

**5 AUGUST 2004**

**Command Policy**



**INSTALLATION SECURITY INSTRUCTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements policies directed by AFI 31-101, *The Air Force Physical Security Program, Chapter 3*. In Accordance With (IAW) *the Internal Security Act of 1950* (50 U.S.C. 797), DoDD 5200.8, *Security of DoD Installations and Resources*, and DoD 5200-8R, *The Department of Defense Physical Security Program*, this directive grants or restricts entry into installations and authorizes searches. The authority may be delegated to support group commanders. This instruction lists the resources at this installation that qualify for a security priority. It identifies the restricted areas and requirements for entry into those areas; outlines the security responsibilities of personnel working in restricted areas; and describes the security reporting and alerting system. Assigns normal security support tasks for units assigned to the 914th AW and the 107th ARW, authorizes the security forces to designate security posts and assign priorities to those areas.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

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**Attachment 1— PERSONNEL AUTHORIZED TO SIGN AF FORM 2586 23**

## 1. NORMAL SECURITY OPERATIONS:

1.1. When an emergency exists, the requirements of this instruction must be met along with those contained in the 914th AW ISP/FP 31-1. Any time resources are designated Protection Level 2 (PL 2) or higher, the security support will take precedence over manning of Protection Level 3 (PL 3) area/aircraft. A copy of this instruction will be maintained at the Central Security Control (CSC) / Security Forces Desk (CSC) and their alternate sites when activated.

1.2. After all PL 2 posts (when applicable) have been manned, then all PL 3 posts will be manned. The Post Priority Chart in **Table 1.** below and the Manning Chart in **Table 2.** below will be utilized to accomplish this. When needed for higher Protection Level (PL) resources, manning will be utilized from the lowest to the greatest needed post to secure the PL resource until additional manning can be identified and posted. PL 3 posts may go unmanned as determined by the 914th AW/107th ARW CSF. The 914th AW/107th ARW CSF, through the operations staff, has the authority to establish post priorities to ensure adequate protection of the Wings resources.

1.3. Normal security operations are those day-to-day security activities implemented during non-emergency conditions in support of Protection Level resources. A combination of Security Force manpower, equipment, aids, facilities, procedures, and the personnel of other organizations form the normal security operations at this installation.

1.4. Checklists, Security Forces Operating Instruction (SFOI), Special Security Instructions (SSI), and other directives will be used in the performance of duties. Security Supervisors have the authority to establish additional security posts, as required by the 914th AW ISP/FP 31-1 and will refer to lists and maps maintained at the CSC.

1.5. Concept of operations. The objectives of the security program on a normal day-to-day basis are as follows:

1.5.1. Maintain capability to detect unusual occurrences against the United States Air Force operational resources located at this installation through the use of trained security forces must be ever present. The detection capability may also be achieved through the use of installed intrusion detection equipment and from the vigilance of assigned or attached security forces and personnel associated with the operational resource involved.

1.5.2. The capability to initiate immediate alarm and provide immediate armed response.

1.5.3. The capability of security forces personnel to discriminate between real or probable hostile actions.

1.5.4. The capability to initiate the appropriate Force Protection Condition (FPCON) to any type of incident, which could affect USAF operational capabilities.

1.5.5. Because of the relatively small area of the 107<sup>th</sup> ARW property and resources, the installation is not sector prioritized. Patrolling of PL resources will be given priority based on the PL designation.

1.6. The 914th AW/107th ARW SFS Post Priority Chart is as follows:

1.6.1. The 107<sup>th</sup> ARW SFS will utilize the below chart IAW their established posts (External SRT, Internal SRT, and CSC).

**Table 1. Force Protection Condition, Post Priority Chart**

|                                | <i>NORMAL</i> | <i>ALPHA</i> | <i>BRAVO</i> | <i>CHARLIE</i> | <i>DELTA</i> |
|--------------------------------|---------------|--------------|--------------|----------------|--------------|
| <i>Shift Supervisor</i>        | 1             | 1            | 1            | 1              | 1            |
| <i>Desk Controller</i>         | 2             | 2            | 2            | 2              | 2            |
| <i>Internal SRT</i>            | 3             | 3            | 3            | 3              | 3            |
| <i>Main Gate</i>               | 4             | 4            | 4            | 4              | 4            |
| <i>Flightline ECP</i>          | 5             | 5            | 5            | 5              | 5            |
| <i>Patrol Zone 1</i>           | 6             | 6            | 6            | 6              | 6            |
| <i>External SRT</i>            | 7             | 7            | 7            | 7              | 7            |
| <i>Patrol Zone 2</i>           | 8             | 8            | 8            | 8              | 8            |
| <i>Vehicle Inspection Area</i> | RAM           | RAM          | 9            | 9              | 9            |
| <i>Overwatch</i>               | n/a           | n/a          | n/a          | 10             | 10           |
| <i>Command Post</i>            | n/a           | n/a          | n/a          | 11             | 11           |

1.7. The 914<sup>th</sup> AW/107<sup>th</sup> ARW SFS Manning Chart is as follows:

1.7.1. The 107<sup>th</sup> ARW SFS will utilize the below chart IAW their established posts (External SRT, Internal SRT, and CSC).

**Table 2. FPCON, Manning Chart**

|                                | <i>NORMAL</i> | <i>ALPHA</i> | <i>BRAVO</i> | <i>CHARLIE</i> | <i>DELTA</i> |
|--------------------------------|---------------|--------------|--------------|----------------|--------------|
| <i>Shift Supervisor</i>        | 1             | 1            | 1            | 1              | 2            |
| <i>Desk Controller</i>         | 1             | 1            | 1            | 1              | 2            |
| <i>Internal SRT</i>            | 1             | 1            | 2            | 2              | 2            |
| <i>Main Gate</i>               | 2             | 2            | 2            | 3              | 4            |
| <i>Flightline ECP</i>          | 1             | 1            | 1            | 2              | 2            |
| <i>Patrol Zone 1</i>           | 1             | 1            | 1            | 2              | 2            |
| <i>External SRT</i>            | 1             | 1            | 2            | 2              | 2            |
| <i>Patrol Zone 2</i>           | 1             | 1            | 2            | 2              | 2            |
| <i>Vehicle Inspection Area</i> | RAM           | RAM          | 2            | 3              | 4            |
| <i>Overwatch</i>               | n/a           | n/a          | n/a          | 1              | 1            |
| <i>Command Post</i>            | n/a           | n/a          | n/a          | 1              | 1            |

## 2. INSTALLATION ENTRY & CIRCULATION CONTROLS:

2.1. The Niagara Falls Joint Air Reserve Station is designated as a Closed Installation. The installation boundary is defined by a chain link fence on the north, east, and west sides and is marked by warning signs. The south side is an active taxiway and runway with no physical barrier. It is prohibited from entering the installation without consent of the Installation Commander. All personnel and vehi-

cles are subject to search. The Lockport Road Installation Entry Control Point (ECP) is used for normal day-to-day operations. Only one Installation ECP is used. An alternate Installation ECP, the Walmore Road Gate, is utilized for commercial delivery of fuel/POL, for short periods during UTA's, during FPCON normal, and as directed. The 107<sup>th</sup> ARW West gate (Tuscarora Road) is utilized for base entry as well during FPCON normal, on UTA weekends, or as directed. The 914<sup>th</sup> SFS is responsible for manning the Lockport Road ECP and controlling entry to the installation.

