



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Subject: NASA Security Program Procedural Requirements

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Chapter 4. Control, Issuance, and Storage of Arms, Ammunition, and Explosives (AA&E)

4.1 Authority

4.1.1 The AA, OPS is the approval authority for the CCPS/CCS to carry firearms. Authority for NASA OIG personnel to carry firearms is not affected by this chapter and is instead governed entirely by OIG regulation. The AA, OPS may withdraw weapons-carry authority for any NASA Special Agent, Security Specialist, or Armed SPO/SO if deemed in the best interest of the Agency. Persons whose weapons-carry permission is withdrawn may submit a response in writing within ten working days as to why the permission should be reinstated or otherwise mitigated. Via CCPS/CCS, the AA, OPS will consider any such response and his weapons-carry determination is final.

4.1.2 Under authority delegated from AA, OPS, CCPS/CCS shall direct or grant approval for their Center's NASA Special Agents and designated NASA Security Specialists and contractor security personnel to carry firearms. The CCPS/CCS will withdraw weapons-carry authority for any NASA Special Agent, Security Specialist, or Armed SPO/SO if deemed in the best interest of the Agency, but must seek ratification or approval of that decision from the AA, OPS as soon as practicable, by submitting the action taken and the basis for it to OPS. Paragraph 4.4.1 pertains in permitting the affected individual to submit a response to the AA, OPS via CCPS/CCS for final determination.

4.2 Responsibilities

4.2.1 NASA certifying officials, described in Appendix A. Definitions, shall ensure compliance with the requirements of this section.

4.2.2 The CCPS/CCS shall ensure compliance with Appendix H of this NPR when a NASA officer uses, or attempts to use, deadly force against another or a security police activity results in life-threatening injury or the death of another.

4.2.3 NASA employees and contractors to whom firearms are issued are responsible for strict compliance with all the conditions regarding the carrying and use of firearms as established herein and set forth at 14 C.F.R. Part 1203b, Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel.

4.2.4 NASA security personnel and contractors shall not carry firearms outside the 50 States, the District of Columbia, and U.S. territories (Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, Northern Mariana Islands) without the advance approval of the AA, OPS.

4.3 Authorization to Carry Firearms

4.3.1 The CCPS/CCS or their designated official will ensure that all civil service and contractor employees' weapons training and qualifications records are current.

a. The CCPS/CCS will determine the need for civil service and contractor employees to carry concealed firearms when necessary in the performance of official duties. Firearms shall be concealed when Special Agents or other armed non-uniformed security personnel are in public places.

4.3.2 NASA Special Agents, Security Specialists, and contract SPOs/SOs may carry firearms, including shoulder-fired weapons (e.g., rifles, machine guns, and shotguns), only if the following requirements are met:

- a. The individual is in immediate physical possession of a valid NASA credential/certification to carry firearms.
- b. The individual has successfully completed a qualification course for the firearm being carried and the qualification is current.
- c. NASA Security Specialists required to carry weapons off Center in the performance of official duties must be under direct operational control of a NASA Special Agent and with the prior knowledge and approval of the CCPS/CCS.
- d. An initial and annual criminal history check for recertification under 18 U.S.C. § 922 (d) (9) (formerly the Lautenberg Amendment) has been conducted.
- e. The individual has satisfactorily completed NASA Protective Services Training Academy (NPSTA) Federal Arrest Authority (FAA) or Security Officer Fundamentals Certification Course (SOFCC) training and is current with all requirements of the training.
- f. The individual is physically fit, emotionally stable, and not under the influence of alcohol or drugs that could impair judgment or motor skills.
- g. Personnel are prohibited from consuming intoxicants during duty and for eight hours prior to reporting to duty.
- h. NASA Special Agents, Security Specialists, and designated contractor personnel authorized to carry concealed weapons shall have their weapon concealed at all times while outside of their immediate office area. Exception: Handguns may be displayed openly if the armed person(s) has on a CCPS/CCS approved outer garment that identifies the armed person as a member of NASA Security.

