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Security

RESOURCE PROTECTION

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This publication implements Air Force Instruction (AFI) 31-201, *Security Forces Standards and Procedures* (30 March 2009) and Air Force Reserve Command Supplement (AFRCSUP) 1 to AFI 31-201 *Security Forces Standards and Procedures* (16 June 2003) and provides guidance pertaining to general Security Police duties and law enforcement operations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847's from the field through the appropriate functional's chain of command. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and maintain the records prescribed in this publication are Title 10 *United States Code* (USC), Section 8013, and *Department of Defense* (DoD) Directive 7730-47. **Records Disposition:** Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Record* (01 March 2008) and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>

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1. Funds Protection.

1.1. Funds custodian responsibilities; As the funds custodian you must ensure new, temporary, or remodeled funds facilities are surveyed by Security Forces. Obtain written approval from the Chief, Security Forces (CSF) to maintain and store funds in a facility. Establish written operating instructions (OI) for the protection of funds and maintain the documents in the Resource Protection Folder.

1.1.1. Written OIs should include (but may not be limited to): Funds escort procedures; Steps to reduce funds on hand to minimum needed for efficient operations; Anti-robbery procedures; Key/combo control procedures; Bomb threat procedures; Controlled area entry procedures (if applicable); and, Emergency entry and egress procedures

1.1.2. Training procedures

1.1.3. Coordinate the Operating Instruction (OI) with SFS Police Services (910 SF/S3L). Ensure all employees comply with funds handling procedures and are properly trained on funds protection procedures. All training is documented and placed in the Resource Protection Folder. This training can also be placed in AF Form 623, *Individual Training Record Folder*, for military members or personnel files for civilian employees.

1.1.3.1. In your Resource Protection Folder, the following items should be documented:

1.1.3.2. Copy of initial funds survey with corrective actions (if available)

1.1.3.3. Copy of the last two surveys with corrective actions

1.1.3.4. Copy of the last two robbery exercise results with corrective actions

1.1.3.5. Written operating instructions

1.1.3.6. Funds custodian designation letter

1.1.3.7. Controlled area monitor designation letter (if applicable)

1.1.3.8. Training documentation

1.1.3.9. AFI 31-101 Integrated Defense

1.1.3.10. ADVANTOR Alarm Authorization List

1.1.4. Ensure funds storage containers and rooms meet physical security requirements. Forward the ADVANTOR Alarm Authorization List annually or immediately when changes occur to the 910 SFS Electronic Security Systems (ESS) NCO. The list will be

used to update alarm operator access and issue pin-codes to those authorized access to the area. Note: Contact the ESSNCO for a properly formatted ADVANTOR Alarm Authorization List.

1.1.4.1. Conduct quarterly alarm checks as required by AFI 31-101, *Integrated Defense* (also known as the Air Force Installation Security Program), and document the results on AF Form 2530, *Alarm System Test Record*, or a computer generated version of the form. Note: All duress alarm(s) will be tested on the first duty day of the month. All other devices (motion detector, BMS door contacts, etc.) will be tested monthly (preferably on the first duty day of the month or UTA) by ESSNCO.

1.1.4.2. Record all openings and closings of funds containers on SF Form 702, *Security Container Check Sheet*

1.1.4.3. Maintain SF Form 700, *Security Container Information*, inside the funds container door. Restrict dissemination of funds container combinations to the minimum amount of personnel necessary and keep funds containers locked except when funds are being deposited or withdrawn.

1.1.4.4. Remove all money from cash registers and leave drawers open at the end of the day.

1.1.4.5. Locate funds containers where they can be seen from outside the facility, when feasible, and ensure the immediate area is well lit. Lock doors to cashier cages.

1.1.4.6. Limit entry and escort all visitors.

1.1.4.7. Know and comply with anti-robbery procedures and authentication/duress procedures.

1.1.4.8. Notify 910 SFS Police Services (ext 609-1096) prior to moving any funds container or if the protection capability of a facility changes.

1.2. Funds Protection Requirements.

1.2.1. General Guidelines

1.2.1.1. Army Air Force Exchange Service (AAFES) and DeCA facilities may follow requirements in their own directives. Those directives must be equal to or greater than those in AFI 31-101, as supplemented and the Installation Security Plan (ISP). The more stringent security guidance will be the standard.

1.2.1.2. Facilities storing or handling appropriated, non-appropriated, or other government funds must comply with AFI 31-101.

1.2.1.3. Protection of negotiable instruments and high cash value items/resources is as follows: store negotiable instruments such as blank checks, bonds and money orders in locked containers, such as a safe or metal filing cabinet. Do not store funds, precious metals, jewels, or other items of high value in any container with classified information. Protect high cash value resources to the level afforded their dollar value.

1.2.1.4. Designate as controlled areas those facilities that store funds or resources valued at \$100,000.00 or more.

1.3. Funds Escort Procedures. Security Forces personnel escort government funds only when contractor services are not available. Funds escort procedures will be determined locally and published in the ISP. *NOTE:* Commissaries, AAFES facilities, on-base banks and NAF (Non-Appropriated Funds) facilities are encouraged to contract escort facilities. If contractor services are not available, or the ISC determines the threat level is such that contractor services are impractical, the ISC will determine if security forces personnel will perform escorts for non-government funds.

1.3.1. Transporting funds. Escorted funds will not be transported in any vehicle operated by or carrying security forces personnel.

1.3.2. Security Forces Escorts. Security forces personnel will occupy a trail vehicle during all funds escorts

1.4. Funds Container Requirements and procedures.

1.4.1. Containers storing \$1.00 to \$999 must be a standard insulated, fire-resistant equipped with a minimum security lock.

1.4.2. Containers storing \$1,000 or more must meet General Services Administration (GSA) specifications or certification by Underwriter's Laboratory (UL) as a burglar resistant safe.

1.4.3. Containers weighing less than 500 pounds and not protected by IDE, and those with casters, must be secured to the facility.

