

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 31-301**

**AIR FORCE MATERIAL COMMAND**

**Supplement 1**

**6 FEBRUARY 1997**

**Security**

**AIR BASE DEFENSE**

**"HOLDOVER"**

***"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 31-301, 1 Aug 96, is supplemented as follows:**

This supplement implements AFD 31-3 and AFI 31-301, *Air Base Defense*. It expands on the guidance in the AFI, applies to all organizations within AFMC, and delineates specific responsibilities. It does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

2.11.2. (Added) A multiplier of 1.2 will be used to determine alternates for Unit Tasked Code (UTC) positions. For example, a total of 16 persons are trained for a 13-person QFEB2 (13 X 1.2 = 15.6 = 16).

2.14.5. (Added) . Ensure deployment after action/lessons learned reports are forwarded to HQ AFMC/SPO within 14 duty days of all real world and all exercise deployments. The reporting format is at attachment 1. {RCS: MTC-SP(AR) 9501 applies. This report is designated emergency status code 3, continue reporting during emergency conditions, delayed precedence.}

3.2. All lieutenants thru captain assigned to a primary or alternate position on a UTC must attend or be scheduled to attend the Air Force Level IV, Ground Combat Skills (GCS) course. All flight sergeants and squad leaders must attend or be scheduled to attend the Air Force Level II, GCS course. Any senior airman assigned as a fire team leader must attend or be scheduled to attend the Air Force Level II, GCS course. Only career airmen who have completed Airman Leadership School can attend level II training.

3.2.2. (Added) . Units will assign individuals to a UTC position for at least 24 consecutive months. Units must retain 65 percent of its trained personnel on each of their UTCs assigned under normal conditions for 24 months. This requirement allows a unit to remove only one-third of its leadership positions [**QFEB2**: flight leader (1), flight sergeant (1), squad leaders (3), and ratelos (3); **QFEB2**: squad leader (1), and fire

team leaders (3)]. This includes changes due to permanent change of station moves and separations. Units cannot change out the flight leader and flight sergeant within the same twelve-month period. Team integrity for each assigned UTC must be the unit commander's highest priority. All units with a tasked UTC must submit a semiannual Air Base Defense Leadership/Training Continuity report, which will measure a UTC's leadership and training standards. This Quality Performance Indicator (QPI) report is to be dated as of 30 June or 31 December and is due to arrive at HQ AFMC/SPO no later than the 10th work day of the following month beginning in June 1997. Example of the report format is at [Attachment 3 \(Added\)](#). All waivers to leadership/training standards must be signed by the unit commander and forwarded to HQ AFMC/SPO.

3.3. (Added) **Physical Fitness Standards.** Each member/alternate assigned to a UTC must meet the following minimum physical fitness requirements as noted in attachment 2. All personnel assigned to a UTC must be prepared to perform rigorous physical conditioning in order to carry out their wartime duties. All units with a tasked UTC must submit a semiannual Air Base Defense Physical Fitness report, which will measure a UTC's physical fitness standards. This QPI report is to be dated as of 30 June or 31 December and is due to arrive at HQ AFMC/SPO no later than the 10th work day of the following month beginning in June 1997. Example of the report format is at [Attachment 3 \(Added\)](#). All waivers to physical fitness standards must be signed by the unit commander and forwarded to HQ AFMC/SPO.

5.4. AF Forms 3594, **Security Police Equipment and Manning Report**, are to be dated as of 30 June or 31 December and are due at HQ AFMC/SPO no later than the 10th work day of the following month. {RCS: HAF-SP(SA) 9378 applies.}

**Attachment 3 (Added)****INSTRUCTIONS FOR COMPLETING THE AFTER ACTION/LESS LEARNED SURVEY**

- Report critical issues immediately to AFMC/SPO then attach them as lessons learned to your survey response. The reporting format for these issues is the same as found in section V "COMMENTS," of the Survey.
- Complete the full After Action/Lessons Learned survey within 30 days of your return from deployment.
- Have three individuals identified as the three senior deployment team members in block I.5 complete the individual survey and attach these to the overall survey.
- Complete a survey for all deployments, real world or exercise.
- Please answer each question completely and honestly; non-attribution applies.
- When you explain an issue, give only key details. Consider making the issue a lesson learned if extensive explanation is necessary.
- DO NOT identify individuals except in paragraph 1.5.

