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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: HAF/A4S
1030 Air Force Pentagon, Suite 5E1040
Washington DC 20330

SUBJECT: Air Force Guidance Memorandum to AFI 31-117, *Arming and Use of Force by Air Force Personnel*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes AFI 31-117, *Arming and Use of Force by Air Force Personnel*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications; the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The attachment to this memorandum establishes reliability versus ability for Air Force Security Forces, establishes Air Force Reserve and ANG losing and gaining commander responsibilities for transferring members to a nuclear capable unit, and specifies roles and responsibilities.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon publishing of an interim change to, or rewrite of AFI 31-117, whichever is earlier.

ALLEN J. JAMERSON, Brig Gen, USAF
Director of Security Forces
DCS, Logistics, Engineering and Force Protection

AFI31-117_AFGM2016-01
Arming and Use of Force by Air Force Personnel

1.1.1.2. **(Change)** Commanders at all levels must educate and train their personnel on how and when to use appropriate force in self-defense. **(T-0)**. The guidance in this instruction, Host Nation laws, and international agreements may limit the means available for accomplishing law enforcement or security duties. Additionally, commanders of members who arm must exercise annually the process to determine suitability to arm. **(T-2)**. At a minimum, the exercise will include the participation of military agencies expected to assist the commander in determining a member's suitability to bear firearms in the execution of official duties. **(T-3)**.

2.3.4.4. **(Change)** The decision to withdraw a person's authority to bear firearms does not necessarily mandate administrative separation. However, the AFOCD or AFECD must be reviewed to assess the arming requirement for the AFSC. **(T-1)**. Commanders must disqualify those personnel from the affected AFSC if arming is required for AFSC retention. **(T-1)**.

4.1.1.3. **(Change)** Commanders of Security Forces Personnel. Commanders are responsible for determining suitability to bear arms based on information provided by the member, supervisors, medical personnel, or the member's peers. Commanders will designate in writing the individual(s) who will perform Arming and Use of Force monitoring responsibilities on their behalf. **(T-3)**. This individual(s) must receive Privacy Act training, as applicable, before receiving notifications. An appointment letter listing authorized Arming and Use of Force monitor(s) will be kept on file at the servicing armory as well as the MTF. **(T-1)**.

4.1.1.4. **(Change)** Medical Treatment Facility Commander (MTF/CC). The MTF/CC will ensure immediate notification to the patient's commander, or command representative designated in writing, when the treating provider identifies a condition capable of impairing a Security Forces member's reliability to safely perform armed duties. **(T-1)**.

4.2.2.1. **(Change)** Security Force members assigned to a unit with a nuclear mission must maintain a security clearance eligibility that has been favorably adjudicated within the last 5 years IAW DODM 5210.42. **(T-0)**.

4.2.5.1.2. **(Change)** At Risk Review. Weekly (each Unit Training Assembly (UTA) for non-full time Category A unit AFR/ANG members), the Commander will review the status of assigned personnel with known mental, physical or emotional issues that affect suitability to bear arms. **(T-3)**. This at risk review must include the First Sergeant or commander-designated NCO in the absence of the First Sergeant. **(T-3)**. Include others as deemed appropriate by the commander, but careful consideration must be made to ensure Personally Identifiable Information, which includes Protected Health Information, as identified in the Privacy Act, is properly controlled. **(T-0)**.

4.2.5.2.1. **(Change)** Treating providers to include Mental Health providers IAW DoDI 6490.08 or the responsible medical clinic, will ensure immediate notification to the member's commander, or designated command representative, when the treating provider identifies a condition capable of impairing a Security Forces member's reliability to safely perform armed or other duties. **(T-1)**. Providers should use common sense assessments to decide whether a notification is required considering the duties of Security Forces personnel. For example, medical providers should contemplate whether they would feel comfortable knowing the patient will operate a motor vehicle immediately following the appointment; or would the medical provider, be comfortable knowing the

AFI31-117_AFGM2016-01
Arming and Use of Force by Air Force Personnel

patient is about to perform armed duty in a populated area immediately following the appointment. If the answer is no, then a notification to recommend temporary withdrawal to bear arms is warranted. Release of Protected Health Information to the chain of command will be in accordance with Military Command Exception rules in the Health Information Portability and Accountability Act and DoD 6025.18-R, *DoD Health Information Privacy Regulation*. **(T-0)**. Based on feedback from the treating provider, the commander must decide whether the member is fit for Security Forces duties and determines the necessity to withdraw the member's authority to bear firearms. **(T-1)**.

