

**BY ORDER OF THE  
WING COMMANDER 919TH SPECIAL  
OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING  
INSTRUCTION 31-101**

**18 APRIL 2013**

**Security**

**ARMORY/WEAPONS STORAGE AREA  
PROCEDURES**



**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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OPR: 919 LRS/LGRM

Certified by: 919 LRS  
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Supersedes: 919SOWI31-101,  
24 March 2010

Pages: 10

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. This instruction extends the guidance of Department of Defense (DOD) 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*, Air Force Instruction (AFI) 31-101, *Air Force Installation Security Program*, AFI 31-117, *Arming and Use of Force by Air Force Personnel*, Air Force Manual (AFMAN) 31-229, *USAF Weapons Handling Manual*, and AFI 36-2226, *Combat Arms Program*. It provides guidance and establishes procedures for personnel performing wing mobility vault duties and establishes procedures for the storage, care, and issue of arms/ammunition for the operation of the Arms/Equipment Section. Military personnel in violation of this instruction may be prosecuted under the Uniform Code of Military Justice (UCMJ). This instruction applies to all units assigned to the 919th Special Operations Wing (919 SOW). It is the responsibility of all personnel, with unescorted access authorization, to comply with these procedures and other applicable directives. 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 Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule

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## ***SUMMARY OF CHANGES***

This instruction is updated to reflect procedure changes for the vault keys and locks control. Suitability to Bear Firearms was added to inform commanders to be familiar and comply with AFI-31-117 paragraph 2.3. An (\*) indicates revisions from the previous edition.

### **1. Opening Procedures for Weapons Storage Area:**

1.1. All personnel entering the facility will sign AF Form 1109, *Visitor Register Log*.

1.1.1. Annotate the Standard Form (SF) 702, *Security Container Checklist*, and open the two drawer safe in the building. The SF 702 is located on top of the safe.

1.1.2. Open the weapons safe to acquire weapon for entry to the weapons vault.

1.1.3. Remove the 9mm pistol from the drawer and verify the serial number of the weapon with the serial number on the AF Form 629, *Small Arms Hand Receipt* (located in the top safe drawer). Place the AF Form 629 in the slot where the 9 millimeter (mm) pistol was removed and place the 9mm pistol in your holster. Remove two clips of 9mm ammunition (15 rounds each) from the top drawer, place one in the reserve pouch on your pistol and the other into the weapon at the clearing barrel.

1.1.4. Close the safe and annotate the SF 702. Ensure the safe is secured, have another individual double check the safe and sign SF 702 in the block annotated "Guard Check".

### **1.2. Weapons Arming Procedures:**

1.2.1. Ensure all personnel, except for yourself and a clearing barrel attendee, remain behind the red line. Proceed to the clearing barrel located on the west side wall of the building. With a clearing barrel attendee, place the muzzle on the 9mm in the clearing barrel. Pull back and lock the carriage slide to the rear. Ensure no obstruction is in the barrel prior to loading the magazine. Load the magazine and release the carriage slide forward. Place safe sector to the fire position and holster the weapon.

1.2.2. Prior to entering the vault sign the SF 702 located on the vault door. It is crucial to the overall security of the weapons vault that the combination to the door not be compromised. After signing in, open the vault, enter the vault, secure the inner door behind you and deactivate the Intrusion Detection System (IDS). The vault can now be opened for normal operations.

### **2. Authorizing Entrance to Weapons Custodian and Visitors to the Weapons Vault:**

2.1. Each squadron has a custodian appointment letter on file that must be used to properly verify access. Before allowing any individual to enter the vault, check their DD Form 2, *Geneva Conventions Identification Card*, with their social security number located on the weapons custodian's appointment letter in the weapon books. After verification has been completed, have the individual sign in using AF Form 1109, *Visitor Register Log*, before entering the vault. **Note:** Some units and custodians visit on a constant basis, so personal recognition is authorized versus validating DD Form 2.

2.2. Once everyone enters the building, the armed guard will verify the door is secured before allowing physical entry to any individual into the vault storage area.