4.3.3 Conditions Under Which Firearms, Explosives and Pyrotechnics may be Used, Stored, and Maintained by Non-Security Personnel.

4.3.3.1 Researchers and scientists who use firearms, explosives, and pyrotechnics during testing and experimentation shall ensure the safe operation, storage, and accountability of firearms, explosives, and pyrotechnics used.

4.3.3.2 NPR 8715.3, NASA General Safety Program Requirements, and NASA Technical Standard (NASA-STD) 8719.12, Safety Standard for Explosives, Propellants, and Pyrotechnics, are the governing documents for establishing the safe storage and handling of explosives, propellants, and pyrotechnics.

4.3.3.3 The following procedures are required for the use, storage, and accountability of firearms, explosives, and pyrotechnics by non-security personnel:

- a. NASA program and project personnel contemplating the use of firearms and ammunition must submit a written request to the CCPS/CCS outlining the program or project need for introducing firearms and ammunition onto a NASA facility.
- b. An inventory of the type of weapons, explosives, and pyrotechnics with serial numbers, type and amount of ammunition, and type and amount of explosives or pyrotechnics shall be maintained and updated annually. The inventory will be made available for review by security and safety personnel, as requested.
- c. Identify the location of stored/secured firearms, ammunition, explosives, and pyrotechnics and the names of personnel having access.
- d. Establish appropriate secure storage for firearms, ammunition, explosives, and pyrotechnics in coordination with the Center Security and Safety personnel and in accordance with NASA-STD 8719.12.

4.4 Carrying Weapons On Commercial Aircraft

4.4.1 Armed NASA Special Agents shall carry firearms on commercial aircraft only after completion of required Federal Aviation Administration certification in accordance with 14 C.F.R. 108.219, when authorized by the AA, OPS or designee (which may not be below SES level), as set forth below, and then only in conjunction with official Government travel. NASA Protective Services contractor personnel are not authorized to fly armed.

4.4.2 Refresher Federal Aviation Administration certification training for carrying firearms on a commercial aircraft shall be required every two years and will be integrated with required firearms qualification to ensure appropriate awareness.

4.4.3 The Special Agent must be currently qualified to carry a firearm.

4.4.4 The Special Agent must be in possession of a current NASA badge and credentials.

4.4.5 The Special Agent shall not display his/her weapon or make known to passengers that he/she is carrying a weapon.

4.4.6 The Special Agent shall always carry the weapon on his/her person and never in carry-on baggage. When practicable, the Special Agent should carry the weapon upon which they actually last qualified. 4.4.7 The Special Agent shall always carry handcuffs when flying armed.

4.4.8 The Special Agent shall never carry Oleoresin Capsicum (OC) spray or other chemical intermediate weapons while on-board a commercial flight.

4.4.9 The Special Agent shall be dressed in appropriate attire and must ensure the firearm remains concealed at all times.

4.5 Firearms Instruction

4.5.1 The certifying official (the AA, OPS or the CCPS/CCS when so delegated) shall designate a firearms instructor, who will inform the certifying official in writing of an individual's knowledge of the rules of firearm safety and the content of this NPR. The firearms instructor will have:

4.5.1.1 Recent firearms training and experience during prior employment, such as the FBI, Secret Service, police, military, or other significant and qualifying experience, shall meet NASA standards if the individual has qualified under all provisions of this chapter within the past 180 days.

4.5.1.2 These qualifications shall be verified by a review of employment and training history either through an interview with previous management or visual inspection of documented training history.

4.5.1.3 Appropriate NASA training, including firearm safety procedures and use of deadly force, followed by obtaining a qualifying score on a recognized course, as specified in paragraph 4.6 below, shall also be required.

4.5.2 In cases involving the Protective Services contractor force, the firearms instructor may be appointed from the Protective Services contract security force.

4.6 Training

4.6.1 The AA, OPS shall establish through the NPSTA a firearms course with standards for all Center armed security personnel, to include standards for shoulder-fired weapons.

4.6.2 Personnel shall be trained and qualified on professional firearm ranges established and maintained by NASA, or other Federal, state, or municipal authorities. The use of private or commercial weapons ranges will be approved in advance by the CCPS/CCS.

