios is limited to tactical considerations, firearms handling, and safety.

4.2.1.1. Training of Nonagent FBI Employees

FBI police officers and nonagent personnel specifically authorized by the FBI Director to carry firearms are provided firearms training by FBI PFIs and FIs.

4.2.1.2. Training of Non-FBI Personnel

Firearms training may be provided only to sworn law enforcement personnel and such training must be conducted only by currently certified FBI FIs. Domestic firearms training of non-Bureau personnel must have received prior approval from the appropriate FBIHQ division/FO heads (or designees) and be in accordance with FBI policies. International firearms training of non-Bureau

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personnel must be coordinated with the appropriate units within TD and the International Operations Division (IOD).

Live-fire tours and/or demonstrations may be conducted at the discretion of the appropriate FBIHQ division/FO heads (or designees), in support of community outreach events such as Citizen's Academy, Family Day, and the like.

The FBI is prohibited from qualifying retired FBI SAs or other authorized personnel under H.R. 218 (LEOSA), per the Attorney General (AG) memorandum, "Guidance on the Application of the Law Enforcement Officers Safety Act of 2004 to Current and Retired Department of Justice Law Enforcement Officers" (January 31, 2005).

4.2.2. Firearms Qualification

PFI must ensure that sufficient opportunities are provided each quarter for FBI SAs to comply with qualification requirements. Each quarter should contain one or more "shoots," depending on the number of personnel, size of the ranges utilized by divisions/FOs, and instructors' availability.

FBI SAs must qualify on four separate occasions during the FY. The qualification course protocols must be strictly followed. FBI SAs must have no medical restrictions that preclude them from fully participating in firearms training or qualifications. FBI SAs may make up past quarters within a given FY and/or satisfy one future firearms quarter to accommodate climate or seasonal range restrictions, long-term outside the continental United States (OCONUS) TDYs, or other operational requirements.

A PFI is not authorized to modify any part of the qualification course.

FBI SAs must qualify with each assigned (Bureau-issued and personally owned) firearms a minimum of once per FY.

Prior to modifying any mandatory drill, a PFI must obtain concurrence of the FTU UC.

An FBI SA should qualify within his or her FO. An FBI SA may qualify with another FO, as a matter of convenience, with the concurrence of his or her PFI and the PFI of the host FO.

4.2.2.1. Loaner Weapon

A PFI (or designee) may assign a temporary firearm of the same make to an FBI SA who has qualified with that specific issued make and caliber. This would facilitate loaner guns for preventive maintenance, postshooting incidents, and so on. The PFI must ensure that the FBI SA qualifies on the loaner weapon as soon as practical or by the next quarterly qualification cycle.

4.2.2.2. Shoulder Weapons

All FBI SAs are required to demonstrate familiarity with the shotgun and the carbine annually. Familiarity training must include live fire. FBI SAs with assigned shoulder weapons must qualify with those specific firearms at least once during the FY.

FBI SAs may be assigned shoulder weapons on a temporary basis (e.g., for anticipated operations), provided that they are currently qualified on those types of shoulder weapons.