2.3. Visitors can access their weapons stored in the vault when accompanied by an authorized individual. Verify visitor's identification card and have the visitor sign in. The authorized individual will sign as the escort on the individual's line. At no time will the visitor be left unattended in the vault without the authorized individual present. If the authorized individual has to leave the vault for any reason, he/she will secure all weapons and the visitor will exit the vault with the authorized individual.

### **3. Control of Keys and Locks:**

3.1. The AF Form 2432, *Key Issue Log* will be used for accountability of issued keys to the vault room.

3.2. Keys to the weapon cages will be locked in the safe, the vault custodian will be responsible for opening the cages. Under no circumstances will the keys to the cages be given out.

3.3. Before removing the seal have the individual verify the seal serial number that is annotated on the serial number roster hanging by the door. The roster shows the last person that secured the cage with date and time. After proper verification, the authorized vault manager will unlock the cage door.

3.4. Weapons container and seal numbers affixed to containers storing ammunition or firearms will be recorded on the AF Form 1473, *Gun Equipment Room Inventory* and maintained inside the weapons vault. Each primary weapons custodian will maintain a list of their weapons containers and seal numbers. These numbers will be checked against numbers on AF 1473 located inside of the vault prior to all weapons inspections. When seals are changed the weapons custodians will update the AF Form 1473.

3.5. Seals must be attached to the container in such a manner as to preclude surreptitious entry, i.e., removal of hinges or firearms.

3.6. Only the designated unit weapon custodians are authorized to change seals.

3.7. Each time a seal is changed, a complete inventory of the contents in the container is required. A new seal attached, and the number of the seal and the container annotated on the AF Form 1473. Primary weapons custodian, unit and container number will be displayed on each end of each weapon storage container.

3.8. In the event an individual is removed from the access letter, a new letter must be re-accomplished and sent to 96 Security Force Squadron (SFS) Resource Protection within 72 hours. After notification of removal the vault and safe combination will be changed immediately.

### **4. Ammunition Storage:**

4.1. 919 SFS resource protection ammunitions will be stored in a designated area, by type and lot number.

4.2. When ammunition is stored in weapons magazines it will be inspected at least monthly for serviceability. The Senior Distribution Management Air Reserve Technician (ART) will turn defective ammunition into the 919<sup>th</sup> Maintenance Squadron/Munitions (MXS

/MXMVW). When weapons are issued a ten percent check will be conducted during each turn-in to validate accountability. Documentation supporting inspections and checks are required.

## **5. Safety Precautions:**

- 5.1. Signs depicting "No Smoking within 50 Feet" will be posted in the clearing barrel area.
- 5.2. Personnel limits (maximum of seven) will be posted on the vault door.
- 5.3. Only one individual at a time will be served at the issue windows.
- 5.4. Cleaning solvents will be available to conduct weapons cleaning. Solvents will be stored in such a manner to comply with all applicable environmental/safety directives.
- 5.5. Two fire extinguishers will be located in the vault.
- 5.6. A fire symbol indicating class of munitions stored inside the weapons vault will be posted near the southeast entrance.
- 5.7. Explosive license will be approved and in place before storing munitions other than resource protection ammunition. Any deviations will be coordinated with 919<sup>th</sup> SOW Safety (SE) and 919 MXS/MXMVW.
- 5.8. The vault will be maintained in a neat and, orderly state, free from fire and safety hazards at all times.
- 5.9. Ensure the entrance way is clear when opening the outer door for personnel entering/exiting the vault.
- 5.10. The weapons clearing personnel will wear protective equipment (safety glasses) during loading and clearing operations. Additional requirements are contained in AFI 31-229.
- 5.11. Munitions will not be handled roughly (rolled, tumbled, dropped, dragged, or thrown).

## **6. Securing the Weapons Vault and Closing Procedures:**

- 6.1. When custodians and visitors complete their work in the vault, ensure the weapons racks/container are secured according to DoD Directive 5100.76 and the area is free of trash. After the custodian and visitor (if accompanied) have exited the vault, ensure they annotated their exit time on AF Form 1109.
- 6.2. The armed guard will then close the inner cage door to allow the Intrusion Detection System (IDS) alarm motion sensors to activate. The required code is input to activate the IDS and the outer door is then secured, turn off vault light. Sign the SF702 after another individual verify the door is secure.

