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This 377 WSSS Standard Operating Procedure (SOP) implements AFI 31-101, *Integrated Defense*, AFMAN 31-108, *Air Force Nuclear Weapons Security Manual* and establishes guidance governing the authority, procedures, responsibilities, duties, guidance, standards, tasks and requirements for all WSSS operations. This SOP establishes procedures and requirements regarding flight duty positions, use of communications, duress/authentication responsibilities and training. This publication does not apply to Air Force Reserve Command (AFRC) Units or to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See Attachment 1 for a Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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CHAPTER 1

FLIGHT DUTIES AND RESPONSIBILITIES

1.1. (DCNI) Overview. This chapter establishes the duties and responsibilities for Flight Commanders (FCC), Flight Chiefs (FC), Area Supervisors (AS), Security Control Supervisors (SCS), Security Controllers/Alarm Monitors (SCAM), Kirtland Underground Munitions Maintenance And Storage Complex (KUMMSC) Entry Controllers (KEC), Response Force Leaders (RFL) and Response Force Members (RFM) during normal security, contingencies and increased Force Protection Condition (FPCON) measures. It also outlines the procedures for conducting guardmount. FCCs and FCs are responsible for implementing the procedures contained herein.

1.2. Flight Commander (FCC) and Flight Chief (FC)

1.2.1. (DCNI) Flight Commander (FCC). When available, an officer will oversee the supervision and management of each shift. FCCs are responsible for the training, equipping, conduct and welfare of the flight both on and off duty. They are responsible for knowing each person assigned to the flight, especially their strengths and weaknesses. They work closely with the FC in handling time consuming and difficult problems of command interest. On-duty FCCs are the direct representatives of the 377 WSSS/CC. The intent is to have a commissioned officer on duty at all times in support of nuclear missions. When there is not a commissioned officer available for posting or assigned to the flight, a certified FC will take the position as the FCC and a subordinate NCO will assume the role as the FC. S3/S3O will maintain an on call roster of available commissioned officers.

1.2.2. (DCNI) Flight Chief (FC). FCs are also direct representatives of the 377 WSSS/CC. FCs are directly responsible to the FCC. FCs will ensure all assigned personnel are trained and equipped to accomplish security operations. FCs are also responsible for the conduct and welfare of all assigned flight personnel both on and off duty. They must know each person assigned to the flight, especially their strengths and weaknesses. They must be on the alert for adverse morale trends and take steps to correct all incorrect actions. A Duty Position Evaluation (DPE) certified FC will be on duty (armed and equipped) at all times. When there is not a certified FCC assigned or available, two certified FCs do not need to be posted. The certified FC will assume the role as FCC and a subordinate NCO will assume the FC in support of the FCC. While not required, it is desired that the subordinate NCO is FC certified.

1.3. FCC and FC Standard Operating Procedures (SOPs).

1.3.1. Ensure all critically certified posts are manned by certified personnel.

1.3.2. Ensure all personnel assigned as vehicle drivers are licensed and certified to operate their assigned Government Owned Vehicle (GOV). Additionally, ensure those personnel driving on the flightline have a current AF IMT 483, *Certificate of Competency* and a valid state issued driver's license.

1.3.3. When vehicles and equipment shortages exist, FCCs and FCs are responsible for ensuring adequate distribution to achieve maximum effectiveness until the shortage can be corrected. All RF vehicles must be armored. RF and Initial Backup Force (IBF) vehicles should have off-road capability, working land mobile radio and, when possible, a working Public Address (PA) system or bullhorn.

1.3.4. Ensure operational deficiencies identified during your shift are reported to the appropriate office/agency and in the AF Form 53, *Security Forces Blotter*.

1.3.5. While in training for a critical certification position, uncertified individuals will be posted with a certified individual and under direct supervision at all times.

1.3.6. (FOUO) Duty rosters for all flights, convoys and PNAF posting will be produced utilizing the standardized excel spreadsheet. Each roster will maintain the required information via columns for Name, Call Sign or Post, Certifications held, required weapons for the corresponding post, required equipment necessary from the armory for corresponding post and radio number. Posting and weapons configurations will be listed on all duty rosters IAW the post priority chart contained within the IDP. Utilizing the excel spreadsheet allows for automatic generation of duty rosters once all pertinent information is loaded into the data table. Ensure the information in the spreadsheet remains current per the MQL, S3T and SFMQ certification rosters. Holiday duty rosters will use the same template to ensure certified/non-certified personnel are posted correctly. Contact S3O for questions or concerns regarding the duty roster excel spreadsheet.

1.4. Guardmount and Shift Change.

1.4.1. Prior to completing changeover, the on-coming and off-going FCC and/or FC will meet face-to-face and discuss any pass-ons, discrepancies within their area of responsibility (AOR), anticipated activities/operations and any other information deemed necessary.

1.4.1.1. Only SrA and above who have been properly trained and are authorized to bear firearms will conduct clearing barrel attendant duties. Clearing barrel attendants' training will be documented on the AF Form 797, Job Qualification Standard (JQS) and they must be knowledgeable of clearing procedures for all firearms loaded and unloaded at the clearing area. The clearing barrel attendant must not engage in any other duties or functions during the period of weapons handling. This requirement does not apply to personnel engaged in combat, weapons qualification training, or training exercises simulating combat.

1.4.2. (DCNI) To prevent insider exploitation, FCC or FC will assign a SF supervisor (SrA and above who has completed Airman Leadership School (ALS)) to conduct 10% random ammunition and weapons inspections. The 10% SF Supervisor must use the 10% Randomizer to generate the selected 10% roster prior to issue. The 10% SF Supervisor will then ensure the 10% badges are given to the selected individual after they have received their weapon to be inspected from the armory.

REMINDER: These inspections are intended to thwart the insider threat, especially within armory. These inspections ensure weapons and ammunition are functional and have not been damaged or sabotaged. If a weapon is found to have been potentially sabotaged, a 100% inspection will be conducted on all issued weapons and ammunition.

1.4.2.1. (DCNI) At a minimum, 10% of each type of weapon system will be inspected to include; breaking the weapon down, accountability of associated ammo, verification for cleanliness, operability and signs of sabotage and function check. All M249 and M240 ammunition will be inspected, additionally the M249 and M240 ammunition can seals will be broken, contents accounted for and resealed by a minimum of (1) certified armor and annotated on a log designated by the armory NCOIC.

1.4.2.2. (DCNI) These checks will be annotated in the “10% Weapons Inspection Binder” located in the Flight Chief’s office. Prior to completion of the inspection, ensure a function check with the assigned 10% SF Supervisor is accomplished on each weapon inspected. Weapons selected must be assigned to posts that directly support PL 1 resources (RF or IBF weapons).

1.4.2.3. The results of the checks will be recorded in the security blotter, to include the serial number of the weapons checked. Report all discrepancies to the FCC/FC.

1.4.3. (DCNI) All downstairs posts (Cerberus/Guardian/Scorpion) and the posted response force (Scorpion) entering limited areas will have their equipment, bags etc. inspected prior to Guardmount IAW the 377 SFG Checklist to ensure unauthorized items cannot be introduced into the limited area. Additionally, all KUMMSC security and support forces will process all hand-carried items to include their equipment, bags, etc. through the X-ray machine at the ECP.

1.4.3.1. Upon discovery of missing or damaged equipment, items must be replaced as soon as reasonably possible. Immediately coordinate with SSPTS/S4 personnel to facilitate replacement and accomplish an AF Form 1168, *Statement of Suspect/Witness/Complaint* to cover explanations for the loss or damage.

1.4.4. (DCNI) The FCC and/or FC will conduct guardmount for each shift. All personnel will be present at the KUMMSC armory with sufficient time to facilitate weapons issue prior to guardmount.

1.4.5. During guardmount determine the readiness of personnel, to include their appearance and mental and physical condition. Ensure personnel are properly equipped and trained. Conduct roll call, announcements, security status briefing, weapons inspection and post assignments. Open ranks inspection should occur at least once per work cycle and be annotated in the security blotter.

1.4.5.1. FCC and FC will comply with and ensure uniformity of all personnel. Refer to 377 WSSS SOP 31-101 Vol 1, *WSSS Operations*, Attachment 5 for required, standardized and authorized wear of equipment/gear.

1.4.5.2. Aircrew patches will be displayed on the front Velcro panel of the IOTV or plate carrier. Aircrew patches will have the Security Forces badge, Name, Rank and USAF embroidered on it only.

1.4.5.3. Flight patches must be approved by 377 WSSS/S3 or 377 WSSS/S3O in writing and will be worn on the IOTV or plate carrier on the Velcro molle attachment on the back just under the drag handle. Do not wear unapproved patches on either the ABU, OCP uniform, IOTV or plate carrier.

1.4.5.4. Airman Battle Shirt (ABS) offers flame-resistant protection and exceptional comfort under armor. Wear of the ABS must be with either an ABU blouse, IOTV or plate carrier on over the ABS at all times. At no time will an ABS be worn without one of the aforementioned outerwear over it (i.e. at the BX, Shoppette, Dining Facility, etc.). Additionally, a Velcro nametape and rank patch will be worn on the right sleeve.

