

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 31-115**



**KIRTLAND AIR FORCE BASE
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Security

LAW AND ORDER OPERATIONS

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This publication supplements Department of the Air Force Instruction (DAFI) 31-115, *Law and Order Operations*, and is supplemented as follows. This supplement provides additional installation unique requirements pertaining to the Security Forces (SF) Investigations Program, specifically in regards to locally conducted Force Protection Intelligence Training (FPIT), arming and storage of weapons, field identification kits used for testing potentially illegal substances, and use of the National Crime Information Center (NCIC) terminals and the use of the Department of Defense Law Enforcement Defense Data Exchange (D-DEx), LInX systems. This publication applies to the 377th Air Base Wing (ABW), associate units and active duty personnel. This publication does not apply to the Air National Guard or Air Force Reserve Command unless these components are operating under the command of the 377th ABW or specific guidance has been implemented for their agencies. Failure to comply with the publication is punishable as a violation of Article 92, of the Uniform Code of Military Justice (UCMJ). This publication may be supplemented at any level, but all direct supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes about this publication to the 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. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes

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SUMMARY OF CHANGES

This instruction has been significantly revised and must be reviewed in its entirety. Revisions include procedures for the use of the TruNarc™ for presumptive narcotics testing and updated SF Blotter distribution requirements. Additionally, many offices were delegated various authorities and responsibilities.

1.11.3.2.1. **(Added)** The Lead Detective and/or NCOIC, 377th Security Forces Squadron Investigations Section (377 SFS/S2I) will serve as the 377th Security Forces Group (SFG) Primary Terminal Agency Coordinator (TAC). The 377th Security Forces Squadron Reports and Analysis (377 SFS/S2R) supervisor will serve as the alternate TAC for the New Mexico Law Enforcement Terminal System (NMLETS), National Law Enforcement Terminal System (NLETS) and the focal point for the NCIC program. The information derived from the Air Force Law Enforcement Terminal System (AFLETS)/NMLETS/NCIC Terminals are classified Controlled Unclassified Information (CUI) and Law Enforcement Sensitive (LES) information that must be safeguarded at all times. All printouts that are not included in a report, citation or forwarded to the 377 SFS/S2R for use will be destroyed by shredding immediately. All printouts included in a report, citation or forwarded to 377 SFS/S2R will have CUI/LES printed on the top and bottom of each page. The primary and alternate TACs have sole responsibility for system management, training certification management and records keeping. TACs have the capability to reset passwords, unlock accounts and troubleshoot the system as required.

1.12.4.1. **(Added)** The authority to revoke Army and Air Force Exchange Service and Commissary privileges is delegated to the 377 Mission Support Group (MSG)/ Commander (CC).

1.13.3.1. **(Added)** 377 SFS/S2R will send command/judicial action request to unit commanders for all incidents involving military offenders. Per AFMAN 71-102,, even administrative actions taken in response to a criminal investigation must be reported to Security Forces and/or to the FBI. [CCs] are required to report their action to Security Forces IAW DoDI 5505.11, para. 2.2c, which requires DoD Component heads to "direct CCs and directors to provide the DCIO, or other DoD Law Enforcement Agency (LEA), all disposition data for cases investigated by a DCIO or other DoD LEA, in writing, within 5 business days of disposition, to include: (1) Any administrative, non-judicial punishment, or judicial action that occurs as a result of an investigation and (2) A decision to take no action." Administrative actions are required to be reported to CJIS (FBI) IAW DoDI 5505.11, para. 3.2d, which provides: "Adverse findings resulting from a summary court-martial, non-judicial proceedings pursuant to Article 15 of the UCMJ, administrative action, or discharge do not constitute criminal proceedings." CCs will have 5 duty days from the date action was taken to return the signed command/judicial action form to 377 SFS/S2R. If a response is not received by the due date a notice of late suspense memorandum will be sent by 377 SFS/S2R establishing an additional 5 day suspense. If the additional suspense is not met, a second notice of late suspense memorandum will be sent by the 377 SFS/CC with a courtesy copy to the next higher CC in the chain of command.

