

Manager's Guidelines for Implementing Non-Law Enforcement (LE) Firearms Policy Requirements

1. Identify task that calls for non-LE firearms.
 - a. General requirements can be found in [sections 2.6](#) and [2.7](#).
2. Complete DOI's mandatory training requirement, [Firearms Accountability Annual Certification Course](#), which provides basic knowledge of property management requirements for firearms.
3. Determine:
 - a. Proper caliber or gauge for firearm; and
 - b. Acceptable action type and firearm configuration.
4. Acquire firearms and ammunition ([section 2.13](#)).
 - a. Use the Financial and Business Management System (FBMS) while following formal acquisition procedures.
5. Create a risk assessment or Job Hazard Assessment (JHA) (see [240 FW 1](#)) for the specific activities ([sections 2.5M\(4\)](#) and [2.14](#)).
 - a. Keep copies of these records locally ([section 2.17D](#)).
6. Determine which personnel will use non-LE firearms.
 - a. Firearm users need to self-certify using the [Lautenberg Certification](#) (see [18 U.S.C. 922g](#)).
 - b. Ensure personnel pass a background check that meets the legal qualifications prescribed in the [1968 Gun Control Act, as amended by the Brady Law \(18 U.S.C. Chapter 44\)](#) and the [Lautenberg amendment \(18 U.S.C. 922g\)](#) ([section 2.5M\(5\)](#) and [2.8](#)).

- i. Per FWS Personnel Security, it can take 1 to 5 days to process and receive the results of a Special Agency Agreement Check (SAC), which is a check on an individual's fingerprints and criminal history.
 - c. Verify completion of basic training or refresher training for non-LE firearm users ([sections 2.9A-D](#)).
 - i. Consult with the Regional Non-LE Firearms Program Manager (RFPM) on possible training vendors ([section 2.5M\(8\)](#)),
 - ii. Ensure training is available and addresses program needs as specified in the JHA that meets [section 2.9](#) broad requirements, and
 - iii. Ensure firearms instructors meet minimum requirements and teach necessary curriculum ([sections 2.9G-H](#)).
 - d. Finalize personnel for the use of firearms to perform their official duties with [FWS Form 3-2575](#) ([sections 2.5M\(1\)](#) and [2.9E-F](#)).
 - i. This form and refreshers of basic training need to be reviewed and approved annually.
7. Confirm that personnel are trained on, have, and use Personal Protective Equipment (PPE) appropriate to activity (see [241 FW 3](#)) as described in the JHA ([sections 2.5M\(9\)](#) and [2.20](#)).
8. Issue firearms safety locking device for each firearm ([sections 2.10](#) and [2.11A](#)).
9. Provide physical storage as deemed appropriate ([sections 2.10](#) and [2.11B-C](#)).
10. Provide annual audiograms in accordance with a hearing conservation program (see [242 FW 3](#)).
- a. Continued collection of firearms noise data is necessary. Contact the Service's [Industrial Hygienists](#) for more guidance.
11. Uphold Recordkeeping requirements of firearms and ammunition throughout use ([section 2.17](#)).

- a. Keep copies of property records for firearms and ammunition records in accordance with Departmental and Service policies ([section 2.17](#)).
 - i. Keep a firearm sign in/out log to track location of firearms and maintain log with other records ([section 2.17A\(1\)](#)).
 - ii. Keep an ammunition sign in/out log to track use of spent ammunition and maintain log with other records ([section 2.17A\(3\)](#)).
- 12. Ensure accidents or incidents are reported based on requirements listed in [section 2.18](#).
- 13. Ensure that thefts and losses are reported based on requirements listed in [section 2.19](#).