

MAY 2022

KIRTLAND AND MAXWELL PLACE FAMILY HOUSING INSIGHT **NEWS & STORIES**



HAPPY MEMORIAL DAY!



Our CEO's Message



Memorial Day is a time to remember, and honor, the fallen service members who died serving our country. This does not mean we spend the weekend only mourning those who made the ultimate sacrifice, rather we spend this time in remembrance of these brave men and

women while doing things we love with the people in our lives we cherish most. This is a weekend to celebrate our freedoms while thanking those who fulfilled their oath to serve this country with their lives. We honor their memory and sacrifice through our gratefulness. The Hunt Military Communities Team is consistently in awe of your selfless service, and we do not take for granted the dangers of your career. This Memorial Day we will all take time to reflect on the lives lost in service to this country and celebrate them with our remembrance and gratitude. We are thankful for your service each day, but weekends like this remind us just how special your oath to this country truly is.

Semper Fidelis,
Brian Stann



Hunt Military Communities
President & Chief Executive Officer

Welcome to the KFH Team

Luis Contreras - Maintenance Technician

Swamp Cooler

Swamp cooler start-ups and preventative maintenance are scheduled for April 25, 2022 - May 3, 2022 for Maxwell Place and May 4, 2022 - mid May 2022 for Pershing Park.

Thank You

Thank you to everyone who participated in Earth Day 2022!

Friendly Reminders

- Please remember, we are still conducting our annual preventative maintenance on each home. If you have not had yours, be on the lookout for an email and notice delivered to your home with more information. These inspections are very important to maintain our homes and make them the best place for you to call home.
- Residents, please be a good neighbor and don't allow your dogs to bark excessively during off-hours and please pick up after your pets. Residents are reminded that all pets are to be leashed outside. Also, please be sure to register all pets in the home at our leasing office, if you have not already.
- Residents are reminded the Hunt resident portal is only to be used for routine work orders. Any heating/cooling issues, water leaks, and other emergencies are to be called into our offices at 505-551-3855 or for Maxwell residents, please call 505-551-3855.
- Please review the Firearm and Ammunition Possession Guidelines on Page 7.

SAVE THE DATE

May 8th

Mother's Day Event
Further details to follow

May 27th

Pool Opening
Open Tuesday- Sunday
11:00AM-7:00PM

May 16th

Welcome Home Meet and Greet
Further details to follow



HuntMilitaryCommunities.com



10 Essential Spring Gardening Tasks

Spring is the most active time to be in the garden. Using all the pent-up energy we've accrued over winter, let's head outdoors to clean out and prepare our garden beds, repair hardscaping, do a little pruning and moving, and start the growing season off right. Here are ten things you can do to launch the spring season successfully.

1. Time for a Spring Inspection.

On one of the first warm days of spring, put on your inspector's hat and head out to the garden with a notepad. It's time to see what happened in the garden while you were indoors all winter. Take note of:

- Cold, ice, or snow damage to plants
- Beds that will need to be cleaned out
- Hardscaping elements such as walls, fences, benches, sheds, and trellises that have shifted, bowed, or rotted.

Evidence of new animal burrows from skunks, chipmunks, moles, voles, groundhogs, or rabbits. Also, note any deer or rodent damage on woody plants.

2. Address Hardscaping Issues First.

In early spring before the ground is ready to be worked, focus your energy on hardscaping. This is the time to repair damaged retaining walls, level out your stepping stones, clean out your gutters, and fix fences, benches, decks, sheds, trellises, window boxes, and raised beds. These tasks are easier to accomplish while your plants are still resting safely dormant.

Early spring is also a good time to plan for and build new raised gardens, widen existing ones, and tidy up your beds' edging. When temperatures allow, add a fresh coat of paint, stain, or sealant to any hardscaping elements made of wood.

3. Do a Thorough Spring Cleanup.

Ideally just before your spring bulbs start to pop up, clean the plant debris out of your garden beds. This includes fallen branches, matted down leaves, last year's perennial foliage, ornamental grasses, perennial hibiscus, and any annuals you didn't remove last fall. Maintaining good hygiene in your garden beds will help to keep pests and diseases at bay.

Now is also a good time to clean out debris from your pond or water feature. While you're at it, scrub and sterilize your birdbath and containers before setting them back out into the garden. A 1 part bleach/5 parts water solution should take care of any lingering diseases or insect eggs in your containers.

