



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

NOV 4 2004

## INSPECTOR GENERAL INSTRUCTION 5210.56

SUBJECT: Carrying of Firearms by OIG Personnel

References: See Appendix A.

**A. Purpose.** The purposes of this Instruction are: (1) to prescribe policy and to promulgate the statutory and regulatory bases for training requirements and standards that must be satisfied before the Inspector General grants carry authority; (2) to prescribe procedures for requesting, granting, and revoking weapons carry authority; and (3) to establish an effective oversight mechanism for ensuring compliance with the applicable statutory and regulatory standards for weapons carry authority.

**B. Applicability and Scope.**

1. This instruction applies to all officers and employees assigned to the Office of Inspector General (OIG), including all of its subcomponents.

2. Any authorization for firearm carry authority by Special Agent or non-Special Agent OIG personnel outside the United States, its territories, and possessions must: (1) comply with reference (g), paragraph E1.1.3. of reference (e), and any Status of Forces Agreement for locations not considered to be "combat zones" (as applicable); or (2) comply with paragraph 2.3 of reference (e) and all limitations/restrictions/conditions imposed by the Combatant Commander with operational authority for the overseas location in question for locations considered to be "combat zones."

**C. Definitions.** See Appendix B.

**D. Policy.** It is OIG policy to limit and control the carrying of firearms by OIG personnel while in the performance of their official duties. Authority to carry a firearm while in the performance of official duties shall be issued only to qualified personnel when there is a reasonable expectation that life or DoD assets will be jeopardized if firearms are not carried. Evaluation of the necessity to carry a firearm while in the performance of official duties shall be made considering this expectation weighed against the possible consequences of accidental or indiscriminate use of firearms. OIG personnel regularly engaged in law enforcement or security duties shall be armed. The following categories of OIG personnel may be authorized to carry firearms in the performance of their official duties.

1. **Special Agent OIG Personnel.** The legal authority for Special Agent OIG personnel to carry firearms is set forth in references (b) and (c), as implemented by references (e) and (f).

The training requirements and standards for Special Agent OIG personnel are set forth in reference (e), as further defined and implemented by reference (g). The administrative procedure governing the arming of Special Agent OIG personnel is set forth in reference (e), as further defined and implemented by reference (g).

2. **Non-Special Agent OIG Personnel.** The legal authority for non-Special Agent OIG personnel to carry firearms is set forth in reference (b), as implemented by references (e) and (f). The training requirements and standards for non-Special Agent OIG personnel to carry firearms are set forth in Appendix C of this Instruction. The administrative procedure governing the arming of non-Special Agent OIG personnel is set forth in Sections E and F of this Instruction.

**E. Responsibilities**

1. The **Inspector General:**

a. May authorize OIG personnel to carry firearms in the performance of their official duties by virtue of the delegated authority of reference (e), as implemented by reference (f).

b. May be authorized to carry firearms in the performance of official duties upon successful completion of all training requirements and standards set forth in Appendix C of this Instruction and compliance with the applicable administrative procedure governing the arming of non-Special Agent OIG personnel set forth in Sections E and F of this Instruction.

2. The **DIG-INV** shall:

a. Administer the Special Agent firearms training program in accordance with References (e) and (g), and administer the Non-Special Agent OIG Personnel Firearms Training Program in accordance with Appendix C.

b. Review all requests for authorization to carry firearms by non-Special Agent OIG personnel submitted in accordance with this Instruction for the sole purpose of validating that the requestor has successfully completed all required training and qualification requirements.

c. Review and coordinate on the necessity and appropriateness of all requests for authorization to carry firearms by non-Special Agent ODIG-INV personnel.

d. Ensure that all non-Special Agent ODIG-INV personnel authorized to carry firearms comply with all training requirements and standards set forth in Appendix C of this Instruction.

e. Maintain control and accountability of firearms issued to any non-Special Agent ODIG-INV personnel authorized to carry firearms.

