

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS
COMPLEX INSTRUCTION 31-2**

15 JANUARY 2014



Security

**76 AMXG CONTROLLED AREA
PROCEDURES FOR AREAS 15, 16, AND 17**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications are available digitally on the e-publishing website at <http://www.e-Publishing.af.mil>

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 76 AMXG/OBM

Certified by: 76 AMXG/CD
(Bryan L Bobeck)

Supersedes: 76 AMXGOI 31-3,
19 July 2010

Pages: 24

This instruction establishes controlled area administrative and physical security procedures, in accordance with the Tinker Integrated Defense Plan, 31-101, for ensuring maximum security protection for resources stored within Controlled Area (CA) 15, the Maintenance Operations Center (MOC) located at building 3001 Post Y-60, CA 16, all areas located within building 2136, and CA 17, the Air Logistics Complex (ALC) ramp, and all facilities collocated within its perimeters, which includes buildings 2121, 2122, 2283, 2280, 3102, 3105, 3225, and 3228. CA 17 also includes the Maintenance Repair Overhaul Technology Center (MROTC) facility located on the east side of Douglas Boulevard. This instruction applies to all military, civilian and contract personnel requiring access to areas 15, 16, and 17. 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. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. ***This Instruction is new and should be reviewed in its entirety.*** **OVERALL RESPONSIBLE AUTHORITY:** The 72nd Air Base Wing Commander, (72 ABW/CC) has authority for defining CA 15, 16, and 17 in the Tinker Integrated Defense Plan, 31-101.

Chapter 1—RESPONSIBLE MANAGER FOR CA 15 AND 17 4

1.1. Responsible Manager for CA 15 and 17: 4

1.2. The Commander, MOC Chief, and 76 AMXG Squadrons: 5

1.3. Physical Security for CA 15 and 17: 5

1.4. Controlled area monitors for CA 15 and 17 will be appointed in writing by the 76 AMXG Commander in coordination with each respective Squadron Commander as required/needed. 7

Table 1.1. Continuity Book Tabs 7

1.5. Emergency Evacuation/Procedures. 7

1.6. Suspicious Acts/Robbery Situation: 8

1.7. Controlled Area Training. 8

1.8. 76 AMXG Squadrons will provide manpower assistance for purpose of staffing flight line gates, to include the MROTC facility, as required by increased Force Protection Conditions (FPCONs), and for purpose of conducting additional Random Antiterrorism Measures (RAMs). 9

1.9. Security within CA 17: 9

1.10. 564th Aircraft Maintenance Squadron, 565th Aircraft Maintenance Squadron, and 566th Aircraft Maintenance Squadron: 9

1.11. When PL-4 assets are in CA 17, the MOC will verify employees opening/securing the aircraft appear on appointment memorandum for authorized individuals to open/secure aircraft. 9

1.12. Requesting and approving officials for AF 2586s for CA 15 and 17 will: 10

1.13. Controlled Area Monitors for CA 15 and 17 will: 10

1.14. Temporary CA 17 Badge (TCA17B). 10

1.15. Contractor Entry. 10

1.16. Physical security procedures should include “end of day” checks being conducted after everyone has departed the area to verify accountability of resources stored within the area. 11

1.17. Contact the Squadron or Group Security Manager for appropriate actions required to support prompt reporting of lost or misuse “controlled area badge”. .. 11

Chapter 2—RESPONSIBLE MANAGER FOR CONTROLLED AREA 16 – BLDG 2136 12

2.1. Responsible Manager for Controlled Area 16 – Bldg 2136: 12

2.2. CA Training. 12

2.3. Physical Security: 12

2.4. The CA 16 Controlled Area Monitor and Alternate Monitors will: 13

2.5. Free Zone Procedures for CA 16 13

2.6. Visitor Procedures for building 2136:	13
2.7. Contractor Entry.	14
2.8. Emergency Procedures.	14
2.9. Security of E-3 Aircraft:	15
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	17
Attachment 2—TEMPORARY CONTROLLED AREA 17 BADGE	19
Attachment 3—OC-ALC FORM 12 - LOG FOR CA 17 TEMPORARY BADGES	21
Attachment 4—INITIAL AND ANNUAL CONTROLLED AREA TRAINING	22
Attachment 5—INSTRUCTIONS TO EMPLOYEES ASSIGNED TO MAINTAIN SECURITY ON E-3 40/45 MOD CLASSIFIED AIRCRAFT	23
Attachment 6—OPENING/CLOSING AIRCRAFT PROCEDURES	24

Chapter 1

RESPONSIBLE MANAGER FOR CA 15 AND 17

1.1. Responsible Manager for CA 15 and 17 is the 76 AMXG Commander.

1.1.1. Authorized personnel will properly display an AF Form 1199C, USAF controlled area badge, coded for CA 15 and 17, in accordance with (IAW) AFI 31-101, for purpose of entering the CA ramp and buildings that lie within its perimeters.

1.1.2. The AMXG Commander will appoint in writing controlled area monitors (CAM) to include monitor names, rank, organizations and phone numbers. The designation letter will be updated as changes occur. Forward copies to the 72nd Resourse Protection Program Manager (SFS/S5C) and the 76th Aircraft Maintenance Group (76 AMXG) Security Manager. The Chief will assign specific duties to MOC personnel in order to provide maximum-security protection of sensitive equipment, classified equipment/documents, if applicable, and maintain visitor circulation control.

1.1.3. CA 15 will include: Building 3001 post Y-60 secured office. All entry doors are controlled and monitored by the WinDSX access control system and key lock. The west double door (#1) is the main entry point for personnel and visitor access. The east door (#2) will be utilized as an entry/exit door for authorized MOC personnel who are reporting to and departing from the area. Door (#3) is and entry/exit door that leads from the Commander's suite to the MOC.

1.1.4. CA 17 will include: The MROTC and the ALC Ramp to include buildings, 2121, 2122, 2280, 2283, 3102, 3105, 3225, and 3228 all collocated on the CA 17 ramp.