**INDIVIDUAL AFTER ACTION/LESSONS LEARNED SURVEY**

Run each of the below listed areas based on the scale provided. Please provide written comments as you feel necessary, but be sure to explain all items you rate as "0" or "1." (Not Applicable or Very Dissatisfied).

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0	1	2	3	4	5
Not Applicable	Very Dissatisfied	Somewhat Dissatisfied	Satisfied	Somewhat Satisfied	Completely Satisfied

**Table A3.1. (Added) After Action/Lessons Learned Survey**

	<b>I. PREDEPLOYMENT</b>	0	1	2	3	4	5
A	Warning Time.						
B	Did warning/tasking order provide sufficient and correct information?						
C	Specialized deployment training.						

	<b>II. DEPLOYMENT</b>	0	1	2	3	4	5
A	Mode of Transportation.						
B	Time allowed to prepare for redeployment.						

	<b>III. EMPLOYMENT</b>	0	1	2	3	4	5
A	Mission or role.						
B	Chain of command (through JTF/CC or equivalent).						
C	Your relationship with:						
	(1) Other US forces (if any).						
	(2) Multinational or UN forces (if any).						
	(3) Host nation forces (if any).						
D	Your work/rest schedule.						
E	Your rules of engagement.						
F	Weapons.						
G	Munitions.						
H	Communication Equipment.						
I	Vehicles.						
J	Services support.						
K	Messing.						
L	Billeting.						

	<b>IV. REDEPLOYMENT</b>	0	1	2	3	4	5
A	Time allowed to prepare for redeployment.						
B	Your mode of transport for redeployment.						

V. OTHER QUESTIONS		0	1	2	3	4	5
A	Rate the adequacy of your training for the mission you accomplished.						
B	Rate your ability to deter the threat you faced.						
C	Rate your ability to detect the threat you faced.						
D	Rate your ability to defeat the threat once detected.						

**Table A3.2. (Added) After Action Lessons Learned Report**

NAME (Last, first. MI)	Rank	Unit	Duty Station	Duty Phone				
Position								
<b>INSTRUCTIONS:</b>								
<i>- Complete this survey within 30 days of your return from deployment.</i>								
<i>- Complete a survey for each deployment, real world or exercise.</i>								
<i>- Please answer each question completely and honestly, non-attribution applies.</i>								
<i>- When you explain an issue, give only key details.</i>								
<i>- Consider making the issue a lesson learned if extensive explanation is necessary.</i>								
<i>- DO NOT identify individuals except in paragraph 5.</i>								
UNIT TYPE CODE (UTC)								
QFEB2		QFEB3		QFEBR			OTHER PLEASE SPECIFY	
<b>I. PREDEPLOYMENT</b>								
1. How were you notified of your deployment?					PLACE X BELOW			
Warning Order								
Operations Order								
Verbal Notification								
Scheduled Deployment								
Other (Specify):								
2. What was your date of notification?								
3. Did you receive any of the following data (check all that apply)?								
Mission Folder			Maps					
Rules of Engagement			Intelligence Summaries					
Medical Information			Deployed point of contact					
Other, (list other items)								
4. What was your assigned mission?					PLACE X BELOW			
Law Enforcement								

Aircraft Security			
Air Base Defense			
If "Other", specify			
5. List the top three leadership personnel/positions deployed with your team/UTC.			
A. NAME, (Last, first, MI)			
Rank			
Position			
Unit and Duty Station			
B. NAME, (Last, first, MI)			
Rank			
Position			
Unit and Duty Station			
C. NAME, (Last, first, MI)			
Rank			
Position			
Unit and Duty Station			
6. Were you provided any specialized (mission specific) training?		YES	NO
If yes, please outline the training provided:			
7. Did you deploy your complete UTC's Logistics detail (LOGDET)?		YES	NO
If no, please specify what you left and why:			
8. Were you provided any specialized mission equipment?		YES	NO
If yes, please list the equipment provided:			
<b>II. DEPLOYMENT</b>			
1. What was your actual departure date ?			
2. Our mode of travel was (check all that apply):			
Civ Air (TR/ Charter)		Mil-Air	GOV
POV		Sealift	Rail
Other, Specify:			
3. What was the total of days between notification and departure?			
4. What was your aerial port of embarkation (APOE)?			
5. What was your aerial port of debarkation (APOD)?			
6. What was your deployment location? (Be as specific as possible)			