1.13.3.1.1. **(Added)** The 377 SFS/CC may grant extensions on a case by case basis.

1.14.2.1. **(Added)** The 377 ABW/SJA will be responsible for coordinating and establishing weekly meetings with OSI, 377 SFS/S2I, and 377 SFS/S2R.

2.2.8.1.1. **(Added)** First party individuals who are a party to the incident reports and investigative ROIs may receive a redacted copy without attachments of finalized reports. S2R will redact all Personally Identifiable Information (PII) of other parties to the report before release. Incident reports and investigative ROIs will not be released to third part individuals without a Freedom of Information Act (FOIA) request and approval from the SJA and the FOIA office.

2.2.8.1.2. **(Added)** Open incident reports and investigative ROIs will not be released to unit CCs, directors and First Sergeants by S2R. SJA will be responsible for release of open incident reports and investigative ROIs to unit CCs, directors, First Sergeants.

2.3.1.1.1. **(Added)** Training and certification will be conducted by fully certified operators. Access into Open Fox and Law Enforcement Agency Data System (LEADS) operating systems will be granted only by the primary or alternate TAC once a request is made by the individual's flight chief/section head in writing. Operators in training will have 45 calendar days to pass the on-line certification test once they receive their initial user name and password. Operators in training will be allowed a one-time 15 calendar day extension to complete certification. Additional training extensions must be filed in writing, and coordinated through the chain of command (e.g., S2, S3, S5) to the TAC including the reason for extension and a certification completion plan. A test failure may also receive a one-time 15 calendar day extension after the TAC receives a written extension request with remedial training. A second test failure will result in the individual being removed from the NCIC training/certification process. Additionally, all personnel receiving disciplinary action resulting in non-judicial punishment (or higher) within a 12 month period of account request will be denied access to the system. Other forms of disciplinary action will be considered in the decision to grant system access: Any action that puts the individual's reliability in question will be used as grounds to deny that person system access. The unit TAC makes final determination on all user access requests.

2.3.1.3.1. **(Added)** Only individuals with a username and password will be allowed to access the terminal. Operators will not allow other operators or uncertified personnel to use their profile. Operators in training will be supervised by a certified operator at all times until he/she receives full certification. Operators must be physically present at all times while logged into the system.

4.3.2.1.1.1. **(Added)** Civilian offenders, upon the direction of the Assistant United States Attorney (AUSA) or SJA, may be transported to the federal detention center to await arraignment. A minimum of two SF personnel will transport offenders. SF personnel will transport civilian offenders from the federal detention center to the Federal Court for arraignments if required. Avoid, to the maximum extent possible, any questioning to a civilian that will give rise to the perception or deliberate act of eliciting potentially incriminating statements".

4.3.2.1.1.2. **(Added)** Civilian personnel detained with outstanding warrants will be released to a local LEA if available. Under no circumstances will SF transport to a local detention facility.

4.3.2.1.1.2.1. **(Added)** Offenders detained with non-extraditable warrants will be released after their information is collected. Offenders detained with misdemeanor extraditable warrants may be detained for a reasonable amount of time while awaiting transport by a civilian LEA, but not to exceed 3 hours from the time of detention. Offenders with felony extraditable warrants may be detained for a reasonable amount of time while awaiting transport by a civilian LEA. If the offender has not been picked up within 4 hours consult with SJA as to the disposition of the offender. Document all actions in the SF blotter.

4.3.2.1.1.2.1.1. **(Added)** Disposition of offenders not released to a LEA. DoD, DOE or other base affiliated government employees will be released to a supervisor or agency representative if available. Dependents of active duty military will be released to the sponsor or unit representative if the sponsor is not available. National Guard and military reservist not on Title 10 orders (not active duty) will be released on their own recognizance. All other civilians will be released on their own recognizance.