1.4.5.5. Morale T-shirts are authorized and encouraged, but must be worn IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

1.4.6. If available, use the S3OS “Controlled Guardmount Slides” to ensure required items are briefed at guardmount. If guardmount slides are unavailable ensure all requirements are briefed IAW AFI 31-118, *Security Forces Standards and Procedures*.

1.4.7. Check all personnel for signs of alcohol use or other indicators identifying an individual may be unfit for duty.

1.4.8. Conduct Pre-PRP Duty Briefing as designated by the SFG/PRP Office.

1.4.9. Prior to going on break, brief all personnel on break safety consisting of; travel outside the local area, driving while under the influence of alcohol and/or drugs, etc.

1.4.10. Immediately upon assuming post, ensure all posts and patrols conduct a security status and communication check with SSCC.

1.4.11. Ensure a joint post inspection is conducted involving both on-coming and off-going personnel. This inspection will include a check of their assigned vehicle (if applicable), status of post supplies and cleanliness of their post. If applicable to a specific post, the post changeover/accountability checklist will be included in the SSIs and will be used. If possible, all identified discrepancies will be corrected prior to relief. Those not corrected will be annotated in the blotter. 377 WSSS/S4V will be immediately notified of any vehicle discrepancies. Ensure all AF Form 1168s are completed by all personnel involved when discrepancies not previously detected are discovered. Statements will be forwarded to S3OS and S4V.

1.4.11.1. If a vehicle is determined to be damaged by accident or vandalism, the Base Defense Operations Center (BDOC) will be contacted for processing and an

SF Vehicle Accident report will be initiated.

1.4.12. (FOUO) FCCs and FCs will conduct post checks on each post and patrol once per shift, unless daily operations prevent it. Post checks will evaluate duty performance, general and specific job knowledge, attitude, behavior and morale. At a minimum the following will be checked:

1.4.12.1. Vehicles for condition and cleanliness and documentation via AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

1.4.12.2. Work areas for cleanliness, serviceability and equipment.

1.4.12.3. Ensure security force members have appropriate equipment and standardization of gear (i.e. rank/name tapes on combat shirts/plate carriers).

1.4.12.4. Ensure security force members are knowledgeable of the job required, post briefings, response procedures, etc. Check post SSIs for accuracy and serviceability and inform S5 of any discrepancies.

1.4.13. (FOUO) Each flight will conduct at least one (1) flight-level exercise per shift. If an exercise cannot be conducted per shift, ensure that each flight conducts at least one (1) RF and final denial exercise per cycle and one (1) IBF exercise per cycle. Be knowledgeable of RF employment, weaponry, armament and special equipment.

1.4.13.1. (DCNI) Security exercises will be tailored to the local Nuclear Security Threat Capabilities Assessment (NSTCA) and conducted in a safe manner. Document each exercise in the blotter.

1.4.13.2. The following security exercises should be conducted on a random basis at least once per shift:

1.4.13.2.1. (FOUO) Flight Level Exercise. Flight Commanders or Flight Chiefs/SF Supervisors will conduct daily (minimum of one) flight level exercises.

1.4.13.2.2. (FOUO) Proficiency Exercises. SF supervisors (i.e. Area Supervisors) will conduct daily (minimum of one per station) proficiency exercises for ESS operators at local, redundant, and remote security system locations.

1.4.13.3. (FOUO) A minimum of one of the following security exercises will be conducted on a random basis throughout a work cycle:

1.4.13.3.1. (FOUO) RF Configuration Exercise

1.4.13.3.2. (FOUO) Emergency Response Exercise

1.4.13.3.3. (FOUO) Recapture and Recovery Exercise

*Work Cycle is defined as the days a flight works between breaks. (i.e. Work: Monday/Tuesday, Break: Wednesday/Thursday; the flight's cycle would be the corresponding Monday/Tuesday or days worked)

1.4.13.4. (FOUO) The following security exercises will be conducted on a random basis at least once a month:

1.4.13.4.1. (FOUO) IBF Configuration Exercise

1.4.13.4.2. (FOUO) Final Denial Exercise

1.4.13.4.3. (FOUO) Flight line Detection Exercise

1.4.13.5. The following security exercises are types of exercises that can be implemented for daily, cycle, or monthly exercises:

1.4.13.5.1. (FOUO) Unauthorized Individual Entering the Restricted Area.

1.4.13.5.2. (FOUO) Unauthorized Entry into Two-Person Area.

1.4.13.5.3. (FOUO) Unplanned Power Outage.

1.4.13.5.4. (FOUO) Helicopter Denial.

1.4.13.5.5. (FOUO) Emergency Response (ER).

1.4.13.5.6. (FOUO) Definite threat at the ECP.

1.4.13.5.7. (FOUO) IBF Response.

1.4.13.5.8. (FOUO) ECP Entry Denial.

1.4.13.5.9. (FOUO) Overt Attack with IBF Response.

1.4.13.5.10. (FOUO) Controlled Area Alarms

1.4.13.5.11. (FOUO) Partial and Total Radio Outage (Communication Loss)

1.5. FCC and FC Contingency Operating Procedures.

1.5.1. (FOUO) FCC, FC and/or appropriate AS will respond to all Security Incidents or Covered Wagon situations to assume on-scene command and oversee resolution of the

incident. The flightline External Security Response Team (ESRT) will respond immediately to all incidents on the flightline not to exceed five (5) minutes and assume initial on-scene command until the arrival of FCC or FC.

1.5.2. (FOUO) Termination authority for a Security Incident is the on-duty FCC and/or FC. The termination authority for a Covered Wagon is the 377th Air Base Wing Commander (ABW/CC) through Kirtland Command Post (KCP).

1.5.3. (DCNI) The FCC and/or FC will meet all arriving REFLEX DELTA (RD) aircraft, obtain and authenticate crew orders as an Entry Authority List (EAL) and oversee implementation of all appropriate security measures.

1.5.4. (DCNI) Flight leadership will meet with the TCC (Tactical Convoy Commander) at the golf course for DoE SGT (Safeguard Transport) missions to act as a liaison for the command element until the mission is complete. In addition, if an incident occurs within KUMMSC, the on duty FC/FCC will be on-scene commander and if an incident occurs topside, DoE will be the on-scene commander.

1.6. Site Security Control Center (SSCC).

1.6.1. (DCNI) SSCC and Munitions Control (MC) are the command and control centers for all operations involving KUMMSC. During normal operations, all three (3) certified security controllers will remain within the confines of the SSCC. However, the SCS may enter MC during contingencies, e.g., to get the command codes, when necessary to meet mission requirements and perform emergency function such as opening the Cubical Unlocking Device (CUD) box, and checking KUMMSC Power Box in MC.

1.6.2. The security positions (SCS, SC/AM) are considered critical and require formal certification by the 377 SFG Standardization and Evaluation (SFG/SFMQ) section and completion of local AECS training conducted by WSSS/S3S prior to performing duties.

1.6.3. (DCNI) Unescorted Entry. All on-duty flight, SF staff personnel and senior squadron leadership are authorized unescorted entry into SSCC. On duty SF will not assume escort duties. SF staff personnel and senior squadron leadership may also escort personnel into SSCC. All other personnel requesting entry into SSCC must possess a valid AF 1199, *Computer Generated Restricted Area Badge*, and have a valid reason for entry. The valid reason will be determined by senior squadron leadership, FCC/FC or SCS prior to entering.

1.6.4. (FOUO) Escorted Entry. The SCS will verify the need for entry. There will be no more than six (6) personnel (including SF personnel) within SSCC at one time unless approved by the SCS.

1.7. SCS Duties. The SCS will:

1.7.1. Be responsible for overall supervision of personnel posted in SSCC. They will keep senior flight leadership and squadron leadership advised of all security matters.

1.7.2. Act as a liaison between MC and SSCC and ensure all problems are resolved by the respective squadrons.

1.7.3. (FOUO) Direct SF during normal and emergency operations. Operate communication consoles and equipment and ensure security communications checks of all on-duty security forces (including SSPTS/KUMMSC armorer) are conducted randomly not to exceed every 30 minutes.

1.7.4. (FOUO) Utilize the security reporting and alerting system to up-channel the appropriate reports (Security Incident/Covered Wagon, etc.) to the KCP.

1.7.5. Ensure locations of all security forces and resources, (i.e. aircraft) are plotted on the plotting board within SSCC and BDOC. SSCC will contact BDOC with all aircraft plots at shift change and notify them of any changes during shift.

1.7.6. Implement QRCs (Quick Reaction Checklist) and ensure all required notifications are made in accordance with the notification matrix located within the SSCC. **Note:** The SCS or SC/AM will make all required notifications.

1.7.7. Ensure two-person areas and blast door opening/closing procedures are strictly adhered to.

1.7.8. Be knowledgeable of procedures for the Safeguard Transport/Remote Control Unit (SGT/RCU), as written in the Installation Defense Plan (IDP) Appendix 3 to Annex Z.

