

**BY ORDER OF THE COMMANDER
436TH AIRLIFT WING (AMC)**

**DOVER AIR FORCE BASE
INSTRUCTION**



31-101

15 JANUARY 2020

Security

UNIT MARSHAL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 436 SFS/S3T

Certified by: 436th SFS/CC
(Lt Col Michael Morales)

Pages: 19

This instruction implements AFI 31-101, *Integrated Defense*, AFPAM 10-243, *Augmentation Duty* and HQ Air Force Security Forces Center(AFSFC) *Combating Active Shooter: Unit Marshal Program (UMP) CONOP*, and applies to all personnel assigned, attached or transiting Dover AFB and all personnel residing on or visiting Dover AFB. Ensure all records created as a result of processes prescribed in this publication are maintained 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). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the 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.

Chapter 1

GENERAL

1.1. Concept of Operations. This instruction governs the Unit Marshal Program (UMP) on Dover Air Force Base (DAFB). The intent of the UMP is to enhance unit/individual survivability during a high-risk police event (e.g. active shooter, workplace violence, assault, etc.). The UMP is an Installation Commander designated force protection initiative, managed by the 436th Security Forces Commander (SFS/CC) referred to as the Defense Force Commander (DFC). Further, the UMP is a subset of the current Security Forces' Integrated Base Defense (IBD) program which allows the 436th Airlift Wing Commander (436 AW/CC) to selectively arm non-law enforcement individuals when it is determined armed personnel are needed in workplaces on DAFB to deter an active shooter threat.

1.1.1. UMP will comply with the arming authority cited in DoDD 5210.56, *Carrying of Firearms and Use of Force by DoD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities*, and AFI 31-117, *Arming and Use of Force by Air Force Personnel*. DoDD 5210.56 authorizes the arming of personnel engaged in security, law and order, or counterintelligence activities. Personnel not serving as a member of the Security Forces' IBD program, or who are not regularly engaged in law enforcement activities, are subject to the provisions of DoDD 5210.56, and may only be armed when there is an immediate threat to DoD assets or personnel.

1.1.2. Arming DoD personnel with firearms shall be limited and controlled by the 436AW/CC and must be evaluated for the necessity of arming a Marshal, with consideration of the possible consequences of accidental or indiscriminate use of those arms. DoDD 5210.56, **Paragraph 4b.** states qualified personnel "shall be armed when required for assigned duties and there is reasonable expectation that DoD installations, property, or personal lives or DoD assets will be jeopardized if personnel are not armed."

1.1.3. In making the decision a UMP is needed and shall be implemented, the primary factors that the 436 AW/CC will consider are the mission of DAFB, the assigned unit, and the nature of the threat. Assessment of the reasonableness of the expectation that DoD installations, property, or personnel lives or DoD assets will be jeopardized if personnel are not armed should be made in consultation with 436th Airlift Wing, Staff Judge Advocate (AW/JA) and the DFC.

Chapter 2

PROGRAM ELEMENTS

2.1. Planning.

2.1.1. The decision to implement a UMP needs to consider; localized threat, vulnerability, and risk assessments through the Integrated Defense Risk Management Process (IDRMP). The 436 AW/CC, with guidance from the DFC, participating unit commanders, the Force Protection Executive Council (FPEC), and the Staff Judge Advocate (SJA), will determine risk tolerance levels and assess the need for a UMP based on information received from the Threat Working Group (TWG).

2.1.2. The following criteria will be taken into account when determining which facilities require a UMP:

2.1.2.1. In-place physical security measures, including metal/explosive detection equipment, boundary security, and access control measures at each facility.

2.1.2.2. Population, including number of personnel as well as make-up of personnel. Bargaining obligations must be met with the appropriate Union for all facilities where bargaining unit employees work. Contact the 436th Force Support Squadron, Civilian Personnel Office (CPO) for guidance.