4.2.5.3.3. **(Change)** Extended absence from security forces duties. Personnel who exceed 75 calendar days without performing official security forces duty will be removed from arming rosters and entry control lists. **(T-1)**. Absence from security forces duties is defined as a period of time when a security forces member whose duty AFSC is 31P or 3P0, is not continuously monitored by their chain of command. Examples of extended absences are 75 calendar day gaps such as extended leave, training, professional military education, deployments requiring duties other than armed security forces duty, and guard and reserve security forces not reporting for UTA or not on orders. Upon return from the extended absence, the commander will interview the individual in accordance with paragraph 4.2.8. **(T-1)**. Prior to the interview, the member will fill out the questionnaire at Attachment 8 and submit the form to the commander. **(T-1)**. The commander will review the questionnaire and discuss the information during the interview. **(T-1)**. The member will not be placed on the arming roster until the questionnaire and the interview are complete. **(T-1)**. The questionnaire will be kept on file for the duration of the tour of duty or until the member permanently changes station, separates, or retires. **(T-1)**.

4.2.6.1. **(Change)** Security Force members must complete Preventative Health Assessments (PHA) annually. **(T-1)**. Exceeding the annual PHA date does not necessarily mean a member is unreliable, but every effort should be made to complete within the annual timeframe. These assessments are documented and tracked through the Aeromedical Services Information Management System (ASIMS). This requirement is in addition to the face-to-face encounters Security Force members have with medical providers to address specialty care needs. In accordance with AFI 10-203, *Duty Limiting Conditions*, para 2.10., providers evaluate/re-evaluate AF Form 469, Duty Limiting Condition (DLC) reports at every face-to-face patient encounter. As needed, the MTF and MPS work together to establish appropriate Assignment Availability Codes (AAC) when a Security Forces member presents a condition not compatible with Security Forces duties.

4.2.7.1.1. **(Added)** Nuclear capable ANG units assessing personnel via Palace Chase, state-to-state transfers, or AFRES to ANG transfers will utilize existing AF Form 1288. For Palace Front applicants, the gaining squadron will contact losing squadron to ensure that a UIF does/does not exist and will be annotated on the AF Form 1288. **(T-1)**. If assessing personnel within the state via unit to unit transfers, the losing commander must complete Attachment 7 indicating if an active UIF exists or does not exist. **(T-1)**. If a member is entering with regular component experience but has a break in service, a UIF does not apply. If currently serving personnel have a UIF, the gaining commander must contact the losing commander to discuss the information in the UIF. **(T-1)**. If the losing commander is in the process of establishing a UIF on the member or recently established a UIF, communicate that information to the gaining commander as if the code existed. **(T-1)**. Document the communication in writing using the format in Attachment 7 and transmit to gaining unit recruiter. **(T-1)**.

AFI31-117_AFGM2016-01
Arming and Use of Force by Air Force Personnel

4.2.8.4. **(Change)** Information that affects a Security Forces member's suitability to bear firearms. Provide each member a private setting to discuss issues with the commander that could affect their suitability to bear arms. This cannot be discussed in a public setting. This one-on-one discussion must take place before placing the member on an arming roster. **(T-1)**. When electing a third party from the chain of command be present during the discussion, ensure completion of any applicable Privacy Act training. **(T-0)**.

4.3.1.2. **(Change)** Member cannot have been involved in the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products, nor can the individual retain the AFSC if he/she has been diagnosed with a substance use disorder and demonstrates an inability or unwillingness to comply with his/her treatment plan (e.g., deemed a treatment "failure"). **(T-0)**. NOTE: The standard for "severe substance use disorders" still applies for PRAP, but in the case of alcohol use disorders, guidance for alcohol use disorders takes precedence.

4.3.2. **(Change)** Commanders consider withdrawal of the 31P or 3P0 AFSC if they lose confidence in the member's reliability to meet the suitability criteria in the Security Forces Classification Directory not listed in paragraph 4.3.1. In these cases, the ultimate determination to withdraw the AFSC 31P or 3P0 resides with the commander. As applicable, commanders should contact their servicing Office of the Staff Judge Advocate, MTF/CC, or MPS before withdrawing the AFSC to discuss the merits of the specific case.

