

Firearms Management

OP-P-110

Revision # 1

Approved by [REDACTED]

19 March 2004

*Active Divisions/Departments:
Palmer Area Directorate*

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Purpose

This document provides guidance for the safekeeping, maintenance, documentation, and proper issuance of the firearms at Palmer Station.

Scope/Applicability

The sole use of firearms at Palmer Station is for scientific purposes. This procedure applies to the Palmer management staff and any grantees who have been approved by the National Science Foundation to use firearms.

Terms and Definitions

ACA
Antarctic Conservation Act

CONUS
Continental United States

RSP
Research Support Package: information provided by RPSC and NSF outlining the support that has been approved by the NSF in response to the Support Information Package (SIP)

SIP
Support Information Package: information provided by the grantee describing the support requested while in Antarctica

SITREP
Weekly Situation Report distributed from each of the USAP stations

Station Manager
On-site manager, typically the senior on-site RPSC representative

Responsibilities

The Station Manager is responsible for the safekeeping, maintenance, documentation, and proper issuance of station firearms.

Each grantee requiring the use of firearms is required to obtain approval from the National Science Foundation via the Support Information Package (SIP).

Discussion

Palmer Station maintains a small number of armaments for use by scientists collecting animal specimens. There are currently two guns on station (one 12-gauge pump-action shotgun and one .223 caliber mini ranch rifle) along with some ammunition for each. Requests to use the firearms are submitted from the scientists via the Science Information Package (SIP). Use of a firearm requires an NSF-approved ACA Permit stating that the scientist(s) named may take animals using a firearm. No other uses of firearms are permitted.

The Station Manager is responsible for the safekeeping of the firearms, and for ensuring they are used only as allowed by permit. The firearms and ammunition are currently stored in the station manager's office in a locked gun cabinet. During each turnover between incoming and outgoing station managers, the firearms and ammunition are inspected by both to verify serial numbers and quantities.

The Station Manager is responsible for ensuring the firearms are maintained properly. This includes ensuring that the users of the firearms clean them before and after use, and reporting any operating difficulties encountered.

The Station Manager keeps an account of all ammunition use in order to keep the inventory documentation current. There are no ammunition usage reporting requirements for the Antarctic Treaty, nor for internal RPSC or NSF use. The issuing and return of firearms should be noted in the weekly situation report (SITREP). The grantees are responsible for reporting their ammunition usage to the station manager and returning any unused ammunition.

Occasionally the transport of ammunition and firearms to and from the station will be necessary. New firearms or explosives may be ordered by RPSC Science Support to meet SIP requests as approved by the appropriate NSF science program manager. Old ammunition may be retrograded for disposal if it is deemed unfit for use. The RPSC Supervisor, Peninsula Logistics and EH&S Coordinator should be notified as early as possible of the need for firearms or ammunition transport in order to make proper arrangements for packaging and shipping. In general, the recommended method for transport of firearms is via the research vessel during one of the biannual trips to CONUS for hazardous waste retrograde.

The annual Treaty Report requires an accounting of all the firearms on site at Antarctic stations. This includes a description of each firearm and the corresponding serial numbers. The Area Director is responsible for updating this information. An accounting will also be required for any official Antarctic Treaty inspection. Refer to the Palmer Antarctic Treaty Compliance and Reporting procedure for additional information.

Requirements

- Locked storage cabinet to store firearms and ammunition
- Gun cleaning kit(s)
- Approved ACA Permit(s) prior to use of firearms
- Current list of firearms and ammunition stored on site

Off-Site Planning (Area Director or his/her designee)

- Apr-Jun Review SIP requests with RPSC Lab Supervisor and arrange purchase of firearms or ammunition as required. (Coordinate with station manager to ensure ammunition available on site is scheduled for use prior to ordering new ammunition.)
- Apr-Aug Ensure the RPSC Peninsula Logistics Supervisor and RPSC EH&S Coordinator are informed plans to ship firearms or ammunitions to or from Palmer Station.

