

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

8TH FIGHTER WING INSTRUCTION 31-102

30 JUNE 2011



Security

**INSTALLATION CONTROL
CENTER (ICC) ARMING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. This instruction establishes procedures to ensure weapons and ammunition used for the Installation Control Center (ICC) Arming Program are properly stored, issued, and accounted. It applies to all personnel who are armed by the ICC Armory, 8th Fighter Wing, Kunsan Air Base, Republic of Korea. This instruction does NOT apply to personnel armed by armories outside the ICC, such as 8 SFS or AFOSI personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/frims/frims/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This revision updates minor corrections, who can authorize arming and who is authorized to be armed. New or revised material is indicated by an asterisk (I).

1. Responsibilities: 8th Fighter Wing, Command Post Weapons Custodians/Armorers are responsible for ensuring personnel who issue, draw, or account for weapons adhere to the contents of this instruction.

2. General: To provide an efficient operation; ensure only authorized and trained personnel are armed; ensure accountability and serviceability of all weapons and ammunition; and to ensure standardized procedures are maintained.

3. Procedures:

3.1. General:

3.1.1. Chief, Command and Control Division will:

3.1.1.1. Designate in writing primary and alternate weapons custodians, armorers, and any other personnel authorized access to the weapon and munitions storage container.

3.1.1.2. Ensure all armed personnel in the ICC strictly adhere to the provisions of AFI 31-207, the PACAF Supplement 1 thereto and AFMAN 31-229 , the PACAF Supplement 1 thereto

3.1.1.3. Maintain a list of personnel, by name and duty, whose duties in the ICC require arming during exercises and contingencies. Communicate this list to commanders of the named individuals so that a determination may be made in writing that they are trained and authorized to bear arms. Personnel in the following duty positions will be included on the list:

3.1.1.3.1. The 8th Fighter Wing Commander (8 FW/CC) and Vice Wing Commander (8 FW/CV).

3.1.1.3.2. Group Commanders and Group Deputy Commanders.

3.1.1.3.3. Senior Staff Coordinators.

3.1.1.3.4. Mission Directors.

3.1.1.3.5. Emergency Operations Center Deputy Directors.

3.1.1.3.6. ICC Armorers/Weapon Custodians.

3.1.1.3.7. CP Personnel.

3.1.2. 8 FW/CP Weapons Custodians will:

3.1.2.1. Ensure a current and accurate AFTO Form 36, *Maintenance Record for Security Type Equipment*, and SF Form 700, *Security Container Information*, are inside the weapons and munitions safe.

3.1.2.2. Ensure all personnel to be issued weapons have received qualification training. All personnel to be issued weapons must have a current AF Form 522, *USAF Ground Weapons Training Data*. The ICC weapons custodian will maintain UDM-level access to the CATM Portal of the Security Forces Information Management System (SFMIS) in order to access AF Form 522s.

3.1.2.3. Ensure all personnel to be issued weapons have a letter of authorization (Attachment 2) to bear arms from their squadron commander.

- 3.1.2.4. Ensure all personnel to be issued weapons have been briefed the Gun Control Act and Lautenberg Amendment. The document to capture this requirement is the DD 2760 (*Qualification to Possess Firearms or Ammunition*). The DD 2760 must be reaccomplished annually.
- 3.1.2.5. Ensure all personnel to be issued weapons have a signed *Use of Firearms Safety Statement* (Attachment 3) on file.
- 3.1.2.6. Ensure that the *Lautenberg Amendment Notice* (Attachment 4) is displayed in the armory area.
 - 3.1.2.7. Ensure the 8th Security Forces Squadron, Resource Protection Section, is notified prior to moving or changing the storage container.
 - 3.1.2.8. Prepare a weapons assignment listing (log) and maintain it in a separate location from the weapons. A computer generated form may be used to issue each person their assigned weapon. The list must contain the following information:
 - 3.1.2.8.1. The weapon number (located on butt of weapon).
 - 3.1.2.8.2. The type of weapon.
 - 3.1.2.8.3. The manufacturer of the weapon.
 - 3.1.2.8.4. The serial number of the weapon.
 - 3.1.2.8.5. Office/position of person assigned the weapon.
 - 3.1.2.8.6. Rank, name, and signature of person assigned the weapon.
 - 3.1.2.8.7. The assigned individual's DEROS.
 - 3.1.2.8.8. The assigned individual's qualification date.
 - 3.1.2.9. Ensure an SF Form 702, *Security Container Checksheet*, is posted on the outside of the storage container and ensure all personnel who have access to the container's contents properly annotate the form each time the container is opened and closed.
 - 3.1.2.10. Ensure weapons and ammunition are not stored with classified material or funds.
 - 3.1.2.11. Ensure that only assigned M-9 weapons and associated ammunition are stored. No personally-owned weapons will be stored in the 8 FW/CP Armory.
- 3.1.3. Squadron Commanders will:
 - 3.1.3.1. Provide a letter to the Chief, Command and Control Division, indicating that personnel in their squadrons, serving in ICC positions identified in paragraph **3.1.1.3**, are authorized to bear arms. This letter will be updated as changes occur in the names or authorizations of individuals listed in the letter.