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 31-117

2 FEBRUARY 2016



Security

**ARMING AND USE OF FORCE BY AIR
FORCE PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: AF/A4
(Mr. David R. Beecroft, SES)

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Incorporating Change 1, 14 July 2015

Pages: 74

This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It establishes war and peacetime requirements for arming USAF personnel and the use of deadly force. This instruction also defines reliability criteria for AF Security Forces. This instruction frequently refers to "officer or sentry", who is defined as: any officer, noncommissioned officer, Airman, civilian or contract employee performing security, law enforcement, military police, or guard duties pertaining to an AF mission, on or related to an AF installation. Except for Chapters 3 and 4 (which are specific to the Security Forces Career Field), this AFI applies to all active duty members, members of the Air Force Reserve (AFR) and Air National Guard (ANG), civilians, contract personnel, and personnel from other military departments assigned or attached to Air Force units. AF Office of Special Investigations (AFOSI) personnel will use AFOSIMAN 71-113-O, *Firearms, Use of Force, and Tactics*, for rules governing AFOSI personnel arming and uses of force insofar as they do not violate Federal Law or Department of Defense guidance. (T-1) This instruction sets forth guidance regarding arming and use of force by Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Military members, including Reserve members on active duty or inactive duty for training and ANG members in Federal service, who fail to adhere to the standards contained in paragraphs 2.5, 2.6.3, 2.13, 2.13.4, and 2.15 of this instruction can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ). Failure by ANG members not in Federal service to adhere to the standards contained in paragraphs 2.5, 2.6.3, 2.13, 2.13.4, and 2.15 of this instruction can be prosecuted under the state law equivalent of Article 92 of the UCMJ. Civilian employees who similarly fail to adhere to these standards may be subject to administrative or disciplinary action without regard to otherwise applicable criminal or civil sanctions for

violations of related laws. Field activities must send implementing publications to the higher headquarters functional Office of Primary Responsibility (OPR) for review and coordination before publishing. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Any organization may supplement this instruction. 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. 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 Disposition Schedule (RDS) in the Air Force Information Management System (AFRIMS).

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include restructure of Chapter 4 to align with essential elements listed in DoD guidance on personnel reliability assurance programs, mandatory disqualification standards for the Security Forces AFSC, and removal of attachments governing storage and nomenclature of non-lethal weapons.

Chapter 1—PROGRAM POLICY	5
1.1. Overview.	5
1.2. USAF Use of Force Policy.	5
1.3. Objective Reasonableness and Totality of Circumstances.	6
1.4. Using Force.	7
1.5. Use of Deadly Force.	7
1.6. Special Considerations for the Use of Firearms and Deadly Force.	8
1.7. Use of Less-Lethal Force.	9
Chapter 2—PROGRAM MANAGEMENT	10
2.1. Overview.	10
2.2. Duty Assignment.	11
2.3. Suitability to Bear Firearms.	12
2.4. Weapons Training Requirements.	16
2.5. Use of Force Training Requirement.	16
2.6. Documenting Authorization to Bear Firearms.	17

2.7.	Arming Plans.	20
2.8.	Arming Senior Military and Civilian Officials.	20
2.9.	Transporting Firearms.	21
2.10.	Carrying Firearms as a Passenger aboard Aircraft.	21
2.11.	Carrying Firearms in a US Air Force Medical Facility.	22
2.12.	Firearms Qualification Extensions.	22
2.13.	Firearms Safety.	23
2.14.	Firearms as Signaling Devices.	24
2.15.	Peacetime Firearms Discharges.	24
2.16.	Use of Force Review Board.	26
2.17.	Non-lethal Weapons.	28
2.18.	Non-lethal Weapons and Techniques Training.	29
2.19.	Non-lethal Weapons Reporting Requirements.	29
Chapter 3—	USE OF FORCE SPECIFIC TO SECURITY FORCES PERSONNEL	31
3.1.	UoF Introduction.	31
3.2.	Mental Preparedness.	31
3.3.	Physiological Factors.	33
3.4.	Escalation or De-escalation of Force.	33
3.5.	Tools, Tactics and Timing.	34
3.6.	Unified Training Principles (UTP).	36
3.7.	Law Enforcement Officers Safety Act (LEOSA) Implementation.	36
3.8.	Active Vehicle Barrier (AVB) systems.	37
Chapter 4—	SECURITY FORCES RELIABILITY STANDARDS	38
4.1.	Overview.	38
4.2.	Essential Elements.	38
4.3.	Security Forces Retention Standards.	44
4.4.	Nuclear Surety Duties.	46
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	47
Attachment 2—	PERSONALITY AND BEHAVIOR FACTORS THAT MAY AFFECT SUITABILITY TO BEAR FIREARMS	55
Attachment 3—	EMERGENCY RESPONSES WITH FIREARMS	59
Attachment 4—	PEACETIME GOVERNMENT FIREARMS DISCHARGE REPORT	60