4.6.3 Personnel shall only be certified for carrying firearms after firing a qualifying score under the NASA certified firearm course established by the NPSTA.

4.6.4 Annual training and testing in judgmental shooting using an approved firearms training simulator are required after certification. Personnel shall receive testing and training in judgmental shooting through NASA's current firearms training simulator or other approved methods of judgmental shooting.

4.7 Maintenance of Proficiency

4.7.1 NASA Special Agents, Security Specialists, and security contractors authorized to carry firearms shall be required to fire a qualifying score on the NASA course of fire at least once every six months.

4.7.2 NASA Special Agents, Security Specialists, and security contractors authorized to carry firearms must successfully complete annual testing and training on the simulator, non-lethal training ammunition (e.g., "Simunition") or other approved methods of judgmental shooting.

4.8 Records

4.8.1 The law enforcement training originator shall maintain records of personnel certified to carry firearms, including the basis for qualification, qualifying scores, rounds fired, and all other pertinent data.

4.8.2 Records shall be destroyed five years after employee separation.

4.9 Firearms Standards

4.9.1 CCPS/CCS shall utilize only firearms listed in the NASA Approved Firearms List (AFL) to arm their civil service and contractor security staff.

4.9.2 The AFL is approved by the AA, OPS and maintained by the NPSTA. The AFL may be waived or modified only by the AA, OPS.

4.9.3 The user of any NASA-approved firearm must meet the training and certification requirements of the NPSTA programs.

4.9.4 Training, qualifications, and certification for all approved firearms shall be documented per paragraph 4.6.

4.9.5 The use or carrying of a firearm is limited to the approved weapons with which the individual is currently qualified.

4.10 Weapons

4.10.1 Handguns.

4.10.1.1 NASA Protective Services uniformed SPOs/SOs and civil service personnel shall only carry NASA-issued semi-automatic pistols in 9mm or .40 calibers.

4.10.1.2 NASA Protective Services uniformed SPOs/SOs at each Center must be armed with the same make and model handgun. 4.10.1.3 NASA civil service personnel may vary the model to suit individual users.

4.10.1.4 Special Response Teams (SRT) may carry a different make and model upon approval of the CCPS/CCS and AA, OPS.

4.10.1.5 Handguns must always be worn in standard, commercially available holsters; NASA Protective Services uniformed SPOs/SOs must use holsters with a minimum of a Level II retention device.

4.10.2 Patrol Rifles.

At the discretion of the CCPS/CCS, NASA Protective Services uniformed SOs and civil service personnel may be armed with semi-automatic or select fire patrol rifles.

4.10.3 Patrol Shotguns.

4.10.3.1 At the discretion of the CCPS/CCS, NASA Protective Services uniformed SPOs/SOs and civil service personnel may be armed with semi-automatic or pump action 12-gauge shotguns.

4.10.3.2 Shotguns used to employ "less-lethal" ammunition shall be solely dedicated for this use and be clearly identified as less-than-lethal weapons.

4.10.4 Submachine Guns.

At the discretion of the CCPS/CCS, NASA Protective Services uniformed SPOs/SOs and civil service personnel may be armed with submachine guns.

4.10.5 Other Approved Firearms.

At the discretion of the CCPS/CCS, and with the consent of the AA, OPS, other firearms, including those mounted on mobile platforms, may be utilized to meet Center security requirements.

4.10.6 Modifications.

4.10.6.1 No modifications to the operating system, firing mechanism, and/or trigger groups shall be made to any NASA-approved firearms.

4.10.6.2 Only Center armorers will modify or repair grips, sights, and control levers.

4.11 Exchange of Weapons

4.11.1 Weapons shall not be exchanged on a security post.

4.11.2 Any exchange or inspection of firearms shall be accomplished only in an area where a "clearing barrel" is available, if unavailable, then only under proper supervision.

4.12 Firearm Maintenance

4.12.1 All firearms shall be periodically inspected and kept in good working order by a qualified gunsmith/armorer.

4.12.2 Ammunition, holsters, and related equipment shall be periodically inspected for deterioration and kept in good

working order.

