

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE BASE**

**WRIGHT-PATTERSON AIR FORCE BASE
INSTRUCTION 90-501**



12 MARCH 2014

Special Management

**WRIGHT-PATTERSON AIR FORCE BASE
COMMUNITY STANDARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 90-5, *Community Action Information Board*. Commanders at all levels are responsible for the application of and compliance with this instruction. This instruction applies to all U.S. military members, their dependents, U.S. civilian employees, and foreign military members and employees assigned to, visiting, or associated units, performing temporary duty at Wright-Patterson Air Force Base, Ohio. Failure to observe the prohibitions and mandatory provisions in paragraphs 8.1, 8.5, 9, 11, and 15 of this publication by military personnel is a violation of Article 92, Uniform Code of Military Justice. This publication does not apply to the Air National Guard or the Air Force Reserve Center (ANG/AFRC) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through 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 (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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1. Commanders will: Ensure all newly assigned members to their units review the Community Standards.

2. Customs and Courtesies. All military members and dependents are expected to behave in a manner that positively reflects on the United States Air Force in accordance with AFI 1-1, *Air Force Standards*.

3. Safety. Everyone is responsible for safety – on and off duty. Everyone on Wright-Patterson Air Force Base has the responsibility to highlight a safety concern and take action and step-in when you see something wrong. See **Attachment 2**, *88th Air Base Wing Commander’s Safety Memorandum*.

3.1. Personal Protective Equipment. All personnel who ride motorcycles, bicycles, mopeds, skateboards, in-line skates, roller blades, etc., must adhere to AFI 91-207, *The US Air Force Traffic Safety Program*, and WPAFB 31-116, *Installation Traffic and Parking Code*.

4. Visitor and Escort Policy (Non-DoD ID Cardholders). Refer to 88 ABW IDP, Integrated Defense Plan, and **Attachment 3**, *Visitor Fitness Determination for Unescorted Installation Access Policy Letter*.

5. Curfew/Home Alone Policy. The Installation Commander reserves the right to impose and or change a curfew for all base residents. If a curfew is imposed, it is the individual's responsibility to know curfew hours.

5.1. **1-5 Years Old:** Parent/Caretaker can hear child at all times and see child frequently.

5.1.1. **6-9 Years Old:** Parent/Caretaker is easily accessible at all times and knows the child's location.

5.1.2. **10 Years Old:** Child may be left alone if there are no emotional or physical limitations and if the child is comfortable with the situation. The length of time the child is left alone depends on the child's capabilities.

5.2. Leaving a child under the age of 10 alone in the car at any time is not acceptable.

5.3. Reference WRIGHTPATTERSONAFBI 34-101, *Home Alone Policy*, for more information.

6. Local and Area Off-Limits Establishments. The 88 ABW/CC reserves the right to establish off-limits establishments as needed. Your Commander, First Sergeant and Chief can give you information on the designated off-limits establishments.

7. Tobacco Use Policy. All military and DOD members will adhere to AFI 40-102, *Tobacco Use in the Air Force*.

8. Consumption of Alcoholic Beverages/Open Containers:

8.1. The legal drinking age on base is 21 years of age. Wright-Patterson Air Force Base military members or civilians under the age of 21 shall not consume alcoholic beverages.

8.2. Alcoholic beverages may not be brought to functions where alcoholic drinks will be sold (FSS sponsored events, etc.).

8.3. The Installation Commander will be the approval authority for requests to serve alcohol at non-FSS sponsored events.

8.4. On base, you may only consume alcoholic beverages within facilities authorized to serve alcohol, picnic areas, dormitories and housing units, and at organizational, squadron or wing events when approved by the commander (such as hail and farewells, birthdays, FSS sponsored social and sporting events). Glass bottles are prohibited at all outdoor events on base.

8.5. You must not walk to/from events, buildings, etc. with open containers of alcoholic beverages, to include but not limited to open bottles, cans or cups.

8.6. Installation Commander may restrict alcohol consumption and sales on Wright-Patterson Air Force Base during wing exercises/inspections, or when deemed necessary to promote good order and discipline.

9. Substance Abuse. All military members on Wright-Patterson Air Force Base must adhere to AFI 44-120, *Military Drug Demand Reduction Program*. All federal civilian employees on Wright-Patterson Air Force Base must adhere to AFI 44-107, *Air Force Civilian Drug Demand Reduction Program*.