Attachment 5—DOMESTIC VIOLENCE AMENDMENT / LAUTENBERG NOTICE EXAMPLE	62
Attachment 6—UNIFORM GUIDE LIST OF TYPICAL CONDUCT OFFENSES	63
Attachment 7—EXAMPLE MEMORANDUM TO GAINING COMMANDER	70
Attachment 8—EXTENDED ABSENCE QUESTIONNAIRE FOR SECURITY FORCES MEMBERS	71
Attachment 9—POST PEACETIME FIREARM DISCHARGE AND USE OF FORCE SHOOTING INCIDENT PROCEDURES CHECKLIST	72

Chapter 1

PROGRAM POLICY

1.1. Overview. This instruction establishes USAF Standing Rules for the Use of Force (SRUF) guidance and procedures consistent with CJCSI 3121.01B, *Standing Rules of Engagement/Standing Rules for the Use of Force for US Forces*, and DoDD 5210.56, *Carrying of Firearms and the Use of Force by DoD Personnel Engaged in Security, Law and Order, or Counterintelligence Activities*. This instruction governs actions taken by all personnel subject to this Air Force Instruction (AFI) performing civil support missions (e.g., defense support of civil authorities or defense support of civilian law enforcement agencies), routine service functions (including anti-terrorism and force protection duties), homeland defense missions occurring within US territory, and law enforcement and security duties at all DoD installations and off installation while conducting security functions. The guidance contained in para. 1.4. provides amplifying guidance applicable primarily to personnel performing law enforcement or security duties. The program management guidance in Chapter 2, Program Management, applies to all personnel regardless of duty assignment or location.

1.1.1. Roles and Responsibilities.

1.1.1.1. Headquarters Air Force Security Forces Directorate, Policy Division (HAF/A4SP) is the responsible policy office for the AF Arming and Use of Force guidance in chapters 1 through 3 of this instruction.

1.1.1.2. Commanders at all levels must educate and train their personnel on how and when to use appropriate force in self-defense. (T-0) The guidance in this instruction, Host Nation laws, and international agreements may limit the means available for accomplishing law enforcement or security duties.

1.1.1.3. Personnel subject to this AFI and personnel detailed to other US Government Lead Federal Agencies (LFA) (e.g., support to US Border Patrol) will operate under common mission-specific Rules for the Use of Force (RUF) approved by the Secretary of Defense (SECDEF) and the LFA. (T-0) DoD forces always retain the right of self-defense, in accordance with (IAW) SRUF.

1.1.1.4. USAF forces, under DoD control (and using DoD SRUF and applicable mission-specific RUF), but operating in coordination with other LFA security forces, will coordinate with on-scene LFA personnel to ensure common understanding of DoD and Air Force RUF. (T-0)

1.2. USAF Use of Force Policy. Personnel, to include military, civilian, and contractor personnel, will use only that force which is objectively reasonable to accomplish their duties in conformity with the Constitution of the United States, federal statutes, host nation agreements and DoD policy. (T-0)

1.2.1. Personnel will use only that force which is objectively reasonable while conducting authorized missions or official duties to gain control of an individual or individuals to meet lawful objectives or mission requirements. (T-1) These lawful objectives include, but are not limited to searches, seizures, and apprehensions; defense of assets vital to national security or inherently dangerous; preventing a person from self-injury; conducting protective detail

operations; preventing prisoner escapes; dissolving riots and other forms of civil unrest when directed by proper authority; maintaining good order and discipline; and overcoming resistance to lawful orders. (T-0)

1.2.2. Unit commanders always retain the inherent right and obligation to exercise unit self-defense in response to a hostile act or demonstrated hostile intent. Unit self-defense includes the defense of other DoD forces in the vicinity.