4.13 Ammunition

4.13.1 Only premium, commercially manufactured, duty ammunition shall be issued.

4.13.2 Duty ammunition shall be expended at training sessions at least once every 12 months to ensure use of fresh duty ammunition.

4.13.3 Normal training ammunition shall be commercially manufactured.

4.13.4 No reloaded or remanufactured ammunition shall be utilized.

4.13.5 Only ammunition with brass cartridge cases (to include brass cases with chrome or nickel plating) shall be used. The use of ammunition with aluminum cartridge cases is prohibited.

4.14 Accountability of Arms, Ammunition, & Explosives (AA&E)

4.14.1 The control and custody of all AA&E within a Center shall be under strict accountability at all times and is the ultimate responsibility of the custodian.

4.14.2 The CCPS/CCS shall appoint a custodian(s) for all AA&E within Center Protective Services and within each NASA Protective Services contractor security force. Programs/projects will appoint a custodian(s) for all explosives, propellants, or ammunition for research or testing purposes. The custodian will:

a. Ensure control, storage, and accountability of authorized AA&E are in accordance with the provisions of this NPR, the requirements established in NPR 8715.3C, NASA General Safety Program Requirements, NPR 4200.1, NASA Equipment Management Procedural Requirements, and NASA-STD-8719.12, Safety Standard for Explosives, Propellants, and Pyrotechnics.

4.14.3 Each custodian shall maintain an ongoing inventory of all AA&E. The inventory will indicate:

- a. The date and method of acquisition of all firearms and ammunition. b. Full identifying data, the caliber, make, and serial number of each firearm.
- c. Amounts of duty and training ammunition on hand.
- d. Types and amounts of explosives (e.g., fragmentary, flash-bang grenades, chemical compounds, and pepper spray grenades).

4.14.5 Current NASA Protective Services contractor firearm data shall be maintained and made available to Center Protective Service Office upon request.

4.14.6 A receipt system for recording the issuance, transfer, and return of all firearms, ammunition, and explosives shall be maintained by the custodian. Receipts will include the following details:

- a. Dates of issuance, transfer, or return to custody.
- b. Serial numbers of firearms.
- c. Numbers and types of assigned explosives.
- d. Types and numbers of ammunition on hand.
- e. Signatures and legible printed names of recipients.
- f. Signatures and legible printed names of custodians or armory issuance personnel upon return of the firearms and explosives. (NOTE: Both NASA personnel and contractor receipts shall be retained by each Center for one year.)

4.14.7 Lost, stolen, or missing AA&E shall be reported immediately to the AA, OPS.

4.14.7.1 This preliminary report shall include all available details concerning the event with a complete description of the weapon or other lost AA&E item(s).

4.14.7.2 This preliminary report shall not be delayed pending a complete report of the circumstances.

4.14.7.3 A description of the lost, stolen, or missing AA&E shall also be entered into the National Criminal Information Center (NCIC) database by local or Federal law enforcement personnel.

4.14.8 Non-security personnel having NASA mission-related uses for AA&E items shall:

- a. Ensure control, storage, and accountability of authorized AA&E are in accordance with the provisions of this NPR, the requirements established in NPR 8715.3C, NASA General Safety Program Requirements, and NASA-STD-8719.12, Safety Standard for Explosives, Propellants, and Pyrotechnics. b. Maintain appropriate and

current inventories of issued and maintained AA&E pursuant to paragraph 4.14 of this NPR and provide a copy of the inventories to the CCPS/CCS upon request.

4.15 Storage of AA&E

4.15.1 Firearms and ammunition shall be stored in accordance with NPR 1620.3A, Physical Security Requirements for NASA Facilities and Property, Section 3.17.

4.15.2 Firearms or ammunition shall not be stored in containers with money, drugs, precious materials, evidence, or CNSI. They will be stored separately.

4.15.3 NASA Headquarters and Centers shall adopt procedures for the maintenance of records with respect to the issuance of AA&E and access to firearms and ammunition storage areas and containers.

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