4. Test Your Garden Soil.

Experts recommend testing your garden soil every 3-5 years to see what nutrients or organic materials it needs and which it has too much of. You might learn, for example, that your soil is very high in phosphorous, so you would avoid adding fertilizers that contain a lot of it. Or you might find out your soil is naturally alkaline, and need to add aluminum sulfate around your evergreens and acid-loving shrubs like hydrangeas. Detailed instructions on how to collect and submit your soil sample are available on your state's Extension Service website.

5. Feed Your Soil.

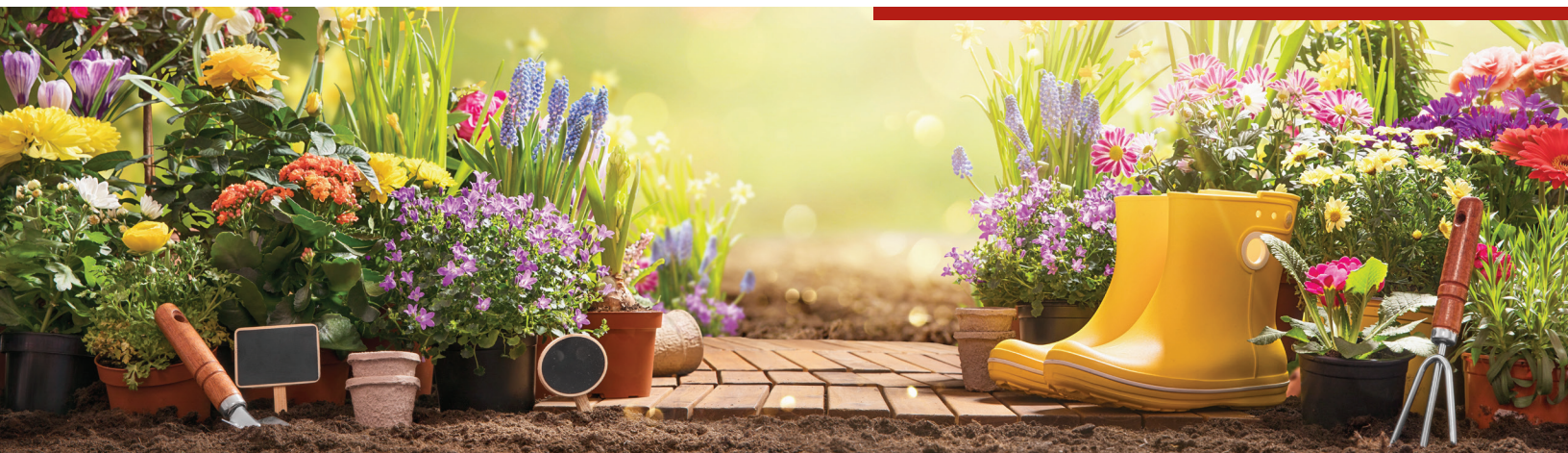
Once you know what your garden soil needs based on your test results, talk with someone at your local garden center about which specific products to use, always following package instructions for best results.

A good general practice is to topdress the soil with an inch or two of compost, humus, and/or manure in early spring just before or as your bulbs are starting to emerge. That's also a good time to sprinkle an organic slow-release plant food like Espoma's Plant-tone or Rose-tone around your perennials and shrubs. Earthworms and other garden creatures will do the job of working these organic materials down into the soil for you.

6. Get Out a Sharp Pair of Pruners.

Spring is a good time to prune some kinds of woody shrubs and trees. We've created a detailed guide for you to follow here: [Pruning Demystified](#). Here are a few highlights:

- Start by pruning out anything that has been broken or damaged by winter ice, snow, and cold. Remove deadwood, too.
- Follow the general rule that flowering shrubs which bloom on new wood (this year's growth) can be trimmed in spring. This includes summer flowering shrubs like butterfly bush, smooth hydrangea (*H. arborescens*), panicle hydrangea (*H. paniculata*), potentilla, rose of Sharon, and roses. Their flower buds will be set on the new flush of growth that appears after you prune it.