2.2. All vehicles without a base decal will be stopped. Individuals will be checked to ensure they possess a current and valid ID Card. An AF Form 75 (Visitors Pass) will be issued to all visitors. Unique entry procedures and gate closure procedures for contingency operations are outlined in the Installation Security Plan (ISP).

### 3. PRIVATELY OWNED FIREARMS:

3.1. The Security Forces armory is the only authorized storage facility for privately owned weapons. Use a separate storage container secured by a padlock (MIL-P-17802) or equivalent. **NOTE:** Storage of privately owned firearms is for temporary purposes only. Possession of weapons and munitions are specifically prohibited in lodging facilities and FAMCAMPs.

3.2. Privately owned firearms may only be brought onto an AFRC installation/facility for the following reasons:

3.2.1. When authorized by the Installation Commander at an event or function, which is taking place on an AFRC installation/facility. Examples of authorized events/activities are:

3.2.1.1. Purchase or sale of firearms.

3.2.1.2. Game hunting.

3.2.1.3. Collector display events.

3.2.1.4. Sporting Events.

3.2.2. When they are in the possession of a civilian police officer, federal agent/federal criminal investigator who possesses firearms in the conduct of official duties.

3.2.3. When they are to be temporarily stored in the Security Forces armory as a courtesy service to reserve or transient military/DoD personnel who are legally authorized by applicable federal, state, county, and or municipal statutes, laws, rules, and or guidance/instructions to possess and transport a firearm. 3.3. Anyone who brings a firearm onto an AFRC installation or causes a firearm to be brought onto an AFRC installation must, at the time of entry, notify the Security Forces member(s) at the Installation ECP that such firearm is being brought onto the installation/facility. Promptly comply with directions from Security Forces member(s) regarding the transportation, security, and storage of such firearm. Firearms transported onto an AFRC installation in route to the armory shall be unloaded and locked in the trunk of the vehicle or a lockable container in a vehicle that does not have a trunk.

3.3. Civilian law enforcement officials who are granted access to the installation in the conduct of their official duties are assumed to be armed and are exempt from this notification requirement.

3.4. Civilian law enforcement officials who are members of reserve units on AFRC installations should not bring private or duty weapons when reporting for inactive duty or active duty tours of any

type. If private or duty weapons must be brought onto the installation, they will be courtesy stored in the armory.

3.5. Inform all assigned personnel of prohibitions regarding privately owned weapons through in-processing briefings, bulletins, and Commander's calls. Post prohibition in a conspicuous location at the service desk in lodging facilities and on installation web page.

**4. RULES GOVERNING ON BASE CONTRACTORS** (those measures not in italics apply to FPCON Bravo and above):

4.1. All contractors and sub-contractors will obtain a Contractors Badge from Security Forces, Bldg 310, Pass and ID section.

4.2. All contractors and sub-contractors will supply information of employees to Security Forces, Pass & ID section, copies of which will be maintained at the Installation ECP in the ECP contractor's book.

4.3. Upon initial start of work, all contractors and sub-contractors requiring a Contractors Badge will arrive as one group for entrance to the installation at a pre-determined time.

4.4. Upon arrival on the installation, all contractors and sub-contractors will park at their designated parking area. SF will brief all contractors on the proper parking procedures.

4.5. All contractors and sub-contractors will remain at the construction site throughout the day, no personnel will be authorized to leave the site for lunch or breaks. All personnel will leave as a group at the end of each workday.

4.6. All deliveries for contractors will be scheduled and company names, times of arrival, vehicle description forwarded to Security Forces prior to arrival. A point of contact (POC) number will be provided to Security Forces. After verification in person by POC and Security Forces personnel have searched the delivery vehicle it will be escorted to and from the construction site.

4.7. All contractors and sub-contractors are to be advised not to enter in verbal or argumentative actions towards Security Forces personnel. This action will be cause to terminate that individual's authorization to enter this installation until further notice. At times, drivers and or deliveries may be delayed due to security checks, please advise those working at your area of responsibility to comply with Security Forces requests and expect delays.

4.8. Gas, Propane, fuel oil if required, will be kept on one vehicle, designated by one contractor working on base. This vehicle will supply all contractors on the 914th side of NFJARS. All contractors need to provide this vehicle with their fuel can/tanks for fill/refill. If refill is required, the contractor will have to depend on that vehicles availability.

4.9. All contractors POC's will supply Security Forces with cell phone or office phone numbers for any problems or questions by Security Forces.

4.10. All contractors must notify Security Forces immediately of any personnel terminations, changes in personnel etc. Contractors will ensure all Contractor Badges are turned in when employee(s) are terminated, quit work, or no longer required to work.

4.11. All deliveries will be escorted, Contractor POC will escort when SF unavailable to do so. Escort will be with delivery from Installation ECP, vehicle search area, to job site. POC will remain on site until delivery is complete and escort delivery vehicle off the installation.

4.12. SF will notify when conditions change. These measures will stay in effect until conditions *change, should the threat increase, stoppage of all work may be implemented, should the threat decrease, some of these measures may be terminated.*

4.13. *Working after normal duty hours, on weekends or holidays is not authorized without prior approval of Contracting Officer and notification to Security Forces.*

4.14. Security Forces member(s) on duty at the Installation Entry Control Points (ECP) will not receive or accept any type of deliveries. The only exception to this is the delivery of classified material after duty hours and prior notification has been made. At which point, the individual or section this material is designated for will be immediately notified.

## 5. PROTECTIVE MEASURES FOR MUNITIONS:

5.1. All munitions deliveries will be afforded protection during ground movements.

## 6. RESTRICTED AND CONTROLLED AREAS:

6.1. These areas on the installation are established “pursuant to DoD Directive (DoDD) 5200.8, Security of DoD Installations and Resources, and Section 21, Internal Security Act of 1950 (Title 50 U.S.C. 797).” Written permission, granted by authority of the Commander, 914th AW or the Commander, 107th ARW, is required for entry into these areas, see [Attachment 1](#). These areas are marked IAW AFI 31-101, *The Air Force Physical Security Program*.

6.2. The 914th AW and 107th ARW Commanders have the authority to establish temporary restricted areas within their respective Areas of Responsibility (AOR).

6.3. The need for the establishment of permanent restricted areas or changes to existing restricted area boundaries will be formalized and approved by the 914th AW / 107th ARW Working Groups/Installation Security Council (ISC).

6.4. DoD Directive 5200.8 and Section 21 of the Internal Security Act of 1950 (50 U.S.C. 797) serves as the legal authority for enforcement of the physical boundaries and the prosecution of violators.

6.5. The CSC and alternate CSC (when appropriate) must keep a current plot of all assigned and transient resources. This includes the taxiing, towing, moving, recovering, and parking locations of all aircraft. For the 107th ARW, Maintenance Control will pre-announce all aircraft to the CSC.

6.6. All restricted areas will have one or more designated entry points.

6.7. The 914<sup>th</sup> Security Forces will man the aircraft parking area ECP during all hours and security operations. The 107<sup>th</sup> Security Forces will not permanently man aircraft parking area ECPs during normal duty hours and normal security operations. Security Forces will man these ECPs during operations to conduct random RAB checks as directed. All ECPs will be manned IAW post charts during contingency operations.

