

**BY ORDER OF THE COMMANDER
FAIRCHILD AIR FORCE BASE (AMC)**

**FAIRCHILD AIR FORCE BASE
MANUAL**



31-102

8 JUNE 2021

Security

**CONTROLLED AREA MONITOR
PROGRAM**

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(Maj. Brian S. Slater)

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FAIRCHILDAFBMAN31-102 is directive in nature and failure to adhere to the standards set out in this manual may form the basis for adverse action under the Uniform Code of Military Justice (UCMJ) and AFI 36-704, *Discipline and Adverse Actions*. An example would be a dereliction of duty offense under Article 92. As used in this manual, “Shall” or “Will” or an action verb in the imperative sense means a procedure is mandatory. “Should” means a recommended procedure. “May” means an optional procedure. To the extent its directions are inconsistent with other FAFB manuals, the information herein prevails. Units tasked by this manual must initiate procedures to support any procedural changes. There are prohibited practices and specific requirements throughout this manual. Violations of the specific prohibitions and requirements of this manual by military personnel may result in prosecution under the Uniform Code of Military Justice (UCMJ). Violations of this manual by Air Force civilian employees may result in appropriate disciplinary action without regard to criminal liability. Administrative action, such as a reprimand, may be taken with regard to military members and civilian employees who violate any requirements of this manual even if such violations do not constitute criminal misconduct. This manual applies to all personnel assigned to Fairchild AFB, both military and civilian, guard and reserve, as well as transient or personnel.

The Fairchild Air Force Base (AFB) Controlled Area Monitor Manual is being published by the Defense Force Commander in accordance with the requirements of the 92 ARW Integrated

Defense Plan 31-1. This manual provides information and "how-to-guidance" for establishing and maintaining an effective Controlled Area Monitor Program on Fairchild AFB. In addition, it provides helpful information on "best business practices" and "lessons learned." This manual applies to active duty AF military; Air National Guard (ANG); AF Reserve Command (AFRC); AF civilian employees; and all DoD contractors as prescribed in AFI 16-1406, *Air Force Industrial Security Program*, when contract performance depends on access to AF information.

This manual promulgates requirements contained in AFI 31-101, *Integrated Defense*. To the extent there is a disagreement between this manual and any HHQs directives, the HHQs directives will prevail.

Ensure 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 the Air Force (AF) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This manual requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 USC 552a. Systems of records notice F024 AF IL C applies. Ensure all records created by this manual containing For Official Use Only (FOUO) information, including privacy records, are marked IAW Department of Defense (DoDM) 5200.01-V1, *Information Security Program*, and AFI 33-332, *Air Force Privacy and Civil Liberties Program*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES: This publication has been revised. Administrative changes have been made (such as changes in organization office symbols, office realignments, OPRs, paragraph numbers, etc.) as well as corrections for grammar and punctuation. Changes include incorporating recommendations from the Compliance Statement Standard review, updating references, and complying with AFI 33-360 requirements. Changed 5.2.2.1. Commanders will establish procedures to ensure lost, stolen, unaccounted for or recovered US government AA&E are reported to the installation DFC. **(T-1)**. This includes found, confiscated or inventory adjustments. Immediately after discovering a significant incident, the DFC must notify the servicing AFOSI Detachment, owning air component command office and/or MAJCOM/SF by telephone. Changed 5.2.2.2. The DFC provides a follow-up report by message to the servicing AFOSI Detachment, owning air component command and/or MAJCOM/SF within 48 hours after occurrence or discovery. **(T-2)**. MAJCOM/SF will then notify the AFSFC Operations Fusion Cell, AFSFC.FGC.Warfighter_Support@us.af.mil, DSN: 945-5652 Commercial: (210) 925-5652, Afterhours Duty Cell: (210) 400-5688 who will in turn notify AF/A4S with an informational copy to AFSFC/CC. 5.2.2.3. INCIDENT REPORTS TO OFFICE OF THE SECRETARY OF DEFENSE. All significant incidents of confirmed theft or loss of AA&E as listed in this section (including inventory adjustment losses) shall be reported as soon as possible, but not later than 72 hours after occurrence or discovery, to the Office of the Under Secretary of Defense for Intelligence, Director of Security. Incidents to be reported include those listed in Section 2 of this Enclosure and the incidents listed in **subparagraphs 3a.** through 3.e of this enclosure. Changed 6.1. Due to high pilferage, burglary and robbery, pharmacies and controlled substance storage areas will be afforded the level of protection as outlined in 21 Code of Federal Regulations (), Section 1301.75, Physical Security Controls for Practitioners, (Hospitals, Clinics, and Pharmacies)

and AFMAN 41-209, *Medical Logistics Support*. Changed 5.4.1.1 from installation commander (92 /CC) to storing organizations unit commander Added 7.1.6. LRS supply warehouses containing Acft parts added: MOAs and MOUs should follow the template provide in DoDI 4000.19 and must route through 92 ARW/JA for legal review. Removed 3.6.4.

Chapter 1

RESOURCE PROTECTION PROGRAM MANAGER (RPPM)

1.1. Commander's Intent. The 92 ARW Resource Protection Program (RPP) will provide a complete and in-depth program for the protection of government resources, equipment, funds, weapons, controlled substances, and facilities.

1.2. RPP Objectives. The RPP has four primary objectives. They are:

1.2.1. Maintain the Air Force war-fighting capability by reducing damage to Air Force resources.

1.2.2. Safeguard Air Force property by reducing the opportunity for theft or terrorist attack by making a potential target inaccessible or unattractive.

1.2.3. Promote the use of the Crime Prevention through Environmental Design (CPTED) principles of natural surveillance, natural access control and territorial reinforcement.

1.2.4. Ensure that everyone safeguards government property.

1.3. RPPM Responsibilities. Education of base personnel on resource protection is important to ensure the myriad of USAF resources are protected IAW with their value and importance. Therefore, the Defense Force Commander (DFC) has appointed an individual, in writing, to serve as Resource Protection Program Manager (RPPM).

1.3.1. The RPPM has overall responsibility to conduct surveys of controlled areas containing mission essential PL-4 resources IAW AFI 31-101. The purpose of these surveys is to ensure that physical protective equipment and systems such as locking mechanisms, intrusion detection equipment, duress alarms, and lighting systems are operating properly and that resource protection procedures are being followed.

1.3.2. The RPPM will determine areas of resource protection vulnerability, perform risk assessments of these areas, and report them to the Defense Force Commander.

1.3.3. The RPPM will document survey findings and prepare formal reports for dissemination to appropriate parties.

1.3.4. At the RPPM's discretion depending on the status of the program inspected, the RPPM may solicit feedback from the inspected agency for corrective action updates and to offer assistance, if needed.

