

**BY ORDER OF THE COMMANDER  
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE  
INSTRUCTION 31-101**

**30 APRIL 2004**

**Security**

**INSTALLATION SECURITY**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction aligns with AFDPO 31-1, *Physical Security*, and implements AFI 31-101, *The Air Force Installation Security Program*. It establishes requirements and procedures for conducting normal security operations on Robins Air Force Base (RAFB), Georgia. This instruction establishes policies and procedures for effective day-to-day security, entry into restricted areas, security reporting and alerting, authorization to bear firearms, photography within restricted and controlled areas, installation entry procedures, security forces patrolling and sector prioritization, Resource Protection Program, composition of the Installation Security Council (ISC), and individual unit support taskings. The installation commander issues these directives in accordance with the Internal Security Act of 1950 (50 U.S.C. 797). The provisions and requirements of this instruction apply to all personnel assigned, attached, or visiting RAFB. United States military personnel who violate this instruction are subject to disciplinary action under Article 92 of the Uniform Code of Military Justice (UCMJ). In addition, violations of this instruction by Air Force civilian employees or contractors may result in disciplinary action without regard to criminal liability.

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### **SUMMARY OF REVISIONS**

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

This revision changes the designation of the 78th Air Base Wing Commander as the installation commander, includes various administrative changes and incorporates the following updates. Designation, location and protection level of restricted areas in **Chapter 1** are clarified to spell out specific baseline security requirements. Procedures for emergency entry into restricted areas are clearly defined in **Chap-**

ter 2. Processing instructions for AF 2586, **Unescorted Entry Authority Certificate** for issuance of AF 1199, **Restricted Area Badge (RAB)** have been updated in **Chapter 3**. Installation entry policies in **Chapter 8** have been extensively revised to align with current policies. Procedures for notification of revocation of an individual’s authority to bear arms have been added to **Chapter 11**. In **Chapter 13**, the approving authority for deviations has been changed to reflect the 78 MSG/CC and the deviation reporting requirements for PL 1, 2, and 3 resources has been deleted.

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## PART 1

### PHYSICAL SECURITY

#### Chapter 1

#### NORMAL SECURITY OPERATIONS

**1.1. Legal Authority.** The Installation Security Council (ISC) establishes restricted areas for operational protection level resources assigned or attached to Robins AFB. Changes to restricted areas, with the exception of temporary free zones, are by ISC action only. Restricted areas are kept free of all unauthorized personnel using strict entry and circulation control procedures. Possession of a current AF Form 1199 is required for entry into any restricted area. Unescorted entry is limited to those personnel who perform duties inside the area on a routine basis. An authorized escort official escorts all other personnel into the area. The procedures outlined in this instruction are normal day-to-day security operations. Force Protection Conditions (FPCON) and contingency actions are outlined in the Robins AFB Installation Security Plan 31-101 (Robins AFB ISP). The 78th Security Forces Squadron (78 SFS) is the office of primary responsibility for Robins AFB ISP.

#### **1.2. Responsibilities:**

1.2.1. The 78th Air Base Wing Commander (78 ABW/CC) is responsible for security of all protection level assets assigned on Robins Air Force Base.

1.2.2. The 78 ABW/CC is the chairperson for the ISC. The chairperson may act on behalf of the ISC between meetings. Any actions approved by the chairperson will be reviewed at the next ISC meeting.

1.2.3. Commander, 78th Security Forces Squadron (78 SFS/CC): The 78 SFS/CC is the wing commander's primary advisor for the Installation Security Program. The 78 SFS/CC has the authority to establish security posts and their priorities. Manning of required security posts takes precedence over unit and base details, and administrative or training functions. The 78 SFS/CC will be involved in the planning phase of new restricted areas, as well as changes in size, location, and construction work in and around existing restricted areas, and any other work that will affect a restricted area. The Base Contracting Office and 778th Civil Engineering Squadron (778 CES) will contact the 78 SFS/CC on all new construction projects and ensure security requirements are identified to project engineers in writing and included in all contracts prior to any contracts being awarded.

1.2.4. Robins Command Post (RCP): Will provide up-channel and down-channel reports through the security reporting and alerting system and up-channel OPREP-3 Beeline reports for Protection Level (PL) aircraft incidents.

1.2.5. Installation Security Council (ISC): The ISC is the single governing body responsible to the 78 ABW/CC for installation security. The ISC will implement programs for the protection of personnel, property, and resources on Robins AFB. See **paragraph 5.3.** for ISC membership and objectives.

1.2.6. Each unit commander, host unit agency chief or commander, or equivalent staff agency chief responsible for protection level resources must ensure their security program meets DoD, Air Force and local protection criteria. They are also responsible for ensuring all personnel, including Department of the Air Force (DAF) civilians and DoD contractor personnel supporting the unit's mission, are aware of the location of restricted areas. Furthermore, personnel working in or around restricted

areas must understand and comply with established restricted area entry control procedures. Organizations having responsibilities in support of restricted areas are tasked in this instruction and Robins AFB ISP.

1.2.6.1. A physical security program review will be conducted on all permanent restricted areas every 2 years or when there are major structural modifications.

**1.3. Normal Security Operations.** Normal security operations provide capability to detect, report, and neutralize hostile threats directed against protection level resources. This capability is maintained through armed 78 SFS patrols and owner/user personnel.

1.3.1. The 78 SFS personnel will not be routinely assigned to base details when posts in support of protection level resources go unmanned, or when the 78 SFS work schedule exceeds the work schedule of the general military population of the installation.

1.3.2. Internal security response teams (ISRT), external security response teams (ESRT) and entry controllers for a PL3 or higher resource will be armed with the M16 rifle. The 78 SFS/CC will make the final determination on arming requirements as the mission dictates. All law enforcement patrols will be armed with the M9 handgun.

1.3.3. The 78 SFS personnel must:

1.3.3.1. Possess communications equipment that allows for rapid, reliable communications with the Security Forces Control Center (SFCC). Sentries immediately initiate a report to the SFCC upon detecting any breach of security. The SFCC initiates necessary up-channel reports through the security reporting and alerting system and initiates the appropriate contingency action if the investigation reveals a hostile or potentially hostile situation. The 78 ABW/CC or designated representative implements the appropriate FPCON after consulting the Threat Working Group (TWG).

1.3.3.2. Provide immediate armed response when a security breach is detected or reported and determine if the violation is hostile or nonhostile. The responding security patrol determines if the breach is hostile or if it is a result of failure to follow established procedures.

1.3.3.3. Conduct periodic hangar checks and Entry Control Point (ECP) checks, two during 8-hour shifts, and three during 12-hour shifts unless otherwise specified.

1.3.3.4. Continuously patrol assigned sectors to increase their capability of detecting security breaches. The following are the designated security and law enforcement patrol sectors:

1.3.3.4.1. Security patrols and response team requirements during normal security operations are as follows:

1.3.3.4.1.1. One ESRT (minimum) posted on the east side of the flightline from the north end of the runway (Gate 12) south to flightline Gate 9 (SAC gate).

1.3.3.4.1.2. One ISRT posted within the Joint Surveillance, Target, Attack, Radar System (JSTARS) aircraft restricted area.

1.3.3.4.1.3. One ISRT posted within the 19th Air Refueling Group (ARG) Mass Parking Area (MPA) restricted area.

1.3.3.4.1.4. One ESRT posted on the west side of the flightline, from the north end of the runway (Gate 12) to building 210, including the AFMC ramp.

1.3.3.4.2. Law Enforcement Patrol sectors and requirements are as follows:

1.3.3.4.2.1. Flight Commander/Flight Chief: Responsible for the overall daily supervision of law enforcement and security operations.

1.3.3.4.2.2. Sector One (one patrol). South boundary: east from Gate 1, along First Street to Robins Parkway, Robins Parkway to Richard Ray Boulevard to Beale Road. East boundary: east base perimeter. North boundary: north perimeter along Joint STARS Road. West boundary: base perimeter along Perimeter Road.

1.3.3.4.2.3. Sector Two (one patrol). North boundary: East from Gate 1, along First Street to Robins Parkway, Robins Parkway to Richard Ray Boulevard to Beale Road. East boundary: Hannah Road. South boundary: Martin Luther King Jr. Boulevard to Gate 5. West boundary: base perimeter.

1.3.3.4.2.4. Sector Three (one patrol). North boundary: Gate 5 east along Martin Luther King Jr. Boulevard. East boundary: Hannah Road, Seventh Street, Fort Valley Street, and Crescent Drive to Tenth Street. South boundary: Tenth Street west to OM Road to Ninth Street and Perimeter Road intersection.

1.3.3.4.2.5. Sector Four (one patrol). North boundary: Tenth Street west to OM Road to Ninth Street and Perimeter Road intersection. East boundary: base perimeter. South boundary: base perimeter. West boundary: base perimeter along Perimeter Road.

1.3.4. Owner or user personnel must:

1.3.4.1. Assume responsibility for providing surveillance over and security of their assigned restricted area during periods when operations or maintenance has control of the flightline. The 78 SFS motorized patrols provide immediate armed response to breaches of security.

1.3.4.2. Detect security violations or infractions and are responsible for sounding the alarm immediately. The following actions should be followed:

1.3.4.2.1. Contact the nearest 78 SFS mobile patrol.

1.3.4.2.2. Notify the Aircraft Maintenance Operations Control Center (AMOCC) via a maintenance radio net.

1.3.4.2.3. Use the hand and arm signal for **HELPING HAND/COVERED WAGON** or call the **HELPING HAND/COVERED WAGON** hotline at extension 6-3444. The local standard hand and arm signal for reporting a **HELPING HAND** or **COVERED WAGON** is to hold your arms outstretched as if forming the letter "T" and shout "**HELPING HAND**" or "**COVERED WAGON**", as applicable.

**1.4. Designation, Location, and Protection Level of Restricted Areas:** Restricted areas are established pursuant to DoD Directive (DoDD) 5200.8, *Security of DoD Installations and Resources* and Section 21, *Internal Security Act of 1950 (50 U.S.C. 797)*. The following are permanently designated restricted areas on Robins AFB, in order of importance:

1.4.1. PL2.

- 1.4.1.1. Robins Command Post (RCP), located in Building 2078.
  - 1.4.1.2. The 116 ACW Joint Surveillance Target Attack Radar System (J-STARS) Aircraft Parking Area.
  - 1.4.1.3. The 19 ARG Mass Parking Area (MPA) when generating in support of OPLAN 8044.
  - 1.4.1.4. The 19 ARG ALPHA Alert KC-135R aircraft or homeland defense Alert aircraft (PL2). These aircraft can be located on the APA and/or in hangars.
  - 1.4.1.5. The 19 ARG Alert aircraft generated following OPLAN 8044 implementation (PL2). These aircraft can be located on the Mass Parking Area (MPA), Alert Aircraft Parking Area (AAPA), Taxiway D, and/or the North Hammerhead.
- 1.4.2. PL3:
- 1.4.2.1. The 19 ARG MPA primarily containing KC-135R refueling aircraft.
  - 1.4.2.2. Headquarters Air Force Reserve Command (HQ AFRC) Command Center located in building 210, with the alternate location in building 300, West Wing basement.
- 1.4.3. PL4:
- 1.4.3.1. WR-ALC Flightline area.
  - 1.4.3.2. Hazardous Cargo Aircraft Parking Area (Hot Cargo Pad). Located at the north side of the intersection of Taxiway Juliet and Taxiway Charlie. This area is normally used for C-5 aircraft, Space Shuttle Transport, hot cargo, and other resources. This area is considered a restricted area only when protection level resources are present.

## **1.5. Baseline security requirements for Protection Level (PL) assets.**

- 1.5.1. PL2 Resources. Requires an entry controller, a line of detection at the restricted area boundary and at the resource, an ISRT with an immediate response not to exceed 3 minutes, and an ESRT capable of responding within 5 minutes. Close boundary coverage is required if an alarm system is not installed or is inoperative.
- 1.5.1.1. The RCP (PL2) requires owner/user personnel performing entry control duties and internal security functions and an ESRT capable of responding within 5 minutes.
  - 1.5.1.2. J-STARS Assets (PL2) require an entry controller, close boundary sentry (amount determined by the number of aircraft and locations), an ISRT with an immediate response not to exceed 3 minutes, and a dedicated ESRT capable of responding within 5 minutes.
  - 1.5.1.3. OPLAN 8044 and ALPHA (PL2) assets require an entry controller, close boundary sentry (amount determined by the number of aircraft and location), an ISRT with an immediate response not to exceed 3 minutes, and an ESRT capable of responding within 5 minutes.
- 1.5.2. PL3 Resources. Supporting forces and owner/user personnel will provide internal control and surveillance for all PL3 resources. The 78 SFS will dedicate an ISRT to the restricted area capable of responding within 3 minutes. The 78 SFS/CC may authorize a single ISRT to support multiple PL3 restricted areas if the ISRT can make their response time in the event an alarm occurs.

1.5.2.1. Baseline protection for the 19 ARG Mass Parking Area (PL3) requires an ISRT with an immediate response not to exceed 3 minutes and an ESRT, capable of responding within 5 minutes.

1.5.2.2. Baseline protection for the AFRC Command Post (PL3) requires owner/user personnel performing entry control duties and internal security functions and an ESRT capable of responding within 5 minutes.

1.5.3. The WR-ALC flightline area (PL4) requires owner/user personnel performing entry and circulation control duties, and internal security functions. The 78 SFS patrols will conduct preventive patrol and provide an armed response.

## **1.6. Restricted Area Entry Control Points, Boundary Location Markings and Warning Signs**

1.6.1. All permanent restricted areas will be marked with a painted 4 or 6 inch red line, elevated red rope, or jersey style barrier and restricted area signs.

1.6.2. Entry Control Points (ECPs) are marked with "ENTRY CONTROL POINT" or "ECP" painted on the restricted area surface at the boundary. Do not routinely establish more than one ECP for each restricted area. Base ECP location on operational requirements and logical routes of travel. The ISC will decide whether additional entry points are needed and where to place them. Do not establish additional entry points for the purpose of providing more or easier routes of travel (convenience) for personnel working in restricted areas.

**1.7. Establishment of Temporary Restricted Areas.** The 78 SFS/CC and/or the ISC have the authority to establish temporary restricted areas or temporarily modify existing restricted areas. When making temporary changes to established restricted areas, 78 SFS must coordinate with affected agencies, ensuring all are aware of the temporary restricted area. The ISC approves creation of new permanent restricted areas or permanent changes to restricted area boundaries.

1.7.1. Temporary restricted areas are established as necessary to secure PL 1, 2, or 3 resources outside of permanent restricted areas.

1.7.1.1. At a minimum, elevated red rope, stanchions, adequate lighting, and restricted area signs will be used to establish boundaries for temporary restricted areas. Elevated ropes and stanchions will not be placed in front of the aircraft on alert without prior approval of the 19 ARG/CC.

1.7.1.2. All temporary restricted areas, including hangars and fuel cell areas, maintain the protection level of the aircraft present. The arrival of transient protection level aircraft requires establishment of a temporary restricted area. Security requirements will be in accordance with AFI 31-101.

1.7.2. In some cases, protection level (PL) resources may be situated on off-base property as a result of aircraft crashes, emergency dispersal, emergency landings at civilian airports, or other unplanned events. National Defense Areas (NDA) will be used to secure the resources on an as-required basis, for short duration, and will be determined individually by the situation. Only the installation commander or senior United States Air Force military/DAF civilian representative on scene has the authority to set up a NDA. Areas will be roped off and AFVA 31-102, *Restricted Area Sign-National Defense* 8 x 17, will be posted to define the boundary. The area will be as small as possible, while still providing adequate security. Applicable local civilian authorities will be requested to assist in enforcing security control of the area. To the greatest degree possible, civilian authorities should be allowed to handle civilian arrest and detention. If local civil authorities are not present, military personnel may

detain violators or trespassers. Whenever feasible, the permission and cooperation of the landowner will be obtained.

1.7.2.1. In accordance with AFMAN 32-4004, *Emergency Response Operations*, the staff judge advocate (WR-ALC/JA) sets provisions for jurisdiction and sets limits for using Air Force personnel whenever a NDA is established on private property.

**1.8. Establishing Temporary Entry Control Points (ECP).** Temporary ECPs are established for mission reasons only, not for convenience. The 78 SFS/CC is the approving authority for establishing temporary ECPs. Prior to receiving final approval from the 78 SFS/CC, personnel requesting establishment of temporary ECPs will coordinate with 78th Security Forces Squadron Installation Security Program Manager (78 SFS/SFOS) at least 30 days prior to implementation.

**1.9. Establishing and Maintaining Free Zones for Protection Level 2 (PL2) and Protection Level (PL3) Areas.** Free zones are areas established within restricted areas when construction projects and similar activities make it inappropriate or impractical to apply normal circulation controls. There must not be any PL resources inside the free zones. Owner/user will coordinate with 78 SFS during the project planning phases to ensure security requirements are met. The ISC must establish free zones in any restricted area prior to start of work.

1.9.1. Free-zone boundaries will be marked with elevated ropes, barriers, or fencing to clearly delineate them from the restricted area.

1.9.2. The contractor conducting work inside a free zone will be provided with a letter by the base-contracting officer outlining the contractor's security responsibilities. The letter will be from the commander responsible for the area.

1.9.2.1. The owner/user, along with the contractors, will conduct a sweep of the area prior to contractors departing to ensure unauthorized personnel and equipment are not in the area. Security forces personnel must conduct the end-of-day sweep of free zones within PL2 areas.

1.9.3. Owner/user must notify SFCC when free zones are opened and closed.

1.9.3.1. Owner/user will provide boundary surveillance of the free zone and any required escorts.

**1.10. Use of Runway and Taxiway.** Operational taxiways and runways are controlled areas and all vehicle operations will be in accordance with RAFBI 13-206, *Control and Operation of Vehicles on Robins AFB Flightline and Industrial Area*.

**1.11. Flightline and Restricted Area Photography.** Photography is categorized as official or unofficial.

1.11.1. Official Photography. Photographs taken for government purposes are considered official. Unit security managers, or unit/aircraft commanders and superintendents, can determine if the photo is for government purposes. These photos are normally taken by audiovisual services, public affairs personnel, or escorted personnel. Government contractors may be authorized to take photos in connection with a government contract; however, these photos require prior approval. Official photography does not require written permission; however, advance notification to the monitoring agency, SFCC, normally prevents delays or interruptions of photographers to verify authorization.

1.11.2. Unofficial Photography. Unofficial photography is not permitted on the flightline or any restricted area. Employees and guests are prohibited from photographing classified material, informa-

tion or components. If in doubt about an item's classification, it should not be photographed. Aircraft carrying a protection level 3 or higher and transient aircraft should not be photographed without first being cleared with the owning unit commander and/or the aircraft commander.

1.11.2.1. Unofficial photography within the RCP must be verbally coordinated with the chief of the RCP.

1.11.2.2. The respective controlled area monitor may authorize photography within a controlled area.

1.11.3. Photography of other areas of Robins AFB is permitted without approval; however, photographers taking pictures of restricted areas from inside or outside the restricted area boundary may be stopped, questioned, and identified by 78 SFS personnel.

1.11.4. News media personnel must be escorted by public affairs personnel at all times while on the installation.

1.11.5. All personnel are responsible for detecting and reporting any violation of these photography procedures. Personnel detecting unauthorized photography should notify SFCC. The 78 SFS personnel may confiscate film and have it developed at the photographer's expense to determine film content.

**1.12. Post Priorities, Maps, Charts, and Checklists.** The 78 SFS/CC is responsible for determining security posts and their priorities. The SFCC is the center of the security communications network. As such, the SFCC contains base, dispersed site and adjacent area maps, posts priority charts, radio, vehicle, and response requirements for normal and contingency operations.

### **1.13. Transfer of Security Responsibility.**

1.13.1. The 19 ARG and 116 ACW AMOCCs will contact the SFCC at the beginning of the maintenance duty day to accept owner/user security of the 19 ARG KC-135R MPA. The 116 OG/WOC, the AMOCC, or the RCP will notify via direct line, the SFCC for all aircraft movement and engine runs. Both AMOCCs will coordinate with the SFCC on the aircraft location, duration, entry control, internal circulation, and external response. For all mission-capable PL3 aircraft, owner/user maintenance personnel will provide internal control and surveillance for all PL3 resources. Hangars and fuel cell areas maintain the protection level of the aircraft present. 78 SFS will dedicate an ISRT to the restricted area capable of responding within 3 minutes.

1.13.2. At the end of the maintenance duty day, a maintenance supervisor will relinquish security of the area to 78 SFS personnel. The maintenance supervisor will verify all aircraft parking locations, that all nonessential entry points are secured, and that all nonessential personnel are out of the area. The AMOCC is responsible for contacting the SFCC to transfer responsibility for its area. The 78 SFS personnel are responsible for flightline-restricted areas when the AMOCC relinquishes control of the area. The AMOCC will notify the SFCC of all authorized engine runs during nonduty hours.

1.13.2.1. A security incident will be declared if a hangar is found unsecured with a PL 1, 2, or 3 aircraft inside after security of the flightline is relinquished to 78 SFS personnel.

1.13.3. The AMOCC will notify the SFCC prior to an aircraft being parked outside of an established restricted area with all pertinent information (i.e., location, aircraft tail number, reason, and length of time).

1.13.4. The AMOCC will notify the SFCC each time an aircraft is towed in or out of a restricted area. AMOCC and SFCC will track all aircraft locations.

1.13.5. The AMOCC will notify the SFCC of all aircraft downgrades and upgrades. The AMOCC will supply 78 SFS with the aircraft tail number, the aircraft parking location, and name/office symbol of the maintenance supervisor making the request. This information will be posted in the 78 SFS blotters. The 78 SFS personnel will conduct random checks of all maintenance hangars.

## Chapter 2

### RESTRICTED AREA CIRCULATION CONTROL

**2.1. General.** Permission to enter Robins AFB restricted areas is granted by authority of the 78 ABW/CC. Written permission is required for unescorted entry into restricted areas. The 78 ABW/CC designates approving officials for each area by name and position in this instruction. This authority can only be delegated if designated by the 78 ABW/CC to sign Section IV of the AF Form 2586, **Unescorted Entry Authorization Certificate**. Unescorted entry is granted to an individual who has a continual need for entry into a restricted area. This instruction grants the 78 ABW/CC or designated representative the authority to extend unescorted entry to TDY personnel deployed to Robins AFB if all other qualifications for unescorted entry are met. Restricted/Controlled area badges issued by other installations may be honored when accompanied by a valid Entry Authority List (EAL) authenticated by the host squadron commander or designated representative, and a 78 SFS supervisor.