10 Essential Spring Gardening Tasks (Continued)

- Spring is also a good time to shear back evergreens like boxwood and arborvitae once their initial flush of new growth has finished emerging.
- DO NOT prune early flowering shrubs and those that bloom on old wood (last year's stems) like azalea, forsythia, lilac, quince, ninebark, and weigela in spring. If you do, you'll risk cutting off this year's flower buds. You might not be able to see them, but they are there, so resist the urge to prune

7. Divide Perennials and Transplant Shrubs.

In early spring when they are just beginning to pop up, divide and transplant any perennials that have outgrown their space or grown large enough to split, if desired. In most cases, it's best to divide and move perennials in the opposite season from when they bloom. That means moving summer and fall-blooming perennials in spring, and spring-blooming perennials in fall. This avoids disrupting their bloom cycle.

Evergreen shrubs can be moved in early spring before their new growth appears or in early fall to give them enough time to re-establish their roots before winter. Deciduous shrubs can be moved almost anytime they are not in bloom and the weather is mild, but generally, spring and fall are the preferred seasons for transplanting. If you move them while they are dormant, there will be less stress on the plants and they will be more likely to spring back into action quickly.

8. Put Out Any Necessary Supports Like Trellises and Stakes.

If you've brought a trellis into the garage or shed for winter, early spring is a good time to bring it back out into the garden. Make sure it's sturdy and apply a fresh coat of paint if needed before using it again. If you grow peonies, delphiniums, or any other perennials

that require support, set them out now or get them ready to go. Trying to wrangle tender peony stems into a peony ring is tough work once their leaves have unfurled.

9. Plant Your Spring Containers and Borders.

Though most annual flowers need the soil to warm up a bit before planting, some cool weather-loving plants like pansies, nemesia, and osteospermum daisies won't mind if you plant them in the garden early. Fill your spring containers with sweet alyssum, lobelia, and Supertunia petunias, too. You'll find six solutions for cool weather plantings in this article. For most other annuals, it's a good idea to wait until your area's last frost date to plant. Your local Extension Service website lists that date on their website.

10. Be Ready to Take Cover if Freezing Temperatures are in the Forecast.

If you garden in an area where late spring frosts and freezes are a possibility, be prepared to cover up plants that have tender emerging buds or foliage if freezing temps are in the forecast. If the buds haven't begun to open yet, there's no need to cover them.

Old sheets and towels that have been relegated to the rag pile are a good option, and a professional row cover is available for purchase, too. DO NOT cover tender plants with plastic sheeting or tarps. The effect of the plastic touching the newly emerging buds and foliage will magnify the cold's effect, rather than mitigate it.

Article provided by: <https://www.provenwinners.com>

FEEDBACK LOOP

SHARE YOUR FEEDBACK



If you have a specific maintenance issue in your home that needs to be addressed, please complete the maintenance request form for your community. If this is an emergent or urgent matter, please contact the Hunt Promise Helpline (855-333-2835) to receive immediate assistance with your request.



kirtlandfamilyhousing.com





Join the KAFB Resident Council!

**KIRTLAND FAMILY HOUSING RESIDENTS,
Your privatized housing Resident Advocate, Stephen Kowal,
invites you to join the new KAFB Resident Council!**

Mr. Kowal is looking for a few service members or spouses from each Kirtland Family Housing neighborhood to step up to be the voice of your neighborhood on the KAFB Resident Council.

Please reach out to Mr. Kowal to learn more about the position, an application, a signed charter, and to share your interest and plans for the council.

YOUR RESIDENT ADVOCATE: STEPHEN KOWAL
Email: Stephen.kowal@us.af.mil • Cell: (505) 420-8369

We Value Your Feedback!

On Your Next SatisFacts Survey, You Can Sign Up To Receive Future Resident Surveys via SMS!

We strive to provide 5-Star Service and value your feedback! To make it easier for you to give honest feedback, you can now receive resident surveys via SMS. Invitations to opt in to SMS notifications will be included on every survey recruitment email as well as at the end of each survey.