1.3.5. The RPPM will develop alternate courses of action for protecting resources in newly-designated controlled areas and for eliminating vulnerabilities in existing areas; and participate with resource owners or users to decide upon and implement optimum protective actions.

1.3.6. The RPPM will conduct or participate in controlled area penetration and anti-robbery exercises in coordination with the Base Defense Operations Center (BDOC) to test the effectiveness of owner or user response and Security Forces capability.

1.3.7. The RPPM will recommend approval or disapproval for requested controlled area designations and brief Security Forces Squadron senior staff on the status of the PL-4 Resources Protection Program.

1.3.8. The RPPM will serve as a member of the Installation Security Section and work in conjunction with the Physical Security NCO, the Police Services NCO, and the Electronic Security Systems Manager.

1.4. Program Reviews. Units/agencies PL4 resource protection program reviews will be conducted in accordance with AFI 31-101, paragraph 10.3.4

1.4.1. Anti-robbery Testing. The RPPM will provide Anti-robbery Testing IAW AFI 31-101, paragraph 10.3.5. The goal is minimizing the chance of violence through sound business practices and proper employee training. Testing is specified by the Installation Defense Plan for all units storing funds of \$100,000 or more. Internal testing of all remaining facilities should be done at least annually. The primary objective during any robbery (actual or exercise) is the preservation of life.

1.4.2. Penetration Exercises. Exercises will be conducted by the RPPM IAW AFI 31-101, paragraph 10.3.6.

1.5. RPPM Additional Duties. The RPPM will also:

1.5.1. Monitor the installation crime prevention and suppression program in order to assist the Police Services NCO to identify cross-flow improvement opportunities for the crime prevention program.

1.5.2. Assist the Police Services NCO in implementing CPTED program activities.

1.5.3. Assist the Police Services NCO in developing alternate courses of action for protecting resources outside of controlled areas and eliminate vulnerabilities in existing sensitive areas identified by resource owners or users in order to help them decide upon and implement optimum protective actions.

1.5.4. Assist the Police Services NCO in developing crime trend analysis for briefing to the Integrated Defense Council.

1.5.5. Initiate/Withdraw Controlled Area status actions and staff through Installation Commander for approval.

1.5.6. Attend pre-construction meetings, review civil engineering dig permits and works orders coordinating Security Forces concerns while implementing CPTED initiatives.

1.5.7. Research/develop guidance concerning Resource Protection. Coordinate unit Operating Instructions, assist in the development of unit Controlled Area checklists and review explosive licenses to ensure proper levels of protection.

1.5.8. Conduct Resource Protection training for owner/users of Protection Level 4 assets to include initial/recurring training in the wing. The RPPM may conduct meetings in conjunction with the quarterly AT/FP meetings.

1.5.9. Conduct Resource Protection meetings as needed or directed to brief owner/users about criminal activity and exercise trends.

1.5.10. Review and staff approval actions for AA&E facilities.

1.5.11. Maintain the Resource Protection Program continuity books and provide guidance to the commanders and Controlled Area Monitors on Protection Level 4 assets and continuity books they maintain.

1.5.12. Maintain a 12 month calendar to track Resource Protection Surveys, exercises, etc.

1.5.13. Maintain a bench stock of Air Force Visual Aids (AFVA) for Controlled Area and IDS Intrusion Detection System alarms.

1.5.14. Develop and review Controlled Area, funds, controlled substances, AA&E facilities self-inspection checklists.

1.5.15. Annually review 92 SFS Forms S3O 1, 2, 3, and 4 (Sector 1, 2, 3, and 4 Building Check sheets) for accuracy.

Chap ter 2

UNIT RESPONSIBILITIES FOR PROTECTION LEVEL 4 RESOURCES

2.1. Unit Commanders. Commanders are responsible for protection of property under their jurisdiction, administration, custody, and control. This responsibility is not lessened by security forces personnel being in, on, or near the area of the facility. Unit Commanders will:

2.1.1. Provide 92 SFS/S5C with a letter appointing primary and alternate Controlled Area (CA) Monitors for their Protection Level (PL) 4 resources. See AFI 31-101, paragraph 4.10 for examples of PL 4 Resources and Controlled Areas. The level of security must reduce the opportunity for theft of or damage to resources. Owners/users of PL 4 resources must be actively involved in security of their assets. Response is provided by SF. ID measures must, as a minimum, Anticipate, Deter, Detect and Assess threats or hostile acts to these resources. **NOTE:** Areas that provide adequate protection through proper employment of circulation controls may not require a controlled area designation.

2.1.2. Provide a report of corrective action taken on observations/deficiencies noted during program reviews and submit a copy to 92 SFS/S5C.

2.1.3. Report all security incidents/violations (i.e., larceny, vandalism, penetration attempts, etc.) to the Base Defense Operations Center immediately.

2.1.4. Conduct self-inspections as required by applicable directives, instructions and plans.

2.1.5. Support the RPPM through active participation in RPP planning and programming phases to implement local procedures.

2.1.6. Ensure compliance with directives on access to restricted/controlled areas and PL 1-4 resources.

2.1.7. Assist in the development and implementation of the Integrated Defense Plan through involvement in designated working groups and active participation in the Integrated Defense Risk Management Process.

2.1.8. Identify all unit assigned critical assets and mission essential functions.

2.1.9. Ensure that the unit's Mission Critical Assets listing and security requirements are made known to the RPPM.

2.1.10. Manage and document all training requirements levied by Installation Security Section for Security Education Training to include Phase I and Phase II.

- 2.1.11. Manage and document all training requirements levied by 92 SFS/S5C RPPM for Controlled Area Monitors and Crime Prevention Monitors.
- 2.1.12. Comply with Security Forces directives, programs, procedures and local instructions.
- 2.1.13. Participate in emergency security and integrated defense operations as specified in integrated defense and emergency management plans.
- 2.1.14. Ensure that appropriate updated Operating Instructions, MOAs, and MOUs are in place to facilitate participation in base security and emergency management instructions and plans. MOAs and MOUs should follow the template provide in DoDI 4000.19 and must route through 92 ARW/JA for legal review.
- 2.1.15. Designate funds custodians, munitions/weapons custodians, and controlled area monitors in writing if the unit safeguards funds, owns AA&E, or administers controlled areas. Unit commanders are responsible for ensuring the installation RPPM receives the most current appointment letters. Upon request, owning units must be able to produce current appointment letters to the inspecting agency. Unit points of contact will be established by the unit commander in response to scheduling required surveys. Controlled Area Monitors act as a single point of contact for dealing with the unit commander's controlled area issues.
- 2.1.16. Ensure each unit Controlled Area Monitor receives initial program orientation and training from the RPPM.
- 2.1.17. Ensure all unit owned facilities are prominently and properly marked IAW this AFI 31-101 (as supplemented) and other HHQ directives.
- 2.1.18. Establish written procedures for prompt response to alarm activations when requested by 92 SFS.
- 2.1.19. Specify, in writing, those personnel authorized to activate and deactivate alarm systems and pick up authentication codes. **Note:** This guide is your key to providing a robust Resource Protection Program and meeting the 92 ARW/CC commander's intent.