7. Did you have any enroute stops?	YES		NO	
If yes, what was the reason (for each stop)?				
8. Did you debark at your assigned deployment location?	YES		NO	
If not, why not and how did you get there?				
9. What kind of location were you assigned to?	PLACE X BELOW			
Main Operating Base				
Forward Operating Base				
Forward Operating Location				
Bare Base				
Civilian Airport				
Refugee/Detainee Camp				
Other, explain:				
10. Did you have any problems crossing borders (visas, passports, orders, etc.)?	YES		NO	
If yes, explain:				
How did you overcome the problem(s)?				
11. Did you have any problems with hazardous cargo such as vehicle fuel, ammunition, or batteries?	YES		NO	
If yes, explain:				
How did you overcome the problem(s)?				
<b>III. EMPLOYMENT</b>				
1. What was your actual mission or role at the deployment location? (Check all that apply, but please be specific.)				
<b>Missions</b>				

Law Enforcement		Aircraft Security		Air Base Defense	
Law & Order		Restricted Area Access		Perimeter Posts	
Personnel Security		Storage Area Security		Entry Control	
Circulation Control				Patrolling	
Passes and ID				Runway denial	
SP Administration					
Customs					
	% spent doing Air Base Defense.				
	% spent doing Aircraft Security missions or roles.				
	% spent doing Law Enforcement missions or roles.				
2. Using the boxes below, describe by unit name/designation your chain of command through Joint Task Force Commander (JTF/CC) or equivalent (go as high as possible using the blocks provided).					
<u>SUPERVISOR</u>					<u>JTF/CC</u>
3. Please check the appropriate box(es) for the forces you had regular daily interaction with and describe your relationship with each:					
Multinational or UN Forces			YES		NO
WHO:					
Other U.S. Forces			YES		NO
WHO:					
Host nation forces			YES		NO
WHO:					
4. Was there a base support agreement that included security?			YES		NO
5. What was your work-rest schedule? PLACE X BELOW					
8 hours on duty and 16 off					
7 days on and 2 off					
12 hours on duty and 12 hours off					
1 day on and 1 day off					
If other. explain					
6. Did the rules of engagement (ROE) differ from standard USAF?			YES		NO

If yes, explain:			
7. What weapon(s) were you authorized to employ? (Check all that apply)		PLACE X BELOW	
Lethal			
Non-Lethal (Batons, Mace, Stun Guns, etc.)			
MWD			
Other			
If Other Explain:			
8. Where the weapons you should have had but didn't?		YES	NO
If yes, list them and explain why they were necessary:			
9. What type of communications equipment did you employ?		PLACE X BELOW	
Scope Shield II			
Tactical Radios (PRC77, 104, etc.)			
Saber or other land mobile radios			
Other			
If other, explain:			
10. Was the communications equipment adequate to help you accomplish your mission?		YES	NO
If no, explain why and how you overcame the shortfall:			
11. What kind of vehicles did you employ to complete your mission(s)?		PLACE X BELOW	
Tactical (HMMWV, M35.)			
Non-Tactical (pickups/sedans)			
Civilian rental/lease vehicles			
Other (Explain):			
12. How were your vehicles assigned to you?		PLACE X BELOW	
Deployed with you			
Allocated upon arrival			
Allocated later			

Other (Explain):							
13. Were the assigned vehicles sufficient to complete your mission(s)?		YES		NO			
If no, explain how you overcame the shortfall:							
14. Was the services support (postal, recreation, finance, morale calls, etc.) you received adequate?		YES		NO			
If no, explain what was inadequate:							
15. How were you billeted?							
T e n t s		Barracks		Contract Quarters (Hotel)		Other	
If other, explain:							
16. How was your messing carried out?							
M R E s		Dining Hall		Mixed hot meals and MREs		Other	
If other, explain:							
17. Were resupply procedures adequate?		YES		NO			
If no, explain why and suggested fixes:							
<b>IV. REDEPLOYMENT</b>							
1. What was your actual departure date ?							
2. Our mode of travel was (check all that apply):							
Mil-Air			Civ Air (TR/Charter)		GOV		
POV			Sealift		Rail		
Other			Please list				
3. Total number of days between notification and departure?							
4. What was your aerial port of re-embarkation (APOE)?							
5. What was your aerial port of re-debarkation (APOD)?							
6. Were you able to use your government issued credit card on your deployment?		YES		NO			
7. Did you have any enroute stops?		YES		NO			
If yes, what was the reason (for each stop):							

