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Security

MUNITIONS STORAGE AREA SECURITY

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(CMSgt Terry L. Snyder)
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This instruction supports AFD 31-1, *Physical Security*. It establishes procedures for the security of the 442d Munitions Storage Area. These procedures apply to all personnel assigned to the 442d Maintenance Group and 442d Operations Group. Supervisors, superintendents, and flight chiefs are responsible for ensuring compliance with this instruction.

SUMMARY OF REVISIONS

This revision incorporates changes to AFI 21-201, *Management and Maintenance of Non-nuclear Munitions*, and updates references and format. A (I) indicates revisions from previous edition.

1. Location of Operations.

1.1. Location of operations is the 442d Munitions Storage Area, Buildings 1120, 1141, 1142, 1143 and Gates 1, 2 and 3.

2. Emergency Procedures For Robbery Attempt

2.1. If an unauthorized person attempts to gain entry by force, remain calm and do not resist. Call 911 by telephone, call Munitions Control or Maintenance Operations by portable radio or use the duress procedures that are briefed to each individual during the initial access briefing, when safe to do so.

2.2. Memorize a description of the suspect(s), if possible, taking note of his/her approximate height, weight, color of hair, clothing description and any other distinguishing features. A description of the weapon(s) used by the intruder is also necessary.

2.3. Make particular note of any area which the suspect(s) touches and preserve those areas by not letting anyone else in or near the crime scene (robbery area) pending the arrival of Security Force member or investigators.

- 2.4. Obtain a description of vehicle used and the direction of travel if possible.
- 2.5. Do not discuss the incident with anyone until interviewed by police authorities.
- 2.6. Complete AF Form 439, **Robbery Aid**, by both victims and witnesses to record pertinent robber data. Completed AF Form 439 will be given to the first Security Force member on the scene.

3. Security

3.1. The 442d Munitions Storage Area is equipped with the Advanced Entry Control System (AECS) on Gates 1 and 2, and the Integrated Commercial Intrusion Detection System (ICIDS) on Buildings 1141, 1142, and 1143. Security Lighting is provided by means of a Photo Cell activated system (Dusk to Dawn) and should remain on the automatic setting at all times unless the automated system is not functioning. When the automatic system is not functioning the lighting system can be activated in the manual mode and will be turned on at dusk and off at dawn. Security lighting that is not functioning will be reported to the building custodian and called in as an urgent work order.

3.2. The entire AECS/ICIDS system has a six hour battery back-up system to keep the system operational during power outages. When alarms or alarm system failures occur, the Law Enforcement Desk Sergeant will contact unit personnel identified in the Emergency POC letter. This person will respond directly to the area and assume surveillance over structures where alarms are out of service, staying until alarms are repaired.

3.3. Any malfunction of the AECS/ICIDS system should be reported to the Security Forces LE desk. Security Forces personnel will be responsible for notifying contractor and maintenance personnel. Any system problems must be reported as soon as possible so corrective actions can be immediately initiated. Any questions, problems, concerns or suggestions concerning the AECS/ICIDS system can be directed to the Controlled Area Monitor who in turn can contact the 509 SFS/SFOW (System Manager), if necessary.

3.4. Entry into AECS and ICIDS areas requires the use of personal 5 digit codes called Personal Identifier Numbers (PIN) and an AECS Entry Credential. The Entry Credential used by the 442d Munitions Storage personnel will be the restricted area badge that is required by all personnel assigned.

3.5. Personnel authorized entry access to the controlled area will be identified by an Entry Authority List (EAL), signed by the Commander, which will be kept on file in the 442d Maintenance Squadron Munitions Control and sent in turn to the 509 SFS/SFAP. The EAL will be updated as needed. Those persons authorized to access/secure structures will be identified by an AF Form 2586, **Unescorted Entry Authorization Certificate**, and signed by the Commander prior to Pass and Registration encoding their AECS badge with the facility access codes.