6.8. Agencies that need to enter the aircraft parking area at a location other than an approved ECP will contact their respective CSC for permission.

6.9. The Supervisor of Flying will contact the CSC thru Command Post to notify of the need to cross restricted area boundaries for support of flying activities.

6.10. Owner/User Support:

6.10.1. Secure all aircraft hatches to aid in detection of unauthorized entry to aircraft, when maintenance and/or aircrew personnel are not present.

6.10.2. If an aircraft can be upgraded to mission capable (flyable) status within 24 hours, it will retain its protection level and is protected accordingly. If it cannot be upgraded to mission capable status within 24 hours, it will not retain its protection level and is protected IAW PL 4 standards. Prior to an aircraft status or location change, coordination with Security Forces CSC must be accomplished.

6.10.3. It is each individual's responsibility to ensure quick reporting of all security violations that occur within a restricted area. All security managers are responsible for ensuring personnel are familiar with their individual duty to recognize suspicious/unauthorized acts, sound the alarm, and detain and remove suspect personnel from the affected area. Owner/user personnel witnessing a suspicious/unauthorized act should accomplish the following:

6.10.3.1. Sound the alarm, immediately notify appropriate CSC at extensions: 914<sup>th</sup> SFS – 2278 / 2280 or 107<sup>th</sup> SFS – 2289 / 2460. If not possible to contact CSC, contact Command Post or Maintenance Control with details and ensure they contact CSC.

6.10.3.2. Immediately detain the violator and move them away from the Protection Level Resource. Continue to detain the individual(s) until the arrival of the security forces.

6.11. National Defense Area (NDA):

6.11.1. NDAs are established in the CONUS and US territories when necessary to secure Protection Level 1,2, or 3 resources located off installation lands not under jurisdiction or administration of, or in the custody of the Department of Defense (DoD). Only those commanders delegated the authority to establish restricted areas have the authority to establish a NDA.

6.11.2. NDAs are established for aircraft that are sent to civilian airports, aircraft crashes, or other unexplained emergencies needing military support.

6.11.3. Requirements for NDAs are as follows:

6.11.3.1. Use a temporary barrier to mark the boundary of the area.

6.11.3.2. Post Air Force Visual Aid 31-102, Restricted Area/National Defense Signs.

6.11.3.3. Explain the situation to land owners.

6.11.3.4. Get the consent of the landowner if at all possible, but establish the area with or without their consent.

6.11.3.5. To the greatest degree possible, let civilian authorities handle civilian arrest and detention.

6.12. All photography in NFJARS restricted / controlled areas is prohibited unless the 914<sup>th</sup> AW/107<sup>th</sup> ARW Public Affairs Office is notified and it has been authorized by the owning agency commander in writing to the Security Forces.

6.13. Free Zones:

6.13.1. Free zones will be established IAW AFI 31-101, paragraph 3.7.

6.13.2. The Installation Security Council (ISC) or other appropriate working group establishes Free zones. If a contractor is doing the work, the Installation Contracting Officer gives the con-

tractor a letter signed by the Installation Commander or the Group Commander responsible for the security of the area, outlining the contractor's security responsibilities. Upon approval, contractors will be given written instructions to include:

6.13.2.1. Specifically described free zone associated with the project.

6.13.2.2. Contractor responsibility and penalties for non-compliance.

6.13.2.3. Entry Control Procedures.

6.13.2.4. Points of contact for owning agency and Security Forces.

6.13.3. Free Zone applicable minimum requirements:

6.13.3.1. There must not be any protection level resources inside the free zone.

6.13.3.2. The organization or agency most directly associated with the project must provide escorts as necessary, Immediate Visual Assessment (IVA) of the free zone boundary, and control entry to the free zone area. *Note:* Security Forces will not be used as escorts to control entry/exit to the free zone, or provide IVA.

6.13.3.3. Mark the free zone boundary with elevated ropes, barriers, fencing, or suitable materials, to clearly delineate it from the restricted area.

6.13.3.4. Owner/user close and secure the free zone at the end of normal working hours. *Note:* Owner/User must notify Security Forces when free zones are opened and closed.

6.14. 914th AW Restricted Areas:

6.14.1. The following areas have been designated 914<sup>th</sup> AW PL 3 Restricted Areas:

6.14.1.1. 914<sup>th</sup> AW Mass Parking Areas – Located 914<sup>th</sup> AW Ramps, South of bldg 850 and South of bldg 707. C-130 operational aircraft assigned to the 914<sup>th</sup> AW will, when ever possible, be parked in these areas. Personnel who have a valid Restricted Area Badge (RAB) with area 4 open are granted entry to these areas. Restricted area signs and painted red lines identify these areas on the ground, at entry points, and taxiway gaps.

6.14.1.2. 914<sup>th</sup> Maintenance Hangars – Located at bldg 850 and 707. The entire bay area of these buildings has been designated as restricted areas when aircraft are present. Personnel who have a valid RAB with area 4 open are granted entry to these areas. Restricted area signs and walls of the buildings and painted red lines identify these areas.

6.14.1.3. 914<sup>th</sup> AW Command Post – Located in bldg 807. One locked door, with a combination lock, controls entry. A valid RAB with area 1 open is required for unescorted entry. A restricted area sign marks the facility. The owning agency is the 914<sup>th</sup> AW.

6.15. 107<sup>th</sup> ARW Restricted Areas:

6.15.1. The following areas have been designated 107<sup>th</sup> ARW PL 3 Restricted Areas:

6.15.1.1. 107<sup>th</sup> ARW Mass Parking Area – Located 107<sup>th</sup> ARW ANG Ramp. KC-135 operational aircraft assigned to the 107<sup>th</sup> ARW will, when ever possible, be parked in this area. Personnel who have a valid Restricted Area Badge (RAB) with the area 4 open are granted entry to this area. Restricted area signs and a raised barrier and/or painted red lines identify this area on the ground, at entry points, and taxiway gaps.

6.15.1.2. 107<sup>th</sup> ARW Maintenance Hangars – Located at bldg 907 and 917. These buildings have been designated as restricted areas when aircraft are present. Personnel who have a valid RAB with area 4 open are granted entry to these areas. Restricted area signs and walls of the buildings and raised barrier and/or red painted lines identify these areas.

6.15.1.3. 107<sup>th</sup> ARW Command Post – Located in bldg 912. Two locked doors, with combination locks, controls entry. A valid RAB with area 1 open is required for unescorted entry. Restricted area signs mark the facility. The owning agency is the 107<sup>th</sup> ARW.

#### 6.16. Controlled Areas:

6.16.1. The following areas have been designated 914<sup>th</sup> AW Controlled Areas:

6.16.1.1. 328<sup>th</sup> AS Life Support Facility – Located in the West end of Bldg. 207.

6.16.1.2. 328<sup>th</sup> AS Helmet, NVG Storage Area – Bldg 807, Room 123.

6.16.1.3. 914<sup>TH</sup> Command Post auxiliary generator area

6.16.1.4. 914<sup>th</sup> SFS Security Forces Armory – Bldg 310, Room 22.

6.16.1.5. 914<sup>th</sup> SFS Central Security Control – Bldg 310.

6.16.1.6. 914<sup>th</sup> SFS SETS Room – Bldg 316, Room 101.