10. Equal Opportunity and Treatment Policy. All Wright-Patterson military members and civilian employees will adhere to AFI 36-2706, *Equal Opportunity Program Military and Civilian*.

11. Professional and Unprofessional Relationships. Improper relationships have a negative impact on morale, good order and discipline, respect for authority, unit cohesion and the mission and will not be tolerated. An unprofessional relationship between an officer and an enlisted person may constitute fraternization, subjecting the officer to punitive action under the Uniform Code of Military Justice (UCMJ). All Wright-Patterson Air Force Base Air Force military members will adhere to AFI 36-2909, *Professional and Unprofessional Relationships*.

12. Human trafficking. The Installation Commander has a zero tolerance policy on human trafficking.

13. Family Care. Refer to AF IMT 357, *Family Care Certification*, in accordance with AFI 36-2908, *Family Care Plans*.

14. Leave/Pass Policies. Leave and pass management are Commanders programs. Compliance with AFI 36-3003, *Military Leave Program*, is mandatory.

15. Dress and Appearance. All Air Force military members must comply with AFI 36-2903, *Dress and Appearance of Air Force Personnel*. AFI 36-2903 provides guidance and standards on the proper wear of our uniform. It is an instruction of what you can do with the uniform, not an instruction of what you can not do. Refer to **Attachment 4**, *Wear of Sage Green Fleece Jacket*, and **Attachment 5**, *Wear of Sage Green/Black Watch Cap*, for WPAFB Policy letter.

16. Extreme Heat Procedures. Refer to **Attachment 6**, *Policy on Mitigating Heat Related Issues*, and , *Procedures for Dismissal Due to Heat*, for WPAFB Policy letter.

17. Fitness. All Air Force military members must adhere to AFI 36-2905, *Fitness Program*.

18. Pet Owners Policy. Each member residing at Wright-Patterson Air Force Base adopting, or purchasing a pet must register their pet(s) with the Wright-Patterson Veterinary Treatment Facility (WPVTF) no later than 30 days after arrival, adoption or purchase. In addition, all dogs, cats and ferrets are required to be micro-chipped. If member places the pet up for adoption or sale, they must notify the WPVTF immediately of the pets transfer to new ownership.

19. Computer/Network Violations. Refer to **Attachment 7**, *Wright-Patterson Air Force Base (WPAFB) Computer/Network Policy Violations*, for WPAFB Policy Letter.

20. Civilian and Motorist Honors/Retreat. All motorists will adhere to AFPAM 34-1202, *Guide to Protocol*, para 14.10.5

CASSIE B. BARLOW, Colonel, USAF
Commander

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

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012

AFI 44-120, *Military Drug Demand Reduction Program*, 3 January 2011

AFI 44-107, *Air Force Civilian Drug Demand Reduction Program*, 7 April 2010

AFI 36-2706, *Equal Opportunity Program Military and Civilian*, 5 October 2010

AFI 36-2908, *Family Care Plans*, 1 October 2000

AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999

AFI 36-3003, *Military Leave Program*, 26 October 2009

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 September 2013

AFPAM 34-1202, *Guide to Protocol*, 10 January 2013

AFPD 90-5, *Community Action Information Board*, 15 October 2002

WRIGHTPATTERSONAFBI 31-116, *Installation Traffic and Parking Code*, 27 June 2013

WRIGHTPATTERSONAFBI 34-101, *Home Alone Policy*, 31 January 2000

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT 357, *Family Care Certification*

Attachment 2

COMMANDER'S SAFETY MEMORANDUM

Figure A2.1. Commander's Safety Memorandum




88th AIR BASE WING
COMMANDER'S SAFETY MEMORANDUM

The safety and welfare of our diverse community at Wright-Patterson AFB is everyone's responsibility, regardless of job, rank, or experience. The 88th Air Base Wing mission to *strengthen our people and optimize partnerships to deliver world-class capabilities* is jeopardized if our personnel are injured or our equipment is damaged.

I am committed to providing the leadership and resources required to ensure a safe working environment for all 88 ABW personnel. Effective mishap prevention ultimately starts at the lowest of organizational levels.

I charge every commander, supervisor, unit safety representative, and each individual to take the lead in mishap prevention. Be a good wingman that you are asked to be. Look out for each other, on- and off-duty. Find, fix, and eliminate hazards in your workplace. Follow the rules, have a plan, and do not drink and drive. Finally, be accountable to each other to be proactive and step up to the plate when necessary.