2.1.2.3. Customer service functions.

2.1.2.4. Law enforcement response times.

2.1.2.5. Mission-essential; purpose and layout of the participating facility.

2.1.3. The authorization to employ UMs will be IAW DoDD 5210.56 and AFI 31-117.

2.1.4. The UMP is a Unit Commander executed program.

2.2. Response.

2.2.1. Unit Marshals (UMs) are *not* first responders and *will not* “move to the threat.” They are strictly armed personnel, utilized as a presence to enhance threat deterrence, while providing on-site defense to increase the survivability of personnel during an active shooter event.

2.2.1.1. UMs will aid unit/individual survivability through an armed presence and the facilitation of escape, barricade, and/or fight responses. If presented with a hostile target, the goal of the UM is to, depending on the situation, engage the hostile person with gunfire or detain them, IAW the Use of Force standards outlined in AFI 31-117. UMs *will not* pursue threats outside of their assigned work center.

2.2.1.2. If the UM’s facility is directed to implement “Lockdown” procedures, the UM will follow the unit specific “Lockdown” actions. UMs will assist personnel in their immediate area to lockdown. The UM’s primary responsibility will be to provide an overwatch, while co-workers lockdown. Once lockdown actions are completed, UMs will lockdown themselves. If, while performing this action, a threat presents itself, the UM will engage the threat.

2.2.1.3. Implementing local UM training will affirmatively and emphatically make clear that UMs, while performing guard duties established and sustained under DAFB's IBD augmentee program, are considered security personnel, not law enforcement personnel.

2.2.1.4. Are not empowered by law to execute searches, to seize evidence, assist civilian law enforcement, or to make arrests for violations of Federal Law.

2.2.1.5. In addition to presenting an immediate counter-shooter option, UMs, when feasible, will assist others to escape, barricade, or fight during an active shooter event.

2.3. Selection/Vetting.

2.3.1. UMs will be reassigned to Arming Group A, IAW AFI 31-117, as they are performing force protection duties, and will meet training requirements as directed by AFI 31-117 and AFI 36-2226, *Combat Arms Program*.

2.3.2. Ensure 436 SFS, Pass and ID Section (S5B), vets all UMs through NCIC and SFMIS, and ensures SF UMP Manager maintains information in individual training file. In concert with the Unit Commanders/Tenant Units or Agency Chiefs and UMP Managers, ensure nominated personnel are properly vetted. This includes verifying they are not in violation of 18 U.S.C. 922(g)(9), and are legally allowed to possess a government issued firearm and ammunition.

2.3.3. Selected personnel will be in the grade of E-5 or above to be assigned as UMs and must be endorsed/recommended by Unit Commander.

2.4. Arming/Weapons Transportation.

2.4.1. UMs will be armed only with an M-9 pistol.

2.4.2. UMs will arm up as frequently as possible. UMs who do not arm in 30 consecutive days without prior coordination with SFS UMP Manager will be removed from the UMP due to inactivity. UM personnel who are unable to arm due to deployment, TDY, or medical reasons will not fall into the category to be removed from the program.

2.4.3. UMs are authorized to transport government owned weapons in privately owned vehicles for official duties and/or brief relief periods to locations where the presence of a firearm is appropriate and permitted (e.g. to/from the armory, on-base food establishments, etc.).

2.4.3.1. UMs will not be armed when attending on base medical appointments.

2.4.3.2. UMs will remain on main base while armed. Note: UMs are prohibited from entering their on-base housing unit while armed.

Chapter 3

RESPONSIBILITIES

3.1. 436 AW/CC will:

- 3.1.1. Ensure IDRMP is utilized to determine necessity of the UMP for units, tenant units, and facilities.
- 3.1.2. Reassess annually the UMP as part of the FPEC or as necessary.

3.2. DFC will:

- 3.2.1. Appoint the 436 SFS NCOIC, Training Section (S3T) as the SF UMP Manager in writing in [Attachment 2](#).
- 3.2.2. Provide consultation at the request of unit commanders for arming requirements and procedures for participating facilities.
- 3.2.3. Provide participating unit commanders with warning placards to identify facilities with active UMs.
- 3.2.4. Approve reinstatement of individuals who were temporarily removed from the UMP for disciplinary and/or medical reasons. Those who are permanently decertified will not be reinstated.

