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Security

341ST SPACE WING DEPLOYMENT
WEAPONS ARMORY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This is the initial publication of this instruction. This instruction provides specific guidance for the operation of the Space Wing Deployment Weapons Armory. It covers all aspects of the day-to-day mission and any contingency situations. The established guidelines for security, storage, accountability, issue/turn-in, handling of weapons, munitions and associated equipment are the responsibility of all personnel. This operating instruction will be used in conjunction with AFI 31-207, *Arming and Use of Force by Air Force Personnel*, AFMAN 31-229, *USAF Weapons Handling Manual*, AFI 31-101, *The Air Force Installation Security Program*, 341SWI 31-101, *Installation Security Instruction*.

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1. Entry Controls and Procedures. Strictly control and limit armory visitors to official business only. The primary or alternate Arms, Ammunition and Explosives (AA&E) monitors, Unit Deployment Managers (UDM) and squadron weapons custodians will provide control over all individuals entering/exiting the facility. All personnel on the armory Entry Authorization Letter (EAL) with two asterisks (***) next to their name have the authority to escort personnel wanting to enter the armory. Individuals with one asterisk (*) by their name are authorized to escort only those personnel on a posted EAL or in the performance of official duties. Tours or visitations must be cleared through the primary or alternate AA&E monitors.

1.1. During normal operations, the number of personnel allowed access to the armory will be two armorers and one visitor IAW established AF IMT 2047, **Explosive Facility License**. The number may change during contingency actions based upon the armorers determination.

1.2. Personnel requesting entry to the deployment weapons armory will contact the primary or alternate AA&E monitors located in room A118. The individual will then present their DD Form 2/2AF or any other form of government identification to the AA&E monitor who in turn will check their information against the EAL. Personnel who are not listed on the EAL will not be granted access to the deployment weapons armory without prior coordination with the individuals work center. All visiting personnel are required to receive a safety briefing located on the AF IMT 1109, **Visitor Register Log**, clipboard and, once briefed, enter all information on the AF Form 1109/Visitor Register Log prior to entry into the armory. Escorted personnel will be monitored at all times while inside the armory.

1.3. The door to the deployment weapons armory, when open for issue or turn-in, will remain open at all times. If for any reason an armorer should become incapacitated, contact the 911 Dispatch Center and the primary and/or alternate AA&E monitors immediately.

1.4. If for any reason the primary or alternate AA&E monitors or any of the squadron weapons custodians cannot be reached, and emergency entry is required, then the 341st Logistics Readiness Squadron will post a sentry at the armory. Once armory personnel arrive, a complete inventory will be accomplished and security will be taken over by staff personnel.

2. Armory Protection. On-duty armorers are required to be armed at all times. The primary weapon will be the M-9 (9MM), with 30 rounds of ammunition.

2.1. If the installation increases its security posture due to advanced warning of a possible or actual threat on base, all staff personnel will be armed. Increase security vigilance by monitoring individuals outside of the facility, watching for unattended items. No bags/brief cases will be allowed in room A113. Additionally, verify the security status of personnel prior to opening the armory door.

2.2. Weapons racks may remain unlocked anytime there is at least one armed individual inside the facility. In the event of facility evacuation, all racks will be locked.

2.3. Keys and locks to weapons and containers will be controlled at all times. The 341 LRS/CC will designate in writing the key and lock custodians; they will monitor custody, handling, and control of all armory keys. Personnel authorized access to keys and locks will be identified in writing.

2.4. Inventory and account for keys each time the deployment weapons armory door is opened. Weapons custodians and armorers will sign keys in and out on the AF IMT 2432, **Key Issue Log**. Keys that are not in use will remain in the wall key cabinet. Key inventories will be conducted semiannually by the primary and/or alternate AA&E monitors and the key and lock custodian with the results being documented in writing.

2.5. The door alarm to the facility will remain in the access mode as long as there is at least one armed armorer on duty inside the facility. The facility will be placed in the secure mode when there are no armorers present.

2.6. Duress alarm tests will be conducted on a weekly basis with the 911 Dispatch Center. Every Wednesday, test all the facility's duress alarms. The first Wednesday of each month, the primary or alternate AA&E monitors will test the entire alarm system. Annotate checks on the AF IMT 2530, **Alarm Test Record**.

2.7. If any portion of the alarm system is found to be inoperable, immediately notify alarm maintenance (ext 6238) with the discrepancy. If the entire system is down for any length of time, conduct hourly status checks with the 911 Dispatch Center. In the event of three alarm failures within a 24 hour

period, 341 LRS/LGRR will provide security until the fault is repaired and normal alarm operations resume.

2.8. Authentication codes are assigned to all armory personnel. The primary or alternate AA&E monitors will change them every 90 days or sooner if compromised. The authentication codes will be authenticated by the 341 LRS/LGRRR, Security Manager, and copies will be maintained at the 911 Dispatch Center. Only assigned staff personnel will have access to authentication codes.