1.7.9. (FOUO) Conduct duress checks with BDOC, ECP, MC, WSSS Armory and SF Armory. Ensure that the BDOC re-enables MC, SCS, and SC/AM upon completion of the testing with a minimum of a 5 second delay between enabling. Maintain constant communication with all control centers during the entire test. Annotate checks in the SF blotter. Duress checks will be accomplished as soon as possible after conducting changeover; however, duress checks will be a secondary priority during actual contingencies or other day-to-day operations (weapons issue/turn-in) that prevent these checks from being accomplished. The reason for delay in conducting duress checks does not have to be annotated in the SF blotter provided they are conducted immediately after termination of the delay.

1.7.10. (FOUO) Annotate PRP changes made during the shift in the blotter. Follow the appropriate QRC pertaining to PRP actions. This includes suspension, permanent decertification, and Discrete Control Area (DCA) changes and reinstatements. The Local form 164, *Personnel Reliability Program (PRP) Notification and Removal Log*, will be verified against AECS while completing all PRP changes. Ensure the Local form 164 is updated accordingly. **Note:** Use notification matrix for PRP suspension/reinstatements. Personnel in training for SCS may take PRP notifications with a certified SCS assisting and verifying.

1.7.11. Conduct area purge verification at the end of the shift. This will be done by checking all MUNS pre-notes and work areas, having the KUMMSC Entry Controller (KEC) verify the AF Form 1109, *Visitor Register Log*, and account for all visitor badges.

Once verification of all nonessential personnel has been completed, annotate in the blotter.

1.7.12. Ensure that before personnel enter the exclusion area, SF members conduct a purge of the interlock behind B-7 or B-14 with the SVA (acting as the Entry Controller) to ensure the area is ready to accept assets. Personnel with unescorted access and their hand-carried items will be subject to inspection upon entering or exiting the exclusion area by the SVA. All escorted personnel and their hand-carried items will be inspected upon entering and exiting the exclusion area. Escorted personnel and selected unescorted personnel will be placed into a hold area just outside the exclusion area. SF personnel will conduct an inspection of personnel via transfrisker or hand search and an inspection of individuals' hand-carried items. After personnel have been inspected, the SVA will validate the individuals on the EAL and they will proceed to the cleared area.

1.7.13. Ensure an Exclusion Verification List (EVL) check is conducted at the beginning of each shift and/or after the MUNS end of duty day check. Ensure this check is annotated in the blotter.

1.7.14. Day Flight SCS will ensure the Topside Area Supervisor (AS) conducts a physical security inspection of the topside controlled area. Ensure all discrepancies are annotated in the SF blotter and notifications are made to S3.

1.7.15. Mid Flight SCS will ensure a topside patrol conducts a lighting check of the topside controlled area. They will also ensure the loading dock ISRT conducts a lighting check of the loading dock. The Topside AS will conduct a physical security inspection of the topside controlled area. All flightline patrols will conduct a lighting check of their area of responsibility. The Flightline Area Supervisor will check Pad-5. Ensure all discrepancies are annotated in the blotter and notifications are made to the Flightline Constable or Physical Security Monitor.

1.7.16. (DCNI) Ensure an ISRT physically conducts four (4) hour checks of blast doors B-7/B-14 and the MUNS Armory. A blotter entry is required. **Note:** Closed Circuit Television/Immediate Visual Assessment (CCTV/ IVA) is not sufficient.

1.7.17. (DCNI) Notify S3O utilizing the notification matrix when you receive any mission information (SGT/PNAF/RD) from MUNS or KCP.

1.7.18. Ensure expired EALs are removed and forwarded to S5 or shredded NLT the next duty day.

1.7.19. Know all permanent deviations, technical deviations and temporary deviations affecting restricted areas.

1.8. Activation and Relief Procedures for Alternate SSCC.

1.8.1. (DCNI) Upon activation of the Alternate SSCC (located in the BDOC) during an emergency or increased FPCON to Charlie or higher, one (1) certified SC/AM or SCS will

be posted at BDOC. Upon posting, or if the situation lasts long enough that relief is required, the on-coming controller assuming duties will ensure changeover is completed upon assuming post.

1.9. SC Duties.

1.9.1. Direct SF during normal and emergency security operations.

1.9.2. Review all paperwork (AF Form 340, *Sensor Alarm Data* and AFTO Form 781A, *Maintenance Discrepancy and Work Document*) for accuracy and ensure an adequate quantity is available for the upcoming shift.

1.9.3. If required, ensure an AF Form 340 is accomplished to record all sensor alarm data received in SSCC.

1.9.4. Operate communications consoles and equipment.

1.9.5. Control the radio net and dispatch all forces as required in all QRCs. Plot post/patrol locations for all responses.

1.9.6. (FOUO) Conduct a security status/communications check with all post and patrols not to exceed 30 minutes including the 377 SSPTS/KUMMSC armorer.

1.9.7. Update the aircraft plotting boards with on-coming flightline patrols, to reflect the location of all priority aircraft, tail number and type of aircraft in each area. Include the aircraft located in the all hangars. Updates will be made as required thereafter.

1.9.8. Obtain the current vehicle status and mileage of all SF vehicles being operated at KUMMSC and the flightline area at the beginning of each shift. Ensure this information is annotated on the blotter back page and notify S4V of any discrepancies.

1.9.9. (DCNI) Ensure adequate compensatory measures are implemented in case of failures, malfunctions or emergencies. Know all permanent deviations, technical deviations and temporary deviations in effect at KUMMSC. Ensure only the fact that compensatory measures are initiated is annotated in the blotter and not the actual compensatory measure itself.

1.9.10. Use the appropriate QRCs for every security situation.

1.10. AM Duties.

1.10.1. If required, ensure an AF Form 340 is accomplished to record all sensor alarm data received in SSCC.

1.10.2. Each shift's AM will ensure the EVL is accomplished reflecting the status of the cubicles and maintenance bays.

1.10.3. Ensure adequate compensatory measures are implemented in case of failures, malfunctions or emergencies and annotated in the blotter.

1.10.4. Know all permanent deviations, technical deviations and temporary deviations affecting restricted, limited and exclusion areas.

1.10.5. Monitor the CCTV system and blast door openings/closings.

1.10.6. (DCNI) Control entry into the two-person areas. **Note:** When personnel depart the bay areas at any time, ensure all sensor fields are secure. Do not allow the two-person team to depart the area until a valid alarm reset is achieved. Verify with the SVA that a stay behind threat check was completed and ensure the SRT conducts a joint accountability for personnel in the interlock to counter the stay behind threat.

1.10.7. (DCNI) Verify, initiate and track all work orders affecting KUMMSC with MC via the AFTO Form 781A prior to relief. All new AFTO Form 781As must be coordinated with S3S.

1.11. KUMMSC Entry Control Point (ECP) Operations.

1.11.1. (DCNI) The EC controls entry/exit to and from KUMMSC. The minimum required manning for the ECP is two (2) certified KUMMSC Entry Controllers (KECs). The FCC and/or FC will designate the individual with supervisory command/control for ECP operations via duty roster. Normally, one (1) EC within the ECP monitors the CCTV, AECS, x-ray monitor and communication equipment. The second EC processes personnel and vehicles.

1.11.2. The EC is considered a critical duty position and completion of local AECS training/Duty Position Evaluation (DPE) prior to performing duties is required.

1.12. KUMMSC ECP Duties.

1.12.1. Deny unauthorized access of personnel and/or items into the limited/exclusion area. NOTE: Refer to Enclosure 3 To Tab A To Appendix 1 To Annex Z To KAFB IDP 31-101. *Protection Level 1 Restricted Area Entry and Circulation Control.*

1.12.2. (FOUO) Up-channel alarm activation/Security Incidents/Covered Wagon situation(s) to appropriate office (SSCC/BDOC/KCP) and initiate ECP lockdown as needed.

1.12.3. If required, ensure an AF Form 340 is accomplished to record all sensor alarm data received in the ECP.

1.12.4. When scanning inbound/outbound hand-carried items, ensure all items are identified. Verify inspectable items via x-ray. If items cannot be identified, reverse the x-ray machine and have the owner and EC hand search the item.

1.12.5.(DCNI) Items such as electronic circuit boards or unusual looking tools will be closely scrutinized and treated as a possible threat until further investigation. Contact MC for authorization and clarification of questionable items entering/departing KUMMSC.

1.12.6. Limited Area Screening Procedures. All escorted personnel and their hand-carried items **will be** inspected upon **entering and exiting** KUMMSC limited area. This will be done utilizing the walk through magnetometers and x-ray machines. If the magnetometers and/or x-ray machines are inoperative or not available, utilize handheld transfrickers on all personnel and hand search all hand-carried items. Upon the first metal detector alarm activation, direct individual to remove and identify all items causing the alarm. After EC identifies all items, instruct the individual to reprocess through the metal detector. If an individual fails the second attempt through the metal detector, the EC will use the transfricker.