3.3. Unit Commanders/Tenant Units or Agency Chiefs will:

- 3.3.1. Appoint a primary and alternate UMP Manager in writing using the template in [Attachment 2](#). UMP Manager must be in the grade of E-6 or above.
- 3.3.2. Implement a process for selection and continual assessment of UMs IAW AFI 31-117.
 - 3.3.2.1. In concert with their unit and SF UMP Managers, ensure nominated personnel are properly vetted, prior to being armed. This includes verifying they are not in violation of 18 U.S.C. 922(g)(9), and are legally allowed to be armed with government issued firearm and ammunition.
 - 3.3.2.2. Ensure each assigned UM for their unit has a Lautenberg Amendment, DD Form 2760, *Qualification to Possess Firearms or Ammunition* on file in [Attachment 6](#).
- 3.3.3. Continually assess and determine Quality of Force factors (e.g. disciplinary, mental stability, failure to meet training standards, illness, etc.) warranting temporary or permanent removal from the UMP. When needed, the commander will administer a memorandum letter for “Temporary Withdrawal of Authorization to Bear Arms” (refer to [Attachment 4](#)) until the member is reinstated or permanently disqualified.
 - 3.3.3.1. Immediately remove the member’s UM eligibility and immediately notify the SF UMP Manager. In order to protect privacy act information, the UMP Manager does not need to provide SF UMP Manager with the specific reason(s) for removal.
 - 3.3.3.2. For reinstatement, provide a signed Memorandum, indorsed by the Unit Commander or Agency Chief, stating the individual is now authorized to bear firearms. The memorandum will be routed through the SF UMP Manager, and the DFC for signature/approval (refer to [Attachment 4](#)).

3.3.4. Consider selecting enough armed UMs to cover all work-center duty hours, as well as times of absence (e.g. appointments, lunch, PT, leave, etc.).

3.3.5. Place warning placards at the entrances of participating facilities warning individuals the facility is under protection of armed security guard and the use of deadly force is authorized for the protection of personnel.

3.4. SF UMP Manager will:

3.4.1. Maintain UMP documentation of participating units and facilities.

3.4.1.1. Provide the monthly arming roster to NCOIC, Police Services (436 SFS/S3L) and Base Defense Operations Center (BDOC) NLT the last day of every month. Maintain the original for their file plan.

3.4.1.2. Provide a list of participating facilities (including building numbers) to the DAFB Fire Department.

3.4.2. Directly liaise with squadron UMP Managers to track and schedule training.

3.4.3. Schedule training for unit commanders and First Sergeants for education on Use of Force and suitability to bear arms policy/guidance.

3.4.4. Issue identifying UM brassards via AF Form 1297, *Temporary Issue Receipt* and maintain documentation once all vetting and training requirements are completed.

3.4.5. Ensure Blotter Entries reflect UM posting/arming.

3.5. Squadron UMP Managers will:

3.5.1. Maintain and provide the SF UMP Manager with an updated list of all UMs quarterly or when changes for UMs (such as PCS, Separation, or Commander removal) occur.

3.5.1.1. Provide the SF UMP Manager a monthly arming roster(s) as listed in attachment. The roster will be submitted NLT 30 days prior to the first arming day. Any changes made will require the owning unit commander's approval.

3.5.2. Notify the SF UMP Manager immediately when a member's UM eligibility is removed or reinstated. In order to protect privacy act information, the UMP Manager does not need to provide SF UMP Manager with the specific reason(s) for removal.

3.5.3. Maintain appropriate records (e.g. completed/signed DD Form 2760, appointment letter, arming withdrawal/reinstatement notifications, and other program management documents) on file.