The 88th Air Base Wing leads the Air Force with the highest number of OSHA Voluntary Protection Program (VPP) Gold Star Sites. The continued success of our VPP program depends on you. If you find a problem in your work area, take the initiative to correct the situation, report the problem to your supervisor, or contact the Safety Office. Don't be the person who allows an unsafe situation to remain!

Let there be no doubt that the mission of the 88th Air Base Wing is one of the most important in today's Air Force. Our workplace and personal safety are crucial to successful accomplishment of our mission. This is why it's important to always be a good wingman and when necessary, let others be a good wingman for you. I am proud of the Mighty 88th and opportunity to serve with each and every one of you. Thanks for all that you bring to the fight!







CASSIE B. BARLOW
Colonel, USAF
Commander

88TH AIR BASE WING... STRENGTH THROUGH SUPPORT!

Attachment 3

VISITOR FITNESS DETERMINATION FOR UNESCORTED INSTALLATION ACCESS

Figure A3.1. Visitor Fitness Determination For Unescorted Installation Access



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR ALL WRIGHT-PATTERSON AFB PERSONNEL 21 FEB 2013

FROM: 88 ABWACC

SUBJECT: Visitor Fitness Determination for Unescorted Installation Access

1. In accordance with AF1 31-11.3, *Installation Perimeter Access Control*, individuals without DoD-approved access credentials requesting either unescorted access or access credentials for the installation must go through a "vetting" process prior to entry. This process will utilize information on the individual in the Ohio Law Enforcement Automated Data System (LEADS). Individuals whose screening reveals the following negative information will initially be denied unescorted access and/or access credentials:

- a. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorist links/support.
- b. The installation is unable to verify the individual's claimed identity.
- c. There is a reasonable basis to believe the individual has submitted fraudulent information concerning his or her identity.
- d. There is a reasonable basis to believe the individual will attempt to gain unauthorized access to classified documents, information protected by the Privacy Act, information that is proprietary in nature, or other sensitive or protected information.
- e. There is a reasonable basis to believe the individual will unlawfully or inappropriately use an access credential outside the workplace.
- f. There is a reasonable basis to believe, based on an individual's criminal or dishonest history, that issuance of an access credential poses an unacceptable risk to the installation/mission.
- g. The individual has had been barred from entry/access to a Federal installation or facility.
- h. The individual is wanted by Federal or civil law enforcement authorities, regardless of offense or violation. If during the course of the background check, an individual is found to have an active arrest warrant, SFS will take appropriate measures to detain the individual and notify the agency that executed the warrant. NOTE: Law Enforcement Sensitive information will NOT be provided to personnel outside approved Law Enforcement channels.
- i. The individual has been convicted of a felony offense and served time in a federal or state prison system within the past ten years, unless released due to an acquittal on the underlying offense(s). Proof of acquittal will be provided to personnel at Pass and Registration who will report all facts and circumstances to the Defense Force Commander (DFC). The DFC will make a recommendation to the 88 MSG/CC who will make the final determination to either deny or grant access to the installation.
- j. The individual has any conviction for espionage, sabotage, treason, terrorism, or murder.
- k. The individual's name appears on any Federal or State agency's watch list or hit list for criminal behavior or terrorist activity. If an individual's name appears on a Federal or State agency terrorist watch list, Pass and

Attachment 4

WEAR OF THE SAGE GREEN FLEECE JACKET

Figure A4.1. Wear Of The Sage Green Fleece Jacket



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING
WRIGHT-PATTERSON AIR FORCE BASE, OHIO