8. Did you debark at your home station?	YES		NO	
If not, why not?				
How did you get there?				
9. Did you leave any equipment behind (radios, weapons, vehicles, etc.)?	YES		NO	
If yes, please list the equipment and why each type/piece was left:				
How did you recover this equipment?				
10. Did you find any of your equipment ineffective or inadequate?	YES		NO	
If yes, explain why:				
How did you overcome the ineffectiveness or inadequacy?				
11. Did you encounter any problems returning your equipment to home station?	YES		NO	
If yes, explain why				
How did you overcome the problem(s)?				
12. Did you conduct or receive any mission specific training during your deployment?	YES		NO	
If yes, list the training and reason for its presentation:				
13. Could your team/UTC training have been improved?	YES		NO	
If yes, how?				
14. Did you (or any of your team/UTC) become infected or encounter persons infected with unique health problems? [Lyme disease, Malaria, Hepatitis, HIV (come in contact with an infected person), etc.]	YES		NO	
If yes, explain:				
15. Were you (or anyone on your team/UTC) forced to return early?	YES		NO	
If yes, explain:				
How were replacements made?				

16. Did you make any procedural or equipment modifications that had a significant positive impact on your mission accomplishment?	YES		NO	
If yes, explain:				
<b>ADDITIONAL COMMENTS:</b>				
<b>Please Utilize The Below Space To Expound Upon Your Previous Answers</b>				

**Attachment 4 (Added)****MINIMUM PT STANDARDS FOR QFEBC, QFEB2, QFEBR****Table A4.1. (Added) ) Minimum PT Standards For QFEBC, QFEB2, QFEBR**

	AGE	PUSH-UPS MALE/FEMALE	SIT-UPS MALE/FEMALE	2 MILE RUN MALE/FEMALE
	A	B	C	D
<b>1</b>	17-21	42/18	52/50	15:54/18:54
<b>2</b>	22-26	40/16	47/45	16:36/19:36
<b>3</b>	27-31	38/15	42/40	17:18/21:00
<b>4</b>	32-36	33/14	38/35	18:00/22:36
<b>5</b>	37-41	32/13	33/30	18:42/23:36
<b>6</b>	42-46	26/12	29/27	19:06/24:00
<b>7</b>	47-51	22/10	27/25	19:36/24:30
<b>8</b>	52+	16/9	26/22	20:00/25:00

**Test Sequence**

The test sequence is the push-up, sit-up, and 2-mile run. The order of events cannot be changed. There are no exceptions to this sequence. Airman should be allowed no less than 10 minutes, but ideally no more than 20 minutes, to recover between each event. The test administrator determines the time allotted between each event, as it will depend on the number of airmen who are participating in the test. Under no circumstances is the test valid if an airman cannot begin and end all three events in two hours or less. The following paragraphs describe the instructions for each event.

**Push-up Instructions**

*(The test administrator must read the following to the airman taking test)* The push-up event measures the endurance of the chest, shoulder, and triceps muscles. On the command "get set," you will assume the front-leaning rest position by placing your hands where they are comfortable for you. Your feet may be together or up to 12 inches apart. When viewed from the side, your body should form a generally straight line from your shoulders to your ankles. On the command "go" begin the push-up by bending your elbows and lowering your entire body as a single unit until your upper arms are at least parallel to the ground. Then return to the starting position by raising your entire body until your arms are fully extended. Your body must remain rigid in a generally straight line and move as a unit while performing each repetition. At the end of each repetition, the scorer will state the number of repetitions you have completed cor-

rectly. If you fail to keep your body generally straight, to lower your whole body until your upper arms are at least parallel to the ground, or to extend your arms completely, that repetition will not count, and the scorer will repeat the last correctly performed repetition. If you fail to perform the first ten push-ups correctly, the scorer will tell you to go to your knees and will explain your mistakes. You will then be sent to the end of the line to be restarted. After the first 10 push-ups have been performed and counted, no restarts will be allowed. The test will continue, and any incorrectly performed push-ups will not be counted. An altered, front-leaning rest position is the only authorized rest position. You may sag in the middle or flex your back. When flexing your back, you may bend your knees, but not to the extent that you are supporting most of your body weight with your legs. If this occurs, your performance will be terminated. You must return to, and pause in, the correct starting position before continuing. If you rest on the ground your performance will be terminated. You may reposition your hands and/or feet as long as they remain in contact with the ground at all times. Correct performance is important. You will have two minutes to do as many push-ups as you can.

