



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(HEADQUARTERS PHILIPPINE COAST GUARD)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

HPCG

15 November 2017

CIRCULAR

NUMBER 11 - 17

**SAFEGUARDING AND STORAGE OF SMALL  
ARMS AND AMMUNITIONS**

**I. REFERENCES:**

- a. RA 9993 also known as Philippine Coast Guard Law of 2009 and its IRR
- b. HPCG GO Nr 266 dated 14 October 2016

**II. PURPOSE:** This Circular prescribes the policies, regulations and procedures governing the safeguarding and storage of small arms and ammunitions (ammo).

**III. SCOPE:** This Circular applies to all PCG Units for proper safeguarding and storage of small arms and ammunitions.

**IV. POLICIES:**

a. Small arms shall be locked in arm racks while side arms and ammo shall be kept in separate boxes or containers which shall be further kept in secured unit/s armory or supply room under lock or key. Exemption to this policy are those officers and non-officers who, due to the nature of their duties, may allowed in their possession the side arms issued to them subject to a weekly inspection/verification and other regulations as prescribed by the Unit commander.

b. When arms and/or ammo are issued to guards, sentries, or for other authorized purposes, an appropriate record such issuance shall be maintained, showing the type, make caliber, model serial number of each particular weapon issued and its recipient, together with a record of ammo drawn, expended and/or returned.

**V. PROCEDURES:**

- a. All arms and ammo in a unit shall be properly accounted for, stored and properly secured as prescribed in para IV. Policies (a).
- b. Physical inventory of all small arms and ammo shall be conducted as often as necessary to insure proper accounting and accuracy in the maintenance of pertinent book/database/records.
- c. Periodic ocular inspection of the unit supply room/armory shall be conducted for any evidence of deterioration or structure failure proper safeguarding and storage of small arms and ammo.
- d. Losses of firearms and /or ammo shall be reported to HPCG (Attn: DCS for MCWEIS, CG-11) within 24 hours by the fastest means of communication followed by a complete written report.

**IV. RESPONSIBILITY:**

- a. Unit Commanders of all levels of Command are responsible in implementing/carrying out the provisions of this regulation.
- b. Subordinate units shall submit their observations/comments on safeguarding and storage of small arms and ammo to their respective Unit Commanders, who in turn, shall submit a consolidated report to HPCG (Attn: DCS for MCWEIS, CG-11).
- c. Duty Armorer shall ensure that all arms and ammo are properly accounted for, stored and properly secured including the maintenance of pertinent book/database/records to insure its proper accurate accounting.

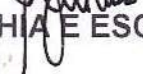
**VI. RESCISSION:** All PCG previous publications not in conformity with this Circular are hereby rescinded.

**VII. EFFECTIVITY:** This circular takes effect upon publication.

**BY COMMAND OF COMMODORE GARCIA:**

**OFFICIAL:**

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29/12/18