4.3.2.1.1.2.2. **(Added)** Civilian personnel detained for criminal offenses will be detained for the minimum amount of time necessary to complete processing. The 377 SFS Operations Officer or Operations Superintendent must approve if an individual needs to be detained for longer than 4 hours. Personnel who, after consulting with the AUSA, are not to be transported to the Federal Detention Facility, will be released IAW [paragraph 4.3.2.1.1.2.1.1](#).

4.7.1. **(Added)** Once all evidence is removed and properly documented/accounted for, a DD Form 2506, Vehicle Impoundment Report, will be completed. Impounded vehicles will be released to a private impoundment company under the following circumstances:

4.7.1.1. **(Added)** Vehicles operated by personnel who are arrested for driving under the influence (DUI) of intoxicating liquors or drugs, have refused to submit to a breath test and/or blood test, have a blood alcohol level of .08 or higher, are otherwise deemed impaired, or are found by a Drug Recognition Expert (DRE) to be under the influence of drugs.

4.7.1.2. **(Added)** Operating a vehicle on the installation while driver's license is suspended/revoked. This provision extends to drivers who have had their installation driving privileges revoked or suspended.

4.7.1.3. **(Added)** When a driver or owner of the vehicle is in possession of illegal drugs/narcotics or, if there are passengers, the ownership of the illegal drugs/narcotics cannot be determined.

4.7.1.4. **(Added)** The vehicle operator is an unlicensed driver and there is no other licensed driver available to operate the vehicle.

4.7.1.5. **(Added)** The vehicle operator has outstanding warrants and no other driver is present.

4.7.1.6. **(Added)** Driver and/or vehicle is involved in a crime or is evidence of a crime.

4.7.1.7. **(Added)** Vehicle operator is cited for driving with no insurance.

4.8.4.1. **(Added)** The authority to void CVB Form 1805 for traffic offenses is delegated to the 377 SFS/CC. The SF member requesting the action will provide a written statement justifying the request. Offenders may not request the 377 SFS/CC to void the citation. The authority to void the CVB Form 1805 for criminal offenses is delegated to the DFC with coordination from the SJA.

4.8.4.2. **(Added)** CVB Form(s) 1805 can only be voided for cases of mistaken identity or obvious legal error. If the violation notice was issued to the offender or processed and sent to the CVB, the violation notice can only be dismissed by the US Magistrate Court.

4.8.9.6.1. **(Added)** SJA upon consultation with the AUSA, New Mexico Children, Youth and Families Department (NM CYFD) (if applicable) and the DFC will recommend punitive or administrative actions for the 377 ABW/CC to consider, based on the seriousness of the offense and age of the juvenile.

4.9.2.1. **(Added)** The 377 SFS/CC will appoint VWAP coordinators from the 377 SFS/S3 in writing and provide the letter to the 377 ABW/SJA VWAP Coordinator. These coordinators will be responsible for the 377 SFG VWAP program.

4.9.4.2.1. **(Added)** When requested, the 377 SFS/S2R will generate the AFJIS summary report and provide it to the 377 SFS VWAP Coordinator. The 377 SFS VWAP Coordinator will develop a tracking system to ensure all DD Forms 2701, Initial Information for Victims and Witnesses of Crime, are properly accounted for and reported. The AFJIS report will be compared to the tracking system and discrepancies will be corrected.

4.9.4.4.1. **(Added)** The 377 SFS VWAP Coordinator in conjunction with the 377 ABW/SJA VWAP Coordinator will develop an attachment to the DD Form 2701 that provides the information required in paragraphs 4.9.4.3 and 4.9.4.4.

4.12. The 377 SFS/CC will. Develop procedures for the issuance and enforcement of civilian and military protective orders.

8.1.1.1.1. **(Added)** The 377 ABW/JA will notify the 377 SFS/S2R and 377 SFS/S2I when a CDI or Informal Inquiry conducted by a CC qualifies for criminal indexing. The 377 SFS/S2R will be responsible for ensuring the collection and submission of DNA and/or fingerprints is conducted and an AFJIS report is accomplished.