How It Works

1 Click the opt in link at the beginning of regular survey emails or at the end of the surveys.

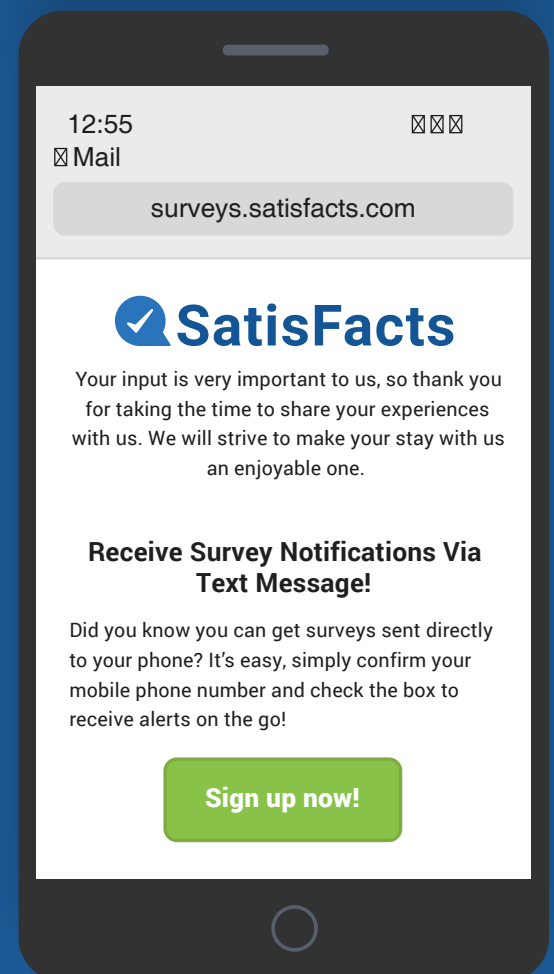
2 Enter mobile number, check the box agreeing to the terms and click submit.

3 Receive a confirmation text message.

Reply YES to confirm that you would like to receive SMS messages from Satisfacts.

YES

4 Reply "YES" to confirm & start getting initial survey invitations via SMS.





KIRTLAND

HUNT MILITARY COMMUNITY

REMINDER



Kirtland Family Housing has a
NEW OFFICE NUMBER!

505.551.3855

CONTACT INFORMATION



KIRTLAND
HUNT MILITARY COMMUNITY

Please see below for our updated contact information:

 **Office Phone Line:** 505-551-3855

 **Leasing Phone Line:** 888-562-8154

 **Maintenance Work Orders:** 505-551-3855

 **Email:** kirtlandleasing@huntcompanies.com

CONTACT INFORMATION



**MAXWELL PLACE
AT KIRTLAND**
HUNT MILITARY COMMUNITY

Please see below for our updated contact information:

 **Office Phone Line:** 505-551-3855

 **Leasing Phone Line:** 888-562-8154

 **Maintenance Work Orders:** 505-551-3855

 **Email:** kirtlandleasing@huntcompanies.com

Firearm and Ammunition Possession Guidelines

Dorm Residents:

Dorm Airmen must register and store their firearms and ammunition with the SFS armory. The following form are required for registration:

DD2760 Qualification to Possess Firearms and Ammunition
AF IMT 1314 Firearm Registration
Firearm Storage MFR sign by Commander or First Sergeant

Complete forms and take paperwork and firearms to SFS armory located in the basement of dorm 20221. Provide the First Sergeant with a copy of the AF IMT 1314 and keep a copy for your records of both forms. A copy of the DD 2760 and AF IMT 1314 should be kept with the firearms with checked out.

The armory will store a small amount (1 box) ammunition, but it must be in the original packaging. The armory will require at least a 24 hours' notice to perform a background check to get your firearm out of the armory for any reason. The member will need the Firearm Release MFR signed by the Commander or First Sergeant.

Base Housing:

Base Housing residents must register their firearms with the SFS armory. The following form are required for registration:

DD2760 Qualification to Possess Firearms and Ammunition
AF IMT 1314 Firearm Registration
Pictures of Serial number

Complete forms and take paperwork to SFS armory located in the basement of dorm 20221. Provide the First Sergeant with a copy of the AF IMT 1314 and a copy of the DD 2760 and AF IMT 1314 should be kept with the firearms at your house.

Transporting Firearms and Ammunition on Base:

When transporting firearms and ammunition, the firearm must be cased and both must be separated

Concealed Carry Rules:

You are not allowed to conceal carry a firearm on base. However, you are allowed to conceal carry through the gate to your first stopping point on base with the following paperwork:

DD2760 Qualification to Possess Firearms and Ammunition
AF IMT 1314 Firearm Registration
A NM or reciprocating state concealed carry permit
Weapons MFR signed by the member, security manager, and Commander

Once you have reached your initial stopping point, you must separate the ammo from the firearm and store appropriately.

Forms must be carried with weapon while being transported.

At no time shall a firearm, conceal carry or not, be used on the installation.