2.1.1. Stringent control procedures are imposed to ensure only authorized personnel are allowed unescorted entry into restricted areas. Unescorted entry is limited to personnel who require access to perform official duties on a routine basis.

2.1.2. Persons in possession of a current Robins AFB Restricted Area Badge (RAB) may enter the restricted area for which their badge authorizes unescorted entry. Personnel not permanently assigned to Robins AFB are not issued a RAB unless specifically authorized by 78 ABW/CC.

### 2.2. Unescorted Entry Procedures for Restricted Areas.

2.2.1. Entry into restricted areas is authorized only at established designated ECPs, except for those situations identified in **paragraphs 2.4.2.2.** and **2.5.2.4.** Preannouncement is required to enter and exit a restricted area at a point other than a designated entry control point. Dispatching agencies must contact the SFCC and provide the names, type vehicle and number of personnel, location of entry or exit and destination before the vehicle proceeds across the restricted area boundary.

2.2.2. Entry Procedures. Personnel entering an ECP manned by a 78 SFS member will present their RAB to the sentry prior to entering. If an entry controller is not required for the area, the person immediately displays his or her badge upon entering the area. In addition to verifying possession of a RAB, the following supporting techniques will be used:

2.2.2.1. Personal Recognition. Use personal recognition after the entry controller has initially verified the individual's authority to enter the restricted area.

2.2.2.2. Signature and Credential check. When this technique is used, the person entering the restricted area must produce another form of employee identification for comparison with the information on the RAB. Military personnel will use their DD Form 2, **United States Uniformed Services Identification Card**.

2.2.2.3. Telephone or Radio Verification. Designated unit dispatching agencies, or similar authorities, notify SFCC when a person needs to enter an area.

2.2.2.4. Master Restricted Area Badge Listing (MRABL). This product lists personnel assigned to Robins AFB who have been issued a RAB. It is updated daily and maintained at the 78 SFS Pass and Registration Section (78 SFS/SFOXI). It may be used by the SFCC to verify RAB information.

2.2.3. Entry procedures for temporarily established restricted areas. Entry will be authorized with a home base RAB or DD Form 2 with an EAL. Escorts must be designated on an EAL and verified against a DD Form 2.

**2.3. Visitor Entry Procedures.** Specific tasks may require personnel to enter a restricted area for which they are not authorized unescorted entry. The task may be of short duration or may involve several days to accomplish. In any event, once a valid requirement to enter the restricted area has been determined, the following procedures apply:

2.3.1. Entry requirements and procedures are based on whether or not the visitor is authorized unescorted entry or requires an escort.

2.3.2. The organization performing the task informs the requesting unit that an escort is required. The requesting unit is responsible for providing an escort. The 78 SFS personnel will not be used for this function. Escort officials are responsible for briefing visitors (see [Attachment 1](#)) on escort procedures and must remain in a position to observe personnel they are escorting.

2.3.2.1. Escort officials for PL3 resources do not require an "E" on their badge in order to perform escort duties. Any individual with a RAB for that area may act as escort official. Personnel assigned to Robins AFB who have a valid Robins AFB RAB, but do not have it in their possession, will not be escorted into any restricted area. That person will be denied entry and instructed to retrieve the RAB to gain entry into the area.

2.3.2.2. The original escort may turn over control of the person being escorted to another person who is authorized unescorted entry for the area. The new escort must be aware they are assuming escort duties and must possess a valid RAB with the appropriate area open.

2.3.3. Unofficial visits to restricted areas. Visitors who are not assigned to the installation, and who do not possess a recurring need to enter a restricted area, may be granted entry after specific approval is obtained. An EAL must be used in support of the visit.

2.3.3.1. Individuals visiting restricted areas must formally request approval beforehand from the installation commander. The installation commander is the approval authority and may delegate visit approval authority to his/her designee. The 116 ACW/CC, CV, and DS, have been granted approval authority for all 116th Air Control Wing resources. The 116 ACW/SF may coordinate as the security forces representative on all EALs. The 19 ARG/CC and CD have been granted approval authority for all 19th Air Refueling Group resources. HQ AFRC/CV is the approving authority for visit requests to the HQ AFRC Command Center. All visit requests must include the following information:

2.3.3.1.1. Name, rank, and last six numbers of the SSN.

2.3.3.1.2. Duty title.

2.3.3.1.3. Clearance status.

2.3.3.1.4. Military, government, or civilian agency affiliation.

2.3.3.1.5. Date of the proposed visit.

2.3.3.1.6. The host-installation agency sponsoring the visit.

2.3.3.1.7. Reason for the visit.

2.3.3.2. Individuals assigned to the installation who need an escort to perform official duties within a restricted area are not considered visitors.

2.3.3.3. It is not necessary to prepare an EAL when a wing or group level commander personally escorts visitors. This escort privilege may not be delegated below wing or group level commanders. During these instances, compliance with the following is required:

2.3.3.3.1. The 78 SFS personnel must positively identify the commander and establish procedures to ensure the commander can signal duress.

2.3.3.3.2. All escorted personnel must be in the immediate vicinity of the commander. The commander must be able to see and identify those being escorted.

**2.4. Emergency Procedures and Alert Entry Codes.** The two types of emergency entry procedures used for our restricted areas during emergency or alert responses are sign countersign and emergency code words.

2.4.1. Sign and Countersign. Signs and countersigns are utilized to facilitate entry into all permanent and temporary restricted areas by alert response forces or emergency crews.

2.4.1.1. In order to make an alert or emergency response entry into a restricted area, the countersign must be given to enter the area in response to the sign. **For example:** Six is the number for the day. The 78 SFS personnel would pass the sign, extend four fingers of one hand and the person requesting entry would respond with the countersign, by extending two fingers of one hand (completing the total of six). Any combination that results in the correct total is acceptable. It may also be passed by saying the number.

2.4.2. Emergency code words. Used when emergency response units such as 78 SFS personnel, fire department, ambulance, crash recovery crews, and explosive ordnance disposal (EOD) personnel must cross a restricted area boundary in response to a declared emergency or security situation without going through an ECP.

2.4.3. The secondary crash net is the primary means of notification for emergencies involving in-flight or ground emergencies. The dispatching agency is responsible for contacting the SFCC if the emergency is not announced over the secondary crash net.

2.4.4. If entry to the area is made at a location other than the ECP, the SFCC will contact the nearest security patrol, alerting them of the location of emergency entry. Responding crews will be met by the security forces team or member at the restricted area boundary and must provide security forces with the proper code word or countersign for entry.

2.4.5. The 78 SFS and owner/user personnel in the area will maintain surveillance over emergency response personnel until the emergency is terminated. Upon termination of the emergency, responding personnel will depart, if feasible, through the ECP. A sweep of the area will be conducted by security patrols and owner/user personnel, to ensure only authorized personnel are in the area once all emergency responders have departed the restricted area.

2.4.6. Duress Codes. A duress code is a word or words used during normal conversation to indicate duress.

2.4.6.1. All personnel with unescorted entry into restricted areas will know the duress code.

2.4.6.2. Duress codes are designated “For Official Use Only” and will be protected by revealing the codes only to those who need to know. The 78 SFS will publish and distribute the duress codes to unit security managers for dispersal. Codes will change every 6 months or when compromise is suspected.

2.4.7. All other codes (i.e. sign and countersign, emergency codes) will remain in effect for 6 months, until compromised or superseded. These codes will be developed and distributed to each emergency response agency security manager by the 78 SFS/SFOSS. Recipients will distribute as required within their agency on a need-to-know basis.

## **2.5. Vehicle Entry and Control in Restricted Areas.**

2.5.1. Vehicle operators or occupants authorized unescorted entry into a restricted area are responsible for inspecting their vehicle for unauthorized materials or personnel that would constitute a threat to resources within the area. It is the responsibility of the vehicle operator to inspect the vehicle prior to entering the area.

2.5.2. Escort officials are responsible for conducting a search of the vehicles transporting visitors, as well as packages, bags and other items belonging to persons under their escort into the restricted area.

2.5.2.1. While in the restricted area, the escort official will ride in the vehicle, keeping visitors under his or her control.

2.5.2.2. Vehicles, fuel trucks and sweepers that cannot be effectively searched because of their size or load are kept under constant surveillance by operators authorized unescorted entry. Escort officials are responsible for observing vehicles operated by personnel requiring escort.

2.5.2.3. Operation of government vehicles within the restricted area is limited to those personnel who have been granted unescorted entry in the performance of official duties. Government contracted rental vehicles are authorized in PL3 areas only.

2.5.2.4. Vehicles must enter and exit at authorized ECPs. Exceptions to this requirement are listed below. The dispatching agency must contact the SFCC and provide vehicle and personnel authorization prior to vehicles crossing the boundary or “breaking red.” The SFCC will, in turn, notify the appropriate security patrol to ensure the adequate surveillance.

2.5.2.4.1. Tugs towing aircraft may cross the restricted area boundary as required for mission requirements. Prior notification will be made to the SFCC. The SFCC will, in turn, notify the appropriate security patrol to ensure the adequate surveillance.

2.5.2.4.2. Transient Alert vehicles may cross the restricted area boundary when leading an aircraft into a parking area. Prior notification is not required when leading an aircraft.

2.5.2.4.3. Airfield sweepers and other large vehicles that cannot execute turns into the ECP or between rows of aircraft may cross the boundary as needed to enter the area or make the turn. Prior notification will be made to the SFCC. The SFCC will, in turn, notify the appropriate security patrol to ensure the adequate surveillance.

2.5.2.4.4. The 78th Operational Support Squadron Airfield Operations Flight (78 OSS/OSA), Flight Safety, and Transient Alert vehicles may cross boundaries when making mandatory taxiway sweeps, responding to in-flight or ground emergencies, Foreign Objects Damage (FOD) reports, or aircraft crashes. These vehicles will operate their rotating beacons during

response to the above situations. Prior notification to SFCC is required. At all other times, entry through a designated ECP is required.

2.5.3. Privately Owned Vehicles (POVs) are not authorized in restricted areas. Rental vehicles used for official government business are authorized for PL3 areas only.

**2.6. Entry for Transient Aircraft and TDY Personnel.** Whenever possible, transient protection level aircraft are parked within an established restricted area. The 78 OSS/OSA and Transient Alert are responsible for contacting the SFCC when transient protection level aircraft will be parked outside a restricted area. The 78 SFS personnel will take necessary actions to establish a secure environment and provide patrol coverage as appropriate. Base Operations personnel will brief all visiting aircrews on entry/exit, escort procedures, manual signals for a **HELPING HAND/COVERED WAGON** and the **HELPING HAND/COVERED WAGON** phone number, ext. 6-3444.

2.6.1. Security Coverage. Temporary restricted areas are established for protection level aircraft that are parked outside existing restricted areas. Security is posted according to the applicable security standards.

2.6.2. Transient USAF aircrews whose aircraft are parked in a restricted area are authorized access based on:

2.6.2.1. Flight orders (used as an EAL) authenticated by a 78 SFS supervisor (E-5 or above).

2.6.2.2. Member's home station RAB or DD Form 2.

2.6.3. Transient Non-USAF Military Aircrews. Military aircrews from other service branches are authorized access to restricted areas using authenticated flight orders and a valid military identification card. A valid military identification card will suffice in those instances where flight orders are not available (predominantly Navy aircraft departing their home station and returning on the same day). In these instances, a handwritten EAL from the aircraft commander will suffice. As a minimum, the EAL will include name, rank, last six numbers of the SSN, organization, clearance status and inclusive dates of access.

2.6.4. Personnel TDY to Robins AFB. TDY personnel having a RAB from their home base are authorized unescorted entry to Robins AFB restricted areas provided the following conditions are met:

2.6.4.1. The TDY unit or the host unit on Robins AFB provides an EAL for use with home station RABs.

2.6.4.2. The EAL will be forwarded to the 78 SFS/SFOS and authenticated by a 78 SFS supervisor (E-5 or above) and distributed to all pertinent posts and patrols. Authentication includes typed or printed name, grade, office symbol, and signature of authenticating official, date and time of authentication, and expiration date of the EAL.

2.6.4.3. Entry authorization for foreign national military members and host military members assigned to United States Air Force activities is based on government-to-government agreements, treaties, and unified command directives.

2.6.4.4. Sponsoring units are responsible for briefing TDY personnel on the location of restricted areas, local entry and exit procedures, manual signals for a **HELPING HAND**, and the **HELPING HAND** phone number, ext. 6-3444.

2.6.5. Restricted Area Entry for Inspection and Staff Assistance Teams.

2.6.5.1. Authorized Teams. All HQ USAF, MAJCOM, and Numbered Air Force (NAF) Inspector General (IG) teams, as well as MAJCOM and NAF staff assistance visit teams (including teams from other MAJCOMs conducting visits or inspections of host units on installations), are authorized unescorted entry into all restricted and controlled areas to the extent specified on the team EAL.

2.6.5.2. Entry is based on the team member's possession of a valid home installation AF Form 1199 and his/her identification information appearing on a properly authenticated EAL. The AF IG team carries the AF Form 1199 with all numbers open and "AF/IG" indicated on the badge. Team members from other MAJCOMs will use badges issued at their home station, marked IAW that MAJCOM's directives.

2.6.5.3. Team EALs. EALs will contain at a minimum: the names, ranks, last six numbers of the SSN, and RAB numbers of team members. The inclusive dates of the inspection or visit and the specific restricted areas to be visited in connection with the inspection or visit must be included as well.

2.6.5.4. EAL Validation and Authentication. The team chief will ensure the EAL is presented to the installation commander or designated representative of the unit to be inspected or visited. The visiting team normally coordinates the visit with (and provides advance notice to) the installation commander. If this is the case, the advance notice serves as EAL validation. If advance notification is not received, or there is doubt concerning the team's validity, the installation commander or designated representative will verify the visit and team EAL by contacting the team's home unit, major command, or numbered Air Force command center.

2.6.5.5. Once verified, the installation commander or designated representative will annotate two copies of the EAL, "validated" (date) (signature/rank). One copy of the validated EAL will be posted at the RCP and the other copy will be provided to 78 SFS personnel.

2.6.5.6. A 78 SFS supervisor (E-5 or above) will authenticate the EAL, provide copies for all entry control points (include controlled areas to be visited), close-in sentries and other posts as locally required. The 78 SFS supervisor will maintain the original copies received from the command post at SFCC and AMOCC as required.

2.6.5.7. For EALs that are used for entry into restricted or close-in areas containing nuclear weapons, the 78 SFS supervisor's signature must be on each copy of the EAL and be an original signature. The 78 SFS supervisor must sign all pages of a multiple page EAL.

2.6.5.8. Remove all team EALs from security posts and destroy them as soon as the team leaves the installation.

2.6.5.9. Rental Vehicles. Treat rental vehicles used by teams as government vehicles for the duration of the inspection or visit.

## **2.7. Protection of Aircraft While on Display or Deployed:**

2.7.1. The following guidelines must be accomplished when 116 ACW aircraft and personnel are deployed for public display, training missions, etc.

2.7.1.1. Coordinate and preplan security arrangements within 30 days prior to departure. At locations where security is inadequate, aircraft will at no time be left unattended.

2.7.1.2. Aircraft placed on display must, at a minimum, be kept under constant surveillance by the aircrew or ground crew. The aircraft must be placed in a permanent or temporary restricted area, and the cockpit or crew hatch must be closed upon termination of the display and departure of the air/ground crew. Aircrews must guard the aircraft until adequate security is in place.

2.7.1.3. Aircraft commanders are responsible for the security of aircraft. During display periods, the aircrew must remain with the aircraft for information and security purposes.

2.7.1.4. At civilian airports and DoD locations, the aircrew must ensure they know the procedures for requesting civilian or military police assistance.

2.7.1.5. Aircraft must be provided security equivalent to the system security standard. Refer to AFI 31-101, Chapter 14 when making this determination.

2.7.1.6. When destination security cannot be arranged, consideration must be given to canceling the mission (i.e., air show displays), or routing the mission through a location that complies with the security standards for overnight stays.

2.7.2. All flying units should:

2.7.2.1. Participate in a site survey or obtain current information from previous site surveys. Items to consider will include aircraft parking location, lighting, avenues of approach, and availability of local friendly forces. Use this information to determine what will be required to establish temporary restricted areas and the number of patrols to provide proper security. Restricted areas must be clearly marked.

2.7.2.2. Contact the home station Air Force Office of Special Investigations (AFOSI) for a complete threat assessment at the deployed location. The AFOSI Det 105 Commander will determine whether they will deploy an agent.

2.7.2.3. Contact home station Staff Judge Advocate (SJA) for assistance in establishing a point of contact for jurisdictional questions or other legal problems that may arise.

2.7.2.4. Contact non-USAF military police units and civilian law enforcement authorities at the deployed location. Establish point of contact prior to the arrival of the first aircraft. Determine who should be contacted and in what order (i.e., Army Provost Marshall, Navy Master-at-Arms, local police, Sheriff's department, and FBI, etc.).

2.7.2.5. Consider the use of night vision devices, portable lighting, and relocatable sensors (if available). Planners must also review site surveys and any support agreements or memorandums of understanding with local service agencies (fire/crash, police) to preclude any misunderstanding of local procedure.

2.7.3. Deployed location unit must establish a control center for up-channel reporting of security incidents.

## Chapter 3

### RESTRICTED AREA ENTRY AUTHORITY

**3.1. General.** Unescorted entry into a restricted area requires specific written permission from the 78 ABW/CC and possession of an AF Form 1199. Procedures for transient aircrews and foreign national military members are identified in [paragraph 2.6](#).

**3.2. Responsibilities.** Unit commanders are responsible for ensuring all personnel working in support of the unit's mission know the location of restricted areas and understand, as well as comply with established entry control procedures. Unit security managers are responsible for conducting Phase I and II Physical Security Awareness Training for assigned personnel. Before granting unescorted entry to a restricted area, personnel must pass a standard physical security awareness test (recommend 25-30 questions) administered as part of Phase I training before reporting to 78 SFS/SFOXI for issue of a RAB. Conduct Phase II training at least annually and document using an approved record system.

**3.3. AF Form 1199.** Issue, receipt, control and disposition of the RABs and associated documents shall be as follows:

3.3.1. A RAB in series A, B, or C will be issued to each person granted unescorted authority for a particular restricted area under the authority of the 78 ABW/CC. The 78 SFS/SFOXI is the Office of Primary Responsibility (OPR) for the RAB program and is the badge-issuing activity responsible for issuing all RABs on Robins AFB.

3.3.2. Badge-Issuing Officials. The 78 SFS/CC will designate primary and alternate badge-issuing officials from 78 SFS/SFOXI in writing. The primary badge-issuing official will be the NCO in charge or civilian equivalent. The alternate badge-issuing officials may be E-4s or below assigned to that section.

**3.4. AF Form 2586.** This form is prepared in two copies, front to back, and is used to document the request, coordination, approval, granting of unescorted entry authority and issuance of the RAB. After the RAB is issued, the original copy of the AF Form 2586 is returned to the requesting unit and filed as a source document. A copy of the AF Form 2586 will be retained by 78 SFS/SFOXI until recorded in the data automation retrieval system.

3.4.1. All personnel who sign the AF Form 2586, Section II, must have a Commander's Authorization Letter on file at 78 SFS/SFOXI containing signature samples of each appointed security manager and signed by the requesting unit's commander. All signatures must be original. When there is a change of command, all applicable authorization letters must be reaccomplished with the new commander's signature. The Commander's Authorization Letter must be kept current at all times. If a security manager is newly appointed, or no longer performs security manager duties, or the letter is over a year old, a new authorization letter must be made.

3.4.2. Only personnel in a command level position and designated in this instruction (see [Attachment 2](#)) as Coordination/Approval officials may sign the AF Form 2586, section IV. In instances when a commander is unavailable, the acting commander on "G" series orders may serve as the approving official. All Coordination/Approving officials must have a current DD Form 577, **Signa-**

**ture Card** on file at the 78 SFS/SFOXI. The DD Form 577 should be replaced when there is a change of command and a new Coordinating/Approving Official is designated.

**3.5. Dual Status Personnel.** Dual status personnel are Air Reserve Component (ARC) who are also federal and/or civilian employees and require a RAB for both their ARC and civilian duties, but are assigned to different units having two separate security managers. ARC units having dual status personnel assigned to them will be responsible for initiating all AF Forms 2586. All normal procedures will be followed, with the exception of providing a second copy (front and back), in addition to the copy already provided of the AF Form 2586 to 78 SFS/SFOXI. The “rank” block must contain “CIV/ENL” or “CIV/OFF”. The additional copy of the AF Form 2586 will be completed by 78 SFS/SFOXI and kept on file by the unit where the individual performs their civilian duties. If the individual terminates either job, both the original and the copy of the AF Form 2586, along with the RAB, must be brought to 78 SFS/SFOXI for destruction. If the individual still requires a RAB, a new AF Form 2586 will be accomplished, and a new RAB will be issued.

**3.6. Wear of Restricted Area Badge.** RABs must be prominently displayed on the outer garment above the waist with the picture facing out, or in clear plastic armbands with the picture facing out. Armbands may be worn on either arm between the elbow and shoulder. Restricted area badges must be stored immediately upon departing a restricted area so as not to be visible in any way, regardless of the security device, e.g., clip, lanyard. It is the responsibility of all personnel to enforce these requirements.

**3.7. Safeguarding Restricted Area Badge.** Personnel are responsible for safeguarding their RAB from loss or theft. In the event of loss or theft, the individual will immediately report the incident to his/her unit commander, designee, and/or unit security manager. The unit security manager will immediately initiate a Loss/Theft of Restricted Area Badge Report of Investigation Letter (see [Attachment 3](#)) signed by the unit commander, unit security manager and the individual who lost the badge, and endorsed by the NCOIC of 78 SFS/SFOXI. If reissue of the RAB is required, the unit security manager will properly annotate the original AF Form 2586 remarks section (see [paragraph 3.13.5.](#)) and have the individual hand carry the original and one copy, along with the Loss Letter, to 78 SFS/SFOXI. If the loss occurs during non-duty hours, the Loss Letter will be initiated the next duty day. Personnel who attempt to use a mutilated (i.e., lamination splitting or torn which allows access to the picture) RAB will be denied access. Such personnel will not be authorized escorted entry. **Note:** The unit security manager will properly annotate the original AF Form 2586 remarks section (see [paragraph 3.13.5.](#)) and have the individual hand carry the original to 78 SFS/SFOXI for re-issue. The Unit Security Manager will be responsible to pick up the AF Form 2586's.

