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Security

ARMS AND EQUIPMENT (WING)

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This Checklist reflects Command requirements for the Arms and Equipment Branch to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references and add commander and supervisor responsibilities.

- 1.** References have been provided for each item. Critical items have been kept to a minimum and are required by public law, executive orders, DoD directives, or safety guidelines; which if not complied with, could result in significant legal liabilities, penalties, or mission impact. The IG will inspect all critical items on AFSPC checklist. In addition, the IG will work with the functional staff prior to a major inspection to identify non-critical items that should be inspected at a particular unit.
- 2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the Checklist at **Attachment 1** as a guide only. AFSPC Checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of the Arms and Equipment Branch. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

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Director of Security Forces

Attachment 1

ARMS AND EQUIPMENT (WING)

Table A1.1. Checklist.

MISSION STATEMENT: To provide weapons and equipment to meet units peacetime and warfighting mission requirements. NOTE: All references are from AFI 31-209, unless otherwise stated			
SECTION 1: EQUIPMENT AND FACILITIES			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Have AA&E owner/users established written instructions regarding all phases of security operations? Are these instructions reviewed annually? (DoD 5100.76-M, para 3.E.2.)			
1.2. NON-CRITICAL ITEMS:			
1.2.1. Has the unit developed emergency entry procedures for all AA&E facilities? (Para 5.5.1., and AFSPCSUP1, para 5.5.1.)			
1.2.2. Are firearms storage facilities that routinely issue weapons equipped with battery or generator-powered emergency lighting that automatically switches over? (Para 5.6.)			
1.2.3. Is emergency lighting provided for the interior storage facility, entrances, and issue windows? (Para 5.6.)			
SECTION 2: CONTROLLED AREAS			
2.1. NON-CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Has the owner/user designated in writing a controlled area monitor and informed the base RPPM? (AFH 31-223, para 4.3.4.)			
2.1.2. Are signs posted in conspicuous and proper places around the controlled area? (Para 4.3.)			
SECTION 3: PROTECTION OF AA&E			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Are all government-owned firearms stored in government-owned facilities? (Para 5.1.)			
3.2. NON-CRITICAL ITEMS:			
3.2.1. Is an AF Form 1314, Firearms Registration , completed for each privately owned firearm maintained in the SP Armory? (Para 5.1.1.)			

3.2.2. Has the installation commander developed guidance on privately owned weapons and other types of dangerous weapons? (Para 1.7.)			
SECTION 4: PHYSICAL SECURITY REQUIREMENTS			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Are arms rooms built to meet Class A Vault specifications and are modular vaults meeting Federal Specification AA-V-2737? (DoD 5100.76-M, para 4.A.3.)			
4.1.2. Is exterior security lighting provided for all arms storage buildings and doors to arms rooms? (DoD 5100.76-M, para 4.B.1.b.(4))			
4.1.3. Are switches for exterior lighting installed so they are not accessible to unauthorized individuals? (DoD 5100.76-M, para 4.B.1.b.(4)(c))			