2.2. Unit Controlled Area Monitors. Unit Controlled Area Monitors will:

- 2.2.1. Be responsible to their commander for the proper management of their controlled area. This responsibility includes knowing and implementing proper security control (physical and procedural) for the area.
- 2.2.2. Monitor all aspects of the area. In this respect, a formal review (self-inspection) of the area(s) must be conducted and documented semi-annually. If significant problems are discovered, the unit commander or staff agency chief must be briefed.
- 2.2.3. Assess the effectiveness of the RP program and identify RP deficiencies in the unit/agency RP program. Do this by conducting formal, self-initiated penetration exercises. Utilize the checklist(s) provided by the RPPM. A copy of the last self-initiated penetration exercise, with corrective action(s), will be filed in the Controlled Area Monitors continuity book. In addition, a copy of all self-initiated exercises will be sent to the RPPM (92 SFS/S5C).
- 2.2.4. Ensure your unit commander or general manager appoints you and an alternate as their unit Controlled Area Monitor in writing. Forward a copy of these letters to 92 SFS/S5C.

2.2.5. Ensure written controlled area procedures are coordinated with the RPPM prior to signature to confirm they contain all essential elements of the RP program IAW AFI 31-101.

2.2.6. Ensure all personnel who work in or have access to the controlled area are initially briefed (trained) on their responsibilities for area protection. The need and frequency for follow-on training can be more frequent if deemed necessary by the controlled area monitor or the commander.

2.2.7. Conduct training every six months and document training on the following topics:

2.2.7.1. Controlled Area entry procedures (unescorted and escorted if applicable).

2.2.7.2. Controlled Area circulation controls.

2.2.7.3. Controlled Area visitor entry requirements.

2.2.7.4. Controlled Area exercise trend analysis.

2.2.7.5. FPCONS/RAMs.

2.2.7.6. Bomb Threat procedures.

2.2.7.7. Protection of Government Property/Resources.

2.2.8. Maintain a Controlled Area Monitor continuity folder. The continuity folder will contain the following:

2.2.8.1. Section I: AFI 31-101 (as supplemented) and this manual. May be stored electronically and cross referenced.

2.2.8.2. Section II: Copies of the letters of appointment for the Controlled Area Monitor, copies of all required written instructions regarding the RPP for the unit/agency, records of training and briefings, and RP education/motivation material.

2.2.8.3. Section III: RPP checklists and copies of the last RPP surveys, the last two semi-annual unit RPP surveys, and the last two semi-annual RPP training reports. NOTE: Corrective actions for the reports will be kept with the respective survey reports.

2.2.8.4. Section IV: Other material that applies to the RP program. This includes letters appointing controlled area monitors, controlled area designation letters, and funds/weapons handling/storage approval letters when applicable, copies of safety licenses and deviations.

2.2.9. Ensure agencies that have or maintain controlled areas, government funds, firearms, precious metals, jewels, drugs, or high-cash-value resources are subject to an annual resource protection staff assistance visit from 92 SFS/S5C, IAW AFI 31-101.

2.2.10. Controlled area lighting should be inspected weekly but not less than monthly (to include area, boundary, entry point, and special purpose lighting) to Ensure it is sufficient, serviceable and in good order. Inform the 92 ARW Resource Protection Program Manager (RPPM) when you submit work orders to repair or replace defective or insufficient controlled area lighting. The stadium lights on the airfield will be maintained by Civil Engineering.

2.2.11. Ensure all controlled area boundaries are properly marked. Use AFVA 31-203, *Controlled Area Sign* (18" x 15") to post controlled area boundaries and personnel entry points such as cashiers cages, firearms facility doors, etc. Use AFVA 31-240, *Controlled Area Sign* (36"x 30") to post vehicle ECPs and outdoor personnel entry points. Use AFVA 31-250, *Controlled Area Sign*

(6" x 5") to post interior personnel entry points as an alternative to AFVA 31-203. These signs are available from the 92 ARW RPPM. Controlled area boundaries (fence line) for the airfield will be monitored by SFS and maintained by CES.

2.3. Facility Custodians/Individual Responsibilities.

2.3.1. Ensure all work areas/offices are secured when not occupied.

2.3.2. Ensure exterior doors to work areas/buildings have locks (combination, cipher, etc.) installed or are secured with padlocks and hasps.

2.3.3. Ensure hinge pins located on outside of doors, gates, or containers used to protect sensitive, high-theft property are peened, pinned, or spot-welded.

2.3.4. Ensure general construction of building is kept in good condition so as to prevent unauthorized entry.

2.3.5. Ensure interior containers, lockers or cabinets are used to secure property when possible.

2.3.6. Ensure lockers or cabinets used for storage of sensitive high-theft items are locked any time they are not directly under the control of authorized personnel.

2.3.7. Ensure all sensitive high-theft items are properly marked and a descriptive listing is maintained. Ensure to record manufacturer, model and serial number or owner applied numbers.

2.3.8. Ensure large equipment such as lawn and snow equipment are properly secured in designated storage areas when not in use. If storage area is not available, items will be secured to a structure with material strong enough to prevent theft, i.e., chain or cable and padlock.

2.3.9. Protect and mark government tools to meet the following minimal standards:

2.3.9.1. Secure all tools not in use. Provide toolbox racks with locking devices if the unit issues tools and toolboxes to personnel. Racks should be located in areas where activity or observation is present.

2.3.9.2. Engrave or mark tools and electronic equipment indicating owner unit to discourage theft. Tools that have serial numbers will be logged and kept at responsible section; if engraving electronic equipment would affect operation of, or deface it, it needs not be marked but be sure to log any and all serial numbers.

2.3.10. Ensure all vehicles not being used have ignition switches turned off. If parked outside, responsible individual will remove and maintain keys.

2.3.11. Lock all government vehicles when they are unattended with government property inside, i.e., radios.

2.3.12. Conduct a visual check of all work areas/offices, at beginning of each workday, being especially watchful for any indication of theft or illegal entry, actual or attempted. If any indications exist, ensure immediate area and any signs of evidence are protected until the arrival of Security Forces personnel.

2.3.13. Challenge anyone who is unknown or does not belong in area. If individual being challenged cannot produce positive identification or reason for being there, notify Security Forces immediately at 911.

2.3.14. Ensure everyone is familiar with emergency procedures, i.e., bomb threat, power outages, fire response, etc.

2.3.15. Turn on security lighting during hours of darkness and always check to make sure they are operational.

2.3.16. Restrict personnel entrances and exits to as few as possible. This improves internal circulation control.

2.3.17. Ensure during any emergency that the best possible effort is made to secure and protect assigned resources.

2.3.18. At the end of each workday, properly secure all property, ensure all security containers, rooms/areas, windows, doors, gates, grills, etc., are locked, and all physical security aids are functioning as intended.