**3.8. Reassignment of Personnel.** Unit commanders and staff agency chiefs will monitor personnel reassignments to ensure prompt action is taken when changes occur in an individual's need for unescorted entry to a restricted area. If an individual no longer requires access to a restricted area, the individual must take the original AF Form 2586, the RAB, and their out-processing worksheet (if applicable) to 78 SFS/SFOXI. The RAB will be disposed of accordingly. Personnel making a permanent change of assignment (PCA) must return RAB and original AF Form 2586 from the losing unit to 78 SFS/SFOXI before the effective date of the PCA. The gaining unit security manager will initiate the paperwork for the individual to receive a new AF Form 1199. All units will ensure unit security managers are included on squadron in- and out-processing checklists for any type of move (PCA, PCS, SEP, RET, etc.). In addition, 78 SFS/

SFOXI must be included on all unit-outprocessing checklists. This will ensure all AF Forms 1199 are returned to 78 SFS/SFOXI prior to a move.

**3.9. Removal of Unescorted Access to Restricted Areas.** Unit commanders or unit security managers will immediately remove an individual's unescorted access to restricted areas and will confiscate their RAB and AF Form 2586 and return them to 78 SFS/SFOXI for immediate destruction no later than the next duty day for any individual in the following categories (commanders may hold confiscated badges pending the outcome of a final decision to disqualify the individual):

- 3.9.1. Initiation of discharge action under AFI 36-3208, *Administrative Separation of Airman*.
- 3.9.2. Initiation of courts-martial proceedings.
- 3.9.3. Removal of security clearance, placed in adjudication status, or initiation of a special information file (SIF).

**3.10. Selection of Escort Officials.** An escort official is an individual who is specifically designated by the 78 ABW/CC, or designee, and holds a responsible supervisory position within the PL1 or PL2 restricted area to be visited. However, anyone having unescorted entry privileges may act as an escort in PL3 areas. If operational needs dictate, escort officials may be selected from units giving direct support to the area. The authority of escort officials selected from units giving direct support to the area is limited to authorizing escorted entry for the specific task over which the escort official has supervisory responsibility.

3.10.1. Unit commanders, staff agency chiefs, or unit security managers will certify escort officials prior to requesting approval on the AF Form 2586.

3.10.1.1. At a minimum, certification will require individual knowledge of the restricted area, entry and internal control procedures, understanding of escort official responsibilities, and completion of required physical security awareness training. A 25-question escort official test will be developed and administered with a minimum passing score of 80 percent (correctable to 100 percent).

3.10.1.2. Completion of required training will be certified in writing by the unit commander, staff agency chief, or unit security manager and must accompany the AF Form 2586 for coordination, approval, and badge issuance. The checklist in [Attachment 4](#) will be signed by the unit commander, staff agency chief, or unit security manager delegated with this authority and will contain the date, name, grade, and organization of the individual certified. The individual will be recertified on an annual basis and the certification will be filed with the AF Form 2586.

**3.11. Master Restricted Area Badge Listing (MRABL).** The MRABL is updated on a daily basis with a hard copy printed monthly. A copy is maintained in 78 SFS/SFOXI and at the SFCC. The MRABL is used as a supporting technique for the single-badge system. The MRABL will not be used at Robins AFB as an EAL. Personnel who forget their RAB will not be granted unescorted entry into a restricted area solely based on a verification check against the MRABL. Such personnel will be required to retrieve their RAB before unescorted entry is permitted. The MRABL will reflect the RAB number, bearer's name, grade, last six digits of SSN, organization, and individual features determined by 78 SFS/SFOXI. The MRABL may also be updated and transmitted electronically to responsible units and the SFCC. 78 SFS/SFOXI will ensure protection of the MRABL while in the local area network.

**3.12. Auditing RABs.** The 78 SFS/CC must appoint a commissioned officer or senior noncommissioned officer (SNCO) to audit and account for all in-stock and issued badges annually. Additionally, incoming and outgoing issuing officials will conduct a joint audit/inventory and account for all badges in stock and badges issued before the incoming issuing official assumes responsibility for the badges. Results of these audits are documented and maintained until the next audit is completed.

3.12.1. All unit security managers responsible for initiating and maintaining AF Forms 2586 must conduct an annual inspection/audit of the unit's AF Forms 2586 maintained and all RABs in issue. Security managers must obtain a current listing of personnel in their unit assigned a RAB from 78 SFS/SFOXI. This listing must be compared to all AF Forms 2586 and RABs. Any discrepancies between the listing from 78 SFS/SFOXI, AF Forms 2586 and the RABs must be identified and corrected. The results of this inspection must be reported to 78 SFS/SFOXI via an annual self-inspection letter.

**3.13. Preparation of AF Form 2586, General Instructions.** Unit or staff agency security managers for an individual who has met the minimum investigation requirements prescribed in AFI 31-101 initiate the AF Form 2586. See [Attachment 5](#) for list of units authorized to initiate AF Form 2586. It is prepared in two copies (at least one of which must be an original; facsimile signatures are not authorized) and must be completed in numerical sequence by section. Only officials designated in this instruction are authorized to sign the various sections of the AF Form 2586. All entries on the form, except signatures and dates, are typed or stamped.

3.13.1. Section I, Identification. The responsible unit or staff agency security manager completes this section. The "rank" block should only contain one of the following: OFF, ENL, CIV, OSI, ART/OFF, ART/ENL, CIV/ENL, or CIV/OFF. For automated systems that may only have space for four characters in the "grade" block, you may use R-OFF and R-EN in lieu of ART-OFF and ART-ENL. All other blocks are self-explanatory. Each block must contain current information; however, the information contained in this section must also correspond with the information on the individual's identification card. The height (within 1 inch), weight (within 10 pounds), physical characteristics, and photograph must not have any significant differences. If the individual's identification card is not current, a new one must be obtained prior to issuing the RAB. The individual will hand carry the completed AF Form 2586 to 78 SFS/SFOXI for issue. The 78 SFS/SFOXI will check for errors, verify security clearance and verify against a personnel roster prior to issue. Restricted Area Badges will be issued during the designated times from 0730-1100 hrs Monday through Friday. When issue is completed the Unit Security Managers will be responsible to pick up the original AF Form 2586's and file as a source document

3.13.2. Section II, Certification of Requesting Official. An individual's unit commander, staff agency chief and/or unit security manager requests unescorted entry authorization for a particular restricted area. The unit commander, staff agency chief, and/or unit security manager will not sign Section II, nor coordinate Section IV of AF Form 2586, if all of the information in Section I is not completed. All dates in Section III must be before or the same date as the date in Section II. The dates in Section IV must be the same date or after the date in Section II. The unit commander, staff agency chief, personnel (on "G" series orders) filling these positions, or unit security manager will sign Section II. A current Commander's Authorization Letter (with all original signatures) must be on file at 78 SFS/SFOXI before an individual may sign Section II.

3.13.3. Section III, Duty. Describe duties that require unescorted entry into the areas indicated. A brief description of the individual's duty assignment will be shown (e.g., security forces officer, jet engine mechanic), date Phase I training was completed, the type and date of security clearance received, and the date the nondisclosure agreement was signed. Additionally, a printout from the Joint Personnel Adjudication System (JPAS) showing the individual's security clearance and duty station must accompany the AF Form 2586 for initial issue of a RAB.

3.13.4. Section IV, Restricted/Controlled Area Coordination. The 78 ABW/CC is the Coordination/Approving Official for all Restricted Areas on Robins AFB. The 78 ABW/CC may delegate this authority to the individual commanders responsible for their particular Restricted Area. This authority may not be delegated further. See [Attachment 2](#) for a listing of all authorized Coordination/Approving Officials. The individual's security manager will fill in columns 1, 2, and 3 of this section. The appropriate coordination/approving official will fill in columns 4, 5, and 6. All coordination/approving officials must have a DD Form 577 on file at 78 SFS/SFOXI. Section II and IV are not to be signed by the same person.

3.13.4.1. If the unit commander is on leave, TDY, etc., the alternate must be on "G" series orders as the unit commander and have a DD Form 577 on file at 78 SFS/SFOXI to coordinate/approve Section IV. All "G" series orders submitted to 78 SFS/SFOXI must have a projected expiration date in the remark section. If the acting commander continues to act in the capacity of the unit commander past the expiration date of the "G" series orders, a letter must be accomplished relaying the expiration date be extended and a new projected return date of the actual assigned commander indicated.

3.13.4.2. When completing Column 1 (Area Number) and Column 2 (Escort Official) of Section IV for individuals with escort authority, place a capital "E" beside the number in the Area Number Block and "Yes" in the Escort Official Block. The escort official checklist ([Attachment 4](#)) must accompany the AF Form 2586 for coordination, approval, and badge issue. The escort official certification and checklist will be filed with the AF Form 2586 after badge issue. Escort officials must be recertified annually. The coordinating official serves as the approving official for unescorted entry and escort authority if applicable.

3.13.5. Missing, Lost or Damaged Badges. When reissuing a badge due to being lost or damaged, the bearer's unit security manager will annotate in the "remarks" section of the AF Form 2586, the reason for reissue and include their name and signature. The bearer will then hand carry the original AF Form 2586, copy of the AF Form 2586 and the mutilated badge, or lost RAB letter to 78 SFS/SFOXI. The bearer and 78 SFS/SFOXI will sign and date the AF Form 2586 in the remarks section and a new RAB will be issued.

3.13.6. Adding an Area to a RAB. When reissuing a badge to add an area, the bearer's unit security manager will annotate the "remarks" section of the AF Form 2586, "Add area X" and include their name and signature. The unit security manager will add the new area to section IV and ensure normal area coordination is accomplished. The bearer will hand carry the original and a copy of the AF Form 2586 and the old RAB to 78 SFS/SFOXI. The 78 SFS/SFOXI will add the new badge number and area on the AF Form 2586. The bearer and 78 SFS/SFOXI will sign and date the AF Form 2586 in the "remarks" section and a new badge will be issued.

3.13.7. Deleting an Area from a RAB. When reissuing a badge to delete an area, the bearer's unit security manager annotates the "remarks" section of the AF Form 2586, "Deletes area X" and

includes their name and signature. The bearer will hand carry the original AF Form 2586, copy of AF Form 2586 and old RAB to 78 SFS/SFOXI. The 78 SFS/SFOXI will add the new badge number on the AF Form 2586 and strike out the deleted area. The bearer and 78 SFS/SFOXI will sign and date the AF Form 2586 in the "remarks" section and a new badge will be issued.

3.13.8. Name change on a RAB. When reissuing a badge for a name change (i.e. married, divorced) the bearers unit security manager annotates the "remarks" section of the AF Form 2586 "Name Change to X" and include their name signature. The bearer will hand carry the original AF Form 2586, copy of AF Form 2586 and old RAB to 78 SFS/SFOXI. The 78 SFS/SFOXI will add the new badge number on the original AF Form 2586. The bearer and 78 SFS/SFOXI will sign and date the AF Form 2586 in the "remarks" section and a new badge will be issued. The original AF Form 2586 will be filed under the new name.

3.13.9. Section V, Restricted/Controlled Area Badge Issue. Completed by 78 SFS/SFOXI.

3.13.10. If any date on the AF Form 2586 is older than 60 days, the need for unescorted entry authorization must be reverified. If unescorted entry authorization is still required, a new AF Form 2586 must be accomplished.

3.13.10.1. Pen and ink changes, whiteout, correction tape, typewriter strikeouts, etc., in Sections I through V are unacceptable. If errors exist on any portion of the AF Form 2586, it must be redone. Once all blocks in Section V are used, a new AF Form 2586 must be made.

3.13.10.2. Replacing a Lost AF Form 2586. The replacement AF Form 2586 will reflect all required data, including coordination for each open area on the RAB. A new RAB will not be issued unless a change in data occurs. This requirement applies only if the individual is staying with the unit where the RAB was issued. In case of permanent change of station (PCS), permanent change of assignment (PCA), separation (SEP), or retirement (RET), a letter signed by the commander will be made annotating the loss of AF Form 2586.

## Chapter 4

### SECURITY REPORTING AND ALERTING SYSTEM

**4.1. Security Reporting and Alerting System.** The security reporting and alerting system is a rapid security communications procedure that connects all Air Force bases and commands. This system provides a defense against widespread coordinated sabotage by using any error in timing or coordination that could occur in such operations. The success of the security reporting and alerting system depends on the speed with which the report is received at the SFCC, RCP, and appropriate higher headquarters agencies.

**4.2. Reporting and Alerting Requirements.** The security reporting and alerting system applies to all United States Air Force (USAF) installations. The system utilizes two up-channel reports: HELPING HAND and COVERED WAGON. These reports are only used for PL 1, 2, and 3 resources located at Robins AFB, and one down-channel report, Force Protection Condition Alerting Messages (FPCAM).

4.2.1. Procedures. Individuals working in and around restricted areas must be alert to detect possible threats to protection level resources. Anyone observing a suspicious person or unusual event in a restricted area must initiate a HELPING HAND or COVERED WAGON report to the SFCC (6-3555/6-3444). This report must be relayed by the quickest means; e.g., radio, direct line, commercial telephone. The person making the report must remain in the affected area to assist responding 78 SFS personnel.

4.2.2. HELPING HAND Reporting. A HELPING HAND is an unclassified telephonic message or radio transmission relayed to the RCP informing them that an unusual incident has been detected, possibly hostile, and is affecting PL 1, 2, or 3 resources. Upon determination that the event is nonhostile, the on-duty flight chief will request termination through the SFCC, who will notify the RCP.

4.2.2.1. Personnel detecting a security violation should submit a HELPING HAND report using one of the following methods:

4.2.2.1.1. Dial the HELPING HAND hotline at extension 6-3444.

4.2.2.1.2. Contact the applicable AMOCC. The AMOCC then notifies the SFCC.

4.2.2.1.3. Contact the nearest 78 SFS patrol by voice or hand and arm signal. The standard hand and arm signal for reporting a HELPING HAND or COVERED WAGON is to hold your arms outstretched as if forming the letter "T" and shout "HELPING HAND" or "COVERED WAGON", as applicable.

4.2.2.2. The SFCC notifies the RCP upon initiation of the HELPING HAND via direct line. HELPING HAND reports initiated concerning PL 1, 2, or 3 resources are up-channeled to the RCP but are not reported off base. The RCP should not be notified if the HELPING HAND report is a result of an incident involving the RCP. HELPING HAND incidents pertaining to the RCP are up-channeled to the 78 ABW/CC by the SFCC.

4.2.2.3. If an investigation leads to cancellation of the HELPING HAND, the appropriate entry is made in the 78 SFS blotter.

4.2.2.4. If an investigation reveals the threat is hostile, initiate a COVERED WAGON and notify the RCP immediately.

4.2.2.5. The on-duty flight chief, through the RCP, terminates a HELPING HAND. The RCP will notify the 78 ABW/CC. The RCP will also notify the 116 ACW/CC or the 19 ARG/CC, depending on the owner of the assets affected.

4.2.3. COVERED WAGON Reporting. Initially, this is an unclassified report sent rapidly up the chain of command. The report informs higher-level headquarters that an unusual incident affecting PL 1, 2, or 3 resources is probably occurring, or an actual hostile act has occurred at an installation or dispersed site.

4.2.3.1. The 78 ABW/CC is the canceling authority for all COVERED WAGON reports. COVERED WAGON reports are canceled as soon as practical; however, the cancellation may or may not terminate or reduce the FPCON, depending upon the continued threat potential.

4.2.3.2. In cases where the RCP is subject to a possible or actual hostile event, the installation's command, control, and communication (C3) center would be disrupted. The 78 SFS will make initial notification to the 78 ABW/CC and the HQ AFMC Command Center at DSN 787-6314. The HQ AFMC Command Center ensures that the HQ Air Mobility Command (HQ AMC) and HQ Air Combat Command (HQ ACC) command centers are notified as well. If the 78 ABW/CC is unavailable, the 78 ABW/CV will be contacted.

4.2.4. FPCAM Reporting. This is a down-channel report initiated by the Air Force Operations Center (AFOC) or HQ AFMC Command Center. The alerting message applies to all USAF installations within the scope of the message. As a rule, FPCAMs will not implement a theater-wide or AF-wide FPCON, but will provide a recommended course of action. The recommended course of action allows the installation commander flexibility to tailor the response to the local situation rather than mandating across-the-board actions that may have little or no bearing on Robins AFB. However, when a FPCON is mandated in the alerting message, its implementation is not optional.

**4.3. Actions Taken When Unidentified Personnel Are Discovered.** If an unauthorized person or activity is detected, owner/user personnel will:

4.3.1. Use standard hand and arm signals to alert others within the vicinity of a HELPING HAND.

4.3.2. Contact the SFCC immediately using the HELPING HAND hotline (extension 6-3444).

4.3.3. Attempt to apprehend, detain, and remove unauthorized persons from the area if possible. At no time will unarmed persons attempt to detain or restrain an armed intruder. If unable to detain the individual, attempt to keep the person under surveillance until the arrival of 78 SFS personnel.

4.3.4. Upon the arrival of 78 SFS personnel, conduct a search in the immediate area where the individual was located. Be observant for weapons, explosives, or unusual devices or equipment. Report results of the search to on-scene 78 SFS personnel.

4.3.5. Give a situation brief to 78 SFS and follow their instructions.

**4.4. Installation Security Education Program.**

4.4.1. The 78 SFS Installation Security Section (78 SFS/SFOSS) manages the Robins AFB Installation Security Education Program. Unit security managers are tasked with implementing both Phase I and Phase II training. Phase I and Phase II training are documented by using a sign-in sheet and a copy must be forwarded to 78 SFS/SFOSS and maintained within the unit. The Installation Security Educa-

tion Program will be publicized to all installation personnel through any visual media deemed appropriate by the 78 SFS/CC.

4.4.2. In addition to the requirements listed in AFI 31-101, **paragraph 7.2.2.**, Phase I training will include:

4.4.2.1. Definitions of FPCONs and how the threat applies to the individual.

4.4.2.2. Entry procedures for restricted and controlled areas.

4.4.2.3. The use of local duress words.

4.4.2.4. Designation of protection level resources on the installation.

4.4.2.5. The Security Reporting & Alerting System, HELPING HAND and COVERED WAGON hotline numbers, TERRORIST and CRIME STOP hotline numbers.

4.4.2.6. Escort procedures for restricted areas.

4.4.3. The 78 SFS/CC ensures at least one restricted area and controlled area detection exercise is conducted per quarter. This exercise will be conducted independent of or in conjunction with wing level exercises. Results will be briefed at the annual ISC meeting.

4.4.4. All units from the installation whose personnel work with or around protection level resources, or in restricted and/or controlled areas will conduct Phase II training annually as part of their ancillary training program. The training must be tailored to the specific duties of their work centers. The 78 SFS/SFOSS will work closely with unit security managers to ensure they have current training material and tests to evaluate their personnel. Phase II training must include, at a minimum, the following information:

4.4.4.1. The threat to protection level resources located on the installation.

4.4.4.2. Security procedures for restricted and controlled areas.

4.4.4.3. Duress words.

4.4.4.4. A written knowledge test.

## Chapter 5

### SUPPORT AGENCY AND INSTALLATION SECURITY COUNCIL RESPONSIBILITIES

**5.1. General.** This chapter outlines responsibilities for support agencies and the Installation Security Council (ISC) in support of this regulation. Responsibility for installation security has been delegated to the 78 ABW/CC.

**5.2. Support Requirements and Specific Tasks.** In order to ensure that a proper degree of security is maintained, the agencies listed below are assigned the following tasks:

5.2.1. The 78 ABW/CC:

5.2.1.1. Chairs the Installation Security Council (ISC).

5.2.1.2. Relays all incoming security reporting and alerting messages, FPCONs, or other changes which effect the security status of PL 1, 2, or 3 resources to the SFCC through the RCP.

5.2.1.3. Ensures up-channel security reporting and alerting messages are transmitted up the command and control communications link as necessary.

5.2.1.4. Ensures a high degree of security education and motivation are maintained within the subordinate units, hosted organizations and staff agencies.

5.2.1.5. Coordinates with the 78 SFS/CC on any special requirements not provided for in this instruction.

5.2.2. The 78 ABW/CV:

5.2.2.1. Advises the 78 ABW/CC on ISC concerns.

5.2.3. The 78th Civil Engineering Group Commander (78 CEG/CC):

5.2.3.1. Ensures installation and repair of all security fencing, lighting, and restricted area signs used in support of protection level resources. Establishes maintenance priorities commensurate with the protection level of the resources.

5.2.3.2. Provides repair and service for alarm systems employed on a priority basis.

5.2.3.3. Maintains and services all emergency power sources employed that support protection level resources and the SFCC.

5.2.3.4. Provides emergency generator training to those personnel required to start such equipment when automatic starting devices fail to operate.

5.2.3.5. Provides immediate responses to all such emergency generator sources that cannot be started by unit personnel.

5.2.3.6. Provides first priority maintenance for the restoration of power to restricted areas if there is a widespread power outage, scheduled or unscheduled.

5.2.3.7. Ensures priority maintenance for cutting vegetation. Maximum height cannot exceed 8 inches both within the restricted area and in the outer 30-foot clear zones. Ensures all debris, ridges, depressions, or other objects that could provide concealment for an enemy or obstruct the

view for proper assessment by 78 SFS personnel are removed from within 30 feet of the outer restricted area boundary.

5.2.3.8. Provides technical expertise as required to conduct security surveys or inspections, when such expertise is beyond the capability of the 78 SFS personnel.

5.2.3.9. Ensures all construction projects affecting restricted areas and flightline operations are coordinated in advance with 78 OSS/OSA and the 78 SFS/CC.

5.2.3.10. Provides necessary maps required for security operations.

5.2.3.11. Provides fire department response to any ground emergency involving fire or spilled fuel.

5.2.4. The 78 LRS/LGRV:

5.2.4.1. Provides priority maintenance to vehicles assigned to the 78 SFS according to the base vehicle priority maintenance list as approved by 78 ABW/CV.

5.2.4.2. Provides three additional vehicles and one 29-passenger bus within 1 hour after initiation of SIOP aircraft generation.