1.1.4.1. CA 17 boundaries are defined as: The west boundary of the ramp shares the east boundary of 72nd Air Base Wing Operation Support Squadron (ABW/OSS) airfield, CA 18, and the west exterior wall of building 3105. The north boundary of the ramp is constructed of chain link fencing equipped with an automated proximity electronic drive through entry control gate northeast of building 3105, the exterior north wall of building 3105 and the south end of building 3001. The east boundary of the ramp is constructed of chain link fencing, three drive through entry control gates and the exterior walls of buildings 3001, 3225, 3228, and 2280. The south boundary is constructed of chain link fence south of buildings 2136 and 2121. The boundary currently has one automated proximity electronic drive through entry control gate southwest of building 2136, one drive through gate to the fuel yard and one drive through gate to an equipment storage yard (both south of building 2121). Also, three pedestrian entry gates are in that fence. CA 17 also includes the MROTC industrial facility located on the east side of Douglas Boulevard. The facility has a 7 ft. security fence topped with 1 ft., 3 strand, barbed wire sections. The entrances are a 235 ft multi-section, rolling, lockable gate system required for aircraft transfers, as well as, the remotely actuated electronic truck gate and the remotely actuated electronic pedestrian gate.

1.1.5. IAW AFI 31-101 ensure CA warning signs, Air Force Visual Aid (AFVA) 125-11, are posted on hangar entry/exit doors, along ramp fences and, as appropriate, to warn individuals

that entry is restricted to authorized personnel with entry requirement to CA 17 facility or to CA ramp.

1.2. The Commander, MOC Chief, and 76 AMXG Squadrons: will ensure “maximum-security” of protection level 4 (PL-4) aircraft with classified equipment on board or installed IAW DOD 5200.1R, AFI 31-401, and 76 MXW 31-1.

1.2.1. Ensure personnel requesting unescorted access to (PL-4) aircraft with classified on board: Review the Joint Personnel Adjudication System (JPAS) Entry Authorization List (EAL) report, (the AMXG Group Security Manager along with each squadron’s security manager has access), confirm individual occupies a non-critical sensitive position, has a minimum SECRET clearance, and a National Agency Check with Law and Credit checks (NACLC) or an Access National Agency Check with Inquiries (ANACI), or a Periodical Reinvestigation System (PRS) background investigation, or above. Ensure investigation was accomplished within the last 10 years and adjudicated to grant SECRET clearance eligibility.

1.2.2. 76 AMXG Group Security Manager will: Provide squadron security managers and CAMs access to the JPAS report along with supporting the MOC with needed eligibility status as well. Also, an EAL, which includes employee’s secret access eligibility status of Oklahoma City Air Logistics Complex (OC-ALC) employees, will allow access.

1.3. Physical Security for CA 15 and 17:

1.3.1. The CA 15 (MOC) is a “controlled area”, 24/7 operation. Authorized persons will properly display an AF Form 1199C, USAF controlled area badge, coded CA 15, IAW Air Force Instruction 31-101, for purpose of entry into the MOC area. Note: Controlled Areas do not require a Secret Clearance, only Restricted Areas require Secret. Escorts in Restricted Areas require an “E” designation on the AF 1199C.

1.3.1.1. Visitors/Unauthorized personnel reporting to building 3001 MOC area. Only when Entry Controllers (EC) are manning the gates will an AF Form 1109 Visitor Registration Log be required. The visitor will sign in and out using AF Form 1109, *Visitor Register Log*, and be escorted. MOC personnel escorting visitors will also sign the AF Form 1109. The visitor will remain escorted for the duration of the visit. After the visit is complete, MOC personnel will sign the visitor out. All badged MOC employees are authorized to approve visitors entering the area. While log is not in use, it will be left with the Squadron security manager. No more than 10 visitors per escort.

1.3.1.2. Visitor Entry Procedures to CA 15. For MOC (CA 15) access requests, utilize the designated phone located outside of the MOC main entry door number 1. Individuals will be granted access to CA 15 on an individual basis, dependent on mission requirement.

1.3.1.3. Emergency Personnel Entry and Egress: Emergency response personnel will be provided immediate access to the area for emergency situations by the MOC entry controller when access through controlled access gate is required. Visual observation will be maintained to the extent possible and as safety allows.

1.3.2. CA 17 has been designated as a badged CA which requires an AF 1199C, controlled area badge or an EAL. A Secret Clearance is not required for entry into a controlled area. Authorized persons will properly display an AF Form 1199C, USAF controlled area badge,

coded CA 17, for purpose of entry into MROTC or ALC Ramp, IAW Air Force Instruction 31-101.

1.3.2.1. Visitor Entry Procedures to CA 17. Individuals will be granted access to CA 17 on an individual basis, dependent on mission requirement. Visitor entry procedures for entering (CA 17) MROTC facility, ALC ramp area, or building/buildings, 2121, 2122, 2280, 2283, 3102, 3105, 3225, and 3228 require escorts for non-badged personnel, provided by the MOC or the organization visited. Contract personnel with an AFMC Form 387, Contractor Credential, or a Defense Biometric Identification System (DBIDS) badge, are NOT authorized to sponsor or escort other personnel IAW Tinker Plan 31-101. **NOTE: Visitors are defined as personnel not assigned to the organization visited and do not possess a recurring need to enter a controlled area. Only personnel who possess the AF Form 1199C can escort visitors.**

1.3.2.2. IAW the Tinker Integrated Plan 31-101, visitors will report to designated entry control points to be identified and approved for escorted access to the hangar or facility. Only when Entry Controllers (EC) are manning the gates will an AF Form 1109 Visitor Registration Log be in use. While log is not in use, it will be left with the Squadron security manager.

1.3.2.3. Verify need to enter the area. Squadron/Unit Commanders or designee will confirm a mission requirement exists for visitors to enter area. Disallow entry and contact Security Forces, 734-3737, if person's identity or need to be in the area cannot be verified. Note: Do not use this phone number to verify clearance levels.

1.3.2.4. Verify CAC card and/or verify security clearance and need to know, for anyone requesting access to classified material within the MOC by contacting the 76 AMXG Group Security Manager at 739-7429/734-9557/736-9977.

1.3.2.5. Exemptions for displaying of the AF 1199C controlled area badge: Includes those areas that the supervisor has determined that it would present a safety hazard, such as while working in confined spaces or within 50 feet of an operating jet engine. The badge will be secured for Foreign Object Damage (FOD) prevention with a subdued nylon/cotton cord (lanyard), or a plastic armband, IAW AFI 21-101, AFMC Supplement, OC-ALC Supplement 1, GM 1 and as referenced in the Tinker Air Force Base Instruction, TAFBI 21-449, paragraph 9.2. Reference paragraph 9.2 for guidance in displaying of badge while on the flight-line.