2.3.19. Ensure when controlled area keys are lost or stolen, all effected locks are replaced or re-keyed all via an emergency work order within 72 hours and immediately inform the 92 ARW RPPM.

Chapter 3

CONTROLLED AREA PROCEDURES

3.1. Entry and Internal Controls. Entrance to a controlled area requires permission from the installation commander. This authority is hereby delegated to the OPR for the area. The OPR for the area must develop written procedures for entry, circulation, and visitor control. These procedures will outline what actions to take during an attempted unauthorized entry, as well as, what actions to take if an unauthorized individual is found within the area. Entry procedures must identify, by name/rank and last four of the individual's social security number those personnel authorized unescorted entry as well as those individuals authorized to escort visitors. This list will be readily available within the assigned area for verification of authorized personnel. Ensure the procedures are reviewed by the RPPM (92 SFS/S5C).

3.2. Unescorted Entry.

3.2.1. Keep all entrances to a minimum, thus reducing the chances of unauthorized entry.

3.2.2. Positive identification needs to be made, personal recognition is acceptable.

3.3. Escorted Entry.

3.3.1. All visitors must remain outside until positive identification can be made.

3.3.2. Obtain photo identification and verify identity.

3.3.3. Keep the entrance to the Controlled Area closed at all times to prevent unauthorized entry.

3.3.4. Ascertain name and unit from the person and make a telephone verification. Obtain the phone number from the telephone directory not the person.

3.3.5. Once the person has been cleared, assign an escort to the person at all times while inside the Controlled Area.

3.3.6. All visitors will be signed in on AF Form 1109, *Visitor Registration Log*.

3.3.7. All visitors will be given an Escort Briefing before entering. Information will be tailored accordingly:

3.3.7.1. You are entering (state name of area). This especially applies for a special type of area, ex. "Open storage area containing classified information".

3.3.7.2. I (escort's name) will be your escort or I will appoint an escort for you.

3.3.7.3. You must remain with your designated escort at all times.

3.3.7.4. If you become separated from your escort, remain at your present location and attempt to contact someone.

3.3.7.5. You are not allowed to wander the area alone.

3.3.7.6. You will wear and display this visitor badge properly and visibly. **Note:** This only applies to those areas that have a badge for visitors.

3.3.7.7. Have you been forced to enter this area?

3.3.7.8. Do you understand your escort briefing?

3.3.7.9. Do you have any questions?

3.4. Certification Procedures for New Controlled Areas.

3.4.1. All facility custodians of areas seeking to be certified need to contact their Unit Commanders to be appointed as a Controlled Area Monitor. The unit commander will forward the Controlled Area Monitor appointment letter to 92 SFS/S5C and the RPPM will then provide detailed information and additional training and guidance to the Controlled Area Monitor.

3.4.2. A letter from the unit commander justifying why the area needs to be certified must be accomplished to accompany the certification package. 92 SFS/S5C will complete an initial survey, with assistance from 92 CES and 92 CS, if necessary.

3.5. Marking of Controlled Areas. Controlled areas will be marked IAW AFI 31-101, paragraph 8.5.1. - 8.5.1.2.3.

3.6. Lock and Key Control. The following guidelines exist for containers used to secure funds, firearms, controlled substances, etc.

3.6.1. All containers in use, regardless of the resource being stored, will utilize Standard Form 700, **Security Container Information**, Standard Form 701, **Activity Security Checklist**, and Standard Form 702, **Security Container Check Sheet**.

3.6.1.1. The SF 702 will be annotated each time the storage container is opened/closed. Annotation will be made at the end of each duty day signifying the security status of the container. This will happen whether the container was opened or not.

3.6.1.2. Control the container combination and restrict it to a minimum number of persons.

3.6.2. Combinations will be changed IAW AFI 31-101, paragraph 10.5.1.11. Container Combination Control.

3.6.3. Funds, precious metals, jewels, or other items of high value will NOT be stored in any container that is used to store classified material. Additionally, funds will NOT be stored with AA&E. For further guidance, refer to AFI 31-101.

3.7. Physical Security of Protection Level 4 (PL 4) Resources. PL 4 resources do not meet definitions for PL 1, 2, or 3 resources, but would adversely affect the operational capability of the Air Force if lost, stolen, destroyed, misused, or compromised. Owner/users have the primary responsibility for protection of PL 4 resources. Areas containing PL 4 resources are normally designated as controlled areas, surveyed, and exercised according to AFI 31-101, as supplemented, and this instruction.

3.7.1. Fencing. Only PL 4 areas that require fencing mandated by Air Force Instructions will be fenced. Owner/users are responsible for initiating an emergency work order through 92 CES if fencing is damaged. For further guidance, refer to AFI 31-101, paragraph 8.5.2. Fencing for Controlled Areas.

3.7.2. Establishment of a temporary barrier of rope as a minimum barrier or demarcation line to call attention to the fact that passage is restricted will be established for those facilities that are required to have fencing until required fencing can be installed or replaced.

3.7.3. Specific types of lighting available for PL areas are listed in AFI 31-101, paragraph 8.2.5.2. Types of Lighting Systems.

3.8. Visual Aids.

3.8.1. Height Detection. The following will have some form of height detection in place for use by victims of a robbery:

3.8.1.1. All funds handling locations.

3.8.1.2. All alarmed locations.

3.8.1.3. All firearms issue/turn-in locations.

3.8.2. Robbery Checklist. All units will place an AF Form 439, **Anti-robbery Checklist** next to all cash registers and firearms issue/turn-in points or an approved form from 92 SFS/S5C.

Chapter 4

PROTECTION OF FUNDS

4.1. Funds greater than \$100,000. IAW AFI 31-101, paragraph 10.3.3.1.2, all military Financial Services Offices located on AF installations and any funds facility storing or maintaining \$100,000 or more must be designated as a Controlled Area, surveyed and exercised accordingly.

4.2. Funds less than \$100,000. Facilities storing government funds under \$100,000 are required to follow the requirements set forth in AFI 31-101 and the Integrated Defense Plan under the Crime Prevention Program Manager (CPPM) but are exempted from Controlled Area standards under the Resource Protection Program Manager (RPPM).

4.3. Funds Movements. Security Forces personnel escort government funds only. DECA (Commissary), AAFES (Base Exchange/Class VI facilities), and non-appropriated funds activities will have contracted escort services. On-duty Security Forces or contracted security agencies must escort funds (cash) in excess of \$25,000 between a fund activity and a depository.

4.3.1. The following procedures are applicable during on-base and off-base funds movements during FPCON Normal and Alpha.

4.3.1.1. An armed escort is required for government funds movements of \$25,000 or more. Unit commanders may selectively arm their members.