1.4.4. All containers must include the following:

1.4.4.1. Use Standard Form (SF) 702 *Security Container Check Sheet* to record openings and closings of funds containers. Initial the "Checked by" block of the SF Form 702 at the end of each day.

1.4.4.2. Complete the SF Form 700 and post it on the inside of the container door/lid.

1.5. Key and Lock Control Procedures. Keys to areas with funds storage containers must be accounted for at all times. Use the following guidelines when issuing and accounting for keys:

1.5.1. A key and lock custodian should be appointed in writing and the letter must be kept on file in the Resource Protection Folder.

1.5.2. Permanently issue keys to the minimum number of personnel required for operational efficiency.

1.5.3. Ensure all personnel issued keys are officially documented in memorandum format and place a copy of the letter in the Resource Protection Folder for the area.

1.5.4. Keys that are routinely issued should be accounted for by using AF Form 2432, *Key Issue Log*, or a computer-generated product.

1.5.5. Accountability records shall contain the signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, signature of the individual issuing the key, as well as the same information when the key is returned.

1.5.6. Store keys to funds storage areas in a secure area inaccessible to unauthorized personnel in a safe or lock box equipped with a three-dial combination lock.

1.6. Combination Control Procedures. Restrict container combinations to the absolute minimum number of people for efficient operation. Do not write combinations on paper; memorize them to eliminate potential compromise. Combinations must be changed at the following intervals:

1.6.1. Annually.

1.6.2. Whenever the combination is compromised

1.6.3. Whenever someone who knows the combination relocates or terminates employment.

1.6.4. For Accounting and Finance facilities, change combination on a semiannual basis and meet criteria listed in 1.6.2 and 1.6.3.

1.7. Funds Storage Room Physical Protection Criteria: A funds storage room is a space specially selected for containing a funds storage container during non-operating hours. Consider the following when designing funds storage rooms:

1.7.1. Value of the stored resources.

1.7.2. Level of resistance against burglary provided by individual funds-storage containers.

1.7.3. The presence of Intrusion Detection Equipment (IDE). The following protection standards apply to all funds storage rooms:

1.7.4. Doors must meet the following:

1.7.4.1. Constructed of 1 ¾-inch solid or laminated wood with US 12 gauge steel plate on outside face or standard 1 ¾-inch hollow metal with US 14 gauge, with skin plate thickness internally reinforced with continuous steel stiffeners spaced 6 inches maximum on center.

1.7.4.2. Doorframes must be rigidly anchored to prevent prying or jacking.

1.7.4.3. Metal doors must have metal doorframes.

1.7.4.4. Hinges must have fixed pins.

1.7.4.5. Exposed hinges will be peened or spot-welded.

1.7.4.6. Hinge mounting screws, if exposed to the outside, will be peened or spot-welded.

1.7.5. Windows.

1.7.5.1. Must be sealed with material comparable to adjacent walls

1.7.5.2. Windows large enough to permit entry must be equipped with 3/8 inch or larger steel bars no more than 4 inches apart or high carbon manganese steel mesh with 2-inch diamond grid.

1.7.6. Lighting.

1.7.6.1. Provide interior and exterior lighting for all funds activities.

1.7.6.2. Locate light switches in areas not accessible by unauthorized persons.

1.7.7. Locks and Keys.

1.7.7.1. Equip doors with a key actuated dead bolt with at least a 1-inch throw; ensure key controls are implemented and strictly adhered to at all times.

1.7.7.2. Cipher locking systems may be used to meet this requirement; ensure strict combination control is enforced.

1.7.8. Walls, floors and ceilings.

1.7.8.1. Must be engineered to provide a level of protection equal to doors and windows.

1.7.8.2. Reinforcements can be expensive; selection of fund activities should be chosen carefully or the use of Intrusion Detection Equipment (IDE) to compensate for construction deficiencies.

1.8. **Alarms.** IDE protection should be installed during the unattended storage of funds and accounting and finance cashier's cages; equip these facilities with a duress alarm that annunciate at the Base Defense Operations Center (BDOC).

1.9. **Anti-robbery Procedures.**

1.9.1. Step 1: Remain calm; do not resist; do not excite the robber

1.9.2. Step 2: Follow the robber's instructions; comply with the demands of the robber.

1.9.3. Step 3: If a robbery note is passed, comply with the demands, put it down and don't touch it again.

1.9.4. Step 4: Take a good look at the robber; obtain as accurate a description of the robber as possible.

1.9.5. Step 5: Activate the duress alarm, if it can be done without raising suspicion

1.9.6. Step 6: **AFTER THE ROBBER HAS DEPARTED**, inform all employees of the robbery by use of a pre-designated code word known only to the facility employees.

1.9.7. Step 7: Ensure all doors to the facility are secured; do not let anyone enter or exit.

1.9.8. Step 8: Go to the door where the robber has departed and attempt to obtain a vehicle description, license plate number, additional personnel and direction of travel. **DO NOT EXIT THE FACILITY.....THIS IS AN UNSAFE ACT!**

1.9.9. Step 9: Cease all business and keep any customers away from the crime scene and exits. Separate all witnesses and have them remain until the arrival of Security Forces. **(SECURE THE CRIME SCENE).**

1.9.10. Step 10: Protect the crime scene; secure the immediate area where the robbery occurred, preventing the possible tampering and destruction of evidence, i.e. the robbery note. **DO NOT LET ANYONE ENTER THE CRIME SCENE AREA!**

1.9.11. Step 11: Telephone Security Forces using base ext 609-1277 or 609-1299 while simultaneously completing AF Form 439, *Robbery Checklist*.

1.9.12. Step 12: Remain on the telephone with Security Forces until responding patrols arrive and you are instructed to go outside to meet them.