1.3.2.6. CA 17 Vehicle Circulation on ALC flight line: The MOC will oversee circulation control of personnel and visitors entering and exiting the ALC Ramp areas. MOC will maintain control over vehicle entry points (electronic gates). Vehicles will be limited to personnel possessing the following:

1.3.2.6.1. AF483, Certificate of Competency

1.3.2.6.2. AF Form 1199C

1.3.2.7. CA 17 Vehicle Circulation at the MROTC facility: Driving POVs into the MROTC industrial work area will be reviewed/approved/dissapproved by the AMXG Commander, unless superceded by TAFB IDC direction for controlled areas. Pass

applications will submitted to 76 AMXG Management Operations Section (OBM), IAW TAFBI 13-202_OC-ALC Supplement).

1.4. Controlled area monitors for CA 15 and 17 will be appointed in writing by the 76 AMXG Commander in coordination with each respective Squadron Commander as required/needed. The letter will be provided to the 72nd Resource Protection Program Manager (RPPM). **NOTE:** The MOC will conduct daily inspections of the controlled areas. The CAM acts as the single point of contact to the 72 RPPM for controlled area security issues and is responsible for:

1.4.1. CAMs will develop and maintain a CA continuity book. The continuity books for CAs 15 & 17 will be located in the MOC and contain items in Table 1:

Table 1.1. Continuity Book Tabs

Tab A	The initial survey report for the CA.
Tab B	The current CAM designation letter.
Tab C	The current year RPPM periodic survey report.
Tab D	The current year CAM periodic survey report or completed self inspection checklist
Tab E	The current year penetration exercise report.
Tab F	The OI for the operation of the CA.
Tab G	Miscellaneous items pertaining to the CA (workorders, EALS, etc.)

1.4.2. Respond to secure the controlled area if called by security forces.

1.4.3. Conduct periodic surveys/self-inspections as directed by AFI 31-101 and provide a copy of the report or completed checklist to the RPPM and 76 AMXG Group Security Manager.

1.4.4. Ensure the CA boundary and entry/exit points are properly posted.

1.5. Emergency Evacuation/Procedures.

1.5.1. **During hazardous weather/tornados:** Personnel will utilize approved “tornado shelters”. Designated tornado evacuation shelters are located at each facility and can be reviewed at the 76 AMXG Enterprise Information Management (EIM) at <https://org.eis.afmc.af.mil/sites/76AMXG/Security/Emergency%20Management/Forms/AllItems.aspx?RootFolder=%2fsites%2f76AMXG%2fSecurity%2fEmergency%20Management%2fOC%2dALC%20Storm%20Shelters&FolderCTID=&View=%7b39CDE95B%2dDDD8%2d4133%2dB5C6%2dE92D413DF56B%7d> . Shelter locations are also on file in the 76 AMXG Unit Emergency Management Representative (UEMR) notebook, which is located in the 76 AMXG Group Security Manager’s office. Evacuation shelters are clearly identified by tornado shelter signs. Supervisors or alternates will call roll and conduct a head count to ensure 100% personnel accountability immediately following evacuations. **NOTE:** MOC Evacuation Checklist is available for review upon request to MOC Chief.

1.5.2. **Emergency evacuation procedures for CA 15 and 17 in the event of fires, bomb threat, etc:** When possible ALL classified material will be secured in the General Services Administration (GSA) approved safe or vault. In the event of personnel evacuation from the

facility, regardless of reason, classified PL-4 aircraft will be secured before departing area, IAW DOD 5200.1R, and AFI 31-401. The 72 SFS Resource Protection office must inspect/approve locking devices utilized to secure aircraft with classified on board, when aircraft are possessed in 76 AMXG for Program Depot Maintenance (PDM).

1.5.2.1. Bomb Threat Procedures:

1.5.2.1.1. If a bomb threat is received by phone, utilize the AF Form 440, *Bomb Threat Aid*, to obtain as much information as possible.

1.5.2.1.2. Do not hang up the phone.

1.5.2.1.3. Notify a supervisor of the incident and have the supervisor contact Security Forces.

1.5.2.1.4. Secure government resources/classified information to the extent possible with safety in mind.

1.5.2.1.5. During bomb threats: CA 15 (MOC) personnel will proceed to the nearest exit and reassemble on the east side of building 3001, across East Drive at the gazebo. CA 17 personnel will proceed to the designated assembly points. The supervisor or alternate will call roll and conduct a head count ensure 100% personnel accountability.

1.5.2.1.6. Follow directions of the on-scene commander for the incident until "all clear" order is received.

1.5.3. Bomb Threat Procedures specific to CA 17:

1.5.3.1. Notify a supervisor of the incident and have the supervisor contact Security Forces and the MOC.

1.6. Suspicious Acts/Robbery Situation: If suspicious acts and/or robbery occur in CA 15 or CA 17, use AF Form 439, *Robbery Checklist*, to record pertinent information and perform the following actions.

1.6.1. Remain calm and cooperate with the individual.

1.6.2. Avoid actions that will put yourself or others in more danger.

1.6.3. Obtain description of the individual.

1.6.4. Notify a coworker/supervisor of the situation.

1.6.5. Protect the crime scene/area and secure the facility after the individual leaves.

1.6.6. Contact Security Forces, advise them of the situation and request response.

1.6.7. Observe individuals direction of travel, type of vehicle, etc.

1.6.8. Use AF Form 439 to record description of individual and what took place.

1.7. Controlled Area Training. Unit Security Managers and Supervisors will: Ensure all personnel assigned within CA 15 and 17 receive initial (Phase I) and annual (Phase II) CA training, as outlined in the 76 MXW 31-1, Chapter 4. Controlled/restricted area training is available by Computer Based Training (CBT) through Training Scheduling System (TSS),

course number MTEMAS0100130BR, or in “hard copy” form if the individual does not have computer access, attachment 4.

1.7.1. Initial phase I CA training will be accomplished for all new employees.

1.7.2. Ensure non-badged, new hire employees remain escorted until individuals have received favorable background investigation is conducted and employee is issued an AF 1199C. CA escorts must not exceed 10 visitors per escort.

1.8. 76 AMXG Squadrons will provide manpower assistance for purpose of staffing flight line gates, to include the MROTC facility, as required by increased Force Protection Conditions (FPCONs), and for purpose of conducting additional Random Antiterrorism Measures (RAMs). Annually, squadrons will provide the MOC and 76 AMXG Group Security Manager with current gate Office of Primary Responsibility (OPR), for each shift, for the gates assigned them.

1.9. Security within CA 17: The MOC will conduct daily tours of CA 17. The Maintenance Duty Officer (MDO) will record using the MDO Checklist.