4.3.1.2. Two armed security forces members are required for government funds movements of \$100,000 or more.

4.3.2. During FPCON Bravo or higher, two armed security forces members, or a military working dog team are required for all government movements of \$25,000 or more.

4.3.3. In any situation, the activity will notify the BDOC of the following funds escort information:

4.3.3.1. Name of person.

4.3.3.2. Origin and time of departure.

4.3.3.3. Destination.

4.3.3.4. Estimated time of arrival.

4.3.3.5. Termination time.

4.3.3.6. Vehicle (make, model and license number).

4.3.3.7. BDOC will annotate funds escorts in the worksheet.

4.3.3.8. If route is on-base, then the primary and alternate route will be provided.

4.3.4. A blotter entry will be accomplished indicating the time, who conducted the escort, who was escorted, starting location, and destination.

4.3.5. If the escort does not contact the BDOC at least every five minutes, or if radio contact is lost, anti-robbery procedures will be implemented.

4.3.6. Funds escorts will not, under any circumstances, handle the funds being transferred. Funds escort responsibilities include, but are not limited to:

- 4.3.6.1. Keeping and maintaining surveillance over the funds movement.
- 4.3.6.2. Maintaining a high degree of alertness during the funds movement.
- 4.3.6.3. Being prepared to take appropriate action should a robbery occur.
- 4.3.6.4. Watching for abnormal procedures during the transport/handling of the funds.
- 4.3.6.5. Funds escorts will be positioned behind the funds carrier during the movement.

4.4. MOBILITY OPERATIONS FUNDS.

- 4.4.1. Escort procedures will be according to the guidance listed above.
- 4.4.2. Security of the funds at the mobility processing location is the responsibility of the owner/user.
- 4.4.3. Prior to transporting funds, the escort official will contact security forces with the appropriate information.
- 4.4.4. Failure to comply with the guidance set forth in this instruction is an offense and when detected, security forces will take appropriate corrective actions.
- 4.4.5. Finance personnel will provide funds protection during mobility processing and security forces will provide only a response capability.

Chapter 5

PROTECTION OF ARMS, AMMUNITION, & EXPLOSIVES (AA&E)

5.1. Arms, Ammunition, & Explosives (AA&E) Risk Categories. Protection of arms, ammunition, and explosives is very crucial. In order to understand the language, which is spoken across all four DoD components, refer to the category chart in DoDMAN 5100.76 *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)* which illustrates each category.

5.2. Incident Reports to the Base Defense Operations Center (BDOC).

5.2.1. Custodians of any AA&E stolen, lost, or recovered will be reported to the BDOC within one day of discovery. Also, any AA&E gains or losses due to inventory adjustments will also be reported the RPPM within three duty days. Notification will be furnished in a manner commensurate with the seriousness or nature of the incident.

5.2.2. Other required reporting:

5.2.2.1. Commanders will establish procedures to ensure lost, stolen, unaccounted for or recovered US government AA&E are reported to the installation DFC. **(T-1)**. This includes found, confiscated or inventory adjustments. Immediately after discovering a significant incident, the DFC must notify the servicing AFOSI Detachment, owning air component command office and/or MAJCOM/SF by telephone.

5.2.2.2. The DFC provides a follow-up report by message to the servicing AFOSI Detachment, owning air component command and/or MAJCOM/SF within 48 hours after occurrence or discovery. **(T-2)**. MAJCOM/SF will then notify the AFSFC Operations Fusion Cell, AFSFC.FGC.Warfighter_Support@us.af.mil, DSN: 945-5652 Commercial: (210) 925-5652, Afterhours Duty Cell: (210) 400-5688 who will in turn notify AF/A4S with an informational copy to AFSFC/CC.

5.2.2.3. INCIDENT REPORTS TO OFFICE OF THE SECRETARY OF DEFENSE. All significant incidents of confirmed theft or loss of AA&E as listed in this section (including inventory adjustment losses) shall be reported as soon as possible, but not later than 72 hours after occurrence or discovery, to the Office of the Under Secretary of Defense for Intelligence, Director of Security. Incidents to be reported include those listed in Section 2 of this Enclosure and the incidents listed in **subparagraphs 3a.** through 3.e of this enclosure.

5.3. AA&E Movements.

5.3.1. Specific criteria for all AA&E movements (including supply system shipments) when military vehicles are used is outlined in DoDM 5100.76, Chapter 7, and AFI 31-101. In addition, classified AA&E will be transported according to guidelines listed in AFMAN 16-1404 V1-V3, *AF Information Security Program*.

5.3.2. Movement via commercial carriers will be dealt with according to requirements established through supply channels. Upon arrival and following initial security inspection at the Rambo Gate Facility, the vehicle must be held at the gate by Security Forces until a TMO representative can arrive and verify the shipment documentation.

5.3.3. Before the movement, the individual in charge of the movement will notify the BDOC (247-5493) with the following information:

5.3.3.1. Name and rank of individual in charge.

5.3.3.2. Time of departure.

5.3.3.3. Route.

5.3.3.4. Estimated time of arrival.

5.3.3.5. Vehicle description.

5.3.3.6. Highest "Risk Category" involved.

5.3.4. If possible, radio contact with the BDOC or other control center (i.e., 92 MXS, 92 CES, etc.) shall be maintained. (NOTE: Munitions movements conducted in support of a Conventional ORI will be directed by the BDOC.)

5.3.5. If the movement has not arrived at its destination within a reasonable time after estimated time of arrival, (ten minutes past estimated time of arrival); the BDOC will initiate a search of the stated route.

5.3.6. All off-base movements will be coordinated with local law enforcement authorities before the movement.

5.3.7. Marksmanship, ceremonial, and training weapons are exempt from these procedures. See AFI 31-101, as supplemented.

5.3.8. Transportation of category II, III, or IV arms and associated ammunition will not be transported in a POV on the installation without approval from the Installation Commander.

5.3.9. Refer to the applicable appendix in 92 ARW PLAN 31-1 for requirements during increased FPCONS.

5.4. Storage Of Government AA&E. Government AA&E will be stored IAW AFMAN 31-101v2.

5.4.1. Storage of Weapons For Another Agency.

5.4.1.1. Written permission by the storing organizations commander must be obtained to store another unit's weapons (and associated munitions). This letter must originate with the requesting unit commander and be forwarded to the storing commander through the unit where the weapons are to be stored.

5.4.1.1.1. Custody. The AA&E must be reflected on the CA/ of the owning unit and identified to the storing agency IAW current supply directives. If the weapons are not reflected on the owning unit's CA/ and identified to the storing unit in accordance with current supply directives, then an AF Form 1297 must be utilized. AF Form 1297s must be re-accomplished every 90 days.