<p>4.1.4. Are the following minimum standards being complied with for arms, ammunition, and explosives? (MIL HDBK 1013/1A, Table 13 and Table 14)</p> <p>4.1.4.1. WALLS: 8-inch (200 mm) concrete reinforced with No. 4 (12.7 mm) reinforcing bars, 9 inches (150 mm) on center in each direction and staggered on each face to form a grid approximately 4-1/2 inches (114 mm) square -or- 8-inch (200 mm) concrete block (or concrete masonry unit) with No. 4 (12.7-mm) bars threaded through block cavities filled with mortar or concrete and with horizontal joint reinforcement at every course -or- at least 8 inches (200 mm) of brick interlocked between inner and outer courses.</p> <p>4.1.4.2. DOORS: Class 5 or 8 vault doors are required. Existing facilities shall use a solid hardwood or laminated wood door of at least 1-3/4 inch thickness with a 12-gauge steel plate on the outside face or shall be of standard 1 3/4-inch thick, hollow metal, industrial-type construction with minimum 14-gauge skin plate thickness, internally reinforced with continuous vertical steel stiffeners spaced 6 inches on center.</p> <p>4.1.4.3. FLOORS: Minimum 6-inch (150 mm) concrete construction reinforced with 6-inch by 6-inch (150 mm by 150 mm) W4 by W4 mesh or equivalent bars.</p> <p>4.1.4.4. ROOF/CEILINGS: Reinforcing bar spacing will form a grid using No. 4 (12.7 mm) bars or larger so that the area of any opening does not exceed 96 sq. in. (0.06 sq. m). If ceiling or roof is of concrete pan-joint construction, the thinnest may not be less than 6 inches (150 mm) and the clear space between joists may not exceed 20 inches (500 mm).</p> <p>4.1.4.5. FRAMES: Door bucks, frames, and keepers shall be rigidly anchored and provided with antispread space filler reinforcement to prevent disengagement of the lock bolt by prying or jacking of the door frame. The frames for both interior and exterior doors shall be so designed and installed as to prevent sufficient removal of the frame facing or the built-in locking mechanism to allow disengagement of the lock bolt from outside a secured room.</p> <p>4.1.4.6. LOCKS/HASPS: High security locks (MIL-P-43607) and high security hasps (MIL-H-29181).</p> <p>4.1.4.7. MISC OPENINGS: Openings of 96 sq. in. (0.06 sq. m) or more with the least dimension greater than 6 inches (150 mm) will be protected by: minimum 3/8-inch (9.5 mm) hardened steel rods with maximum 4-inch (100 mm) spacing with horizontal bars so that openings do not exceed 32 sq. in. (200 sq. mm) -or- riveted steel grating (weight of 13.2 LB/ft²HAHQ ACC/SP sq. {64.5 kg/m² sq.}) or welded steel grating (weight of 8.1 LB/ft² sq. {39.6 kg/m² sq.}) with 1 by 3/16 inch (25.4 by 4.7 mm) bearing bars.</p>			
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4.1.5. If existing facilities are being used, do they provide 10 minutes of forced entry delay? (DoD 5100.76-M, para 5.B.)			
SECTION 5: IDE REQUIREMENTS			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Are duress alarms provided unless the weapons are stored in a restricted area containing priority A resources? (Para 5.2.1.)			
5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Does the owner/user conduct quarterly alarm tests of all alarms with the alarm monitor? (Para 3.4.6. and DoD 5100.76-M, para 3.F.6.)			
5.2.2. Is AFVA 125-20, <i>Intrusion Detection System Warning Sign</i> , posted at alarmed facilities? (Para 3.4.7.)			
5.2.3. Does the owner/user maintain a log of nuisance and false alarms for 90-day periods and does the log contain, as a minimum, the time and date of occurrence, cause of the alarm (if known), and action taken (maintenance called or responded, reset without problems, etc.)? (Para 3.4.12.)			
SECTION 6: INVENTORIES AND FACILITY CHECKS			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Is a physical inventory of all firearms conducted on facilities that are opened daily? (Para 5.2.1.)			
6.1.2. Is an inventory conducted on AA&E facilities that are staffed 24-hours per day or those that are frequently opened for shift change every time custody changes? (Para 5.2.1.)			
6.1.3. Is the AF Form 1473 used to conduct daily inventories? (Para 5.2.1.)			
6.1.4. At unit level, is a 100 percent physical count of small arms taken monthly and an inventory by serial number taken quarterly (except for boxed and banded arms)? (DoD 5100.76-M, para 6.B.2.B.(2)(a))			
6.1.5. At unit level, for boxed and banded items, does the count and inventory consist of a 100 percent count as reflected by the number of items listed on the boxes? (DoD 5100.76-M, para 6.B.2.b.(2)(a))			
6.1.6. If there is evidence of tampering, is the box opened and a 100 percent count taken of the arms inside? (DoD 5100.76-M, para 6.B.2.b.(2)(a))			
6.1.7. Is a complete count taken of every box that is opened, damaged, or shows signs of tampering? (DoD 5100.76-M, para 6.B.2.b.(2)(b)2)			