6.16.1.7. 914<sup>th</sup> SFS Weapons Parts Storage Area – Bldg 316, Room 119.

6.16.1.8. 914<sup>th</sup> SFS Weapons/Ammo Storage Area – Bldg 810.

6.16.1.9. 914<sup>th</sup> AW Club Cashier's Cage – Bldg 314.

6.16.1.10. 914<sup>th</sup> AW Water Pump Station – Bldg 724.

6.16.1.11. 914<sup>th</sup> AW Ramp Area – Bldg 850/707.

6.16.1.12. 914<sup>th</sup> AW Water Supply – Bldg 729.

6.16.1.13. 914<sup>th</sup> AW TACAN Station – Bldg 732.

6.16.1.14. 914<sup>th</sup> AW Antenna Site – Bldg 732.

6.16.1.15. 914<sup>th</sup> SC Data Processing Center – Bldg 317.

6.16.1.16. 914<sup>th</sup> SC Crypto Room – Bldg 317.

6.16.1.17. 914<sup>th</sup> LGSF POL Pump Station – Bldg 420.

6.16.1.18. 914<sup>th</sup> LGSF POL Electric Switch Station – Bldg 420.

6.16.1.19. 914<sup>th</sup> LGSF POL Storage Area – Bldg 420.

6.16.1.20. 914<sup>th</sup> LGS Weapon/Ammo storage Area – Bldg 600.

6.16.1.21. 914<sup>th</sup> LG Weapon/Ammo Storage Area – Bldg 820.

6.16.1.22. 914<sup>th</sup> LG ECM Shop – Bldg 850.

6.16.1.23. 914<sup>th</sup> GSI LOX Storage – Bldg 610.

6.16.1.24. 914<sup>th</sup> FM Vault – Bldg 800.

6.16.1.25. 914<sup>th</sup> Mail Handling Area – Bldg 800.

6.16.1.26. AAFES Base Exchange – Bldg 805.

6.16.2. The following areas have been designated 107<sup>th</sup> ARW Controlled Areas:

6.16.2.1. 107<sup>th</sup> SFS Central Security Control – Bldg 901.

6.16.2.2. 107<sup>th</sup> SFS Security Forces Armory – Bldg 901.

6.16.2.3. 107<sup>th</sup> ARW CE Key Room – Bldg 202.

6.16.2.4. 107<sup>th</sup> ARW Life Support Facilities – Bldg 912, Room 148.

6.16.2.5. 107<sup>th</sup> ARW Ramp Area – Bldg 912/902.

6.16.2.6. 107<sup>th</sup> ARW Fuel Systems – Bldg 915.

6.16.2.7. 107<sup>th</sup> ARW Fuel Systems Hangar – Bldg 917.

6.16.2.8. 107<sup>th</sup> ARW POL Operations – Bldg 918.

6.16.2.9. 107<sup>th</sup> IN Intel/Plans – Bldg 912, Room 30.

6.16.2.10. 107<sup>th</sup> Emergency Generators – Bldg 901 / 912.

6.16.2.11. CAS-B – Bldg 904.

6.16.2.12. Single Channel Anti-Jam Man Portable (SCAMP), Bldg 912.

## **7. RESTRICTED/CONTROLLED AREA ENTRY CONTROL PROCEDURES:**

7.1. When entry to a restricted area is requested, the 914<sup>th</sup> AW / 107<sup>th</sup> ARW Commander must grant this authority in writing (Section V, AF Form 2586). The 914<sup>th</sup> AW / 107<sup>th</sup> ARW Commanders have delegated this authority to Group and Squadron Commanders. The DD Form 577, Signature Card, will be maintained on file for 107<sup>th</sup> ARW personnel at their respective Pass and Registration Office. Gaining unescorted entry is granted based on a regular and continuing need, not due to convenience. The number of personnel authorized unescorted entry must be kept to a minimum.

7.2. Mass reissue of RABs will occur when the number of badges lost or possibility of compromise has reached 10% of the total issue of like badges.

7.3. The following procedures are in place to prevent individuals from leaving the installation for another assignment, to separate, or retire without first turning in their RAB:

7.3.1. Personnel leaving the installation must contact their security manager and receive their AF Form 2586.

7.3.2. Both the RAB and the AF Form 2586 must be taken to Security Forces Pass and Registration Section.

7.3.3. For personnel to out process when leaving the installation they must receive and out-process from Military Personnel Flight. This form must be signed off in the proper area from the Pass and Registration Section. The form indicates that the person has turned in his/her AF Form 2586 and RAB. Final out-processing will not be accomplished unless the above action has been completed.

7.4. Personnel who possess a valid RAB have unescorted entry authority for the area(s) that are not blacked out on the RAB. The 107<sup>th</sup> ARW Security Forces will have all applicable areas open on the badge with the letters "SP" stamped on the badge.

7.5. Personnel who do not possess a RAB but require entry to a restricted area MUST be escorted at all times in the restricted area. The unit/agency that the individual works for/with will ensure a proper escort official is assigned. Escort Officials will be designated by the 914<sup>th</sup> AW / 107<sup>th</sup> ARW Commander. The 914<sup>th</sup> AW / 107<sup>th</sup> ARW Commander has delegated his authority to Group and Squadron Commanders. Personnel certified to conduct duties as an escort official will be identified by an "E" next to the open area on the RAB. The "E" designator is not required for PL 3 areas. The ratio of escorts to escorted or visitors will not be more than one escort to four visitors.

7.6. The operator of the vehicle will vouch for vehicles entering a restricted area. It is the responsibility of the operator to ensure that their vehicle is not transporting personnel or materials, which constitute a threat to security of the resource. This check will be made prior to entering the area. For PL 2/ SIOP Area, vehicles will be searched prior to entering the PL 2/SIOP Area.

7.7. Should an emergency occur inside a restricted area that requires an emergency response by security forces, medical personnel, crash and rescue, or another emergency service, the appropriate CSC will be immediately notified. Upon CSC notification emergency response personnel will be granted immediate entry. Owner/user and Security Forces will keep emergency personnel under constant observation.

7.8. The 914<sup>th</sup> Security Forces Squadron will provide a minimum of two, 2-man patrols (the Internal and External SRT) and 1 man for the Entry Control Point (ECP) for the 914<sup>th</sup> AW flightline restricted area. The 107<sup>th</sup> Security Forces Squadron will provide a minimum of one, 1-man patrol (an Internal SRT) and 1 man for the Entry Control Point (ECP) for the 107<sup>th</sup> ARW flightline restricted area. These Security Forces personnel will be dedicated to the flightline and each armed with the M16A2 or equivalent and basic load of ammunition (120 rounds). AF Form 116's (Security Deviation Form) exist for the M203 and M249 requirements due to joint use with the Niagara Falls International Airport (NFIAP). The ECP's will monitor entry and access to the restricted areas on the aircraft ramps.

7.9. The post limitations are as follows:

7.9.1. 914<sup>th</sup> SFS ECP – Will remain static at the north ECP to the restricted area, southwest of Bldg 850.

7.9.2. Internal Security Response Team (ISRT, 914<sup>th</sup> SFS/107<sup>th</sup> SFS) – Will remain mobile within the restricted area. The 107<sup>th</sup> SFS ISRT will control access through the 107<sup>th</sup> ECP to the flightline.