On-Site Operations (Station Manager)

- 1 Sept Verify the serial numbers of the firearms and quantity of ammunition on site with the Winter Site Manager. Sign for transfer of responsibility for these materials using a memorandum documenting the inventory (see Appendix 1).
- Sep-Mar Update the inventory of firearms and ammunition as any changes are made. The memorandum developed on 1 Sept can be used as the inventory document. Any receipt or issuing of firearms or ammunition requires a memorandum documenting the transfer of responsibility. Since the research vessel is the normal mode of transport for these materials, the transfer will typically be between the RPSC Marine Project Coordinator and the station manager. The

updated inventory list must be available at any time for an official Antarctic Treaty Inspection.

- Sep-Mar Issue and receive firearms to/from scientists, using the following steps:
1. Verify the permission to use firearms is specified in the NSF-approved ACA Permit for the requesting science group.
 2. Ensure the grantee(s) receiving the firearm(s) and ammunition are aware of safe firearm handling practices.
 3. Provide the appropriate gun cleaning kit to the grantee(s) and state the requirement for cleaning before and after use.
 4. Inform the community that a firearm will be in use. Define the purpose, the location, and the approximate time(s) of use.
 5. When issuing the firearm, ensure it is not loaded. Advise the grantee(s) of the requirement not to load the firearm until required for use in the field and to unload the firearm prior to return to the station.
 6. Have the grantee(s) sign a memorandum accepting responsibility for the possession of the firearm and ammunition.
 7. Report the issue and return of firearms in the weekly SITREP. Be sure to indicate the issue of the firearm was conducted in accordance with the stated permit number.
 8. Inform the grantee(s) of the requirement to account for all ammunition use.
 9. Upon return, ensure the firearm has been unloaded and cleaned. Note any difficulties the grantee(s) encountered in using the firearm.
- 1 Mar Review the condition of the firearms and ammunition on site. Make note of any recommended retrograde of these items for inclusion in the planning cycle for the ensuing austral summer.
- 1 Mar Verify the serial numbers of the firearms and quantity of ammunition on site with the Winter Site Manager. Sign for transfer of responsibility for these materials using a memorandum documenting the inventory (see Appendix 1). Send a copy of this document to the RPSC Centennial Office for use in the annual Treaty Report (see Antarctic Treaty Compliance and Reporting procedure).

References

Antarctic Conservation Act (ACA)

RPSC Procedure *OP-DP-102: Antarctic Treaty Compliance and Reporting*

Records

Record Identification, Format, & Owner	Active Location Storage, Protection, & Retrieval	Facility Storage, Protection & Retrieval	Retention Time	Ultimate Disposition
Firearms Turnover Memorandum; hardcopy; Palmer Station Manager	Station Manager's file drawer; available from Station Manager	N/A	Kept on-site for one year. No facilities storage required.	Trash

Attachments, Appendices

Appendix 1 of 1: Firearms Turnover Memorandum (see next page)

MEMORANDUM

Raytheon Polar Services Company
7400 S. Tucson Way
Centennial, Colorado 80112-3938
Telephone (303) 790-8606

Date: 30 September 2003
From: [REDACTED], Palmer Station Manager
Subject: STATION MANAGEMENT CHANGEOVER
Subject: TRANSFER OF FIREARMS AND AMMUNITION

Effective 30 November 2003, [REDACTED] relieved [REDACTED] as Station Manager at Palmer Station.

Please note that the following firearms were turned over:

1 shotgun, 12-gauge, Magnum, pump action, Remington [SN: S346543M]
1 mini ranch rifle, 223-caliber, Ruger [SN: 188-32652]

Please note that the following ammunition was turned-over:

80 .223 caliber shells
225 12-gauge shotgun shells

Signed by: [REDACTED]
Manager, Station Operations
Palmer Station

Date 11/30/2003

Signed by: [REDACTED]
Palmer Area Director
Palmer Station

Date 11/30/2003