1.9.13. Step 13: Comply with all instructions given to you by Security Forces.

1.9.14. A single person, in most cases, cannot reasonably be expected to perform all 13 steps; teamwork is the key to successful implementation of these steps. The use of an internal alerting code, known only to facility employees and pre-designated anti-robbery tasks is highly recommended. All Security Forces anti-robbery exercises will be conducted with as much realism as is safely allowable. However, during an exercise, **DO NOT** attempt to give any money or valuable items to the exercise robber.

2. Protection of Arms, Ammunitions, and Explosives (AA&E).

2.1. Arms, Ammunition & Explosives Custodians Responsibilities.

2.1.1. Custodians for AA&E facilities must ensure only approved storage areas or facilities are utilized to store arms, ammunition and explosives. Notify the 910 MSG/CC and 910 SFS/DFC immediately of any significant incidents involving loss, theft, or unaccounted for munitions. Notify a representative of the Installation Security Section when munitions are relocated for a period exceeding 30 days

2.1.2. Prepare operating instructions (OIs) and place in the facilities Resource Protection Folder.

2.1.2.1. Key and Lock control procedures

2.1.2.2. Inventory procedures

2.1.2.3. Issuing procedures

2.1.2.4. Procedures for safeguarding AA&E movements

2.1.2.5. General guidelines for protection of AA&E

2.1.2.6. Alarm test procedures (if applicable)

2.1.2.7. Entry control/escort procedures

2.1.2.8. Required area/facility checks

2.1.2.9. Bomb threat procedures

2.1.2.10. Notify Security Forces of all AA&E movements, including those that do not require armed escort. Comply with physical security requirements and post Controlled Area signs at all entrances to the facility, not exceeding 100 yards (if applicable). Maintain vegetation control to lower the chances of individuals from approaching the area in a concealed mode. Ensure alarms are properly maintained and tested (if applicable). Conduct and document custodian training on anti-robbery procedures. Also included inside the Resource Protection Folder are the following:

2.1.2.10.1. Initial survey with corrective actions

2.1.2.10.2. A copy of the last 2 surveys with corrective actions

2.1.2.10.3. A copy of the last 2 exercise reports with corrective actions

2.1.2.10.4. Munitions/weapons custodian designation letter

- 2.1.2.10.5. AFI 31-101, Air Force Installation Security Program
- 2.1.2.10.6. Controlled area designation letter (if applicable)
- 2.1.2.10.7. Controlled area monitor designation letter (if applicable)
- 2.1.2.10.8. AA&E Storage Authorization letter
- 2.1.2.10.9. Advantor Alarm Authorization List

2.1.3. Arms, Ammunition & Explosives (AA&E) Protection Requirements

2.1.3.1. Government-owned facilities must be used to store government owned firearms ammunition and explosives.

2.1.3.2. Privately owned firearms stored for installation residents. Each firearm must be registered on an AF Form 1314, *Firearms Registration*. If registering multiple weapons, one AF Form 1314 may be used.

2.1.4. Designation of Controlled Areas. Designate all AA&E storage facilities as controlled areas after the approval of the installation commander or designee. Operational quantities of munitions or facilities possessing 29 or fewer CAT IV weapons may be stored in a GSA-approved Class V safe.

2.2. AA&E Escort Procedures:

2.2.1. Firearm movement (On/Off Base). During all firearm movements, the shipper or owner must notify security forces before removing firearms from storage facilities. The receiving agency must notify security forces where firearms are to be located upon arrival and who will be responsible for the firearms until they are properly secured in an authorized storage facility.

2.2.2. Very high-risk weapons will be moved under protection of armed guard surveillance and security escort vehicle service. Armed guard surveillance is protection that provides two drivers, one of which is armed, to maintain constant surveillance of the weapons. The Air Force standard for being "Armed" is having a 9mm handgun with a basic load of ammunition. Drivers will have portable communication capable of contacting an emergency response force. Security escort vehicle service provides a separate trail vehicle to maintain discreet surveillance of the weapons movement. (**Not required on base**). Drivers will have portable communication with the cargo vehicle and emergency response force. Cargo and trail vehicles will each have at least one armed individual. The shipment must be moved under the supervision of a TSgt or above or equivalent civilian. If military, the custodian may be one of the drivers.

2.2.3. High risk Weapons. Sixteen or more weapons are moved under the protection of armed guard surveillance. Only constant surveillance is required for fifteen or fewer weapons. Constant surveillance is defined as an individual who remains within 10 feet and within unobstructed view of the shipment to maintain constant surveillance.

2.2.4. Medium and low risk Weapons. Sixteen or more weapons are moved under the protection of dual driver protection service. The dual driver protective service is defined as providing continuous responsibility, attendance, and surveillance (within 10 feet and in unobstructed view) of the shipment through the use of two drivers. Drivers must have

portable communications capability with an emergency response force. Fifteen or fewer weapons require constant surveillance only.

2.2.5. Factors to be considered

2.2.5.1. Make every effort to consolidate shipments.

2.2.5.2. Small arms repair technicians should travel to the weapons when possible.

2.2.5.3. When practical, do not ship arms and ammunition of the same caliber in the same container or conveyance.

2.2.5.4. Protect shipments scheduled for demilitarization and retrograde according to their risk category.

2.2.5.5. Ship missile rounds separately from the launch and control equipment when feasible.

2.3. Non-Nuclear Munitions Movements: During all munitions movements, the shipper or owner must notify security forces before removing munitions from storage facilities. The receiving agency must notify security forces where munitions are to be located upon arrival and who will be responsible for the munitions until they are properly secured in an authorized storage facility.

2.3.1. Very High-risk munitions (off base). Armed guard surveillance and security escort vehicles are required. Munitions custodian must remain in radio contact with law enforcement authorities.

2.3.2. High Risk munitions (off base). During off base operations, armed guard surveillance is required. At least two personnel must be in the vehicle and one must be armed. One of the guards must remain in the vehicle at all times. Portable communications capability must be maintained with an emergency response force.

2.3.3. On base munitions movements. Armed guard surveillance is required. Portable communications capability must be maintained with an emergency response force. For medium and low risk munitions, one person must be assigned to continuously attend the shipment.

