

**BY ORDER OF THE COMMANDER
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE INSTRUCTION
31-209**



12 AUGUST 2010

Security

ON-SCENE BARMEN LETTERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Russell Stilling)

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This instruction aligns with AFPD 31-2, *Provost Activities*, and implements AFI 31-101, *Integrated Defense (FOUO)*. It outlines procedures for using pre-signed on-scene barment letters if the commander is unavailable and the vice commander has not been placed on G-Series Orders. This instruction applies to all civilian personnel assigned or attached to Robins Air Force Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been revised to reflect current office symbols and terminology.

The Commander, 78th Air Base Wing (78 ABW/CC) possesses broad authority as the installation commander to control activities on Robins AFB, including the authority to exclude any person whose presence on the installation is unauthorized or whose presence disrupts good order and discipline. This authority enables the commander to fulfill his or her responsibility to protect personnel and property, to maintain good order and discipline, and to ensure the

successful, uninterrupted performance of the Air Force mission. Nothing in this instruction limits or otherwise affects the ability of the commander to exercise the above-stated authority.

1. BACKGROUND: Some civilians in the past committed serious crimes on Robins Air Force Base to include domestic violence offenses and violent crimes involving dangerous weapons. Because there was no mechanism in place to bar these offenders immediately, they continued to pose a potential threat to the installation and to their victims between the dates the offense was committed and date barment orders were actually issued. In order to reduce the risk to the installation and base population of further criminal acts by such offenders in a more expeditious manner, the Warner Robins Air Logistics Center Staff Judge Advocate (WR-ALC/JA) developed the On-Scene barment process.

2. CRITERIA FOR ON-SCENE BARMENTS: On-Scene barments are appropriate in situations involving violent offenses and other serious crimes committed on Robins Air Force Base by civilian offenders. In determining the appropriateness of an On-Scene barment, consideration will be given to the seriousness of the offense, the offender's prior criminal record and connection to the installation, and the likelihood of future on-base misconduct by the offender. **NOTE:** Active-duty members of the armed forces will not be processed for On-Scene barments under this instruction. Instead, the appropriate military commander will be contacted and will be responsible for determining whether the initiation of pretrial restraint under the Uniform Code of Military Justice (UCMJ) is warranted.

3. PROCEDURES:

3.1. Preparation and signing of the On-Scene Barment Letters: The 78th Security Forces Squadron Police Services Section (78 SFS/S5L) will be responsible for constructing and producing the On-Scene barment package (On-Scene barment letters, consent form and acknowledgement). A template of this package is attached as Attachment 2. All On-Scene barment letters will be coordinated through the Staff Judge Advocate's Office (WR-ALC/JA). Once 78 SFS/S5L drafts its On-Scene bar package it should coordinate with WR-ALC/JA to approve the package for legal sufficiency. Once the On-Scene barment package is approved, 78 SFS/S5L will then submit nine On-Scene barment letters to the 78 ABW/CC for signature. 78 SFS/S5L will obtain the nine original On-Scene barment letters after they are signed by the 78 ABW/CC.

3.1.1. Only barment letters approved by WR-ALC/JA may be used. 78 SFS/S5L should forward any newly drafted On-Scene barment letters or revisions to the Office of the Staff Judge Advocate (WR-ALC/JAC) to review for legal sufficiency.

3.1.2. Once reviewed, the Office of the Staff Judge Advocate (WR-ALC/JA) will forward the approved letters back to 78 SFS/S5L so that 78 SFS/S5L can submit them to the 78 ABW/CC for signature.

3.2. Custody of the pre-signed On-Scene Barment Letters: The pre-signed On-Scene Barment Letters will be treated as a controlled item. 78 SFS/S5L will number each pre-signed letter and log each into a logbook to be used to account for the numbered barment letters. The 78 SFS Base Defense Operations Center (BDOC) will maintain one pre-signed

barment letter. 78 SFS/S5L will track custody of the pre-signed letters using the number on the barment letter, the date the letter is served, and the name of the offender receiving the

barment letter. 78 SFS/S5L will be responsible for obtaining additional pre-signed barment letters from the 78 ABW/CC when it has three remaining pre-signed barment letters to be served.

3.2.1. 78 SFS/S5L will be responsible for maintaining all On-Scene barment records and files in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*.

3.3. Procedure for serving pre-signed On-Scene Barment Letters:

3.3.1. The BDOC will contact the on-call WR-ALC/JA representative in all situations where an On-Scene Barment Letter may be appropriate.

3.3.2. The on-call WR-ALC/JA representative will provide a recommendation to the BDOC as to whether or not On-Scene barment should be accomplished.

3.3.3. The BDOC will then contact the Robins Command Post (RCP) to request a call-back for a conference with the 78 ABW/CC, via conference call if possible. During the conference call the BDOC will provide details of its conversation with the on-call WR-ALC/JA representative to the 78 ABW/CC.