Firearm and Ammunition Possession Guidelines (cont'd)

3. PRIVATELY OWNED WEAPONS REQUIREMENTS:

3.1. Carrying/Transporting/Storing Dangerous Weapons: On KAFB a dangerous weapon is defined as any firearm, other weapons that fire a projectile (including air rifles, BB guns, paintball guns, etc.), martial arts weapons (nun chucks, stars, swords, etc.), bows and cross bows, knives with fixed blades more than three inches, or any switchblade knife.

3.1.1. In accordance with the Gun Control Act of 1968, 18 U.S.C., Section 921(a)(3) a firearm is any weapon (to include a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.

3.1.2.1. With the exception of federal, state, or local law enforcement officers performing official business, privately owned firearms (POFs) will not be routinely carried on a person or in a vehicle on Kirtland AFB.

3.1.2.2. State concealed firearm permits are not valid on Kirtland AFB; however, Active Duty/Active Reserve military members and ANG/DOD civilians with a valid New Mexico concealed carry license (or reciprocating state concealed carry license) and assigned to Kirtland AFB, may temporarily transport and store their Personally Owned Firearms (POFs) in their Personally Owned Vehicles (POV) IAW federal law, DoD regulations, and State of New Mexico firearms laws. This policy allowing members to carry their POFs in their POVs is intended to protect personnel as they transit on and off base, to and from their place of duty/on-base residence. Temporary transportation of POFs must comply with the following conditions:

3.1.2.2.1. Under no circumstances will a POF be carried on the person (other than the initial transport to the first on-base destination and upon departing the installation) and under no circumstances will the weapon enter any building/facility, with the exception of the person's onbase residence or 377 SFS armory.

3.1.2.2.2. The member, upon arrival at their initial on-base destination, will secure the firearm in the vehicle and not remove the weapon from its storage place until returning to the vehicle to depart the installation. The vehicle must be locked at all times when unattended. If the member is returning to their on-base residence, the firearm must be removed from the member's POV and secured in their on-base residence.

3.1.2.2.3. POFs will be secured in an appropriate weapons case or vehicle compartment. Members will secure and control the vehicle at all times. As used here, a "compartment" is a closed compartment (i.e., glove box, center console, lock box, case, etc.) which hides the firearm from view outside of the vehicle. Lockable/secured weapons boxes/safes/containers are preferred/highly recommended, to limit exposure to children or risk of theft; however, these items are not required, if the vehicle is properly locked/secured.

3.1.2.2.4. Members may not store a POF in their POV longer than 24 hours. For storage greater than 24 hours the POF must be registered and placed in the member's on-base housing or the 377 SFS Armory.

3.1.2.2.5. Fully automatic POFs will be stored in the SF Armory or stored off of the installation. Members will not store automatic firearms in their POVs.

3.1.2.3. In order for a POF to be transported or stored in a vehicle, the member must:

3.1.2.3.1. Maintain a current/valid New Mexico Concealed Handgun license issued by the State of New Mexico (or reciprocating jurisdiction);

Firearm and Ammunition Possession Guidelines (cont'd)

3.1.2.3.1.1. If the member does not satisfy the provisions of para. 3.1.2.3.1., they may transport a POF in their POV, but the ammunition must be separated from the POF and the POF must be securely stored in a secured weapons case or vehicle compartment in accordance with para. 3.1.2.2.3.

3.1.2.3.2. Provide a memorandum to their commander which indicates the member has read and understands the rules and regulations regarding the transportation and storage of a POF in a POV. In this memorandum, the member will also acknowledge their ability to transport and store their weapon can be revoked at any time and for any cause by their commander. Members may not transport and store their POFs until their commander has endorsed the memorandum and they have completed the additional steps outlined below. 377 ABW/JA can provide a template of the memorandum for commander endorsement;

3.1.2.3.3. Register the POF via AF FM 1314, complete DD Form 2760, and follow the procedures as directed in this instruction;

3.1.2.3.4. Maintain the AF FM 1314, signed by the member's commander in the member's POV. The AF FM 1314 will serve as the document authorizing transport/storage of the weapon in the member's POV on Kirtland AFB. The member will also notify LE personnel during any traffic stops or other official interactions that they are carrying a POF and will provide their concealed carry license and AF FM 1314 to the LE Officer upon request;

3.1.2.3.5. In the event this privilege is revoked (due to Article 15, domestic violence, Commander's direction, etc.), a letter will be placed into the member's PIF and on file in the VCC. Members are to immediately cease transporting/storing their POF in their POV upon this revocation;

3.1.2.3.6. Airmen residing in Kirtland AFB dormitories WILL NOT store firearms in their rooms or their POVs. Firearms must be stored in the 377 SFS Armory.