3.2. Protection:

- 3.2.1. The storage container must be located in a lockable room and meet the requirements in AFI 31-101, *Integrated Defense (FOUO)*. It may be in an unlocked area

only if the area is continuously manned. The safe will be checked by the on-duty controllers at each shift change.

3.3. Issue of Weapons:

3.3.1. Controllers on duty in the Emergency Actions Cell will not issue weapons.

3.3.2. ICC personnel will be armed during exercises or contingencies in the performance of official duties as directed by 8 FW/CC, CV, or 8 SFS/CC.

3.3.3. During actual contingencies or when deemed necessary by the 8 FW/CC, armed personnel will be issued weapons with 30 rounds of ammunition. During exercises, weapons will be issued without ammunition. The 8 FW/CP Armory will NOT issue blank ammunition.

3.3.4. Individuals will only carry the holster they have qualified on, as indicated on the individual's AF Form 522.

3.4. Care and Cleaning of Weapons:

3.4.1. Weapons will be inspected and cleaned semi-annually or within 12 hours after the weapon(s) are fired. Cleaning dates will be documented on a general purpose form maintained by the ICC weapons custodian.

3.5. Safety and Security:

3.5.1. Weapons are only authorized to be worn on base. Additionally, individuals who are armed are prohibited from entering the following facilities:

3.5.1.1. Any establishment where alcoholic beverages are served unless performing official duties and are required to be armed.

3.5.1.2. The Base Chapel, Building 501 unless performing official duties and are required to be armed.

3.5.1.3. The Base Clinic, Building 405 unless performing official duties and are required to be armed.

3.5.2. Personnel will not consume alcoholic beverages while in possession of a weapon or eight hours prior to duty.

3.5.3. At no time during an exercise will personnel remove pistols from their holsters. Hand signals or simulated weapons, if available, will be used as a substitute for actual aiming of handguns.

3.5.4. Personnel on duty in the ICC will turn in their weapons immediately after the end of an exercise or declaration that the contingency requiring arming is terminated. The Chief and/or Superintendent, Command and Control Division, will contact all individuals who are off-shift when the word to turn in all weapons is given. Those individuals will then have 12 hours to return the weapon to the Weapons Custodians/Armorers.

3.5.5. When in the custody of personnel who are off-shift, weapons will be maintained at all times and not be left unattended even in a locked dorm room.

3.5.6. Personnel will only draw or aim firearm when they reasonably believe lawful use of deadly force is imperative. Personnel who draw or aim firearm improperly are subject to punishment under the Uniform Code of Military Justice.

JOHN L. DOLAN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-1, *Integrated Defense*, 7 July 2007

AFI31-101, *Integrated Defense (FOUO)*, 8 Oct 2009

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 Jan 2009

AFI 31-207/PACAF Supplement 1, *Arming and Use of Force by Air Force Personnel*, 12 May 2006

AFMAN 31-229/PACAF Supplement 1, *USAF Weapons Handling Manual*, 28 July 2006

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD 2760, *Qualification to Possess Firearms or Ammunition*