4.2.3. Legal Attaché Offices

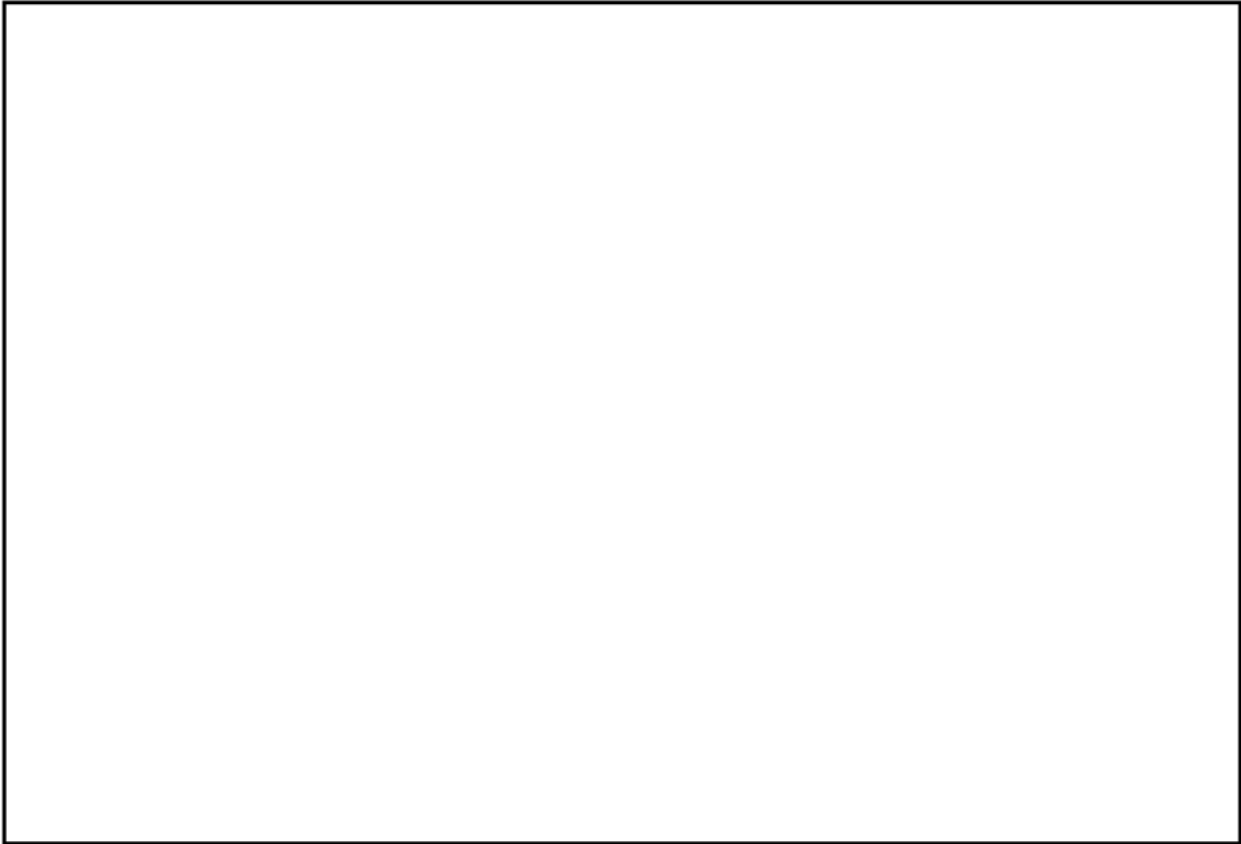
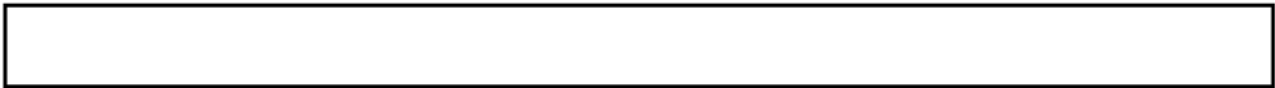
All FBIHQ divisions with posts abroad (term or permanent or TDY status) must comply with this policy. The policy herein addresses firearm matters abroad [redacted]

[redacted]

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Legal attachés (LEGAT) who have access to certified FBI firearms instructors who can administer the qualification course and score the targets may post their scores through the system; this will count as a qualification. Absent the presence of certified FBI firearms instructors, LEGATs may qualify under the direction of certified Diplomatic Security Service (DSS) firearms instructors. Those scores must be entered on FD-39, "Firearms Training," forms and forwarded to FTU for entry into

Any firearms training or familiarization training provided by Department of State (DOS) regional security officers (RSO) to SAs must be documented on ECs. The ECs must be forwarded to FTU for inclusion in the FTU Legat control file,

Legat SA personnel must only carry service ammunition approved by the FBI or DSS.

4.2.4. Firearms Deficiencies and Medical Mandates

4.2.4.1. Firearms Deficiencies

FBI SAs who fail to qualify by the end of a quarter are considered deficient. These FBI SAs must qualify on two occasions during the next quarter. Qualification on the first day will be to resolve the deficiency and the second day will be to qualify for the current quarter.

- FBI SAs failing to qualify at least four times per FY must prepare ECs documenting the circumstances for the deficiencies to their FBIHQ division/FO heads and PFIs.
- To ensure compliance with these requirements, an FBIHQ division/FO head may revoke

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the authority of an FBI SA to carry a firearm after two consecutive deficient quarters. The FBIHQ division/FO head must revoke the authority to carry a firearm if the FBI SA fails to achieve at least one qualifying score during the FY. The revocation of authority by the FBIHQ division/FO head and the subsequent notification to the FBI SA must be documented via EC to file [redacted] designating a copy to FTU. Based upon the circumstances that led to the deficiency, the FBIHQ division/FO head must either require that the assigned firearm(s) be surrendered to the PFI or require the FBI SA to secure the firearm(s) in a manner consistent with subsection 4.1.2. of this PG. In either case, the firearms(s) must only be utilized for training under the supervision of a certified FBI FI until a qualifying score is achieved. Upon revocation, the FBIHQ division/FO head should consider the nature of assignments given to the affected FBI SA. Additionally, in evaluating the circumstances that led to the revocation of the authority to carry a firearm, the FBIHQ division/FO head should consider a referral to the Initial Processing Unit (IPU), Internal Investigations Section (IIS), INSD for administrative actions. Examples of administrative action to address noncompliance may include, but is not limited to, the documentation of FBI Offense Code 5.6, "Failure to Perform Prescribed Duties" (see Offense Codes and Penalty Guidelines Governing FBI's Internal Disciplinary Process). Noncompliance may also be addressed as a performance issue under the "Maintaining High Professional Standards" critical element for failing to comply with applicable policies.