1.10. 564th Aircraft Maintenance Squadron, 565th Aircraft Maintenance Squadron, and 566th Aircraft Maintenance Squadron: possessing aircraft in protection level PL-4 status with classified firmware on board that cannot be removed in CA 17, will:

1.10.1. Establish cordon around the aircraft.

1.10.2. Notify the MOC and provide name of employee opening aircraft, time aircraft is opened and time aircraft is secured/vacated.

1.10.3. Lock the aircraft, when possible, using a GSA-approved changeable combination padlock (Federal Specification FF-P-110) series available from GSA at 800-525-8027, under NSN 5340-00-285-6523 to secure the crew entry door.

1.10.4. If the aircraft cannot be locked and is not equipped with a storage container, place the removable classified in an approved security container in an authorized U.S. facility. Classified components, attached to the aircraft, do not have to be removed.

1.11. When PL-4 assets are in CA 17, the MOC will verify employees opening/securing the aircraft appear on appointment memorandum for authorized individuals to open/secure aircraft.

1.11.1. Opening/Closing employees must be on the approved list. MOC is to not accept open/close data from unauthorized employees.

1.11.2. Utilize Protection Level (PL) log to annotate employee’s name, date/time notified, status of aircraft, opened or secured, and the name of controller receiving the call.

1.11.3. Perform 12 hour security checks of identified PL-4 aircraft with non-removable classified components aboard. MOC will record security checks being accomplished by annotating aircraft SF702, “security container check sheet”, for periods during other than normal duty hours, weekends, and holidays. If evidence exists of unauthorized entry, initiate a security investigation IAW Chapter 9 of AFI31-404.

1.11.4. Coordinate meetings with squadron possessing PL-4 asset as soon as possible to discuss unresolved security discrepancies occurring within the controlled area.

1.12. Requesting and approving officials for AF 2586s for CA 15 and 17 will:

1.12.1. Ensure unit personnel authorized unescorted access into CA 15 and 17 receive a National Agency Check with Inquiries (NACI) investigation, IAW the TAFB 31-101, Integrated Defense Plan.

1.12.2. All organization requesting officials who submit the AF 2586 for coordination/approval for CA 15 and 17 will: Ensure personnel complete initial and annual CA training IAW OCALCI 31-1. Phase I and Phase II training is available through CBT, located in TSS.

1.13. Controlled Area Monitors for CA 15 and 17 will:

1.13.1. Serve as point of contact for security CA procedural compliance for MOC and CA ramp, with 72nd SFS Resource Protection office, during annual controlled area compliance inspection.

1.13.2. Work in conjunction with group or unit security manager to screen individuals for unescorted access to aircraft which contain non-removable classified components: Verification will be conducted through the online interrogation of the personnel security clearance database, JPAS, or by review of aircraft specific entry authorization listing. The Group Security Manager will provide the MOC any required authorizations.

1.13.2.1. Unescorted access eligibility will be established IAW DOD 5200.1 R, AFI 31-401 and AFI 31-501, when employee has a mission requirement to board the aircraft:

1.13.2.2. Verify employee occupies a Non-Critical Sensitive (NCS) or higher level position.

1.13.2.3. Verify employee/contractor has current SECRET clearance eligibility with NACL, or ANACI, or secret PRS background investigation date on file. Ensure investigation was accomplished within the last 10 years and adjudicated to grant SECRET eligibility.

1.13.2.4. Verify employee/contractor has a Non-Disclosure Agreement (NDA) on file in JPAS. Each squadron's security manager has access to JPAS.

1.14. Temporary CA 17 Badge (TCA17B). Students requiring access to Maintenance University (MXU) located in building 2122 and others conducting business requiring access to CA 17 must coordinate through the respective OC-ALC Group. Visitors will be granted access to the CA via TCA17B and EAL. **NOTE: See Attachment 2 for TCA17B Specifics.**

1.15. Contractor Entry.

1.15.1. Contractor personnel, their vehicles and equipment, with infrequent mission requirement to perform work in a CA, who do not qualify for unescorted entry, must be met and provided escort by the unit most directly concerned with the contract or unless specifically authorized in writing by the area commander.

1.15.2. The unit providing escort will ensure prevention of disclosure of classified information to contractors who are under escort in the area.

1.15.3. Contractors requiring unescorted entry to CA 15 or CA 17: Access will be granted to individuals who are properly identified and display the AF Form 1199C, USAF controlled

area badge, coded for CA 15 or 17, IAW TAFB Plan 31-101 or unless specifically authorized in writing by the area commander.

1.15.4. Free Zone Procedures for CA 15 or 17: If free zones are needed for construction projects, etc., in CA 15 or 17, the free zone will be established IAW AFI 31-101, chapter 5. The Project Coordinator will provide a map diagramming the free zone boundaries to the CAM. In addition, the Project Coordinator will provide a memorandum signed by the Area Commander approving the free zone. Correspondence (a map and memorandum) will be forwarded for authorization to 72 SFS Resource Protection office with a courtesy copy to the 76 AMXG Group Security Manager, MOC, Airfield Management and the effected Squadron. The Project Coordinator will provide free zone hours of operations, a brief justification for the free zone, date or period in which the free zone is needed and include area free zone entry control procedures. The Squadrons **will not** place protection level (PL) designated assets within the free zone.

1.15.4.1. Free zone memorandums will contain free zone hours of operation, a brief justification for the free zone, period of implementation, and free zone standard entry control procedures.

1.15.4.2. Ensure perimeter boundaries of the free zone are taped off, coned off, or clearly marked and identifiable.

1.15.4.3. Contractors must be provided a signed letter from the Installation Commander, or designee, describing procedures for free zone utilization. Owner/user personnel responsible for the respective free zones are responsible for completing this requirement. Local CAM should receive copy of the completed letter verifying contractor has completed this requirement.

1.15.4.4. The organization or agency most associated with the project will maintain surveillance over the free zone boundary as determined by the commander responsible for the CA.

1.16. Physical security procedures should include “end of day” checks being conducted after everyone has departed the area to verify accountability of resources stored within the area.

1.17. Contact the Squadron or Group Security Manager for appropriate actions required to support prompt reporting of lost or misuse “controlled area badge”. The individual AF 1199C reporting the loss must file a report as soon as possible with 72 SFS at building 591.

Chapter 2

RESPONSIBLE MANAGER FOR CONTROLLED AREA 16 – BLDG 2136

2.1. Responsible Manager for Controlled Area 16 – Bldg 2136: The 566 AMXS Civilian Leader (CL) or designee will:

2.1.1. **Appoint, in writing, a Primary and Alternate CAMs for each shift.** Include monitors names organization, phone number and location IAW TAFB Plan 31-101.