3. The **DIG-I&P** shall:

- a. Review and coordinate on the necessity and appropriateness of all requests for authorization to carry firearms by ODIG-I&P personnel.
- b. Ensure that Special Agent ODIG-I&P personnel comply with all applicable training requirements and standards set forth in reference (g).
- c. Ensure that non-Special Agent ODIG-I&P personnel comply with the training requirements and standards set forth in Appendix C of this Instruction.
- d. Maintain control and accountability of all firearms issued to ODIG-I&P personnel authorized to carry firearms.
- e. Establish and administer an effective oversight mechanism for ensuring compliance with the applicable statutory and regulatory standards for weapons carry authority throughout the OIG.

4. The **DIG-AUD** and the **DIG-INTEL** shall:

- a. Review and coordinate on the necessity and appropriateness of all requests for authorization to carry firearms by their respective non-Special Agent personnel.
- b. Ensure that their respective non-Special Agent personnel comply with the training requirements and standards set forth in Appendix C of this Instruction.

5. The **Chief of Staff** shall:

- a. Review and coordinate on the necessity and appropriateness of all requests for authorization to carry firearms by non-Special Agent OIG/OCoS personnel, with the exception of the Inspector General themselves.
- b. Coordinate with the Office of Security to ensure that all non-Special Agent OIG personnel seeking authority to carry firearms in accordance with this Instruction are not subject to the restrictions of the Domestic Violence Amendment to the Gun Control Act (commonly referred to as the “Lautenberg Amendment”) (reference (d)) and have no other criminal convictions precluding them from carrying or possessing a firearm.
- c. Maintain control and accountability of all firearms issued to non-Special Agent OIG personnel, other than non-Special Agent personnel of the ODIG-INV and the ODIG-I&P, authorized to carry a firearm in accordance with this Instruction.
- d. Ensure that OIG/OCoS non-Special Agent personnel comply with the training requirements and standards set forth in Appendix C of this Instruction.

**F. Procedures**

1. **Request for Authority to Carry Firearms.** Non-Special Agent OIG personnel desiring authorization to carry firearms in the performance of their official duties shall submit a formal written request using the template found at Appendix D.

2. **Granting Authority to Carry Firearms.** The Inspector General shall grant authority to carry firearms to non-special Agent OIG personnel using a memorandum similar to that found at Appendix E.

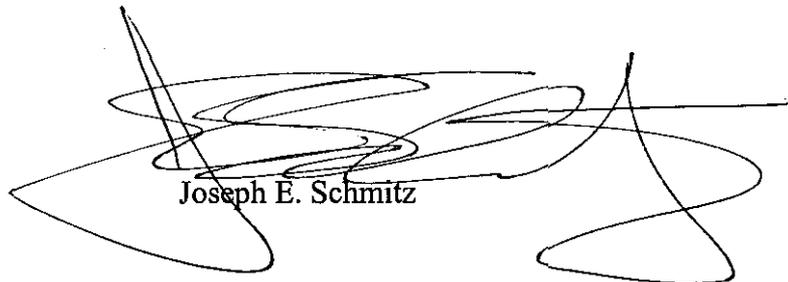
3. **Bases and Scope of Authority to Carry Firearms to be Reflected on Credentials.** Non-Special Agent OIG personnel authorized to carry firearms in the performance of their official duties shall be issued credentials that state that the bearer is authorized to carry a firearm (concealed, if applicable) in the performance of his/her official duties, citing the applicable statutory and/or regulatory bases for the authorization along with any limitations thereon.

4. **Revocation of Carry Authority**

a. Should any non-Special Agent OIG employee previously granted authority to carry a firearm in accordance with this Instruction become unfit to exercise such authority and/or no longer require such authority, a memorandum, signed by the Inspector General, shall be issued to the affected employee revoking the applicable authority. Procedures to revoke authority to carry a firearm may be initiated by any person having knowledge of the reason(s) for revocation.

b. In exigent circumstances, the non-special Agent OIG employee's immediate supervisor may verbally revoke the non-Special Agent OIG employee's authority to carry a weapon, provided the required written notice is provided to the affected non-Special Agent OIG employee as soon as practicable.