### **Sit-up Instructions**

*(The test administrator must read the following to the airman taking test)* The sit-up event measures the endurance of the abdominal and hip-flexor muscles. On the command "get set," assume the starting position by lying on your back with your knees bent at a 90-degree angle. Your feet may be together or up to 12 inches apart. Another person will hold your ankles with the hands only. No other method of bracing or holding the feet is authorized. The heel is the only part of your foot that must stay in contact with the ground. Your fingers must be interlocked behind your head and the backs of your hands must touch the ground. On the command "go," begin raising your upper body forward to, or beyond, the vertical position. The vertical position means that the base of your neck is above the base of your spine. After you have reached or surpassed the vertical position, lower your body until the bottom of your shoulder blades touch the ground. Your head, hands, arms, or elbows do not have to touch the ground. At the end of each repetition, the scorer will state the number of sit-ups you have completed correctly. A repetition will not count if you fail to reach the vertical position, fail to keep your fingers interlocked behind your head, arch or bow your back and raise your buttocks off the ground to raise your upper body or let your knees exceed a 90-degree angle. If a repetition does not count, the scorer will repeat the number of your last correctly performed sit-up. The up position is the only authorized rest position. If you stop and rest in down (starting) position, the event will be terminated. As long as you make a continuous physical effort to sit up, the event will not be terminated. You may not use your hands or any other means to pull or push yourself in the rest position. If you do, your performance in the event will be terminated. Correct performance is important. You have two minutes to perform as many sit-ups as you can.

### **Two-Mile Run**

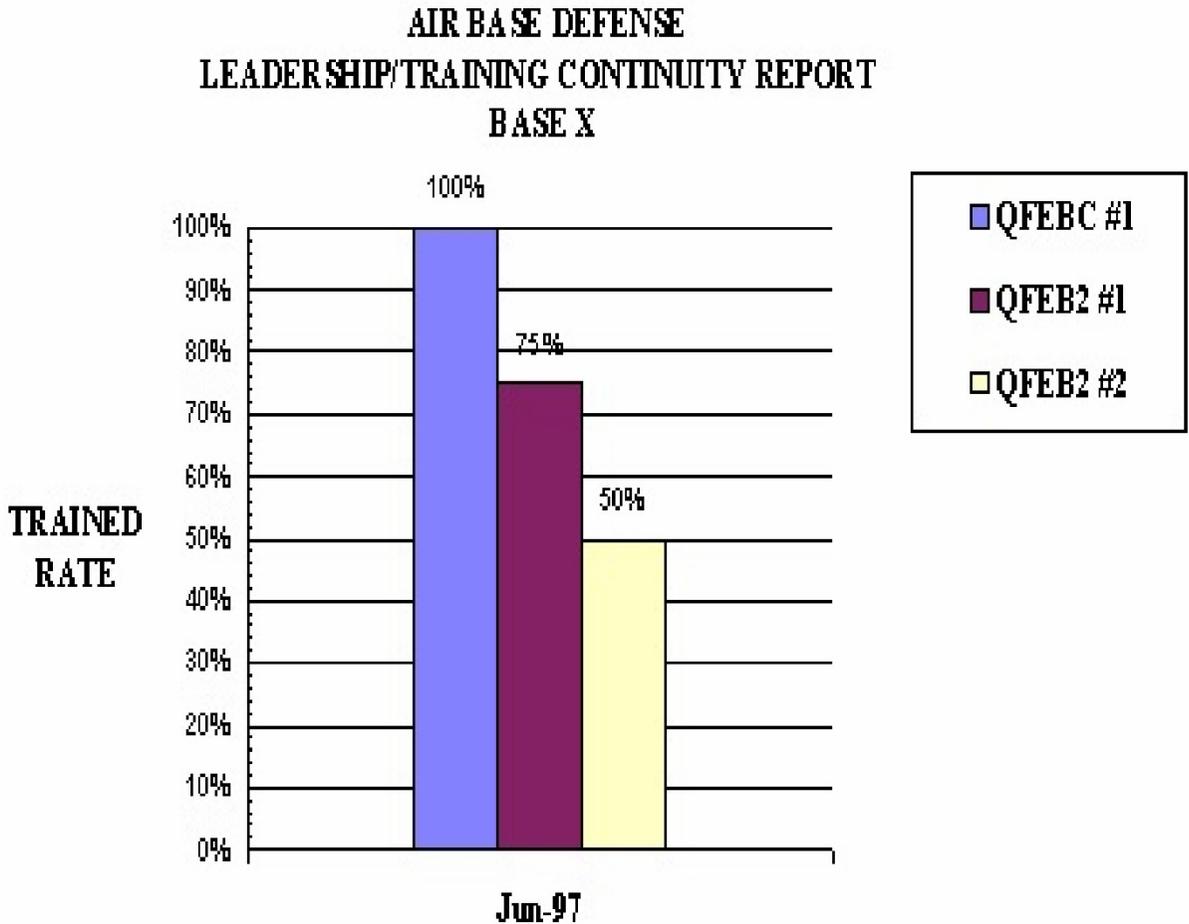
*(The test administrator must read the following to the airman taking test)* The two-mile run is used to assess your aerobic fitness and your leg muscle endurance. You must complete the run without any physical help. At the start, all airmen will line up behind the starting line. On the command "go," the clock will start. You will begin running at your own pace. You are being tested on your ability to complete the 2-mile course in the shortest time possible. Although walking is authorized, it is strongly discouraged. If

