



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
CAMP ATTERBURY JOINT MANEUVER TRAINING CENTER  
INDIVIDUAL REPLACEMENT DEPLOYMENT OPERATIONS  
BUILDING 300, P.O. BOX 5000  
EDINBURGH IN 46124-5000

08 May 2014

**Civilian Arming Packet Composition**

1. The following documents are required for a complete Arming Authority Request Packet per United States Central Command and United States Forces Afghanistan (USFOR-A) requirements. An Arming Authority Request Packet is required for any DoD Civilian or Contractor armed for personal protection. USFOR-A's Armed Contractor Oversight Directorate (ACOD) manages the arming program for all civilians and contractors who work for the Department of Defense. Their contact email address is NIPR: [usfora.acod.org@afghan.swa.army.mil](mailto:usfora.acod.org@afghan.swa.army.mil), SIPR: [ACOD\\_arming\\_roster@afghan.swa.army.smil.mil](mailto:ACOD_arming_roster@afghan.swa.army.smil.mil), DSN: 318-436-7513, 318-436-7581 or 318-436-7551. Legible and consistent documents are vital to the timely review of Arming Packets. Ensure that all directions on forms are closely observed and that names follow a consistent format and are spelled correctly. Details of this paperwork must be closely scrutinized before any Arming Packet Request is submitted for consideration.
2. Every Arming Packet Request must include the following **Examples/Templates available on page 3**:
  - a. **The Personal Protection for DoD Civilians and Contractors Arming Authority Checklist.**
  - b. **Authorization for DoD / DA Civilians to Transport Government Approved Weapons for Personal Protection in the Afghanistan Theater of Operations Memorandum**
    1. **PROVIDED TO DoD/DA CIVILIANS THAT HAVE ALL DOCUMENTS COMPLETE WITH THE EXCEPTION OF RECEIVING THE ARMING AUTHORIZATION LETTER FROM USFOR-A ACOD**
  - c. **Arming Authorization Letter (AAL).** The Deputy Commander – Police (DCOM-P) or the alternate DCDR-S are the only personnel authorized to grant arming authorization for DoD/DA Civilians and Non-LOGCAP contractors deploying in support of operations in the CJOA-A.
  - d. **Copy of Contract and Statement of Work/Performance Work Statement (SOW/PWS).** This requirement is only for DoD contractors. The contract needs to address the issue of weapons, and preferably it would include the standard clause regarding arming requirements. The SOW/PWS provides the details of the work the contractors will perform. This proprietary information will not be shared with non-governmental entities. Only 1 copy of the contract needs to be submitted. These contracts are kept on record in the ACOD for future arming requests.
    1. **PROVIDED BY SPONSORING ORGANIZATION/COMPANY**
  - e. **Request for Arming Authorization or Requiring Activity Command Letter.** The first titled DoD Commander or Commanding Officer of any rank, a DoD O-5 or above, or a senior DoD Civilian in the chain of command requesting an individual be armed to perform their security duties must endorse the package; adequately justifying the requirement for security, the suitability of the contractor and individual to serve in this capacity and oversight of the activity by military personnel. This signature cannot be delegated or signed by anyone of a lower pay grade. Please include a thorough description of the duties this person will perform, how frequently this person will be traveling/working in unsecure locations and any other information that would support the justification for weapons authorization. If Dual-Carry is required, must be stated within this memo and supplemented with para 2.m below.
    1. **REQUEST FOR ARMING AUTHORIZATION PROVIDED BY PERSONNEL IN THEATER IN REQUESTING CHAIN OF COMMAND – TITLED DoD COMMANDER OR COMMANDING OFFICER OF ANY RANK, A DoD O-5 OR ABOVE, OR A SENIOR DoD CIVILIAN (GS-14)**
  - f. **Acknowledgement of Training, Responsibilities and Liability.** The individual seeking arming authorization (and his/her employer, to include all tiers of contract companies) acknowledges with signature and date that he/she has completed a variety of required training and is aware of the responsibilities and liabilities that are involved in being armed. This form must be on company letterhead for contractors and command letterhead for civilians.

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1. **PROVIDED BY THE ORGANIZATION OR COMMAND SPONSORING THE INDIVIDUAL – SIGNED BY ANYONE WITH THE AUTHORITY TO REPRESENT THE SPONSORING ORGANIZATION OR COMMAND. CAN ALSO BE PROVIDED BY REQUEST FROM IRDO IF NECESSARY**
- g. **Qualification to Possess Firearms or Ammunition (DD Form 2760).** Initial and date the form within the appropriate box of Block 1 and complete all parts of Block 2 (if applicable) and Block 3.
  1. **COMPLETED AND SIGNED BY ARMED CIVILIAN/CONTRACTOR**
- h. **Rules for Use of Force (RUF) and Law of Armed Conflict (LOAC) Training.** Please ensure this form contains a printed name of the individual requesting authorization, his/her signature, and the date. This form acknowledges details of training on and understanding of RUF and LOAC.
  1. **INSTRUCTION PROVIDED BY EITHER SPONSORING ORGANIZATION OR IRDO SJA. SIGNED BY ARMED CIVILIAN/CONTRACTOR**
- i. **Rifle/Pistol Qualification Scorecard.** The individual requesting arming must demonstrate satisfactory proficiency on each weapon for which authorization is sought. The training/range official will certify by signing and dating the Qualification Scorecard. IRDO staff will submit documentation to Bldg 3 for packet submission to ACOD for final approval of packet. (Submission takes place immediately after completion of successful qualification). Document must identify the brand/style of weapon used for qualification (can be hand written on form).
  1. **CONDUCTED AT IRDO**
- j. **SPOT-Generated LOA or DoD 1610.**
  1. **SPOT LOA:** This form is for DoD Contractors only. The web-based Department of Defense program "Synchronized Pre-deployment and Operational Tracker" (SPOT) provides a computer generated Letter of Authorization (LOA) after each individual is entered into the system. A preliminary step to final weapon authorization, the "authorized weapon" box must be checked to properly record the entry and show that the individual requires arming under the contract.
    - a. **PROVIDED BY SPONSORING ORGANIZATION/COMPANY**
  2. **1610:** This form is for DoD/DA Civilian employees only. Please submit a copy of the orders and ensure that the orders state weapons are authorized in the "remarks" section. USFOR-A requires that the eJMAP Number of the Billet or the RFF Number be placed on the orders.
    - a. **PROVIDED BY SPONSORING ORGANIZATION/COMPANY**
- k. **Copies of State ID and Federal ID/Common Access Card (front and back)**
  1. **CONDUCTED AT IRDO DURING WEAPON ISSUE**
- l. **Legal Review**
  1. **CONDUCTED BY USFOR-A ACOD DURING APPROVAL PROCESS**
- m. **Dual Carry Memo.** Only required if a contractor is authorized/required to carry both an M4 and M9 (or equivalents) for mission related purposes. (Approval needed from authority OCONUS in the Combatant Command)
  1. **PROVIDED BY PERSONNEL IN THEATER OR SPONSORING ORGANIZATION – SIGNED BY ARMED CIVILIAN/CONTRACTOR O-5 OR GS-14 EQUIVALENT**
- n. **Security Clearance and Background Investigation Verification Memorandum.** The sponsoring agency's security manager needs to provide a security clearance and background investigation verification memorandum to supplement the packet in order to be compliant with requirements outlined in USFOR-A FRAGO 13-173 and Attachments 1-5.