07 DEC 2012

MEMORANDUM FOR ALL WRIGHT-PATTERSON AIR FORCE BASE PERSONNEL

FROM: 88 ABW/CC

SUBJECT: Wear of the Sage Green Fleece Jacket

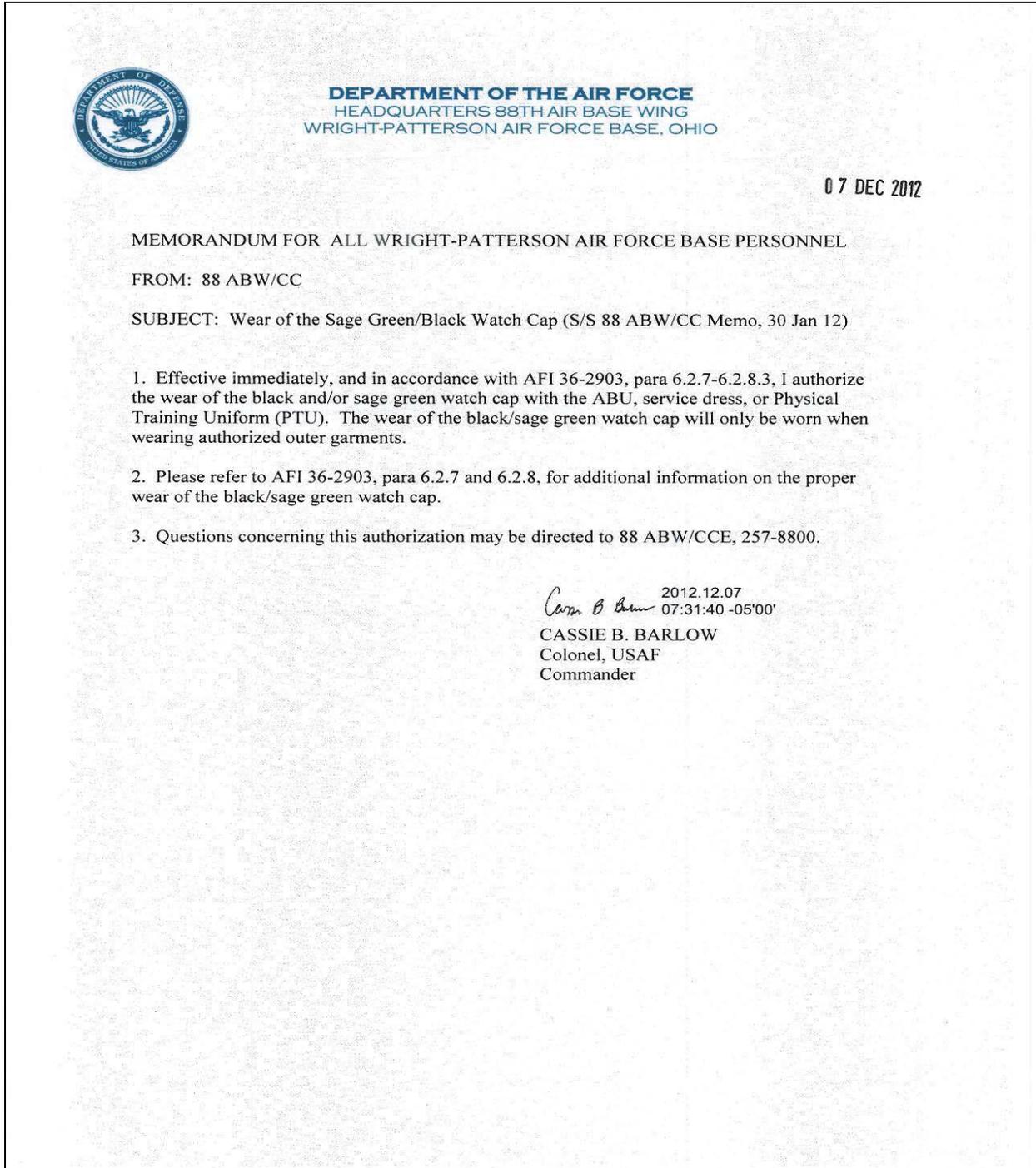
1. Effective immediately, and in accordance with AFI 36-2903, para 6.1.10, I authorize the wear of the sage green fleece jacket indoors as mission needs dictate.
2. Please refer to AFI 36-2903, para 6.1.10.1, for additional information on the proper wear of the sage green fleece jacket.
3. Questions concerning this policy may be directed to the 88 ABW/CCE at 257-8800.

Cassie B. Barlow 2012.12.07
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CASSIE B. BARLOW
Colonel, USAF
Commander