7.9.3. External Security Response Team, Zone 3 (ESRT, 914<sup>th</sup> SFS/107<sup>th</sup> SFS) – Will remain mobile and patrol the taxiway and flightline from the east end of the airfield to the west end of the airfield. For needed breaks and shift change, Zone 3 may leave the area as long as they remain able to respond in the 5 minutes allotted.

7.10. All personnel assigned flightline security duties are responsible for enforcement and compliance with this ISI. Shift Supervisors are responsible for ensuring that all personnel assigned flightline security duties are knowledgeable of and comply with the procedures established herein.

7.11. Security Forces personnel will have the following equipment while performing flightline security duties:

- 7.11.1. Prescribed duty uniform (Beret/Hat, BDUs/Civilian Uniform, Boots, Belt).
  - 7.11.2. LBE / LBV / Duty Belt (Ammo pouches, handcuffs w/ key, and whistle).
  - 7.11.3. AF Form 1199, USAF Restricted Area Badge.
  - 7.11.4. Operational Portable Radio.
  - 7.11.5. Operational Flashlight.
  - 7.11.6. One pair of Night Vision Goggles (NVG) during the hours of darkness per patrol.
  - 7.11.7. One set of cold weather or wet weather gear, as needed.
  - 7.11.8. One M-16A2 rifle with basic load of ammunition (120 rounds of 5.56mm ammunition).
- 7.12. The 914<sup>th</sup> AW ECP's to the flightline are as follows: There are two (2) ECPs on the West Ramp. One of which is located on the Southwest side of Bldg 850 and the other on the south end. The third ECP is located on the East Ramp adjacent to the south side of bldg 700. All personnel who require entry on a routine basis will ensure that they have AF Form 1199, USAF Restricted Area Badge with Area #4 open prior to attempting entry into the restricted area. The restricted area badge will be worn on the upper outer garment while within the area. The badge will never be worn/exposed while outside the restricted area. All personnel and vehicles will enter and exit the area through established entry control points except in the following circumstances:
- 7.12.1. Aircraft Tow vehicles when towing an aircraft.
  - 7.12.2. Emergency vehicles when responding to an actual emergency.
- 7.13. All persons or vehicles entering the restricted area through areas other than established Entry Control Points will be stopped, challenged, and properly identified.
- 7.14. During normal duty hours, all personnel working in and around the Protection Level (PL 3) restricted area are responsible for circulation control. Flightline personnel will challenge all persons that they can't identify and will notify the Security Forces when challenged persons are unable to identify themselves as having a need to be within the restricted area.
- 7.15. AF Form 1199, USAF Restricted Area badge with area #4 open is required for access to the aircraft parking area. Personnel who do not work in the area on a routine basis but, need access to the area can be escorted by any badge holder.
- 7.16. During non-duty hours, armed Security Forces patrols are solely responsible for protection of the restricted area resources.
- 7.17. Any person(s) observed attempting to enter the area through other than authorized ECPs will be challenged. Notify the Security Forces Desk (CSC) that a challenge has been initiated and a brief description of circumstances. The CSC will dispatch an additional patrol to assist.
- 7.18. If positive identification is made, you may terminate the challenge and notify CSC of termination. If positive identification cannot be established proceed with the challenge. Place the individual at a disadvantage and wait for assistance. NEVER attempt to physically apprehend or search a suspect by yourself.
- 7.19. Surveillance of Aircraft Capable of Carrying Passengers:

7.19.1. During duty hours Base Operations will notify the CSC through the use of the Hot Line or by using extension 2278, 2279, or 2280 of arrivals and departures of aircraft carrying passengers.

7.19.2. During non-duty hours, flight service personnel at Niagara Falls International Airport will notify the Base Fire Department of inbound aircraft to the Air Base, who will in-turn notify Security Forces for response.

7.19.3. Upon notification, Security Forces personnel will respond to the aircraft parking area and will keep strict surveillance of loading/or unloading of passengers.

7.19.4. If after arrival, the aircraft commander or any crew member indicates the presence of an unauthorized person aboard, Security Forces will apprehend, search, and detain the person(s) until arrival of proper local authorities.

#### 7.20. Safeguarding Classified Equipment Installed on Aircraft:

7.20.1. When aircraft assigned to this unit has classified (Positive Control) equipment installed (COMSEC). Because of this fact, additional security measures are warranted.

7.20.2. When these aircraft are located inside the restricted area, they are protected in the same manner as other assigned resources; when located outside the area, i.e., when in maintenance status they must be checked every three hours, and the checks recorded on the Security Forces Desk Blotter. These checks are only conducted when the Security Forces has security responsibility for the aircraft.

7.20.3. The Command Post has been tasked to notify Security Forces when a change in responsibility occurs. Normally, they will call the CSC in the morning (duty days), and advise when maintenance accepts responsibility. At the end of the day, they will again notify the CSC. If Command Post is closed, then Maintenance personnel will make these notifications that the security responsibility is now that of the Security Forces. Whenever responsibility changes from one organization to another, the notification will be recorded in the Security Forces Desk Blotter.

7.20.4. When changes are made in the status of aircraft containing classified equipment, the notifications made will include the following:

7.20.4.1. New location of the parked aircraft.

7.20.4.2. Who has security responsibility at the new location.

7.20.4.3. Unit personnel during duty hours, (0630-1800).

7.20.4.4. After duty hours and periods when unit personnel do not attend aircraft, responsibility will transfer to Security Forces.

7.20.5. If any aircraft with classified equipment installed is found insecure, Security Forces will stay with the aircraft and notifications will be made to get the aircraft secured. Due to the nature of this equipment an insecure aircraft will constitute a security violation that must be reported as such on SF Form 1569 or AF Form 3545.

#### 7.21. Aircraft on Static Display:

7.21.1. For aircraft on display, as a minimum, the air and ground crew must maintain constant surveillance over the aircraft and have some means of notifying friendly forces during an emergency.

#### 7.22. Protection of Distinguished Visitor Aircraft and other Protection Level (PL 1) aircraft:

7.22.1. During normal duty hours, maintenance personnel will park DV aircraft in a prominent ramp area that will provide surveillance and Security Forces patrols. All security for the DV and his/her aircraft will be coordinated with the DV Security detail that is traveling with the DV. Security Forces will direct all inquiries to the Public Affairs office. DV aircraft remaining overnight will be parked, when possible, in hangar areas. If this is not possible, they will be positioned in a prominent ramp area that will afford maximum use of ramp lighting, routine security coverage for aircraft, and to check on the well being of DV assigned Security Forces. Security Forces patrols will be on hand at arrival and departure.

7.23. Inspection Team Entry Procedures:

7.23.1. Inspection Teams will provide a listing of name, rank, SSAN, and Restricted Area Badge number. A Security Forces representative will obtain a copy of the list from the team immediately. The Security Forces member will authenticate the list with the Aircraft Commander (AC) or Inspection Team Leader (ITL) and request the presence of the on duty Flight Chief or their civilian counterpart or higher to certify the list. The AC or ITL will verify everyone on the list is part of his/her crew or team. They will sign and date the verification and then the list will be delivered to the Command Post. Security Forces and the Command Post, for validation of entry authorization, will maintain a copy of the list. The Entry Controller or patrol in the restricted area will check their copy of the list to verify that the name and badge number of the team member seeking entry matches the validated listing.

