

**BY ORDER OF THE  
SUPERINTENDENT**



**UNITED STATES AIR FORCE ACADEMY  
INSTRUCTION 31-102**

**27 JANUARY 2003**

**Security**

**USE, CONTROL, AND PROTECTION OF  
HARMON HALL (BUILDING 2304)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 31-1, *Physical Security*, by establishing procedures for using and protecting Harmon Hall (Building 2304). It includes rules for normal operation, disaster preparedness, and elevated security postures. USAFA OPLAN 31-209, Installation Resources Protection, and USAFA OPLAN 32-1, Disaster Preparedness, remain authoritative guidance. This instruction applies to all personnel working in or having access to Harmon Hall. Command Section IM (HQ USAFA/CCEA) will periodically review this instruction and coordinate updates.

### **SUMMARY OF REVISIONS**

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

**1. Responsibilities:** Primary and alternate Building Managers direct the control and security of Harmon Hall and will be appointed from the agencies residing within the building on a rotating yearly basis with 1 year as primary and 1 year as alternate, the alternate to become the primary the second year. Each directorate responsible for the upcoming fiscal year shall provide a name by 1 September to USAF Academy Executive Officer (HQ USAFA/CCE).

<b>Fiscal Year</b>	<b>03-04</b>	<b>04-05</b>	<b>05-06</b>	<b>06-07</b>	<b>07-08</b>	<b>08-09</b>
Primary	RR	DP	XP	FM	SE	JA
Alternate	DP	XP	FM	SE	JA	PA

Building Managers will conduct duties relating to control and security of Harmon Hall. In addition, each organization within Harmon Hall must appoint a primary and an alternate Organizational Facility Manager to maintain their respective areas.

## 2. Normal Operations:

2.1. **Access** . Employee access to Harmon Hall is controlled by three cipher locks located at the north and south towers and the interior double doors inside the loading dock. The cipher code is standardized among the three doors and is changed monthly. HQ USAFA/CCE defines the monthly code and coordinates with department heads for distribution. Occupants will not give out building access codes. Other people needing access to Harmon Hall will request it from the Harmon Hall Building Manager.

2.1.1. Harmon Hall entrances, including the loading dock, will remain locked or guarded at all times. They will not be blocked open and unattended.

2.1.2. In the event of elevated security, access may require issued swipe cards or door guards.

2.1.3. Visitors with valid Department of Defense Identification cards, (DOD ID), and official business in Harmon Hall may be allowed unescorted access; however, ID cards must be checked. Visitors without DOD ID cards must be escorted at all times by the hosting organization. An outside phone with office phone numbers is posted at the south tower entrance.

2.1.4. Access during nonduty hours requires log-in on the register located in the lobby of the south tower entrance.

2.2. **Keys**. Harmon Hall Organizational Facility Managers must monitor organization keys. They will request keys from the Building Manager for issue to authorized personnel within their organization.

2.2.1. Keys to Harmon Hall or any other government facility shall not be duplicated.

2.2.2. If additional or replacement keys are needed, contact the Building Manager. If a lost or stolen key creates the need to change door locks, the individual responsible may be held liable for that expense.

2.2.3. Reassigned individuals will return their keys and parking pass to their Organizational Facility Manager who, in turn, will reissue the keys to other organizational personnel or return the keys to the Building Manager.

2.3. **Cleaning and custodial service**. Southway Contract Cleaning janitors will clean each office on a daily basis between the hours of 0800 – 1630. Daily cleaning includes emptying garbage cans and recycle bins. Janitors will vacuum once a week, usually on a Monday, unless individual offices make other arrangements. In the event of an emergency, they can be contacted at base extension 333-3053.

## 2.4. Maintenance/Repairs:

2.4.1. Report building problems dealing with plumbing, heating, electrical, etc., and coordinate **AF Form 332, Base Civil Engineering Request**, through the Building Manager.