6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Are inventory records that reflect no discrepancy maintained for 2 years and those that reflect discrepancies, maintained for 4 years? (DoD 5100.76-M, para 6.B.2.b.(2)(a))			
SECTION 7: MISCELLANEOUS			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Have commanders designated, in writing, which personnel may gain authorized unescorted access to AA&E facilities? (Para 5.5.)			
7.2. NON-CRITICAL ITEMS:	YES	NO	N/A
7.2.1. Do units who are storing small quantities of category II weapons have the installation commanders approval and are they being kept in a class five GSA approved of equivalent container with a combination lock? (AFH 31-223, para 6.12.)			
7.2.2. Is the resource protection program manager notified anytime the layout of a facility is changed (crates moved, weapons racks moved, etc.)? (Para 5.3.1.)			
7.2.3. Are major parts, such as barrels and major assemblies, afforded the same protection as Category IV arms? (DoD 5100.76-M, para 4.E.)			
7.2.4. Are frames and receivers which constitute a weapon stored according to their correct category? (DoD 5100.76-M, para 4.E.)			
7.2.5. Are entry records (EALs, visitor logs, etc.) maintained for 90 days? (DoD 5100.76-M, para 5.I.)			
7.2.6. Is DoD 4160.21-M followed when excess and surplus arms, arms parts, ammunition, and explosives require disposal? (DoD 5100.76-M, para 6.F.)			
SECTION 8: LOCKS, KEYS & FIREARM RACKS			
8.1. CRITICAL ITEMS:	YES	NO	N/A
8.1.1. Has a system been established by AA&E facility supervisors to control all locked structures, gates, and containers? (Para 5.12.)			
8.1.2. Is a current roster of individuals authorized access to keys maintained and kept out of public view? (DoD 5100.76-M, para 3.H.1.)			

8.1.3. Are keys to storage buildings, rooms, racks, containers, and IDE maintained separately from other keys and accessible only to those individuals whose official duties require access to them? (DoD 5100.76-M, para 3.H.1.)			
8.1.4. When not attended or used, are keys providing access to Category III and IV AA&E secured in containers of at least 20-gauge steel, or material of equivalent strength, and equipped with a General Services Administration (GSA) approved built-in, changeable, combination lock or a GSA-approved key-operated security key padlock? (DoD 5100.76-M, para 3.H.1.b.)			
8.1.5. Are affected locks or cores to locks replaced immediately in the event keys are lost, misplaced, or stolen? (DoD 5100.76-M, para 3.H.1.c.)			
8.1.6. Are replacement or reserve locks, cores, and keys secured to prevent accessibility to unauthorized individuals? (DoD 5100.76-M, para 3.H.1.c.)			
8.1.7. Is a key control register maintained to ensure continuous administrative accountability for keys? (DoD 5100.76-M, para 3.H.2.)			
8.1.8. Are firearms racks secured by low-security key padlocks such as those meeting commercial item description (CID) A-A-1927? (DoD 5100.76-M, para 4.B.1.a.(3))			
8.1.9. Are racks and containers weighing less than 500 pounds (with weapons) fastened to the structure (or fastened together or in groups which have a total weight exceeding 500 pounds) with bolts or chains and approved padlocks? (DoD 5100.76-M, para 4.B.1.a.(3))			
8.1.10. Are bolts used to secure racks spot-welded, peened, or otherwise secured to prevent their removal? (DoD 5100.76-M, para 4.B.1.a.(3))			
8.1.11. Are hinges for hinged-locking bars on racks welded, peened, or otherwise secured to prevent their removal? (DoD 5100.76-M, para 4.B.1.a.(3)(a))			
8.1.12. Are all racks constructed to prevent the removal of a weapon by disassembly? (DoD 5100.76-M, para 4.B.1.a.(3)(a))			
8.2. NON- CRITICAL ITEMS:	YES	NO	N/A
8.2.1. Has the installation commander or designee appointed, in writing, a key and lock custodian? (DoD 5100.76-M, para 3.H.2.)			