1.2.3. Personnel may exercise self-defense in response to a hostile act or hostile intent, unless lawfully directed otherwise by their unit commander (e.g. confirming targets, during rules of engagement situations or certain hostile crowd control situations).

1.2.4. The use of force does not apply solely to firearms and deadly force confrontations, but all applications of force.

1.3. Objective Reasonableness and Totality of Circumstances. The force used will be objectively reasonable. (T-0) When feasible and circumstances permit, warn and give a threatening force the opportunity to withdraw or cease threatening actions, as appropriate and consistent with the lawful objectives or mission requirements of the officer/sentry. Law enforcement or security personnel may have an obligation to apprehend rather than permit an individual to withdraw. In some circumstances, force, including deadly force, may be the only option available to respond to a hostile act or hostile intent. The use of force must be objectively reasonable in intensity, duration, and magnitude based upon the totality of the circumstances to counter the threat. (T-0)

1.3.1. In *Graham v. Connor*, 490 U.S. 386 (1989), the US Supreme Court established the Fourth Amendment standard of “objective reasonableness” as the appropriate standard for assessing the use of force in the context of making an arrest or other seizure of a person. The Court explained its application in these terms: “The ‘reasonableness’ of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight...[T]he ‘reasonableness’ inquiry...is an objective one: the question is whether the officers’ actions are ‘objectively reasonable’ in light of the facts and circumstances confronting them...”

1.3.2. The Supreme Court recognized in *Graham v. Connor* that law enforcement and security personnel have to make “split-second judgments” concerning the use of force under “circumstances that are tense, uncertain, and rapidly evolving...” The Supreme Court has held that reasonableness under the Fourth Amendment does not require the least intrusive force alternative be applied, only a reasonable one. In effecting a seizure, individuals performing law enforcement or security duties draw from a reservoir of options, ranging from simple displays of authority, to the application of various levels of less-lethal force, to the use of deadly force itself. Facts dictate the appropriate response, and those facts, as well as the choice of response, are subject to scrutiny.

1.3.3. In search, seizure, or apprehension situations, an officer/sentry must look at the totality of the circumstances when determining the reasonable amount of force necessary. (T-0) In *Graham v. Connor*, the Supreme Court emphasized four factors affecting the use of force in a particular situation. These four factors are the severity of the crime, whether the person poses an immediate threat to the safety of the officer or others, whether the person is actively resisting, or whether the person is attempting to evade apprehension by flight.

Additional factors courts use in applying the standard of *Graham v. Connor* include the number of subjects involved, size, age, and condition of the subject versus the officer/sentry, duration of the subject's actions, whether or not the force applied resulted in injury, previous known violent history of the subject, use of alcohol or drugs by the subject, subject's known mental or psychiatric history, the presence of innocent bystanders who could be harmed if force is not used, and the availability of appropriate non-lethal weapons.

1.4. Using Force. An officer/sentry will employ objectively reasonable force based on their perception of the subject's actions and the totality of circumstances. (T-0) This guidance is applicable to personnel conducting Law and Order Operations, to include military police, security, or guard duties under Air Force control.

1.4.1. Officer Perception. The Fourth Amendment standard of "reasonableness" does not lend itself to a precise definition or application; however, the principle of objective reasonableness can be simplified as it pertains to the use of force. Reasonableness applies to all uses of force and not just those where the officer or sentry is in jeopardy. The officer or sentry must perceive the person proposing the action or threat is capable of performing the action. The subject must be in a position to carry out the act or threat. The mental state of the subject(s) initiating an overt act either by words or deeds shows the intent in the furtherance of a threat, action, or crime.

1.4.2. Subject Action. The officer/sentry's perception of the subject indicates what degree of force is required, if any, by the officer/sentry to achieve their objective.

1.4.3. Officer Response. In perceiving the subject's actions, the officer/sentry goal is to obtain subject compliance and achieve their objective in accordance with the standards of objective reasonableness and totality of circumstances. The officer/sentry response may employ tactics, which include verbal or physical controls, less than lethal weapons and techniques, deadly force, or all of the above. "Reasonableness" does not require officers to select the least intrusive or minimum force available, only a reasonable one.