8.5.1.1. **(Added)** An AFJIS report will be accomplished when a military member is incarcerated by civilian authorities, regardless of the nature of the offense.

8.12.2.1. **(Added)** The 377 SFS/CC and 377th Weapons System Security Squadron (WSSS) CC will implement procedures to ensure incident reports, citations, field interview cards etc. that are completed during an AFJIS outage are transcribed into AFJIS when functionality is restored.

8.12.3. **(Added)** The 377 SFS/CC and 377 WSSS/CC will implement procedures to ensure SF blotter entry titles comply with Attachment 3 of DAFI31-115.

9.6.1.5.1. **(Added)** The following leadership positions/organizations are authorized to receive the official signed blotter on a daily basis:

9.6.1.5.1.1. **(Added)** Wing CCs, Vice Wing CCs, Command Chief Master Sergeants, Wing Director of Staff, or equivalent leadership positions.

9.6.1.5.1.2. **(Added)** Group CCs, Deputy Group CCs, and Group Senior Leaders or equivalent leadership positions.

9.6.1.5.1.3. **(Added)** Selected members of the 377 ABW/SJA as determined by the 377 ABW/JA.

9.6.1.5.1.4. **(Added)** Selected members of Air Force Office of Special Investigation (AFOSI) Det 814 as determined by the Detachment CC/Special Agent in Charge.

9.6.1.5.2. **(Added)** The 377 SFS/CC is delegated the authority to approve distribution of the official signed blotter to other individuals/organizations. Request must be made in writing and include a justification.

9.6.1.5.3. **(Added)** Units will establish an organizational mailbox capable of receiving encrypted e-mail to receive the blotters.

9.6.1.5.4. **(Added)** The 377 SFS/S3O will be responsible for providing blotter entries to organizations for incidents that fall under their program purview (e.g., SE, EO, FAP, CVS) within 24 hours (or the next duty day) of the incident.

9.6.1.7.1. **(Added)** An AFJIS report will be accomplished when a military member is incarcerated by civilian authorities, regardless of the nature of the offense.

9.6.2.1. **(Added)** A copy of the NCIC print out will be attached to all citations/incidents reports and forwarded to the 377 SFS/S2R.

10.14.1.1. The 377 MSG/CEF will respond to all incidents involving suspected opioid overdoses and administer Naloxone if required.

13.3.3.3.1. **(Added)** Evidence with an aggregate value of less than \$500.00 USD seized as a result of a larceny by a non-military offender (e.g., dependent, retiree, civilian employee) from any Army & AAFES, Non-Appropriated Funds (NAF), DeCA entity, or from a private source will be receipted/accounted for via AF Form 52, Evidence Tag photographed, and returned to the agency/owner. The SJA will be consulted for disposition in all cases of government property theft, regardless of value or offender affiliation. Photographs will be included in the incident report.

13.3.3.6.3. **(Added)** BDOC Controllers will maintain positive control of evidence that cannot be placed in temporary storage until it can be released to an investigator. BDOC Controllers will ensure the Chain of Custody on the AF Form 52 or in the EMP when fielded, is properly completed.

13.3.6.1. **(Added)** The New Mexico Department of Public Safety (NMDPS) Crime Laboratory Evidence Receipt will be used for all evidence submitted to the New Mexico State Crime Lab.

13.7.1. **(Added)** Item disposition approval must be obtained from the 377 ABW/SJA prior to disposition. Evidence disposition witnesses must corroborate the items identified for disposition and sign the evidence log identifying the disposition of each item; i.e., destruction, returned/turned over to government use, donation to private/military charity. Once evidence disposition is approved by SJA, items of value, where the owner cannot be located or ownership of the item cannot be proven, will be disposed of IAW the provisions in Department of Defense Manual (DoDM) 4160.21V1, Defense Materiel Disposition: Disposal Guidance and Procedures, or as approved by SJA.

13.10.3. **(Added)** The NMDPS Crime Laboratory Evidence Receipt will be used for all evidence submitted to the New Mexico State Crime Lab.