2.4.2. Do not tamper with, alter, replace, relocate, or repair electrical or mechanical equipment.

2.4.3. Organizations will replace expired light bulbs in their respective offices where ceilings are 10 feet or lower. The maintenance contractor is responsible for lights where ceilings are higher than 10 feet. Report any defective ballasts or inoperable lights after replacement of bulbs to the building manager.

2.5. **Smoking Areas**. In accordance with AFI40-102, *Tobacco Use in the Air Force*, designated smoking areas must be located away from the main entrance. The Harmon Hall smoking area is located outside the north tower of Harmon Hall. Smokers will stay within the immediate area of the butt can and will extinguish all smoking materials before leaving the area.

2.6. **Parking.** Harmon Hall Organizational Facility Managers control and issue parking passes. All parking passes are distributed to organizations based on a percentage of assigned employees.

2.6.1. When Force Protection Condition (FPCON) increases to Charlie or Delta for extended periods of time, access to the Harmon Hall lower lot will be restricted and occupants will have to park in the upper parking lot.

3. **Emergency Events.** Occupants should become familiar with fire evacuation and reporting procedures, bomb threat responses, and disaster protection as periodically publicized by the building manager and outlined in USAFA OPLAN 31-209, and USAFA OPLAN 32-1.

3.1. **Emergency Notification:**

3.1.1. Emergency notification is the responsibility of HQ USAFA/CCEA staff. Upon command post or other official direction, HQ USAFA/CCEA runners will alert each Harmon Hall office of the emergency. Building managers will assist when available.

3.1.2. Giant Voice will be the primary means of Harmon Hall emergency notification once the system comes on line (expected late 2002). At that time, HQ USAFA/CCEA runners will become the secondary means of notification.

3.2. **Building Shelter and Evacuation:**

3.2.1. Fire: All fires, smoke or strong unusual odors, will be reported immediately to the USAF Academy Fire Department by calling 911. When a fire is discovered, personnel will activate the building fire alarm system, report by calling 911, close all doors and evacuate the building to the primary assembly area, Cadet Chapel south stairway. Do not use elevators to evacuate. Do not re-enter the building until directed by the fire department.

3.2.2. Shelter in Place: When directed to "shelter in place," Harmon Hall occupants will close office doors and congregate in the hallway away from windows. In-place sheltering will continue until notification by Building Manager or HQ USAFA/CCEA staff.

3.2.3. Fallout Shelter: If directed to report to the fallout shelter, Harmon Hall occupants will congregate inside the Cadet Field House. Due to emergency response vehicle traffic, walking is preferred. Use of vehicles should be limited to handicapped or other people having difficulty walking.

3.2.4. Evacuation: When building evacuation is necessary, Harmon Hall occupants will walk to the primary assembly site, the Cadet Chapel south stairway. In the event of inclement weather, occupants may wait in the Protestant Chapel pews (if the emergency occurs 0730-0900, call 333-2636 for entry). In all cases, occupants will remain in the evacuation assembly area until dismissed by the senior ranking officer.

3.2.5. Bomb Threat: If a bomb threat is received, pull the fire alarm and call 911. Evacuate the building and proceed in an orderly fashion to primary assembly area, Cadet Chapel south stairway. Do not re-enter the building until directed by the fire department.

3.3. **FPCON Signs** . Signs will be placed at the main entrances (north and south towers) as well as the double door located near the loading dock. Additionally, when Force Protection measures are Bravo or higher, signs will be placed at the entrance to the Superintendent's office and on each floor near the elevators. NOTE: These signs (excluding the Superintendent's Office) will be managed and put up by the Building Manager.

3.4. **Accountability and Attendance.** Following any evacuation, each organization will take attendance and report accountability to HQ USAFA/CCEA.

**4. Reporting Incidents:**

4.1. **Theft:** Any individual who believes a theft has occurred will immediately notify the Security Forces Law Enforcement Desk, (10 SFS/SFO), phone number 333-2000.

4.2. **Suspicious Package/Substance:** Any individual who finds a suspicious package or substance should secure the immediate vicinity and notify Security Forces by calling 333-2000.

**5. Form Adopted.** AF Form 332, Base Civil Engineering Request

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