2.4. Transportation of AA&E during Force Protection Conditions (FPCONS).

2.4.1. FPCON ALPHA. Conduct liaison with civilian authorities to review local threat before movement off base. Convene Threat Working Group to advise the installation commander.

2.4.2. FPCON BRAVO. Postpone nonessential movements of very high (CAT I), High-risk (CAT II), and classified shipments, or move by military air if feasible. Use security escort vehicle service for all very high and high-risk items and classified munitions. If applicable, plan overtime requirements for anticipated use of the installation as a DoD Safe Haven. Ensure the availability of Safe Haven areas and review physical security standards for AA&E storage areas.

2.4.3. FPCON CHARLIE. Provide armed military escort in separate vehicles for all very high and high-risk munitions. Discuss support requirements with local officials. Verify seal numbers of all vehicles and containers with very high and high-risk munitions and

classified munitions in holding areas every 4 hours. Make certain seal numbers on low and medium risk munitions containers and uncategorized class A and B explosives are correct every eight (8) hours.

2.4.4. FPCON DELTA. Suspend all shipments in and out of the area except those deemed critical for operational requirements. For shipments deemed critical, ship by military air when feasible and have armed military escort.

2.5. Risk Categories.

2.5.1. Categories of missiles and rockets

2.5.2. Category I, Very High Risk. Man-portable missiles/rockets when in ready to fire configuration. These weapons are also Category I when jointly stored or transported with the launcher tube or grip stock and the explosive round, though not in ready to fire configuration.

2.5.2.1. Redeye

2.5.2.2. Stinger

2.5.2.3. Dragon

2.5.2.4. Javelin

2.5.2.5. Light Anti-Tank Weapon (LAW) (66mm)

2.5.2.6. Shoulder-launched Multipurpose Assault Weapon (SMAW) rocket (83mm)

2.5.2.7. M136 (AT4) anti-armor launcher and cartridge (84mm)

2.5.2.8. Tube launched optically guided weapon (TOW)

2.5.3. Category II, High Risk Missiles/rockets that are crew-served or require platform mounted launchers and other equipment to function: Tube launched optically guided weapon (TOW) and Hydra-70.

2.5.4. Category III, Medium risk. Missiles/rockets that require platform launchers and complex hardware and software equipment to function: Hellfire missiles

2.6. Categories of Arms.

2.6.1. Category II, High Risk Light automatic weapons up to and including .50 caliber and 40mm MK 19 machine guns. Weapons components such as, silencers, mufflers and noise suppression devices are also Category II.

2.6.2. Category III, Medium Risk

2.6.2.1. Launch tube and grip stock for Stinger missile.

2.6.2.2. Launch tube, sight assembly and grip stock for Redeye missiles.

2.6.2.3. Tracker for Dragon missiles.

2.6.2.4. Mortar tubes up to and including 81mm.

2.6.2.5. Grenade launchers.

2.6.2.6. Rocket and missile launchers, unpacked weight of 100 pounds or less.

- 2.6.2.7. Flamethrowers
- 2.6.2.8. The launcher or missile guidance set or optical sight for the TOW.
- 2.6.3. Category IV, Low Risk
 - 2.6.3.1. Shoulder fired weapons, other than grenade launchers, not fully automatic.
 - 2.6.3.2. Handguns
 - 2.6.3.3. Recoilless rifles up to and including 106mm.
- 2.7. Categories of Ammunition and Explosives.**
 - 2.7.1. Category I, Very High Risk Explosive complete rounds for category I missiles/rockets
 - 2.7.2. Category II, High Risk
 - 2.7.2.1. Hand or rifle grenades, high explosive and white phosphorus.
 - 2.7.2.2. Mines, antitank or antipersonnel (unpacked weight of 50 pounds or less each).
 - 2.7.2.3. Explosives used in demolition operations; C-4, military dynamite, TNT with unpacked weight of less than 100 pounds.
 - 2.7.2.4. Warheads for sensitive missiles/rockets weighing less than 50 pounds.
 - 2.7.2.5. Binary intermediates “DF” and “QL” when stored separately from each other and the binary chemical munitions body in which they are intended to be employed.
 - 2.7.3. Category III, Medium Risk
 - 2.7.3.1. Ammunition, 50 caliber and larger, with explosive filled projectile (unpacked weight less than 100 pounds).
 - 2.7.3.2. Grenades (incendiary) and fuses for high explosive grenades.
 - 2.7.3.3. Blasting caps.
 - 2.7.3.4. Supplementary charges.
 - 2.7.3.5. Bulk explosives.
 - 2.7.3.6. Detonating cord.
 - 2.7.3.7. Warheads for sensitive missiles/rockets weighing more than 50 pounds but less than 100 pounds.
 - 2.7.4. Category IV, Low Risk
 - 2.7.4.1. Ammunition with non-explosive projectile (unpacked weight less than 100 pounds).
 - 2.7.4.2. Fuses
 - 2.7.4.3. Grenades (Illumination, Smoke, CS).
 - 2.7.4.4. Incendiary destroyers.
 - 2.7.4.5. Riot control agents in less than 100 pound packages.

2.7.4.6. Ammunition for weapons in category II thru IV arms not otherwise categorized

2.7.4.7. Explosive compounds for sensitive missiles/rockets.

2.7.4.8. Warheads for precision-guided munitions weighing more than 50 pounds

2.8. Structural Standards for Storage of Conventional Arms, Category II Through IV.

2.8.1. Walls, Ceilings, Floors

2.8.1.1. An arms room must be built in accordance with construction requirements described in MIL-HBK 1013/1 to meet Class A vault specifications. Modular vaults meeting FEDSPEC AA-V-2737 may be used to meet this requirement.

2.8.1.2. Existing arms storage rooms may continue to be used if structural barriers provide a minimum of 10 minutes of forced entry delay. Upgrades to existing facilities to achieve 10-minute delay should meet MIL-HBK 1013/1 or component-approved guidance.