G. **Effective Date and Implementation.** This Instruction is effective immediately.

  
Joseph E. Schmitz

5 Appendices - a/s

**APPENDIX A  
REFERENCES**

- a. Appendix 3 of title 5, United States Code, "Inspector General Act of 1978," as amended
- b. Section 1585 of Title 10, United States Code, "Carrying of Firearms"
- c. Section 1585a of Title 10, United States Code, "Special agents of the Defense Criminal Investigative Service; authority to execute warrants and make arrests"
- d. Section 922(g)(9) of Title 18, United States Code, "Domestic Violence Amendment to the Gun Control Act" (commonly known as the "Lautenberg Amendment")
- e. DoD Directive 5210.56, "Use of Deadly Force and Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties," January 24, 2002
- f. DoD Directive 5106.1, "Inspector General of the Department of Defense (IG, DoD)," January 4, 2001
- g. DCIS Special Agents' Manual (SAM), Chapter 38, "Use of Force"

**APPENDIX B  
DEFINITIONS**

1. **OIG Personnel.** Refers collectively to all officers and employees assigned to the Office of the Inspector General of the Department of Defense (OIG DoD).
2. **OIG/OCoS Personnel.** Refers collectively to the officers and employees assigned to the immediate Office of the Inspector General such as secretaries, the IG's Military Assistant, and the IG's Special Assistant (as opposed to the entire 1,200 member OIG), and the officers and employees assigned to the Office of the Chief of Staff.
3. **Special Agent.** Refers to an individual/personnel employed in the General Schedule (GS) 1811 series.
4. **Non-Special Agent.** Refers to an individual/personnel not employed in the GS-1811 series.
5. **Non-Special Agent OIG Personnel Firearms Training Program.** Refers to the collection of written policies, procedures, and recordkeeping requirements that govern all aspects of the employment of firearms by non-Special Agent OIG personnel in the performance of official duties, including but not limited to, the use of force, use of force training, tactics, firearms authority, firearms standards, firearms qualification requirements, and firearms maintenance.

**APPENDIX C**  
**THE NON-SPECIAL AGENT OIG PERSONNEL FIREARMS TRAINING PROGRAM**

All non-Special Agent OIG personnel seeking authorization to carry a firearm shall comply with the following.

1. **Training Requirements.** The objective of this firearms training is to provide non-Special Agent OIG personnel with the knowledge, skills, and abilities to survive a deadly force encounter by using legally justifiable means. The major emphasis of firearms training is the quality of training, marksmanship, and tactical skills. Prior to being issued a firearm, all non-Special Agent OIG personnel must meet the following requirements.

- a. Complete the Non-Special Agent OIG Personnel firearms training.
- b. Pass the DCIS Qualification Pistol Course (QPC).

2. **Remedial Training.** Any non-Special Agent OIG personnel who fail to initially qualify after three attempts will be provided remedial instruction. They will be allowed three additional attempts to qualify but will not be allowed to fire more than six courses in one day. If any non-Special Agent OIG personnel fail to initially qualify after those six attempts, or if time does not permit additional training on the same day, they will relinquish their firearms to the firearms instructor and the Office of the Deputy Inspector General for Investigations will be notified. If the individual in question is attempting to re-qualify and fails to do so, the Inspector General or his/her designee will also temporarily rescind any existing authorization to carry the firearm until such time as re-qualification is achieved. The firearms instructor will annotate the number of hours and type of remedial training provided on DCIS Form 52, Weapons Training Data, of the affected non-Special Agent OIG personnel.