3.6. Personnel not on the EAL will sign in/out on the AF Form 1109, **Visitor Register Log**, in Munitions Control after recognition and credential verification. Munitions Control will keep visitor records for a minimum of 90 days. Visitors will be escorted at all times by someone on the EAL.

3.7. If a structures risk code changes, Munitions Control will contact Resource Protection Program Manager (RPPM), by telephone and follow up with a letter if required.

3.8. During periods of increased threat conditions the following procedures will be followed.

3.8.1. Force Protection Condition Alpha

3.8.1.1. Secure buildings, rooms and storage structures not in regular use.

3.8.1.2. Review anti-terrorism and security plans.

3.8.1.3. Ensure all personnel working in or near the Munitions Storage Area are extra vigilant to detect unauthorized personnel or vehicles or suspicious acts, packages or personnel. Report questionable situations to Security Forces.

3.8.1.4. In addition to the normal security lighting, during hours of darkness the covered trailer storage area lighting will be turned on.

3.8.1.5. Munitions Control will dispatch personnel to post Force Protection Condition visual aids at Gates 1 and 2.

3.8.1.6. Physically check fence line at beginning and end of duty day.

3.8.2. Force Protection Condition Bravo

3.8.2.1. Inspect interior and exterior of buildings in regular use for suspicious packages at the beginning and end of the duty day and during the day as directed by the Senior Munitions Supervisor.

3.8.2.2. Munitions movements or deliveries will be limited to mission essential only.

3.8.2.3. Conduct fence line inspections at beginning and end of duty day.

3.8.2.4. Visitors' hand carried items and vehicles will be inspected prior to entering the area.

3.8.2.5. Implement remaining Force Protection Condition Alpha items.

3.8.3. Force Protection Condition Charlie

3.8.3.1. Conduct inspections of exterior of buildings and parking areas every four hours.

3.8.3.2. Conduct fence line inspections at four hour intervals.

3.8.3.3. At four hour intervals inspect buildings, rooms, and storage areas not in use.

3.8.3.4. Close and lock all but one entrance to buildings where possible and require voice or sight recognition or identification before allowing personnel to enter. If individual cannot be identified do not allow entry and call 911.

3.8.3.5. Limit visitors to mission essential personnel. Clear visitors through Senior Munitions Supervisor.

3.8.3.6. Implement remaining Alpha and Bravo actions.

3.8.4. Force Protection Condition Delta

3.8.4.1. Do not leave the immediate work area.

3.8.4.2. Implement the remaining Alpha, Bravo and Charlie actions.

4. Lost Or Stolen Restricted Area Badge Procedures

4.1. During duty hours, immediately notify unit security manager or commander, and Pass and Registration of badge loss.

4.2. During non-duty hours, immediately notify the law enforcement desk at Ext. 3700.

4.3. The unit security manager will obtain a written statement from the individual identifying the circumstances that led to the loss of the badge as well as efforts made to locate it. The unit security manager will submit the statement and report of investigation, including a recommendation for reissue, if required, to the Chief, Security Forces or designee with the original AF Form 2586 attached.

4.4. If the holder of a Restricted Area Badge (RAB) has a Special Security File initiated, their RAB will be confiscated, and they will no longer have unescorted access to the controlled area.

5. Gate Control Procedures For The 442 Munitions Storage Area

5.1. Gate 1 (automatic vehicle gate) and Gate 2 (personnel gate) to the 442d Munitions Storage Area will be secured with S&G Combination Locks during non-duty hours. Gate 3, the alternate vehicle gate (north fence line) will be secured at all times with a keyed padlock.

5.2. The individual responsible for opening will first remove the combination locks from Gate 1 and Gate 2 to the Munitions Storage Area. The locks will be secured to the fence by the gate to prevent theft or substitution.

