

12 FAH-3 H-430 FIREARMS OFFICER

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(TL:FOMH-1; 12-4-95)

Each field office must designate one agent to serve as a firearms officer and a second as alternate firearms officer.

12 FAH-3 H-432 FIREARMS OFFICER DUTIES

(TL:FOMH-1; 12-4-95)

a. Following successful completion of an approved instructor's course, ensures that adequate firearms instruction is provided to all field offices and resident agent personnel within the field office's jurisdiction.

b. Maintains custody and provides proper storage of firearms and ammunition. Field offices must store firearms and ammunition in metal file cabinets secured with a lockbar security system or in a security container.

c. Maintains a firearms inventory control ledger and an ammunition inventory control ledger to record issuances and returns of firearms and ammunition. These logs will remain in the field office and will be stored accordingly.

d. Distributes firearms cleaning kits to each special agent and ensures that assigned firearms are maintained in a clean and serviceable condition at all times.

e. Makes periodic unannounced inspections of firearms and holsters, and reports deficiencies to SAC for appropriate action.

f. Maintains firearms qualification records and forwards copies of the completed forms to the DS/EX/PLD/TSD Registrar's Office.

g. Inspects firearms used for qualification before and after qualification, noting the condition of the firearms in each Firearms Qualification Record.

12 FAH-3 H-433 THROUGH H-439 UNASSIGNED