13.13.3. **(Added)** BDOC Controllers will maintain positive control of suspected drugs until they can be released to an investigator. BDOC Controllers will ensure the Chain of Custody on the AF Form 52 or in the EMP when fielded, is properly completed.

13.16. (Added) Lost, Found, and Acquired Property.

13.16.1. **(Added)** All lost, found, and acquired property will be collected using the AF Form 52. Items will be logged into inventory and accounted for using a permanently bound log book. A blotter entry will be accomplished for all lost, found, or acquired property turned into or received by the BDOC.

13.16.2. **(Added)** Dispose of abandoned or found property with a value of more than \$100.00 according to the recommendations of the Property Disposal Board. The board may designate that property be given as a donation to a non-appropriated fund institution, such as the auto hobby shop, military, public, or private charity, or converted to military use.

13.16.3. **(Added)** Items such as toiletry articles, keys, cosmetics, used or soiled personal items, undergarments, and other items having no value except to the original owner will be listed on the property inventory and maintained for a period of 45 days. If not claimed, the aforementioned property is excluded from the expanded processing for lost, abandoned, or unclaimed property and will be destroyed. Items that are unsanitary or pose a health risk will be documented and destroyed immediately. If an owner is identified, mail the property to the owner using certified or registered mail within 30 days. Evidence items deemed to present bio hazard or environmental dangers to personnel may be disposed immediately with the written approval of SJA. List found contraband or paraphernalia on the property inventory and destroy immediately. After 45 days, abandoned or

found property with a value of less than \$250 may be donated to a non-appropriated fund institution, military, public, or private charity, or converted to military use without convening the Property Disposal Board. Obtain a receipt from the donation for property tracking purposes. Immediately return abandoned or found government property to the unit identified as losing the property or to base supply. All unclaimed firearms or firearms taken as evidence that are not to be returned to the owner will be released to a civilian LEA for destruction. An SF Investigator will witness and document the destruction of these items. Drugs and drug paraphernalia may be turned over to the Albuquerque Police Department (APD), Crime Lab, Drug Enforcement Agency (DEA), or other civilian LEA for destruction. With written approval from SJA, 377 SFS/S2I may maintain a small amount of marijuana to be used for controlled burns and narcotic identification kit training.

13.16.4. **(Added)** All abandoned vehicles will be disposed through transfer of possession to a towing company tasked with removal of vehicles at the request of SF. The towing company is responsible for complying with state laws governing the transfer of unclaimed vehicles. The registered owner of the vehicle is responsible to the towing company for any cost related to the impoundment of the vehicle. All correspondence related to the vehicle removal will be maintained by 377 SFS/S2I for a period of one year from the removal date of the vehicle. Additionally, the 377 SFS/S2I retains primary responsibility for the removal of abandoned vehicles on Kirtland Air Force Base (KAFB).

13.16.5. **(Added)** Unclaimed funds turned in and stored as found property will not exceed \$100.00 in the aggregate. Funds seized as evidence may be stored up to an amount not to exceed \$10,000.00 in the aggregate, provided the SJA approves the need to maintain the funds as evidence. The DFC will make a needs-based determination should circumstances require the temporary storage of larger amounts. At a minimum, funds in an amount larger than \$10,000 must be stored in a General Services Administration (GSA)-approved Class 5 security container.

14.1.4. **(Added)** Additional responsibilities of the 377 SFS/S2I include, but are not limited to:

14.1.4.1. **(Added)** Prepare and conduct case status updates monthly or as required for briefing with the 377 ABW/CC.

14.1.4.2. **(Added)** SFG Hostage/Crisis Negotiations Team Leader/Coordinator and Protest/Demonstration Processing Team Leader, ensuring training and program oversight.

14.2.2.1. **(Added)** The 377 SFS/CC will make the final determination to accept the case transfer, if needed.