5.3. All individuals entering the area after the manual locks are removed will, when the light is steady amber, swipe their line badge through the card reader (mag stripe up) smoothly from left to right as indicated by the arrow on the reader. Wait for the light to flash amber. Then enter pin number and press the "asterisk". If you make a mistake while entering your pin, Press "#" to erase the incorrect PIN. If the LED illuminates Green to indicate entry granted and the gate unlocks. Open the gate and enter the area. Once the gate unlocks you should immediately pass through it. If you wait too long to open the gate, it will re-lock and you will have to swipe your badge and enter your PIN again. If you hold the gate open too long it will cause an alarm at the central processor. Do not allow another person to enter with your badge. Everyone must use his/her own badge for entry. If badge is stored in the Munitions Storage Area, individuals may be allowed in the personnel gate by recognition and verification of the EAL.

5.3.1. Care of the Magnetic Stripe Badge: A damaged badge can prevent you from gaining access to secured areas. The following precautionary measures will help to avoid such an occurrence. Do not wear badges at waist level or on the belt; the badge can bend or fray and entry may be prevented. Wear badge on the upper part of your body. Do not bend, alter or put pins on your badge. Keep badge clear of all magnets. Do not store your badge in your wallet, or in areas of extreme heat. Occasionally wipe the badge with a clean damp cloth to remove dirt from the magnetic stripe area.

5.4. After entering the area all personnel should ensure that the gates properly close and latch after them. Alarm will be activated if gates do not close within set time limit.

5.5. As soon as possible after entering the Munitions Storage Area the individual opening the area for the day will call Security Forces to inform them of acceptance of security responsibilities.

5.6. The main vehicle gate (Gate 1) is an automatic opening and closing system. To enter the area through this gate, pull vehicle up to card reader outside of gate and follow the same procedures as above. The vehicle gate will open automatically when access is granted. The closing mechanism is activated when the vehicle is driven through an infrared beam or after a predetermined period of time with no activity.

5.7. To depart the area when it is manned, individuals may leave by government owned vehicle (GOV) through Gate 1 (the vehicle gate) or by Gate 2 (the personnel gate) by pushing the egress button at either exit. Privately Owned Vehicles (POV) is prohibited in the Munitions Storage Area.

5.8. Gate 3 on the west fence will remain locked at all times with a keyed padlock. If this gate is needed, the key may be signed out from Munitions Control and the gate may be opened and used but locked immediately upon entrance or exit. The Security Forces will be given a key for the lock on this gate to enable them to conduct security checks within the Storage Area during the 442d Munitions non-duty hours and to respond to alarms, etc. Upon changing of the lock on this gate, Munitions Control will notify the Security Forces by telephone and make provisions for ensuring they get a new key, immediately.

6. Controlled Area Monitor

6.1. Controlled Area Monitors for the 442d Munitions Storage Area will be appointed by letter by the commander, a copy of which will be sent to 509 SFS/SFAP.

6.2. The Controlled Area Monitor will be the primary security focal point for the controlled area and stored munitions. The Controlled Area Monitor is also responsible for Security Training for all personnel assigned the 442d Munitions Storage Area.

7. Key And Lock Custodian

7.1. The Commander will appoint, by letter, the key and lock custodian for the Munitions Storage Area.

7.2. The Key and Lock Custodian will be responsible for the proper storage of replacement/reserve locks, cores and keys, semi-annual key/lock inventories and maintenance of key & lock control registers.

7.3. The primary and spare keys to the locks for the 442d Munitions Storage Structures will be stored in a GSA approved safe in Munitions Control. The spare keys will be in a separate key container and secured with a combination lock inside the safe. The combination to the safe will only be known to those individuals that are authorized by letter to issue/receive keys to the munitions storage structures. The AF Form 2432, **Key Issue Log**, will be used to sign keys in and out. Primary and spare keys will be inventoried daily, if used, and weekly if not used. The inventory will be documented on the AF Form 2432. When a person loses or no longer requires access to keys to facilities, the key container combination will be changed immediately. The completed AF Form 2432 will be maintained by Munitions Control for ninety days after all entry spaces are used and replaced by a new log, if no longer required.