3. **Additional Training.** Following the failure to qualify/re-qualify as described above, the non-Special Agent OIG personnel will be provided additional remedial training designed to meet the individual's needs. Following the completion of this additional remedial training, the non-Special Agent OIG personnel will be given another opportunity to qualify/re-qualify. If the individual fails to qualify a second time, the firearms instructor shall collect the firearm and notify the Office of the Deputy Inspector General for Investigations. If the individual fails to re-qualify for a second time, the firearms instructor shall collect the issued firearm and notify the Office of the Deputy Inspector General for Investigations. The Inspector General or his/her designee will permanently rescind the individual's authorization to carry the agency-issued firearm. Supervisory personnel will document the permanent revocation of the authority to carry a firearm and the firearm's recovery. Additional guidance will be sought from the Deputy Inspector General for Investigations as to an appropriate course of action.

4. **Standards.** Non-Special Agent OIG personnel must qualify each quarter with their agency-issued weapon. They may not be excused from qualification. Any non-Special Agent OIG personnel who fire but fail to qualify will be required to undergo remedial training. The required quarterly minimum number of rounds to be fired is 180. The actual number of rounds fired will be determined by the firearms instructor based on each individual's need to qualify and

complete necessary familiarization training. Non-Special Agent OIG personnel must fire the QPC at least once quarterly with their assigned firearm and must achieve a minimum 240 out of a possible 300. Non-Special Agent OIG personnel will perform a function check at the conclusion of every qualification period to ensure weapons are functional for duty carry.

5. **Documentation of Training.** All firearms training documentation will be maintained by fiscal year on a DCIS Form 52. The firearms instructor will maintain a record of quarterly firearms qualifications and other required training. Only a PASS or FAIL will be recorded on the DCIS Form 52. The original DCIS Form 52 will be maintained at the office of the firearms instructor for the duration of the non-Special Agent OIG personnel employment and 3 years following departure from the agency.

**Program of Instruction**

#6001 Firearms Safety Rules and Regulations	1 hour
#6023 Sig-Sauer 9mm Semi-Automatic Pistol	2 hours
#6000 Theories and Techniques of Survival Shooting	7 hours
#6088 Survival Shooting Applications for Semi-Automatics	14 hours
#6158 Judgment Shooting Applications for Criminal Investigators	3 hours
#6063 Reduced Light for Semi-Automatic Pistol	2 hours
#6077 Downed/Disabled Officer Course	<u>2 hours</u>
Total	31 hours

**# 6001 Firearms Safety Rules and Regulations**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
1:00	-0-	All Programs Having Live Fire Exercises	1:00

**DESCRIPTION**

Through lecture, demonstration, and class discussion, this course introduces the students to firearms nomenclature, safety rules and regulations, both general rules and range training rules, as well as basic firearm operation and handling. The government policy regarding home safety with duty weapons is also presented.

**PERFORMANCE OBJECTIVE**

Given any duty type weapon, the students will demonstrate/identify how to safely handle the firearm in both a training and duty environment. They will demonstrate how to safely operate the weapon.

In order to successfully achieve the Performance Objective, the students will be able to demonstrate and/or identify:

1. Four cardinal safety rules.
2. Range and Training Safety Rules, Range Commands, and Common Terms.
3. Weapon nomenclature.
4. Color-coded weapons.
5. Safe weapon handling procedures.
6. Range safety and personal safety equipment.

Home firearm storage per Executive Memorandum from the Office of the President, “Child Safety Lock Devices for Handguns,” dated March 5, 1997.

**# 6023 Sig Sauer 9mm Semiautomatic Pistol**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
2:00	-0-	-0-	2:00

**DESCRIPTION**

Through lecture, class discussion, and demonstration, this course examines the origin, physical description, functioning, characteristics, and technical information associated with the Sig Sauer. The students will learn the five methods of loading/reloading, proper unloading techniques, and immediate action in case of a malfunction. This lecture precedes any laboratory time.

**PERFORMANCE OBJECTIVE**

The students will demonstrate the principles of how to safely handle, fire, load, and unload with the Sig Sauer. The students will identify the nomenclature, functions, and procedures to be followed in using the Sig Sauer. The students will be able to describe the five loading/reloading procedures, and demonstrate the steps involved in immediate action.