3.5.4. Provides SF UMP Manager with current and updated Authorization to Bear Firearms (ABF) template (Refer to [Attachment 7](#)) and Appointment Letters.

3.6. SFS UM Trainers will:

3.6.1. See "Initial Training Requirements" and "Sustainment Training Requirements" listed in [Attachment 5](#) of this instruction.

3.7. UMs will:

3.7.1. Ensure issued UM brassards are on display to readily identify themselves to law enforcement, first responders, and/or commanders as a UM when armed.

- 3.7.1.1. UMs will open carry weapons and will be easily identifiable to co-workers and law enforcement personnel. Concealing the firearm (e.g. limiting the immediate view of the firearm with clothing, outer garments, etc.) is strictly prohibited.
- 3.7.2. Not consume alcohol or over the counter drug or prescription medications that could impair their ability to handle a firearm within eight (8) hours prior to arming, or while armed.
- 3.7.3. Ensure assigned weapons and ammunition do not leave the installation at any time.
- 3.7.4. Notify the UMP Manager when departing the work center (e.g. meetings, lunch, etc.).
- 3.7.5. Notify BDOC by telephone (302-677-6666), if SF response is needed.
- 3.7.6. Complete DD Form 2760, *Qualification to Possess Firearms or Ammunition* (Lautenberg Amendment), and submit the signed form to the UMP Manager.
- 3.7.7. Notify BDOC prior to arming and posting in their facility as well as upon completion of their duty day.

Chapter 4

TRAINING AND LOGISTICS

4.1. Dress and Appearance. All armed UMs will be required to wear ABUs, and be IAW AFI 36-2903, *Dress and Appearance* standards.

4.1.1. Prior to the start of the UM training course, 436 SFS will issue prospective UMs with an AF approved M9 holster and body armor. Once all training requirements are met, UMs will be issued a brassard identifying them as a UM.

4.1.2. UM will ensure the issued UM Brassard is worn at all times while armed.

4.2. Initial Training Requirements

4.2.1. Once approved, UMP candidates will complete a training course and at a minimum meet the training requirements identified in DoDD 5210.56. The initial UMP training program, taught by Security Forces, is an eight (8) day, 64 hour indoctrination course followed by annual sustainment training.

4.2.1.1. Refer to [Attachment 5](#) for initial training requirements.

4.2.1.2. The 436 AW/CC and DFC may add additional training based on lessons learned, after action reports, local laws, threats, or other requirements.

4.2.2. UMs will complete awritten Use of Force and Unit Marshal Certification tests. UM must score a minimum of 80% on each individual portion to pass the course. UMs will validate certification with shoot/don't shoot scenario as administered by 436 SFS/S3T.

4.2.3. 436 AW/CC, DFC, unit commanders, and/or 436 SFS/S3T will have the ability to disqualify any potential UM at any stage of the training process.

4.2.4. Recertification will be the responsibility of 436 SFS/S3T. Recertification will include, at a minimum, revalidation of any training item the UM is decertified on, and a letter signed by the owning unit commander and DFC stating the member is requalified.

4.3. Sustainment Training Requirements.

4.3.1. 436 SFS/S3T will instruct two classes per year for UM sustainment training. UMs will attend at least one iteration of sustainment training within a year of initial certification in order to maintain UM qualifications annually. Failure to attend sustainment training may result in expired qualifications, hindering the UMs ability to arm.

4.3.2. UMs will be required to annually pass a Use of Force test with an 80%, as well as the written UM certification test. In addition, UMs will complete proficiency firing and shoot/don't shoot scenario based training.

4.3.2.1. Periodic qualification tests, such as exercises, etc., will be administered by the 436 SFS/S3T as directed by the 436 AW/CC, DFC, and unit commanders.

4.4. Logistics and Storage.

4.4.1. If weapons are stored outside of an approved armory, at a minimum, units will use a GSA Approved Class 5 Weapons Storage Container, as required in accordance with AFI 31-101, *Integrated Defense*.