5.4.1.1.2. Inventory. Conduct a 100 percent physical inventory each time a facility is opened. At infrequently opened facilities, conduct this inventory at least once per calendar week. Take an inventory (by serial number) quarterly, except for boxed and banded arms. The semiannual inventories conducted by the chief of supply meet two of the quarterly inventory requirements; therefore, the owner or user should conduct inventories in opposite quarters from those conducted by supply. Each time a facility containing boxed arms is opened, account for all boxes and check

all bands or seals. Any evidence of tampering is cause for a 100 percent inventory. NOTE: The tour-of-duty inventory as described above satisfies the requirement for 100 percent inventory in facilities that are staffed 24 hours a day. These inventories will be documented and maintained in the AA&E custodian's notebook of the owning agency.

5.4.1.1.3. If seals are used to aid in inventory, use only numbered railroad seals.

5.4.2.1.4. The use of lead seals is prohibited.

5.4.1.1.5. Containers and Locks. The owning unit must provide an appropriate container IAW DoDMAN 5100.76 and approved locks. Pre-numbered seals are a must.

5.4.1.1.6. Keys and Combinations. The owning unit will maintain keys and/or combinations. Procedures for controlling keys (to include spares) and inventories will be maintained in the AA&E custodian's continuity folder.

5.4.1.1.7. Handling and Cleaning. The owning unit is responsible for all associated handling and cleaning of assigned weapons.

5.5. AA&E Escort Procedures. Escort procedures apply during the movement from the point of origin until the destination. Responsibility for the AA&E terminates during the movement once the airline carrier accepts the weapons as checked baggage. Responsibility resumes upon arrival at the destination airport facility.

5.6. Weapons Issue. When a weapon is issued, the receipt will show the type of firearms, caliber, manufacturer, serial number, and printed name and signature of the person to whom the weapon is issued.

Chapter 6

MEDICAL FACILITY PROTECTION

6.1. Controlled Substances. Due to high pilferage, burglary and robbery, pharmacies and controlled substance storage areas will be afforded the level of protection as outlined in 21 Code of Federal Regulations (), Section 1301.75, Physical Security Controls for Practitioners, (Hospitals, Clinics, and Pharmacies) and AFMAN 41-209, *Medical Logistics Support*.

Chapter 7

PROTECTING AIRFIELDS MISSION SUPPORT

7.1. Facility Requirements. BULK PETROLEUM OIL LUBRICANT (POL) STORAGE AREAS, AIRFIELD AND NAVIGATIONAL AIDS FACILITIES. Currently the following resources are designated Controlled Areas and meet the security requirements as outlined in AFI 31-101, chapter 10:

7.1.1. All POL storage facilities.

7.1.2. The fenced airfield.

7.1.3. The UH-1 helicopters assigned to the 36th Rescue Squadron (RQS).

7.1.4. Air Traffic Control tower.

7.1.5. All navigational aid facilities.

7.1.6. LRS supply warehouses containing Acft parts

Chapter 8

FREE ZONES

8.1. Restricted Areas. Establishment of a Free Zone requires certain levels of approval and should only be considered as a last resort for projects lasting less than two weeks. The Integrated Defense Council is the Free Zone approval authority for all PL1-3 Restricted Areas and the PL4 Airfield Controlled Area. Free Zone establishment and concepts of operations for these areas must be carefully considered, fully staffed and approved in writing.

8.2. Controlled Areas. A Free Zone area may be established IAW AFI 31-101 for projects exceeding two weeks.

8.2.1. Free Zone Request Procedures. The requesting agency will prepare the Free Zone Request via TMT. If TMT is unavailable, AF Form 1768, *Staff Summary Sheet* (see [Figure 1](#)) is optional. Approximately 30-days should be allowed for the entire process, from routine submission of the Free Zone request to the date of approval. This request process should begin far enough in advance so that it is completed at least seven days before the Free Zone is expected to begin.

8.2.2. The body of the TMT tasker (or AF Form 1768) will address the following items:

8.2.2.1. Identification of the sponsoring agency (end-user) for the Free Zone.

8.2.2.2. Identify the area and the reason for the Free Zone establishment.

8.2.2.3. Justify the need for a Free Zone versus providing escorts for the project.

8.2.2.4. Identify the work duration (dates) the Free Zone will be in effect.

8.2.2.5. Identify the work hours the Free Zone will be occupied.

8.2.2.6. Attach a map, which identifies the entry point, Free Zone boundary, and (if required) the Free Zone corridor.

8.2.3. The TMT tasker (or AF Form 1768) will be routed for coordination/approval through the following agencies in the order listed:

8.2.3.1. 92 SFS/CC (Security Forces Commander) (Coord).

8.2.3.2. 92 OG/CC (Operations Group/Commander)(Coord).

8.2.3.3. 92 MXG/CC (Maintenance Group/Commander) (Coord).

8.2.3.4. 92 MSG/CC (Mission Support Group/Commander) (Coord).

8.2.3.5. 92 ARW/SE (Air Refueling Wing Safety) (Coord).

8.2.3.6. 92 ARW/XP (Wing Plans) (Coord).

8.2.3.7. 92 ARW/DS (Chief of Wing Staff Agencies) (Coord).

8.2.3.8. 92 ARW/CCE (Air Refueling Wing/Wing Executive Officer) (Coord).

8.2.3.9. 92 ARW/CV (Air Refueling Wing/Vice Commander) (Coord).

8.2.3.10. 92 ARW/CC (Air Refueling Wing/Commander) (Approve/Disapprove).

8.3. Actions After Coordination. The requesting agency will provide a complete copy of the package to 92 SFS/S5S (NCOIC, Installation Security) for restricted areas. Approved packages should arrive on the NCOIC, Installation Security Section's desk a minimum of seven calendar days prior to the Free Zone taking effect. This allows for sufficient time to establish the Free Zone boundary.

8.4. Surveillance over the Free Zone. The organization or agency most directly associated with the project will maintain surveillance over the Free Zone and must provide escorts as necessary. The escorts must provide immediate visual assessment (IVA) of the Free Zone boundary, and control entry/exit to the Free Zone area. **Note:** SF will not be used to conduct any of these actions.

8.5. All Other Controlled Area Free Zones.

8.5.1. Free Zones are established within controlled areas when construction projects and similar activities make it inappropriate or impractical to apply normal circulation controls. In such cases, establish a Free Zone IAW AFI 31-101.

8.5.2. As a minimum, commanders responsible for the area will establish Free Zone procedures to include: boundary markings, who performs entry control duties, how entry is controlled, arming requirements, and escort ratios.

8.5.3. Coordinate the establishment of these Free Zones with the 92 SFS Resource Protection Program Manager (92 SFS/S5C) and any other affected work centers utilizing the procedures outlined above. The commander (or designated representative) responsible for the controlled area is the approval authority and will provide a completed copy of the Free Zone package to 92 SFS/S5C a minimum of seven calendar days prior to the Free Zone taking effect. This allows for sufficient time to establish the Free Zone boundary.