2.1.2. **CA 16 to include all of building 2136.** 566 AMXS CL will ensure maximum-security protection of aircraft with classified material on board, IAW AFI 31-401, 76 MXW 31-1, and Department of Defense 5200.1R.

2.1.3. **566 AMXS management will:** Assign specific duties to unit personnel requiring unescorted access to CA 16 in order to provide maximum-security protection of classified equipment/documents, and maintain visitor circulation control. It is the responsibility of assigned personnel to perform the specific tasks each day without fail.

2.2. CA Training. Unit Security Managers and Supervisors will ensure all personnel assigned within CA 16 receive initial (Phase I) and annual (Phase II) CA training, as outlined in the 76 MXW 31-1, Chapter 4. Controlled/restricted area training is available by Computer Based Training (CBT) through Training Scheduling System (TSS), course number MTEMAS0100130BR, or in “hard copy” form if the individual does not have computer access, attachment 4.

2.2.1. Initial phase I CA training will be accomplished for all new employees prior to assignment in the CA. Ensure non-badged, new hire employees remain escorted until individuals have received favorable background investigation and employee is issued an AF 1199C.

2.2.2. Ensure CA signs are posted as required and PL-4 aircraft are provided adequate security protection.

2.3. Physical Security: Authorized personnel will properly display an AF Form 1199C, USAF controlled area badge, coded for CA 16, IAW AFI 31-101, Integrated Defense Plan, for purpose of entry to building 2136. Visitor entry procedures for entering CA 16 require escorts for non-badged personnel, provided by the organization visited. **NOTE: Visitors are defined as personnel not assigned to the organization visited and do not possess a recurring need to enter a controlled area. Only personnel who possess the AF Form 1199C can escort visitors.**

2.3.1. Exemptions for displaying of the AF 1199C restricted area badge: Will include those areas that the supervisor has determined that it would present a safety hazard, such as while working in confined spaces or within 50 feet of an operating jet engine. The badge will be secured for FOD prevention with a subdued nylon/cotton cord (lanyard), or a plastic armband IAW AFI 21-101, AFMC Supplement, OC-ALC Supplement 1, GM 1 and as referenced in the Tinker Air Force Base Instruction and as referenced in the Tinker Air Force Base Instruction (TAFBI) 21-449, paragraph 9.2. Reference paragraph 9.2 for guidance on displaying of badge while on the flight-line.

2.3.2. **566 AMXS will** appoint individuals to conduct daily physical security “end of day” checks of the facility and surrounding areas for suspicious activities and/or packages.

2.3.3. **566 AMXS will** schedule meetings as necessary to discuss and resolve security deficiencies noted within the CA. CAMs, along with unit supervisors, will oversee security circulation surveillance for personnel, visitors, and vehicles parked in and around their area.

2.3.4. **Other base Organizations requiring routine access to CA 16.** Commander Approving Officials and Unit Security Managers will: Ensure unit personnel authorized unescorted access to CA 16 have a NACI investigation on file, IAW the Tinker Air Force Base 31-101, Integrated Defense Plan.

2.4. The CA 16 Controlled Area Monitor and Alternate Monitors will:

2.4.1. Act as the single point of contact to the RPPM for CA security issues and is responsible for:

2.4.2. Develop and maintain a CA continuity book. See Table 1 in paragraph 1.4.1.

2.4.3. Ensure a walk-through inspection of the CA is conducted at the end of the duty day.

2.4.4. Respond to secure the CA if called by security forces.

2.4.5. Conduct periodic surveys/self-inspections as directed by AFI 31-101 and provide a copy of the report or completed checklist to the RPPM and 76 AMXG Group Security Manager.

2.4.6. Ensure the CA boundary and entry/exit points are properly posted.

2.5. Free Zone Procedures for CA 16 If free zones are needed for construction projects, etc., in CA 16, the free zone will be established IAW AFI 31-101, chapter 5. The Project Coordinator will provide a map diagramming the free zone boundaries to the CAM. In addition, the Project Coordinator will provide a memorandum signed by the Area Commander approving the free zone. Correspondence (the map and memorandum) will be forwarded to 72 SFS Resource Protection office for authorization with a courtesy copy to the 76 AMXG Group Security Manager, MOC, and the 566 AMXS Squadron. The Project Coordinator will provide free zone hours of operations, a brief justification for the free zone, date or period in which the free zone is needed and include area free zone entry control procedures. The 566 AMXS will not place protection level (PL) designated assets within the free zone.

2.6. Visitor Procedures for building 2136:

2.6.1. 566 AMXS management and security managers will confirm a mission requirement exists for visitors that do not possess an AF 1199C, for entry to CA 16. Visitors must remain escorted for the duration of the visit. Note: Only personnel who possess the AF Form 1199C for CA 16, or Senior Officers and Senior Officer appointees (not below Group level) are authorized to escort visitors. Employee or supervisor will promptly report to Security Forces, 734-3737, any person that cannot be properly identified.

2.6.2. Only when Entry Controllers (EC) are manning the gates will an AF Form 1109 Visitor Registration Log be required. While log is not in use, it will be left with the Squadron security manager. The visitor will remain escorted for the duration of the visit with no more than 10 visitors per escort.

2.7. Contractor Entry.

2.7.1. Contractor personnel, their vehicles and equipment with infrequent mission requirements to perform work in the CA, who do not qualify for unescorted entry, will be met and escorted by the unit most directly concerned with the contract.

2.7.2. Contractor unescorted entry to CA 16 will be limited to those employees who are properly identified by means of displaying AF Form 1199C, USAF restricted/controlled area badge, coded for CA 16, IAW TAFB Plan 31-101, unless otherwise authorized in writing by the area commander.

2.8. Emergency Procedures.

2.8.1. **In the event of an evacuation or if taking shelter within building 2136 personnel will:** Return classified equipment/material immediately to the 566 AMXS classified vault or General Services Administration (GSA) approved safe located at building 2136, room 112. If personnel are evacuated from the facility, regardless of the reason, every effort should be made to secure classified PL-4 aircraft before departing area. If the E-3 Aircraft is a 40/45 modified aircraft and cannot be secured, a supervisor should remain with the on-scene commander, advise the on-scene commander that the aircraft has a classified modification on it, and there is no way to “stow and go” or “grab and run” with respects to the hard wired classified modification. Reference Tinker AFB Plan 31-101, AFI 31-401 and 76 MXW 31-1.