1.12.7. (DCNI) All individuals granted unescorted entry authority and their hand carried items will be subjected to search upon entering the limited area by processing their hand carried items through the x-ray machine and walk through the magnetometers. A security measure will be in place to subject those individuals granted unescorted entry authority and their hand carried items to inspection for readily detectable prohibited materials and contraband items upon **exiting** the KUMMSC limited area by conducting one 30 minute outbound inspection of selected personnel and their hand carried items, per 8 hour shift. During 12 hour shifts, conduct two 30 minute outbound inspections of selected personnel and their hand carried items.

1.12.8. Conduct thorough searches of vehicles entering KUMMSC. **Note:** Ensure the driver completes all personnel entry procedures (i.e. metal detector, RAB/Pin/Bio) before returning to vehicle before entry into loading dock.

1.12.9. Ensure an up to date Local form 164 is maintained in the ECP.

1.12.10. If Entry Controllers discover an AF 1199, Restricted Area Badge (RAB) during screening procedures that cannot be distinguished (i.e. faded photograph or information scratched off), that is damaged which affects the badge's functionality, or otherwise unserviceable, the bearer will not be granted unescorted entry into the Limited Area.

1.12.11. Ensure entry requirements are met for the escort official/escortee(s).

1.12.12. Ensure escort briefing is given in the presence of a certified EC prior to allowing entry into the limited area.

1.12.13. Ensure, prior to raising a barrier, an on scene patrol advises appropriate control center the barrier is clear from any vehicle traffic/obstruction.

1.12.13.1.(FOUO) During RF or IBF responses, ensure the responding patrol verifies their status with SSCC prior to having barriers dropped for responding patrols.

1.12.14.(DCNI) Escortees will not be allowed to drive vehicles into the KUMMSC

restricted area.

1.12.15. Record entry and exit times of escortee(s) on AF FM 1109 and retrieve Visitor Badge from escortee(s) upon exit.

1.12.16.(FOUO) Unannounced Emergency Vehicles. Should an unannounced emergency vehicle arrive at V1AA, the ECP will immediately contact SSCC to verify the emergency. SSCC will dispatch a patrol to V1AA to stand-by. On-duty security forces must verify an emergency condition exists prior to allowing entry. **Note:** Entry will not be allowed based upon emergency lights and sirens alone. Once the emergency is confirmed, emergency entry procedures apply.

1.12.17. Notify SSCC of situations requiring work orders.

1.12.18. In the event of an AECS failure, the KECP will process all personnel using the MRABL.

1.12.19.1. EC will:

1.12.19.1.1. Collect personnel's RAB and CAC.

1.12.19.1.2. Verify the individuals RAB and CAC with the MRABL and Local form 164. Once all methods of identification are verified the individual will be granted entry.

1.13. Area Supervisor (AS).

1.13.1. Area Supervisors consist of the Topside Area Supervisor, Underground Area Supervisor and Flightline Area Supervisor. The AS will provide command/control during emergency operations and initiate special functions when applicable.

1.13.1.1. Ensure Daily Visual Inspections (DVI)/Physical Security Inspections (PSI) are conducted in accordance with the S5/PSI checklist found in all AS SSIs. These checks are to be conducted every shift and annotated in the blotter.

1.13.1.2. Area Supervisors are responsible for conducting post checks, equipment checks and exercises as required.

1.13.2. (DCNI) When Department of Energy (DoE) personnel arrive at V1AA, the Topside AS will make contact with the DoE Convoy Commander, verify his/her credentials against the provided DoE Courier Listing (DCL) located in the Topside AS SSIs. Ensure the DoE Convoy Commander vouches for security of all personnel and vehicles prior to granting entry. If the DoE Convoy Commander is not listed within the DCL, have SSCC verify identity through MC and/or DoE control centers.

1.14. Response Force Leader (RFL).

**DEPARTMENT OF DEFENSE UNCLASSIFIED CONTROLLED NUCLEAR
INFORMATION**

1.14.1 (DCNI) Respond to any controlled/limited area alarms/incidents within the Squadron Operations building, Utility Building (UB), KUMMSC, and/or the flightline. Squadron Operations alarm points are the SF Armory, C2B, F1 and the Enrollment Center. ISRT/ESRT response times are as follows:

1.14.1.1. (DCNI) ISRT: Immediate response not to exceed 3 minutes.

1.14.1.2. (DCNI) ESRT: Immediate response not to exceed 5 minutes.

1.14.2. (DCNI) Respond to all exclusion area alarms/incidents. Response time is met once IVA is obtained via CCTV and underground ISRT is in place at the low side of the appropriate blast door (B-7/B-14/B-15).

1.15. Response Force Member (RFM).

1.15.1. (DCNI) Respond to any controlled/restricted/limited area alarms/incidents within the Squadron Operations building, Utility Building (UB), KUMMSC, and/or the flightline as a fire team member. Squadron Operations alarm points are the SF Armory, C2B, F1 and the Enrollment Center. The member must respond within the established response time and follow the command of the response force leader.

1.15.2. (DCNI) Respond to all exclusion area alarms/incidents. Response time is met once IVA is obtained via CCTV and underground ISRT is in place at the low side of the appropriate blast door (B-7/B-14/B-15).

CHAPTER 2

SECURITY FORCES (SF) COMMUNICATIONS

- 2.1. (FOUO) Overview.** The SF communications system consists of base stations within SSCC, ECP, BDOC and Alternate BDOC (Bldg #20452, SSPTS) as well as portable radios, vehicle radios, underground intercom system, landlines and manual signal techniques. The SSCC is the command and control center for all security activities. All personnel assigned SF duties are required to become knowledgeable and comply with the contents of this chapter.
- 2.2. (FOUO) Procedures.** The primary means of communication are two-way radios. Landlines and intercom are secondary means of communication. Manual signal techniques will be used as alternate means of communication when necessary or possible. The following procedures will be used when operating a SF radio:
- 2.2.1.** Obscene or unprofessional language will not be tolerated. Use concise and professional speech.
 - 2.2.2.** Use proper SF response and brevity codes IAW Attachment 2 or Job Knowledge book.
 - 2.2.3.** Prior to transmitting to another post and/or unit, request “Direct” communications from SSCC unless otherwise directed by SSCC during actual/exercise contingencies.
 - 2.2.4. (DCNI)** 377 SFS personnel dispatched to assist the KUMMSC security forces will switch to channel “8” and advise SSCC of their status and intention to fall under SSCC operational control.
 - 2.2.5.** Before departing one net to begin transmitting on another, users are required to obtain permission from the respective control center (either SSCC or BDOC).
 - 2.2.6. (FOUO)** The appropriate control center will initiate a passive duress on a post or patrol failing to answer the radio after three (3) attempts. The duress will be announced using the term “Code 15”, followed by the call sign of the post or patrol under duress. This is only a passive duress, but should be treated with the same degree of importance as an active duress.
 - 2.2.7. (FOUO)** No one will transmit using a two-way radio or any electronic transmitting device such as a cell phone, within 10 feet of a Protection Level 1 (PL1) resource. No one will transmit using a vehicle mounted radio within 25 feet of a PL1 resource. If a transmission within unauthorized distances occurs, report the occurrence to 377 ABW Safety (SEW) as soon as possible.
 - 2.2.8. (FOUO)** Unless approved by S3 office, mobile phones are not authorized on post

and will not be used for the transmission of sensitive information during security forces responses.

- 2.3. (FOUO) Radio Channels.** There are 10 different radio channels associated with the SF communications system (see Table 2.1. below).

Table 2.1. (FOUO) Radio Channels

Channel #1	LE-1	Primary Police Services
Channel #2	LE-2	Secondary for Police Services
Channel #3	SP-1	N/A
Channel #4	SP-2	N/A
Channel #5	MUNS	MUNS Operations
Channel #6	R/D-1	Repeater Down, Line of Sight only, no encryption
Channel #7	R/D-2	Repeater Down, Line of Sight only, no encryption
Channel #8	SF-1	Primary for Security
Channel #9	SF-2	Secondary for Security/Alternate SAAM Ops
Channel #10	PAD OPS	PNAF/SAAM Operations
Channel #11	SFG	Group Talk

2.3.1. (FOUO) Land Mobile Radio (LMR) Encryption Capability. The LMR system is capable of encrypted transmission. Each two-way portable radio is equipped with encryption/decryption modules. The LMR system is not authorized for transmission of classified material/information.

2.3.2. (FOUO) During commercial power loss, all base stations lose encryption capability. In an event of such a power outage, all base stations must be re-keyed by an authorized representative from SSPTS/S4A. The order of precedence for re-keying is base stations, on-duty patrols/posts radios in order of post priority, standby radios in the armory and leadership/staff radios.

2.3.3. Telephones. Telephones/landlines are considered secondary means of communications if they are available.

2.3.4. (DCNI) Intercoms. Located throughout KUMMSC and the topside gate area, these intercoms are used to contact the responsible control center from a particular door, gate or area. From the workstation, the operator can call any intercom within the facility. The distributed intercoms operate by pressing a button on the intercom box. The individual intercom is programmed to ring at the workstation.

2.3.5. Do not discuss classified information over or near an intercom station.

- 2.4. (FOUO) Duress and Authentication Procedures.** FCC and/or FCs will ensure their personnel are knowledgeable and trained on the purpose and use of current duress words, emergency entry codes and authentication procedures.

