

ACCOUNTABILITY AND DISPOSAL OF VA FIREARMS AND AMMUNITIONS

- 1. REASON FOR ISSUE.** This directive establishes the Department of Veterans Affairs (VA) policy for accountability and disposal of firearms and ammunition in accordance with Federal guidelines.
- 2. SUMMARY OF CONTENTS.** This directive provides mandatory Department-wide policy for the following responsibilities:
 - a. Managing firearm and ammunition inventories.
 - b. Disposing of excess, forfeited, seized, and abandoned firearms and ammunition.
- 3. RESPONSIBLE OFFICE.** Associate Deputy Assistant Secretary for Program Management and Operations, Office of Acquisition and Materiel Management (049M).
- 4. RELATED HANDBOOK.** None.
- 5. RESCISSIONS.** None.

CERTIFIED BY:

BY DIRECTION OF THE
SECRETARY OF VETERANS AFFAIRS:

/s/
Robert T. Howard
Assistant Secretary for
Information and Technology

/s/
Robert J. Henke
Assistant Secretary for Management

Distribution: Electronic Only

ACCOUNTABILITY AND DISPOSAL OF VA FIREARMS AND AMMUNITIONS

1. PURPOSE. This directive contains mandatory policy and procedures for accountability and disposal of firearms and ammunition. As firearms and ammunition are considered sensitive items, VA must maintain strict controls and oversight on the accountability and disposal of these items.

2. POLICY

a. All firearms, regardless of cost, will be recorded, inventoried, and tracked in an authorized VA automated asset inventory system.

b. Ammunition will be inventoried, recorded, and tracked in an authorized VA automated perpetual inventory system.

c. Proper hazardous warning labels must be posted on outside doors of ammunition storage areas.

d. Procedures outlined in appendices A and B will be adhered to by all VA organizations with the exception of the Office of Inspector General (OIG). The OIG will adhere to VA OIG Directive 51 103 regarding accountability, and adhere to Federal Management Regulation (FMR) 102-36 and Federal Property Management Regulation (FPMR) 101-42 regarding disposal. (Upon request, the OIG will provide a copy of its firearm inventory.)

3. RESPONSIBILITIES

a. The Deputy Assistant Secretary (DAS) for Acquisition and Materiel Management (OA&MM) (049) is responsible for accountability and disposal of all personal property, to include firearms and ammunition, within VA. It is incumbent upon OA&MM to:

(1) Develop, update, and administer Department-wide policy and procedures in accordance with 41 Code of Federal Regulations, the FPMR, and FMR.

(2) Ensure that accountability and disposal processes are in compliance with federal guidelines.

(3) Ensure that VA property managers have up-to-date accountability and disposal data on firearms and ammunition readily available for submission to VA Central Office, should it be requested by the Government Accountability Office or other authorized federal entity.

b. Heads of VA organizations authorized to maintain firearms will ensure that standard operating procedures on the accountability and disposal of firearms and

ammunition are in compliance with all applicable federal and Departmental guidelines, and that these policies are followed.

c. Facility directors will ensure that facility operating procedures for accountability and disposal of firearms and ammunition are in accordance with applicable federal and Departmental guidelines and that these policies are followed.

4. REFERENCES

- a. Federal Managers Financial Integrity Act of 1982.
- b. 41 CFR, FPMR, chapter 101.
- c. Office of Financial Policy Bulletin 96GA1-1, dated October 20, 1995.
- d. Public Law 108-199, section 607, Consolidated Appropriations Act, 2004.
- e. VA Directive 0720, Program to Arm Department of Veterans Affairs Police, dated January 24, 2000.
- f. VA Directive 0730, Security and Law Enforcement, dated August 11, 2000.

5. DEFINITIONS

- a. **Evidential Value:** Firearms and ammunition which have been confiscated as a result of illegal circumstances and are being held pending decision by a court or other legal authority.
- b. **Held Firearm:** Firearms held pending decision by a court or other legal authority.

**MANDATORY PROCEDURES FOR ACCOUNTABILITY OF VA FIREARMS
AND AMMUNITION**

INVENTORIES

1. At a minimum, physical inventories of firearms and ammunition will be conducted on a semiannual basis. These inventories will be conducted by the organization authorized to carry firearms and the facility Accountable Officer or designee. If discrepancies, i.e., missing firearms and/or ammunition are noted, quarterly inventories will be required by that facility thereafter.

2. Data resulting from all internal inventories of firearms and ammunitions conducted by VA organizations that are authorized to carry such items will be provided to the Accountable Officer or designee upon request.

a. Facility directors will certify that firearm and ammunition inventories are included in the Annual Certification of Property Inventories or applicable report as a separate line item.

b. In the event that a Department-owned firearm is lost or stolen, the following actions must be taken immediately:

(1) Notify the local law enforcement office, OS&LE for VA Police Service firearms only, the Federal Bureau of Investigation, local police, the supporting facility Accountable Officer, or designee.

(2) Enter the information into the National Crime Information Center/National Law Enforcement Telecommunications System.

(3) Complete a detailed VA Form 1393, Uniform Offense Report, and follow appropriate Report of Survey procedures as soon as possible.

**MANDATORY PROCEDURES FOR DISPOSAL OF FIREARMS
AND AMMUNITION**

1. DISPOSAL

a. All firearms and ammunition that are no longer required shall be turned into the facility's Accountable Officer via the facilities standard turn-in procedures using the VA Form 90-2237 (electronic or manual). Disposal documentation shall be maintained by the Accountable Officer for audit purposes.

b. The Facility's Accountable Office or Designee shall offer unrequired property (to include forfeited, seized, or abandoned) for use Department-wide for approximately 10 days through VA's Agency Asset Management System. If no VA organization requests transfer of such property, it will then be reported to GSA, Region 8, Denver, Colorado, regardless of condition code, in accordance with 41 Code of Federal Regulations FPMR 101-42.1102-10.

c. Firearms, ammunition and other properties being held for evidential value will remain in the custody of the local VA law enforcement office, in secured storage, until such property is released in a final adjudication. Any property being held for evidential value will not be utilized, displayed or used for training purposes during the litigation proceedings. If the final adjudication states such property be released back to VA, the local VA law enforcement office has the authority to place the item into official use. If such property cannot be utilized, a turned-in shall be initiated to the facility's Accountable Officer for final disposition as above.

d. Under no circumstances will VA submit any firearm(s) for surplus sales. Under no circumstances will VA submit any firearm(s) for direct donation (except those which have been arranged by GSA). Firearms not utilized by VA or through GSA shall be destroyed by means of melting or cutting and witnessed by the Accountable officer or designee and local VA police officer. Witnesses shall sign a certification of destruction memorandum for the files.

e. Small quantities of ammunition not utilized by VA or excessed through GSA shall be turned into DoD, state or local law enforcement officials for appropriate disposal actions.

f. Spent brass casings shall be recycled in the following manner:

(1) Casings may be exchanged for free shooting range time or other applicable service as long as it is advantageous to VA and within federal guidelines.

(2) Casings that are not handled in the above-described manner should be turned in to the facility Accountable Officer or designee for disposal. Facilities may sell the

spent casings to a local recycling company that offers the best recycling value for spent casings. You must ensure that all casings are spent prior to exchange for service or sale, including recycling.

g. All proceeds obtained through the sale of recycled brass casings may be retained in a facility recycling fund and utilized as outlined in Public Law 108-199, section 607 (see Office of Financial Policy Bulletin 96GA1-1 for VA policy guidance).

2. INQUIRIES. This directive can be accessed at the VA Web site, <http://vaww.va.gov/oamm/intranet/>, where questions may be directed.