4.4.2. Clearing barrels will have a clearly visible M9 Clearing Procedures sign, IAW AFMAN 31-229, *Standardized US Air Force Firearms Handling Procedures M9 (9 MM) Semi-Automatic Pistol*, [Attachment 1](#).

4.4.3. Funds for UM equipment, initial training, sustainment training, and weapons qualifications are the responsibility of the 436 SFS.

JOEL W. SAFRANEK, Colonel, USAF
Commander, 436th Airlift Wing

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

AFI 31-101, Integrated Defense

AFI 10-245-O, Antiterrorism Program

AFI 31-218, Dover Air Force Base Supplement, Air Force Motor Vehicle Traffic Supervision

436th Airlift Wing Operation Plan (OPLAN) 31-101, Integrated Defense Plan

436th Airlift Wing Operations Plan (OPLAN) 10-245, Antiterrorism Plan

DoD Directive 5200.8, Security of DoD Installations and Resources

Abbreviations and Acronyms

AFMAO—Air Force Mortuary Affairs Office

AFMES—Armed Forces Medical Examiner System

AFOSI—Air Force Office of Special Investigations

ART—Air Reserve Technician

AT—Antiterrorism

ATOC—Air Terminal Operation Center

BDOC—Base Defense Operations Center

BX—Base Exchange

CA—Controlled Area

CAC—Common Access Card

CAM—Controlled Area Monitor

CAP—Civil Air Patrol

CAT—Crisis Action Team

CATM—Combat Arms Training and Maintenance

CCF—First Sergeant

CVI—Commercial Vehicle Inspection

DBIDS—Defense Biometric Identification System

DeCA—Defense Commissary Agency

DELJIS—Delaware Justice Information System

DFC—Defense Force Commander

DNA—Do Not Arm

EAL—Entry Authority List

EOD—Explosive Ordinance Disposal
ESS—Electronic Security System
ESSWG—Electronic Security System Working Group
FPCON—Force Protection Condition
FPEC—Force Protection Executive Council
FPWG—Force Protection Working Group
GOV—Government Owned Vehicle
HAF—Headquarters Air Force
IBD—Integrated Base Defense
IC—Incident Commander
ID—Integrated Defense
IDS—Intrusion Detection System
IG—Inspector General
JPED—Joint Personal Effects Depot
MOC—Maintenance Operations Center
MWD—Military Working Dog
NCIC—National Crime Information Center
NCOIC—Non-Commissioned Officer in Charge
NSA—National Security Agency
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
PA—Public Affairs
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
POC—Point Of Contact
POV—Privately Owned Vehicles
RA—Restricted Area
RAB—Restricted Area Badge
RAM—Random Antiterrorism Measure
RIEVC—Random Installation Entry Vehicle Check
RP—Resource Protection
RPM—Radiological Portal Monitor