## **7. Unloading and Securing the 9mm Weapon:**

- 7.1. Ensure all personnel, except for yourself and clearing barrel attendant, remain behind the red line. With the clearing barrel attendant observing, remove your 9mm from the holster and place the muzzle in the clearing barrel. Place the firing selector on safe, remove the magazine, and hand it to the attendant. Pull back and lock the carriage slide to the rear. Check the chamber for any remaining rounds or obstruction, have attendee double check the chamber area and say "clear." Once clear, slide carriage forward, secure weapon in holster until positioned in front of the safe. Once there remove the weapon from the holster and

place the weapon and ammunition back in the safe. **Note:** One 9mm round will eject from the weapon's chamber. Secure the round and hand it to the clearing barrel attendant. After checking the round for serviceability inserts the round back into magazine. If damage is detected, call SFS for guidance on disposition instructions; otherwise reload ejected round back into the 9mm magazine.

7.2. Sign AF Form 1109 before departing building (bldg) 3201. Turn off the building lights and secure the door.

## 8. Bomb Threat Evacuation Plan:

8.1. An AF Form 440, *Bomb Threat Aid* will be posted beside each telephone in building 3201.

8.2. A Bomb Threat Emergency Evacuation plan will be posted by the building exit door.

8.3. In the event of a bomb threat via telephone to the armory, is imperative to complete AF Form 440 and obtain as much information as allowed from the calling individual. Once the individual hangs up the phone the armed guard will leave the phone off the hook. The incident must then be immediately reported to the Security Force Control Center (SFCC) by any safe means available.

8.4. The highest-ranking person present will determine if the building will be evacuated.

8.5. In the event the area is evacuated, the armed guard will direct all individuals present in the vault to exit in an orderly manner. He/she will close the inner cage door and then close the outer vault door without inputting the code to activate the IDS alarm to prevent accidental activation of the alleged bomb. The armed guard will ensure the door is secured, sign the SF 702 after another individual verify the door is secured.

8.6. The armed guard will then direct all custodians and visitors to exit the building. He/she will keep the 9mm pistol in their possession, observe absolute control of the side arm, and will follow all the required safety precautions to prevent accidental discharge of the 9mm pistol.

8.7. Ensure AF Form 1109 is taken out of the building and signed by all custodians and visitors to record time of exit from the building.

8.8. Maintain safe distance from the building until directed by the 919<sup>th</sup> SFS and Fire Department is safe to return to the building.

## 9. Procedures for Alarm Activation:

9.1. Security Forces will notify individuals on the authorization list when there is alarm activation after normal duty hours.

9.2. An effort will be done to locate the primary or alternate individuals, if they cannot be reached, the SFS will continue down the authorization list until someone is contacted.

9.3. Individual contacted will immediately respond to bldg 3201. **DO NOT RESPOND WITH SIDE ARM** if SFS has responded to the alarm activation and are on the scene.

9.4. If the alarm will not reset the 919<sup>th</sup> Logistic Readiness Squadron (LRS) Senior ART will be required to provide armed surveillance until alarm maintenance can repair the alarm

system. 919 LRS will initiate an emergency work order and will contact Civil Engineer (CE).

#### 9.5. Inoperative alarms:

9.5.1. Anytime the weapons vault located in bldg 3201 is not protected by the IDS the facility will be under continuous surveillance by an armed attendant.

9.5.2. When alarms are inoperative, the armed guard will communicate hourly by telephone or radio with SFCC 882-2502/2503/2777 to report current security status.

### 10. Intrusion Detection System Checks.

10.1. The individual tasked to conduct IDS checks must call the alarm desk at 882-4083/2777 and state his/her intentions.

10.2. Authenticate alarm procedures using the matrix.

10.3. The Advantor Alarms will be tested as a minimum quarterly and will be recorded on AF Form 2530, *Alarm System Test Record*, retain for one year.