7.24. Facility Checks:

7.24.1. Security force members will visually check the facilities and resources in their assigned area. Discrepancies will be documented in the Security Forces Desk Blotter, as well as corrective actions taken and compensatory measures implemented. In addition to these ongoing checks, perform and document the following:

7.25. Daily Checks:

7.25.1. The oncoming External SRT (Zone 3) will check the entire flightline area, from east to west, the boundary barrier system (fences, clear zones, culverts and grates), and aircraft/ buildings where aircraft are stored on a routine basis. These will be physically checked at the beginning of each post change. Any discrepancies will be reported to CSC and documented in the Security Forces Desk Blotter. Civil Engineers will be informed by day shift of any discrepancies requiring repair within their area of responsibility. The Work Order number will be obtained and documented in the Security Forces Desk Blotter.

7.25.2. Night Shift will check lighting during hours of darkness. Discrepancies will be documented in the Security Forces Desk Blotter.

7.25.3. At no time shall Security Forces physically inspect the security of the locks on the aircraft. It is the responsibility of the maintenance personnel to ensure this is accomplished.

7.26. Photography on Flightline:

7.26.1. The taking of photographs on the flightline is strictly prohibited except when authorized by the installation commander. Any person witnessed taking photographs within the area that does not have proper authorization will be detained and higher authority notified.

7.27. In-flight Emergencies:

7.27.1. When information is received through the security crash net that there is an in-flight emergency, the CSC will:

7.27.1.1. Notify all posts and patrols and the shift supervisor.

7.28. POVs Operating on Flightline:

7.28.1. The following Privately Owned Vehicles are authorized to operate within the flightline and restricted area:

7.28.1.1. Airlift Wing CC, Mission Support Group CC, Maintenance Group CC, and Operations Group CC.

7.28.1.2. Any authorized Contractor vehicle performing official duties with regards to a contract and requiring Flightline access and must be essential for the completion of the contract. These vehicles will have the appropriate vehicle pass displayed. Nonessential vehicles will be parked outside the restricted area.

## **8. SECURITY REPORTING AND ALERTING SYSTEM:**

8.1. This is a rapid security communication system, which connects all Air Force bases and commands. It permits early warning of all incidents, and provides a defense against widespread coordinated sabotage. The system incorporates both up and down channel reporting.

8.2. Helping Hand: This is an unclassified telephone message from anyone who detects an unusual incident, possibly hostile, that effects PL 1, 2, or 3 resources.

8.2.1. The 914<sup>th</sup> AW / 107<sup>th</sup> ARW Commander has delegated the authority to terminate a Helping Hand report to the on duty Security Forces Flight sergeant/Shift Supervisor.

8.3. Covered Wagon: This report is an unclassified telephone message (designator, immediate, or flash) informing higher headquarters that an unusual incident, probably or actually hostile, and affecting PL 1, 2, or 3 resources has been detected. Refer to 914<sup>th</sup> AW ISP/FP Plan 31-1.

8.3.1. The 914<sup>th</sup> AW / 107<sup>th</sup> ARW Commander has delegated the authority to cancel Covered Wagon reports to the Chief of Security Forces.

8.4. Force Protection Condition Alerting Message (FPCAM): A FPCAM is a down-channel alerting message initiated by either HQ USAF or HQ AMC setting in motion an increase in readiness posture or possibly ordering/recommending the implementation of a specific FPCON. FPCAM procedures refer to 914<sup>th</sup> AW ISP/FP Plan 31-1.

8.4.1. The initiating authority may only cancel a FPCAM.

## **9. SECURITY EDUCATION AND TRAINING PROGRAM:**

9.1. The objective of the Security Education and Training Program is to instill in every Air Force member a sense of responsibility for the security of protection level resources and to provide training enabling them to react quickly and correctly to threats directed at those resources. The Security Forces Manager is the Point of Contact (POC) for information relating to this program.

9.2. This training should explain the need to ensure operational resources are physically secured. Security Managers will thoroughly familiarize their people with security requirements of these

resources, the importance of these resources in relation to the Air Force combat capability, and the degree of protection to give these resources. This training is done in two phases.

9.2.1. Phase I, Security Orientation Training: This training takes place immediately before a person is granted unescorted entry to a restricted area. Subjects included in this training are as follows:

9.2.1.1. Contents of the Installation Security Instruction and Installation Security Plan and how it applies to their area of responsibility.

9.2.1.2. The threat and how it applies to their area of responsibility.

9.2.1.3. The security reporting and alerting system.

9.2.1.4. Methods of contacting Security Force personnel.

9.2.1.5. Entry control procedures.

9.2.1.6. Responsibilities and duties of an escort official.

9.2.2. Phase II, Continued Security Education: This training will be conducted as a minimum annually and consists of general presentations on subjects covered during Phase I training. As a minimum the following will be included:

9.2.2.1. Changes in priority resources supported and restricted areas during the last year.

9.2.2.2. Changes in threat during the last year.

9.2.2.3. Changes in AFI 31-101 and applicable supplements affecting the unit.

9.2.2.4. Changes in the Security Reporting Alerting System.

9.2.2.5. Review escort procedures.

## **10. TASK ORGANIZATIONS AND REQUIREMENTS:**

10.1. The 914th AW Commander will:

10.1.1. Ensure an Installation Security Council (ISC) / Force Protection Working Group (FPWG) and Threat Working Group (TWG) are established separate from the Crisis Action Team (CAT) and are appointed in writing.

10.1.2. Delegate authority for cancellation of Helping Hands and Covered Wagons. Delegation not lower than on duty security supervisor for Helping Hands and Chief of security Forces for Covered Wagons.

10.1.3. Ensure all subordinate sections comply with the tasking established in this instruction and applicable security directives.

10.2. The 107<sup>th</sup> ARW Commander will:

10.2.1. Ensure a Security Working Group and Chairman is appointed in writing.

10.2.2. Ensure representatives from the 107<sup>th</sup> ARW are appointed to the combined 914<sup>th</sup> AW / 107<sup>th</sup> ARW Installation Security Council.

10.2.3. Delegate authority for cancellation of Helping Hands and Covered Wagons. Delegation not lower than on duty security supervisor for Helping Hands and Chief of security Forces for Covered Wagons.

10.2.4. Ensure all subordinate sections comply with their tasking established in this instruction and applicable security directives.

10.3. The Installation Security Council (ISC): The ISC will conduct meetings annually IAW AFI 10-245. The ISC may meet out of cycle as directed. The ISC will be held jointly with 914<sup>th</sup> AW (Installation Host) and 107<sup>th</sup> ARW (Installation Tenant). The 107<sup>th</sup> ARW Commander has appointed representatives of the organization as members of the ISC. Attendance is mandatory. These appointments are listed in the ISC/FPWG Charter.