RPPM—Resource Protection Program Manager

SAV—Staff Assistance Visit

SE—Safety

TDY—Temporary Duty

UM—Unit Marshall

TLF—Temporary Lodging Facility

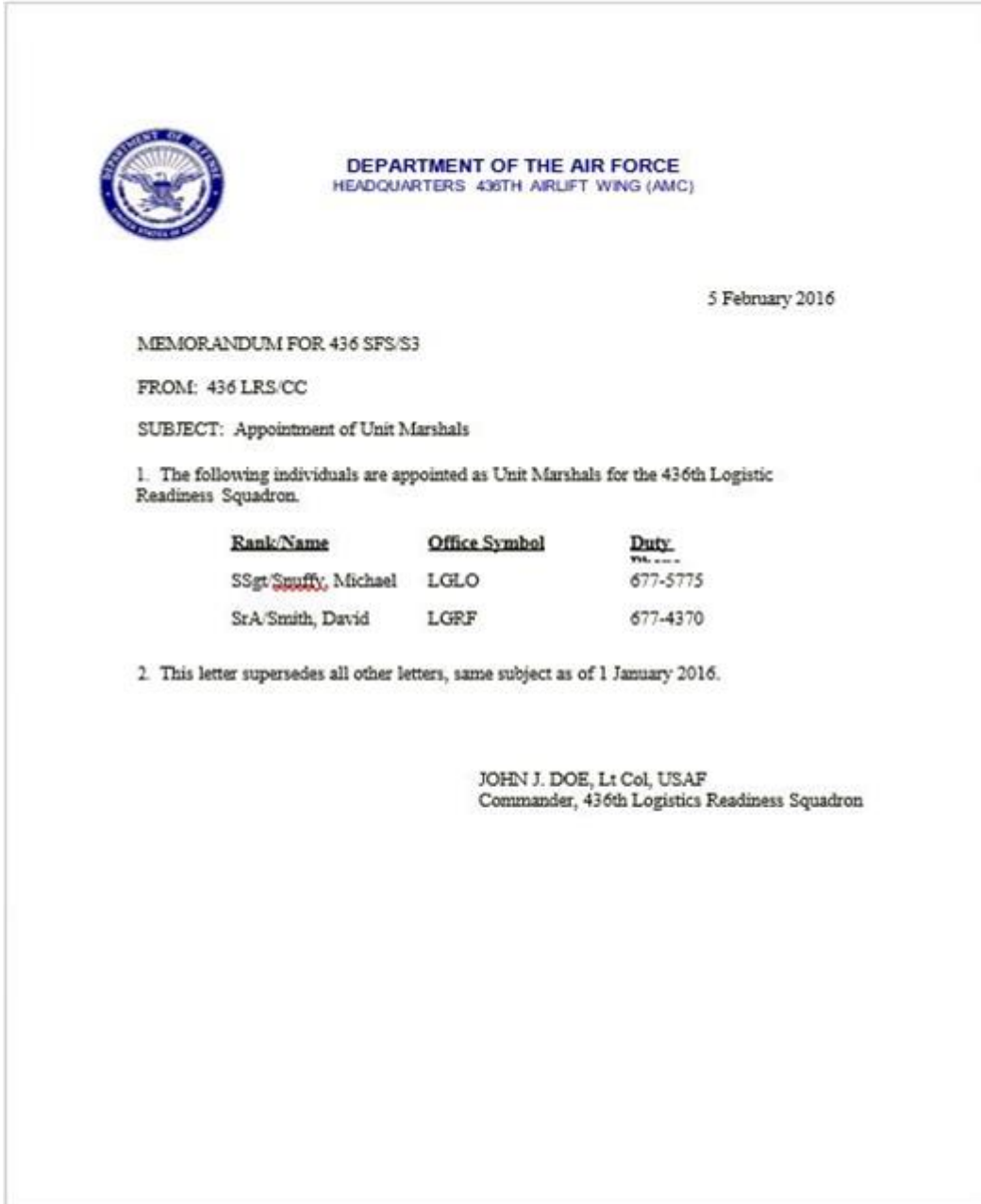
WCP—Wing Command Post

WIT—Wing Inspection Team

ATTACHMENT 2
UNIT MARSHAL APPOINTMENT LETTER

A2.1. Unit Marshall

Figure A2.1. Unit Marshall Appointment Letter




ATTACHMENT 3

UNIT MARSHAL MANAGER APPOINTMENT LETTER

A3.1. Unit Marshall Manager

Figure A3.1. Unit Marshall Manager Appointment Letter

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 436TH AIRLIFT WING (AMC)	5 February 2016
MEMORANDUM FOR 436 SFS/S3		
FROM: 436 FSS/CC		
SUBJECT: Appointment of Unit Marshal Program Manager		
1. The following individuals are appointed as Unit Marshal Program Manager for the 436th Force Support Squadron.		
<u>Rank/Name</u>	<u>Office Symbol</u>	<u>Duty Phone</u>
(P) TSgt/Smuffy, Michael	CPF	677-5775
(A) TSgt/Doe, John	CPF	677-5775
2. This letter supersedes all other letters, same subject as of 1 January 2016.		
JOHN J. DOE, Lt Col, USAF Commander, 436th Force Support Squadron		