you are physically helped in any way (for example, pulled, pushed, picked up, and /or carried) or leave the designated running course for any reason, you will be disqualified.

Attachment 5 (Added)

EXAMPLE FORMAT FOR LEADERSHIP/TRAINING AND PHYSICAL FITNESS REPORTS

Figure A5.1. (Added) Example Format for Leadership/Training Report



GENERAL INSTRUCTIONS

1. This QPI has a goal of 65 percent rate for each UTC assigned to the base. This measurement will begin in June 1997.
2. This QPI goal is calculated using the following formula: Calculate the numbers of security police leadership personnel (QFEB: flight leader (1), flight sergeant (1), squad leaders (3), and ratelos (3); QFEB2: squad leader (1), and fire team leaders (3)) assigned to a UTC that have been trained (attended GCS level

I, II, IV; attended the Air Mobility Warfare Center (AMWC) and the Joint Regional Training Center (JRTC)). Divide this number by the total number of leadership positions that are assigned to that UTC. Multiply the result by 100.

3. If the percent of personnel meeting standards falls below the goal, or a unit fails to improve over the previous reporting period you must submit an analysis of the root cause, prepare an action plan for combating the problem, and an estimated completion date for implementation of the action plan.

4. Examples.

#### **Example #1**

Base X has 8 leadership positions assigned to QFEBC #1. There are 8 personnel who have been trained to perform their wartime skills.

Calculations: trained rate/total leadership positions assigned to UTC x 100

$$8 \div 8 = 1.0$$

$$1.0 \times 100 = 100\%$$

#### **Example #2**

Base X has 4 leadership positions assigned to QFEB2 #1. There are 3 personnel who have been trained to perform their wartime skills.