14.2.3.1. **(Added)** The 377 SFS/CC is delegated the authority to accept from and/or assist AFOSI with cases not listed under SF Investigations purview in, AFI 71-101V1, Criminal Investigations Program.

14.7.1.3. **(Added)** Due to the scarce availability of MPI training slots, Investigators who have not completed the MPI course may be issued the AF Form 688A, Security Forces Investigator Credential, or AF Form 688B, Security Forces Detective Credential, once all core tasks on the SF Investigations AF Form 797, Job Qualification Standard Continuation/Command JQS, are completed and certified by the investigations supervisor. Credentials will be maintained by the 377 SFS/S2I Lead Detective/NCOIC and issued only for official purposes.

14.7.3.1. **(Added)** The NCOIC Security Forces Investigations/Lead Detective will be responsible for the control, protection, and accounting of AF Forms 688A and 688B.

14.9.4. **(Added)** The 377 SFS/CC is delegated the authority to approve/authorize the civilian clothing allowance.

14.9.5. **(Added)** SF investigators/detectives will wear civilian clothes on a day to day basis. Civilian clothes worn by investigators/detectives will be serviceable and in good taste. Investigators/detectives will maintain a service dress uniform or serviceable dress suits for court appearances. Investigators will maintain a duty uniform with respective rank and identification tapes and gear readily available to support responses requiring them to be in uniform. Due to the primary mission at KAFB, military investigators will respond to Unit/Group/Wing recalls in Operational Camouflage Pattern (OCP) Uniform along with issued alert duty gear.

14.9.5.1. **(Added)** The DFC approves SF Investigators to store duty weapons within their duty section IAW DAFI 31-115 and DAFI 31-101, Integrated Defense (ID). Arming/storage procedures are as follows:

14.10.1.3. **(Added)** Arming will be conducted by a minimum of two SF personnel knowledgeable of clearing procedures. A check of the arming roster is mandatory in all instances. At KAFB, the Chief of Investigations and Intelligence, Lead Investigator, or NCOIC retains the same discretionary arming authority as an SF Operations Flight Sergeant and can dictate verbally or in writing when 377 SFS/S2I personnel will be armed to perform official duties. Responsibility to verify personnel arming status resides with these individuals. Non-duty arming will be accomplished with pre approval of Chief of Investigations and Intelligence, Lead Investigator, or NCOIC and 377 SFS/CC. Investigators will exchange their AF Form 523, USAF Authorization to Bear Firearms weapons card for their duty weapon upon arming; however, Investigators will carry the AF Form 523 at all times when carrying a concealed government issued weapon. AF Forms 523 will also include the statement "Valid at KAFB only" on the back of the card. Additional armed personnel will be required to complete an AF Form 1297, Temporary Issue Receipt.

14.10.2.1. **(Added)** Non-Credentialed investigators will carry their Common Access Card in lieu of credentials.

14.10.3.1. **(Added)** Non-Credentialed investigators will carry their Common Access Card in lieu of credentials.

14.10.4.1. **(Added)** The 377 SFS/CC is delegated the authority to approve concealed carry for investigators.

14.10.5.1. **(Added)** Storage. Duty weapons will be stored in a class 5 safe located within the Investigations evidence room. All weapons will be secured with trigger locks. The safe combination will be maintained by the Lead Detective, Lead Investigator or Chief of Investigations and Intelligence and will be changed anytime there is a change of personnel. Investigators who have their arming status suspended/removed will be prohibited from accessing the weapons drawer at any time and will surrender their weapons card and AF Form 523 and weapons lock keys and will not assist in arming/clearing other investigators until their arming status is reinstated.

14.31.3.1. **(Added)** On 29 March 2022, the AFGSC Director of Operations and Communications approved a Tier 1 waiver request authorizing the use of the TruNarc™ Handheld Narcotics Analyzer for presumptive field testing at KAFB. The following requirements will be implemented:

14.31.3.1.1. **(Added)** The 377 SFS/CC Will:

14.31.3.1.1.1. **(Added)** Procure sufficient PPE to outfit and resupply unit requirements. As a minimum PPE will consist of Nitrile gloves in various sizes, N95 or superior mask, Safety glasses/goggles (eyeglasses, prescription or otherwise are not acceptable), chemical resistant suit (paper), chemical resistant booties (paper).