5.2.4.3. Provides replacement vehicles according to the vehicle recall and replacement list as approved by 78 ABW/CV.

5.2.5. The 78 LRS/LGRD:

5.2.5.1. Ensures suitable cold weather clothing and equipment are issued to the 78th Security Forces Squadron Supply Section (78 SFS/SFTRS) on a priority basis. Clothing and equipment must be completely serviceable.

5.2.5.2. Ensures procedures and priorities for acquisition of items required by security plans and directives for protection of protection level resources are established.

5.2.6. AFOSI, Detachment 105/CC:

5.2.6.1. Provides counterintelligence and other essential data to the 78 SFS/CC when such information indicates an actual or possible threat exists to protection level resources on Robins AFB.

5.2.6.2. Provides counterintelligence and related briefings to the members of the 78 SFS when requested to support training requirements.

5.2.6.3. Ensures a threat analysis is provided for Robins according to the Robins AFB ISP and higher headquarters contingency directives.

5.2.6.4. Ensures investigative services in support of security of Air Force resources are provided.

5.2.7. Robins Command Post (RCP):

5.2.7.1. Ensures all COVERED WAGON reports received from the SFCC are relayed to higher headquarters.

5.2.7.2. Ensures down-channel alerting messages affecting security received from higher headquarters (e.g., FPCAMs, DEFCON changes, and JCS exercise messages) are relayed to the SFCC. Ensures SFCC is advised of any changes concerning alert messages or FPCON changes.

5.2.7.3. Ensures SFCC is provided advance information on the arrival of special assignment airlift missions or other transient aircraft requiring security protection.

5.2.7.4. Enforces internal security and entry controls for the command post during normal operations.

5.2.7.5. Ensures SFCC is notified of any changes to SIOP alert aircraft status.

5.2.7.6. Ensures SFCC is immediately notified of any unauthorized movement of aircraft.

5.2.8. The 78 MSG/SV:

5.2.8.1. Ensures the capability to provide hot meals to on-duty 78 SFS personnel at established hours on a day-to-day basis at an established dining facility.

5.2.8.2. Ensures meals are made available to on-duty 78 SFS personnel who cannot eat at an established dining facility.

5.2.8.3. Ensures changes in operating hours are provided to all organizational control centers.

5.2.9. The 78 SFS/CC:

5.2.9.1. Ensures manning for security of resources according to appropriate AFI series directives and Robins AFB ISP.

5.2.9.2. Ensures the implementation and enforcement of stringent entry and internal control for all restricted areas.

5.2.9.3. Ensures each established or temporary restricted area is clearly defined.

5.2.9.4. Ensures security control centers and associated equipment required by current directives are maintained.

5.2.9.5. Ensures duress codes and emergency code words are published and distributed every 6 months or when compromised.

5.2.9.6. Ensures signs/countersigns are published and distributed in support of 19 ARG generations or any other organization utilizing Robins AFB for an alert mission.

5.2.9.7. Ensures close liaison with friendly forces regarding security matters.

5.2.9.8. Ensures operating instructions, special security instructions, and post priority listings are prepared.

5.2.9.9. Ensures a temporary restricted area for transient aircraft located outside an existing restricted area is established and security response teams are capable of responding within established time standards.

5.2.9.10. Coordinates all security deviations on AF Forms 116, **Request for Deviation from Security Criteria**, prior to being submitted to higher headquarters.

5.2.9.11. Ensures preparation of the minutes of the ISC.

5.2.9.12. Maintains, issues, and controls restricted area badges according to applicable directives.

5.2.9.13. Has the authority to establish a post priority list and to determine which posts go unmanned during personnel shortages. Posting will be based on priority, with the highest priority posts being manned first.

5.2.9.14. Will determine the use of protective gear. Unless otherwise directed, protective gear will be worn while in FPCON Charlie and/or when responding to any hostile incident.

5.2.10. The 78 OSS/CC:

5.2.10.1. Notifies the SFCC of the impending arrival/departure of all protection level aircraft.

5.2.10.2. Parks all protection level aircraft in an established restricted area if operationally possible.

**5.3. Installation Security Council (ISC).** Objectives: The ISC is a decision-making body concerned with planning, preparing, staffing, researching, and evaluating measures necessary to secure Robins AFB. The ISC will meet annually or more frequently if deemed necessary by the chairperson.

5.3.1. Membership. The installation commander appoints members of the ISC. General membership is determined by the installation commander and will be notified accordingly. Core council members are listed below (voting members are denoted by an asterisk):

5.3.1.1. Commander, 78 ABW/CC (Chairperson)

5.3.1.2. 19 ARG/CC\*

5.3.1.3. 5 CCG/CC\*

5.3.1.4. 78 CEG/CC\*

5.3.1.5. AFOSI, Det 105/CC\*

5.3.1.6. HQ AFRC/SFO\*

5.3.1.7. 78 CS/CC\*

5.3.1.8. 116 ACW/CC\*

5.3.1.9. 78 MDG/CC\*

5.3.1.10. 78 MSG/CC\*

5.3.1.11. 78 LRS/CC\*

5.3.1.12. 116 ACW/SF

5.3.1.13. 78 SFS/CC

5.3.1.14. 78 SFS/SFO

5.3.1.15. 78 OSS/CC\*

5.3.2. All unit commanders, hosted unit commanders, and staff agency chiefs will attend ISC meetings. If the designated members cannot attend, they must appoint a representative who is responsible for making decisions on their behalf.

5.3.3. The 78 SFS will make a formal record of proceedings, recommendations, and assignment of OPRs for identified problem areas. Action items are assigned a suspense date and follow-up action is monitored until the problem is corrected. The 78 SFS/CC acts as the overall monitor for suspense items. The chairperson approves the minutes of meetings.

5.3.4. The ISC will:

5.3.4.1. Conduct an annual review of all deviations in effect and validate compensatory measures, cost, and proposed completion dates for corrective actions. **Note:** When resources are not protected at the assigned protection level, the owner/user is responsible for initiating a deviation. Once signed by the unit commander, it must be forwarded to 78 SFS/SFOS for coordination.

5.3.4.2. Review security protection level designations, plan the selection and development of restricted areas, and review the Robins ISP once a year to make sure it is current. The ISC must concur on the final draft of the plan before it is sent to the installation commander for approval.

5.3.4.3. Approve all changes to restricted areas and to the aircraft parking plan.

**5.4. Working Groups.** The ISC determines the need for and may establish working groups to address specific needs. These groups may be established to identify mission-essential resources or test program effectiveness and work under the direction and authority of the ISC. The designated OPR of each working group determines membership based on the issues and problems involved. The following working groups have been established:

5.4.1. Resource Protection Working Group (78 SFS/SFOSS).

5.4.2. Aircraft Security Working Group (78 SFS/SFOS).

5.4.3. Alarm Working Group (78 SFS/SFOX).

5.4.4. Loss Prevention Working Group (78 SFS/SFOSP).

5.4.5. Plans Working Group (78 ABW/XPP).

5.4.6. Threat Working Group (78 SFS/SFOA).

5.4.7. Force Protection Working Group (78 SFS/SFOA).

**PART 2****RESOURCE PROTECTION****Chapter 6****RESPONSIBILITIES AND PROGRAM MANAGEMENT**

**6.1. Commanders/Staff Agency Chiefs** at all levels are responsible for protection of equipment and material placed under their control and will:

6.1.1. Notify the Installation Resource Protection Program Manager (78 SFS/SFOSS) thirty (30) days prior to planning construction or making changes in operations affecting funds, arms, munitions, explosives, and controlled areas.

6.1.2. Immediately report all lost or stolen firearms or ammunition to the SFCC.

6.1.3. Coordinate work requests for changes and modifications of security related construction items with 78 SFS/SFOSS, prior to submitting request to the 78th Civil Engineering Squadron (78 CES).

6.1.4. Ensure written designation memorandums identifying primary and alternate funds custodians, munitions/weapons custodians, or controlled area monitors to 78 SFS/SFOSS. This appointment must be kept current. Funds custodian/controlled area monitor may be the same person and identified on one memorandum. The memorandum will include the following:

6.1.4.1. Organization.

6.1.4.2. Name of facility and building number.

6.1.4.3. Full name and grade of custodian and alternate.

6.1.4.4. Duty extension.

6.1.4.5. Official e-mail address.

**6.2. 78 SFS/CC.** The 78 SFS/CC has delegated authority to the 78 SFS/SFOSS to coordinate on all projects affecting the Resource Protection Program (RPP).

6.2.1. Funds facilities storing less than \$100,000 will not be surveyed unless directed by the 78 SFS/CC or if there is a written request to survey the facility.

6.2.2. The 78 SFS/CC is authorized to sign all contractor controlled area free zone memorandums.

**6.3. 78th Security Forces Squadron Operations Flight.** Provide daily random patrol coverage of protection level 4 resources. Armed response will not exceed 10 minutes.

**6.4. Program Surveys.** The RPP makes use of a combined effort to evaluate a unit's needs and programs in support of resource protection through periodic reviews.

6.4.1. Surveys are used to determine whether the unit's program adequately protects assigned resources from criminal and terrorist acts, recommends program improvements, and provides feedback for command action.

**6.5. Initial Surveys.** The 78 SFS and 778 CES personnel conduct detailed initial surveys of installation facilities to assess protection requirements and capabilities. Initial surveys must be kept on file by 78 SFS and the owning unit for the life of the facility.

**6.6. Periodic Surveys.** The 78 SFS personnel conduct periodic surveys as follows:

6.6.1. Annually for all AA&E facilities storing category I, II, III arms or munitions.

6.6.2. Annually for funds facilities storing \$100,000 or more. Funds facilities maintaining less than \$100,000 are exempt from survey requirements.

6.6.3. Every 4 years, controlled areas, not including AA&E or funds facilities with over \$100,000, will be surveyed.

6.6.4. During off years, owner/users will conduct a self inspection and forward results to 78 SFS/SFOSS.

**6.7. Anti-robbery and Controlled Area Penetration Exercises.** The 78 SFS will conduct exercises as follows.

6.7.1. AA&E Resources. Annually for category I, II, and III AA&E. Category IV AA&E facilities may be exercised along with category I, II, and III facilities annually, or once every 2 years if conducted separately.

6.7.2. Funds. Funds facilities storing or maintaining over \$100,000 will be exercised annually.

6.7.3. Other Protection Level 4 Resources. All other controlled areas will be exercised once every 4 years.

## Chapter 7

### ALARM SYSTEMS

**7.1. Program Management.** The 78 SFS/SFOXE is the program manager for alarm systems. The Alarm Monitoring Station is located at the SFCC and manned by on-duty 78 SFS personnel.

**7.2. Alarm Work Requests.** Owner/user agency requesting to install, remove, or modify existing alarm systems will submit an AF Form 332, Base Civil Engineer Work Request, to 78 CES through 78 SFS/SFOSS and 78 SFS/SFOXE. Additionally, an AF Form 3215, **IT/NSS Requirements Document**, approved by the 78 ABW/CC, will accompany all requests for the initial installation of an alarm system.

**7.3. Alarmed Facility Entrances.** AFVA 31-232, *Warning!!! This Facility is Protected by an Intrusion Detection Alarm System*, will be placed on all entrances of an alarmed facility. Munitions Storage Area (MSA) may be marked at perimeter entry points.

**7.4. Alarm Facility Entry Door.** All alarmed facilities have a specific door that must be used when entering or exiting the facility when the alarm system is armed. Custodians will only use this door to enter or exit a facility when the system is armed.

**7.5. Custodian Response to Alarm Activations.** Upon contact by 78 SFS personnel, facility custodians must respond within 30 minutes. Conduct a walk through the facility with 78 SFS personnel and guard the facility until the alarm is reset. If the alarm cannot be reset, owner/user will provide a 24-hour guard/supervisor until the alarm is operational. All alarmed facilities will have established written procedures requiring prompt response by custodians to unannounced alarm activations.

7.5.1. If an alarmed facility has two alarms caused by a malfunction within a 24-hour period, the facility will deactivate the alarm system and provide surveillance until the malfunction is repaired.

#### **7.6. Alarm Malfunctions.**

7.6.1. During duty hours, the user agency will initiate and follow-up on all work orders.

7.6.2. During nonduty hours, the SFCC will notify alarm custodian. The custodian will notify the 78 CES Emergency Service Call Desk at 6-5657 and request an emergency work order.

7.6.3. Once a work order is received, the user agency will immediately relay the work order number to the 78 SFS controller, who will record this information in the 78 SFS blotter.

**7.7. Alarm Testing.** The owner/user who is authorized to activate or deactivate alarm will conduct a test of components (all sensors) at least quarterly. The results of the test are recorded on an AF Form 2530, **Alarm System Test Record**. This record is kept on file in the resource protection book for 1 year. The following will be used as a guide for conducting tests:

7.7.1. Contact the SFCC, at extension 6-2187, and relay that an alarm test will be conducted. Ensure all entrances and windows are closed and there is no movement of personnel within the facility. Proceed to the keypad and program it for a test (press \*, status, test, and yes).

7.7.1.1. Motion sensor (if installed). Stand in front of motion sensor with hands and arms by your side and take normal steps (30-inch) towards sensor. If motion sensor is operating properly, sensor

should detect alarm activation by the third step (before gaining access to resource). Repeat test on all other installed motion sensors.

7.7.1.2. Proximity sensor (if installed). Proceed to protected object and touch it with one finger. Repeat procedure on all other protected objects.

7.7.1.3. Vibration sensor. Lightly tap on sensor. The vibration sensor indicator light should come on if properly operating. Repeat procedure on all other installed vibration detectors.

7.7.1.4. Balanced magnetic switch (BMS). Proceed to protected door and slowly open it so that the door does not activate motion sensor (approximately 1 1/4 inches). If BMS is operating normally, you will receive an alarm. If testing main entry door, you will hear the panel beeping (same sound you hear when opening or closing).

7.7.1.5. Duress alarm (if installed). Push duress alarm and repeat this action on all other installed duress alarms. Ensure each duress alarm is reset after test is complete.

7.7.2. Once all testing is complete, return to the keypad and view the history to ensure all components tested are functioning.

7.7.3. Call the SFCC to verify an alarm was received.

7.7.4. If any components are not functioning, owner/user will initiate a work request for repair by calling the 78 CES Alarm Section at 6-7862.

**7.8. Alarm Codes.** Facility alarm codes will be changed by 78 SFS/SFOXE when compromised. Individual personal identification numbers will be deleted from the alarm system upon termination or reassignment of personnel or when compromised.

7.8.1. The custodian must promptly notify 78 SFS/SFOXE when there are any deletions or additions. If there are no changes, submit a "no change" report annually. Custodian must maintain a current copy on file.

**7.9. Records for Openings and Closings.** The SFCC houses the Advantor Alarm System mainframe. The system automatically records, tracks and maintains all records for alarmed facilities that open and close. This data is kept for 1 year and is available from 78 SFS/SFOXE.

**7.10. Alarm Response Priority Listing.** The 78 SFS/SFOXE will produce and maintain a response priority listing for alarmed facilities.

**7.11. Security Forces Response Times.** The 78 SFS alarm response times will not exceed 10 minutes; 5 minutes for a Sensitive Compartmentalized Information Facility (SCIF).

**7.12. Human Error Alarms.** Any person working at an alarmed facility who causes an alarm to occur due to human error will receive alarm training by the unit security manager.

## Chapter 8

### INSTALLATION ENTRY AND INTERNAL CONTROL

**8.1. Installation Entry Authority.** The 78 ABW/CC publishes and enforces this instruction to protect installation resources in accordance with DoD and Air Force policy. The 78 ABW/CC has the authority to publish and enforce regulations for safeguarding personnel, facilities, and property. This authority derives from The Internal Security Act of 1950 (50 U.S.C. 797) and is implemented by DoD 5200.8, *Security of DoD Installations and Resources*, DoD 5200.8-R, *Department of Defense Physical Security Program*, and AFI 31-101. In addition, Title 18 U.S.C. 1382 prohibits individuals from entering RAFB for a purpose prohibited by law or lawful regulation or re-entering an installation after being ordered not to re-enter by any officer in command of the installation. The installation commander will authorize searches when deemed necessary. This authorization may be delegated to the mission support group commander.

8.1.1. Installation Driver Requirements. Driving a government owned vehicle (GOV) or privately owned vehicle (POV) on RAFB is a privilege granted by the 78 ABW/CC. Any person accepting this privilege will comply with the laws and regulations governing motor vehicle operation and registration on the installation. Personnel who are assigned or attached to Robins AFB must obtain base registration through 78 SFS/SFOXI for all POVs operated on the installation. Personnel who PCS from a stateside assignment will have 5 duty days to register their POVs. Personnel who PCS from overseas will be given 30 days to register. Personnel eligible to register their vehicles on base but fail to do so after being briefed will be issued a DD Form 1408, Armed Forces Traffic Ticket, for failure to register vehicle. Personnel requesting vehicle registration or operating a motor vehicle on Robins AFB must produce, upon request from the 78 SFS, the following:

8.1.1.1. Valid ID.

8.1.1.2. Proof of vehicle ownership or registration as required by the issuing authority.

8.1.1.3. A valid state or international driver's license.

8.1.1.4. Proof of automobile insurance.

8.1.2. Motor Vehicle Safety Requirements. All motor vehicle (motorcycles included) occupants must abide by AFI 91-207, *The US Air Force Traffic Safety Program*; AFI 31-204, *Air Force Motor Vehicle Traffic Supervision, as supplemented* and the Georgia statute for utilizing safety devices when entering or exiting at base gates and using RAFB roadways. Personnel registering or operating a motorcycle on Robins AFB must produce, upon request from the 78 SFS, the following:

8.1.2.1. Proof of ownership or registration as required by the issuing authority.

8.1.2.2. Proof of insurance.

8.1.2.3. Valid state driver's license (with an "M" endorsement).

8.1.2.4. Valid Motorcycle Safety Course Completion Card provided as proof of the successful completion of an approved rider or operator safety course (applicable for active duty, air national guard and reserve military personnel).

**8.2. Installation Boundaries.** The base property is approximately 5.4 miles from the north to the south boundaries and 3.3 miles from the east to west boundaries. The east boundary borders the swamp, which

extends 2 miles east, 11 miles northeast, and 4.5 miles southeast of the base. The southern boundary line is a creek. The north and west perimeter of the base are enclosed by a chain link fence. The south perimeter and part of the east perimeter are enclosed by barbed wire fence. The boundary limits of RAFB are indicated at all base entrances by a broad white line across the road that is visible when approaching from the inbound direction. All gatehouses are located inside the base. All fencing that surrounds the installation is considered a moral and legal boundary. A crossing or breach of installation fencing by unauthorized persons is considered trespassing. AFVA 31-230, *Installation Warning Sign*, 36 x 30, and AFVA 31-206, *Military Working Dog Sign*, will be used to post Robins AFB vehicle entry points. AFVA 31-211, *Installation Warning Sign*, 18 x 15), will be used to delineate the installation boundary.

8.2.1. Robins AFB is mostly exclusive federal judicial jurisdiction. Some areas of the south and north part of the base are proprietary jurisdiction with the Houston County authorities (state jurisdiction/land owner).

8.2.1.1. The Robins Air Force Base Museum of Aviation lies within proprietary jurisdiction. Most security issues will be handled by Houston County authorities.

**8.3. “Closed Installation” Designation.** The Headquarters USAF has designated Robins AFB as a “closed installation” because the installation routinely houses or supports Protection Level 1, 2, and 3 resources critical to national security.

**8.4. Installation Entry Points (Gates).** Security Forces personnel staff the installation gates. Gate 2 is open 24 hours per day, 7 days per week to support day-to-day operations; Gate 1 (Green Street Gate) is open from 0500 to 1830 daily, Monday through Friday, with the exception of federal holidays; Gate 14 (Russell Parkway Gate) is open from 0500 to 0100; Gate 4 (Commercial Gate) is open from 0500 to 2200, Monday through Friday; Gate 5 is open from 0500 to 1830, Monday through Friday. These gates may be used for vehicles and pedestrians. Gate hours are subject to change with minimal notice.

8.4.1. Identification Checks at Base Gates. During normal operations, 100 percent hands-on identification checks will be conducted at each operational gate from 2200-0500 hours. All vehicle drivers, bicyclists, and pedestrians will be checked with inbound traffic. From 0501-2159 hours, checks will be conducted once per 8-hour shift for 15 minutes and twice per 12-hour shift for 15 minutes period. The on-duty flight chief may terminate the checks during hours of peak traffic. Only one individual within a vehicle is required to present identification, establishing independent access to the base. This person may vouch for all other occupants of the vehicle. **Note:** Individuals without independent access cannot vouch for other occupants in their vehicle. At random times, and at the installation entry controller or on-duty SF flight supervision’s discretion, all persons in a vehicle may be directed to produce a valid form of personal identification before entry is granted.

8.4.1.1. The 78 ABW/CC may direct random identification checks to protect the security of the installation or to protect government property. One hundred percent identification checks may be implemented at anytime, and without prior notice to the public based on local emergencies and contingencies, and as directed by the 78 ABW/CC. **Note:** These procedures may be modified or increased to support force protection condition actions.

8.4.2. Gate Closure Procedures and Devices. Gate closure procedures and gate closure devices may include implementation of a “stop-check-pass” system, closure of gates with a barrier, 100 percent identification checks or other measures determined necessary to restrict entry/exit and protect resources. **Note:** In accordance with AFI 31-101, it is mandatory to close gates during actual COV-

ERED WAGON incidents, for alarms concerning the RCP, Arms, Ammunition, and Explosives (AA&E) assets, SCIFs or a confirmed robbery.

**8.5. Random Installation Entry Point Checks.** Locally, these checks are referred to as base entry point checks (BEPC). The 78 ABW/CC has delegated authority to the 78 MSG/CC to determine when, where, and how to implement random BEPCs of vehicles and pedestrians. BEPCs are not conducted merely for probable cause; the 78 ABW/CC authorizes security forces to conduct BEPCs to protect the security of the installation and to protect government property.

8.5.1. BEPC Refusals. Any vehicle entering or departing RAFB is subject to a BEPC. Refusal by vehicle operators to submit to the examination of their vehicle during randomly selected checks at base gates may subject the vehicle operator to denial of base entry and/or use of RAFB roadways. The status of the individual (military, dependent, civilian) will determine what action is taken.

8.5.1.1. Actions for Military and Civilian Refusals During BEPCs. Active duty personnel refusing to have their vehicle searched will result in their driving privileges being revoked for 1 year. Civilians refusing to have their vehicles searched will lose their base driving privileges, and face revocation of base registration and/or barment from base.