### 11. Emergency Procedures and Robbery/Intrusion:

11.1. Stay calm and avoid any action that may increase the potential of harm to yourself or others.

11.2. Cooperate to the fullest extent possible and give the perpetrator what they demand.

11.3. Observe the perpetrator's physical features (e.g., age, sex, race, voice, accent, distinctive mannerisms), clothing, type of weapon(s), and other physical characteristics that would help identifying them. **DO NOT STARE.**

11.4. Observe the area or items touched by the perpetrator. Do not touch those areas in order to maintain a sterile crime scene.

11.5. Do not activate the duress alarm or call SFS until the perpetrator's has departed the facility.

11.6. Observe the perpetrator's escape route. Obtain as much descriptive information as deemed possible such as make and model of vehicle, license plate number, and vehicle color. Provide this information to responding SFS patrols responding to the incident.

11.7. Upon departure of the perpetrators, lock all exterior doors to prevent the perpetrator from reentering. Do not allow anyone to exit the building until told so by SFCC.

11.8. Immediately contact the SFCC and advise them a robbery has occurred and whether there are injuries. Remain on the phone with the SFCC until the arrival of responding SFS units.

11.9. Distribute the AF Form 439, *Robbery checklist*, to all individuals who witness the crime. Keep witnesses separate and ask them not to collaborate with each other on their descriptions.

11.10. If not already done, activate the alarm if applicable.

### 12. Emergency Entry Procedures:

12.1. In an emergency (such as fire or casualty), fire fighting, medical, Explosive Ordnance Disposal (EOD) and Disaster Preparedness personnel will be permitted entry into a restricted area without delay. Those personnel will enter with all proper protective equipment.

12.2. The dispatching agency (fire department, hospital, EOD, etc) will notify SFCC when emergency units are dispatched to restricted areas. In the event of communications failure, emergency personnel will contact the entry controller or security patrol and brief them on the need to enter.

12.3. The security and owner/user personnel will conduct a headcount and maintain constant surveillance of emergency personnel entering the area.

12.4. Once the emergency situation has been terminated, the area will be purged to ensure all personnel are accounted for and have departed the restricted area.

**13. Emergency Procedure for Fire: Warning:** Unless rescue attempt is being made, fires with munitions engulfed in flames will not be fought; personal safety will not be jeopardized to fight fires and salvage stored assets.

13.1. Individuals discovering or coming upon a fire condition must immediately pull the fire alarms and call 911. Give the following information:

13.1.1. Identify yourself by giving name and rank.

13.1.2. Type and location of fire.

13.1.3. If an ambulance is needed for any injured people.

13.2. Stay calm and begin evacuation of non-essential personnel.

13.3. If munitions are not engulfed in flame, utilize the fire extinguishers to control the fire.

13.4. If the fire cannot be contained or controlled, exit the building immediately.

13.5. Account for everyone, notify Command Post (Sandman), Maintenance Dispatch (Sand Storm) and Munitions Control.

13.6. Brief emergency response personnel on the locations, nature and extent of the emergency.

**14. Challenging Procedures:** Challenge any individual that at a specific time or place appears questionable. Contact a supervisor if there is any doubt as to another person's right to be in the restricted area, and promptly request SFS assistance if a person's right to be in the area cannot be verified.

**15. Training:**

15.1. Personnel will receive controlled area/clearing barrel training annually and use of force.

15.2. Security reporting and alerting system.

15.3. Methods of contacting control centers, especially the SFCC.

15.4. Entry control procedures to include how to verify the right and the need of a person to be in a restricted area.

15.5. Bomb threat procedures.

15.6. Entry procedures for emergency response personnel and vehicles.

15.7. Emergency egress procedures.

15.8. Emergency procedures for entry into Arms, Ammunition, and Explosives (AA&E) facilities.

15.9. Controlled area training will be documented in the Integrated Maintenance Data System (IMDS) or the use of AF Form 2426, *Training Request and Completion Notification*.