14.31.3.1.1.2. **(Added)** Ensure all squadron personnel are trained on the following:

14.31.3.1.1.2.1. **(Added)** The proper wear, use, maintenance, limitations, removal, and disposal of PPE.

14.31.3.1.1.2.2. **(Added)** Recognition/identification of possible illicit drugs and other hazards. How to recognize the form and determine the quantity of illicit drugs. How to recognize situations that may cause illicit drugs to enter the air. How to safely collect, handle, process, and store evidence that may be contaminated by illicit drugs. What the potential exposure routes are for illicit drugs. How to recognize the signs and symptoms of poisoning from an illicit drug exposure. When and how to seek medical help. Decontamination procedures.

14.31.3.1.1.3. **(Added)** Develop a unit instruction establishing procedures for the following:

14.31.3.1.1.3.1. **(Added)** Training requirements, PPE utilization/use, procedures for conducting searches/inspections of vehicles, buildings, dormitories, offices, large containers, open areas, etc.

14.31.3.1.1.3.2. **(Added)** Security Forces Investigations (S2I) use of the TruNarc™ Narcotics Analyzer.

14.31.3.1.2. **(Added)** The 377 MSG/CEF will:

14.31.3.1.2.1. **(Added)** When requested by BDOC dispatch a unit to the incident capable of administering Naloxone to personnel in the event of an exposure to a narcotic substance.

14.31.3.1.2.2. **(Added)** In the event fentanyl or other dangerous substance is detected assume Incident Command and initiate a HAZMAT response.

14.31.3.1.2.3. **(Added)** Assist with decontamination of effected personnel as needed.

16.9.1. **(Added)** The 377 ABW/SJA will organize and manage the KAFB Armed Forces Disciplinary Control Board (AFDCB).

JASON F. VATTIONI, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

DAFI 31-101, *Integrated Defense (ID)*, 24 Mar 2020

DAFI 31-115_DAFGM2021-01, *Law and Order Operations*, 18 Aug 2020

DoDM 4160.21V1, *Defense Materiel Disposition: Disposal Guidance and Procedures*, 22 Oct 2015

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

Abbreviations and Acronyms

377 SFS/S2I—377th Security Forces Squadron Investigations Section

377 SFS/S2R—377th Security Forces Squadron Reports and Analysis

ABW—Air Base Wing

AFDCB—Armed Forces Disciplinary Control Board

AFLETS—Air Force Law Enforcement Terminal System

AFOSI—Air Force Office of Special Investigation

APD—Albuquerque Police Department

AUSA—Assistant United States Attorney

CC—Commander

CUI—Controlled Unclassified Information

DAFI—Department of the Air Force Instruction

DEA—Drug Enforcement Agency

DoDM—Department of Defense Manual

DRE—Drug Recognition Expert

DUI—Driving Under the Influence

FOIA—Freedom of Information Act

FPIT—Force Protection Intelligence Training

GSA—General Services Administration

IAW—In Accordance With

ID—Integrated Defense

KAFB—Kirtland Air Force Base

LEADS—Law Enforcement Agency Data System

LEA—Law Enforcement Agency

LES—Law Enforcement Sensitive

MSG—Mission Support Group

NAF—Non-Appropriated Funds

NLETS—National Law Enforcement Terminal System

NM CYFD—New Mexico Children, Youth and Families Department

NMDPS—New Mexico Department of Public Safety

NMLETS—New Mexico Law Enforcement Terminal System

OCP—Operational Camouflage Pattern

PA—Privacy Act

PII—Personally Identifiable Information

RDS—Records Disposition Schedule

SFG—Security Forces Group

SFS—Security Forces Squadron

TAC—Terminal Agency Coordinator

WSSS—Weapons System Security Squadron