ATTACHMENT 4
UNIT MARSHAL ARMING ROSTER

A4.1. Unit Marshal Arming**Figure A4.1. Unit Marshall Arming Roster**


<i>For Official Use Only</i>						
UNIT MARSHAL ARMING ROSTER February 2016						
<p>Unit Marshals (UMs) will report to the Armory by ____ hours. All UMs will report for duty at least 30 minutes prior to normal reporting time for weapons and equipment issue. All UMs must be in compliance with AFI 36-2903. UMs <u>WILL NOT</u> consume alcoholic beverages or use any medication, without doctor's permission, within eight (8) hours prior to duty. UMs unfit for duty or under medical care must notify their UMP Manager prior to weapons and equipment issue. UMs will work the duties indicated unless changed by the Unit UMP Coordinator or higher authority. Duty uniform is ABU unless otherwise directed.</p>						
#	POST	DATE/TIME	RANK / NAME	BLDG #	WEAPON	AMMO
1	LEAD UNIT MARSHAL		SSGT / SNUFFY	xxx	M9	30
2	UNIT MARSHAL		SRA / SMITH	xxx	M9	30
3	UNIT MARSHAL		SRA / JONES	xxx	M9	30
4	UNIT MARSHAL		SRA / JOHNSON	xxx	M9	30
CHARLES NORRIS, TSgt, USAF						
<i>IF YOU ARE UNABLE TO WORK BECAUSE OF ILLNESS, CALL 730-4MED TO BE SEEN BY THE CLINIC.</i>						
<i>CONTACT YOUR SUPERVISOR OR UMP Manager ASAP.</i>						
<i>For Official Use Only</i>						

ATTACHMENT 5

TEMPORARY WITHDRAWAL OF AUTHORIZATION TO BEAR ARMS

A5.1. 1. Temporary Withdrawal of Authorization to Bear Arms

Figure A5.1. Temporary Withdrawal of Authorization to Bear Arms Memorandum

DOVER AFB INSTRUCTION 31-101	13
	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 436TH AIRLIFT WING (AMC)
	15 February 2016
MEMORANDUM FOR TSgt JASON ROBERTS FROM: 436 LRS/CC SUBJECT: Unit Marshal – Temporary Withdrawal of Authorization to Bear Arms	
1. IAW AFI 31-117, <i>Arming and Use of Force by Air Force Personnel</i> , para 2.3.3, you are hereby notified your authorization to Bear Arms is hereby withdrawn. You will be denied issuance of any firearm until further notice. This includes privately owned weapons stored in the Security Force's Armory, as well as, any weapons utilized stored at Combat Arms Training and Maintenance.	
2. Reason: (e.g. Pending administrative actions/civil actions.)	
3. Any questions, please contact me at 677-4751.	
JOHN P. SMITH, Lt Col, USAF Commander, 436th Logistics Readiness Squadron	
1 st Ind: TSgt JASON ROBERTS I acknowledge receipt and understand this letter.	
JASON ROBERTS, TSgt USAF Unit Marshal, 436 LRS	
DATE: _____	
IAW AFI 31-117, <i>Arming and Use of Force by Air Force Personnel</i> , para 2.3.5, you are hereby notified your authorization to Bear Arms has been reinstated.	
JASON ROBERTS, TSgt, USAF Unit Marshal	JOHN P. SMITH, Lt Col, USAF Commander, 436th Logistics Readiness Squadron
1 st Ind: 436 SFS/CC I concur with the member's reinstatement to Bear Arms for the Unit Marshal Program.	
DANA METGZER, Lt Col, USAF Commander, 436th Security Forces Squadron	