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- If an FBI SA fails to qualify with each POW at least once per FY, the FBI SA loses the authority to carry that specific firearm for the following FY. The PFI must execute an FD-431, "Authority for Use of Personally Owned Weapon," and submit the original form to DSU, and DSU must remove the weapon from the FBI SA's property. FBI SAs who fail to qualify with POWs at least once during the FY because of continuous medical mandates, military leave, OCONUS assignments, or extended administrative leave may request reinstatement of their POWs upon successful qualification.

4.2.4.2. Medical Mandates

FBI SAs may be placed on medical mandates only through the FBIHQ Health Care Programs Unit (HCPU), Office of Medical Services (OMS).

An FBI SA on a medical mandate is to be permitted to participate in firearms training, provided that the FBI SA's evaluating physician is fully familiar with the FBI SA's condition, aware of the nature of firearms training, and furnishes a written statement that, in the opinion of the physician, such participation would not be injurious to the health of the FBI SA or dangerous to others. (See Fitness-for-Duty Program Policy Directive and Policy Guide [0735DPG].) When determined to be medically necessary, such as during pregnancy, reduced-lead ammunition is available for training.

In instances where the evaluating physician does not certify the FBI SA to attend training, and the prospects for future participation are remote because of the FBI SA's condition, the FBIHQ division/FO head, in coordination with HCPU, may revoke the authority to carry a firearm at any time during the FY and require the surrender or securing of assigned firearms. (See Fitness-for-Duty Program Policy Directive and Policy Guide, [0735DPG].) In these instances, FBIHQ division/FO heads need not make referrals to INSD nor address failure to qualify as a

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performance issue.

If an FBI SA is unable to achieve at least one qualifying score during the FY due to a continuous medical mandate, the FBIHQ division/FO head must revoke the FBI SA's authority to carry, and assigned firearms must either be surrendered to the PFI or secured.

4.2.5. Failure to Qualify

If an FBI SA fails to achieve a qualifying score during a qualification session, the PFI must provide remedial training and an opportunity to qualify as soon as practical.

If an FBI SA is unable to achieve a qualifying score for two consecutive quarters, even after afforded remedial training, the FBIHQ division/FO head may revoke the authority to carry and require the FBI SA to surrender or secure his or her firearm(s). If an FBI SA is unable to achieve a qualifying score at least once during the FY, the FBIHQ division/FO head must revoke the authority to carry a firearm and require the FBI SA to surrender or secure his or her firearm(s). The firearms(s) must only be utilized for training under the supervision of a certified FBI FI until a qualifying score is achieved.

The FBIHQ division/FO head has the authority, which may be delegated to the PFI, to excuse an FBI SA from firearms training in any given quarter because of a medical mandate issued by HCPU, military leave, an OCONUS TDY, or extended administrative leave. The excused absence must be documented by the PFI in the FBI electronic firearms training database of record.

Regardless of the circumstances that contributed to the deficiency, including the FBI SA being on continuous medical mandate, military leave, OCONUS TDYs, or extended administrative leave, authority to carry a firearm must be revoked for any FBI SA who has not achieved a qualifying score at least once during the FY. The revocation of authority and advisement must be documented to file and the assigned firearm(s) must either be surrendered to the PFI or secured in a manner consistent with subsection 4.1.2. of this PG. The firearms(s) must only be utilized for training under the supervision of a certified FBI FI until a qualifying score is achieved.

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Chronic, unexcused absences from training, failures to qualify, or repeated egregious safety violations must be reported by PFIs to FBIHQ division/FO heads. FBIHQ division/FO heads are encouraged to consult with FTU in developing plans of action to address repeated failures to qualify and repeated safety violations.

4.2.6. Firearms Instructor Certification

Only FTU can certify individuals as FBI FIs.

To qualify as FBI FIs, candidates must attend the Firearms Instructor School (FIS) provided by FTU.

Failure to comply with instructor qualification requirements will result in the loss of current status.

To maintain their statuses as certified instructors, FIs must qualify quarterly on the Pistol Qualification Course (PQC) and obtain minimum scores of 54. FIs must also qualify annually on the following courses:

- Bullseye Course: score 260 (240 one hand)

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- Carbine [submachine] Qualification Course (CQC): score 90
- Shotgun Qualification Course (SQC): score 90

To maintain their statuses as certified instructors, FIs must participate in annual training, as required by FTU, including participating in at least two documented firearms training sessions per FY.

An FI must successfully complete required recertification training, provided by FTU, at least once every five years.