2.8.1.3. Class 5 GSA-approved container (for small quantities) or Type 2 portable magazine built of theft resistant material not less than ¼-inch steel and lined with at least 3 inches of hardwood (for small quantities)

2.8.2. Keys and Locks

2.8.2.1. Doors used for access to arms storage rooms will be locked with a high security-locking device [e.g. GSA-approved built-in combination lock or high security padlock (MIL-P-43607) and hasp (MIL-FI-29181) or other hardware be approved by component].

2.8.2.2. Panic hardware, when required, installed to prevent opening from outside, must meet safety/building codes and approved by Underwriters Laboratory (UL) or host country. When panic hardware is used, a balanced magnetic switch shall be installed and monitored at an alarm control center or serially numbered seal on door.

2.8.3. Doors

2.8.3.1. A Class 5 or 8 vault door is required for arms rooms built for Class A vault and GSA approved modular vault. Doors on existing facilities will have the following:

2.8.3.2. 1 ¼ inch laminated or solid wood door, outside face covered with #12 gauge steel plate.

2.8.3.3. 1 ¾ hollow, industrial grade steel door with the minimum of #14 gauge skin plate reinforced with steel stiffeners 6 inches apart.

2.8.3.4. Door buck, frames and keepers shall be anchored and provided with anti-spread space filler reinforcement.

2.8.3.5. Interior/exterior doorframes will be built to prevent removal of facing or built-in locking mechanism to disengage bolt.

2.8.3.6. Frames and thresholds will have the same materials as doors.

2.8.3.7. Hinges will be located on the inside and be of fixed pin hinge type or equivalent.

2.8.4. Racks

2.8.4.1. Arms shall be stored in Class V GSA approved container, banded crates, standard issue or locally made arms racks. The firearms will be secured with a padlock meeting CID A-A-1927. Racks/containers weighing less than 500 pounds (with weapons) must be fastened to structure or into 500 pound groups. The bolts used for securing racks must be spot-welded, braided or peened to prevent removal. Chains must be heavy duty hardened steel or welded, straight link, and galvanized steel of at least 5/16 inch thickness (e.g. Type 1, Grade C, Class 4, NSN 4010-00-149-5583, NSN 4010-00-149-5575, or NSN 4010-00-171-4427).

2.8.4.2. Hinges on racks must be welded, peened or otherwise secured to prevent easy removal.

2.8.4.3. Crates and containers for weapons in transit, stored in depots or warehouses, or held for contingencies must be fastened together for a total weight of greater than 500 pounds and banded or locked and sealed.

2.8.5. Windows and other openings

2.8.5.1. Windows of 96 square inches or more with smaller dimension greater than 6 inches shall be equipped with $\frac{3}{4}$ inch steel bar mesh, riveted steel bar grating, or other hardening option.

2.8.5.2. Bars/steel mesh must be imbedded in the structure of the building or welded to steel frame that is attached to a wall with fastenings inaccessible from the exterior.

2.8.6. Security Lighting

2.8.6.1. Exterior lighting will be provided for all arms storage buildings, buildings in which arms rooms are located and doors to arms rooms.

2.8.6.2. Exterior lighting should be sufficient to allow surveillance to detect unauthorized activity or signs of forced entry or unauthorized removal of arms during hours of reduced visibility. Switches for exterior lights are not accessible to unauthorized personnel.

2.8.6.3. Interior lighting should be considered for entrances to buildings, corridors, and arms rooms.

2.8.7. Intrusion Detection System (IDS). Point sensors on doors and other openings and motion or vibration sensors in interior. Under field conditions, constant surveillance is required.

2.8.8. Patrols will conduct building checks during non-duty hours.

2.9. Structural Standards for Bulk Storage of Conventional Ammunition and Explosives.

2.9.1. Bulk Storage Area

2.9.1.1. Bulk storage areas are considered depot activities, pre-stock points, and ammunition supply points where quantities of missiles, rockets, ammunition, and explosives are stored.

2.9.1.2. Facility construction for CAT I and II must meet standards found in DoD 6055.9- STD. Facility construction for CAT III and IV must meet standards found in DoD 6055.9-STD or type 2 magazine. Existing facilities may continue to be used if structural barrier provides 10 minutes forced entry delay. Upgrades to existing facilities to meet 10 minutes forced entry must meet MIL-HBK 1013/1.

2.9.2. Key/lock. Category I through IV shall be secured with high security locking systems with padlocks (e.g. MILSPEC P-43607 and MIL-H-29181) approved by DoD component concerned. Class V or VIII steel vault door with a built-in combination lock or a key operated high security padlock and hasp will be used on doors.

2.9.3. Entry Control

2.9.3.1. Category I through IV must have access control points for vehicles and personnel entering AA&E areas secured. Strict accountability of keys shall be maintained. A system of random inspections of vehicles and personnel entering/exiting are mandatory.

2.9.3.2. Pass, badge, or access roster for admission into areas will be controlled by operational or security personnel. Entry records will be kept for a minimum of 90 days. Privately owned vehicles will be prohibited in magazines or storage areas.

2.9.4. Fences

2.9.4.1. Fencing the entire perimeter of an enclave area for CAT I and II missile, rocket, ammunition and explosives storage area is required. If the installation outer perimeter has adequate fencing and entrance to storage area is monitored by CCTV, fencing the inner (actual) storage area is not required.

2.9.4.2. The minimum height of the fence (excluding top guard) shall be 6 feet.

2.9.4.3. Fence fabric and hardening options. Barbed wire, used to delay penetration under the fence shall be in accordance with MIL-HBK 1013/1 or other approved components.

2.9.4.4. Drainage pipes or water passages penetrating the fence greater than 96 square inches or dimensions greater than 6 inches will be barred to provide equivalent protection.

2.9.4.5. Gates shall be structurally comparable and provide the equivalent penetration resistance. Gates should also be designed so traffic through them will be under positive control of security forces. Low security locks must be provided for the gates. Hinge pins shall be welded or secured to prevent removal.