ATTACHMENT 6
UMP TRAINING REQUIREMENTS

A6.1. Unit Marshal Program Training

Figure A6.1. Training Requirements for the Unit Marshal Program

1. Understand and Apply Use of Force (29 hrs)
• Active Shooter Tactical Response (8 hrs foundational volume 7, developed locally)
• Arming Use of Force (8 hrs foundational volume 3)
• Legal Authorities and Restrictions (2 hrs law & order volume 4)
• Weapons Retention Note: Included in combative training (2 hrs developed locally)
• Apprehending/Detaining Procedures (1 hr developed locally)
• Weapons Retention (8 hrs developed locally)
2. Key Coordination Efforts (3 hrs/foundational and locally developed training)
• Communication (2 hrs foundational skills volume 2)
• Coordination with BDOC (0.5 hrs developed locally)
• Actions upon Security Forces/Law Enforcement response (0.5 hrs developed locally)
3. Weapons Qualification & Proficiency (32 hrs) IAW AFI 36-2226/Arming Group A
• M-9 Pistol Qualification (IAW AFI 36-2226 para 5.5.) (foundational volume 4)
• Scenario Based Firing: shoot, no shoot/FATS option (IAW AFI-31-117 para 2.5.1.2.)
4. <u>Self Aid and Buddy Care (SABC)</u>
• Must be current on SABC within last 12 months; bring certificate to UMP training

ATTACHMENT 7

QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION (LAUTENBERG AMENDMENT)

A7.1. Qualification to Possess Firearms or Ammunitions

Figure A7.1. DD FORM 2760


QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 18 U.S.C. 922(g)(9); E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.</p> <p>ROUTINE USE(S): To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.</p> <p>DISCLOSURE: Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.</p>		
SECTION I - INSTRUCTIONS		
<p>An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.</p> <p>The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:</p>		
<p>(1) the person was convicted of a crime;</p> <p>(2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;</p> <p>(3) the convicted offender was at the time of the offense:</p> <p>(a) a current or former spouse, parent or guardian of the victim,</p> <p>(b) a person with whom the victim shared a child in common,</p>	<p>(c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or</p> <p>(d) a person who was similarly situated to a spouse, parent, or guardian of the victim;</p> <p>(4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;</p> <p>(5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;</p> <p>(6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.</p>	<p>If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.</p> <p>If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.</p>
SECTION II - QUALIFICATION INQUIRY <i>(Complete and return to your commander or immediate supervisor within 10 days of receipt)</i>		
1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: <i>(Initial and date)</i>		
YES	NO	I DON'T KNOW <i>(Provide explanation on reverse)</i>
2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:		
a. COURT/JURISDICTION		b. DOCKET/CASE NUMBER
c. STATUTE/CHARGE		d. DATE SENTENCED (YYYYMMDD)
3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.		
a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK/GRADE	c. SOCIAL SECURITY NUMBER
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)

ATTACHMENT 8

AUTHORIZATION TO BEAR FIREARMS

A8.1. Authorization to Bear Firearms

Figure A8.1. Authorization to Bear Firearms Memorandum



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 436TH AIRLIFT WING (AMC)

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DATE

MEMORANDUM FOR: 436 SFS/CC
436 SFS/S4A

FROM: SQUADRON/CC

SUBJECT: Authorization to Bear Firearms

1. Pursuant to the authority vested to me by DOD Directive 5210-66 and AFI 31-117, section 2.7. I hereby authorize the personnel listed below to bear firearm(s) in support of Integrated Base Defense (IBD) Operations.

RANK/NAME	DOB	DOD ID NUMBER	WEAPON TYPE	QUAL DATE	EXP DATE

2. This letter supersedes all previous letters, same subject. If there are any further questions, please contact _____ at 677-XXXX

FIRST NAME M. LAST, Rank, USAF
Commander, Unit

1st Ind, 436 SFS/CC

TO: 436 SFS/S4A

The above individuals are authorized to arm with 436 SFS weapons in support of IBD Operations.

FIRST NAME M. LAST, Rank, USAF
Commander, 436th Security Forces Squadron