Any instructor whose 5-year certification period has expired on or after January 1, 2016, will be placed into an inactive status and he or she will be ineligible to conduct firearms training. An instructor will be removed from the FI program after two years in an inactive status and if it has been seven years since he or she attended the initial FIS or a recertification course. Should an instructor attend a recertification course prior to the expiration of the 2-year inactive period, he or she will be reinstated as an active firearm instructor. An instructor who has been removed from the program due to the expiration of his or her certification may reenter the program by obtaining concurrence from the FTU UC and successfully completing the FIS. FBI SAs transferring out of FTU are considered recertified for a period of five years.

FI certification also expires upon request, separation, or retirement from the Bureau, unless the instructor continues service to the Bureau as an FI in a contract or retired annuitant position.

4.2.7. Steel Target Guidelines

Service ammunition should not be used on steel targets. Ball ammunition should not be fired on steel targets at distances less than ten yards. Frangible ammunition may be fired on steel targets at closer distances. To minimize potential injury from ricochets, firing positions should be perpendicular to the target line.

Construction or purchase of steel targets must be coordinated through FTU to ensure that targets meet minimum hardness and safety standards.

PFIs are responsible for ensuring that appropriate firearms and ammunition are used on steel targets.

Steel targets must be inspected before each training session. Damaged targets (e.g., dimpled, punctured, or bowed targets) are unsafe and should not be used.

Other personnel present must stand behind the shooter to reduce the potential for injury from ricochets.

It is recommended that all personnel wear additional protection, such as long-sleeve shirts, long pants, and body armor.

4.3. Firearms Safety Rules

A safety briefing must be conducted at the beginning of each training session. The briefing must include, at a minimum, a review of the three "cardinal" safety rules and a demonstration on how to properly conduct a safety check on each type of firearm that is to be utilized during the training.

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4.3.1. Cardinal Safety Rules

1. Treat all firearms as if they are loaded.
2. Keep your finger off the trigger unless you intend to press it.
3. Never point a firearm at anyone unless you are justified.

4.3.2. General Range Safety Rules

Everyone is responsible for safety during firearms training, and as such, all safety rules must be strictly enforced. Unsafe or careless behavior must not be tolerated and may result in removal from the range.

- All live-fire firearms training must be supervised by a currently certified FBI FI.
- Keep a firearm pointed in a safe direction at all times.
- Upon first handling a firearm, immediately face a safe direction, unload the firearm, if necessary, and conduct a safety check.
- Never offer a firearm to, or receive a firearm from, another person unless the firearm is unloaded, the action is open, and the open ejection port can be seen by the person receiving the firearm.
- When transporting a firearm to and from the range, a handgun should be holstered with the slide closed. A shoulder weapon should be carried with the safety on and the muzzle pointed up.
- Follow all commands as they are given from the tower or an FI. Do not anticipate commands.
- Signal immediately if there is an unsafe condition on the range by raising the nonshooting hand until acknowledged by an FI or the tower.
- Conduct all loading and unloading during a training session on the firing line, or another area designated by the FI, and only when instructed to do so.
- Remain on the firing line until the line has been cleared and commands have been given to move. Do not retrieve any items from the ground until the line has been cleared.
- Do not draw a firearm from its holster unless instructed to do so.
- Limit talking on the firing line to interactions with an FI.
- Safety equipment is mandatory during all firearms training. A brimmed hat, eye protection meeting the most recent American National Standards Institute (ANSI) Z87.1 standard, and full-cover hearing protection meeting a minimum noise reduction rating of 23 decibels must be worn at all times when firing. The cushions of the hearing protection must seal properly against the head. Soft earplugs must be worn only in conjunction with the full-cover hearing protection. Hearing protection must not prevent the wearer from hearing instructions.
- Cease fire if the report or recoil of a firearm is weak or peculiar (squib load). If this occurs, keep the firearm pointed downrange and raise the support hand to signal an instructor for assistance. Do not press the trigger again.

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- Due to health risks associated with lead exposure, no eating, drinking, or tobacco products are allowed on the firing line.
- During a firearms training session, dry firing is permitted only under the direct supervision of an FI.
- At the conclusion of training, a final safety check of all firearms must be conducted by an FI.
- An FI must be present in the cleaning, clearing, and loading areas to supervise the safe disassembly, cleaning, lubrication, assembly, function check, and loading of firearms.

4.4. Firearms Procurement

The acquisition of firearms as Bureau property must be approved and administered by DSU. All firearms must be tested at the ID Ballistics Research Facility (BRF) and must meet Bureau protocols before they can be approved for use.

All purchased, interagency transfers, abandonments, or otherwise-acquired firearms approved for official use must be submitted directly to the FBI Academy WMF for inspection and test firing before use.

4.5. Issued Firearms

Under the authority granting FBI SAs to carry firearms (18 U.S.C. § 3052), FBI SAs are authorized to carry and utilize only Bureau-owned or -approved POWs, regardless of duty statuses.

All FBI SAs must be assigned at least one permanently issued, Bureau-owned handgun.