3.1.2.3.7. Members TDY to Kirtland AFB, individuals residing in lodging or Temporary Living Facilities (TLFs), private contractors, and visitors are prohibited from storing weapons in their vehicles, TLF or any other lodging facilities. 377 SFS Armory is the mandated storage repository for these firearms.

3.1.2.4. Individuals WILL NOT remove their weapon from storage in their vehicle for any purpose while on the installation and ARE NOT in any way to use their weapon in an attempt to augment or intervene in any security or law enforcement situation.

3.1.3. Concealed Carry on the installation under the provisions of H.R. 218: The Law Enforcement Officer's Safety Act (LEOSA) is permissible IAW AFI 31-101. The permit holders outlined in para. 3.1.4. are authorized to carry in all open areas, vehicles and facilities with the exception of dormitories, the MDG/VA Complex, and restricted/controlled areas. Personnel with state issued concealed carry permits, regardless of state, are not authorized to carry concealed at any time on Kirtland AFB.

3.1.3.1. 377 ABW/CC or DFC may suspend concealed carry for an individual or for all individuals installation-wide based upon increased FPCONs, local threat, lack of adherence to standards or discretion. All personnel who fall under AUoF status who are DNA will surrender their LEOSA to the AUoF office along with their RAB.

Firearm and Ammunition Possession Guidelines (cont'd)

3.1.3.2. Contact with Law Enforcement or Command Officials. LEOSA credentialed individuals stopped for RIEVC/RVIs, traffic violations, or for any other reason by law enforcement or command official (Commanders, First Sergeants, Security Forces, or AFOSI) must immediately inform the official that there is a firearm in their vehicle or on their person. The LEOSA certified member must have the credential on their person.

3.1.4. Acceptable LEOSA Credentials. Individuals must have their valid LEOSA credentials immediately available at all times when they have a firearm in their POV or on their person while on KAFB. Acceptable LEOSA forms:

3.1.4.1. AF Form 688D, USAF LEOSA 926B.

3.1.4.2. AF Form 688E, USAF LEOSA 926C.

3.1.4.3. AFOSI Form 59A.

3.1.4.4. AFOSI LEOSA Identification Card.

3.1.4.5. Other Federal/State/Local Law Enforcement Officer Credentials.

3.1.5. Air rifles (BB guns) are authorized on KAFB, but can only be fired at an approved range. Family members under 18 years of age must be supervised at all times while on the range by either a parent or an adult 18 years or older. Shooters must fire their weapons from the firing line to a target placed down range and must observe all safety rules. Paintball guns are not authorized for use on KAFB unless specifically approved by the 377 ABW/CC. Airsoft weapons are not authorized for use in any populated area (housing, dormitory etc.).

3.2. IAW AFI 31-117, Arming and Use Of Force by Air Force Personnel, all commanders must continually monitor personnel for suitability of to bear firearms, and evaluate available information and if necessary, take immediate action to temporarily withdraw the affected person's authority to bear a firearm. If warranted, commanders must also deny the person access to any government-owned or privately owned firearm and associated ammunition stored in a government firearm storage facility.

3.2.1. A commander may determine it necessary to withdraw a member's authority to bear firearms (both government and courtesy storage of POWs in the Security Forces Armory) for the following reasons:

3.2.1.1. Personnel found to have a qualifying conviction under the Gun Control Act/Lautenberg Amendment.

3.2.1.2. Identified substance abusers.

3.2.1.3. Emotionally unstable or behavior suggests they are incapable of using firearms with care.

3.2.1.4. Determined by medical authority to be suffering from alcohol abuse or dependence.

Firearm and Ammunition Possession Guidelines (cont'd)

3.2.1.5. Taking prescription medication that impairs their ability to use firearms. Use of prescription medication does not always disqualify individuals from bearing firearms. However, commanders must consult with the responsible physician when medication that impairs the ability to handle firearms is prescribed.