8. Access to Alarmed Facilities

8.1. Access to alarmed facilities will be gained by first signing out the proper key from 442d Munitions Control.

8.2. Personnel issuing keys will check the authorization letter for verification of requester's authorization to receipt for keys.

8.3. Personnel requiring entry into the alarmed facility will then swipe their line badge through the card reader for that particular facility and then enter their pin number to deactivate the alarm.

8.4. Upon receiving the proper verification that the alarm system has been deactivated, indicated by a green light on the card reader, the individual will then remove the high security lock from the door and enter as necessary. Do not leave sensitive or risk coded AA&E (Arms, Ammunition and Explosives) unattended once removed from secure storage areas.

8.5. When work is completed in the alarmed facility and prior to alarm activation for the alarmed facility, the area should be checked for security to include testing all doors physically to make sure they are locked. Dead bolt locks must be engaged on all doors on which installed.

8.6. Individual will then install the high security lock on the entrance door and activate the alarm system by swiping their line badge through the card reader and entering their pin number. Individual must then verify alarm activation by observing the amber light on the key pad.

9. Communications

9.1. Primary communications will be by telephone. All buildings in the Munitions Storage Area are equipped with telephones. Munitions Control has a direct line to Central Security Control for emergency purposes.

9.2. Backup communications will be by radio. Radios are able to contact Munitions Control or the Maintenance Operations Center for emergencies. Both systems are used on a daily basis. An emergency communications test will be done monthly by Munitions Control. The tests will be documented as follows, names of security force member contacted, time and date of test, who conducted it, and results. This information will be maintained in a log book by Munitions Control. The test will be performed during the first week of each month.

9.3. A duress condition can be sent to the Security Forces by procedures that are briefed to each individual during their initial access briefing. You will not be granted access and the Security Forces will be notified electronically and will take appropriate action. If you feel your safety is in jeopardy, after you enter your duress pin, say you made a mistake and enter your actual pin and enter. If you enter a duress code by accident, immediately call the Law Enforcement Desk (7-3700) and give the affected area, your name, RAB card number, and SSAN when asked.

10. Closing Procedures for The Controlled Area

10.1. Accomplish an inspection of all buildings and structures in the Munitions Storage Area. The inspection should include checking for security of the building to include all windows and doors and ensuring all alarm systems are activated. Check each structure's high security locks to make sure they are present and locked.

10.2. Ensure all AA&E that were removed from storage structures during that day are returned to the structure and stored properly.

10.3. Ensure all structure keys are signed back in, inventoried, documented and locked back in the safe. Annotate the SF 702, **Security Container Check Sheet**, on the safe.

10.4. The SF 701, **Activity Security Checklist**, building security checklist located in Munitions Control will then be annotated, individual will call the LE Desk to relinquish primary security responsibilities for the Controlled Area to the Security Forces and the building will be secured.

10.5. Individuals will then secure the vehicle gate (Gate 1) by installing the combination lock. They will depart the area by the personnel gate (Gate 2) at which time they will install the combination lock to secure it.

11. Random Vehicle And Personnel Checks

11.1. Random vehicle and personnel checks as required by DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, will be accomplished at a minimum of one fifteen minute period per week, times and dates will be determined by the supervisor. Personnel will be dispatched by Munitions Control to perform this function.

12. See 442d Fighter Wing Instruction 21-208, *Transportation of Munitions*.

PATRICK A. CORD, Colonel, USAFR
Commander

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

AFMAN 91-201, *Explosive Safety Standards*

AFI 21-201, *Management and Maintenance of Non-nuclear Munitions*

AFI 31-209, *Air Force Resource Protection Program*

AFI 31-210, *Air Force Anti-terrorism (AT) Program*

AFI 31-101, Vol I, *The Physical Security Program*

AFH 31-223, *The Air Force Resource Protection Program*

DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

DOD 5200.8R, *Physical Security Program*

WAFBI 31-11, *Base Security Instruction*

WAFBI 31-21, *Resource Protection Program*

WAFB, OPLAN 31

509 BW Installation Security Plan