



DEPARTMENT OF THE NAVY
NAVAL AIRSTATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MD 20670-1154

NASPAXRIVINST 5580.3
N3AT
23 Jul 20

NAS PATUXENT RIVER INSTRUCTION 5580.3

From: Commanding Officer, Naval Air Station Patuxent River

Subj: NAVAL AIR STATION PATUXENT RIVER IMPLEMENTATION OF THE LAW
ENFORCEMENT OFFICERS SAFETY ACT PROGRAM

Ref : (a) DoD Instruction 5525.12 incorporating Change 1 of 1 August 2016
(b) 18 U.S.C. § 926B
(c) 18 U.S.C. § 926C
(d) National Defense Authorization Act for Fiscal Year 2013
(e) 50 U.S.C. § 797
(f) 10 U.S.C. § 807(b)
(g) DoD Instruction 5200.08 incorporating Change 3 of 20 November 2015
(h) 18 U.S.C. § 922
(i) SECNAVINST 5580.3
(j) NAVADMIN 272/17
(k) OPNAVINST 5530.14E
(l) NASPAXRIVINST 5510.16M

Encl: (1) LEOSA Credential Endorsement Memo
(2) LEOSA Liaison Recommendation Memo
(3) Active LEOSA Application Checklist
(4) Retired/Separated LEOSA Application Checklist
(5) NAS Patuxent River LEOSA Page 13

1. Purpose. To provide guidance to qualified NAS Patuxent River personnel to apply for Department of the Navy (DoN) Law Enforcement Officers Safety Act (LEOSA) credentials per references (a) through (j), and to establish policy for carrying concealed personal firearms onboard NAS Patuxent River.

2. Applicability. Applies to all personnel permanently assigned to NAS Patuxent River who perform law enforcement functions or meet the requirements as a separated/retired law enforcement officer per reference (c).

3. Background. LEOSA was first passed in 2004, and modified in 2010 and 2013, and allows DoN personnel, under reference (a), who are currently serving or have served in a law enforcement capacity as defined in this policy, to carry a privately owned concealed firearm without a state issued concealed carry permit when not on duty and not on DoD property.

23 Jul 20

4. Policy. It is NAS Patuxent River policy that:

a. Personnel with valid Navy Qualified Law Enforcement Officer (QLEO) or Navy Qualified Retired Law Enforcement Officers (QRLEO) LEOSA credentials may apply for a Navy Issued LEOSA credential in accordance with the procedures defined in this instruction.

b. Navy issued LEOSA credentials and the authorization to transport, store, carry or use a weapon onboard NAS Patuxent River are distinct and separate. IAW ref(j) LEOSA credentials do not permit the carry of concealed privately-owned weapons on Federal Installations or where prohibited by federal, state or local statutes.

c. In accordance with ref(k), section 306 paragraph g; Under no circumstances will the transportation of loaded or concealed handguns, shotguns, or rifles be permitted on Navy Installations except by duly authorized law enforcement personnel or military personnel in the performance of their official duties.

d. Privately-owned weapons may be transported, stored or used onboard NAS Patuxent River in accordance with ref(l) and with the Installation Commander's permission.

e. Any LEOSA credential, or authorization to transport a personally-owned firearm, is invalid if the credential holder is found to be carrying a firearm while under the influence of alcohol or any other intoxicating or hallucinatory drug or substance.

5. Responsibilities

a. The Installation Commanding Officer (ICO) may:

(1) Endorse and approve LEOSA credential applications.

(2) Authorize the transport, storage or use of a personally owned firearm onboard NAS Patuxent River in accordance with ref(l)

b. The Installation Security Officer (ISO) shall:

(1) Review and endorse LEOSA applications for personnel who meet all eligibility criteria using enclosure 1. Applications that are not recommended for endorsement shall be routed to the ICO for final denial or endorsement.

(2) Maintain and provide a record of all firearms qualifications by Naval Security Forces (NSF) to include their most current signed Small Arms Qualification Record (OPNAVINST 3591/1) and Qualification to Possess Firearms or Ammunition (DD Form 2760).

(3) Write Standard Operating Procedures for NAS Patuxent River Security Department personnel to apply for Navy LEOSA credentials.

23 Jul 20

(4) Designate a Command LEOSA Liaison to assist QLEOs and QRLEOs with the Navy LEOSA application process and manage the NAS Patuxent River LEOSA program.

c. The Command LEOSA Liaison shall:

(1) Maintain a record identifying all QLEOs assigned to NAS Patuxent River (UICs 47608 and 0428A) who have been issued photographic credentials, the dates of their issuance, and the type of weapon(s) the LEOSA credential is valid for.

(2) Maintain a record identifying all QLEOs, QRLEOs, and Maryland Wear and Carry Permit holders who hold an authorization letter from the current Installation Commander to transport or store a personally owned weapon.

(3) Periodically verify LEOSA eligibility requirements are maintained by all persons listed in paragraph 5.c.1 of this instruction.

(4) Inform the ISO any time any person listed in paragraph 5.c.1 of this instruction fails to maintain LEOSA eligibility.

