

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D INFANTRY DIVISION AND FORT STEWART  
942 DR BEN HALL PLACE, BUILDING HQ001  
FORT STEWART, GEORGIA 31314-5000

AFZP-CG

**COMMAND POLICY LETTER NO. 14**

**Privately Owned Weapons (POW) Registration Requirements**

1. REFERENCES.

- a. AFZP Form 2027, Registration of Personal Firearms Form.
- b. CFR 32, Title 32, Chapter V, Part 552, Subpart G Firearms and Weapons, 1 July 2011.
- c. AR 190-11 Physical Security of Arms Ammunition, and Explosives, 17 January 2019.

2. APPLICABILITY. This policy applies to all 3rd Infantry Division units and personnel, tenant units, and personnel living/working and visiting on Fort Stewart (FS) and Hunter Army Airfield (HAAF).

3. PURPOSE. This policy provides the procedures and requirements of weapons being registered and stored on the installation.

4. POLICY. Personnel who live on FS/HAAF and maintain a POW on the installation will register the firearm(s) at the Directorate of Emergency Services (DES) Weapons Registration Office within 72 hours of bringing the firearm on the installation. Personnel visiting the installation and staying in lodging on post, will register the firearms within 24 hours of arrival on the installation.

a. Registration of Personal Firearms Reinstated AFZP Form 2027 will be used to register POWs on FS/HAAF. Personnel registering a weapon will also complete a DD Form 2760 (Qualification to Possess Firearms or Ammunition). These forms are available at the FS/HAAF Weapons Registration Offices and the Team Stewart Web Page.

b. Full identification of the firearm described on the AFZP Form 2027 includes the description, caliber, make, model, and serial number. A locally engraved serial number is not required; however it is highly recommended for firearms without serial numbers.

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c. A copy of the Army Law Enforcement Reporting and Tracking System (ALERTS) registration will be given to the registrant and a copy will be kept on file at the Weapons Registration Office. A copy of the registration must be kept with the firearm at all times while it is on the installation.

d. Do **NOT** bring the firearm to the Weapons Registration Office.

e. Only the owner of the firearm is authorized to register the firearm. However, the dependent spouse or dependent adult will be able to register a firearm on the sponsor's behalf by presenting a Power of Attorney.

f. All Soldiers (regardless of rank) and Family Members who reside on the installation must submit a request, AFZP 2027 and DA Form 2760 to their Unit Commander for the Commander to indicate that counseling has been conducted on DA Form 4856 by the Commander. The Soldier/Family Member will submit the signed forms and a copy of the Commander's Assumption of Command orders to the Weapons Registration Office for registration.

g. All Retirees/Civilians who reside on the installation must register their firearms by submitting an AFZP 2027 and DD Form 2760 to the Weapons Registration Office for processing.

h. All firearms brought onto the cantonment area (the area that is accessed by entering the installation through a manned/controlled gate) must be registered. Military Police will take whatever actions they deem necessary for unregistered firearms brought onto the cantonment area.

i. Weapons Registration Personnel:

(1) Will provide all the necessary forms to individuals desiring to register firearms.

(2) Ensure personnel are at least 18 years of age when registering weapons/long guns and 21 or older when registering hand guns.

(3) Review AFZP 2027, DD Form 2760 and written approval documentation from the Commander for Soldiers/Family Members. Documentation must include that the individuals have received firearm safety training and are knowledgeable of Federal, State and local laws or ordinances concerning the possession, use and storage of firearms/ammunition (DA Form 4856 Developmental Counseling Form).

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(4) Verify the Commander's signature against the copy of the Assumption of Command orders.

(5) Vet all personnel prior to registering firearms. Vetting will be accomplished by contacting the Visitor Control Center (VCC) and having the individual's information run through the National Crime Information Center (NCIC)/Georgia Crime Information Center (GCIC) system. If no derogatory information is revealed, proceed with the registration.

(6) Process the registration information in the ALERTS weapons registration module.

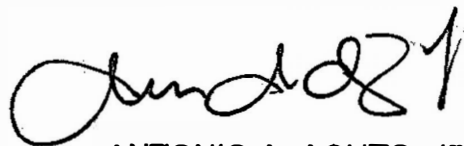
(7) Upon verifying proof of identity, provide the individual who is registering the firearm a copy of the completed ALERTS registration form and retain a copy of the AFZP 2027, ALERTS registration form, DD Form 2760 and if applicable, DA Form 4856 on file for a period of five years. An electronic copy of the registration will be retained indefinitely.

(8) Pick up AFZP Forms 2027 for the FS AAFES Main Exchange upon request and process within three business days. Notify the individual registering the firearm when the registration is ready for pick up.

j. All firearms/ammunition stored on FS/HAAF will be secured IAW AR 190-11.

k. Requirements for personnel who are in-processing through the Marine Reception Center, visitors staying in on-post lodging and personnel purchasing firearms at the Main Exchange can be found in the IMSH-ES 190-11.

5. PROPONENT. The proponent for this policy letter is the Director of Emergency Services at (912) 767-1538.



ANTONIO A. AGUTO, JR  
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