- 2.5. (FOUO) Duress Words.** A duress word is used during normal conversation to indicate

duress. SFS/Plans and Programs (SFS/S5) is responsible for developing and distributing the primary, alternate and exercise duress words. All SF personnel must be knowledgeable of the current duress words.

2.5.1. (FOUO) The duress words are valid for six (6) months from date of activation. Actual or suspected compromise of the primary duress word will activate the alternate duress word as the new primary. SFS/S5 will establish new duress words (primary and alternate) the next duty day and notify all required agencies and personnel of the new words. Duress words are maintained as “For Official Use Only” (FOUO).

2.5.2. (FOUO) 377 SFS/S5 should also develop an exercise duress word for training situations. The exercise duress word will be changed when the primary and alternate duress words are changed. **Note:** PNAF specific duress words will be developed by Convoy Commander prior to each mission; see WSSS SOP 31-101 Vol 3, *Prime Nuclear Airlift Force/Convoy Security*.

2.6. (FOUO) Authentication Codes. SF personnel will utilize the Security Forces authentication code to initiate and terminate all actual or exercise incidents or otherwise determine if a post is under duress.

2.6.1. (FOUO) Personnel will be given two (2) attempts to properly authenticate.

2.6.2. (FOUO) After the second misauthentication, the SSCC or BDOC as appropriate will follow all QRCs and initiate duress procedures on the post/patrol. SSCC or BDOC will dispatch additional response forces to the post/patrol’s location to determine the cause for misauthentication and verify the security status of personnel involved.

2.6.3. (FOUO) If the location of the post/patrol is not known, SSCC or BDOC as appropriate will direct all posts/patrols to initiate sweeps of their areas to find and ascertain the status of the missing post/patrol.

2.7. (FOUO) Emergency Response Codes. 377 SFS/S5 will develop and distribute the emergency response code to all affected agencies/personnel. SF and emergency response agencies (fire department, explosive ordnance disposal and medical) will use an emergency response code (similar to the sign/countersign system) to expedite emergency entry into restricted areas. An SF member will pass one (1) portion of the sign/countersign to each emergency response vehicle; in turn the emergency responding vehicles will pass the remainder of the code for authorized emergency entry. For example: five (5) is the ERC for the day; the SF member controlling entry would pass the ERC by extending three (3) fingers on one (1) hand and the agency requesting emergency entry would respond by extending two (2) fingers on one (1) hand (completing a total of five (5)). **Note:** Do not use half of the emergency response code if the number is an even number. This prevents someone mirroring your actions to gain entry.

2.7.1. (FOUO) Utilizing the Emergency Response Code. Individuals utilizing the emergency response code will be given only one (1) chance to authenticate. If an incorrect response to the emergency response code is given, the emergency response vehicle(s) and personnel will be challenged. The driver who passed the wrong response code will be separated from the vehicle to ascertain their identity and to determine if a duress situation exists. If no duress is indicated, their identity will be verified by contacting the appropriate agency or responsible control center. If all is in order, the vehicle and personnel will be allowed to proceed. If a duress situation is indicated, notify SSCC and take appropriate actions.

2.7.2. (FOUO) A separate Alert Response Code (ARC) will be used for all REFLEX DELTA missions. It is used in the same manner as the ERC described in para 2.7. above. Refer to *REFLEX DELTA Plan, July 2013* for more information.

CHAPTER 3

KUMMSC CONTROLLED AREA (CA) OPERATIONS

3.1. (DCNI) Overview. There are seven (7) Controlled Areas (CA) associated with KUMMSC. Each of these areas has been identified as a CA IAW AFI 31-101, *Integrated Defense*. This chapter establishes responsibilities and procedures for the orderly processing and admission of personnel into the CAs associated with KUMMSC. The following paragraphs identify the location, entry requirements and associated security measures.

3.2. KUMMSC Controlled Areas.

3.2.1. (DCNI) Enrollment Center. The Enrollment Center is located at the southeast end of the Squadron Operations (Squad Ops) building (Bldg #27494). This room contains the Enrollment Master Station (EMS) and is protected by Balance Magnetic Switch (BMS) and Passive Infrared (PIR) sensors and a duress switch.

3.2.2. (DCNI) WSSS Armory. The WSSS armory is located at the southwest end of Squad Ops. This room is used to store weapons and ammunition and is normally manned. The Armory is protected by PIR and BMS sensors and duress switches. **Note:** Further CA requirements for the WSSS Armory can be found in SFI 31-229, *Armory Operations*.

3.2.3. (DCNI) F-1 Communications Room. F-1 is located at the southwest end of Squad Ops. This room contains Field Distribution Boxes (FDB) 11 and 11A and is protected by BMS and PIR sensors.

3.2.4. (DCNI) C2B Land Mobile Radio (LMR) Communications Room. C2B is located at the northeast end of Squad Ops. This room contains LMR equipment and is protected by BMS sensors.

3.2.5. (DCNI) Utility Building (UB). UB (Bldg #27497) is located at the southwest end of the Squad Ops Government Vehicle (GOV) parking lot. This facility contains the KUMMSC emergency generator and FDB 10/10A. This facility is protected by BMS sensors.

3.2.6. (DCNI) 898th Munitions Squadron (MUNS) Underground Armory. The 898 MUNS Armory is located within KUMMSC in the B5 hallway. The armory is protected by PIR and BMS sensors and a duress switch. **Note:** Further CA requirements for the 898 MUNS Armory can be found in 898 MUNS OI 31-1, *Security Management*.

3.2.7. (DCNI) KUMMSC Topside CA. The KUMMSC Topside CA extends from the CA boundary to the entry/exit tunnels of KUMMSC. Personnel will enter the area through V1B (pedestrian walkway) or V1AA/V1AB (vehicle entry/exit). This area is protected by 1.2 miles of barbed wire fence and a vehicle denial cable; it has camera coverage and is continuously patrolled.

3.3. Entry Requirements/Circulation Control for KUMMSC Controlled Area.

3.3.1. (DCNI) Only personnel with an open area #8 on their AF Form 1199, *Computer Generated Restricted Area Badge* (RAB), or listed on an authorization letter will be granted unescorted entry into a KUMMSC CA. **Note:** For unescorted entry to the WSSS Armory, personnel are required to be on an authorization letter maintained by the armory and SSCC. All other personnel will be escorted in and logged in/out on an AF Form 1109.

3.3.1.1. (DCNI) RABs shall be worn in a readily identifiable location on the outer garment at all times.

3.3.1.2. (DCNI) Authorization letters for CA access are maintained within SSCC or 898 MUNS Control.

3.3.2. (DCNI) Prior to granting access to the CA within Squadron Operations Building or Utility Building, SSCC will authenticate with the individual (utilizing SF authentication procedures described in Chapter 2 of this SOP) and verify their status.

3.3.3. Escorted personnel will be signed in on the AF Form 1109 prior to entry and receive the Escort/Safety Briefing (Attachment 4). Escorted personnel may be subject to a random search for any unauthorized items.

3.3.4. Additional Entry Requirements/Circulation Control.

3.3.4.1. (DCNI) 898 MUNS Armory. Entry into the 898 MUNS Armory is controlled by 898 MUNS Control (MC). **Note:** Reference 898 MUNS OI 31-1 for additional requirements.

3.3.4.2. (DCNI) Enrollment Center EMS Database. Access to the Enrollment Center EMS database requires an authorized 377 WSSS Enrollment Official and an authorized 898 MUNS Enrollment Official (identified on the Enrollment Center Official authorization letter). SSCC will authenticate with both individuals to verify their status prior granting them access the EMS database.

3.3.4.2.1. (DCNI) Lone individuals are not authorized to access the EMS database. If the EMS database is accessed and a “Comm Restore LE to Enroll” alarm is received, dispatch patrols immediately to challenge the individual.

3.3.4.3. (FOUO) Commercial Vehicle Entry. Commercial vehicle entry procedures do not apply to Controlled Area 8. Refer to the IDP for further guidance.

3.4. Securing KUMMSC CAs.

3.4.1. (DCNI) Once everyone has departed the CA, the SF official will contact SSCC to secure the room/alarms. SSCC will authenticate with the SF official and the alarms will be returned to secure mode.

3.4.1.1. (DCNI) Prior to departing the Enrollment Center, the EMS database must be logged-off and the communication switch that controls connection availability to the EMS computer will be turned to setting B, C or D. Once this is complete, the Enrollment Center official will contact SSCC to ensure a “communications loss” alarm was received.

3.4.2. (DCNI) All alarms will be in secure mode anytime the CA is not manned.

3.5. Compensatory Measures.

3.5.1. (DCNI) When alarms are not operational, a patrol will conduct physical checks of the KUMMSC CAs, not to exceed every four (4) hours, and notify SSCC of the status of the areas.

3.5.2. (FOUO) During FPCON BRAVO or higher, checks of all KUMMSC CAs will be accomplished a minimum of once per shift when the alarms are operational. **Note:** For the SF Armory, these checks will not exceed every two (2) hours, when the armory is unmanned.