2.8.2. **During hazardous weather/tornado:** 566 AMXS personnel will utilize approved “tornado shelter”. Designated tornado evacuation shelters are located at building 2136, center main break room, and approved/designated offices, located at the center of the building. Evacuation shelters are clearly identified by tornado shelter signs. Supervisors or alternates will call roll and conduct a head count to ensure 100% accountability of personnel.

2.8.3. **During fire/emergency type threats:** Take appropriate emergency actions, sound fire alarms if it’s a fire event, call 911 and notify the MOC. See OC-ALC Abbreviated Emergency Plan. Evacuate to the nearest building 2136 exit and reassemble at the southwest side of building 2136, near the parking lot entrance way. The supervisor or alternate will call roll and conduct a head count to ensure 100% accountability of personnel.

2.8.4. Bomb Threat Procedures:

2.8.4.1. If a bomb threat is received by phone, utilize the AF Form 440, *Bomb Threat Aid*, to obtain as much information as possible.

2.8.4.2. Do not hang up the phone.

2.8.4.3. Notify a supervisor of the incident and have the supervisor contact Security Forces.

2.8.4.4. Secure government resources/classified information to the extent possible with safety in mind.

2.8.4.5. Follow directions of the on-scene commander for the incident until the “all clear” order is received.

2.8.5. **Suspicious Acts/Robbery Situation:** If suspicious acts and/or robbery occur in CA 16 use AF Form 439, Robbery Checklist, to record pertinent information and perform the following actions.

- 2.8.5.1. Remain calm and cooperate with the individual.
- 2.8.5.2. Avoid actions that will put yourself or others in more danger.
- 2.8.5.3. Obtain description of the individual.
- 2.8.5.4. Notify a coworker/supervisor of the situation.
- 2.8.5.5. Protect the crime scene/area and secure the facility after the individual leaves.
- 2.8.5.6. Contact Security Forces, advise them of the situation and request a response.
- 2.8.5.7. Observe individuals direction of travel, type of vehicle, etc.
- 2.8.5.8. Use AF Form 439 to record description of individual and what took place.

2.9. Security of E-3 Aircraft:

2.9.1. Upon notification of an arrival or pending arrival of an E-3 aircraft, the 566 AMXS master scheduler will update the Production Status Report on the MOC web page and notify the MOC, by phone, prior to aircraft arrival.

2.9.1.1. MOC and 566 AMXS Scheduling Section (566 AMXS/MXDXAB), will coordinate on who will assume security responsibility of the aircraft, see attachment 5 for guidance.

2.9.1.2. When work is completed for the day, 566 AMXS Scheduling Section (566 AMXS/MXDXAB) will notify the MOC that the aircraft is secured, see attachment 8. It will be locked if it is a 40/45 modified aircraft and will be unattended, see attachment 7.

2.9.1.3. Annotate in the carryover log, the time the call was made to the MOC, the information called in and who received the information.

2.9.2. Incoming E-3 Aircraft will be received by the 566 AMXS and secured as required.

2.9.3. If the E-3 is a 30/35 modified aircraft, it will be declassified upon arrival and all Classified Equipment/Material will be removed from the aircraft while in work status and stored in the 566 AMXS storage vault IAW AFI 31-401. Once the Aircraft is declassified the aircraft will proceed through depot maintenance without the necessity of being "protected" at all times. Classified Equipment will be reinstalled during post dock before aircraft is returned to the 552 Air Control Wing (ACW). The Aircraft will be protected as required until the 552 ACW assumes security.

2.9.4. If the Aircraft is a 40/45 modified aircraft or once the software is installed during the 40/45 Modification process, the aircraft will be deemed Classified "Secret" and will be protected at all times IAW AFI 31-401. The CAM will initiate an "Aircraft Security Book." This book will remain with the aircraft during Pre & Post Dock and be placed in the forms can for the aircraft. During in-dock maintenance, the assigned aircraft logistics support (ALS) will maintain the book. When MOD/maintenance is complete and the aircraft is returned to the 552 ACW, the sign in log and SF form 702 will be delivered to the Aircraft Records Unit. This book will contain, as a minimum:

- 2.9.4.1. The instructions for employees who maintain security.
- 2.9.4.2. Instructions for locking and unlocking the aircraft
- 2.9.4.3. Record of personnel assigned as aircraft custodians.

2.9.4.4. Record of personnel authorized to remove classified equipment.

2.9.4.5. Entry Authorization List (EAL).

2.9.5. While on the flight line, the E-3 Aircraft, with the 40/45 mod and software loaded, will be cordoned off by means of cones and ropes. An entry control point will be established and only authorized personnel will be allowed access. Pre/Post Dock personnel will assume security of the aircraft while working on it and ensure no unauthorized personnel enter the cordoned off area.

2.9.6. Upon completion of daily maintenance, the aircraft will be locked using the procedures in attachment 6 and Process Order 76 AMXG 12-03. When leaving the aircraft, notify the Maintenance Operations Center (MOC) of the status of the aircraft to include: location, time it was locked and who locked the aircraft. When returning to the aircraft for further maintenance, notify the MOC. Give the time that the aircraft was unlocked and who unlocked it. 566 AMXS maintenance will assume security while on the aircraft and annotate on the SF 702, see attachment 8.

2.9.7. The 566 AMXS Chief of Scheduling and Pre/Post Dock schedulers (ALS) will maintain the locks for the aircraft.

2.9.7.1. Keys and combinations shall be retained separately from other keys and combinations. They shall only be accessible to those individuals whose official duties require access to them. A current roster of personnel who are authorized for key access shall be retained and kept from public view.

2.9.7.2. The number of keys and combinations issued shall be held to the absolute minimum. Master keying and keying alike of locks and the use of a master key system is prohibited.

2.9.7.3. If the keys or combination are lost or stolen, the affected locks or lock cores shall be replaced immediately, as appropriate.

2.9.8. When Oklahoma City Air Logistics Complex (OC-ALC) maintenance work operations are finalized and aircraft is ready to be moved to the Air Control Wing (ACW) restricted area, the ALS or Production Foreman in charge will notify the 552nd Air Control Wing Maintenance Group Quality Assurance Division (552nd ACW/MXGQ). The Scheduling Execution Unit will release responsibility of the aircraft upon the arrival of 552nd Squadron Personnel.

2.9.9. While a 40/45 Modified E-3 is in Services for Strip/Paint, it will be locked by the Post Dock Personnel after being towed into the hanger and will remain locked throughout the process. Should the need arise to unlock the aircraft during the Strip/Paint process, Post Dock Personnel or properly cleared personnel will monitor the process and provide escort if required. Once the required maintenance is complete the aircraft will be relocked.

