

## SUGGESTED ACTIONS FOR COMMANDING OFFICERS

The following checklist items are not an inclusive list, but rather a guide to help start and maintain a consistent command relationship in order to better assist a Service member (SM) who seeks assistance.

1. Assign roles and responsibilities, and ensure the unit leadership is prepared for activities concerning the voluntary safekeeping of a SM's privately owned firearm (POF) and ammunition.
2. Ensure the Senior Enlisted Member (SEM), as an important member in the CO's implementation plan, always plays a key role in the continued efforts to provide a safe environment for each SM.
3. Encourage the SM to voluntarily release the POF(s) and/or ammunition from the SM's home/possession/immediate access.
4. Ensure the privacy of the SM is protected. To help decrease stigma, the CO and SEM must ensure the voluntary storing of the POF(s) and ammunition is not discussed by the armory personnel with other members in the unit that do not have a need to know.
5. Document the condition of the weapon as it is given up for safekeeping and placed into the armory or secure storage, per the discretion of Service and local policy.
6. Provide a copy of the custodial documentation to the SM for his or her records.
7. Ensure unit leadership is discussing safety methods for POFs with the SM, such as unit controlled storage, safety-locking devices, gun safes, and lock boxes in accordance with DoD Manual 5100.76.
8. Whenever possible enlist the support of a close family member, significant other, or trusted co-worker. Ensure there is a significant dialogue to discuss ways for prolonged access reduction and safety.
9. If complete removal of the POF and ammunition is unacceptable to the SM, additional options should be explored, including:
  - (a) Voluntarily dismantling the POF and having the command retain the critical piece(s) for safekeeping.
  - (b) Encouraging the SM to voluntarily store the POF with a safety-lock device, in a tamper-proof safe, or in a lockbox with access only by a trusted adult. Hiding an unlocked POF in the home is discouraged because the POF typically can be found.
  - (c) Encouraging the SM to voluntarily store the POF in a locked condition and allowing the command to maintain the key(s) and ammunition.
  - (d) Encouraging the SM to voluntarily allow a trusted adult to completely remove and store all the ammunition in a site away from the SMs ready access.