3.5.3. (DCNI) All checks will be recorded in the WSSS blotter. **Note:** Ensure the times are varied, so as to not set a pattern.

3.6. Unauthorized Individuals/Responding to Alarms in the CAs.

3.6.1. (DCNI) For all unauthorized/suspicious individuals and alarms within a CA, an armed response is required. Patrols will respond and establish 360-degree security, conduct sweeps and assess the alarm. Patrols will challenge and remove all individuals from the CA, identify them and ascertain reason for entry. **Note:** Patrols responding to the CA will make contact with SSCC for entry and authenticate prior to entry.

3.6.2. (DCNI) Individuals approaching the KUMMSC Topside CA from an unauthorized avenue of approach will be challenged, removed from the area and SSCC will be notified.

3.7. Key Control.

3.7.1. (DCNI) The Key and Lock Custodian will maintain keys to the CAs in a secured lock box within 377 WSSS/S3.

Note: The munitions keys are secured by the 898 MUNS Security Manager.

3.7.1.1. (FOUO) Keys maintained in the key box will be signed out/in on an AF Form 2432, *Key Issue Log*, to include the date and time of issue, serial number of the key and signature of individual issuing the key. Notify WSSS/S3 if a key is lost, misplaced or stolen and the affected lock will be replaced immediately.

3.7.1.2. (FOUO) Additional keys will be maintained with on-duty security patrols for access during alarm activations. These keys will be accounted for at the beginning of each shift by the on-coming patrols and annotated by SSCC in the blotter.

3.7.2. An appointment letter will be generated and signed by the WSSS/CC to identify the primary and alternate Key and Lock Custodians.

3.8. Bomb Threat/Robbery and Evacuation Procedures.

3.8.1. (FOUO) An AF Form 440, *Bomb Threat Aid*, will be posted by all government phones IAW AFI 31-101. An AF Form 439, *Robbery Checklist*, will be posted in all CA six-part folders. This aid will be strictly followed for all verbal and telephonic threats.

3.8.2. (FOUO) Suspicious Package. If a suspicious package is discovered in or around a CA, do not transmit a radio within 25 feet and immediately notify SSCC. SSCC will initiate the appropriate Quick Reaction Checklist (QRC).

3.8.3. Robbery Procedures. Immediate actions to take during a robbery:

3.8.3.1. (FOUO) If an individual is attempting to gain/has gained unauthorized entry to a CA, immediately notify SSCC, challenge the individual and remove them from the area.

3.8.3.2. (FOUO) Conduct a 100% inventory of all resources in the CA and report all discrepancies to SSCC.

3.8.3.3. (FOUO) Provide SSCC with information displayed on the AF Form 439.

3.8.4. (FOUO) Evacuation Procedures. Evacuation of a CA will be initiated for all fire alarms and suspected explosive devices. **Note:** Squad Ops has three (3) major exits (east, south, and west doors). Follow all instructions of the on-scene incident commander.

3.8.4.1. Attempt to secure the CA if possible.

3.8.4.2. Log off enrollment terminals.

3.8.4.3. Ensure all visitors are accounted for and evacuated.

3.9. (FOUO) Emergency Response Entry/Egress. For emergency situations involving outside agencies (Fire Department, Medical, EOD, etc.) that require emergency entry:

3.9.1. (FOUO) Patrols will set-up a cordon around affected area and evacuate all personnel.

3.9.2. (FOUO) All personnel will enter/exit through the Entry Control Point (ECP) of the cordon.

3.9.3. (FOUO) Patrols will maintain observation/accountability of all emergency responders, as safely as possible. Once the emergency situation is clear, patrols will conduct a search of the affected area and emergency responders and equipment. All emergency responders/vehicles will be logged on an AF Form 1109.

3.10. (FOUO) Emergency Response to the Airfield and Runway. Incursion prevention is completed by obtaining a Flightline Driver's License. All responding personnel will adhere to the flightline driving instructions and emergency lights on the flightline. **Note:** For further guidance on emergency response to the airfield and runway, refer to 377 WSSS SOP 31-101 Vol 2, *Flightline Security*.

3.11. (FOUO) Controlled Area Training. All personnel authorized unescorted entry into any CAs must receive initial/annual training from the applicable Controlled Area Monitor. Controlled Area Monitors receive annual training from 377 SFS/S5C Resource Protection office. Controlled Area Monitor training is documented and maintained by S3C personnel in their Controlled Area book.

CHAPTER 4

SECURITY FORCES TRAINING PROGRAM

4.1. Overview. The SF training program ensures that all individuals are trained in specific tasks throughout their career. The training program consists of flight training, AF IMT 623A, *On-The-Job Training Record Continuation Sheet*, initial evaluations, trainee responsibilities, CDCs, upgrade, TDYs and unit scheduling program.

4.2. Security Forces Education and Training Program (SFETP).

4.2.1. FCC and/or FC will ensure an effective training program is implemented to encompass both the training of newly assigned personnel and completion of recurring training. All assigned personnel will be evaluated on basic tactics, searches, challenges and handcuffing procedures, and tactical deployment techniques prior to Duty Position Evaluation (DPE) testing.

4.2.2. FCC and/or FC will manage all upgrade training (UGT), CDC completion and remedial training programs IAW AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*.

4.2.3. When manning permits, while in training for non-critical duty positions, uncertified individuals will be posted with a certified individual.

4.2.4. The electronic equivalent AF IMT 623, *On-The-Job Training Record*, located in AFTR, *Air Force Training Record*, will be used for formal documentation of all pertinent tasks and as a record of training accomplished for all personnel.

4.2.4.1. These records are required to be completed and turned in to SSPTS/S3T by the individual's supervisor prior to the individual's DPE.

4.2.5. Flight Training. The flight training program will be conducted as leader led training (LLT) as designated in the master training plan (MTP). This consists of individual and collective training efforts conducted on-post by flight members on daily and contingency tasks.

4.2.6. Initial Evaluation. The initial evaluation is a comprehensive review of the trainee's current and past training experiences, as well as an interview to get a feel of the trainee's background. The trainee's supervisor will conduct the initial evaluation within the first 60 calendar days of the trainee's arrival. Make an entry on the AF IMT 623A and ensure the trainee and supervisor sign and date. The initial orientation and evaluation can be conducted and documented on the same form and at the same time.

4.2.7. Immediate Supervisor Responsibilities. The immediate supervisor is responsible for the trainee's progress through UGT. They will issue and administer the CDC volumes and Unit Review Exercises (URE). The supervisor must also maintain contact with the UTM to ensure administrative UGT requirements are being met. Immediately notify the

UTM in the case of any serious delay of the trainee's training progress and ensure the AF IMT 623 is properly annotated.

4.2.8. Trainee Responsibilities. Individuals enrolled in UGT will complete training requirements on time. Trainees must:

4.2.8.1. Actively participate in all opportunities for upgrade and qualification training.

4.2.8.2. Obtain and maintain knowledge, qualifications, certifications, and attain the next skill level.

4.2.8.3. Budget on- and off-duty time to complete assigned training tasks, particularly CDC and self-study training requirements, within established time limits.

4.2.8.4. Request assistance from supervisor, trainer, and UTM when having difficulty with any part of training.

4.2.8.5. Acknowledge and document task qualification upon completion of training.

4.2.8.6. Understand their deployment/UTC, and home station requirements.

4.2.9. Mandatory Career Development Course (CDC) Program. Administer the mandatory CDC program IAW AFI 36-2201 *Air Force Training Program*.

4.2.10. Course Exam (CE). The supervisor will order the CE through the UTM upon completion of VREs/UREs. The supervisor and trainee will conduct a comprehensive review of all volumes prior to the CE and annotate on the 623A in AFTR. Upon completion of all requirements the trainee will complete a CE pretest. Individuals must have three passing scores of at least 90% to take the CE. Once three passing scores are obtained, the UTM will contact Base Training to schedule the CE. If trainee receives a score of 90% or better on the CE, the Commander may grant a one-day pass that may be used at the discretion of the flight leadership.

4.2.11. First and Second Time CDC Exam Failures. AFI 36-2201, *Air Force Training Program* provides specific guidance on exam failures. Upon a failure, representatives from the flight's chain of command will report to 377 WSSS/CC, as directed, with all CDCs, training records and detailed training plan. Additionally, the CC, with help from the UTM or Base Training Manager will interview the supervisor and trainee to determine the reason for failure and evaluate all items as directed by AFI 36-2201 Table 6.1., CDC Administration.

4.2.12. Upgrade Actions. When a trainee completes all UGT requirements, CDC completion, minimum months in training, and attainment of the appropriate grade, their supervisor will recommend upgrade by making a 623A entry in AFTR and forwarding an upgrade request to the UTM. To determine eligibility for five (5) and seven (7) level upgrades, contact the UTM.

4.2.13. Temporary Duty (TDY). If the trainee is TDY during the time a course examination is due, the supervisor will contact the UTM to request a course extension. FCs will request all course extensions in writing. The supervisor will then request a new CE when the trainee returns. In the event that a trainer is TDY for more than seven (7) days (this includes all leaves), the trainee's supervisor or section NCOIC will appoint a temporary trainer until the permanent trainer returns.