KEVIN G. O'CONNOR
Vice Director, OC-ALC

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

DOD 5200.1-R, *Department of Defense Information Security Program*, 14 January 1997

Air Force Instruction (AFI) 31-101, *Air Force Installation Security Program Tinker AFB Plan*

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

AFI 31-401, *Air Force Information Security Program Management*, 01 November 2005.

76 MXW 31-1, *Maintenance Wing Security Programs*, 24 October 2011

Tinker Air Force Base *Comprehensive Emergency Management Plan, (CEMP) 10-2*, 11 January 2012

Tinker Air Force Base Plan 31-101, *Integrated Defense Plan*, 09 April 2013

Tinker Instruction 21-449, *Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) Programs*, 11 March 2009

AFI 21-101, *AFMC Supplement, OC-ALC Supplement 1, GM 1, Aircraft and Equipment Maintenance Management*, 21 November 2013

TAFBI 13-202_OC-ALC Supplement, *Issuance & Control of Ramp Passes and Flight line Gate Credentials*, 24 October 2013

Process Order 76 AMXG 12-03, *E-3 Block 40/45 mod Aircraft Securing Solution*, 5 April 2012

Prescribed Forms

OC-ALC Form 12, Log For CA 17 Temporary Badges

Adopted Forms

AF Form 483, *Certificate of Competency*

AF IMT 847, *Recommendation for Change of Publication*

AF Form 1109, *Visitor Register Log*

AF Form 1199C, *USAF Controlled Area Badge*

Standard Forms (SF) 701, *Activity Security Checklist*

Standard Forms (SF) 702, *Security Container Checklist*

Abbreviations and Acronyms

ACW—Air Control Wing

ACW/MXGQ—Air Control Wing Maintenance Group Quality Assurance Division

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

ALS—Aircraft Logistics Specialist
AMXG—Aircraft Maintenance Group
AMXS—Aircraft Maintenance Squadron
ANACI—Access National Agency Check with Inquiries
CA—Controlled Area
CBT—Computer Based Training
DBIDS—Defense Biometric Identification System
EAL—Entry Authorization List
ECP—Entry Control Point
EIM—Enterprise Information Management
FOD—Foreign Object Damage
IAW—In Accordance With
IMT—Information Management Tool
JPAS—Joint Personnel Adjudication System
MAJCOM—Major Command
MOC—Maintenance Operation Center
MROTC—Maintenance Repair Overhaul Technology Center
NACLC—National Agency Check with Law and Credit checks
NDA—Non-Disclosure Agreement
OBM—Management Operations Section
OC—ALC – Oklahoma City Air Logistics Complex
OPR—Office of Primary Responsibility
PDM—Program Depot Maintenance
POC—Point of Contact
PRS—Periodical Reinvestigation System
RDS—Air Force Records Disposition Schedule
RPPM—Resource Protection Program Manager
SF—Standard Forms
TSS—Training Scheduling System
USAF—United States Air Force

Attachment 2

TEMPORARY CONTROLLED AREA 17 BADGE

A2.1. The temporary CA 17 badge (TCA17B): is utilized for granting unescorted entry into CA 17 only for short periods of time. The use of this badge is to allow personnel unescorted access to CA 17. The TCA17B is not to be used for personnel who have been issued a CA badge, AF Form 1199C, with CA 17 authorization. Individuals granted the use of the temporary CA 17 badges are not authorized to escort individuals into and around controlled area 17. NOTE: Do not use a temporary badge as a 1-day substitute for lost or forgotten badges. The TCA17B will not be used as a temporary badge for someone who forgot or lost their CA 17 badge.

A2.2. Temporary Controlled Area 17 Badges

A2.2.1. TCA17B is an accountable item and will be maintained by each OC-ALC Group designee in secure storage when not in use. Personnel issuing TCA17B will use a Sign Out/Sign In Log to issue and receive the badge. (See attachment 3 EAL sample form). The log will be secured the same as the TCA17Bs.

A2.2.1.1. The responsible representatives will inventory TCA17Bs monthly. Each October and April, to ensure accountability and conformity, the responsible OC-ALC Group representative will provide a semi-annual inventory to the 76 AMXG Group Security Manager not later than the last working day of the inventory month. The responsible OC-ALC Group Commander must endorse the semiannual inventory report. In addition, annual cyclical audits may be conducted by 76 AMXG Group Security Manager.

A2.3. Issuing of TCA17B

A2.3.1. The individual issuing the TCA17B will require the requestor to present a current Common Access Card, or other appropriate photo ID (military, etc.), prior to allowing the individual to sign for the TCA17B. The individual must be present to sign for the TCA17B; individuals are not permitted to sign for another person's badge.

A2.3.1.1. Individuals issued TCA17B will be required to take TSS course MTEMAS0100130BR Controlled / Restricted area training. As a last resort of training, the employee will need to read and sign the Initial Controlled Training (attachment 4) prior to being issued the badge. If the (attachment 4) training is used, a copy of the signed document must be retained for 1 year.

A2.3.1.2. The person authorized to issue the TCA17B will instruct the individual signing for the TCA17B that upon completion of the Maintenance University (MXU) training they are responsible to return the TCA17B to the issuing Group or Staff Office immediately or if at the end of the duty day, on the next normal duty day.

A2.4. Wearing of TCA17B

A2.4.1. The individual who is issued a TCA17B will also carry their Common Access Card or other appropriate photo ID with them while in CA 17, for identification verification. TCA17B must be worn at all times on the front side of the person between the shoulders and waist and will not be displayed when outside of CA 17, specifically when off-base.

A2.5. Reporting Missing, Lost or Damaged TCA17B badge:

A2.5.1. Missing, stolen or lost TCA17B must be reported immediately to the issuing Group/Staff Office. For a lost or stolen TCA17B the individual will prepare a letter to the issuing Group/Staff Office establishing all facts involved in the loss; answering questions of who, what, why, when, where and how. The Group/Staff Office from which the lost TCA17B was issued, will notify 76 AMXG Group Security Manager and provide a copy of the letter surrounding the circumstances.

A2.6. Mass TCA17B reissue:

A2.6.1. If more than 10% of the TCA17B are lost during a 12 month period, the TCA17B is considered compromised. A mass re-issue of TCA17B will be required for the Group/Staff Office issuing the TCA17B. If a mass reissue is required, 76 AMXG Group Security Manager will issue cards with a new number sequence and color.