CASSIUS T. BENTLEY III, Colonel, USAF
Commander, 92d Air Refueling Wing

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

92 ARW *Integrated Defense Plan 31-1*

AFI 31-101, *Integrated Defense*

DoDMAN 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)*

AFMAN 41-209, *Medical Logistics Support*.

Prescribed Forms:

92 ARW RPPM VA 1, *Controlled Area* (Computer Generated).

92 ARW RPPM VA 2, *Resource Protection Program Manager* (Computer Generated).

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 1109, *Visitors Log*

AF Form 2530, *Alarm Test Record*

AFVA 31-232, *Warning This Facility is Protected by an Intrusion Detection Alarm System* (8 x 5 ¼, self-adhesive).

AFVA 31-205, *Warning Controlled Area* (6 x 5, self-adhesive).

AFVA 31-203, *Warning Controlled Area* (18 x 15, self-adhesive).

AFVA 31-240, *Warning Controlled Area* (36 x 30, self-adhesive).

Abbreviations and Acronyms

AA&E—Arms, Ammunition and Explosives

AAFES—Army and Air Force Exchange Service

AECS—Automated Entry Control System

AF—Air Force

AFB—Air Force Base

AFH—Air Force Handbook

AFI—Air Force Instruction

AFTO—Air Force Technical Order

AFVA—Air Force Visual Aid

AMC—Air Mobility Command

ATO—Antiterrorism Officer

ATF—Bureau of Alcohol, Tobacco and Firearms

BDOC—Base Defense Operations Center
DoD—Department of Defense
DoDM—Department of Defense Manual
EAL—Entry Authority List
ECP—Entry Control Point
GSA—General Services Administration
HQ—Headquarters
IAW—In Accordance With
ID—Integrated Defense
IDC—Integrated Defense Council
IDP—Integrated Defense Plan
IDS—Intrusion Detection Systems
MAJCOM—Major Command
MOC—Maintenance Operations Center
MOU—Memorandum of Understanding
MRABL—Master Restricted Area Badge Listing
NSN—National Stock Number
OI—Operating Instruction
OPLAN—Operations Plan
OPR—Office of Primary Responsibility
PIN—Personal Identification Number
PL—Protection Level
POF—Privately Owned Firearms
POL—Petroleum, Oils and Lubricants
POV—Privately Owned Vehicle
RAB—Restricted Area Badge
RPP—Resource Protection Program
SCI—Sensitive Compartmented Information
SCIF—Sensitive Compartmented Information Facility
SF—Security Forces
UFC—Unified Facilities Criteria
UL—Underwriters Laboratory

USAF—United States Air Force

U.S.C.—United States Code

Attachment 2**DECERTIFICATION OF A CONTROLLED AREA LETTER****Figure A2.1. Decertification of a Controlled Area Letter.**

<p>MEMORANDUM FOR 92 SFS/S5C</p> <p>FROM: Activity/Unit Commander</p> <p>SUBJECT: Decertification of (Area) as a Controlled Area</p> <p>1. The area, (location and description), (explain why the area or building does not require to be a controlled area). This area (does not or no longer) require(s) certification IAW AFI 31-101, paragraph 4.10 as a Controlled Area.</p> <p>2. Request a Controlled Area decertification survey of area by the RPPM.</p> <p style="text-align: right;">Commander's/Manager's/authorized signature block</p>
--

Attachment 3

FUNDS AUTHORIZATION LETTER

Figure A3.1. Funds Authorization Letter.

MEMORANDUM FOR 92 ARW/DFC	DATE
FROM: Activity/Unit Commander	
SUBJECT: Funds Authorization/Limitation Letter	
<p>1. Request the (name of activity/organization) be authorized to maintain funds not to exceed (amount) during operating hours and to store funds not to exceed (amount) during non-operating hours.</p> <p>2. Operating Hours: The funds will be maintained in (complete description of container and locking device, make, GSA or UL approved, weight, if container is secured to the premises and how, and if IDS (how many levels) is present. (For example: Two NCR electronic cash registers, model 2000, or locked metal cash box inside a key-locked wooden drawer, or GSA approved container with built-in three position combination lock. The container weighs 500 pounds and is bolted to the floor inside the safe. The container and room is protected by two levels of IDS.)</p> <p>3. Non-operating Hours: The funds will be stored in (give complete description).</p> <p>4. The amount of funds will not exceed the amount authorized above without prior approval from the Chief, Security Forces. This letter does not need to be superseded unless the amount of funds increases or decreases, a change in the funds container, or a change in operating and non-operating funds authorization.</p> <p>5. Maintain this letter on the premises (either in the funds container or in the facility's resource protection book).</p>	
Commander's/Manager's/authorized signature block	
1st Ind, DFC	
MEMORANDUM TO: (Activity/Unit CC)	
Approved.	(Signature block on 5th line)

Attachment 4

COURTESY STORAGE LETTER

Figure A4.1. Courtesy Storage Letter.

	DATE
MEMORANDUM FOR (unit owns the armory)	
FROM: Unit Commander	
SUBJECT: Courtesy Storage Authorization Letter	
<ol style="list-style-type: none"> 1. Request name of activity/organization be authorized to maintain XXX weapon type and XXX amount of 9m, 5.56mm ball/tracer (include NSN, lot #, and quantity) to be stored at location. 2. The original letter will be maintained at the appropriated armory, a copy will be maintained with originating party, and 92 SFS/S5C (Resource Protection office). 3. Personnel listed below have the authority to preannounce personnel listed in paragraph four to sign out weapons and/or ammunition. A 15 minute pre-announcement is required before signing out weapon(s). 	
RANK/NAME	SSN
<ol style="list-style-type: none"> 4. Personnel listed below have the authority to sign out weapons and/or ammunition. 	
RANK/NAME	SSN
<ol style="list-style-type: none"> 5. Any further questions contact rank/name/unit/office symbol/phone number. 	
Commander's Signature block	
Attachments:	
<ol style="list-style-type: none"> 1. Copy of CACRL 2. Copy of personnel's weapon(s) qualification (AF Form 522) (only required if ammunition and weapon(s) will be issued.) 	
1st Ind, to owning unit, Date, Courtesy Storage Authorization Letter	
92 SFS/CC	
MEMORANDUM FOR (Owning unit CC)	

Approved.

(Signature block on 5th line)

Attachment 5

CONTRACTOR ENTRY AUTHORITY LIST (EAL)

Figure A5.1. Contractor Entry Authority List (EAL).