In order to successfully achieve the requirements of the Performance Objective, the students must:

1. Identify weapon nomenclature and describe the function of each component.
2. Identify basic fundamentals including stance, positions, grip, sight alignment, and trigger control.
3. Describe initial loading procedures.
4. Describe emergency reload procedures.
5. Describe tactical reload procedures.
6. Describe magazine exchange procedures.
7. Describe proper unloading procedures.
8. Demonstrate steps of immediate action.
9. Demonstrate proper disassembly/assembly procedures using the Sig Sauer.

10. Demonstrate proper maintenance procedures and identify specific areas where lubrication is required.

**SPECIAL REQUIREMENTS**

1. Student Assignments. It is recommended that a Basic Marksmanship Instruction (BMI) Program be a prerequisite to this semiautomatic 9mm pistol course.

2. Special Considerations. Although many 9mm semiautomatic pistols have essentially the same functioning characteristics and internal passive safeties, remember that much of the information discussed in this lesson plan is unique to the Sig Sauer P228/229. Therefore, instructors should be cautioned not to assume that this lesson plan addresses all 9mm autoloaders used in law enforcement.

**#6000 Theories and Techniques of Survival Shooting**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
1:00	6:00	-0-	7:00

**DESCRIPTION**

Through lecture, class discussion, and instructor/student demonstration, this course explains the basic fundamentals of marksmanship, which are: stance, grip, sight alignment, and trigger control. Additionally, for those programs requiring a laboratory, live fire exercises will be conducted to demonstrate student proficiency, safe handling, and general weapons procedures.

**PERFORMANCE OBJECTIVE**

Given a service weapon, students will demonstrate the ability to safely handle, load, accurately fire, and unload the handgun while engaged in the TTSS laboratory; and demonstrate shooting proficiency according to the principles learned during the course of instruction during the graded practical exercise “Survival Shooting Applications for Semiautomatic” (lesson plan #6088), or agency-specific qualification course.

In order to accomplish the Performance Objective, students will identify and/or demonstrate:

1. The exterior nomenclature and functions of a semiautomatic pistol.
2. The proper Field Interview Stance and grip of a semiautomatic pistol.
3. Proper sight alignment and the principles of trigger control.
4. The proper wearing of leather and safety equipment.
5. Two-handed, double-action/single-action firing of the semiautomatic pistol.

6. The proper method of loading/unloading the semiautomatic pistol.

**#6088 Survival Shooting Applications for Semiautomatics**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
1:00	11:00	2:00	14:00

**DESCRIPTION**

This course is designed to allow hands-on training on the FLETC SSA Course for Semiautomatics. The students will perform magazine exchanges, tactical reloads, and emergency reloads, as well as perform initial loading and proper unloading procedures. The students will perform these exercises while firing the FLETC SSA Course for Semiautomatics, and score will provide student feedback. Immediate action drills will be performed in addition to the course of fire. This course contains a practical exercise in which the students must qualify in order to pass their training program.

**PERFORMANCE OBJECTIVE**

For those programs indicated, given a semiautomatic pistol, 2 magazines, and 64 rounds of ammunition, the students will demonstrate initial loading procedures, emergency reloads, tactical reloads, magazine exchanges, unloading, and immediate action procedures while firing the FLETC SSA Course of Fire for Semiautomatics. After completion of the required laboratory exercises, the students will be tested in a practical exercise (PE). In the PE, the students must fire a minimum score of 240 out of a possible 300 points.

For those programs indicated, given a semiautomatic pistol, three magazines, and six rounds of ammunition, the students will demonstrate each of the following tasks with 100% accuracy: initial loading procedures, emergency reload, primary immediate action, tactical reload, magazine exchange, and administrative unloading during the Semiautomatic Pistol Performance (SAPP) Practical Exercise.