2.9. Authentication must be accomplished anytime the security status of the facility is in question, the alarm system is tested, when the 911 Dispatch Center receives an alarm, or when securing the entrance door alarm. Once the door is placed into secure mode, armorers will have to authenticate each time they enter or exit the armory. The 911 Dispatch Center dispatcher will pass you a portion of your assigned code, and you will give the remainder of the number.

2.10. All personnel will be knowledgeable of the current duress words and how they are used.

3. Alarm Duress Situations. During an unauthorized entry attempt, indication of duress, or attempted robbery, take the following actions: Without drawing attention to your actions, activate the duress alarm immediately. Ask the individual for their demands while committing their physical characteristics to memory. Due to the physical make up of the armory, it may be impossible to secure the door; therefore, protection of assets are authorized IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*. Notify the facility of the situation and secure the armory. Fill out the **Anti-Robbery Checklist**, AF IMT 439.

3.1. Inform the 911 Dispatch Center of the situation by relaying the information from the AF IMT 439. Do not erase it until the investigation is completed. Secure the crime scene by using any available personnel. If they handed you any items, secure them as evidence to protect any fingerprints.

3.2. Bomb threats received when working in the armory will be handled in the following manner:

3.2.1. Keep the individual on the line for as long as possible

3.2.2. Do not hang up the phone until the situation has been terminated

3.2.3. Notify all on-duty armorers of the situation and secure the armory

3.2.4. Do not allow any radio transmissions in or around the armory

3.2.5. Evacuate all non-essential personnel from the armory/BLDG

3.2.6. Fill out the bomb threat checklist (AF form 440)

3.3. Notify the 911 Dispatch Center of the situation by relaying the information from the checklist. Make every attempt to notify the rest of the building. Keep all agencies updated as the situation progresses. The fire chief will make the decision to evacuate.

3.4. If a fire should break out within the facility, it will be everyone's responsibility to fight it. One person will immediately notify the fire department of the situation. Relay the type of fire and location, along with the actions being taken at the time. The senior person on scene will make the determination to evacuate.

3.5. Notify the 911 Dispatch Center of the situation.

4. Emergency Evacuations. In the event it is deemed necessary to evacuate the armory, the following measures will be taken. Working together as a team, one armorer will make the necessary notifications, (911 Dispatch Center and the primary or alternate AA&E monitors, stating the reason for evacuation). Another armorer will verify that all racks and containers are secure. Safety of personnel, and preserving life are the primary concerns.

4.1. Secure the armory door. Upon return to the armory, a 100% inventory will be conducted on the entire facility before ANY transactions occur.

5. Weapons Authorization. All personnel must be qualified to carry their assigned weapon. Each individual will be identified on a current weapons qualification roster provided by their respective UDM or weapons custodian. The roster will be updated quarterly or more frequently as required. If for any reason an individual is not on the current qualification roster, they will not be armed until an updated addition sheet is accomplished and signed by the appropriate squadron commander.

5.1. Individuals who have the authorization to arm personnel must be identified on the DD Form 577, **Signature Card**. Squadron security managers are required to review their unit's DD Forms 577 semi-annually for accuracy. Their signature must be the same on all arming rosters. Each squadron will provide 341 LRS/LGRRP with an updated arming roster semi-annually. Each time a roster is turned in, it is the primary or alternate AA&E monitors responsibility to verify the signature. If the authorized signer personally turns in the roster, the signature can be a copy; if anyone else turns in the roster, one copy has to have an original signature.

6. Weapons Denial. Any individual who is currently identified on the No Arm letter, has been drinking 8 hours prior to duty, or is acting in an irresponsible manner will be denied access to their weapon(s). They will not be granted access until the situation has been resolved.

6.1. Unit commanders have the final authority in the denial or issue of any weapon.

6.2. Each squadron will provide 341 LRS/LGRRP with an updated No Arm letter by COB of the last duty day of each month.

6.3. If an armorer detects the smell of an alcoholic beverage on a customer's breath, he/she will notify the individual's UDM or weapons custodian, and weapons issue will be denied.

6.4. It is the responsibility of all armory personnel to refuse issue of firearms or munitions to any personnel who are believed to be emotionally or physically incapable of bearing arms. The flight leadership will have to vouch for anyone who is questionable. If the individual's squadron leadership takes responsibility for the individual, only then will that individual be armed.

7. Weapons Issue. One individual will be allowed at the issue/turn-in door at a time. Prior to issuing anyone a weapon, the individual must be properly identified, either by personal recognition or by checking his or her DD Form 2/2AF. If they do not have their ID card, their supervisor must be present at the armory to verify the person's identity.