Any changes or alterations to any firearm must be authorized and performed by DSU.

Upon retirement or separation, authorized personnel must return all issued firearms and related property to their PFIs on or before their termination of service dates. PFIs must inspect and verify serial numbers and bar codes. The firearms must be returned immediately to DSU. FBI SAs failing to comply fully with this requirement may be referred to IPU for possible disciplinary or financial recovery actions. PFIs must ensure that any POWs owned by FBI SAs are removed from the AMS of record.

4.6. Distribution of Firearms

Each FO must maintain an adequate number of handguns and shoulder weapons for operational issue and training.

4.6.1. Handguns

Handguns are intended for personal defense and should not be exclusively relied upon for planned operations.

A handgun permanently issued to an FBI SA upon graduation from New Agents Training, to an FBI police officer upon completion of initial training, and to other authorized personnel must remain assigned to that person unless lost, damaged, and/or replaced at the direction of DSU.

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4.6.2. Shoulder Weapons

The use of shoulder weapons must be considered during preoperational planning and should be deployed when appropriate.

Shoulder weapons may be issued from FOs' gun vaults to those FBI SAs qualified in their uses, either on an extended basis (e.g., FBI SAs assigned to reactive squads, RAs, or SWAT) or as needed (e.g., warrant executions), at the direction of PFIs.

[redacted] are only authorized for use by [redacted] who are qualified in the use of those weapons. If a [redacted] [redacted] it may be utilized by any FBI SA qualified in its use. PFIs who are neither [redacted] are authorized to use [redacted] [redacted] for training and demonstration purposes only.

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Any exception to these requirements must be requested in writing and approved by the DSU UC, with concurrence from the UCs of FTU and the SWAT Operations Unit (SOU).

FBI SAs assigned shoulder weapons must ensure that the weapons are sighted (zeroed) at appropriate operational distances.

4.6.3. Firearm Replacement Requests

PFIs must request replacements for lost or stolen permanently issued handguns or vault weapons through SRs in the AMS of record.

4.7. Annual Inventory

PFIs (or designees) must facilitate the annual property inventory of firearms conducted, in accordance with the Personal Property Management Policy Guide (0948PG). Discrepancies in the inventory must be reported promptly to DSU.

FBI SAs must account for all firearms and related nonexpendable property before every change of assignment that involves a division or FO transfer. FBI SAs must coordinate through their supervisors and PFIs for the inspection of firearms and the verification of property serial numbers.

Prior to leaving a program or transferring to other FOs, FBI SAs must account for all program-specific firearms and related nonexpendable property and must coordinate the inspection and return of these items through their program managers (PM).

All FBIHQ divisions, FOs, and Legat offices must establish appropriate controls to secure and prevent unauthorized access to weapon storage areas and account for firearms, including those loaned to other agencies and personnel. Legat offices must also establish audit systems for inspection and inventory control purposes.

4.8. Personally Owned Weapons

All FBI SAs, FBI police offices, and other personnel authorized by the FBI to carry firearms can participate in the FBI POW Program.

4.8.1. Authorization to Carry Personally Owned Weapons

DSU maintains the POW list, as well as a list of firearms accessories approved for duty use.

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Grandfathered firearms are included on the grandfathered, Bureau-approved POW list.

TD publishes the POW list on the [DSU Intranet site](#). In addition, TD ensures that all PFIs are notified of changes to the POW list via official communication.

FBI SAs are authorized to carry specific Bureau-approved POWs, in addition to Bureau-issued firearms, provided that they have met the qualification requirements for such firearms and those firearms are on the POW list.

Each FBI SA is authorized two POW handguns and one POW shoulder weapon.

POWs authorized to be carried on official business are to be treated in the same manner as Bureau-issued firearms.

PFIs must execute [FD-431s](#), removing POWs from FBI SAs who have lost the authority to carry them.

4.8.2. Personally Owned Weapons That are Not Approved

Any weapon that requires an application for National Firearms Act (NFA) approval from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) must not be approved as a POW. Such weapons, as listed in 26 U.S.C. § 5845, are:

- A shotgun having a barrel or barrels of less than 18 inches in length
- A rifle having a barrel or barrels of less than 16 inches in length
- Any weapon mentioned above that has an overall length of less than 26 inches
- Any machine gun (fully automatic weapon)
- Any silencer or suppressed weapon

4.8.3. Obtaining Approval for Personally Owned Weapons

FBI SAs must consult with their PFIs or [DSU](#) before purchasing any firearms for official use as POWs.

POWs must be inspected by DSU and the WMF for functional reliability, accuracy, and serviceability before approvals of the POWs are granted. If a firearm is being considered for reapproval as a POW, the same procedures apply as if the firearm had never been a POW.