(5) Provide training, as necessary, to LEOSA applicants and personnel with valid Navy LEOSA credentials.

(6) Provide a written recommendation to the LEOSA Endorsing Official stating that the LEOSA Liaison has reviewed the QLEO's LEOSA application and verified that the applicant meets all requirements as set forth in references (b), (i), and (j) using enclosure 2.

(7) Conduct a check-in/out with all active law enforcement assigned to NAS Patuxent River and ensure that active QLEOs who intend to retire or separate comply with reference (i).

d. All NAS Patuxent River NSF personnel who meet the requirements of the Navy LEOSA program who desire to apply for LEOSA credentials shall:

(1) Request Navy LEOSA credentials in accordance with references (i) and (j).

(2) Carry their valid Navy LEOSA credential, weapon qualification documentation, and Common Access Card on their person at all times while transporting or carrying a personally owned firearm.

(3) Register all POF that will be transported or stored onboard the installation IAW ref(l).

(4) Comply with all Navy LEOSA credential restrictions and limitations, as outlined in references (j) and (k).

(5) Report any change in their eligibility status to the Command LEOSA Liaison.

23 Jul 20

(6) If separating or retiring from active service, turn in Navy QLEO LEOSA credentials to the Command LEOSA Liaison, apply for Navy QRLEO LEOSA credentials, if eligible, and desired.

6. Navy LEOSA Eligibility Standards. In addition to the eligibility requirements outlined in references (i) and (j), the ICO has established additional standards that personnel must meet before the Endorsing Official may endorse the application. Prior to applying, all applicants assigned to NAS Patuxent River shall:

- a. Complete mandatory Navy LEOSA training, provided by the Command LEOSA Liaison.
- b. Review, acknowledge, and sign the NAS Patuxent River LEOSA Page 13 (enclosure 6).

7. Application Endorsement Procedure. All Navy QLEO LEOSA applications and endorsement requests shall be routed to the Endorsing Official for signature via the Command LEOSA Liaison utilizing enclosure (3). Enclosure (4) provides a checklist for Retired/Separated Navy QRLEO LEOSA applicants to follow.

a. Per references (i) and (j), personnel wishing to apply for Navy QRLEO LEOSA credentials are not required to route their application through the chain of command for endorsement. They are required to obtain separate permission from the current Installation Commander to transport or store their personally owned weapon onboard NAS Pax River.

8. Concealed or loaded handguns: Per reference (k), Individual state licenses or permits that authorize individuals to carry concealed handguns are not recognized or valid on Navy Installations, and such carry is prohibited onboard NAS Patuxent River.

9. Equipment.

a. POF and holsters shall be well maintained and in good working order.

b. All POF shall be carried utilizing a holster or "sleeve," designed for that purpose, which completely covers the trigger guard.

c. Personally Owned Firearms shall be stored IAW the procedures outlined in ref (k), unloaded, with a trigger lock, and ammunition stored in a separate locked device from a weapon that is capable of firing it.

d. Per § 921 of Title 10 U.S.C., a secure gun storage device means a safe, gun safe, gun case, lock box, or other device that is designed to be, or can be, used to store a firearm and that is designed to be unlocked only by means of a key, combination, or other similar means. A vehicle glove box and center console that are lockable and locked are considered a secure gun storage device.

10. Limitations.

23 Jul 20

a. Navy LEOSA credentials **do not** permit personnel to:

(1) Carry a concealed POF while on duty.

(2) Carry a firearm while under the influence of alcohol or other intoxicating or hallucinatory drug substance.

(3) Detain, arrest, or apprehend any person while in an off-duty status. While carrying a POF off-duty under LEOSA, personnel have the same rights, privileges, and authority as a private citizen.

(4) Carry a concealed POF anywhere onboard NAS Pax River property (NAS, WOLF, or NRC SOL).

(5) Concealed carry of a handgun, loaded or unloaded, is prohibited aboard NAS Patuxent River with the only exception being carry by duly authorized law enforcement personnel or by military personnel in the performance of their Official Duties.

11. The authority to carry a concealed firearm, both on and off the installation, is a privilege. Personnel who exercise this privilege under LEOSA are expected to hold themselves to a higher standard of exemplary conduct, especially while carrying a personal firearm in an off-duty status.

12. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed as per SECNAV Manual 5210.01 of January 2012.

13. Review. Per OPNAVINST 5215.17A, the Security Officer will review this instruction annually, on the anniversary of its effective date to ensure applicability, currency, and consistency for Federal, DoD, and Navy policy and statutory authority. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



C. A. COX

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://g2.cnid.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

<https://g2.cnid.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>

Date

From: *LEOSA Applicant* (full name, grade, rank)
To: Law Enforcement Officers Safety Act Program Manager, Commander, Navy Installations
Command Force Protection
Via: Security Officer, NAS Patuxent River

Subj: LAW ENFORCEMENT OFFICERS SAFETY ACT CREDENTIAL ENDORSEMENT
MEMO

Ref: (a) DoDI 5525.12
(b) SECNAVINST 5580.3
(c) NAVADMIN 272/17

1. I acknowledge and understand the public laws and guidance requirements necessary for issuance of a 926B Law Enforcement Officers Safety Act (LEOSA) credential. I am currently authorized by the Department of the Navy to carry a firearm. I have met standards established by the agency which require me to regularly qualify on the use of a firearm of the same type as the concealed firearm. I understand the LEOSA credential does not grant me any authority to act on the Navy's behalf or to exercise any law enforcement authority.