#### **16. Storing of Other Units Small Arms:**

16.1. TDY personnel requesting storage of small arms in the wing weapons storage facility will submit a request in writing through the 919 LRS/Commander (CC), Senior Distribution Management ART or Noncommissioned Officer in Charge (NCOIC) Distribution. Organizations eligible for this storage under the provisions of AFI 31-117, *Arming and Use of Force by Air force Personnel*, will receive an AF Form 1297 for the small arms. The AF Form 1297 will reflect the printed name, grade, organization, and duty phone of the individual releasing the small arms for storage.

16.2. Organizations storing weapons in the vault will provide advanced notification when weapons will be drawn. A letter signed by the unit commander, listing the individuals authorized to sign out the weapons (i.e., full name, rank, social security number) will be provided to the 919 LRS prior to storage. When one of the authorized individuals wishes to sign out one or more of the weapons, the following applies:

16.2.1. The individual's issued military identification card, (DD Form 2AF, United States Armed Forces Identification Card) or Common Access Card (CAC) will be checked against the authorization listing.

16.2.2. Small arms issued on AF Form 1297 will contain serial number(s) and type of weapon(s) to be issued.

#### **17. NCOIC Distribution Management Additional Duties:**

17.1. The NCOIC Distribution Management will conduct a quarterly inventory by comparing the original AF Forms 1314, *Fire Arms Registration*, with the custodian's list and the weapons in storage. The NCOIC Distribution will certify that a comparison was made and all weapons are accounted for. **NOTE:** Additional requirements are listed by the Eglin SFS for resource protection, i.e. anti-robbery and inventories.

17.2. The NCOIC Combat Weapons will inspect all 919 SOW weapons IAW AFI 36-2226, Chapter 6, *Combat Arms Program*, for cleanliness and serviceability.

**18. Suitability to Bear Firearms:** Commanders should be familiar and comply with AFI 31-117 Paragraph 2.3.

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Commander

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

**AFPD 31-1**, *Integrated Defense*, 28 Oct 2011

**AFI 31-101**, *Air Force Installation Security Program*, 8 Oct 2009

**AFI 31-117**, *Arming and Use of Force by Air Force Personnel*, 29 Jun 2012

**AFMAN 31-229**, *USAF Weapons Handling Manual*, 12 May 2004

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFI 36-2226**, *Combat Arms Program*, 24 Feb 2009

**DoD 5100.76-M**, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, 17 Apr 2012

***Adopted Forms:***

**AF Form 439**, *Robbery Checklist*

**AF Form 440**, *Bomb Threat Aid*

**AF Form 629**, *Small Arms Hand Receipt*

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

**AF Form 1109**, *Visitor Register Log*

**AF Form 1297**, *Temporary Issue Receipt*

**AF Form 1314**, *Firearms Registration*

**AF Form 1473**, *Gun Equipment Room Inventory*

**AF Form 2426**, *Training Request and Completion Notification*

**AF Form 2432**, *Key Issue Log*

**DD Form 2**, *Geneva Conventions Identification Card*

**SF 702**, *Security Container Checklist*

***Abbreviations and Acronyms***

**AA&E**—Arms, Ammunition, and Explosives

**AF IMT**—Air Force Information Management Tool

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**ART**—Air Reserve Technician

**BLDG**—Building  
**CC**—Commander  
**CAC**—Common Access Card  
**DOD**—Department of Defense  
**EOD**—Explosive Ordnance Disposal  
**IAW**—In Accordance With  
**IDS**—Intrusion Detection System  
**LRS**—Logistic Readiness Squadron  
**MDS**—Mission Design Series  
**MXMVW**—Munitions  
**MXS**—Maintenance Squadron  
**NCOIC**—Noncommissioned Officer in Charge  
**OPR**—Office of Primary Responsibility  
**RDS**—Records Disposition Schedule  
**SE**—Safety  
**SF**—Standard Form  
**SFS**—Security Force Squadron  
**SFCC**—Security Force Control Center  
**SOW**—Special Operations Wing  
**TDY**—Temporary duty  
**UCMJ**—Uniform Code of Military Justice  
**USAF**—United States Air Force