Approvals for new POWs are only granted for currently manufactured models. Once a manufacturer discontinues a firearm or if DSU determines that model is no longer serviceable, it is no longer authorized for use and must be removed from the POW list. Previously approved POWs in this category must continue to be approved or grandfathered in until removed by submission of an [FD-431](#) or Bureauwide recall. Once a firearm is no longer approved and is removed from an FBI SA's [FD-431](#), that firearm must not be approved for official use.

4.9. Lost or Stolen Weapons

4.9.1. Lost or Stolen Bureau-Issued Weapons Reporting Procedures

The PFI (or designee) must initiate a National Crime Information Center (NCIC) report and a security incident report (SIR) within 24 hours upon knowledge or discovery of a lost or stolen weapon.

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Within 10 days of the incident, the PFI (or designee) must complete the following:

- Submit an EC that includes all of the details about the incident, the serial number of the weapon, the date it was lost or stolen, the NCIC report number, and the date in which the SIR was submitted. An example EC is located on DSU's Intranet site.
 - The EC must be uploaded to (primary case) and (additional case).
 - The EC must be approved by the individual's direct supervisor and distributed to DSU, Security Division's (SecD) Security Compliance Unit (SCU) UC, and IPU's UC.
 - The PFI (or designee) must set a lead notifying AMU of the incident.
- Generate an FD-500, "Report of Lost or Stolen Property." in AMS.
 - Obtain the FBIHQ division/FO head's signature, and scan the FD-500 and attach it to an FD-500 SR (classification 1200/1211) in AMS. Indicate that the weapon is being reported lost or stolen, and request that the status of the weapon be modified.
 - The approved EC and supporting documentation (e.g., police report) must be attached to the SR.
 - The PFI (or designee), after completing the above procedures, must submit a "Firearms Request" SR (classification 200/205) in AMS to the WMF requesting issuance of a replacement weapon.

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Instructions on how to perform the above can be found in the AMS Training Resources Intranet site by clicking on "Declaring an Asset as Lost or Stolen (Form FD-500)."

4.9.2. Lost or Stolen Bureau-Approved Personally Owned Weapons Reporting Procedures

Following the loss or theft of a POW, the process below must be completed within 24 hours upon knowledge or discovery of the incident.

- The PFI (or designee) must file a police report with the local police department. The police department will initiate an NCIC report in POW matters.
- The PFI (or designee) must initiate a SIR and save all documentation of the incident.

Within 10 days of the incident, the PFI (or designee) must submit an EC that includes all of the details about the incident, the serial number of the weapon, the date it was lost or stolen, the NCIC report number, and date in which the SIR was completed. An example EC is located on DSU's Intranet site.

- The EC must be uploaded to
- The EC must be approved by the individual's direct supervisor or PFI and distributed to the SCU UC and IPU UC.
- The PFI (or designee) must set a lead to DSU requesting the asset record be modified to reflect a lost or stolen status in AMS.

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To obtain a new POW, the owner of the weapon must follow procedures outlined in subsection 4.8.3. of this PG.

4.10. Recovery of Weapons

4.10.1. Recovery of Bureau-Issued Weapons

Following the recovery, the FO must contact NCIC to inform it of the recovery.

Once the notification has been made:

- Submit an EC that includes the make, model, and serial number of the weapon, with the details related to the recovery.
- Reference the lost or stolen weapon EC.
- Upload the EC to The EC must be approved by the individual's direct supervisor or PFI and distributed to SCU, IPU, AMU, and DSU.
- Complete a "Firearms Repair" SR (classification 200/203) in AMS to request that the recovered weapon be inspected and returned.
- Ship the weapon, accompanied by a copy of the SR, to the WMF for processing. The WMF must determine the carry status of the recovered weapon.

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4.10.2. Recovery of Personally Owned Weapons

Following the recovery, the individual who recovered the weapon must contact the local police department to follow up with the NCIC based on the report that was originally filed.

Once the notification has been made, the individual who initiated the recovery process must:

- Submit an EC that includes the make, model, and serial number of the weapon, with the details related to the recovery.
- Reference the lost or stolen weapon EC.
- Upload the EC to The EC must be approved by the individual's direct supervisor or PFI and distributed to SCU and IPU.
- Complete a "Firearms Repair" (classification 200/203) SR in AMS, to request that the recovered weapon be inspected and returned.
- Ship the weapon, accompanied by a copy of the SR, to the WMF for processing. The WMF must determine the carry status of the recovered weapon.

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4.11. Ammunition

FBI SAs must only load their Bureau-approved firearms with ammunition provided or authorized by the FBI. Only authorized service ammunition may be used for duty carry.

It is the responsibility of the ADIC/SAC to ensure that the FO maintains an adequate supply of ammunition for training and operational purposes.

All ammunition must be stored in a secure and (preferably) climate-controlled environment, rotated to promote serviceability, and inspected a minimum of once annually.

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Service ammunition carried by FBI SAs must be replaced at least once per FY. Quarterly replacement of service ammunition is encouraged.