To successfully fulfill elements of the Performance Objective, the students must demonstrate:

1. Safe weapon handling/range safety.
2. Sight alignment, sight picture, trigger control, and threat assessment.
3. Grip and draw.
4. Initial loading procedures.
5. Emergency reload.

6. Tactical reload.
7. Magazine exchange.
8. Administrative unloading procedures.
9. Immediate action procedures.
10. Proper trigger manipulation for multiple round stages of fire.
11. The proper positions of fire. (EPO NOTE: Students participating in the CITP and ATF-NAT will be required to demonstrate the ability to grip and draw from a concealed holster under a jacket.)
12. Reduced light techniques at the 1.5, 3, and 7-yard lines. (EPO Note: This EPO is for CITP students only, when Indoor Ranges [IDR's] are available. Furthermore, reduced light techniques are to be taught and practiced only during laboratory exercises and never during a PE.)
13. Practical exercise methodology.

**#6158 Judgment Shooting Applications for Criminal Investigators**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
1:00	2:00	-0-	3:00

**DESCRIPTION**

This course consists of a lecture and laboratory exercise. The students will be evaluated on their knowledge concerning the concepts of deadly force based on the FLETC Use of Force Policy. The class will receive a lecture on the “reasonable factors” and “guidelines” that determine when deadly force may be used. Using a computerized training system, the students will be exposed to several different interactive video scenarios that develop into shoot or no shoot situations. The computerized training system uses a laser weapon system capable of recording the number of shots fired, accuracy of the shots, and the timeliness of shots. The students will be required to respond to facts presented in each scenario based on the FLETC Use of Force Model and the FLETC Use of Force Policy. Appropriate responses may include actions such as verbal commands, drawing their weapon in preparation for use, or shooting to stop a suspect that poses an imminent danger of death or serious physical injury to himself or herself or another person. Students will then be required to explain the actions they took in accordance with the FLETC Use of Force Policy.

After the lecture, the class will be split up into groups to observe and participate in a laboratory exercise of various scenarios. The students will be exposed to a group of 10 different situations projected from a videodisk onto an approximately 7-foot square screen. The student has a

holstered laser weapon at the beginning of each scenario. A narrator describes the setting for each scene so the student has an idea of what he/she might expect to see. Once the scene begins, the student seeing the camera’s view becomes part of the situation. The student may be required to take no action at all, draw and cover the suspect while issuing verbal commands, or shoot to stop the suspect. The students are evaluated on judgment and accuracy.

PERFORMANCE OBJECTIVE

The students will demonstrate his/her knowledge concerning the concepts of deadly force based on the FLETC Use of Force Policy lecture administered by EOD. The students must articulate reasonable facts that placed the students or another person in imminent danger of death or serious physical injury thereby enabling the students to use deadly force.

Those programs requiring a practical exercise will require the students to demonstrate an understanding of the FLETC Use of Force Policy by completing the JSA PE and scoring 100% in judgment and 70% in accuracy.

In order to successfully achieve the requirements of the Performance Objective, the students must:

1. Demonstrate safe weapon handling and proficiency in each situation requiring the use of deadly force.
2. Demonstrate proper judgment on when to use or not to use deadly force in each JSA scenario.
3. Exhibit knowledge of the FLETC Use of Force Policy as taught by EOD and identify the Use of Force Policy guidelines necessary when considering or actually using deadly force.
4. Articulate objectively reasonable facts in each instance where judgmental decisions are questioned.

**#6063 Reduced Light for Semiautomatic Pistol**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
1:00	1:00	-0-	2:00

DESCRIPTION

Through lecture, demonstration, and live fire, this course will familiarize the students with the techniques of accurate threat engagement under low light/reduced light conditions. During the laboratory, the students will demonstrate the knowledge gained by loading, unloading, reloading, and engaging the identified threat from various distances and positions of cover during diverse lighting conditions. Thus, the students will gain confidence in their ability to effectively use a semiautomatic pistol in low light/reduced light conditions.