3.3.4. If On-Scene barment is authorized, the BDOC will fill in the specific information on the On-Scene Barment letter and make a copy of it before serving the barment to the offender. BDOC will record all pertinent information in the On-Scene barment logbook before issuing the letter.

3.3.5. The BDOC will then serve the original signed barment letter to the offender.

3.3.6. At the time the original signed barment letter is served, the BDOC must have the offender sign the acknowledgment attached to the letter. This acknowledgment is proof of service.

3.3.7. If the offender refuses to sign the acknowledgment, the 78 SFS process server can sign the acknowledgment and have it witnessed by another 78 SFS member.

3.3.8. The BDOC will make an appropriate blotter entry to record the commander authorization for the issuance of an On-Scene Barment Letter.

3.3.9. The BDOC will send a copy of the served On-Scene barment letter and the original acknowledgment to the Staff Judge Advocate's office (Attention to the Program Manager or Lead SAUSA) as soon as possible after service.

3.4. Issuing On-Scene barment letters is accomplished with the expressed authority of the installation commander. Personnel under the command of 78 ABW/CC who issue such letters act as agents of the installation commander under color of his or her authority.

4. Prescribed and Adopted Forms.

4.1. Prescribed Forms:

No forms prescribed.

4.2. Adopted forms:

AF Form 847, Recommendation for Change of Publication

CARL A. BUHLER, Colonel, USAF
Installation Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-2, *Provost Activities*, 10 April 2009

AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009

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

Abbreviations and Acronyms

AF— Air Force

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

AFRIMS— Air Force Records Information Management System

BDOC— Base Defense Operations Center

OPR— Office of Primary Responsibility

RCP— Robins Command Post

RDS— Records Disposition Schedule

UCMG— Uniform Code of Military Justice

ATTACHMENT 2

Date issued

MEMORANDUM FOR _____

FROM: 78 ABW/CC
620 Ninth Street, Suite 230
Robins AFB GA 31098-1662

SUBJECT: Order Not To Reenter Robins Air Force Base Without Prior Authorization

1. You are hereby notified that effective upon receipt of this letter you are not authorized to enter or be found within the limits of the United States military reservation at Robins Air Force Base, Georgia. This barment is for a period of_____ years.

2. The only exceptions to this order are the following conditional privileges for a **military dependent or military retiree: You may enter the base to use the hospital and/or the chapel only.** Upon entering the base to use these facilities, you must present this letter for authorization. When going to these facilities, you must take the most direct route available. **If you are a civilian employee and you need to enter the base to attend a meeting or hearing related to your employment, you must contact the 78 SFS at 926-2187 to arrange such entrance.**

3. My reason for this action is:

_____.

Such conduct is contrary to good order and discipline. You are hereby informed that it is a criminal offense to enter Robins AFB without authorization in violation of this order. If you violate this order you will be prosecuted under Title 18 of the United States Code, Section 1382, which states as follows:

“Whoever, within the jurisdiction of the United States goes upon any military, naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, after having been removed there from or ordered not to reenter by an officer or person in command or charge thereof, shall be fined not more than \$5000 or imprisoned not more than six months or both.”

4. Should any compelling reasons exist which you believe would be sufficient to justify a modification or termination of this order, you should submit such request to me through the

Security Forces. Their address is:

78 SFS/CC
250 Peacekeeper Way
Robins AFB GA 31098-1808

Your request must be accompanied by the consent form attached to this letter. If this form is not completed and notarized, it could adversely affect my decision on your request.

5. You are further informed that should you reenter or be found within the limits of the United States military reservation at Robins AFB, Georgia, without authorization, you will be subject to apprehension and detainment by the military for prompt delivery to appropriate civilian authorities.

CARL A. BUHLER, Colonel, USAF
Installation Commander

Attachment:

1. Consent Form
2. Acknowledgment Receipt

CONSENT FORM

I hereby authorize the Robins Air Force Base Legal Office to receive any criminal history record/information, pertaining to myself, which may be in the files of any federal, state, or local criminal justice agency.

(FULL NAME - Please Print)

(STREET ADDRESS)

(CITY, STATE, ZIP)

(DATE OF BIRTH)

(RACE)

(SEX)

(SOCIAL SECURITY NUMBER)

(SIGNATURE)

(NOTARY PUBLIC)

(DATE)

My commission expires: _____

DATE _____

MEMORANDUM FOR NAME

FROM: WR-ALC/JA

SUBJECT: Acknowledgment of Receipt (Order Not to Reenter Robins Air Force Base)

1. This is an acknowledgment that I have been hand served an Order Not to Reenter Robins Air Force Base.
2. I understand that by my signature below I have acknowledged receipt of this Order in the above referenced action AND WILL ADHERE TO ALL CONDITIONS!

SIGN (NAME)

DATE

Return this acknowledgment and copy of the Order Not to Reenter to WR-ALC/JA, Patricia Leary immediately.