8.2.2. Does the register contain the signature of the individual receiving the key, date and hour of issuance, serial number or other identifying information of the key, signature of the individual issuing the key, date and hour key was returned, and the signature of the individual receiving the returned key and are the registers maintained on file for 90 days? (DoD 5100.76-M, para 3.H.2.)			
8.2.3. Are padlocks locked to the staple or hasp when the area or container is open? (DoD 5100.76-M, para 3.H.3.)			
8.2.4. Are inventories of keys and locks conducted semiannually and retained on file for one year? (DoD 5100.76-M, para 3.H.4.)			
SECTION 9: FIREARMS HANDLING PROCEDURES			
9.1. CRITICAL ITEMS:	YES	NO	N/A
9.1.1. Has the local unit commander, or designee, trained responsible individuals to perform duties as weapons armorers and clearing-barrel attendants? (AFMAN 31-229, para 1.1.)			
9.1.2. Are clearing barrel procedures outlined in (AFMAN 31-229, para 1.6.) followed? (AFMAN 31-229, para 1.6.)			
9.1.3. Has a clearing zone been established which is a red line of demarcation approximately 6 feet from the clearing-barrel? (AFMAN 31-229, para 1.3.)			
9.1.4. Do personnel adhere to the one person policy within the clearing zone? (AFMAN 31-229, para 1.3.)			
<p>9.1.5. Does the armorer, or other authorized individual: (AFMAN 31-229, para 1.5 and 1.5.1. through 1.5.5)</p> <p>9.1.5.1. Verify each individual’s authority to bear arms before issuing any weapon, ammunition, or both?</p> <p>9.1.5.2. Ensure clearing of each weapon before issue/turn-in? Issue all weapons butt first, muzzle elevated, slide or bolt to the rear, and on safe?</p> <p>9.1.5.3. Allow only one person at a time to approach the issue and turn-in area or window?</p> <p>9.1.5.4. Visually inspect and clear each weapon prior to storing the weapon, ensuring removal of all ammunition prior to storage?</p> <p>9.1.5.5. Store weapons as outlined in the detailed handling procedures for each weapon?</p>			
9.1.6. Are clearing barrels properly constructed? (AFMAN 31-229, para 2.1 and 2.1.1. through 2.1.5.)			
9.1.7. Have written firearms clearing procedures been posted above each clearing-barrel for each type of government firearm stored in the arms room? (AFMAN 31-229, para 2.2.)			

9.1.8. Does the arms room issue/turn-in-barrel meet requirements outlined in AFMAN 31-229, para 2.3.? (AFMAN 31-229, para 2.3)			
9.1.9. Does the armorer check the arming authorization of the person requesting a weapon through review of single or multiple listing letters, computer-generated rosters, aircrew orders, or other documents submitted and signed by authorization officials? (AFMAN 31-229, para 3.1.)			
9.1.10. Does the arming authorization document(s) identify the individual by name, social security number, firearm type, and last qualification date (for that weapon)? (AFMAN 31-229, para 3.1.)			
9.1.11. Do personnel follow AF firearms handling procedures outlined in AFMAN 31-229, Attachments 1 through 11? (AFMAN 31-229, Attachments 1 through 11)			
9.2. NON-CRITICAL ITEMS:	YES	NO	N/A
9.2.1. Do armorers use the AF Form 629, Small Arms Hand Receipt , for people to whom they frequently issue firearms? (AFMAN 31-229, para 3.2.)			
9.2.2. Has the AF Form 629, Small Arms Hand Receipt , been laminated after the bearer signs it? (AFMAN 31-229, para 3.2.)			
9.2.3. Do armorers use AF Form 1297, Temporary Issue Receipt , to issue all other firearms? (AFMAN 31-229, para 3.3)			