10.3.1. The objectives of the ISC are:

10.3.1.1. Plan the selection and designation of restricted areas.

10.3.1.2. Conduct a review of security deviations ensuring compensatory measures are adequate.

10.3.1.3. Monitor on-going security enhancement projects.

10.3.1.4. Ensure adequate facility, equipment, and manpower are provided for the security force.

10.3.1.5. Develop entry control procedures for free zones.

10.3.1.6. Approve the Installation Security Plan.

10.3.1.7. Approve this Instruction.

10.3.1.8. Review security priority designations as required.

10.3.1.9. Conduct an annual review of the Installation Security Plan and this Instruction.

10.3.2. The 107<sup>th</sup> ARW Working Group appointed by the 107<sup>th</sup> ARW Commander will meet prior to the ISC meeting to address areas specific to the 107<sup>th</sup> ARW, which will be addressed at the ISC. The 107<sup>th</sup> ARW Commander has appointed representatives of the organization as members of the 107<sup>th</sup> ARW Working Group. **Attendance is mandatory.**

10.4. The 914<sup>th</sup> AW Operations Group Commander will:

10.4.1. Ensure the CSC is immediately notified of all status and location changes of PL 3, aircraft. Security must be notified any time the aircraft is left in an unusual configuration.

10.4.2. Ensure the CSC is immediately notified of all operations requiring Security Force support.

10.4.3. Provide security protection for the CP during normal day-to-day operations as outlined in AFI 31-101.

10.4.4. Advise the CSC immediately of receipt of a down-channel FPCAM.

10.4.5. Maintain the constant capability to forward reportable security incidents to higher headquarters. Written procedures will include an alternate means of forwarding such reports in the event of a failure of the primary means of communications.

10.5. The 107<sup>th</sup> ARW Operations Group Commander will:

- 10.5.1. Ensure the CSC is immediately notified of all status and location changes of Protection Level 2/3, aircraft. Security must be notified any time the aircraft is left in an unusual configuration.
  - 10.5.2. Ensure the CSC is immediately notified of all operations requiring security forces support.
  - 10.5.3. Provide security protection for the CP during normal day-to-day operations as outlined in AFI 31-101.
  - 10.5.4. Advise the CSC immediately of receipt of a down-channel FPCAM.
  - 10.5.5. Maintain the constant capability to forward reportable security incidents to higher headquarters. Written procedures will include an alternate means of forwarding such reports in the event of a failure of the primary means of communications.
- 10.6. The 914th AW Mission Support Group Commander will:
- 10.6.1. Act as the Chairman for the Installation Security Council/Force Protection Working Group and Threat Working Group.
  - 10.6.2. Ensure the Security Forces receives priority in the maintenance, repair, and/or replacement of radios, telephones, and intrusion detection systems designed to support the unit's mission.
  - 10.6.3. Ensure all Security Forces personnel are provided the equipment and clothing necessary to perform duties in all weather conditions.
  - 10.6.4. Provide the Security Forces with the required number of vehicles to support the various security conditions or situations. Six (6) properly equipped vehicles are required for normal security operations.
    - 10.6.4.1. Ensure the Security Force vehicles receive priority maintenance and repairs.
- 10.7. The 107<sup>th</sup> ARW Mission Support Group Commander will:
- 10.7.1. Act as the Chairman for the 107<sup>th</sup> ARW Working Group.
  - 10.7.2. Ensure the 107<sup>th</sup> Security Forces Squadron receives priority maintenance repair and/or replacement of radios, telephones, and intrusion detection systems designed to support the unit's mission.
  - 10.7.3. Ensure all 107<sup>th</sup> Security Forces personnel are provided the equipment and clothing necessary to perform duties in all weather conditions.
  - 10.7.4. Provide the 107<sup>th</sup> Security Forces with the required number of vehicles to support the various security conditions or situations.
    - 10.7.4.1. Ensure the 107<sup>th</sup> Security Force vehicles receive priority maintenance and repairs.
- 10.8. The 914<sup>th</sup> Maintenance Group Commander will:
- 10.8.1. Ensure the CP and CSC is immediately notified of location changes of PL 3 aircraft.
  - 10.8.2. Ensure the CSC is notified when maintenance personnel are relinquishing responsibility for aircraft security to Security Forces.
  - 10.8.3. When operational aircraft are located in Bldgs 850 and 707, ensure hangars are secured and alarmed as applicable.

10.8.4. When operational aircraft are located in Bldgs 850 and 707; ensure aircraft are secured IAW AFI 31-101 by owner/user personnel.

10.8.4.1. Aircraft hangars/shelters used to define the restricted area will be properly marked to define the restricted area boundary.

10.8.4.2. Owner/user personnel will ensure all doors, except designated entry points, will be secured internally. Hangar or building doors (other than ECPs) opened out of necessity will have an elevated barrier or red painted line across the opening.

10.8.4.3. Owner/user personnel will ensure the CSC is notified to establish an elevated barrier around aircraft that are parked outside the restricted area.

10.9. The 107<sup>th</sup> Maintenance Group Commander will:

10.9.1. Ensure the CP and CSC is immediately notified of location changes of PL 2/3 aircraft.

10.9.2. Ensure the CSC is notified when maintenance personnel are relinquishing responsibility for aircraft security to Security Forces.

10.9.3. When operational aircraft are located in Bldgs 907 and 917, ensure hangars are secured and alarmed as applicable.

10.9.4. When operational aircraft are located in Bldgs 907 and 917; ensure aircraft are secured IAW AFI 31-101 by owner/user personnel.

10.9.4.1. Aircraft hangars/shelters used to define the restricted area will be properly marked to define the restricted area boundary.

10.9.4.2. Owner/user personnel will ensure all doors, except designated entry points, will be secured internally. Hangar or building doors (other than ECPs) opened out of necessity will have an elevated barrier or red painted line across the opening.

10.9.4.3. Owner/user personnel will ensure the CSC is notified to establish an elevated barrier around aircraft that are parked outside the restricted area.

10.10. The 914<sup>th</sup> Security Forces Squadron Commander/Chief of Security Forces will:

10.10.1. Provide protection for all protection level resources in accordance with applicable systems security standards and directives.

10.10.2. Establish and operate a Pass, Registration, and ID section for the issue of Restricted Area Badges (RAB), Vehicle Passes, Base Vehicle Registration, and Contractors badges.

10.10.3. Ensure all Security Forces members are trained in accordance with applicable directives and maintain the capability to:

10.10.3.1. Detect clandestine acts.

10.10.3.2. Initiate immediate alarms.

10.10.3.3. Provide immediate armed response to affected resources/area.

10.10.3.4. Discriminate between hostile and non-hostile incidents and situations.

10.10.3.5. Initiate the proper security response to any type of incident that could affect USAF operational resources.

- 10.10.4. Evaluate the effectiveness of the base security procedures.
- 10.10.5. Develop and coordinate security reporting and alerting procedures.
- 10.10.6. Ensure sufficient weapons, ammunition, and other necessary support equipment are available to support all phases of security operations.
- 10.10.7. Ensure the Base Security Force maintains the capability to transition into operations under the 914th AW ISP/FP Plan 31-1 in a coordinated and timely manner.
- 10.10.8. Provide training for all alternate CSC Controllers and ensure training is documented.
- 10.10.9. Provide Operational Instructions, SSIs, and Checklists.
- 10.11. The 107th Security Forces Squadron Commander/Chief of Security Forces will:
  - 10.11.1. Provide protection for all protection level resources in accordance with applicable systems security standards and directives.
  - 10.11.2. Establish and operate a Pass, Registration, and ID section for the issue of Restricted Area Badges (RAB), Vehicle Passes, and Base Vehicle Registration.
  - 10.11.3. Ensure all Security Forces members are trained in accordance with applicable directives and maintain the capability to:
    - 10.11.3.1. Detect clandestine acts.
    - 10.11.3.2. Initiate immediate alarms.
    - 10.11.3.3. Provide immediate armed response to affected resources/area.
    - 10.11.3.4. Discriminate between hostile and non-hostile incidents and situations.
    - 10.11.3.5. Initiate the proper security response to any type of incident that could affect USAF operational resources.
  - 10.11.4. Evaluate the effectiveness of the base security procedures.
  - 10.11.5. Develop and coordinate security reporting and alerting procedures.
  - 10.11.6. Ensure sufficient weapons, ammunition, and other necessary support equipment are available to support all phases of security operations.
  - 10.11.7. Ensure the Base Security Force maintains the capability to transition into operations under the 914th AW ISP/FP Plan 31-1 in a coordinated and timely manner.
  - 10.11.8. Provide training for all alternate CSC Controllers and ensure training is documented.
  - 10.11.9. Provide operational Instructions, SSIs, and Checklists.