PERFORMANCE OBJECTIVE

Given a semiautomatic pistol and ammunition, the students will practice effective shooting techniques used in low light conditions while firing the SSA course of fire for familiarization.

In order to successfully achieve the Performance Objective, the students will be able to demonstrate and/or identify:

1. Proper range discipline.
2. Identifying sources of available light.
3. Methods that will assist in visually adapting to a reduced light environment.
4. Proper techniques of target acquisition (threat identification) to be used in a reduced light environment.

Proper marksmanship techniques (stance, grip, sight alignment, and trigger control) and weapons handling (loading, unloading, reloading), while accurately firing from various distances and positions of cover during diverse lighting conditions.

**#6077 Downed/Disabled Officer Course**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
1:00	1:00	-0-	2:00

DESCRIPTION

The principles and techniques of defensive firing by a downed and disabled officer are developed through lecture, demonstration, and performance. The instructor demonstrates the techniques of defensive shooting, with emphasis on firing from various downed and disabled positions, with either or both hands. Some of these unique positions may seem so radical that unless practiced, a downed officer may never think of, or attempt, defense in such situations.

TERMINAL PERFORMANCE OBJECTIVE

Given a lecture on positions, service weapon and ammunition, the students will demonstrate the ability to fire his/her weapon from four positions of a downed and disabled officer.

PERFORMANCE OBJECTIVES

To fulfill the Performance Objective of this course, the students must first:

1. Demonstrate an understanding of range safety.
2. Demonstrate safe loading and unloading in the sitting or kneeling position.

3. Demonstrate proficiency while firing with the right hand, as well as the left hand, and with both hands at a distance of 15 and 25 yards.
4. Demonstrate proficiency while firing from different starting positions:
  - a. Lying on the back, with head pointed downrange.
  - b. Lying on right side, feet parallel to target pointing to left.
  - c. Lying on left side, feet parallel to target pointing to right.
  - d. Lying prone on the stomach, head pointed toward the target.

**DCIS Qualification Pistol Course (QPC)**

<u>LECTURE/CLASSROOM</u>	<u>LABORATORY</u>	<u>PRACTICAL EXERCISE</u>	<u>TOTAL</u>
1:00	2:00	1:00	4:00

**DESCRIPTION**

This course consists of tactics and techniques designed to prepare special agents for deadly force encounters. These tactics and techniques focus on proper loading, reloading, unloading, malfunction clearances, firing positions, grip, draw from a concealed holster, use of sights, trigger control, and use of cover and concealment.

**PERFORMANCE OBJECTIVE**

You must score a minimum of 240 (80 percent) of a possible 300 points to pass this course. Additionally, the special agent must properly demonstrate the following using a semiautomatic pistol, magazine, and 60 rounds of ammunition: initial loading, magazine exchanges, tactical reloads, emergency reloads, immediate action techniques (i.e., malfunction clearance techniques), and unloading.

1. Demonstrate safe weapon handling/range safety.
2. Demonstrate proper grip.
3. Demonstrate proper draw from a concealed holster.
4. Demonstrate proper initial loading.
5. Demonstrate proper emergency reloads.

6. Demonstrate proper tactical reloads.
7. Demonstrate proper magazine exchanges.

**APPENDIX D**  
**SAMPLE REQUEST FOR AUTHORITY TO CARRY A FIREARM**  
**IN THE PERFORMANCE OF OFFICIAL DUTIES**

Date

MEMORANDUM FOR INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
THROUGH: [Requestor's chain of command]

SUBJECT: Request for Authority to Carry a Firearm in the Performance of Official Duties

Pursuant to Inspector General Instruction 5210.56, I hereby request authorization to carry a firearm [openly or concealed] while in the performance of my official duties because I am authorized to be engaged in and, in fact, am currently engaged in one or more of the following activities [list only those specific activities you are actually engaged in] (1) law enforcement activities; (2) protection of classified information, systems, or equipment; (3) protection of the President of the United States, high-ranking Government officials, DoD personnel, or foreign dignitaries; (4) protecting DoD assets and personnel; or (5) guarding prisoners.