2.9.5. Clear Zones

2.9.5.1. Clear zones shall be free of all obstacles, vegetation, and topographical features to reduce the cover and concealment of an intruder.

2.9.5.2. A 12-foot clear zone should be extended outside the fence and 30 feet on the inside of the enclave perimeter fence.

2.9.6. Categories III and IV. New fencing may be programmed if the storage facilities are an assessment of local threats, vulnerabilities, and cost effectiveness.

2.9.7. Lighting. Category I through IV will have lighting on all exterior doors. Lights should be provided along the perimeter.

2.9.8. IDS and patrols. Facilities will be continuous manned, under constant surveillance or have IDS for categories I through IV. Patrols will also conduct non-duty hours check for categories I through IV facilities.

2.10. Inventories of AA&E and Unit/Base Inventories.

2.10.1. A physical inventory must be conducted once per calendar week. Boxed or banded arms can be counted by number of arms listed on boxes unless tampering with the box is evident, then a weapons count is necessary. Inventory records without discrepancy can be kept 2 years and inventory records with discrepancy will be kept 4 years.

2.10.2. A 100 percent physical count is taken quarterly. Count can be by number of arms listed on boxes unless tampering is evident, then a weapons count is necessary. Inventory records without discrepancy are kept 2 years and inventory records with discrepancy kept 4 years.

2.11. Alarm Requirements for AA&E.

2.11.1. IDS shall include central control station for alarm annunciation and where a response force can be dispatched. The response force should arrive as soon as possible, but should not exceed 5 minutes unless they are responding to facility with a higher priority.

2.11.2. A daily log will be maintained for all alarms to include: Nature of alarm, date and time, location, actions taken in response.

2.11.3. Transmission lines for all installed IDS shall be supervision. Connecting lines shall be electronically supervised to detect evidence of tampering or malfunction. Visible lines shall be inspected weekly. If there are no line supervisions, then two independent means of alarm signal transmission from the alarm area to the monitoring station must be provided.

2.11.4. A protected back-up independent power source of 8 hours will be provided. System shall be tested quarterly and a log will be kept 1 year for recording all tests.

2.12. Key and Lock Control Requirements for AA&E.

2.12.1. Keys to all buildings, rooms, racks and IDS shall be maintained separately from other keys and accessible to those personnel whose official duties require access. A current roster will be kept within the unit or organization and protected from public view.

2.12.2. Keys for arms and ammunition can be stored in the same area but separate from other keys not pertaining to AA&E storage. Minimize the amount of keys and do not leave them unattended or unsecured at any time.

2.12.3. A key and lock custodian is appointed in writing by the installation commander or designee.

2.12.4. Storage of keys

2.12.4.1. Keys providing access to CAT I & II must be maintained in a Class V GSA approved container.

2.12.4.2. Secure CAT III & IV keys in a #20 gauge steel container with a GSA-approved built-in changeable combination lock or GSA-approved key operated security padlock.

2.12.4.3. Keys to the arms and ammunition area may not be removed from the installation.

2.12.4.4. All affected locks or cores to keys that have been lost, misplaced, or stolen must be replaced immediately. Master keying of locks and the use of a master key system is prohibited.

2.12.5. Key Control Register

2.12.5.1. A key control register shall be maintained to ensure continuous accountability for keys by use of the AF Form 2432, *Key Control Log*. Records should contain the following:

2.12.5.1.1. Signature of person receiving the key,

2.12.5.1.2. Date and hour of issuance,

2.12.5.1.3. Serial number of key,

2.12.5.1.4. Signature of person issuing key

2.12.5.1.5. Date and time key is returned

2.12.5.1.6. Signature of person receiving the returned key

2.12.5.1.7. As a minimum, the key control log can be maintained in unit files for 90 days.

2.12.6. Padlocks will be locked to the staple or hasp when the area is open to prevent theft, loss, or substitution of the lock.

2.12.7. Inventories of keys and locks shall be conducted every 6 months. Inventory records will be retained in unit files for 1 year.

2.13. Incident Reports for AA&E [RCS DD-C31 (SA & AR) 1358].

2.13.1. Notify the proper DoD component if a report of sensitive AA&E is lost, stolen, unaccounted for, or recovered. The following shall be reported:

2.13.1.1. Missiles, rockets, and arms

2.13.1.2. 5000 rounds or more of ammunition smaller than 40mm; 2000 rounds or more of .38 caliber ammunition; 5 or more rounds of ammunition 40mm and larger.

2.13.1.3. Individual mortar, grenade, and missile rounds

2.13.1.4. Individual land mines, demolition charges, and blocks of bulk explosives

- 2.13.1.5. Items with 100 or more pounds of net explosive weight
- 2.13.1.6. CAT I or II items not otherwise noted above.
- 2.13.2. For thefts, loss, or unaccounted for items only, notify ODASD (CI&SCM), ODASD (C3). Notification must be made within 72 hours of discovery. Theft of the following AA&E shall be significant:
 - 2.13.2.1. One or more missile or rocket rounds
 - 2.13.2.2. One or more machine guns
 - 2.13.2.3. One or more automatic fire weapons
 - 2.13.2.4. 25 or more manually operated or semiautomatic weapons (includes revolvers and semi-automatic pistols).
 - 2.13.2.5. 5000 rounds or more of ammunition smaller than 40mm; 2000 rounds or more of .38 caliber ammunition; 5 rounds or more of ammunition 40mm and larger.
 - 2.13.2.6. Any fragmentation, concussion, or high explosive grenade including artillery or ground burst simulators, or other type of simulator or device containing explosive materials.
 - 2.13.2.7. One or more mines (anti-personnel and anti-tank).
 - 2.13.2.8. Demolition explosives including detonation cord, blocks of explosive (C-4) and other explosives.
- 2.13.3. Other Reportable Incidents
 - 2.13.3.1. Armed robberies and attempted armed robberies.
 - 2.13.3.2. Forced entries or attempted forced entries in which there is physical evidence of the attempt.
 - 2.13.3.3. Any evidence of terrorist involvement.
 - 2.13.3.4. Incidents that cause significant news coverage or have the potential to cause the same.
 - 2.13.3.5. Any evidence of bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.