## **11. THE PRIMARY/ALTERNATE UNIT SECURITY MANAGER WILL:**

- 11.1. Thoroughly brief assigned personnel relative to individual security responsibilities during security operations. Ensure they are knowledgeable of pertinent systems, security program directives, section operating instructions, (Specifically, entry and internal control procedures for restricted areas) the procedures relating to detection, challenging, apprehension, detection of unidentified and/or suspicious persons, and up-channeled security reporting procedures.

11.2. Security Managers will administer a written general knowledge test to include areas addressed in paragraphs 9.2.1. and 9.2.2. with a minimum passing score of 80% to all individuals requiring unescorted entry to restricted areas, prior to them reporting to the badge issuing official to be issued a RAB. The Primary/Alternate Unit Security Managers will keep results of these tests on file.

11.3. Security Managers will use a locally developed lesson plan to conduct training and administer a written test with a passing score of 80% to certify all individuals granted authorized escort authority for PL 1 and PL 2 resources. Escort official will be recertified annually or when significant changes occur in escort procedures. The Unit Security Managers will keep results of these tests on file.

11.4. Will maintain and file, certification and yearly recertification documentation for escort officials.

11.5. Ensure assigned personnel are aware of the telephone numbers of the CSC. In the event that the primary CSC does not respond, immediately contact the Alternate CSC. Any unusual incidents occurring within or around Protection Level resources such as: unidentified objects, suspected acts of sabotage, detection/apprehension of suspicious persons, must be immediately reported to the CSC or Security Forces Supervisor.

11.6. Indoctrinate personnel to their individual responsibilities with regard to the care, use, and safeguarding of their RAB. Individuals must wear the badge on their outer garment when approaching, entering, and while inside a restricted area, and immediately remove the badge upon departure from restricted areas.

11.7. Instruct restricted area badge holders to report a lost badge to the badge issuing official and their unit commander. The commander or designee investigates the loss and sends a copy of the report of investigation to the badge issuing official, through the base Chief of Security Forces. A new restricted area badge will not be issued until this procedure has been completed.

11.8. Instruct primary and alternate building managers to lock, when not occupied, all offices, work areas, tools, equipment, and buildings within their area of responsibility.

## **12. THE WING SECURITY OFFICER WILL:**

12.1. Conduct a meeting with unit security managers at a minimum, annually. Minutes of these meetings will be maintained on file.

12.2. Provide Unit Security Managers with the general knowledge RA Badge test.

12.3. Provide Unit Security Managers with the general knowledge lesson plan and a written test with a minimum passing score of 80% to certify all individuals granted authorized escort authority for PL1 and PL 2 resources. Escort official will be recertified annually or when significant changes occur in escort procedures.

WALLACE W. FARRIS JR., COL, USAFR  
COMMANDER

## Attachment 1

## PERSONNEL AUTHORIZED TO SIGN AF FORM 2586

**A1.1.** The individual's unit commander and the primary/alternate security manager for the assigned unit will complete sections I, II, III, and column 1 (area number), column 2 (escort official), and column 3 (type area) of Section IV of the AF Form 2586, **Unescorted Entry Authorization Certificate**. Authority: AFI 31-101, paragraph 9.2.2.

**A1.2.** The individual's unit commander or security manager signs Section II of the AF Form 2586, to certify that all available records were reviewed and contain no disqualifying information and the requirements of Phase 1, Physical Security Training Program have been met, Authority: AFI 31-101. When completing Column 2 (escort official) of Section IV, indicate whether the individual has escort authority by indicating "Yes or No" in this block.

**A1.3.** The following personnel, organizations indicated, are authorized to sign block IV of AF Form 2586, for their areas of responsibility. Approving officials may not grant themselves unescorted entry. Authority: AFI 31-101.

| AREA     | LOCATION                | COORDINATION OFFICIAL          | ORGANIZATION   |
|----------|-------------------------|--------------------------------|----------------|
| <b>1</b> | Command Post            | Airlift Wing CC                | 914th AW/CC    |
|          | Bldg 807                | Operations Group CC            | 914th OG/CC    |
|          |                         | Mission Support Group CC       | 914th MSPTG/CC |
|          |                         | Command Post Supervisor        | 914th AW/DOOC  |
|          |                         | Security Forces CC             | 914th SFS/CC   |
|          |                         | Chief of Security Forces       | 914th SFS/CSF  |
|          | Command Post            | Air Refueling Squadron CC      | 136th ARS/CC   |
|          | Bldg 901                |                                |                |
| <b>2</b> | PL 2 Area               | Maintenance Group CC           | 107th MG/CC    |
| <b>3</b> | Alert Crew Billets      | Air Refueling Squadron CC      | 136th ARS/CC   |
| <b>4</b> | Aircraft Parking        | Airlift Wing CC                | 914th AW/CC    |
|          | Areas Operations        | Group CC                       | 914th OG/CC    |
|          |                         | Mission Support Group CC       | 914th MSPTG/CC |
|          |                         | Maintenance Group CC           | 914th MG/CC    |
|          |                         | Aircraft Maint. Superintendent | 914th MG/MGM   |
|          |                         | Aerial Port Superintendent     | 914th APS      |
|          |                         | Security Forces CC             | 914th SFS/CC   |
|          |                         | Chief of Security Forces       | 914th SFS/CSF  |
|          | Protection Level 3 Area | Maintenance Group CC           | 107th MG/CC    |
|          | All areas for the       | Security Forces Commander      | 107th SFS/CC   |

| AREA | LOCATION                  | COORDINATION OFFICIAL    | ORGANIZATION  |
|------|---------------------------|--------------------------|---------------|
|      | 107 <sup>th</sup> AEW/SFS | Chief of Security Forces | 107th SFS/CSF |

**A1.4.** When the AF form 2586 is properly completed, the individual to whom the badge is to be issued, carries the form to the badge issuing official, 914th SFS, Pass and Registration, Bldg 310 for 914th AW personnel and 107th SFS, Pass and Registration, Bldg 901, Room 243 for 107th ARW personnel, who complete Section V, authenticates it, and issues the required Restricted Area Badge. For 107th ARW personnel, use of a form signature verification (i.e. DD Form 577, Sample Signature Card or letter showing sample signatures) will be kept on file for those personnel signing sections II and IV, with the badge issuing official.

**A1.5.** Any individual with a valid restricted area badge may escort an individual into a restricted area while on official business.