7.1. Verify qualification date and complete all blocks on the weapons receipt prior to the designated arming time. If there are any questions about an individual's current qualifications contact their respective UDM. These items must be confirmed prior to issuing personnel a weapon.

7.2. Armorers are responsible to ensure that a clearing barrel supervisor is in place and wearing safety goggles before issuing any weapon. If no clearing barrel supervisor is available, the armorer will not

issue the weapon. Once the weapon is issued, the individual will proceed directly to the clearing barrel at port arms or raised pistol and properly clear the weapon. The individual will then holster or sling the weapon as necessary.

8. Issue Priority. The primary or alternate AA&E monitors, if available, will take charge of the clearing room to ensure the safe and timely flow of personnel. However, if commitments within the Deployment Control Center prevent the primary and alternate AA&E monitors from fulfilling this role, the wing's weapons custodians will assume this role. They will be the clearing barrel officials and will maintain control of the number of personnel allowed in the clearing room.

9. Arming Times. Unit personnel participating in Mobility or Field Training Exercises will draw their weapons according to the times established by the Deployment Schedule of Events.

9.1. Unit Deployment Managers will contact 341 LRS/LGRRP, Contingency Planning and Training section to coordinate arming personnel scheduled to deploy in support of an AEF or other contingency deployment.

10. Weapons Turn-In. All weapons turn-ins will be coordinated with 341 LRS/LGRRP, Contingency Planning and Training section, prior to arriving at the weapons vault. This will prevent delays when turning in weapons and ensuring that the proper personnel are available to monitor turn-in procedures. Each Individual is responsible to maintain their issued assets in a clean and operational status. If an item is missing, and/or in need of repair, it is each individual's responsibility to bring it to the attention of the their respective weapons custodian. By doing so, those items can be replaced and maintenance performed to ensure the operational status is maintained. All personnel will turn-in their own equipment, unless there is an in-field emergency.

10.1. When individuals return to the armory, they will be required to properly clear their weapons as outlined in AFMAN 31-229 and the posted clearing procedures. Responsible clearing barrel supervisors are needed to ensure proper clearing procedures are strictly adhered to. Armorers are responsible to monitor the clearing room for compliance of safety standards, i.e., personnel proceeding to the armory window at port arms, no gloves on while clearing or turning in the weapon.

10.2. Any deviation from the established procedures must be coordinated through the primary or alternate AA&E monitors.

10.3. All weapons will be clean prior to turn-in. The following information will identify the required cleaning standards and will be complied with at all times:

10.3.1. Weapons will be free of all carbon in accessible areas.

10.3.2. Weapons will be free of excessive dust, dirt, and oil.

10.3.3. Barrels will be cleaned with a bore brush and patches.

10.3.4. Weapon sights will be dust free and lightly oiled.

10.4. Upon return of any weapons to the armory, the weapons custodian will ensure all weapons are properly cleaned and a functional check has been accomplished.

10.5. Weapons being returned will be checked for cleanliness and serviceability. Any items missing or damaged will be brought to the attention of the respective weapons custodian. The customer will be

required to complete an AF IMT 1168, **Statement of Suspect/Witness/Complainant**. A report of survey will be accomplished, as needed.

11. Inventory Requirements. Physical inventories will be conducted each time the facility is opened but not less than once per calendar week IAW AFI 31-101. All inventories will be documented on AF IMT 1473, **Gun and Equipment Room Inventories** or equivalent computer generated form. Local computer generated forms should include the weapon type, quantities, date inventoried, and individual conducting the inventory. Dispose of forms IAW AFMAN 37-139.

12. Facility Care and Cleaning. All assigned personnel are responsible for maintaining the armory in the very best of care. The armory will be cleaned as necessary after issuing or returning weapons; the facility's trash will be removed, the floors swept and mopped, and the weapon racks will be dusted and wiped down with appropriate cleaner.

13. Information Dissemination. All inquiries concerning the armory and its alarm system will be forwarded to 341 LRS/LGRRP, Contingency Planning and Training section. All weapons inquiries will be forwarded to the respective unit's weapons custodian.

14. Annual Training. All armory staff personnel are required to attend annual training to attain the skills necessary to apply security techniques IAW AFI 31-101 Chapter 7. The 341st Security Forces Group will conduct this training on an annual basis. To schedule annual training contact 341 SFG/SFRP, ext 4344.

15. Forms Adopted. This instruction adopts AF IMT 439, **Anti-Robbery Checklist**; AF IMT 1109, **Visitor Register Log**; AF IMT 1168, **Statement of Suspect/Witness/Complainant**; AF IMT 1473, **Guns and Equipment Room Inventories**; AF IMT 2047, **Explosive Facility License**; AF IMT 2432 **Key Issue Log**; AF IMT 2530, **Alarm Test Record**; and DD Form 577, **Signature Card**. See the prescribing directive for each IMT/form for completion instructions.

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