AFTO Form 36, *Maintenance Record for Security Type Equipment*,

SF Form 700, *Security Container Information*

SF Form 702, *Security Container Checksheet*

AF Form 522, *USAF Ground Weapons Training Data*

Abbreviations and Acronyms

CATM—Combat Arms Training and Maintenance

CP—Command Post

DEROS—Date Eligible for Return From Overseas

ICC—Installation Control Center

SFMIS—Security Forces Information Management System

UDM—Unit Deployment ManagerI

8FW/CC—8th Fighter Wing Commander

8FW/CV—8th Vice Wing Commander

Attachment 2

SAMPLE AUTHORIZATION TO ARM MEMORANDUM

Date:

MEMORANDUM FOR 8 FW/CP

FROM: *Unit name*

SUBJECT: Authorization to Bear Arms

1. Per AFI 31-207, I authorize the following named personnel to bear firearms in the course of their duties.

<u>Grade & Name</u> <u>Expires</u>	<u>SSN</u>	<u>Qual</u>	<u>Firearms</u> <u>Type</u>	<u>Date</u>
LtCol Kenneth J. Pascoe 08 31	XXX-XX-XXXX		M-9	2010
MSgt. Darrell A. Johnson 08 31	XXX-XX-XXXX		M-9	2010
MSgt. David P. Gruber 04 31	XXX-XX-XXXX		M-9	2011
MSgt. Robert G. Snare 03 31	XXX-XX-XXXX		M-9	2011
TSgt. Tony A. Fleshman 03 31	XXX-XX-XXXX		M-9	2011
SSgt. Melissa S. Rohloff 03 31	XXX-XX-XXXX		M-9	2011

2. Individuals are qualified to bear the indicated firearms per AFI 31-207/PACAF Sup 1 and AFI 36-2226, *Combat Arms Program*. Individuals are trained on and will use a Bianchi M12 belt holster unless indicated with an asterisk in the table above. AF Form 522 or similar electronic record is on file with Security Forces and at the 8 FW/CP Armory. A DD Form 2760, *Qualification to Possess Firearms or Ammunition*, for each individual is on file in my unit. Individuals are current on Use-of-Force training.

3. This memo is valid until superseded.

NAME, RANK, USAF
Commander

Attachment 3**USE OF FIREARMS SAFETY STATEMENT**

A1.1. I certify that I am knowledgeable in the specific rules governing use of force by Air Force personnel.

A1.1.1. Firearms will only be drawn when the lawful use of deadly force reasonably appears necessary; as a signaling device as authorized in AFI 31-207, para 2.13.; or during weapons clearing/turn-in.

A1.1.2. Air Force policy authorizes deadly force only when all lesser means have failed or cannot reasonably be employed. In some circumstances, force, including deadly force, may be the only option available to respond to a hostile act or hostile intent. The use of force must be reasonable in intensity, duration, and magnitude based on the totality of the circumstances to counter the threat. Deadly force is authorized when individuals reasonably believe that a person poses an imminent threat of death or serious bodily harm to themselves or DoD forces.

A1.1.3. During routine/normal operations all personnel are required to arm/carry all USAF small arms IAW AFMAN 31-229. USAF Weapons Handling Manual. However, when responding to an actual incident where you can reasonably expect to meet an armed adversary, respond with firearms ready. You must base any decision to chamber a round of ammunition in a firearm that is not normally carried with a round chambered, or draw a pistol from the holster, on the circumstances you are facing and the threat present.

A1.2. I certify that I am knowledgeable in the Rules of Engagement (ROE) and Rules for Use of Force (RUF) applicable to all United States Forces, Korea (USFK) personnel. These rules include, but are not limited to:

A1.2.1. USFK policy authorizes use of deadly force only under conditions of extreme need and as a last resort, when all lesser degrees of force have failed or cannot reasonably be used.

A1.2.2. Give the order "Halt or I will fire" in English/Korean before a shot is fired when possible. The word for "Halt" is "JEONG-JI." The phrase "I will fire" is "CHONG-SSON-DA."

A1.2.3. Shots will not be fired if they are likely to endanger innocent persons.

A1.2.4. Warning shots are not authorized for peacetime law enforcement purposes. Refer to theater-specific Rules of Engagement (ROE) for more information on warning shots.

A1.3. I certify that I am knowledgeable of general weapons safety, including but not limited to:

A1.3.1. Regard all firearms as being loaded; be knowledgeable of the safety devices of all firearms and never use a firearm in an unauthorized manner, e.g., as a tool. Never draw or aim a firearm in jest or use it to engage in tricks or games.