8.5.1.2. Nothing in refusal to provide consent shall affect a search in accordance with arrest of the passenger compartment of such vehicle, or a request for search authorization from the appropriate authority should other factors existing or found during the BEPC give rise to probable cause to believe that criminal activity and/or evidence of criminal activity exists in the vehicle in question.

**8.6. Unauthorized Entry.** Under Section 21 of the *Internal Security Act* of 1950 (50 U.S.C. 797), any directive commanders of a military installation or facility, which includes parameters for authorized entry to or exit from a military installation, is legally enforceable against all persons, whether or not those persons are subject to the Uniform Code of Military Justice (UCMJ). Military personnel who reenter the installation after having been properly ordered not to do so may be apprehended. Civilian violators may be detained by security forces and either escorted off the installation or turned over to appropriate civilian authorities.

8.6.1. Civil Law Enforcement Actions. Civilian violators may be prosecuted under Title 18 U.S.C. 1382.

8.6.2. The 78th Security Forces Actions. The 78 SFS will always consult WR-ALC/JA when dealing with unauthorized entry situations on RAFB. If someone enters RAFB without authorization, including re-entry following receipt of an order to leave or barment from the installation, 78 SFS personnel will take the following actions:

8.6.2.1. Detain and identify violators who enter RAFB without authorization.

8.6.2.2. Process a barment order signed by the installation commander order violators to leave the base after consultation with WR-ALC/JA and approval to order the violator to leave the base from the installation commander.

8.6.2.3. Escort violators off the installation.

**8.7. Barment Action and Procedures.** Under the authority of 50 U.S.C. 797 and DoDD 5200.8, *Security of DoD Installations and Resources*, the installation commander may deny access to the installation through the use of a barment order. The installation commander does not delegate this authority, however

the installation vice commander will have this authority when on G-series orders in the installation commander's absence. Documentation supporting barment will be kept for the period of barment.

8.7.1. Barment List. The 78 SFS will maintain a list of individuals barred from the installation. All lists are marked as "For Official Use Only."

8.7.1.1. Barment lists will not be released to the public, left unsecured or placed where unauthorized personnel can view them.

8.7.2. Barment Orders. Barment orders should be in writing and contain sufficient details to support prosecution by civilian authorities. The barment order must also state a specific, reasonable period of barment. Oral barment orders should be given only when time constraints prevent preparing a written order; oral barment orders must be immediately followed-up in writing via certified mail with the proof returned to 78 SFS.

8.7.2.1. If practical, barment letters are hand delivered by security forces.

8.7.2.2. If hand delivery is impractical, barment letters will be sent certified mail to the violator to ensure a record of receipt.

8.7.3. Exceptions. Military dependents, military retirees and their dependents may re-enter the installation for the sole purpose of obtaining authorized medical care after being barred. To do so, the written order not to re-enter must be presented at the Gate 2 - Main Entrance on Robins AFB. Barred persons will then take the most direct route to and from 78th Medical Group facilities. No deviations enroute are allowed, nor are visits to or stops at any other base facilities allowed.

8.7.3.1. Air Reserve Component (ARC) personnel assigned to RAFB may re-enter after being barred for the sole purpose of performing official Air Force duties. To do so, the written order not to re-enter must be presented at the Gate 2 - Main Entrance on Robins AFB. Then the most direct route will be taken to and from the assigned duty section. Deviations enroute are not allowed, nor are visits at any other base facilities allowed.

8.7.4. Violator Repercussions. Any violation of the written order by persons not on active duty may be prosecuted under 18 U.S.C. 1382 and will subject the offender to immediate detention and possibly subsequent prosecution of fines up to \$5,000 or imprisonment for not more than 6 months, or both, as well as an extended barment.

**8.8. Installation Entry Requirements and Procedures.** Guidelines on gaining access to and driving on Robins AFB are described in the following paragraphs.

8.8.1. Independent Base Access. Persons with unescorted entry and circulation authority may routinely enter the installation at any time without verifying the right and need to enter. These individuals may enter the installation utilizing their military issued identification and may sponsor or vouch guests onto the installation. This includes:

8.8.1.1. Active Duty, Reserve, National Guard, retired military personnel and their dependents and survivors of deceased active duty and retired military that are authorized to use base facilities.

8.8.1.2. Federal government employees possessing DoD identification credentials. Not all federal government employees have authorization to enter the installation. Only those with DoD credentials have independent access. **Note:** Nonmilitary affiliated personnel will not be issued a base

pass solely to provide transportation on and off the installation for personnel with independent or qualified access.

8.8.1.3. Civilian government employees possessing AF Form 354 and CAC, **Civilian Identification Card** or DD Form 2574, **Army/Air Force Exchange Services Identification and Privilege Card**.

8.8.1.4. Local Dignitaries. Local dignitaries are issued a RAFB approved pass (i.e., AF Form 75, Eagle's pass, or automated pass) or a DD Form 2220 at the direction of the 78 MSG/CC or higher installation command authority.

8.8.1.5. Personnel with independent access operating a POV on a temporary basis (3 days or less) that are not registered to them (i.e., borrowing a car from a friend) need to obtain a temporary AF Form 75 from the Visitor Center. Personnel operating a POV on a temporary basis not registered to them (3 days or more up to one year) may receive an AF Form 75 from 78 SFS/SFOXI (Pass and Registration). The individual requesting the AF Form 75 will bring a notarized letter from the owner stating the individual has been given the authority to operate the vehicle for a determined length of time. The letter must also contain a full description of the vehicle, i.e., year, make, model, color, plate number, and the state the vehicle is registered in. For periods longer than 1 year (permanent basis), a DD Form 2220, **Vehicle Registration Decal**, can be issued if accompanied by a notarized letter from the owner stating the individual has been given the authority to operate the vehicle for a period longer than 1 year. The letter must also contain a full description of the vehicle, i.e., year, make, model, color, plate number, and the state the vehicle is registered in.

8.8.2. Sponsorship. A sponsor is defined as an individual (18 years or older) with independent access to the installation who has the privilege to vouch non-DoD affiliated personnel (guests) onto a military installation. Sponsor must be in the physical presence of their guests at all times while on the installation, except when the guest is traveling from the base gate to the designated meeting area of their sponsor and/or departing the designated meeting area to depart the base. Traveling to any other part of the installation other than to and from the designated meeting place is unauthorized.

8.8.3. Qualified Base Access. Individuals granted qualified base access receive installation entry and circulation privileges under limited circumstances or conditions. **Note:** These persons do not have the authority to sponsor persons on base or vouch for anyone to enter RAFB. Those whose RAFB-issued pass (automated or laminated) does not contain a photo must present the 78 SFS installation entry controller with a valid form of photo ID (driver's license when driving) with their pass each time they enter the base. This includes:

8.8.3.1. Contracting personnel shall include the clause at Air Force Federal Acquisition Regulation Supplement (AFFARS) 5352.242-9000, Contractor Access to Air Force Installations, in any contract/order/modification that requires contractor personnel to make frequent visits to or perform contract work on Robins AFB. This clause outlines general procedures for obtaining contractor badges and vehicle passes, retrieving/returning all issued badges upon completion or termination of the contract action, and withholding final payment for contractor noncompliance.

8.8.3.2. WR-ALC/PKP will provide the 78th SFS Pass and Registration Section, 78 SFS/SFOXI, with a listing of warranted contracting officers from WR-ALC/PK and its matrixed divisions authorized to sign AFMC Forms 496. The listing will include the contracting officers' name, office symbol, duty phone and original signatures. The list will be updated annually or as contracting officer warrants are issued or withdrawn.

8.8.3.3. Only a warranted contracting officer whose name appears on the listing is authorized to complete and sign the “certification” portion at the bottom of the AFMC Form 496. This authorization is non-delegable.

8.8.3.4. Prime contractors awarded a contract/order/modification that requires work/effort to be performed on Robins AFB shall provide the cognizant contracting officer a written request containing the following information:

8.8.3.4.1. Listing of all contractor or subcontractor employees requiring access to Robins AFB.

8.8.3.4.2. Applicable contract/order/modification number.

8.8.3.4.3. Period of performance (start and stop dates).

8.8.3.4.4. Location of the work site.

8.8.3.4.5. Days/hours during which the contractor/subcontractor personnel will require access to the base, unless unanticipated work schedule, shift changes, or site conditions render this impractical.

8.8.3.5. In addition to the written request, the prime contractor shall provide a completed AFMC Form 496 for each employee requiring access to Robins AFB. All applicable blocks of the AFMC Form 496 must be completed prior to submitting the form. Contractors who have a completed and signed AFMC Form 496 may enter Gate 4; park their vehicle in the adjacent parking lot and walk to 78 SFS/SFOXI (Pass and Registration) to receive their white contractor badge (AFMC Form 387) and vehicle pass.

8.8.4. The contractor ID card/badge authorized unescorted entry to Robins AFB for the bearer only. Contractor personnel are required to wear or prominently display the contractor ID card/badge while visiting or performing work on Robins AFB. Contractor personnel, whether prime or subcontractor are not authorized sponsorship privileges. Exception: Contractor personnel who are retired military are authorized sponsorship privileges based on the individual’s possession of a military ID card.

8.8.4.1. In the event a contractor employee exercises his/her military retiree escort privilege during the performance of contract work on Robins AFB, any resultant security incident shall be the responsibility of the sponsoring individual and the prime contractor.

8.8.4.2. The prime contractor is responsible for retrieving all contractor/subcontractor ID card/badge (including restricted/controlled area badges, if applicable) upon completion or termination of the contract/order/modification or when an employee no longer has a need for access to Robins AFB, i.e. employment has been terminated or individual transferred to another project. The prime contractor shall return all retrieved base ID cards/badges to 78 SFS/SFOXI. Once all ID cards/badges have been accounted for, 78 SFS/SFOXI personnel will sign and stamp a “clearance” letter, giving the original to the contractor and forwarding a copy to the warranted contracting officer.

8.8.4.3. Contractors possessing a CAC card with a multi-year contract may receive a permanent DD Form 2220 from 78 SFS/SFOXI. They must obtain a written verification letter through the contracting officer relating their contract performance period is valid for 3 or more years. The contractor is authorized to register no more than 2 POVs.

8.8.4.4. Contractors possessing a white contractor badge issued from 78 SFS/SFOXI will obtain an AF Form 75 for the duration of the contract not to exceed one year. Contractors may register no more than 2 POVs.

8.8.4.5. Contractors driving a company vehicle do not need to obtain an AF Form 75 for their vehicle if the vehicle has permanent company logo signs affixed to the vehicle that can not be removed. A company vehicle with magnetic company signs that can be removed will be required to obtain a vehicle pass.

8.8.4.6. Contractors performing work under contracts awarded from other installations requesting access to Robins AFB must obtain a signed AFMC Form 496 from the cognizant authorized warranted contracting officer. The warranted contracting officer must mail/express mail the original signed designation letter to 78 SFS/SFOXI. Faxed copies will not be accepted. 78 SFS/SFOXI will maintain all original designation letters and original AFMC Form 496s on file until the contract has been terminated and all contractor badges have been properly turned-in for destruction.

8.8.5. RAFB Laminated Passes for College Student/Contractor/Civilian Employee. Non-DoD civilian employees, contractors and students enter the installation on a routine basis, but do not have sponsor or vouching authority on RAFB. These passes authorize the individual and their vehicle base access. These passes will remain with the individual at all times while on RAFB and are normally issued for a specific period. Student passes may be used 1 hour prior to and after school and base library operating hours. The office responsible for sponsorship completes the application for these passes. After passes are issued, applications are returned to the sponsoring office to be filed.

**8.9. Bona fide Visitors.** Bona fide visitors are persons who do not have independent or qualified access to RAFB. Visitors must be physically accompanied by the sponsor except when the visitor is traveling from the base gate to the designated meeting area of their sponsor and or departing the designated meeting area to depart the base. Traveling to any other part of the installation without their sponsor is unauthorized. Bona fide visitors will access RAFB through Gate 2 (Main Gate).

8.9.1. Sponsoring Visitors and Guests. The person or agency to be visited must pre-announce all personnel without independent or qualified access by physically reporting to the Visitor's Control Center. The sponsor is required to be identified and give their name, military status (rank, organization), duty or home phone number, name of visitor, residence or facility to be visited, length of visit, and inclusive time of the day that entry is requested (i.e., 0800-1700 daily). The information will be recorded on the base entry log maintained at the gate. This information will be accepted no sooner than 3 days prior to the visit.

8.9.1.1. AF Form 75 is a short-term pass issued to installation visitors (those without independent or qualified access) who request access to the installation. An AF Form 75 will be issued only for the duration of the visit (determined by the sponsor) not to exceed three days, Monday through Friday. A pass may be issued up to 3 days in advance (i.e., issue a pass on Friday that starts on Monday). All passes must include the inclusive time of the visit on the AF Form 75. A pass may be issued up to 7 days with the approval of the on duty flight chief.

8.9.2. Sponsor Responsibility and Repercussions for Failure to Control Guests. The sponsor of visitors and guests to RAFB is responsible for the actions of their guest and may have administrative or judicial action taken against them for illegal or criminal actions committed by their guest. Sponsors will ensure their guest accompany them at all times while on the installation, except when the guest is

traveling from the base gate to the designated meeting area of their sponsor and/or departing the designated meeting area to depart the base. Traveling to any other part of the installation without their sponsor is unauthorized. Security forces will detain any guest who is found without a sponsor on RAFB until the sponsor is found and the status of the guest is verified. **Exception:** Personnel sponsoring individuals who are providing a specific service that does not demand the sponsor's presence (i.e., lawn/landscaping service, house cleaning services).

8.9.3. Civilian Law Enforcement Personnel. Local civilian law enforcement personnel on official business (serving warrants, contacting military personnel for civil offenses, etc.) may enter for official business. Local emergency response personnel living on the installation (active duty, dependents, etc.) may enter the installation in state, municipal and federal-owned vehicles using their military/dependent ID card.

8.9.4. Federal Aviation Administration (FAA) Personnel. Employees presenting a FAA badge (that has a picture on it) are granted access without further identification.

8.9.5. Policy for Vehicle Registration of Foreign Liaison Officers (FLO). All FLOs will be required to register their vehicles at 78 SFS/SFOXI upon arriving at Robins AFB. Upon registration of their vehicle, each FLO will be issued an AF Form 75 for the duration of their stay.

8.9.6. Armed Forces Delayed Enlistment Program (DEP) Personnel. Members of the Armed Forces Delayed Enlistment Program are authorized access to the installation and receive limited exchange and MWR privileges (authorized privileges are controlled by AAFES and MWR agencies). DEP personnel will present a copy of their delayed enlistment contract DD Form 4, **Enlistment/Reenlistment Document** and a photo ID. Eligibility expires 1 year from the date indicated in block "8A" of the form.

8.9.6.1. DEP personnel may sponsor immediate family members onto the base (father, mother, brother, sister, spouse, and dependent children ONLY). Immediate family visitors must be accompanied by the DEP member at all times; family members 16 years of age or older must present a photo ID at the time of entry.

8.9.7. Civilian Emergency Response Vehicles. Local emergency response vehicles responding to emergencies on base, or need emergency access through the base, must have their dispatch center notify the Security Forces Control Center (SFCC).

8.9.8. Petroleum, Oil and Lubrication (POL) Vehicles. POL transport vehicles will enter the base through Gate 4 (Commercial Vehicles). During increased FPCONS, POL personnel will meet the transport vehicles at the Gate 4. Installation entry controllers will instruct the drivers to proceed to POL by the most direct route.

8.9.8.1. During increased FPCONS, verbal vouching of petroleum vehicles will be terminated. Fuels flight personnel will be required to respond to the gate to verify and escort the POL vehicle while it is on the installation. **Note:** For more details on increased vigilance, see RAFBI 31-210, Supplement to AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards*.

8.9.9. Vendor permit authorization. Personnel with a valid vendor permit issued by 78 SFS/SFOXI are authorized to deliver supplies and provide services on RAFB. To obtain a vendor permit, the vendor must present to 78 SFS/SFOXI a valid drivers license, 5-year criminal history check (obtained through the County Sheriffs Office of residence), a current business license and verification letter by

the sponsoring organization. To access the installation the vendor must show a valid driver's license and a current vendor permit. Vendor permits will be renewed by March each year. All vendors who have been denied access to the installation may submit an appeal package to the 78 MSG/CC.

8.9.9.1. Fast food or other delivery services not in possession of a valid vendor's permit must adhere to the same procedures listed in **paragraph 8.9.1.** for bona fide visitors. **Note:** Individuals with qualified access and bona fide visitors are not authorized to sponsor for take-out food delivery vehicles.

8.9.10. Moving Vans/Household Goods Pickup. These vehicles must be preannounced by the individual to be visited. RAFB passes will not be issued to these vehicles. The moving company will not be granted entry onto the installation if confirmation of delivery cannot be made through the sponsor or Traffic Management Office.

8.9.11. Munitions and Explosive-Laden Vehicles. Procedures for these vehicles are outlined in **Chapter 11** of this instruction. For arrival during non-duty hours, refer to procedures outlined in RAFB ISP.

8.9.12. Communications Cable/Satellite TV Vehicles. These vehicles provide service to government agencies and residents of the installation. Watson Cable personnel and other cable TV/satellite service provider personnel on official business may enter in their company vehicle after showing their driver's license, company identification card and a valid work order.

8.9.13. Civilian Utility Vehicles. Vehicles belonging to local utilities such as city water, gas, sewage, electric companies, must be sponsored by the agency to be visited or serviced.

8.9.14. Commercial Deliveries. Commissary, MWR facilities, and all others not listed in this instruction, including UPS/Fed Express, Emory, Airborne and Surface couriers. The following entry requirements are for the aforementioned delivery agencies:

8.9.14.1. All delivery personnel must have a valid driver's license, valid invoice with a point of contact name and number, delivery date, delivery location, items and quantity to be delivered. All delivery vehicles must enter the installation through Gate 4.

8.9.14.2. In the event there is a discrepancy with the driver's license or invoice, installation entry controllers will contact the recipient (or other authorized sponsoring individual aware of the delivery for verification). Multiple deliveries to different destinations by the same delivery person may be allowed access based on the authority of only one authorized person expecting a delivery.

8.9.15. Visitors on motorcycles are not required to have attended a motorcycle safety course prior to entering the base, but they must adhere to the same safety requirements as listed in AFI 91-207, *The US Air Force Traffic Safety Program*, (i.e., helmet, long pants and sleeves). A brightly colored or contrasting vest must be worn as an outer upper garment during the day and a reflective vest must be worn during hours of darkness. Visitors traveling as a pedestrian or on nonmotorized vehicles (e.g., bicycle) will be issued an AF Form 75 after showing valid picture ID. The above applies to motorcycle/bicycle passengers as well.

**8.10. Guest List Program and Special Functions.** Special functions include parties, weddings, balls, and other activities where groups of civilian visitors are involved.

8.10.1. Guest List Requirements. The sponsor of special functions on base must be a person with independent access to the base. The sponsor of special activities is responsible for preparing and submitting a list of all civilian visitors to the 78 SFS Police Services Section (78 SFS/SFOSP) in Building

263 at 250 Peacekeeper Way. The special function/event host (i.e., Officers' Club, Enlisted Club) is responsible for briefing sponsors on guest list requirements outlined in this paragraph. The mandatory requirements for submitting guest list are as follows:

8.10.1.1. An EAL is submitted for a list of 6 or more guests.

8.10.1.2. Alphabetized list that is typed (last name, first name; must use individual's proper names). Blanket entries (e.g., Mr. and Mrs. John Doe/John Doe family) are not acceptable.

8.10.1.3. Include the location, time and date of the event. The authorized sponsor will sign the guest list.

8.10.1.4. Three (3) copies of the guest list must be hand delivered to 78 SFS/SFOSP by the authorized sponsor of the event. Guest lists must be delivered 2 weeks prior to the event or special function.

8.10.1.5. The list will be compared against the Barment/Revocation Roster. The 78 SFS/SFOSP will authenticate the guest list and post a copy at the SFCC and Gate 2. All guests must enter the installation through Gate 2 unless specifically authorized to enter through another gate.

8.10.1.6. Installation entry controllers will check an official form of identification of the visitors against the authenticated guest list and allow them to proceed. An AF Form 75 will not be issued if the visitor is on the list. The sponsor of the event must vouch for any visitors not appearing on the list and an AF Form 75 will be issued in this case.

8.10.1.7. Individuals barred from the installation will not be allowed on for special functions. Attempts to gain access after being barred will be considered trespassing and deemed a violation of Title 18 U.S.C. 1382.

8.10.2. Distinguished Visitors (DV) Pass. DV passes are completed and issued to DVs by the WR-ALC Public Affairs Office (WR-ALC/PA) on behalf of the WR-ALC Commander. WR-ALC/PA will provide 78 SFS/SFOSP a listing containing all the names of DVs who have been issued a DV pass. DV passes will be authenticated by having the 78 SFS shield stamped on the back. All DVs entering the installation will be required to show their DV pass along with a valid picture ID, such as a state driver's license. DVs possessing a valid pass and picture ID are authorized to sponsor all occupants/guest within their vehicle, not to exceed 10 personnel. Guest of DVs not in the same vehicle as the DV will be required to obtain a visitor's pass from the Visitor Control Center (VCC).

8.10.2.1. The installation entry controllers must perform "hands-on" check of the DV pass to verify the expiration date and name on the pass upon reentry, along with photo identification.

8.10.3. News Media. All media personnel who arrive unannounced at any gate will not be admitted until being vouched and escorted by WR-ALC/PA personnel. Installation entry controllers must notify the SFCC of the presence of media on installation. WR-ALC/PA will provide an on-call roster to 78 SFS/SFOFOL for after-duty hour notifications from the SFCC.

**8.11. Special Purpose Passes.** Special purpose passes are for all other personnel that do not fall into the independent, qualified, or bona fide visitor categories. All special purpose pass requests must be accompanied with a written letter justifying the need for issuing the pass. These passes are approved/denied on a case-by-case basis by the NCIOC of 78 SFS/SFOXI or higher authority.

8.11.1. Passes for guests staying in base housing will be issued for up to 30 days, unless the sponsor has obtained a written authorization letter from the base housing office authorizing an extended stay. Any situation requiring more than 30 days will be coordinated through the individual's unit commander.