Attachment 5

WEAR OF THE SAGE GREEN/BLACK WATCH CAP

Figure A5.1. Wear of The Sage Green/Black Watch Cap



Attachment 6

POLICY ON MITIGATING HEAT RELATED ISSUES

Figure A6.1. Policy on Mitigating Heat Related Issues

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 88TH AIR BASE WING WRIGHT-PATTERSON AIR FORCE BASE OHIO</p>
<p>MEMORANDUM FOR ALL WPAFB SUPERVISORS</p>	<p>09 MAY 2013</p>
<p>FROM: 88 ABW/CC</p>	
<p>SUBJECT: Policy on Mitigating Heat Related Issues</p>	
<ol style="list-style-type: none">1. Every month WPAFB spends approximately \$3M for utilities. The good news is, even though the WP missions have grown recently, our energy intensity is decreasing. Unfortunately, due to severe FY13 budget constraints, the installation is facing over a \$2M utility shortfall. This is having a direct impact on air conditioning. Some facilities such as the Medical Center and Child Development Centers, are required to have air conditioning. We are saving approximately \$7K a day by not turning on air conditioning in the remaining facilities. In order to save our dollars, the "no air conditioning" period will be longer than normal this year.2. We ask for your patience and assistance to mitigate the utility shortfall. Simple actions taken at home to conserve energy/mitigate heat also apply in the workplace. Examples include, turning off overhead lighting, opening windows, utilizing fans to create air movement, increasing the frequency and duration of breaks, and increasing fluid intake. Supervisors should be conducting and monitoring such precautionary measures to include increasing telework hours when feasible. Another option is to relocate employees to cooler work areas when possible.3. In addition, when normal attire creates discomfort during hot weather, the dress standard should be adjusted. For example, employees should be encouraged to wear light-weight clothing considered within the bounds of business casual such as short sleeved shirts and casual slacks. Civilian dress may not contribute to an unsafe, unhealthy, nonproductive, disruptive, or unprofessional work environment for the type of position occupied. (Reference AFI 36-703, <i>Civilian Conduct and Responsibility</i>, Section C – Dress and Appearance)4. The Wingman principal applies here. Supervisors and Wingmen should pay close attention to those employees with known health issues to monitor their well-being. Individual employees affected by unusual temperature levels may be granted leave or other authorized absence, e.g., compensatory time, credit hours.5. Employees are expected to work if conditions in the workplace are reasonably adequate. Any group dismissals due to temperature extremes must be established by reasonable standards of judgment that conditions are such as to actually prevent working and there are no alternative work sites where employees may be utilized. Such administrative dismissals are rare and may be granted only after appropriate coordination and approval.	

6. The procedures to be followed before requesting administrative dismissal are attached. Please note that managers and supervisors do not have the authority to excuse civilians without charge to leave until the enclosed procedures have been followed.

7. If you have any questions relating to this memorandum and/or procedures for release of civilian employees due to environmental conditions, please contact your servicing Human Resources Specialist (Employee Relations), 88 FSS/FSMCZ, at telephone (937) 257-2411.



CASSIE B. BARLOW
Colonel, USAF
Commander

Attachment:
Procedures for Dismissals Due to Heat

Figure A6.2. Procedures For Dismissals Due to Heat**PROCEDURES FOR DISMISSALS DUE TO HEAT**

1. Group dismissals due to temperature extremes must be established by reasonable standards of judgment that conditions are such as to actually prevent working, precautionary measures have been ineffective, and there are no alternative work sites where employees may be utilized. Matters such as physical requirements of positions as well as the temperatures of the work areas must be considered.
2. During periods of no heat/air, uncomfortable temperatures are to be expected. Supervisors must take appropriate precautionary measures, and evaluate the effectiveness of those precautions before considering making a request for administrative dismissal. In the event that the precautions are ineffective and the supervisor concludes that the work environment is not conducive to reasonable productivity or does not meet reasonable health standards, the supervisor should attempt to relocate as many employees as possible to alternate work areas including the utilization of Ad Hoc telework. The supervisor of the area(s) affected will then report the problem, and efforts to reduce disruption of work, through their chain of command to the two-letter chief/commander, e.g. AFLCMC/CC, AFRL/CC, 88 MDG/CC, AFIT/CC, etc.
3. If the two-letter chief/commander (or designee) believes administrative dismissal is warranted, that individual will contact their servicing Human Resources Specialist (Employee Relations) extension 7-2411 in the Civilian Personnel Office with specific information concerning a) the nature of the problem, b) recommendations/evaluations from appropriate offices (e.g. CEOSC), c) precautionary measures taken and their effectiveness, and d) results of efforts to relocate employees. The Human Resources Specialist (Employee Relations) will then contact the 88 Air Base Wing (Installation) Commander's office for a final determination/approval on the administrative dismissal. The decision as to whether dismissal is authorized will then be relayed to the requesting organization by the Human Resources Specialist (Employee Relations). If the two-letter chief/commander receives approval for administrative dismissal directly from the 88 Air Base Wing Commander, a memorandum for the record should document a) the nature of the problem, b) recommendations/evaluations from appropriate offices, c) precautionary measures taken and their effectiveness, d) results of efforts to relocate employees, e) who approved the administrative leave, f) who was authorized administrative leave and g) how many hours were authorized. A copy of the memorandum should be provided to the servicing Human Resources Specialist (Employee Relations) and to your organization's Customer Service Representative (CSR).
4. When early dismissal is authorized, those affected employees in a duty status at the time set for dismissal are given administrative leave, annotated as "LN" on timesheets. For employees who are scheduled to report for duty after an initial period of leave, and dismissal is given before the employee can report, leave is charged until the time set for dismissal. Employees who leave before the scheduled dismissal time, or who are already in a leave status, continue to be charged leave.