3. Controlled Areas.

- 3.1. Definition: A legally defined area, which by virtue of the resources contained therein, requires limited access by specified personnel.
- 3.2. Controlled area monitor(s) responsibilities
 - 3.2.1. A controlled area monitor must program, monitor, and coordinate security requirements for his/her unit. Ensure entry control procedures are in place and are sufficient to prevent unauthorized personnel from entering. Verify entrances to controlled areas are in good condition and can be properly secured. Develop written procedures/operating instructions for security of the controlled area. It should include:

- 3.2.1.1. Use of force requirements/procedures/prohibitions.
 - 3.2.1.2. Challenging techniques when unauthorized personnel are observed and notification of security forces.
 - 3.2.1.3. Escort requirements.
 - 3.2.1.4. Circulation control procedures.
 - 3.2.1.5. Training requirements.
 - 3.2.1.6. Anti-robbery procedures (if applicable).
 - 3.2.1.7. Bomb threat procedures.
 - 3.2.1.8. Proper wear and display of badges (if applicable).
- 3.2.2. Coordinate the OIs and prepare waivers, exceptions, or variances and coordinate with a representative from the installation security section.
- 3.2.3. The following items should be documented in your resource protection folder:
- 3.2.3.1. Written procedures/operating instructions for security of the area.
 - 3.2.3.2. Copy of initial controlled area survey with corrective actions.
 - 3.2.3.3. A copy of the last two controlled area surveys with corrective actions.
 - 3.2.3.4. A copy of the last two controlled area penetration attempt exercise reports.
 - 3.2.3.5. AFI 31-101, The Air Force Installation Security Program.
 - 3.2.3.6. 910AWI 31-101, Installation Security Plan.
 - 3.2.3.7. Copies of any waivers, variances or exceptions.
 - 3.2.3.8. Controlled area and monitor designation letters
 - 3.2.3.9. Funds custodian letter (if applicable)
 - 3.2.3.10. Munitions custodian letter (if applicable).
 - 3.2.3.11. Controlled area monitor/worker training documentation.
 - 3.2.3.12. Installation Security Instruction
 - 3.2.3.13. Advantor Alarm Authorization List
- 3.3. As a reminder, controlled area monitors must ensure legal establishment by the installation commander or designee, proper marking of boundaries, development of written operating instructions and allocation of protection assets such as alarm, patrol checks, and physical security aides.
- 3.4. Controlled area training must be conducted initially and annually for all persons entering the units. Document all training and place in the Resource Protection Folder. Training programs should include as a minimum:
- 3.4.1. Actions to take when unidentified or unauthorized persons are observed in the area.
 - 3.4.2. Use of force.

- 3.4.3. Anti-robbery procedure (if applicable).
- 3.4.4. Bomb threat procedures.
- 3.4.5. Entry control procedures.
- 3.4.6. Key/lock/combo control.

4. Intrusion Detection Equipment.

4.1. General guidelines IDE funding is the responsibility of the unit that owns or is the primary user of the facility requiring the IDE. Use of commercially leased or purchased IDE is permitted; however, it is strictly limited to the Advantor System and components. Coordinate all purchases of commercial IDE with the civil engineer squadron (910 CES/CEOII) and the security forces Electronic Security Systems (ESS) NCO (910 SFS/S3A) to ensure compatibility.

4.1.1. The owner/user is required to fund replacement parts (back up batteries, motion detectors, duress buttons etc.) that are found to be non-operational during routine testing or Preventative Maintenance Inspections. Cost of replacements parts can be obtained from the ESSNCO.

4.2. Testing IDE. The owner/user must conduct quarterly alarm checks as required by AFI 31-101 and document the results on AF Form 2530, Alarm System Test Record, or a computer generated version of the form. Note: All duress alarm(s) will be tested on the first duty day of the month. All other devices (motion detector, BMS door contacts, etc.) will be tested monthly (preferably on the first duty day of the month or UTA) by ESSNCO.

4.3. Posting IDE Warning Signs. For all facilities protected by IDE, post AFVA 31-232, Warning IDS Signs. Mark entry points of large facilities containing numerous IDE, such as non-nuclear munitions storage areas (NMSA).

4.4. Unit Requirements. Units with IDE must follow the following requirements:

4.4.1. Specify, by letter to the security forces electronic systems section who may activate or deactivate alarms systems and who may pick-up authentication codes. The Advantor Alarm Authorization List meets this requirement and must be forwarded annually or immediately when changes occur to the 910 SFS ESSNCO. The list will be used to update alarm operator access and issue pin-codes to those authorized access to the area. Note: Contact the ESSNCO for a properly formatted Advantor Alarm Authorization List

4.4.2. Ensure the letter is current by updating personnel changes.

4.4.3. Post personnel to guard the area if there is an IDE failure.

5. Deviations to the Installation Security Program.

5.1. General Guidelines

5.1.1. Use AF Form 116, *Request for Deviation from Security Criteria*, to document all deviations. Deficiencies within 10% of the standard and deficiencies the responsible activity can correct within 90 days do not require a deviation request. Consolidate multiple deviations caused by a single deficiency on AF Form 116.

5.1.2. The owner/user must prepare AF Form 116 and coordinate all AF Forms 116 with the Defense Force Commander. Deviations are approved by the installation commander and forwarded to AFRC/A7S for review. There are three types of requests:

5.1.2.1. Temporary deviations (waivers) for 1 year. The approving authority may grant extensions after conducting a review.