8.11.2. Nannies and maid services will be issued for the duration of the employment not to exceed 1 year.

8.11.3. The following listed exceptions below have been coordinated:

8.11.4. Warner Robins City maintenance personnel will be issued passes for 1 year.

8.11.5. Personnel with an agent's card/letter obtained from Military Personnel Flight (MPF) authorizing them to utilize base facilities on behalf of the sponsor due to the sponsor being incapacitated. Passes will be issued for the date designated on the card/letter not to exceed 1 year.

8.11.6. US Federal Magistrate judges will be issued passes for 1 year.

8.11.7. US Postal Services delivery personnel will be issued passes for 1 year.

8.11.8. Non-DoDDS employees working at Robins Elementary School will be issued for the length of employment not to exceed one year.

8.11.9. Further categories of special purpose passes may be added or rescinded as determined by the NCOIC of 78 SFS/SFOXI or higher authority.

**8.12. Base Curfew.** Juveniles will not be outside their quarters on Robins AFB during the hours of curfew unless accompanied by a parent or responsible adult that is 21 years of age or older. Juveniles are defined as any military dependent or non base-connected person who is 17 years of age or younger, including dependents of civilian employees. This restriction may be modified when a juvenile is enroute directly home from attending an authorized recreational or social activity or from their job ending after the beginning of the curfew.

8.12.1. Base curfew will be observed Sunday through Thursday, from 2300 to 0530, hours and Friday and Saturday, from 2400 to 0530.

**8.13. Entry During Heightened Force Protection Conditions (FPCONs).** During FPCONs ALPHA, BRAVO, CHARLIE, AND DELTA, identification checks and visitor entry procedures will be conducted according to the numbered measures listed in the FPCON action checklist referenced in Robins AFB ISP.

## Chapter 9

### ALARM ACTIVATIONS AND GATE CLOSURES

**9.1. General Information.** Alarm activations or telephone notifications of robberies or robbery attempts require immediate action and response by both security forces and supporting forces personnel. The 78 SFS personnel will respond and block off all entrances and exits as required and increase security vigilance. Unannounced alarm activations received at the SFCC must always be treated as actual emergencies; however, response procedures to such alarms are varied to suit the situation. Factors such as time of day, layout of the area, and number of SF personnel available to respond, preclude a standard response procedure for each possible instance.

**9.2. Security Forces Response.** Upon receipt of unannounced alarm activations, or any report of an actual robbery, the SFCC will dispatch patrols based on the alarmed facility priority response listing.

9.2.1. The 78 SFS patrols will not allow personnel to enter or exit the area until the cause of the alarm is determined.

9.2.2. All installation gates will be immediately secured when notified by the SFCC. SFCC will close the gates only for alarms concerning the RCP, Arms, Ammunition, and Explosives (AA&E) assets, a SCIF or a confirmed robbery.

9.2.3. The SFCC will alert base gates to filter inbound traffic and stop all outbound traffic. Inbound traffic will be allowed to flow, while maintaining the capability to block lanes. Stop, Check, and Pass will be conducted on outbound traffic when 78 SFS determines who or what they are looking for.

**9.3. Open Facility Response.** Once all patrols are in place and the area is sealed off, the SFCC will contact the facility by telephone in order to determine the cause of the alarm. The alarm custodian will be required to authenticate with the SFCC.

9.3.1. If the alarm malfunctions or is caused by human error, the SFCC will obtain a description of the custodian and advise them to leave the receiver off the hook and exit the facility, with ID card in hand, and contact on-scene SF personnel. Once the facility has been checked by SF personnel and is determined to be secure, the response will be terminated.

9.3.2. If the alarm is due to an attempted robbery or actual robbery, and the suspect has departed the area, the SFCC will dispatch one patrol to secure the crime scene and remaining patrols will initiate a sector search for the suspect.

9.3.3. The SFCC or patrol will obtain a description of the suspect from the custodian and have installation entry controllers initiate Stop, Check, and Pass on outbound traffic. A search for the suspect will remain in effect and installation gates will continue Stop, Check, and Pass until the suspects are located or the 78 SFS Flight Chief terminates the situation. The SFCC will notify local law enforcement agencies for assistance if it is a possibility that the suspects have departed the installation.

**9.4. Closed Facility Response.** If the check reveals the facility is secure, the on-scene patrolman will have one patrol remain at the facility. If the facility is unsecured, 78 SFS personnel will search the facility without disrupting the crime scene and challenge and detain all personnel within the facility.

9.4.1. The SFCC will contact the responsible custodian for immediate response to the facility. At no time will the custodian's response time exceed 30 minutes. Upon arrival of the custodian, the patrol, along with the custodian, will conduct an interior check of the facility to identify stolen or missing items.

**9.5. Building Custodian Responsibilities.** In the event of a robbery, custodians will not resist the robber in any manner. If possible, and if it can be done safely without alerting the robber, activate the duress alarm system. In the event the robber demands the custodian to open a closed facility, the custodian should open the facility without notifying the SFCC to initiate a patrol response to the effected area. Even if a weapon is not seen, the robber may still be armed. Resisting the robber could cause him/her to kill, wound, or take hostages.

9.5.1. Immediately after the robber departs, custodian should contact the 78 SFS at 6-2187, 911 or the Crime Stop number at extension 6-2111. Advise the SFCC that a robbery has occurred, initiate the AF Form 439, **Robbery Checklist**, and furnish the appropriate/necessary information. This checklist should be filled out prior to or while simultaneously speaking with the controller. Follow all instructions given by the controller, and do not hang up the phone until told to do so.

9.5.2. Custodians/victims must preserve, as evidence, anything dropped by the robber, protect areas touched by the robber, and if possible, detain all witnesses to the robbery, or as a minimum record their names and addresses. Utilize coworkers and witnesses to protect the crime scene.

## Chapter 10

### CONTROLLED AREAS

**10.1. Establishment of Controlled Areas.** Controlled areas are established pursuant to **DoD Directive (DoDD) 5200.8**, *Security of DoD Installations and Resources* and **Section 21**, *Internal Security Act of 1950* (50 U.S.C. 797). The 78 ABW/CC has the authority to establish controlled areas on Robins AFB. This authority has been delegated to the 78 SFS/CC. To request a controlled area designation, the owner/user must submit a controlled area designation request letter to 78 SFS/SFOSS. The 78 SFS and 778 CES will conduct a joint initial survey of facilities or areas being considered for controlled area designation. Once the initial survey is conducted and the facility or area meets requirements, the request will be routed through 78 SFS/SFOSS for coordination to the 78 SFS/CC for approval. The 78 ABW/CC will be kept abreast on all additions and deletions through briefings at the annual ISC meeting.

**10.2. Unescorted Entry Authority.** Specific written permission, granted by the installation commander or designated representative, is required for unescorted entry into a controlled area. Commanders and chiefs of staff agencies are delegated the authority to grant unescorted entry into these areas. They will ensure that entry into their respective controlled areas is limited to individuals that have an official need for routine presence within the controlled areas. This authority may be delegated, in writing, to their OIC/NCOIC.

10.2.1. An Entry Authority Listing (EAL) will be posted on the inside of a controlled area by the main entrance door, with the exception of the munitions storage area (MSA) and the flightline. While in the controlled area, visitors will be escorted by personnel listed on the EAL. **Exception:** Areas with automated entry control systems (controlled area badge systems) are not required to have an EAL posted, as entry is granted and facilitated by an automated system.

10.2.2. The 78 LRS MSA controlled area uses the same process listed above for each organization that has assets secured within the area.

**10.3. 78 OSS Flightline.** The 78 OSS ensures privately owned vehicle (POV) traffic is kept to a minimum on the flightline and is responsible for controlling POV access. POVs are not authorized in restricted areas. Rental vehicles used for official government business are authorized for PL3 areas only.

10.3.1. POVs driven on the flightline must have specific authorization and must process through 78 OSS/OSA with all vehicle identification, reason for access and approximate time of access for the issuance of a flightline driving pass.

10.3.2. Flightline driving passes are designated controlled items and will be returned to 78 OSS/OSA when authorization is no longer valid.

10.3.3. Flightline driving passes will be displayed by hanging it from the vehicle's rear view mirror or placing it on the front left corner of the vehicle dashboard (driver's side) when the vehicle is operated or parked on the flightline.

**10.4. Owner/User Responsibilities.** Owners/users responsible for all resources and for entry and circulation control within controlled areas or facilities will:

10.4.1. Ensure all work orders, having to do with construction or modification of facilities, areas or physical barriers, are coordinated with 78 SFS/SFOS before starting any work.

10.4.2. Ensure boundaries of controlled areas are clearly defined by fencing, posting of signs, etc., IAW AFI 31-101 and maintain physical safeguards with 778 CES after approval by the 78 SFS/CC. Old and unserviceable signs may be replaced without prior coordination. AFVA 31-211 may be used to post controlled area boundaries, personnel entry points, vehicle entry control points, and outdoor personnel entry points.

10.4.3. Develop written operating procedures for entry and circulation control of the controlled area during normal and emergency security operations, and coordinate these with 78 SFS/SFOS.

10.4.4. Ensure unescorted entry into controlled areas and access to the resources are limited to those personnel requiring frequent access to the controlled area. Personnel possessing unescorted entry authority may escort all other personnel requiring entry.

10.4.5. Use the standard AF or DoD identification credentials (i.e., old DD Form 2AF, **Armed Forces Identification Card**, new DD Form 2, **Geneva Convention Identification Card** (Active, Reserved, Retired), or AF Form 354, **Civilian Identification Card**), compared to an EAL. Personal recognition may be used in addition to identification credentials.

10.4.6. Brief all assigned personnel on entry and circulation control procedures and escort requirements to include:

10.4.6.1. Procedures to prevent unauthorized entry into a controlled area.

10.4.6.2. Procedures to take when persons inside the controlled area cannot be identified to include detaining and notifying the 78 SFS.

10.4.7. Immediately report all damage, theft, irregularities (i.e., unexplained disappearance of property, attempted breaking and entering), or loss of USAF resources to 78 SFS personnel.

10.4.8. Ensure accuracy and reliability of accounting procedures and encourage strict compliance with prescribed directives and policies.

10.4.9. Ensure a proper receipt is used to record the temporary transfer of government property to another unit, section, or individual.

### **10.5. Controlled Area Monitor Responsibilities.** Controlled Area Monitor will:

10.5.1. Monitor, program, and coordinate all security requirements in support of the controlled area.

10.5.2. Ensure entry control procedures are in place and are sufficient to prevent unauthorized personnel from entering; verifying entrances to controlled areas are in good condition and can be properly secured; developing written procedures/operating instructions for security of the controlled area.

10.5.3. Consider enrolling in ECI Course 8100, USAF Crime Prevention Program. The program provides basic information about resource protection and crime prevention techniques.

10.5.4. Conduct initial controlled area, anti-robbery, and bomb threat procedures training for all assigned personnel immediately upon assignment to a controlled area and conduct follow-on training at least annually. Document this as ancillary training or by written memo that indicates the date of the training and list those who attended.

10.5.5. Maintain a current copy of AFI 31-101, as supplemented, Robins AFB ISP, 78 ABW PL4 Resource Handbook, and this instruction.

**10.6. Controlled Area Procedures.** Written controlled area entry control and internal circulation instructions must be established and coordinated through 78 SFS/SFOSS to ensure instructions are sufficient. Instructions must outline entry procedures during normal and emergency operations. The following procedures apply to all controlled areas:

10.6.1. Persons authorized unescorted access to a controlled area must be designated in writing by name. A person not designated as having unescorted entry authority is considered a visitor and must be escorted while inside the area by someone having unescorted entry authority.

10.6.2. A person's identity and status must be established before they are granted access to a controlled area.

10.6.2.1. Identity: Simply means ensuring the person requesting entry is whom he or she says. Normally, identity is established by checking requester's DD Form 2 or another form of identification, preferably one issued by the Air Force, Department of Defense, or another official agency.

10.6.2.2. Status: Refers to the requester's legitimate need to enter an area. To establish a person's status, three basic criteria must be met:

10.6.2.2.1. The person requesting entry is doing so for the purpose stated.

10.6.2.2.2. The purpose for which entry is being requested constitutes official business.

10.6.2.2.3. The person requesting entry is authorized to perform function for which entry is being requested.

10.6.3. If either the identity or status of a person requesting entry cannot be determined, or is otherwise in question, the person must be denied entry and 78 SFS personnel must be alerted at the SFCC extension 6-2187 or CRIME STOP extension 6-2111.

10.6.4. Once the identity and status have been determined, the requester may be granted access to a controlled area by one of two methods:

10.6.4.1. If the person has been designated, in writing, as having unescorted entry, he or she is allowed to enter.

10.6.4.2. If the person does not have unescorted entry authorization, he or she is considered a visitor and must be escorted by someone who has unescorted entry authorization.

10.6.5. Use the AF Form 1109, **Visitor Register Log** to keep track of all visitors that are escorted in and out of the controlled area. This document will be maintained on file 90 days.

**10.7. Controlled Area Book.** All controlled areas must maintain a controlled area book or notebook containing, at a minimum:

10.7.1. Controlled Area Designation Memorandum.

10.7.2. Operating instructions to include:

10.7.2.1. Bomb threat procedures.

10.7.2.2. Emergency entry and access procedures.

10.7.2.3. Egress procedures.

10.7.2.4. Key and lock control procedures.

- 10.7.2.5. Anti-robbery training.
- 10.7.2.6. Emergency building evacuation procedures.
- 10.7.2.7. Owner/user personnel training requirements and location of training documentation.
- 10.7.2.8. Internal circulation control procedures.
- 10.7.2.9. Initial and latest controlled area survey report.
- 10.7.2.10. Copy of any AF Form 116, **Request for Deviation from Security Criteria** (if applicable).
- 10.7.2.11. Copy of initial and annual controlled area/anti-robbery training.
- 10.7.2.12. Last anti-robbery or controlled area penetration exercise.
- 10.7.2.13. Copy of pending work requests (if applicable).
- 10.7.2.14. Alarmed Facility Authorization Memorandum (if applicable).
- 10.7.2.15. Controlled Area Monitor Designation Memorandum.
- 10.7.2.16. A current copy of AFI 31-101, as supplemented, the Robins AFB ISP, 78 ABW PL4 Resource Handbook, and this instruction.

**10.8. Establishing and Maintaining Free Zones for PL4 Areas.** Free zones are areas established within controlled areas when construction projects and similar activities make it inappropriate or impractical to apply normal circulation controls, i.e., escorts. The commander or chief of staff agency responsible for the area must establish free zones within these areas. The owner/user must coordinate with 78 SFS during the project planning phases to ensure security requirements are met.

10.8.1. Free-zone boundaries will be marked with elevated ropes, barriers, or fencing, to clearly delineate them from the permanent controlled area. Surveillance of the boundary while work is being performed must be provided by the owner/user.

10.8.2. The base contracting officer will provide contractors conducting work inside a free zone with a letter describing procedures for using free zones during the project. The letter will outline the contractor's security responsibilities and will be signed by the 78 SFS/CC.

10.8.3. Prior to initiating work, and upon terminating work, the owner/user will contact the SFCC. The owner/user, along with the contractors, will conduct a sweep of the area prior to the contractors departing to ensure unauthorized personnel and equipment are not in the area.

**10.9. Designated Controlled Areas.** Controlled areas are listed at [Attachment 6](#).

10.9.1. All previously designated controlled areas (not listed at [Attachment 6](#)) must remove all controlled area warning signs posted at the facility within 30 days after official publication of this instruction.

## Chapter 11

### PROTECTION OF ARMS, AMMUNITION AND EXPLOSIVES (AA&E)

**11.1. Designation of a Firearms Storage Facility.** The 78 ABW/CC has delegated the authority to approve Arms, Ammunition and Explosive (AA&E) storage areas to the 78 SFS/CC. Each firearms storage facility will be equipped with (Intrusion Detection Equipment) IDE and must have a duress alarm installed if continuously manned.

**11.2. Entry Into a Firearms Storage Facility.** Prior to entering a firearms storage facility, custodians will be armed with at least a M9 handgun (with basic load of ammunition) and will provide continuous armed surveillance while accessing the facility.

11.2.1. Commanders and chiefs of staff agencies will ensure all weapons custodians are trained and understand the requirements listed in AFMAN 31-229, *USAF Weapons Handling Manual*. It provides guidance on loading, clearing, and issue of government-owned firearms. This requirement applies to all military, civilians, and contract personnel, as well as military personnel from other US military branches assigned or attached to the installations.

**11.3. Emergency Entry.** The owner/user will establish local procedures with the base fire department and security forces in the event forced entry into a firearm storage facility is required to rescue an incapacitated attendant.

**11.4. Munitions Storage Area (MSA) Requirements.** The following MSA requirements are mandated:

11.4.1. Munitions weighing less than 500 pounds and contained in structures do not have to be attached to a facility.

11.4.2. MSA entry controllers will not be armed as approved by the ISC during normal operations. During contingency operations, MSA controllers may be directed by the installation commander to be armed with at least a 9mm firearm with a basic load of ammunition.

11.4.2.1. The MSA will develop a system of random inspections of vehicles and personnel entering and leaving the area.

11.4.2.2. Entry records will be maintained by the MSA for a minimum of 1 year.

11.4.3. Padlocks securing gates will provide equivalent protection offered by fence, at a minimum, a low security locking system will be used.

11.4.4. Drainage structures and water passages, penetrating the fence having a cross sectional area greater than 90 square inches and a dimension greater than 6 inches, shall be barred or covered by material consistent with protection provided by the fence.

**11.5. Security Checks.** Nonduty hour checks of AA&E facilities will be recorded on a computer-generated Security Forces Building Check Sheet. The 78 SFS personnel will conduct one building check per 8-hour shift for all unmanned Category I – II firearms and munitions storage facilities, and two during 12-hour shifts.

**11.6. Owner/User.** Owner/user of firearms storage facilities and the MSA will:

11.6.1. Establish written procedures for control and operations of AA&E storage facilities as outlined in paragraph 10.7.2..

11.6.2. Conduct initial training on anti-robbery and bomb threat procedures immediately upon assignment to a controlled area and follow-on training at least annually. The training will be documented as ancillary training or by written memo that indicates the date of the training and lists those who attended.

11.6.3. Ensure persons allowed entry into storage facility are strictly limited and controlled. Visitors will be limited to official business only and signed in via AF Form 1109, Visitor Log. This document will be maintained on file 90 days.

11.6.4. Secure facilities when not directly supervised by an authorized attendant.

11.6.5. Maintain access to a current copy of AFI 31-101, as supplemented, the Robins AFB ISP, 78 ABW PL4 Resource Handbook, and this instruction.

11.6.6. Coordinate all requests to establish or construct new firearms and munitions storage facilities with 78 SFS/SFOSS. An initial survey will be conducted by 78 SFS/SFOSS and 778 CES. Once the survey is conducted, the owner/user will submit a memorandum of request for authorization to store firearms. Request must be routed through 78 SFS/SFOSS for coordination to the 78 SFS/CC for signature.

**11.7. AA&E Inventories.** The MSA will conduct inventories in accordance with their instructions and directives. Other facilities will count and record number of weapons and munitions on hand when entering facility/container or at least weekly (whichever comes first). If a numbered seal is used, recorded and intact, there is no need to break the seal. The AF Form 1473, **Gun and Equipment Room Inventory** will be used to record these inventories. This form may be overprinted for local requirements. A locally produced equivalent version may be used. Local computer generated forms must include the weapon type, quantities, date inventoried, and individual conducting the inventory. An inventory by serial or stock number will be conducted and recorded each quarter.

**11.8. Firearms and Munitions Facility Books.** All nonnuclear munitions and firearms storage facilities will maintain a firearms and/or munitions protection book containing the following:

11.8.1. Firearms/Munitions Storage Authorization Memorandum (if applicable).

11.8.2. Copy of initial and annual training will be documented showing attendance and subject. Provide documentation if training was documented by unit as ancillary training.

11.8.3. Written procedures for control and operation of storage facilities to include the following:

11.8.3.1. Key and lock control.

11.8.3.2. Inventory.

11.8.3.3. Issue and turn-in.

11.8.3.4. AA&E movement.

11.8.3.5. Alarm test and documentation.

11.8.3.6. Entry control and escort.

11.8.3.7. Required area/facility checks.

11.8.3.8. Bomb threat.

11.8.4. Latest anti-robbery exercise report (if applicable).

11.8.5. Initial and latest firearms/munitions survey report.

11.8.6. Copy of any AF Form 116 (if applicable).

11.8.7. Copy of AF Form 2047, **Explosive Facility License** (if applicable).

11.8.8. Pending work requests.

11.8.9. A current copy of AFI 31-101, as supplemented, Robins AFB ISP, 78 ABW PL4 Resource Handbook and this instruction.

**11.9. Key and Lock Control.** The 78 ABW/CC has delegated the authority for appointing key and lock custodians for AA&E facilities to unit commanders. Unit commanders must designate primary/alternate key and lock custodians in writing. Other personnel will not have access to the container. Owner/user will develop written procedures for security of conventional munitions and PL4 weapons system structures, gates, and containers. Owner/user will control all other keys in the following fashion:

11.9.1. Keys providing access to Category I and II AA&E will be maintained in a GSA-approved Class 5 or 6 container or field safes/UL-approved containers currently in use. New facilities and those procuring replacement containers will use GSA-approved Class 5 or 6 containers.

11.9.2. Keys providing access to Category III and IV AA&E will be maintained in a container constructed of 20-gauge steel, or material of equivalent strength, and equipped with a GSA-approved built-in changeable combination lock or a GSA-approved changeable combination padlock.

11.9.3. When facility (container) is open, padlocks will be locked to the staple or hasp to prevent their theft, loss, or substitution.

11.9.4. Keys will be maintained separately from other keys and accessible only to authorized persons designated by an EAL or similar memorandum signed by the unit commander, OIC, or NCOIC. This memorandum must be placed in the immediate area of the security container or must be readily accessible at the facility but protected from public view.

11.9.5. If keys are lost, misplaced or stolen, the affected lock will be replaced at once with a lock that has not been compromised.

11.9.6. Maintain AF Form 2432, **Key Issue Log** to record issuance or turn-ins and to document key inventories. If the form does not meet the specific needs of the facility, a locally produced form may be used if it contains the same information. Account for keys at the end of each duty shift during which the key container was opened, but not less than weekly. Maintain completed forms for 1 year.

11.9.7. Conduct semiannual key inventories. Maintain on file for 1 year.

**11.10. Combination Changes.** Combinations of firearms facilities and containers will be changed annually, when compromised, or when assigned personnel are transferred or terminated.