DD Month Year					
MEMORANDUM FOR 92 SFS/S3O					
FROM: Unit CC					
SUBJECT: 92 OSS/OSA (Airfield) Controlled Area Entry Authority List					
<p>1. <i>Company Name</i>, subcontractors to <i>Company Name</i>, are authorized unescorted access to the 92 OSS airfield controlled area for the period of <i>DD Month YY</i> to <i>DD Month YY</i>, for the purpose of installing the Fairchild AFB Communications Infrastructure Upgrade (Project #: FA8771-04-0007). <i>All contractors and subcontractors will be listed below, no exceptions.</i> Current as of ____: ____, __ month/year.</p>					
<p>2. Company(s) information, POC, and phone number.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-bottom: 5px;"> <u>Prime Contractor:</u> <i>Contractor Name, Title</i> <i>Company Name</i> <i>Address</i> <i>(000)-000-0000</i> </td> <td style="width: 50%; vertical-align: top; padding-bottom: 5px;"> <u>Sub Contractor:</u> <i>Contractor Name, Title</i> <i>Company Name</i> <i>Address 3600</i> <i>(000)-000-0000</i> </td> </tr> </table>				<u>Prime Contractor:</u> <i>Contractor Name, Title</i> <i>Company Name</i> <i>Address</i> <i>(000)-000-0000</i>	<u>Sub Contractor:</u> <i>Contractor Name, Title</i> <i>Company Name</i> <i>Address 3600</i> <i>(000)-000-0000</i>
<u>Prime Contractor:</u> <i>Contractor Name, Title</i> <i>Company Name</i> <i>Address</i> <i>(000)-000-0000</i>	<u>Sub Contractor:</u> <i>Contractor Name, Title</i> <i>Company Name</i> <i>Address 3600</i> <i>(000)-000-0000</i>				
LAST NAME	FIRST NAME	MI	DATE OF BIRTH		
<p>3. Any questions in regards to this subject. Please contact <i>Rank, Last and First name, unit, office symbol, at phone number.</i></p>					
<p><i>FIRST MI. LAST NAME, Rank, USAF</i> <i>Owning unit CC</i></p>					

Attachment 6

RESOURCE PROTECTION PROGRAM MANAGER VISUAL AID

Figure A6.1. Resource Protection Program Manager Visual Aid.

92 ARW Resource Protection Program Manager**Mr. Tom Boling
(247-4784)**

**Do you know who your
Unit Security- Assistant/Unit Controlled Area Monitors
are and what they do?**

The Unit Security Assistants/Unit Controlled Area Monitors are responsible to the unit commander or staff agency chief for knowledge of applicable security and protection directives pertaining to protection of the unit's special resources. In this capacity, they are the central point of contact for matters pertaining to resource protection within their unit or agency.

Your Unit Security Assistants/Unit Controlled Area Monitors are:

Primary:

Alternate:

Attachment 7**CONTROLLED AREA CONTINUITY FOLDER****Figure A7.1. Controlled Area Continuity Folder.**

1. Appointment Letters & Letters of training.
2. Initial Survey (life of facility).
3. Periodic Survey self-inspections.
4. Penetration Exercise.
5. Operating Instructions.
6. Miscellaneous.

Attachment 8

CONTROLLED AREA MONITOR APPOINTMENT LETTER

Figure A8.1. Controlled Area Monitor Appointment Letter.

Your unit commander or general manager must appoint a primary and an alternate as controlled area monitor. The following is an example of the appointment letter:

Letterhead

(Date)

MEMORANDUM FOR 92 SFS/S5C

FROM: (Owner/User Agency)

SUBJECT: Controlled Area Monitor Letter

1. The following personnel are controlled area monitors for (unit/address, building #, room X,) (Print name of controlled area). Controlled Area Monitors or custodians are responsible for the protection of the area.

RANK & NAME	ADDRESS	HOME PHONE	DUTY PHONE
-------------	---------	------------	------------

PRIMARY:

ALTERNATE:

2. The following personnel are granted unescorted entry into (name of controlled area).

3. This letter supersedes previous letter, dated 00 Month 00.

4. A copy of this letter will be sent to the unit's/agency's resource protection monitor.

5. Type name/rank and title of authorizing official(s):

Commander's/Manager's/authorized signature block

Attachment 9
USER FEEDBACK

Figure A9.1. User Feedback.

1. Users in the field are highly encouraged to submit comments on any DoD or AF level publication using AF Form 847, *Recommendation for Change of Publication*. Users may submit comments concerning any Fairchild AFB and Security Forces Publication including this document by using the template in this attachment and sending it to 92 SFS/S5X.

NOTE: Add any additional information on bond paper and include with this attachment. Please provide the following information as a minimum:

1.1. Full Name (Rank/First/Last):

1.2. Unit:

1.3. Address:

1.4. Phone (DSN or Commercial):

2. CONTENT:

2.1. Is the information provided accurate? If not, what needs to be updated?

2.2. Is this publication consistent with other AF documents?

2.3. Can this instruction be better organized for better understanding of the material presented?

2.4. Is the information provided useful? If not, how can we improve it?

3. Writing and Appearance.

3.1. Where does the publication need revision to make the writing more clear and concise? What words would you use?

3.2. Are the charts and figures clear and understandable? How would you revise them?

4. Recommended Urgent Change(s), if any:

5. Other Comments:

6. Send Responses to:

92 SFS/S5X (Plans)
2 East Arnold Street
Fairchild AFB, WA. 99011

Attachment 10

SAMPLE SSS FOR FREE ZONE REQUESTS

Figure A10.1. SAMPLE SSS for Free Zone Requests.

STAFF SUMMARY SHEET							
NO.	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	NO.	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	92 SFS/CC	Coord		6	92 ARW/XP	Coord	
2	92 OG/CC	Coord		7	92 ARW/DS	Coord	
3	92 MXG/CC	Coord		8	92 ARW/CCE	Coord	
4	92 MSG/CC	Coord		9	92 ARW/CV	Coord	
5	92 ARW/SEF	Coord		10	92 ARW/CC	Approve	
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
TSgt Stewart			92 SFS/SSS	247-5718		gs	
SUBJECT							DATE
Free Zone in flightline restricted/controlled area for Skyfest '12							
SUMMARY							
<p>1. PURPOSE: Provide, plan and coordinate requirements for a temporary restricted/controlled area Free Zone for Skyfest '12</p> <p>2. BACKGROUND: Civilians, military, and contractors without restricted area badges will need access to the flightline restricted/controlled area to support or attend Skyfest '12.</p> <p>3. DISCUSSION: Flight operations will not be disrupted. The free zone will need to be established from 0800 hours on 22 Jul 12 thru 1800 hours 26 Jul 12. 92 SFS will delineate the area with rope, snow fencing and stanchions. Free zone will not be established until final coordination of the above agencies has been completed.</p> <p>4. RECOMMENDATION: 92 ARW/CC sign/approve free zone request after ALCON coordination complete.</p>							
GREGORY R. STEWART, TSgt, USAF NCOIC, Installation Security Section				Tab Map of Proposed Free Zone			