2. I am not the subject of any disciplinary action that could result in suspension or loss of police power. I do not suffer from alcohol, any intoxicating or hallucinatory drug or substance dependence. I will not carry a firearm while under the influence of alcohol or another intoxicating or hallucinatory drug or substance. I am not prohibited by Federal Law from receiving a firearm. I am at least 21 years of age. I graduated from _____ (DoN Master-at-Arms "A" school for active duty MAs or FLETC/approved equivalent for 0083 police officers) on _____ (date).

Signature

Date

FIRST ENDORSEMENT

From: Security Officer, NAS Patuxent River
To: *LEOSA Applicant* (full name, grade, rank)

1. I have verified *Applicant* has completed the necessary requirements noted in references (a)-(c). Member has my recommendation to be identified as a Qualified Law Enforcement Officer immediately. I or a designated representative will notify the LEOSA Program Manager of any status change to the above whether it be, disciplinary, retirement or separation.

J. D. IZDEPSKI

Date

From: Naval Air Station Patuxent River LEOSA Liaison
To: Naval Air Station Patuxent River LEOSA Endorsing Official

Subj: LAW ENFORCEMENT OFFICERS SAFETY ACT CREDENTIAL
RECOMMENDATION ICO MA2 LASTNAME, FIRSTNAME MI, USN

Ref: (a) 18 U.S.C. § 926B
(b) SECNAVINST 5580.3
(c) NAVADMIN 272/17
(d) NASPAXRIVINST 5580.3

1. I have reviewed MA2 FIRSTNAME MI. LASTNAME's Navy Qualified Law Enforcement Officer (QLEO) LEOSA application and verified that s/he does or does not meet all eligibility requirements outlined in references (a) through (d).
2. I have provided training to MA2 LASTNAME regarding LEOSA, prohibited places, concealed carry, and some of the legal issues pertaining to the use of force in a self-defense shooting.
3. I do/do not recommend endorsement of MA2 LASTNAME's Navy QLEO LEOSA application.

I. M. ANEXAMPLE

Enclosure (2)

Active DoD Military Law Enforcement Officer (926B) Application Checklist

- Review the CNIC LEOSA page (<https://www.cnic.navy.mil/om/leosa.html>)
- DCS LEOSA Application (Generated via <http://www.leosanavy.com/>)
 - Signature on Page 8
 - Notarized on Page 9
 - Passport photo taped to Page 10
 - Cashier's Check/Money Order Number on Page 11 (if applicable)
- SECNAV 5580/1 DoN LEOSA Application (Filled out and initialed/signed)
- SECNAV 5580/1 Navy Active Duty Endorsement (**LEAVE BLANK**)
- Color copy of Driver's License
- NAS Patuxent River LEOSA Acknowledgement Page 13
- Command LEOSA Liaison Recommendation Memo (signed by LEOSA Liaison)
 - Copy retained on file by Command LEOSA Liaison
- NASPR LEOSA Credential Endorsement (signed by Applicant and Security Officer)
 - Copy retained on file by Command LEOSA Liaison
- Cashier's Check/Money Order/Paypal (**DO NOT INCLUDE in folder routed through CoC**)
- Proof of training
 - Active Duty: Copy of FLTMPs or MA "A" School graduation certificate (**For internal verification/do not send to DCS**)
 - DoN Civilian Police Officers: Copy of FLETC (or approved equivalent) graduation certificate (**MUST BE SENT TO DCS with application**)
- Copy of gun card or OPNAVINST 3591/1 (**For internal verification/do not send to DCS**)

Retired/Separated DoD Military Law Enforcement Officer (926C) Application Checklist

- Review the CNIC LEOSA page (<https://www.cnic.navy.mil/om/leosa.html>)
- DCS LEOSA Application (Generated via <http://www.leosanavy.com/>)
 - Signature on Page 8
 - Notarized on Page 9
 - Passport photo taped to Page 10
 - Cashier's Check/Money Order Number on Page 11 (if applicable)
- SECNAV 5580/1 DoN LEOSA Application (Filled out and initialed/signed)
- Color copy of Driver's License
- Proof of Eligibility
 - DD Form 214 Member Copy 2, 3, or 4 (Regular Active Duty)
 - NGB 22 (National Guard)
 - Retirement/Separation Discharge Orders (NG and Reserves)
 - SF Form 50 (DoD/DoN Civilian Police Officers)
 - Approved DoD and/or VA Medical Provider Letter (Medically Separate/Retired)
- FBI Criminal Background History Check Letter
 - Do not send Fingerprint card to DCS
- Cashier's Check/Money Order/Paypal

NOTE: QRLEO applications are NOT routed through the Chain of Command for Endorsement.