**11.11. Exposed Door Hinges.** Existing firearms storage facilities may have exposed exterior door hinges if they are peened or spot-welded. New facilities must be constructed with the hinges located on the inside of facility.

**11.12. Storage of Less than 30 Low Risk Weapons.** Less than 30 low-risk government weapons may be stored in the following manner:

11.12.1. In either a Class 5 or Class 6 container (safe).

11.12.2. Safes weighing less than 500 pounds must be secured to facility by bolts or chains equipped with a padlock meeting commercial item description (CID) A-A-1927. Chains used to secure container shall be heavy duty, hardened steel or welded, straight link, galvanized steel of at least 5/16-inch thickness or equivalent. An example of an equivalent chain is Type 1, Grade C, Class 4, NSN 4010-00-149-5583, NSN 4010-00-149-5575, or NSN 4010-00-171-4427.

11.12.3. The container must be located in a locked room or building or in an unlocked area that is continuously manned by user agency (manned 24 hours a day).

11.12.4. Presence of an IDS is not required.

11.12.5. Munitions used for operation of these weapons may be stored in the same container, but in separate drawers.

11.12.6. Prior to storing weapons, the owner/user must submit a memorandum requesting authorization for storage to 78 SFS/SFOSS. The 78 SFS and 778 CES will conduct an initial survey and forward request to the 78 SFS/CC for approval.

11.12.7. A current roster of persons having keys or combinations must be kept within the unit and maintained out of public view.

11.12.8. There must be written instructions that outline procedures for the maintenance, storage, issuance, turn-in and inventory of firearms and munitions, as well as key or combination control. Instructions must be coordinated through 78 SFS/SFOSS.

11.12.9. Inventories of the firearms and munitions will be conducted at the beginning and end of each duty day and recorded on an AF Form 1473 or a computer-generated version of the form. However, if the container is not opened on a daily basis, the inventory will be conducted weekly.

11.12.10. A continuity folder or notebook must be maintained containing items referenced in **paragraph 11.8.**

**11.13. Operational Munitions.** The term “operating levels of munitions” pertains to facilities storing small quantities of munitions (sensitive items) routinely used or stored by operating agencies such as civil engineers, aircraft maintenance, aircrew life support, etc. Although these items (e.g., signal flares, starter cartridges, power supplies, impulse cartridges, explosive bolts) are not considered dangerous in small quantities, they must be protected against theft and stored according to safety requirements for explosives. Very high, high-risk munitions, and those munitions designed for use in or as lethal weapons, do not fall under same criteria. Munitions installed in aircraft, parachutes, life support equipment, etc., are considered in use and part of that system and are not required to be protected in the same manner as operational levels of munitions. Protect operational levels of munitions in the following manner:

11.13.1. Store items in a metal or wooden container attached to the facility.

11.13.2. The container must be secured by locks meeting Commercial Item Description (CID) A-A-1927C or a GSA-approved changeable combination lock. If the operational mission makes this unfeasible, the room will remain locked unless the munitions are under constant surveillance.

11.13.3. Inventories will be conducted at least monthly or when the container is opened. It is not necessary to open sealed containers during each inventory.

**11.14. Firearms Shipments.** When notified of incoming firearms shipments, the receiving agency will immediately inventory, unload, and store firearms in a designated firearms storage facility. During process, receiving agency will provide physical security until firearms are secure. If firearms are received at a location other than storage facility, notify the 78 SFS controller of time, route to be taken, estimated time of travel to the storage facility, and time armed guards were initially posted. The 78 SFS controller will record this information in the 78 SFS blotter. Owner/user armed guards will maintain security over weapons until placed in an authorized storage facility.

**11.15. Weapons and Munitions Movement Coordination.** The owner/user will ensure the SFCC is notified of all weapons and munitions movements occurring on and off the installation. Off-base shipments must follow arming and other requirements in DoD 5100.76-M and AFI 31-101 as supplemented. The 78 SFS controller will serve as coordination point for notifications made to local civilian law enforcement authorities for off-base movements. The owner/user will contact the SFCC and advise them of number in party, type of vehicle used, regulation number, time of departure, route to be taken, and arrival time at destination. If the owner/user fails to contact SFCC within a reasonable amount of time, normally 30 minutes after expected arrival, the SFCC will immediately contact the destination, civilian law enforcement authorities, and request a search be conducted.

**11.16. On-Base Movement of Very High Risk Munitions.** DoD Category I AA&E will be transported on the installation in the following manner:

11.16.1. All items moved will be under protection of a Dual Driver Protective Service (DDPS). **Note:** A DDPS is a transportation protective service that provides continuous responsibility, attendance, and surveillance (within 10 feet and in unobstructed view) of a shipment through use of two (dual) qualified drivers. At least one of the drivers will be armed with an M9 pistol and 30 rounds of ammunition with a round chambered. Drivers will have portable communications equipment (radio or cellular phone, if communications capability exists) capable of contacting the SFCC or a continual manned control center for assistance.

11.16.2. During such movements, the items are placed in the custody of a military representative (SrA or higher) or an Air Force civilian with equivalent or higher grade. If military, the custodian may be one of the assigned drivers (armed or unarmed). Civilians will not be armed.

**11.17. On-Base Movement of High-Risk Firearms and Munitions.** DoD Category II AA&E will be transported on the installation in the following manner:

11.17.1. Sixteen or more items will be moved under protection of a DDPS. Drivers will have portable communications equipment (radio or cellular phone, if communications capability exists) capable of contacting the SFCC or a continual manned control center for assistance.

11.17.2. Fifteen or less items will be moved under protection of a Constant Surveillance Service (CSS). **Note:** A CSS is a transportation protective service that provides an unarmed individual to remain with the shipment at all times (within 10 feet and in unobstructed view) to maintain constant and specific surveillance of shipments for which the service is requested.

**11.18. On-Base Movement of Medium and Low-Risk Firearms and Munitions.** DoD Category III and IV AA&E will be transported on the installation in the following manner:

11.18.1. Sixteen or more items are moved under protection of a DDPS. Drivers will have portable communications equipment (radio or cellular phone, if communications capability exists) capable of contacting the SFCC or a continual manned control center for assistance.

11.18.2. Fifteen or less items will be transported with CSS protection.

**Note 1:** Weapons movements not requiring armed protection, occurring in remote on base areas and without communications capability, will be provided armed protection.

**Note 2:** Movements within the Munitions Storage Area (MSA) do not require an armed guard.

**Note 3:** Personnel issued government firearms for marksmanship training may transport these firearms in a POV. However, they must proceed directly from the issue location to the authorized place of training. If firearms are individually issued to personnel, there is no need to coordinate with 78 SFS if all travel occurs on the installation.

**Note 4:** Fifteen or less Category II – IV AA&E may be transported in a privately owned vehicle. At no time will AA&E be left unattended in a vehicle. Category I AA&E will only be transported in a government vehicle.

**11.19. AA&E Movements During Increased Force Protection Conditions.** Guidance provided by AFI 31-101, **paragraph 23.5.3.**, will be complied with during increased FPCONs.

**11.20. Safe Haven and Refuge.** Safe Haven, Safe Refuge for conventional arms, ammunition, and explosives will be conducted as prescribed in the Robins AFB ISP, 78 SFS operating instructions, and quick reference checklists (QRC).

**11.21. Arming During Exercises and Deployments.** During exercises and deployments, owner/user surveillance of firearms and munitions must be maintained while in field conditions (not located within a designated firearms storage facility), and will be provided in the following manner:

11.21.1. For Category I weapons and munitions and 16 or more Category II weapons, an armed owner/user, who is a nonplayer, will provide continuous armed surveillance of weapons. Personnel providing surveillance will be equipped with either land line or portable communications equipment that terminates at a 24-hour manned facility, capable of immediately notifying 78 SFS of an emergency situation. The area where these weapons are maintained will be designated a nonplay area, and personnel providing protection must know all exercise scenarios in order to determine if an attack is actual or an exercise situation. Further, all weapons should be consolidated in a centralized location to make surveillance easier.

11.21.2. Three, or less than 16, Category II weapons and munitions, and three or more Category III and IV weapons will be provided with constant unarmed surveillance, with either land line or portable communications referenced above.

11.21.3. Less than three Category II weapons and munitions, and less than three Category III and IV weapons will be provided with constant unarmed surveillance, with or without land line or portable communications.

**11.22. Firearms Prohibition.** By the order of the installation commander, no person shall bring onto this installation, or while on this installation have in their possession, any firearm or other dangerous weapon, except as specifically provided in **paragraph 11.36**. Those who violate this order will be prosecuted under 50 U.S.C. Section 797.

**11.23. Authorization to Bear Government Firearms.** The following categories of personnel are authorized to bear government firearms in the performance of their official duties:

- 11.23.1. SFS personnel and all assigned augmentees
- 11.23.2. Command post controllers
- 11.23.3. Aircrew personnel
- 11.23.4. AFOSI agents
- 11.23.5. Small arms training instructors
- 11.23.6. Weapons custodians

**11.24. Firearms of Civilian Law Enforcement Authorities.** Civilian law enforcement or federal law enforcement officials may carry a loaded firearm on base while performing official duties.

**11.25. Firearms and Robins AFB Facilities.** Only AFOSI and 78 SFS personnel on official business are authorized access into installation facilities with a firearm. Officials authorized to carry firearms will not carry their firearm into the Base Clinic when their purpose is to receive medical care/treatment.

**11.26. Storage of Privately Owned Weapons in Dorms, Visiting Officers' Quarters (VOQ), Visiting Airmen's Quarters (VAQ) and Temporary Lodging Facility (TLF).** Weapons listed in **paragraph 11.27**, are illegal. Further, personnel residing in on-base dormitories, VOQ, VAQ, or TLF are not authorized to keep firearms/munitions or dangerous weapons as listed in **paragraph 11.28**. Persons who reside in dormitories or temporary housing and have an illegal weapon will, upon arrival at Robins AFB, turn it over to his/her first sergeant. The first sergeant will pass these illegal weapons to 78 SFS/SFOI for destruction.

**11.27. Illegal Weapons.** The following weapons are considered illegal and prohibited on Robins AFB:

- 11.27.1. Switchblade knives or knives with any type of automatic blade release.
- 11.27.2. Incendiary/explosive weapon (i.e., grenades, fireworks).
- 11.27.3. Fireworks.
- 11.27.4. Gravity knives.
- 11.27.5. Stiletto knives.
- 11.27.6. Metallic knuckles.
- 11.27.7. Any device designated, made, or adapted to muffle report of a firearm.
- 11.27.8. Short-barrel firearms (rifle with barrel less than 16 inches or shotgun with barrel less than 18 inches or both less than 26 inches overall length).
- 11.27.9. Electrical shocking implements (cattle prods, etc.).

**11.28. Dangerous Weapons.** The following weapons are considered dangerous:

- 11.28.1. Nun Chucks.
- 11.28.2. Nightsticks, saps, or blackjacks (spring loaded or not spring loaded).
- 11.28.3. Kung Fu throwing stars.
- 11.28.4. Conventional bows and arrows.
- 11.28.5. Crossbows and bolts.
- 11.28.6. Metal-tipped hunting arrows, swords, machetes, Tomahawks or other throwing axes or devices.
- 11.28.7. Bladed weapons having a blade exceeding 3 1/2 inches in length, except for hunting, fishing and utility knives when used for their intended purpose.
- 11.28.8. Any other weapons that will propel an object by nonexplosive means such as "BB" or pellet guns, air rifles, air pistols, sling shots, blow guns, etc.
- 11.28.9. Any instrument in the design of a weapon used in connection with the practice of self-defense (not including pepper spray or mace purchased at a retail establishment).
- 11.28.10. Stun guns or other similar devices.

**11.29. Reloading Supplies.** Reloading supplies (gunpowder, primers, etc.,) will not be maintained or stored in dormitories, TLFs, VAQs, or VOQs.

**11.30. Gunpowder, Primers, and Ammunition.** The base fire chief will ensure all military family housing residents are briefed on the safe storage of gunpowder, primers, and ammunition.

**11.31. Discharge of Privately Owned Weapons.** Discharge of a firearm or weapon (including pellet or "BB" guns) and fireworks on Robins AFB, the golf course, and military family housing is prohibited. Hunting is authorized on the installation as specified in RAFBI 32-7064, *Integrated Natural Resources Management*.

**11.32. Sobriety While Carrying and Handling Firearms.** Carrying, handling, using or transporting firearms while under the influence of intoxicants or controlled substances is prohibited.

**11.33. Concealed Weapons.** Concealment of firearms or dangerous weapons on one's person, other than firearms or dangerous weapons authorized by the installation commander or higher authority, is prohibited. A person commits the offense of carrying a concealed weapon when he or she knowingly has or carries, unless in an open manner and fully exposed to view, any bludgeon, firearm, or knife designed for the purpose of offense and defense, or any other dangerous or deadly weapon or instrument of like character.

**11.34. Firearm Storage in Military Family Housing.** All privately owned firearms stored in family housing must be registered with 78 SFS/SFOXI within 5 days of occupying government quarters. An AF Form 1314 will be accomplished by the owner and signed by his/her commander. Owners will deregister their firearm with 78 SFS/SFOXI upon PCS or when firearm is removed from the installation permanently.

11.34.1. Personnel residing in military family housing may store their privately owned firearms and other authorized weapons in their family quarters, in the 78th Security Forces Squadron Armory (78 SFS/SFTCA), or off the installation.

11.34.1.1. Firearms stored in family housing must remain unloaded, locked in a storage container/case or have a trigger-locking device in place and be stored out of reach of children and unauthorized persons. Owners must ensure firearms are afforded maximum protection against unauthorized use or theft. The 78 MSG/CC may withdraw the privilege of storing firearms in family housing.

**11.35. Privately Owned Firearms and Vehicles.** Privately owned firearms, ammunition, reloading supplies and dangerous weapons will not be stored in motor vehicles (temporarily or permanently). Firearms and ammunition should never be left unattended in privately owned vehicles or at other locations not specifically designated for storage of weapons. Firearms will not be loaded when transporting privately owned firearms to and from family housing, sponsored shooting competitions, and the 78 SFS Armory. Privately owned firearms will not be transported on motorcycles, bicycles, or any other two- or three-wheeled vehicles.

**11.36. Transportation of Privately Owned Weapons.** Transportation or carrying privately owned weapons or firearms on Robins AFB and its housing territories, other than military family housing, is prohibited except as indicated below:

11.36.1. To register or store firearms in the 78 SFS Armory.

11.36.2. To participate in target practice, as authorized, at the base range and off-base ranges.

11.36.3. To participate in authorized hunting on the installation as specified in RAFBI 32-7064, Integrated Natural Resources Management.

11.36.4. Unit commanders will ensure secured facilities are made available in which dormitory personnel can store their privately owned weapons (other than firearms). At no time will any of the weapons listed in **paragraph 11.28.** be allowed in the rooms.

**11.37. Designated Area for Storage of Privately Owned Firearms.** The 78 SFS Armory is the only designated facility to store privately owned firearms and ammunition that cannot be kept on base by their owners. The 78 SFS Armory will not accept dangerous weapons, illegal weapons, or weapon accessories (i.e., slings, cases or covers, holsters, extra barrels, or magazines). If storage space becomes limited, the 78 SFS Armory will only provide courtesy storage for personnel residing in on-base dormitories, VOQ, VAQ, or TLF.

**11.38. Requirements for Storage of Privately Owned Firearms at the 78 SFS Armory.** Personnel wishing to store or withdraw privately owned firearms, or conduct other business with the 78 SFS Armory during other than normal duty hours (Monday-Friday, 0730-1630 hours), must phone the 78 SFS Armory at extension 6-2025 to schedule firearm withdrawal or return. Individuals withdrawing privately owned firearms from the armory must inform the armorer the date the firearm will be returned. Firearms not returned by the stipulated date will result in immediate notification to owner's unit commander or first sergeant. Persons storing privately owned firearms in the 78 SFS Armory must follow the procedures outlined below:

11.38.1. The owner will report to the 78 SFS Armory for storage of privately owned firearms. The armorer will complete an AF Form 1297, **Temporary Issue Receipt**, for the firearm, noting any damage on the form. The original AF Form 1297 will be maintained by the armory and a copy provided to the owner. The armorer will place the firearm in "do not issue" status and request a Georgia Criminal Investigation Center (GCIC) check by 78 SFS personnel. If the check reveals the firearm has been lost, stolen, or in an incident, it will remain in "do not issue" status and 78 SFS Investigations Section (78 SFS/SFOI) will be notified. If the check reveals the firearm is all clear then it will be placed in "issue" status with the completion of an AF Form 1314.

11.38.2. The owner will complete an AF Form 1314, **Firearms Registration**, on each firearm upon receipt. The information to complete an AF Form 1314 is derived from the completed AF Form 1297. The AF Form 1314 will be reaccomplished when there are additions/deletions. The AF Form 1314 must be typed with no pen-and-ink or whiteout changes. The owner must have his/her unit commander sign the AF Form 1314 and return it to the armory within 72 hours. Failure of the owner to return the AF Form 1314 will result in a letter forwarded by the armory to the unit commander.

11.38.3. The AF Form 1314 will be verified by the armorer and the owner will distribute the form in the following manner:

11.38.3.1. The original is maintained in the individual's Personnel Information File (PIF). The unit personnel office will maintain this form until permanent removal of the firearm from the armory. This form is subject to inspection as directed by the 78 ABW/CC, the 78 SFS/CC, or higher headquarters.

11.38.3.2. The first copy is given to the owner of the firearm, who will present it to armorer when the firearm is issued out. Failure to produce owner's copy of AF Form 1314 will result in the owner being denied access to the firearm. If this copy is lost, the owner must report to the 78 SFS Armory and complete a new form. Privately owned firearms will not be issued until the owner completes a new form and his/her unit commander signs it.

11.38.3.3. The second copy (card) is maintained at the armory and used to account/verify permanent removal of the firearm when the owner is transferred or discharged. The owner must return his/her copy and original to the armory to permanently remove a firearm from the armory AF Form 1314 is maintained on file for 90 days, then disposed of.

11.38.4. Privately owned firearms must only be issued to personnel listed on AF Form 1314, unless a power of attorney is present and the owner's unit commander has been notified for verification.

11.38.5. Commanders must notify the 78 SFS Armory when they suspend/revoke an individual's authority to bear arms. Initial verbal notification will be made by calling 926-2025. Written notification is required within 24 hours of suspending/revoking arming authority. The 78 SFS Armory will annotate on the AF Form 1314, tag the individual's privately owned weapons and ammunition, and will not issue them until written notification is received from the commander to re-instate authority to bear arms.

11.38.5.1. This notification is only required when the individual has a written authority to bear arms IAW AFI 31-207 that has been suspended/revoked by their commander. However, commanders have the discretion to notify the 78 SFS Armory not to issue privately owned weapons anytime their personnel's physical or mental ability to safely draw the weapon is in question. In all cases, the same notification process applies.

**11.39. AAFES Facilities.** AAFES facilities on Robins AFB will not store firearms or ammunition.

## Chapter 12

### PROTECTING FUNDS AND OTHER RESOURCES

**12.1. Guidance:** The following pertains to Accounting and Finance facilities and facilities storing \$100,000 or more.

12.1.1. The 78 SFS/CC is the approving authority for all requests for funds storage authorization. All requests must be submitted by owner/user through 78 SFS/SFOSS prior to approval by the 78 SFS/CC.

12.1.2. Unit will designate a primary and alternate funds custodian, in writing, and forward designation memorandums to 78 SFS/SFOSS and update and forward copies of the memorandums when changes occur. Funds custodians having a controlled area within their activity will be appointed funds custodian and controlled area monitor.

12.1.3. Funds custodian will maintain a funds protection book. The funds protection book will include, but is not limited to, the following:

12.1.3.1. Current Funds Storage Authorization Memorandum.

12.1.3.2. Initial and current funds survey report and corrective actions taken.

12.1.3.3. Documents pertaining to employee funds handling, safeguarding, anti-robbery, and bomb-threat training (initial and annual), if not incorporated with other files.

12.1.3.4. Last anti-robbery exercise report.

12.1.3.5. Funds operating instructions coordinated by 78 SFS/SFOSS.

12.1.3.6. Any other documents pertaining to funds protection.

12.1.3.7. A current copy of AFI 31-101, as supplemented, Robins AFB ISP, 78 ABW PL4 Resource Handbook, and this instruction.

12.1.3.8. Copy of pending work requests.

12.1.3.9. Funds Custodian Memorandum.

12.1.3.10. Copy of any AF Form 116 (if applicable).

12.1.3.11. Alarm test documentation.

12.1.3.12. Controlled area designation letter.

12.1.4. Written procedures for handling and safeguarding funds must be approved by 78 SFS/SFOSS and will include the following:

12.1.4.1. Locking of entrances, delivery and rear exterior doors when not in use.

12.1.4.2. Securing funds container, registers (containing funds), and room when cash is unattended.

12.1.4.3. Ensuring the custodian or designated representative will report to the facility within 30 minutes of notification by 78 SFS personnel that the facility has been found insecure.

12.1.4.4. Notifying the 78 SFS of any conditions or presence of suspicious persons in area that may threaten security of funds.

12.1.4.5. Funds escort procedures.

12.1.4.6. Operating and safeguarding fund storage containers.

12.1.4.7. Alarm testing and operational procedures.

12.1.4.8. Steps taken to reduce cash on hand to the minimum amount required for operation.

12.1.5. Actions taken in the event of a robbery. These actions must supplement the base anti-robbery procedures in the event of a robbery at the unit level (i.e., calling the SFCC after activating the alarm system in case of alarm malfunction).

12.1.6. Use the following information in developing key control procedures:

12.1.6.1. Keys will not be left unattended or unsecured. When not attended, store keys in a GSA-approved safe or in a metal box (made of at least US number 20-gauge steel or of a material of equivalent strength), secured by a GSA-approved changeable 3-position combination lock.

12.1.6.2. When a key container is opened, secure combination lock to hasp of container.

12.1.6.3. If keys are lost, recylinder/replace locks.

12.1.6.4. Ensure keys are only accessible to authorized personnel having a legitimate need for access.

12.1.6.5. Designate a key/lock custodian, in writing, and forward an information copy to 78 SFS/SFOSS. The custodian is responsible for monitoring custody and handling of locks and keys.

12.1.6.6. Designate, in writing, personnel authorized to issue or receive keys. Other personnel not listed must not have access to key container combination.