Attachment 3

OC-ALC FORM 12 - LOG FOR CA 17 TEMPORARY BADGES

Table A3.1. OC-ALC Form 12 - Log For CA 17 Temporary Badges

LOG FOR CA 17 TEMPORARY BADGES

Badge
Color:

Badge Number:

Printed Name			Last 6 of SSN	Signature	Issue Date	Issued by	Date Turned In	Received by
Last	First	MI						
Duty Telephone Number		Reason for Issue						

Printed Name			Last 6 of SSN	Signature	Issue Date	Issued by	Date Turned In	Received by
Last	First	MI						
Duty Telephone Number		Reason for Issue						

Printed Name			Last 6 of SSN	Signature	Issue Date	Issued by	Date Turned In	Received by
Last	First	MI						
Duty Telephone Number		Reason for Issue						

Printed Name			Last 6 of SSN	Signature	Issue Date	Issued by	Date Turned In	Received by
Last	First	MI						
Duty Telephone Number		Reason for Issue						

OC-ALC Form 12, XX JUL 13/ OPR: 76 AMXG/OBM **Previous Editions Obsolete**
 "PRIVACY ACT INFORMATION" - This information is subject to the Privacy Act of 1974. This form may contain information which must be protected IAW DOD 5400.11R.

Attachment 4

INITIAL AND ANNUAL CONTROLLED AREA TRAINING

A4.1. The following information must be briefed before receiving an AF Form 1199C, and annually thereafter, for *controlled areas*. The Training Scheduling System (TSS) is the preferred training method, however, if the requestor does not have computer access, paper training is allowed.

A4.1.1. Be responsible for properly safeguarding the badge at all times.

A4.1.2. Badges must be worn on outer garments between the neck and waist with photograph facing outward. Protect and conceal the badge while outside the CA.

A4.1.3. Challenge any person not wearing a badge or whose activity or presence in the area, at that specific time or place, appears questionable. A badge alone is not positive identification. It must be verified. In addition, the badge itself is not adequate authority for personnel to enter a CA. Entrance must be required in the performance of official duties. To verify identity, check the person's identification against other forms of ID (such as the CAC Identification Card). Personnel must be informed that they must:

A4.1.3.1. Contact the person's supervisor immediately if there is any doubt as to the person's right to be in the area, even though identity has been established.

A4.1.3.2. Promptly request Security Forces assistance if the person's identity or right to be in the area cannot be verified.

A4.1.4. Report the loss or misuse of a badge as soon as possible to the security forces, unit CAM, and organization's Security Manager. The unit Commander must make sure the incident is investigated promptly.

A4.1.5. Promptly surrender a badge, when no longer needed, to the issuing authority.

A4.1.6. After you have read this training, write the following information at the bottom of this page; your name in ALL CAPS; your group and office symbol; your signature and today's date.

Attachment 5**INSTRUCTIONS TO EMPLOYEES ASSIGNED TO MAINTAIN SECURITY ON E-3
40/45 MOD CLASSIFIED AIRCRAFT**

NOTE: Only personnel whose security clearance is equal to or higher than the classification of the aircraft or installed equipment will be assigned to protect the aircraft. All 566 AMXS personnel with the proper clearance are responsible for the security of the aircraft. If you notice unauthorized personnel in the area notify proper supervision. At no time leave that person with the aircraft unescorted.

A5.1. The following actions will be taken when assigned to maintain security on classified E-3 aircraft.

A5.2. Access will be allowed to:

A5.2.1. OC-ALC work center personnel who display an AF Form 1199C for controlled area 16 and 17, are listed on the EAL, and have a verified maintenance requirement will be granted access. All non 566 AMXS personnel will also sign in on the Visitor Register Log. For in Dock work the log is in room 120, for Pre & Post Dock work the form is with the security book on the aircraft. If in doubt about anyone's security clearance, that person's supervisor must certify that person has the proper degree of security clearance on file before admittance to the aircraft is granted.

A5.2.2. The Commander or Executive Director, OC-ALC, the Commander or Deputy Director of Oklahoma City Air Logistic Complex of their constant "need to know" and adequate Security Clearance.

A5.2.3. Other personnel accompanied by the appropriate AMXG Squadron, Flight or Section management official who will be responsible for assuring the visitor's security classification and need to know. Personnel unaccompanied by known management officials and unknown to the employee assigned to maintain security on classified aircraft will not be granted access.

A5.3. Access will not be allowed to other personnel! If personnel other than those identified above enter the work area, approach the visitor(s), advise of your security responsibility and offer your assistance. If the visitor(s) seek entry to the aircraft, politely refer them to the section chief or nearest supervisor, giving directions if necessary. If another employee is nearby, that employee should be requested to locate the section chief or other supervisor. **NOTE:** IN ANY EVENT, THE AIRCRAFT WILL NOT BE LEFT UNATTENDED OTHER THAN FOR PERSONAL SAFETY REASONS!

A5.4. Aircraft custodians and employees assigned to maintain security of classified aircraft: must notify the MOC when unlocking and locking the aircraft each time and sign the SF form 702, *Security Container Checklist*, in the appropriate block. Upon locking of the aircraft at the end of the day the MOC will assume 12 hour security checks and sign the SF 702 in the guard block for each check.

Attachment 6**OPENING/CLOSING AIRCRAFT PROCEDURES****A6.1. Opening and Closing Aircraft.**

A6.2. Opening Aircraft. Notify Maintenance Operations Center (MOC) at 736-2500 or via radio that you are unlocking the aircraft and assuming security responsibility. Give your name and location of aircraft.

A6.2.1. MOC personnel will verify the caller has authority to unlock the aircraft and assume security from the Aircraft Custodian appointment letter.

A6.2.2. MOC will clear you to unlock the aircraft and proceed with maintenance. MOC personnel will also note time and name of person making request.

A6.2.3. Unlock the aircraft and annotate the SF 702 with your initials and time in the appropriate block.

A6.3. Closing Aircraft. Notify MOC at 736-2500 or via radio that you are locking the aircraft. Sign the SF 702 and report the time to the MOC. If this is the end of day lock up notify the MOC that they are responsible for the 12 hour checks and security responsibility. Give name, location of aircraft, and tail number.

A6.3.1. MOC personnel will verify the caller has authority to unlock the aircraft and assume security from the Aircraft Custodian appointment letter.

A6.3.2. MOC personnel will note time and name of person making request and assume aircraft security and 12 hour checks.

A6.3.3. 12 hour checks will be signed off on the SF702 in the guard check column.