5. While the major emphasis of this guidance has addressed temperature extremes, the same information gathering, coordination, and efforts to relocate employees must be accomplished for other types of unexpected, adverse work-area conditions such as plumbing and lighting malfunctions, power outages, etc.

Attachment 7

WRIGHT-PATTERSON AFB COMPUTER/NETWORK POLICY VIOLATIONS AND ACCOUNTABILITY

Figure A7.1. Wright-Patterson AFB Computer/Network Policy Violations and Accountability



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING
WRIGHT-PATTERSON AIR FORCE BASE OHIO

25 Feb 2013

MEMORANDUM FOR ALL WPAFB COMMANDERS/DIRECTORS/SUPERVISORS

FROM: 88 ABW/CC

SUBJECT: Wright-Patterson Air Force Base (WPAFB) Computer/Network Policy Violations and Accountability

1. This memorandum is to ensure violations of computer and network security/usage policy are handled appropriately and consistently at WPAFB.
2. Commanders, directors, and supervisors must hold personnel accountable for all violations of policy. Where warranted, administrative/disciplinary actions shall be levied in accordance with United States Code Title 10, Chapter 47, *Uniform Code of Military Justice*, AFI 36-704, *Discipline and Adverse Actions*, and applicable union agreements and contract provisions.
3. Commanders will be responsible for investigating each violation and will take appropriate disciplinary measures in each case.
4. Although each violation must be considered on a case-by-case basis, commanders will consider the following in response to a confirmed network violation:
 - a. In coordination with the Organizational Information Assurance Office (IAO), suspend the user's network access in accordance with AFMAN 33-152, para 2.4.1, and AFMAN 33-282, para 4.3.3.
 - b. In accordance with AFMAN 33-282, para 4.3.3.3, violations result in, at a minimum, remedial training of DoD Information Awareness Training. Additionally, MAJCOM and USCYBERCOM directed training requirements may need to be completed. Once all required remedial training is completed, commanders may direct reinstatement of network access.
 - c. Commanders and directors of civilian employees should contact their servicing Human Resources Specialist in the Civilian Personnel Office, 88 FSS/FSMC, for advice and guidance regarding computer misuse and/or violations of network security/usage policy and to ensure consistency in disciplinary application. Corrective action may span the full range of disciplinary measures.
 - d. Supervisors of military personnel should contact the 88 ABW Legal Office for advice and guidance regarding computer misuse and/or violations of network security/usage policy, and to ensure consistency in disciplinary application. Corrective action may range from counseling to discipline under the Uniform Code of Military Justice.
 - e. For contractor personnel, the contracting officer should be notified.

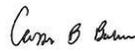
f. The Unit Security Manager shall be notified and consulted for any additional actions determined to be appropriate based on the situation.

g. If criminal activity is suspected, immediately contact Security Forces or the Air Force Office of Special Investigations, restrict physical access to the systems and devices in question, and suspend the user's network access immediately.

5. Repeat offenders shall be handled with progressive disciplinary measures depending on the status of the employee as listed in para 4c – 4e above. Per 9 Jan 12 AFMC Council, repeat violations will be reported to the Center/CC.

6. All violations will be reported monthly by AFMC units in accordance with AFMC/CV Memorandum, 14 Sep 10, *AFMC Network Accountability and Reporting*. Non-AFMC units will report monthly, IAW AFI 33-200, *Information Assurance (IA) Management*. 88 ABW IA will provide a monthly violations report to appropriate commanders to be completed by the units for reporting purposes.

7. For question regarding this policy, please contact the 88 CG Information Assurance office, 88ABW.IA@wpafb.af.mil, 5-7327.

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CASSIE B. BARLOW
Colonel, USAF
Commander