I certify that I have successfully completed the firearms training specified in Appendix C of Inspector General Instruction 5210.56.

I further certify that I have never been convicted of a felony, have never been convicted of a misdemeanor crime of domestic violence as defined by 18 U.S.C. §922(g)(9), and am not otherwise prohibited by state or Federal law from possessing a firearm.

Should you require additional information regarding this request, I can be reached at [insert work phone number and work email address].

Signature of requestor

**APPENDIX E**  
**SAMPLE AUTHORIZATION TO CARRY A FIREARM**  
**IN THE PERFORMANCE OF OFFICIAL DUTIES**

Date

MEMORANDUM FOR MR./MS. [Insert name of requestor]

SUBJECT: Granting of Authority to Carry a Firearm in the Performance of Official Duties

## References:

- a. 10 U.S.C. §1585, "Carrying of Firearms"
- b. DoD Directive 5210.56, "Use of Deadly Force and Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties"
- c. DoD Directive 5106.1, "Inspector General of the Department of Defense"
- d. Inspector General Instruction 5210.56, "Carrying of Firearms by OIG Personnel"
- e. 49 Code of Federal Regulations, Subtitle B, Chapter XII
- f. DCIS Special Agents' Manual (SAM), Chapter 38, "Use of Force"

Pursuant to reference (a), as implemented by references (b), (c), and (d), I hereby determine that you are authorized to be engaged in and, in fact, are currently engaged in one or more of the following activities [list only those specific activities that the requestor is determined to be actually engaged in] (1) law enforcement activities; (2) protection of classified information, systems, or equipment; (3) protection of the President of the United States, high-ranking Government officials, DoD personnel, or foreign dignitaries; (4) protecting DoD assets and personnel; or (5) guarding prisoners. Accordingly, after giving due consideration to the policy factors articulated in reference (b), I have decided to authorize you to carry a firearm, at your discretion, while performing your official duties.

This carry authority is specifically limited by the restrictions set forth below:

a. This authority is valid only in the United States, its territories, and possessions. For firearms carry authority outside the United States, its territories, and possessions, additional documentation is required to indicate: (1) compliance with reference (f), paragraph E1.1.3. of reference (b), and any Status of Forces Agreement for locations not considered to be "combat zones" (as applicable); or (2) compliance with paragraph 2.3 of reference (b) and all limitations/restrictions/conditions imposed by the Combatant Commander with operational authority for the overseas location in question for locations considered to be "combat zones."

b. Pursuant to paragraph E1.1.6. of reference (b), you are required to return your duty firearm to an OIG central control point at the end of each individual workday or upon completion of your performance of official duties if those extend beyond the normal workday. The only exception to this requirement is when you are in a travel status overnight and it is

impracticable for you to return your firearm to an OIG central control point at the end of the workday/upon completion of your performance of official duties. In such a situation, you may retain possession of your firearm until you return from overnight travel and complete your performance of official duties, but you remain responsible for properly securing your firearm against loss, theft, or unauthorized use when it is not physically in your possession.

c. Since you are not a Federal law enforcement officer and therefore do not meet the requirements set forth in §1544.219 of reference (e), you are not authorized to fly armed; *i.e.*, you may not carry your firearm on your person or in the flight cabin of military or civilian aircraft.

d. Should you no longer require this carry authority or subsequently be deemed unfit to exercise this carry authority, you will be notified of the revocation of your carry authority by means of a memorandum signed by the Inspector General. In exigent circumstances, your immediate supervisor may verbally revoke your authority to carry a weapon and you will be provided written notice as soon as practicable.

Should you have any questions about this authorization to carry firearms while performing official duties, contact your immediate supervisor or the Deputy Inspector General for Investigations.

Joseph E. Schmitz

cc:

OPF  
Respective Deputy Inspector General  
Chief of Staff