A1.3.2. Never arm yourself with a weapon you are not qualified to use. Never allow another person to be armed with a weapon they are not qualified to use.

A1.3.3. Do not point your weapon at any person or object you do not intend to shoot. Ensure you have a clear field of fire before firing your weapon. Ensure you check what is behind your target as well.

Military members who violate these prohibitions may be subject to administrative or disciplinary proceedings under Article 92, UCMJ. Civilian employees who violate this provision may be subject to administrative or disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

I HAVE READ AND UNDERSTAND POLICIES PERTAINING TO FIREARMS SAFETY AND THE USE OF FORCE AND WILL COMPLY WITH ALL APPLICABLE RULES AND REGULATIONS.

Rank

Printed Name *Last, First, MI*

Signature

Date

Organization & Section

Attachment 4

LAUTENBERG AMENDMENT NOTICE

The 1996 Domestic Violence Amendment to the Gun Control Act (referred to as the Lautenberg Amendment) makes it a federal offense for anyone convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a federal offense for any person to sell or otherwise dispose of a firearm to anyone known to have such a conviction. The DOD established policy to implement this law in November 2002. The Air Force established policy for further implementation in February 2004.

To whom does the law apply? The law applies to all Airmen who have been convicted of a “misdemeanor crime of domestic violence.” The law also applies to anyone who issues or sells a weapon to someone with a qualifying conviction. Accordingly, if an Airman who has been convicted of a misdemeanor crime of domestic violence is issued a military weapon, both the Airman and the commander who knew of the conviction and yet authorized issuance of a weapon would be in violation of the law. Both military issue and privately owned weapons fall within the scope of the law.

When does the law apply? The Amendment has the following six-part test for determining whether an individual has committed a “misdemeanor crime of domestic violence.”

1. The person was convicted of a misdemeanor crime;
2. The offense had as an element the use or attempted use of physical force, or threatened use of a deadly weapon;
3. The convicted offender was at the time of the offense:
 - a) a current or former spouse, parent or guardian of the victim,
 - b) a person with whom the victim shared a child in common,
 - c) a person who was cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian, or
 - d) a person who was similarly situated to a spouse, parent, or guardian of the victim;
4. The convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;
5. If entitled to have the case tried by jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury, and;
6. The conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess, or receive firearms.

NOTE: The Lautenberg language does **NOT** apply to summary court-martial convictions, imposition of non-judicial punishment imposed under Article 15 of the UCMJ or deferred prosecutions (or similar alternative disposition) in civilian courts.

What should Airmen do? Airmen who are concerned that the Amendment applies to them should contact their former defense attorney or the Area Defense Counsel (782-4848) for an appointment to help in determining their legal status. The defense counsel can not only help

Airmen determine their status, but can also assist them in efforts to have records expunged or to obtain pardons from applicable state governors. Additionally, if Airmen are pending misdemeanor charges in civilian court systems for domestic violence, the defense counsel can advise them about the impact of a conviction and any options available for deferred adjudication or alternate resolution. It is critical Airmen receive legal advice immediately to avoid putting themselves at risk of violating this federal law and to ensure you understand your rights and obligations.

What should commanders do? If a commander knows or has reasonable cause to believe an Airman has been convicted of a misdemeanor crime of domestic violence, the commander should not issue government-owned or privately-owned firearms or ammunition to that Airman. If the Airman has an issued weapon and/or ammunition, the commander should retrieve it immediately, suspend the Airman's authority to possess firearms or ammunition, and advise the Airman to dispose of privately-owned firearms and ammunition lawfully. The commander should detail the Airman to duties that do not require the bearing of weapons or ammunition. Commanders should contact the legal office (782-4283) for further guidance.

Air Force personnel must complete a DD Form 2760, *Qualification to Possess Firearms or Ammunition*, annually if they regularly handle firearms or ammunition, upon PCS, PCA, or when TDY assignments will require use of firearms or ammunition. The DD Form 2760 must be re-accomplished every time a military member or civilian employee is assigned to duties requiring the use of firearm, destructive device, or ammunition.

REF: 18 USC § 922

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, dated 29 Jan 09