Calculations: trained rate/total leadership positions assigned to UTC x 100

$$3 \div 4 = 0.75$$

$$0.75 \times 100 = 75\%$$

#### **Example #3**

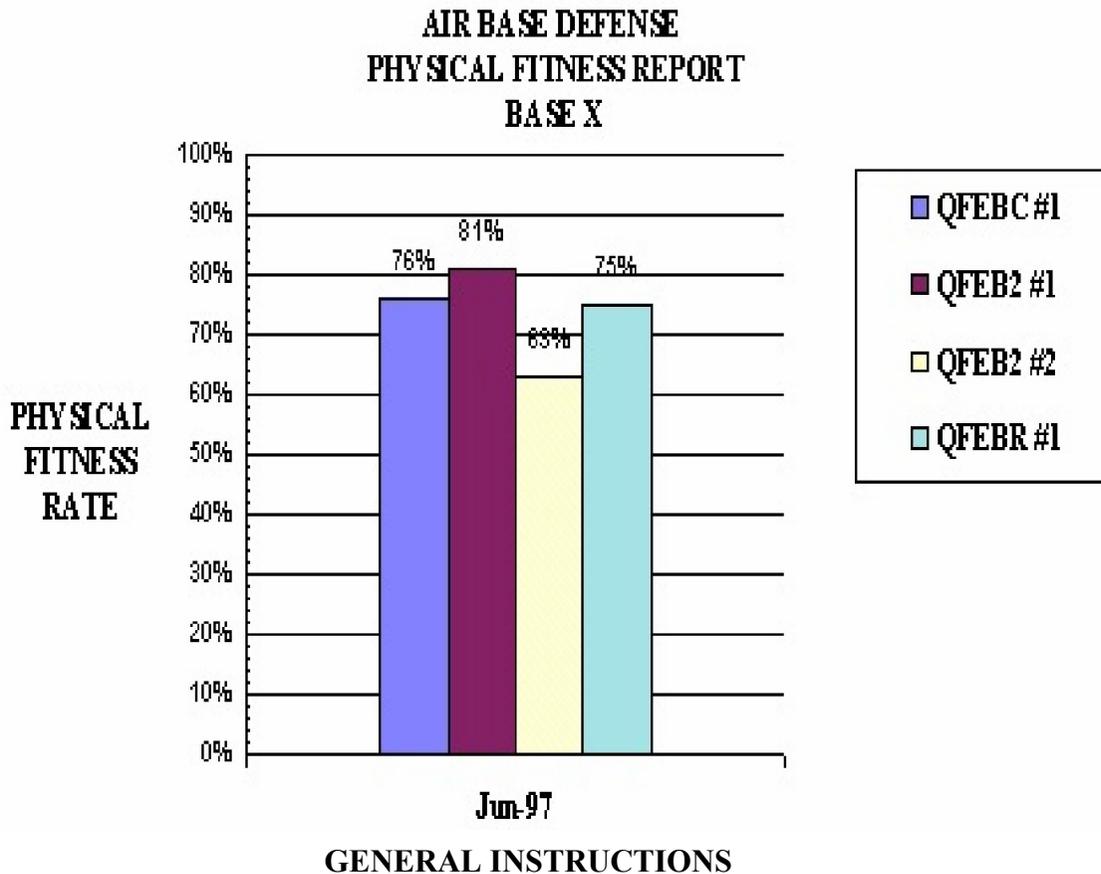
Base X has 4 leadership positions assigned to QFEB2 #2. There are 2 personnel who have been trained to perform their wartime skills.

Calculations: trained rate/total leadership positions assigned to UTC x 100

$$2 \div 4 = 0.50$$

$$0.50 \times 100 = 50\%$$

Figure A5.2. (Added) Example Format For Physical Fitness Report



1. This QPI has an initial goal of 50 percent pass rate for each UTC assigned to the base. This measurement will begin in June 1997.
2. This QPI goal is calculated using the following formula: Calculate the numbers of security police personnel (primary and alternates) assigned to a UTC that can pass the physical fitness standards. Divide this number by the total number of security police personnel (primary and alternates) that are assigned to a UTC. Multiply the result by 100.
3. If the percent of personnel meeting standards falls below the goal, or a unit fails to improve over the previous reporting period you must submit an analysis of the root cause, prepare an action plan for combating the problem, and an estimated completion date for implementation of the action plan.
4. Examples.

**Example #1**

Base X has 53 (primary and alternate) mobility positions assigned to QFEB #1. There are 40 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$40 \div 53 = 0.7547$$

$$0.7547 \times 100 = 76\%$$

**Example #2**

Base X has 16 (primary and alternate) mobility positions assigned to QFEB2 #1. There are 13 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$13 \div 16 = 0.8125$$

$$0.8125 \times 100 = 81\%$$

**Example #3**

Base X has 16 (primary and alternate) mobility positions assigned to QFEB2 #2. There are 10 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$10 \div 16 = 0.625$$

$$0.625 \times 100 = 63\%$$

**Example #4**

Base X has 4 (primary and alternate) mobility positions assigned to QFEBR #1. There are 3 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$3 \div 4 = 0.75$$

$$0.75 \times 100 = 75\%$$

COURTNEY H. MANK, Colonel, USAF

Director, Security Forces