4.3. Security Forces Scheduling Program.

4.3.1. The SSPTS/Scheduler is the central point of contact for all base agencies levying any requirements on security forces personnel. Training appointments, weapon firing, dental exams, etc., are examples of requirements that must be routed through the scheduler. Each flight/section is responsible for an appointment monitor who will be the point of contact for scheduling. Squadron-made appointments have priority over self-made appointments.

4.4. Security Forces Duty Officer Program (SFDO)

4.4.1. A SNCO or Officer will be assigned SFDO duties for a month at a time. The Security Forces Manager (SFM) will draft the schedule and ensure personnel are properly notified. SFDOs will conduct the following actions during their duties:

4.4.1.1. Attend each flight's Guardmount.

4.4.1.2. Conduct post checks with each Airmen posted.

4.4.1.3. Observe any flight, Surety, squadron or group exercises being conducted during post checks.

4.4.2. Prior to their assigned month, SFDOs will meet with the Squadron Commander (CC) and SFM to gather special interest or focus items to be looked at during their duties. Ensure to review the previous month's SFDO report prior to SFDO duty.

4.4.3. SFDO will complete a report at the conclusion of their duties and submit the report to the CC and SFM by the 15th of the month following their duties.

CHAPTER 5

RECALL PROCEDURES

5.1. Overview. This chapter establishes policies and procedures regarding the 377 WSSS pyramid recall and alerting system. Recalls provide the 377 WSSS/CC with the additional manpower strength to neutralize hostile threats and a means for sending reports up and down the chain of command. This chapter implements standardized recall procedures within the 377 WSSS, consistent with the 377 SFG and ABW Recall Plans. All personnel assigned to the 377 WSSS must be knowledgeable of these procedures.

5.2. Definitions.

5.2.1. (FOUO) Six-Ring Standby. Personnel must prepare themselves by assembling appropriate uniforms and equipment, and be capable of immediate response. Notified personnel will maintain the ability to answer the telephone within six (6) rings. Prior to departing quarters personnel will make contact with immediate supervisors and inform them of the destination and a phone number to be contacted. Consumption of alcohol, while on six-ring alert is strictly prohibited.

5.2.2. (DCNI) Alert Gear. For the purpose of the recall, alert gear is as follows: IOTV or plate carrier with plates and rifleman's kit attached, Helmet w/cover and NVG mount attached, gas mask (M-50) w/protective lens and carrier, DD Form 1574 (gas mask inspection card), gas mask fit test, gas mask inserts (if required), Operational flashlight, handcuffs w/key OR flex cuffs, eye protection (goggles or ballistic eyewear), IFAK (tourniquet and Israeli bandage on person only).

5.3. Responsibilities.

5.3.1. (FOUO) FCC, FC and section superintendents are responsible for preparing and maintaining the current Pyramid Recall Roster for their flight/section. **Note:** The recall table and recall phases will be listed on all Pyramid Recall Rosters. Each flight/section's recall roster will be updated no later than the last duty day of each month or as changes occur. A flight copy will be provided to each person assigned to the respective section or flight.

5.3.2. SSCC is responsible for providing Strength Reports (SRs) to the S1 when required.

5.4. Recall Procedures.

5.4.1. (FOUO) Squadron recalls will be implemented in accordance with QRCs, increased FPCONs or as directed by the 377 WSSS/CC or higher authority. The on-duty FCC and/or FC may direct the initiation of the IBF/SBF recall, as necessary.

5.4.2. Upon receipt of notification to initiate a recall, the control center receiving the notification will inform the remaining control centers (SSCC, BDOC, and Alternate BDOC if posted).

5.4.3. (FOUO) SSCC will be the primary control center for initiating squadron recalls. In the event SSCC is unable to initiate the recall, responsibility for initiating the recall will transfer to the BDOC. In the event BDOC is unable to initiate the recall, responsibility for initiating the recall will transfer to another office or agency as determined by FCC and/or FC or higher authority.

5.4.4. SSCC, or appropriate control center, will implement recall procedures using the Pyramid Recall Rosters. BDOC will make notifications utilizing ATHOC if necessary.

5.4.5. Each FCC/FC or section superintendent will make notifications back up with contact status not to exceed 30 minutes.

5.4.6. When contact is made, personnel will be told an unclassified reason for the recall, the type of recall and where to report.

5.4.7. The BDOC will activate the klaxon to recall dormitory residents:

5.4.7.1. (DCNI) Primary Klaxon. The primary klaxon is a steady tone. When the primary klaxon sounds, you must report with all appropriate alert gear to the SFS Armory, Bldg #20222.

5.4.7.2. (DCNI) Alternate Klaxon. The alternate klaxon has the same tone as the primary, however, it sounds on/off every five (5) seconds. When the alternate klaxon sounds, you must report with all appropriate alert gear to the Combat Arms Training and Maintenance (CATM) as soon as possible.

5.4.8. (DCNI) Recalls during normal business days/hours: For members responding from outside the KUMMSC area, the primary location for recalls will be the SFS Armory and the alternate location is the CATM facility. For personnel inside the KUMMSC area (KUMMSC, Squad Ops, Parking Area), respond to the KUMMSC armory with your alert gear for arming and posting. Battle Staff will be formed in the arming area by CC, SFM, S3O, S1 and S4. S3O will establish telephonic contact with the posting NCO at the primary or alternate arming points for coordination of responding fire teams.

5.4.9. (DCNI) Recalls during off duty days/hours: For members responding from outside the KUMMSC area, the primary location for recalls will be the SFS Armory and the alternate location is the CATM facility. Battle Staff will be formed at Alternate BDOC, Bldg #20452 by CC, SFM, S3O, S1 and S4. S3O will establish telephonic contact with the posting NCO at the primary or alternate arming points for coordination of responding fire teams.

5.4.10. All personnel responding to recalls will respond to the appropriate arming point or staging area wearing helmet, flak vest with level IV plates and protective mask attached to body, when possible. Although it is preferred to respond in uniform, responding personnel may wear civilian clothes to facilitate faster SF response to the situation.

Note: Ensure proper footwear is worn (i.e. no flip flops, slippers, etc).

5.4.11. Mission critical personnel responding from off-base will enter the installation through the KAFB contractor gate off Gibson Road during FPCON Delta, unless otherwise directed by the Incident Commander. Entry is granted using a DBIDs authorized credential (i.e. Common Access Card (CAC)). Additionally, mission critical personnel are identified in DBIDS.

5.5. Personnel Strength Reporting Procedures.

5.5.1. (FOUO) SSCC will begin strength reporting as soon as possible and continue until all personnel are accounted for. This information will be up-channeled from S1 to SSCC. SSCC will report this information to the EOC, CAT, and BDOC as necessary.

5.5.2. S1 will obtain the total number of military assigned, TDY, on leave and in hospital/on quarters. Report this information along with an updated number of personnel who have been contacted/notified of the recall to the applicable control center or Battle Staff.

5.5.3. Recalling Personnel from TDY/Leave Status. TDY/leave personnel will be recalled only by order of the 377 WSSS/CC or higher authority.

5.6. Communication Outage (COMM OUT), Recall Procedures.

5.6.1. In the event that a squadron recall is initiated during a communications outage (no access to electronic recall rosters and no hard line phone access), recall notifications will be made face-to-face utilizing pyramid recall rosters.

5.6.2. If individual does not answer the door at the time of recall, leave a note on the door with reporting instructions and proceed to the next individual on the recall roster.

5.6.3. Report back up the chain of command if contact has not been made.

JAMES K. MEIER, Lt Col, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

AFI 36-2646, *Security Forces Training & Standardization Evaluation Programs*, 15 April 2015

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AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 31-118, *Security Forces Standards and Procedures*, 5 March 2014

DoD S5210.41M_AFMAN 31-108, V1/V2/V3 *Nuclear Weapons Security Manual*, 7 March 2013, AFGSCSUP 21 February 2014

DoD 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, 26 February 2014

KAFB Integrated Defense Plan 31-101, 13 October 2015

Prescribed Forms

No forms are prescribed by this publication

Adopted Forms

AF Form 164, *Personnel Reliability Program (PRP) Notification and Removal Log*

AF Form 340, *Sensor Alarm Data*

AF IMT 483, *Flightline Competency Certification*

AF Form 797, *Job Qualification Standard (JQS) Continuation/Command JQS*

AF Form 1109, *Visitor Register Log*

AF Form 1168, *Statement of Suspect/Witness/Complaint*

AF 1199CG, *Computer Generated Restricted Area Badge*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF IMT 623, *On-The-Job Training Record*

AF IMT 623A, *On-The-Job Training Record Continuation Sheets*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTR, *Air Force Training Record*