4.12. Maintenance and Repairs

FBI SAs are personally responsible for the security and maintenance of all firearms and other related equipment, expendable and nonexpendable, assigned to them.

Only FBI gunsmiths are authorized to conduct alterations to, repairs to, and refinishing of assigned firearms.

After-market parts or options may not be approved unless authority is requested in writing and approved by the DSU UC. Questions regarding the installation of after-market parts on a Bureau-approved firearm must be resolved by contacting DSU prior to the purchase of these parts or making modifications.

FBI SAs should bring their Bureau-approved handguns to the DSU WMF for preventive maintenance, inspection, and repair each time they attend in-services or conferences at the FBI Academy. Handguns must be returned to the WMF every three years for preventive maintenance.

When returning a firearm to the WMF for service or turn-in, an SR that states the reason the firearm is being returned must be included. Firearms must be unloaded, cleaned, and properly packaged before shipment via Federal Express.

Firearms being sent to the FBI WMF must be addressed as:



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Any seized, abandoned, or forfeited firearms approved by DSU for use by FOs in demonstrations or for teaching purposes must be inspected and determined safe by the WMF and entered into the AMS of record for tracking purposes.

If it becomes necessary to render a firearm inoperable during the course of an authorized investigation, this procedure must be performed by an FBI gunsmith.

4.13. Care of Firearms

After being fired, and periodically during storage, all firearms must be carefully cleaned and lubricated per the recommendations of the manufacturer or as directed by FBI FIs and FBI gunsmiths. Care must be taken to prevent excess solvent and oil from entering inaccessible areas of the firearms.

Any questions pertaining to the care, cleaning, and maintenance of firearms must be directed to PFIs or the FBI Academy WMF.

4.14. Holsters and Accessory Equipment

FBI SAs are responsible for the proper maintenance of all holsters and accessory equipment under their control.

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Issued holsters and accessories that become worn or damaged beyond repair may be replaced through FBIHQ division/FO PFIs.

Holsters are not provided for POWs.

PFIs must approve any personally owned holster, whether intended for use with POWs or Bureau-owned firearms. FBI SAs must demonstrate proficiency with the holsters prior to use. Alterations to holsters are not permitted.

Accessory equipment, such as magazine pouches, must be maintained and inspected in the same manner as holsters.

FBI SAs should train at each firearms training session with holsters and related equipment normally used on duty.

All holsters must meet the following requirements:

- Must allow for the drawing and holstering of a firearm with one hand. While holstering a firearm, it is permissible for the support hand to steady the holster only when using a POW holster.
- Must not require or allow the use of the trigger finger to engage or disengage the retention device.
- Must fully shroud the trigger.
- Must secure the firearm during strenuous physical activity.

4.15. Demonstrations and Tours

A live-fire demonstration must only be conducted with the express consent of the FBIHQ division/FO head (or designee) and only under the supervision of a currently certified FBI FI. A currently certified FBI FI must provide one-on-one supervision to non-law-enforcement personnel handling or firing live-fire firearms.

Any FBI SA must present Bureau firearms for demonstrations using red-handle weapons or live-fire firearms that have been cleared and rendered safe by an FI. The cardinal safety rules must be followed when demonstrations are conducted.

5. Summary of Legal Authorities

- 5 U.S.C. Chapter 41 § 4101-4121 [Government Employees Training Act (GETA)]
- 5 U.S.C. § 4103, Establishment of training programs
- 5 U.S.C. § 4118, Regulations
- Title 5 Code of Federal Regulations (CFR) Part 410, Subpart C, Establishing and Implementing Training Programs, § 410.301
- 18 U.S.C. § 3052
- Public Law (Pub. L.) 108-458, Intelligence Reform and Terrorism Prevention Act of 2004 (December 17, 2004)

6. Recordkeeping Requirements

6.1. Specific Requirements for Recording Scores

The names of all FBI SAs, FBI police officers, and nonagent personnel specifically authorized to carry firearms and participating in firearms training must be listed on the FD-39. The PFI, lead FI, and all assisting FIs must be listed on the FD-39. The form must contain the names of all who participated in firearms training, as well as the makes, models, and serial numbers of all issued or approved firearms fired.

FIs must score targets on qualification courses and enter scores in the appropriate column of the FD-39.

Following firearms training, scores are to be promptly transferred from the FD-39 into the electronic firearms training database of record, which can be used to identify deficient shooters and assist FBIHQ division/FO heads in ensuring compliance with qualification requirements. The hard copy of the FD-39 must be retained for one year by the PFI and then destroyed.

6.2. Specific Requirements for Lost or Stolen Firearms

Any loss or theft of a firearm must be promptly entered into the NCIC and reported to DSU following the procedures set forth in subsection 4.9 of this PG.