5.1.2.2. Permanent deviations (exceptions) for a 2 year period.

5.1.3. Temporary deviations must contain compensatory measures. Compensatory measures compensate for the specific vulnerability created by the deficiency. Compensatory measures include;

5.1.3.1. Additional protective forces.

5.1.3.2. Procedures

5.1.3.3. Facilities

5.1.3.4. Equipment such as locks, alarms, lighting, and/or barricades.

STEPHEN J. LINSENMEYER JR, Colonel,
USAFR
Commander

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

AFI 31-101, *Integrated Defense (FOUO)*, 08 October 2009

AFI 31-101_AFRCSUP_1, *Integrated Defense*, 24 August 2011

AFI 31-201, *Security Forces Standards and Procedures*, 30 March 2009

AFI 31-201_AFRCSUP_1, *Security Forces Standards and Procedures*, 16 June 2003

AFMAN 33-363, *Management of Records*, 01 March 2008

Adopted Forms

AF IMT Form 847, *Recommendation for Change of Publication*

AF Form 116, *Request For Deviation from Security Criteria*

AF Form 1314, *Firearms Registration*

AF Form 2432, *Key Control Log*

AF Form 2530, *Alarm System Test Record*

AF Form 623, *Individual Training Record Folder*

SF 700, *Security Container Information*

SF 702, *Security Container Check Sheet*

Abbreviations and Acronyms

910 AWI—910th Airlift Wing Instruction

AA&E—Arms, Ammunition, and Explosives

AFRC—Air Force Reserve Command

AF—Air Force

AFMAN—Air Force Manual

BDOC—Base Defense Operations Center

CSF—Chief of Security Forces

DFC—Defense Force Commander

ESS—Electronic Security Systems

FPCON—Force Protection Condition

GSA—General Services Administration

IDE—Intrusion Detection Equipment

IDS—Intrusion Detection System

OI—Operating Instruction

LAW—Light Anti-tank Weapon

MILSPEC—Military Specification

NAF—Non-Appropriated Funds

NCO—Non-Commissioned Officer

NMSA—Nuclear Munitions Storage Area

NSN—National Stock Number

PL—Protection Level

RDS—Records Disposition Schedule

SF—Standard Form

SFS—Security Force Squadron

SMAW—Shoulder-launched Multi-purpose Assault Weapon

TOW—Tube-launched, optical-guided weapon

TSGT—Technical Sergeant

Attachment 2

SAMPLE PL 4 MONITOR DESIGNATION LETTER

(USE LETTERHEAD STATIONARY)

MEMORANDUM FOR 910 SFS/S3L

FROM: Your Organization/Office Symbol

SUBJECT: Designation of PL 4 Monitors

1. IAW AFI31-101, The Air Force Installation Security Program, Paragraph 18.6.2.3, the following individuals are hereby appointed as (list the activity for which the monitor ID be designated, i.e., controlled area monitors, weapons/munitions custodian, funds custodian) for the (Title of the facility) located in building (#):

Primary: List name, office symbol, phone number, and E-mail address.

Alternate: Same as above

2. The individual(s) listed above are responsible for monitoring and coordinating all security requirements to the controlled area described above, in support of the Protection Level 4 program.

Unit Commander

Signature Block

Attachment 3**SAMPLE FUNDS STORAGE AUTHORIZATION REQUEST LETTER**

(USE LETTERHEAD STATIONARY)

MEMORANDUM FOR 910 SFS/S3L

FROM: Your Organization/Office Symbol

SUBJECT: Funds Storage Authorization Request

1. Describe the cash operation and request authorization for the storage of funds.
2. List the amount of funds that will be maintained during operational hours, also include the total amount that will be stored during non-duty hours.
3. Describe how the money is being secured during operational hours and during non-duty hours.
4. List a point of contact for security forces to make contact with to verify the methods of storage are adequate.

Unit Commander

Signature Block

Attachment 4

SAMPLE CONTROLLED AREA DESIGNATION REQUEST LETTER

(USE LETTERHEAD STATIONARY)

MEMORANDUM FOR 910 SFS/S3L

FROM: Your Organization/Office Symbol

SUBJECT: Controlled Area Designation Request

1. Formally request the area (Title and Building) be designated as a controlled area.
2. Briefly describe the operation that goes on within the facility or area, along with the supporting reference of the AFI that mandates the area be designated as controlled.
3. Describe how the resources will be secured and any additional security measures that will be taken, such as non-duty hour checks, alarm system, etc.
4. List a point of contact for security forces to make contact with to complete the designation process.

Unit Commander

Signature Block

Attachment 5**SAMPLE AA&E STORAGE AREA DESIGNATION REQUEST LETTER**

(USE LETTERHEAD STATIONARY)

MEMORANDUM FOR 910 SFS/S3L

FROM: Your Organization/Office Symbol

SUBJECT: Arms, Ammunition, and/or Explosive (AA&E) Storage Area Designation Letter

1. Formally request the area (Title and Building) be designated as a controlled area and as an AA&E storage area.
2. Briefly describe the operation that goes on within the facility or area, along with the supporting reference of the AFI that mandates the area be designated as controlled. Be very descriptive as to what AA&E will be stored in the facility, i.e. type, amount, model, etc.).
3. Describe how the resources will be secured and any additional security measures that will be taken, such as non-duty hour checks, alarm system, etc.
4. List a point of contact for security forces to make contact with to complete the designation process.

Unit Commander

Signature Block

Attachment 6

SAMPLE ALARM VERIFICATION CODE LETTER

(USE LETTERHEAD STATIONARY)

MEMORANDUM FOR 910 SFS/S3A

FROM: Your Organization/Office Symbol

SUBJECT: Alarm Verification Code(s)

1. The following individuals are authorized to access the alarm system for building (insert number and location, i.e. vault, 1st floor, Cashier's cage).

Name, rank/grade

Duty Phone

Home Phone

Notify in event of Alarm activation yes/no

List as many personnel as required and the order of notification if required.

2. The following individuals are authorized to pick-up the alarm verification codes:

Name #1

Name #2

Name #3

3. List a point of contact for security forces to make contact with.

Unit Commander

Signature Block