Abbreviations and Acronyms

ABDOC – Alternate Base Defense Operations Center

ABW – Air Base Wing

AECS – Advanced Entry Control System

AFGSC – Air Force Global Strike Command

AFMAN – Air Force Manual

AFRC – Air Force Reserve Command

AFRIMS – Air Force Records Information Management System

AFSC – Air Force Specialty Code

AM – Alarm Monitor

ANG – Air National Guard

AOR – Area of Responsibility

AS – Area Supervisor

BDOC – Base Defense Operations Center

CATM – Combat Arms Training and Maintenance

CC – Commander

CE – Course Exam

CDC – Career Development Course

COMM OUT – Communication Outage

CUD – Cubical Unlocking Device

DCL – Department of Energy Courier Letter

DCNI – Department of Defense Controlled Nuclear Information

DoD – Department of Defense

DoE – Department of Energy

DPE – Duty Position Evaluation

DV – Distinguished Visitor

DVI – Daily Visual Inspection

EAL – Entry Authority List

EC – Entry Controller

ECP – Entry Control Point

EVL – Exclusion Verification List

ER – Emergency Response

ERC – Emergency Response Code

ESRT – External Security Response Team

FC – Flight Chief

FCC – Flight Commander

FOUO – For Official Use Only

FPCON – Force Protection Condition

FTM – Flight Training Monitor

GOV – Government Owned Vehicle

HMMWV – High Mobility Multipurpose Wheeled Vehicle

HHQ – Higher Headquarters

IAW – In Accordance With

ISRT – Internal Security Response Team

IVA – Immediate Visual Assessment

KEC – Kirtland Entry Control

KCP – Kirtland Command Post

KUMMSC – Kirtland Underground Munitions Maintenance Storage Complex

LMR – Land Mobile Radio

MC – Munitions Control

MFR – Memorandum for Record

MPH – Miles Per Hour

MTP – Master Training Plan

NSTCA – Nuclear Security Threat Capability Assessment

NVG – Night Vision Device

NWSS – Nuclear Weapons Surety Standards

OPR – Office of Primary Responsibility

OI – Operating Instruction

PA – Public Address

PL – Protection Level

PNAF – Primed Nuclear Airlift Force

PRP – Personal Reliability Program

PSI – Physical Security Inspection

QRC – Quick Reference Checklist

RCU – Remote Controlled Unit

RD – Reflex Delta

RDS – Records Disposition Schedule

RF – Response Force

RFL – Response Force Leader

RFM – Response Force Member

S1 – Unit Personnel Office

S3 – Operations Officer

S5 – Plans and Programs Section

S3O – Operations Superintendent

SAAM – Special Assignment Airlift Mission

SBF – Subsequent Backup Force

SC – Security Controller

SCS – Security Control Supervisor

SEC – Senior Entry Controller

SF – Security Forces

SFETP – Security Forces Education and Training Plan

SFG – Security Forces Group

SFMQ – Security Forces Standardization Evaluation Section

SGT – Safeguard Transport

SOP – Standard Operating Procedure

SSCC – Site Security Control Center

SSPTS – Security Support Squadron

SSI – Special Security Instruction

SVA – Sole Vouching Authority

TDY – Temporary Duty

TM – Training Monitor

TPC - Two-Person Control

TTC - Tactical Convoy Commander

TTP – Tactics, Techniques, and Procedures

UB – Utility Building

UGT – Upgrade Training

URE – Unit Review Exercise

VCNCO – Vehicle Control Noncommissioned Officer

VRE – Volume Review Exercise

WSSS – Weapons System Security Squadron

ATTACHMENT 2

SECURITY FORCES RESPONSE AND BREVITY CODES

A2. Response Codes.

A2.1. (FOUO) The codes in the following table will be used by SSCC and responding patrols during situations where brevity and discreet information is sent/received to and from responding patrols and dispatchers:

(FOUO) Table A2.1.

SECURITY FORCE RESPONSE AND BREVITY CODES	
Code 1	Routine Response
Code 2	Urgent Response
Code 3	Emergency Response
Code 4	Wants and Warrants
Code 5	Traffic Stop
Code 6	Latrine Break
Code 7	Meal Break
Code 8	Suspect in Custody
Code 8A	Suspect of Opposite Sex in Custody
Code 9	Change Frequency
Code 10	All in Order (not to be used in normal security status check)
Code 11	Domestic Disturbance
Code 12	Traffic Accident
Code 13	Officer Needs Immediate Assistance; Emergency
Code 14	Unannounced Alarm Activation
Code 15	Duress Indication (applicable post or location)
Code 16	Explosive Device

ATTACHMENT 3 WSSS STAFF CALL SIGNS

A3. Staff Call Signs.

A3.1. (FOUO) The call signs listed in the following table will be used by SSCC for short and concise radio transmissions with 377 WSSS Staff Offices.

(FOUO) Table A3.1. 377 WSSS Staff Call Signs

Call Sign	Duty Position	Call Sign	Duty Position
Guardian-6	Commander	Predator-1	NCOIC, Operations
Guardian-3	Operations Officer	Predator-2	NCOIC, Plans and Programs
Guardian-3A	Operations Superintendent	Predator-3	NCOIC, Sensors
Guardian-9	Security Forces Manager	Predator-4	Flightline Constable
Diamond-1	First Sergeant	Predator-5	NCOIC, Nuclear Surety
Guardian-4	Superintendent S4/S5	Predator-6	Physical Security
		Predator-7	System Administrator
		Predator-8	Vehicle Control NCO
		Predator-9	Resource Advisor/Supply

ATTACHMENT 4

CONTROLLED AREA ESCORT/SAFETY BRIEFING

A4. Controlled Area Escort/Safety Briefing

A4.1. (FOUO) The briefing listed below will be used when providing a safety/escort briefing for individuals being escorted into KUMMSC Controlled Areas.

- This area is designated as a Controlled Area and you must be escorted at all times.
- Cell phones, cameras or any other recording devices are prohibited and must remain outside the area.
- Ensure you have properly filled out all required information on the AF Form 1109, *Visitor Register Log*.
- Do not lose sight of your designated escort or depart the area without first notifying your escort.
- Any hand-carried items you bring into this area may be subject to search by your designated escort.
- Any hazmat in the area must be briefed.
- DO NOT handle anything without authorization from your escort official.
- If we need to evacuate the area, exit the building through the nearest available exit.
- If evacuation is necessary all personnel must depart the area.
- If you are the last person exiting the area SECURE THE DOOR BEHIND YOU.
- All visitors must stay with their escort if possible and meet at the evacuation point unless otherwise directed by your escort official.
- All evacuated visitors must stand by at the directed evacuation point until accounted for and released by your escort official or the Fire Chief.
- Are there any questions or concerns at this time?

ATTACHMENT 5

REQUIRED EQUIPMENT

A5.1. (DCNI) REQUIRED ITEMS (asterisk items are subject to inspection): All gear will be clean and serviceable at all times.

A5.1.1. *Tactical ballistic vest w/plates and Rifleman's Kit attached.

A5.1.2. *Helmet w/NVG mount attached.

A5.1.3. *Gas mask w/protective lens and carrier.

A5.1.3.1. *Eye glass inserts, as required (via fit test print out).

A5.1.3.2. *Fit test results.

A5.1.3.3. *DD Fm 1574, Inspection/serviceability card (properly filled out with up-to-date-inspection).

A5.1.4. *Operational flashlight.

A5.1.5. *Handcuffs w/key and Flex cuffs.

A5.1.6. *M9 Holster.

A5.1.7. *Canteen w/ proper gas mask cap.

A5.1.8. *Hearing protection.

A5.1.9. *Eye protection (goggles or ballistic eyewear).

A5.1.10. *Inclement weather gear (as needed).

A5.1.11. *Job knowledge handbook (if available).

A5.1.12. *Common access card (CAC).

A5.1.13. *Whistle.

A5.1.14. *Current civilian and GOV driver's license.

A5.1.15. *Gloves.

A5.1.16. * Restricted Area Badge (RAB) (serviceable w/ holder or lanyard).

A5.1.17. *Current flightline competency card.

A5.1.18. *Individual First Aid Kit (IFAK) (Tourniquet & Israeli bandage on person and will be located on the right side of your gear).

A5.1.19. Multi mission pack, issued A bag or Ruck Sack.

ATTACHMENT 6

STANDARD OPERATING PROCEDURE FOR PLATE CARRIER

A6. STANDARD SET-UP

A6.1. REQUIRED POUCHES

A6.1.1. (FOUO) Each Security Forces member is required to attach the following pouches to his/her plate carrier:

A6.1.1.1. Enough M-4 Pouches to carry 6 magazines

A6.1.1.2. Radio Pouch

A6.1.1.3. Handcuff Pouch

A6.1.1.4. Utility Pouch

A6.1.1.5. Tourniquets will be located on the right side of your gear.

A6.1.1.6. M-9 pouch (if applicable)

A6.1.1.7. Pouches will be affixed in any fashion that is comfortable to the wearer as long as they are accessible and functional.

A6.2. ACCOUTREMENTS

A6.2.1. RANK AND NAMETAPE/AIRCREW PATCH

A6.2.1.1. Name and Rank will be displayed on the front Velcro panel of the vest. Issued Aircrew patches will be displayed on the front Velcro panel of the IOTV or plate carrier. Aircrew patches will have the Security Forces badge, Name, Rank and USAF embroidered on it only. If Aircrew patch has not yet been issued, a Velcro rank centered above a nametape is authorized.