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Appendix A: Final Approvals

POLICY TITLE: <i>Firearms Policy Guide</i>	
Date of Last Renewal	N/A
Publish Date	2017-06-22
Effective Date	2017-06-22
Review Date	2020-06-22
APPROVALS	
Sponsoring Executive Approval	<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> Training Division
Stakeholder Executive Approval	Carlos Cases Assistant Director International Operations Division
Final Approval	<div style="border: 1px solid black; width: 200px; height: 40px; margin: 0 auto;"></div> Human Resource Branch

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Appendix B: Sources of Additional Information

For more information, see the following:

- [FTU Intranet site](#)
- [DSU Intranet site](#)
- [AMS Training Resources Intranet site](#)
- [FBI electronic firearms training database of record](#)
- [*Fitness-for-Duty Program Policy Directive and Policy Guide, 0735DPG*](#)
- [DIOG Appendix F](#)
- [FD-1085, "Less Lethal Device/Shooting Incident Report"](#)
- [FD-39, "Firearms Training"](#)
- [FD-431, "Authority for Use of Personally Owned Weapon"](#)
- [Declaring an Asset as Lost/Stolen \(Form FD-500\)](#)
- Sentinel case (effective October 1, 2013)
- [PD 0812D, *Training Division Statement of Authorities and Responsibilities*](#)
- 26 U.S.C § 5845

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Appendix C: Contact Information

Training Division	<input type="text"/>
Instruction Section	<input type="text"/>
Firearms Training Unit	FBI Academy 1 Hoover Road Quantico, VA 22135
FTU Unit Chief	<input type="text"/>
Defensive Systems Unit	FBI Academy 1 Hoover Road Quantico, VA 22135
DSU Unit Chief	<input type="text"/>

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Appendix D: Definitions and Acronyms

Definitions

Deficient: a term used when an FBI SA fails to qualify by the end of a quarter, the FBI SA is said to be deficient.

FBI-approved firearms: FBI-issued firearms and authorized personally owned firearms.

FBI space: FBIHQ, FBI Academy, FOs, RAs, Legat offices, and any areas where the FBI controls access to workspace.

Governmental space: any federal, state, or local governmental facility.

Grandfathered personally owned weapons: firearms that once appeared on the Bureau-approved POW list but have since been removed by DSU. FBI SAs with approval to carry such firearms may continue to do so until these firearms are removed from the grandfathered, Bureau-approved POW list.

Qualify: demonstrating the skills necessary to safely and effectively deploy a firearm by achieving passing scores on current FBI qualification courses.

Secured storage area: an access-controlled location where a limited and known number of people have access.

Squib load: an underpowered cartridge that may not expel the bullet from the firearm when fired.

Acronyms

AD	assistant director
ADIC	assistant director in charge
AG	Attorney General
AL	annual leave
AMS	Asset Management System
AMU	Asset Management Unit
ANSI	American National Standards Institute
AOR	area of responsibility
ASAC	assistant special agent in charge
ATF	Bureau of Alcohol, Tobacco, Firearms and Explosives
BRF	Ballistics Research Facility

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CFR	Code of Federal Regulations
CIRG	Critical Incident Response Group
CONUS	continental United States
CQC	Carbine Qualification Course
DIOG	<i>Domestic Investigations and Operations Guide</i>
DOJ	Department of Justice
DOS	Department of State
DSS	Diplomatic Security Service
DSU	Defensive Systems Unit
EC	electronic communication
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FD	Finance Division
FI	firearms instructor
FIRST	Firearms Information, Registration and Shooter Tracking
FIS	Firearms Instructor School
FO	field office
FTU	Firearms Training Unit
FY	fiscal year
GS	General Schedule
HCPU	Health Care Programs Unit
H.R.	house rule
HRT	Hostage Rescue Team

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IIS	Internal Investigations Section
INSD	Inspection Division
IOD	International Operations Division
IPU	Initial Processing Unit
LEGAT	legal attaché [position title]
Legat	legal attaché [office]
LEO	law enforcement officer
LEOSA	Law Enforcement Officers Safety Act
NCIC	National Crime Information Center
NFA	National Firearms Act
OCONUS	outside the continental United States
OMS	Office of Medical Services
OSHA	Occupational Safety and Health Administration
PD	policy directive
PFI	principal firearms instructor
PG	policy guide
PM	program manager
POW	personally owned weapon
PQC	Pistol Qualification Course
PT	physical training
Pub. L.	public law
RA	resident agency
RSO	regional security officer

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SA	special agent
SAC	special agent in charge
SC	section chief
SCU	Security Compliance Unit
SecD	Security Division
SIR	security incident report
SOU	SWAT Operations Unit
SQC	Shotgun Qualification Course
SR	service request
SUV	sport utility vehicle
SWAT	special weapons and tactics
TD	Training Division
TDY	temporary duty
UC	unit chief
U.S.C.	United States Code
WMF	Weapons Management Facility