3.2.1.6. Relieved of duty for disciplinary reasons.

3.2.1.7. Relieved of duty pending a UoF Review Board, following a member's UoF shooting.

3.2.2. Commanders that have determined the need to temporarily withdraw authority to bear firearms (both government and courtesy storage of POWs/ammunition in the Security Forces Armory) are required immediately to notify the servicing armory(s). The verbal notification can be made by the Commander, First Sergeant, or duty roster authentication official to the servicing armory(s) and the affected person. If applicable, notice to the affected individual will also include their inability to carry a concealed firearm under the Law Enforcement Officers Safety Act. Servicing armories will take appropriate action to ensure any government-owned or privately owned firearm and associated ammunition is not issued to a person whose authority has been withdrawn. Within 72 hours, commanders will submit, to the servicing armory(s), a written memorandum containing the individual's name, rank, squadron, SSN, weapons serial number, general reason for the temporary withdrawal (i.e. medical, disciplinary, investigation, etc.) and commanders intention to deny weapon/ammunition access. This memorandum must also be signed by the affected individual notifying him of the withdrawal action.

3.2.3. Commanders are responsible for ensuring compliance with the Gun Control Act of 1968, Public Law 104-208, and (18 U.S.C. § 922(d)(9) and (g)(9) (Lautenberg Amendment). The Gun Control Act prohibits military personnel, civilians, and contractors with a qualifying conviction of a misdemeanor crime of domestic violence from shipping or transporting in interstate or foreign commerce, or possessing in or affecting commerce, any firearm or ammunition; or receiving any firearm or ammunition which has been shipped or transported in interstate or foreign commerce. Furthermore, it is a felony for any person to sell or otherwise dispose of firearms or ammunition to any person whom he or she knows or has reasonable cause to believe has been convicted of a misdemeanor crime of domestic violence.

3.2.4. Commanders that are required, by Gun Control Act/Lautenberg Amendment, to withdraw authority to bear firearms (both government and courtesy storage of POWs/ammunition in the Security Forces Armory) are required immediately to notify the servicing armory(s). If applicable, notice to the affected individual will also include their inability to carry a concealed firearm under the Law Enforcement Officers Safety Act.

3.2.4.1. Servicing armories will take appropriate action to ensure any government-owned or privately owned firearm and associated ammunition is not issued to a person whose authority has been withdrawn.

3.2.4.2. Final disposition of the affected member's property: The property owner will be required to appoint an individual, via power of attorney, not affected by the Gun Control Act/Lautenberg Amendment before the weapon/ammunition can be released from the servicing armory. Servicing armories will maintain a copy of the power of attorney with other required paperwork associated with the transfer from the armory. The commander must brief the affected member that the weapon must be disposed of IAW the Gun Control Act/Lautenberg Amendment via memorandum.

Firearm and Ammunition Possession Guidelines (cont'd)

3.2.4.3. Purchases of firearms at AAFES facilities. Firearms purchased at the Main Exchange will be secured and transported IAW paragraph 3.1.2. In addition AAFES will be required to place a trigger lock or similar device on all firearms before they are released to the customer and provide them information on the transportation requirements.

3.3. Registration and Storage of Dangerous Weapons.

3.3.1. Personnel residing in Base housing, including the Maxwell housing area, are required to register their privately owned firearms with the 377 SFS Armory. In addition, weapons must be stored in such a manner as to deter theft and preclude improper usage, especially by children.

3.3.2. Personally owned firearm registration and storage at the 377 SFS Armory is required for all personnel residing in temporary government quarters, i.e., Fam-Camp, Temporary Lodging Facility (TLF), Visiting Officer Quarters (VOQ), and Visiting Airman Quarters (VAQ), for the duration of their stay at KAFB.

3.3.3. Personnel residing in the dormitories are prohibited from storing firearms or any other dangerous weapons in the dormitory. Dormitory residents will register and store their dangerous weapons with the 377 SFS Armory or secure them at an off base location.

3.3.4. When registering a weapon, the on-duty armorer will ask the individual for their ID card. The individual will be given an AF IMT 1314 and a DD Form 2760 to complete for registration and/or storage of the firearms(s). Military personnel are required to have their unit commander or designee sign the AF IMT 1314. All DoD civilians and contractors are required to have their supervisors sign the AF IMT 1314. All other civilians and retirees are not required to have a commander or designee sign their AF IMT 1314.

3.3.5. These forms must be completed and returned to the Armory within three duty days. The individual will be contacted if they fail to return the AF IMT 1314 and DD Form 2760 within the prescribed time. A copy of the AF IMT 1314, signed by the on-duty armorer, will be given to the individual as a receipt.