12.1.6.7. Maintain AF Form 2432 to record issue, turn-in, and to document inventories. A locally produced form containing same information may also be used.

12.1.6.8. When key container is opened, account for keys at the end of each shift.

12.1.6.9. Conduct a semiannual inventory of all locks and keys.

**12.2. Requirements for Funds Storage.** All funds storage facilities must have the following:

12.2.1. All exterior entrances will be equipped with both a sturdy metal frame and a 1 3/4 inch metal door, or a metal frame and solid or laminated wood 1 3/4 inch door. The door will be equipped with a deadbolt lock having at least a 1-inch throw.

12.2.2. All entrances and containers will be secured when funds are unattended.

12.2.3. An insulated fire-resistant container with a minimum-security locking system is sufficient for storing less than \$1,000. Container will be secured by a combination padlock and be secured to facility if it weighs less than 500 pounds. Container will be located in a locked room during nonduty hours.

12.2.4. Fund amounts of \$1,000 or more, but less than \$25,000, will be stored in a GSA-approved or Underwriter's Laboratory (UL) certified, standard, fire-insulated safe, equipped with a built-in combination lock that is tool or burglar resistant. The container must be secured to a facility if it weighs less than 500 pounds. The container will be located within a locked room during nonduty hours.

12.2.5. Fund amounts of \$100,000 or more must have two levels of Intrusion Detection System (IDS) protecting the room with the storage container. Containers weighing less than 500 pounds will be

secured to facility if protected by motion detection. In addition, facilities maintaining \$100,000 or more will be equipped with a duress alarm that annunciates at the SFCC.

**12.3. SF 702, Security Container Check Sheet.** All facilities storing government funds will maintain an SF 702 (or similar form). This form will be affixed to the outside of the container. The form will be used to record all openings and closings of the container. When the container is opened by one person but closed by another, the person locking the container at the end of the duty day will also annotate the "checked by" block of the form. The form will be maintained on file for 90 days.

**12.4. SF 700, Security Container Information Form.** All facilities storing government funds will use SF 700 (or similar form) to record all individuals authorized to have access to the container and all combination changes. The form will be posted on the inside of the container's locking drawer or door.

**12.5. AF Form 439, Robbery Checklist.** AF Form 439 will be maintained in all areas where funds are handled or stored. The form will be annotated and first provided to responding 78 SFS personnel in the event of a robbery, attempted robbery, or robbery exercise. It is the facility custodian's responsibility to obtain, maintain, and post AF Form 439.

**12.6. Funds Escorts.** The following guidelines apply to funds movements:

12.6.1. Commanders or chiefs of activities escorting funds amounting up to \$24,999.99 will have one, preferably two, custodians to escort the funds. Prior to initiating the escorting of funds, the SFCC must be contacted with the route of travel, type/color of vehicle escorting, description of individual, type of travel, and estimated time the escort will take. Upon completion of the escorting of funds, the SFCC must be contacted with the status. **Note:** The escort of funds is not terminated until the funds are secured inside the destination facility.

12.6.2. Chiefs of activities escorting funds of \$25,000 or more must/will contact the SFCC and request an armed 78 SFS escort.

12.6.2.1. Personnel requesting a 78 SFS escort must notify the SFCC of the requirement 30 minutes prior to time the transfer is required so arrangements may be made to accommodate the request. The funds custodian requesting an escort will remain within a secure area until arrival of 78 SFS personnel.

12.6.2.2. The 78 SFS personnel will make contact with the custodian inside the facility, contact the SFCC, and relay the route of travel, type of travel, and estimated time the escort will take. Upon completion of the escorting of funds, the SFCC must be contacted with the status. **Note:** The 78 SFS will provide escort duties only. At no time will 78 SFS personnel handle funds being transported nor will 78 SFS vehicles be utilized to transport funds.

12.6.3. All other commanders or chiefs of activities escorting nongovernment funds of \$25,000 or more will contract for an armed escort through a bonded armed escort security service. These commanders or chiefs of activities will notify the SFCC prior to initiating the escorting of funds with the security services information and approximate time the security service will arrive at Robins AFB. The security escort service will be required to stop at Gate 2 and inform the entry controller of his/her armed status and confirm the impending escort. The security escort will establish a communications link with SFCC via portable communications, informing the SFCC of all pertinent information: route of travel, type/color of vehicles, description of individuals, type of travel, and estimated time the

escort will take. Upon completion of the escorting of funds, the SFCC must be contacted with the status. **Note:** The escort is not terminated until the funds are secured inside the destination facility.

12.6.4. An **AF Form 3545, Incident Report**, will be initiated by 78 SFS for personnel who deviate from funds escort and transfer procedures. These individuals will be listed as the subject in the AF Form 3545.

12.6.5. All funds escorts will be annotated by 78 SFS using a localized form, or the 78 SFS Blotter.

**12.7. Automatic Teller Machine Security Requirements.** The following are security requirements for automatic teller machines (ATM) on the installation:

12.7.1. No additional ATMs will be installed on Robins AFB unless coordinated through 78 SFS/SFOSS and approved by the 78 SFS/CC. If the 78 SFS/CC disapproves ATM installation, the action will be reviewed by the 78 ABW/CC via the ISC.

12.7.2. Temporary ATMs for special functions will be approved on a case-by-case basis and will meet all federal and state banking requirements. Verbal approval is authorized.

12.7.3. The ATM owner will request 78 SFS/SFOSS to perform a security survey and will not store funds in the ATM until approved by the 78 SFS/CC.

12.7.4. All new ATMs will be located inside a facility (excluding ATMs at base banking establishments). The facility will be secured when not occupied.

12.7.5. The owner will provide a memorandum or other documentation stating that the ATM meets all state and federal banking regulations.

**12.8. Medical Security.** The Robins Clinic will ensure the following requirements are met:

12.8.1. Ensure that the pharmacy and controlled substance storage areas are:

12.8.1.1. Designated as controlled areas.

12.8.1.2. Equipped with at least two levels of Intrusion Detection Systems (IDS) (door contacts and motion sensors) and duress alarms.

12.8.1.3. Hardened to include double locked doors, metal screening, or bars on exterior windows.

12.8.2. Ensure small quantities of controlled substances outside the pharmacy (i.e., Family Practice Clinic, Dental Clinic, etc) are secured in either:

12.8.2.1. A locked, steel cabinet firmly secured to the structure.

12.8.2.2. A locked, glass-front drug cabinet equipped with a narcotic locker (locked metal box) inside of cabinet.

12.8.2.3. A locked dose cart. When not in use, place dose cart in a staffed work center or other secure area.

## Chapter 13

### THE DEVIATION PROGRAM

**13.1. Purpose of the Deviation Program.** The deviation program provides a management tool for the installation commander and MAJCOMs to review, monitor, plan, and program for corrections to deviations from requirements. The ultimate goal of the program is to ensure the correction of all correctable deviations as quickly as possible. The security deviation program formalizes security program risk acceptance. The inability to meet minimum DoD and Air Force Installation Security Program requirements results in a higher security program risk. The 78 ABW/CC implements the security deviation program, where resources are not protected at the assigned protection level.

**13.2. Categorizing Deviations.** Deviations are categorized as permanent (exception), temporary (waiver), or a technical deviation (variance).

13.2.1. Permanent Deviations (Exceptions). Request a permanent deviation when a security-threatening condition cannot be corrected or when correcting a problem would result in exorbitant cost. A permanent deviation will not exceed 3 years. Conditions approved as permanent deviations require compensatory measures.

13.2.2. Temporary Deviations (Waivers). Units must request a temporary deviation when a correctable, security-threatening condition exists. Conditions approved as temporary deviations require compensatory measures. Temporary deviations are granted for no more than 1 year.

13.2.3. Technical Deviations (Variances). Units must request a technical deviation when a condition exists that does not threaten security, but the condition technically differs from established requirements. Conditions approved as technical deviations do not require compensatory measures or corrective actions. Technical deviations are approved for an indefinite time period.

**13.3. Compilation of Deviations.** All other deviations will be reviewed when requesting and approving new deviations to prevent a combination of individual deviations from creating an overall security problem. Collectively, deviations must not cause security threats greater than the problems the deviations were originally designed to solve.

**13.4. Documenting Deviations.** Document deviations on AF Form 116 and submit each deviation for formal approval. **Exception:** Do not apply for formal approval if the directive from which you are deviating specifically states it is not necessary.

**13.5. Reviewing, Approving, and Disapproving Deviations.** The reviewing official and approving authority may not be one and the same (a single individual), and must not be at the same level of command. The 78 MSG/CC is the reviewing official for newly generated AF Forms 116.

13.5.1. Installation Commander Responsibilities. The 78 ABW/CC is the approval authority for deviations at RAFB. Once approved, a copy is forwarded to the appropriate MAJCOM SF.

**13.6. Exceptions to the Deviation Program.** For the following circumstances, applications for a formal deviation are not necessary:

13.6.1. Ten (10) Percent Deviations. Deviations of 10 percent or less from the measurable standards for fencing, lighting, clear zones, and distance between fences.

13.6.2. Posting Deviations. Changes to manning of posts during temporary (less than 90 days) personnel shortages. The unit must notify the approval authority (78 ABW/CC) and compensate for the change until corrected.

13.6.3. Correctable Within 90 Days. Deficiencies that can be corrected within 90 days of finding the problem. **NOTE:** The unit finding the deficiency must notify the approval authority (78 ABW/CC) and compensate for the problem until corrected.

**13.7. Reporting Deviations for PL Resources.** There are no reporting requirements set forth by AF nor MAJCOM for PL 1, 2, or 3 resources. Deviation reporting requirements for PL4 AA&E resources are accomplished using Part II of the AF Form 441, **Arms, Ammunition, and Explosives Report**, and are found in AFI 31-101, paragraph 23.11.2.

**13.8. Compensating for Deviations.** Compensatory measures, by definition, are different than the security measures normally in place. Although different, compensatory measures must provide a comparable level of security. Additional forces, equipment, etc., are usually necessary to ensure comparable security. However, there are some instances when existing forces may be used to compensate temporarily for deviations. For example, if there is an IDS failure, the owner/user will provide continuous surveillance to compensate for the deviation until more permanent actions can be taken.

13.8.1. Applying Compensatory Measures. The owner/user must inform 78 SFS of the deviations in their assigned areas. Compensatory measures may include the following:

13.8.1.1. Additional procedures.

13.8.1.2. Continuous manning.

13.8.1.3. Equipment, such as additional locks, IDS, lighting, and barricades.

**PART 3**

**SECURITY FORCES POST PRIORITY CHART**

**Chapter 14**

**14.1.** The 78 SFS post priority chart is maintained in 78 SFS/SFOS. Copies are kept at the SFCC and the alternate SFCC.

MARVIN T. SMOOT, JR., Colonel, USAF  
Commander, 78th Air Base Wing

## Attachment 1

### ROBINS AFB RESTRICTED AREA ESCORT BRIEFING

#### 1. Entry Procedures:

a. You must not enter the restricted area unless under proper escort. At no time will you enter a restricted area without proper authorization.

b. Deadly force is authorized in restricted areas. Damage to protection level resources is a criminal offense and all reasonable efforts will be made to prevent it, up to and including the use of deadly force in accordance with current DoD and USAF guidance.

2. Restricted Area Boundaries and Warning Signs. Boundaries are marked by elevated barriers or with painted red lines on the pavement. Every 100 feet, there are warning signs spanning the length of the elevated barriers and painted red line boundaries.

#### 3. Visitor Requirements:

a. You will obey all directions given to you by your escort or posted security force members. These directions are given to ensure your safety in a high-risk environment and to ensure security rules are not violated.

b. You will stay in close proximity to your escort while in the restricted area. Your escort is responsible for maintaining constant surveillance over you. Your escort may leave you with another authorized person within the restricted area; you must also follow this person's directions and stay in close proximity to them.

c. You will not take any photographs within the restricted area, unless specifically authorized under RAFBI 31-101, *Installation Security*.

d. There is NO SMOKING in, or around, restricted areas with aircraft. Your escort will identify the location of the designated smoking area.

e. If your escort becomes ill, injured, or incapacitated for any reason, or you are separated from your escort, you must immediately contact (sound the alarm) the nearest person working in or around the restricted area.

4. Foreign Object Damage (FOD): It is the responsibility of all personnel working in or around Robins AFB airfield to identify and pick up all FO (foreign objects) to prevent damage to aircraft engines. All personnel will ensure all equipment is properly secured when working in the vicinity of aircraft.

#### 5. POV or GOV:

a. Vehicles must be authorized before being operated on the Robins AFB Airfield. Government Owned Vehicles (GOV) are considered authorized. Privately Owned Vehicles (POV) must have a flightline POV pass to operate on the airfield. The 78 ABW/CC, or designated representative, is the approving authority for the flightline POV passes. See RAFBI 13-206, *Control and Operation of Vehicles on Robins AFB Flightline and Industrial Area*, for procedures on receiving a flightline POV pass.

b. All vehicle operators on the airfield must be certified and carry their AF Form 483, Certificate of Competency, authorizing them to operate vehicles on the Robins AFB airfield. This obligation is in addition to any other required licenses.

#### 6. Carried Items:

a. You will not hand carry items into the restricted area unless specifically approved by the installation commander, responsible group commander, or designated representatives.

b. You will not introduce any hazardous materials into the restricted area, unless specifically approved and required for official duties within the restricted area.

c. You will not remove anything from the restricted area unless you have the expressed permission to do so by the installation commander, responsible group commander, or designated representatives.

7. Area Familiarization: Your sponsor or escort should familiarize you with the physical security aids present inside the area you are visiting. If available, review the area to be visited on a map, to help you remain oriented while inside the restricted area.

8. Safety Briefing: Your sponsor or escort will provide you with the necessary safety information to ensure your visit is safe and in accordance with current USAF guidance.

9. Emergency Situations: In the event an emergency arises in or around the restricted area, your escort will immediately escort you out of the restricted area to a safe location.

## Attachment 2

## 78 ABW COORDINATING/APPROVING OFFICIALS FOR AF FORM 2586

**Table A2.1. AUTHORIZED RESTRICTED AREA COORDINATION OFFICIALS AND APPROVED AREA NAMES.**

Personnel assigned to the following positions are designated as coordinating, escort, and final approval officials for Section IV of the AF Form 2586.

<b>AREA #</b>	<b>OPR/AREA NAME</b>	<b>APPROVAL OFFICIAL</b>
1(E)	Robins Command Post (RCP)	78 ABW/CC/CV 116 ACW/CC/CV/CP 78 SFS/CC*
2	HQ AFRC Command Post	78 ABW/CC/CV HQ AFRC CC/CV/CP 78 SFS/CC*
13	19 ARG Mass Parking Apron (MPA)	78 ABW/CC/CV 19 ARG/CC/CV 19 AMXS/CC 78 SFS/CC*

AREA #	OPR/AREA NAME	APPROVAL OFFICIAL
19(E)	116 ACW JSTARS Aircraft Parking Area	78 ABW/CC/CV 116 ACW/CC/CV 116 OG/CC/CV 116 MXG/CC/CV 116 MXS/CC 116 AMXS/CC 116 LRS/CC 116 MSG/CC/CV 116 MOS/CC 116 CSS/CC 116 OSS/CC 12 ACCS/CC 16 ACCS/CC 128 ACCS/CC 330 CTS/CC 78 SFS/CC*
12	<b>19 ARG Alert Aircraft Parking Area</b>	78 ABW/CC/CV 19 ARG/CC/CV 19 AMXS/CC 78 SFS/CC*

**Note 1:** An asterisk (\*) indicates that the 78 SFS/CC can only sign for 78 SFS and augmentee personnel.

**Note 2:** An (E) indicates areas where escort officials are required.

**Note 3:** Active duty officials may coordinate for personnel in other reserve units. Reserve officials may not coordinate for active duty personnel.

**Note 4:** The only acceptable area names for the AF Form 2586, section IV, are listed above.

**Attachment 3****LOSS/THEFT OF RESTRICTED/CONTROLLED AREA BADGE  
REPORT OF INVESTIGATION LETTER (SAMPLE)**

MEMORANDUM FOR (ORGANIZATION/UNIT SECURITY MANAGER)

FROM: (Name, Organization, Telephone Extension)

SUBJECT: Loss of Restricted Area Badge (RAB)

1. In accordance with RAFBI 31-101, paragraph 3.1.3., I am reporting the loss of my USAF Restricted Area Badge (RAB). (Explain where the badge was last seen, how it might have been lost, and what was done to find the badge.)

2. Replacement of the RAB is/is not required.

NAME, Rank, USAF

Title

1st Ind, (Unit Security Manager)

MEMORANDUM FOR 78 SFS/SFOXI

1. I interviewed (Name) concerning the loss of his/her RAB. On DD/MM/YY, I conducted an investigation of the circumstances surrounding the loss, with the following results (explain facts and circumstances). I thoroughly briefed (Name) on the proper procedures for securing his RAB and (he/she) understands failure to comply will result in disciplinary action.

2. The below information is provided for 78 SFS/SFOXI use:

- a. Individual's Name:
- b. Social Security Number:
- c. Card Number:
- d. Badge Number:
- e. Date Issued:
- f. Areas Open:
- g. Escort:

3. Replacement of the RAB is/is not required.

NAME, Rank, USAF

Unit Security Manager

2d Ind, (Unit Commander's Squadron and Office Symbol)

MEMORANDUM FOR 78 SFS/SFOXI

Approve/Disapproved. Do/do not reissue the applicable RAB.

NAME, Rank, USAF

Commander

3rd Ind, 78 SFS/SFOXI

MEMORANDUM FOR (Individual's Unit Commander's Squadron and Office Symbol)

Approved/Disapproved. Do/do not reissue the applicable RAB.

NAME, Rank, USAF

Chief, Pass and Registration

**Page 2 of 2**

## Attachment 4

## ESCORT OFFICIAL CHECKLIST

ESCORT OFFICIAL CHECKLIST	YES	NO
1. Has the individual reviewed AFI 31-101 and DoD 5210.41-M (AF)?		
2. Has the individual reviewed AFI 31-101 and RAFBI 31-101 procedures for entry and internal control of restricted areas and escort official certification?		
3. Has the individual taken an escort official test and achieved a satisfactory score of 80 percent or higher?		
4. Is the individual holding a responsible supervisory position for the restricted area in question?		
5. Can the individual make a valid determination of the need for a person to enter the restricted area?		
6. This checklist must accompany the AF Form 2586 to the commander or deputy commander for escort approval.		

I certify that the individual meets the requirements to be an escort official.

NAME, Rank, USAF

Unit Commander/Staff Agency Chief/ Security Manager

## Attachment 5

## UNITS AUTHORIZED TO INITIATE THE AF FORM 2586

#	Organization	#	Organization
1	78 ABW	25	116 MSG
2	78 CEG	26	Army Group-JSTARS
3	78 CS	27	AFAA
4	78 MDG	28	94 APS
5	78 MSS	29	622 CLSS
6	78 OSS	30	622 MSF
7	78 SFS	31	622 ASTS
8	78 MSG	32	2 WEATHER
9	78 LRS/LGR	33	DET 105/OSI
10	WR-ALC	34	DAPS
11	2 SOF	35	AFSOC
12	19 ARG	36	DECC DET WR
13	19 AMXS	37	HQ AFRC
14	19 MXS	38	DDWG/DLA
15	19 OSS	39	AFRL/MLS-OLP
16	99 ARS	40	EG &G
17	116 ACW	41	12 ACCS
18	116 CSS	42	16 ACCS
19	116 OSS	43	128 ACCS
20	330 CTS	44	373 TRS
21	116 MOS	45	DET 7 TRS
22	116 MXS	46	339 FLTS
23	116 AMXS	47	653 CLSS
24	116 LRS		

## Attachment 6

## CONTROLLED AREA LISTING

UNIT	BLDG #	UNIT	BLDG #
5 CCG	950	78 SFS	2074 (CSC)
5 CCG	1373	78 MSG/BX	914 (Cash Cage)
5 CCG	368 (Cube A)	78 MSG/SVF	1011 (Cash Cage)
12 AACS	2051N, Suite	116 CSS	2039
16 AACS	2051, Suite	116 LG	2059 (Vault)
19 ARG	12 (when activated)		
78 CEG	368 (Cube B)	116 OSS	2078 (Rm 129C)
78 CS	26	116 OSS/INS	2078 (Rm 129C SCIF)
78 CS	134	116 ACW	2350 (Armory)
78 CS	214 (Comsec 11-1, 2,3)	116 ACW	2336 (Rm 46-62)
78 CS	214 (Base Operators)	78 LRS	97, 100, 101, 107, 20100, 2108 (Rm 2-12)
78 CS	225	622 CLSS	368 (Cube F)
78 CS	368 (Cube C)	DECA/SO	660 (Cash Cage)
78 CS	4106	DLA/DDWG	340
78 CS	4107	DLA/DDWG	368 (Store Rooms)
78 CS	214 (computer center)	HQ AFRC	210, Third Floor (300 series rooms/NOSC)
78 LRS	32 & F.A.	DECC DET WR	228
78 LRS	38 & 39	WR-ALC/FM	301E (C.C. & Vault)
78 LRS	65 & F.A.	WR-ALC/LB	91 Vault
78 LRS	70	WR-ALC/LF	125 (Vault)
78 LRS	98 & 99	WR-ALC/LF	209 (B)
78 LRS	Pump Station, Bldg 2070	WR-ALC/LKGE	323 (Rm 161)
78 LRS	127	WR-ALC/LKGE	323 (Rm 230)
78 LRS	194	WR-ALC/LKGE	300EW (Rm 225)
78 LRS	POL Storage Area	WR-ALC/LN	226 A,B & C
78 LRS	209 A	WR-ALC/LN	231
78 MDG	368 (Cube E)	WR-ALC/LR	350 (B Rms s-2, 3,4)
78 MDG	700 (Pharmacy)	WR-ALC/MASFE	227
78 MDG	701 (Vault)	WR-ALC/MAI	640 Complex
78 OSS	37	WR-ALC/MAI	675, 676

<b>UNIT</b>	<b>BLDG #</b>	<b>UNIT</b>	<b>BLDG #</b>
78 OSS	Flightline Area	WR-ALC/MAI	2251
78 SFS	263 (Armory)		
78 SFS	263 (LED)	WR-ALC/QL	94, 106, 2108 Rm 1 (78 ABW MSA)
78 SFS	660 (Evidence Vlt)	WR-ALC-XPW	300 ROC/OBS
78 SFS	1162		