1.5. Use of Deadly Force. The use of deadly force must meet the "objective reasonableness" standard. The officer/sentry must be able to record and articulate the objective reasonableness they used based upon their perception of the threat and the totality of the circumstances. (T-0) Deadly force is authorized under the following circumstances as set forth in CJCSI 3121.01B, Enclosure L.

1.5.1. Inherent Right of Self-Defense. Applies when an individual reasonably believes they are in immediate danger of death or serious bodily harm. An officer/sentry may use deadly force when they reasonably believe that a person poses an immediate threat of death or serious bodily harm to DoD forces. Unit self-defense includes the defense of other DoD forces in the vicinity.

1.5.2. Defense of Others. When an officer/sentry reasonably believes others are in immediate danger of death or serious bodily harm, deadly force is authorized in defense of non-DoD persons in the vicinity, when directly related to the assigned mission.

1.5.3. Assets Vital to National Security. Deadly force is authorized when it appears to be necessary to prevent the actual theft or sabotage of assets vital to national security. The DoD designates its assets as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

Installation/USAFE Munitions Support Squadron (MUNSS) commanders must identify these resources specifically designated as assets vital to national security, and the procedures they will use to inform armed personnel of such specifically designated property in their Integrated Defense Plan (IDP)/Security and Defense Plan (SDP). (T-1) **NOTE:** Refer to DoD S-5210.41-M_AFMAN 31-108, *Nuclear Weapon Security Manual: The Air Force Nuclear Weapon Security Manual* and EUCOM Instruction 6801.01, *Nuclear Surety Management for the Weapons Storage and Security System* for additional guidance on the use of force in defense of assets vital to national security.

1.5.4. Inherently Dangerous Property. Deadly force is authorized when it appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property. Property is considered inherently dangerous if its theft or sabotage would present a substantial danger of death or serious bodily harm to others. This includes weapons, ammunition, missiles, rockets, explosives, chemical agents, and special nuclear material. Installation/MUNSS commanders must identify resources specifically designated as inherently dangerous to others and procedures they will use to inform armed personnel of such specifically designated property in their IDP/SDP. (T-3)

1.5.5. National Critical Infrastructure. Deadly force is authorized when it appears to be necessary to prevent the sabotage of national critical infrastructure. This includes the destruction of public utilities or similar critical infrastructure vital to public health or safety, the damage of which would create an immediate danger of death or serious bodily harm.

1.5.6. Serious Offenses Against Persons. Deadly force is authorized when it appears to be necessary to prevent the commission of a serious offense that involves immediate threat of death or serious bodily harm (for example, setting fire to an inhabited dwelling or encountering a sniper), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

1.5.7. Escape. Deadly force is authorized when it appears necessary to prevent the escape of a prisoner, provided there is probable cause to believe such person(s) committed or attempted to commit a serious offense, that is, one that involves immediate threat of death or serious bodily harm, and would pose an immediate threat of death or serious bodily harm to DoD forces or others in the vicinity.

1.5.8. Arrest or Apprehension. Deadly force is authorized when it appears necessary to arrest or apprehend a person who, there is probable cause to believe, has committed a serious offense (as indicated in paragraphs 1.5.1. through 1.5.7.).

1.6. Special Considerations for the Use of Firearms and Deadly Force. When feasible, give an order to “HALT” before discharging a firearm. Use due regard for the safety of innocent bystanders when using deadly force. Do not fire shots as a warning to suspects unless specifically authorized in overseas theater directives such as Status of Forces Agreement (SOFA) or when complying with Host Nation agreements and Rules of Engagement (ROE) as directed by Combatant Commanders (CCDR). (T-0)

1.6.1. Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive (CBRNE) Operations. During protection and recovery operations involving nuclear weapons or lethal

chemical agents, the presence of innocent bystanders or hostages must not deter individuals or commanders from stopping the attack through all means necessary. (T-0)

1.6.2. Local, Host Nation Laws, and SOFA. Commanders may impose further restrictions on the use of deadly force to comply with local or host-nation laws and SOFA. Such restrictions must not unduly compromise United States national security interests, and must be published in local installation instructions. (T-0)

1.7. Use of Less-Lethal Force. DoDD 5210.56 and DoDD 3000.3E, *DoD Executive Agent for Non-lethal Weapons(NLW)*, and *NLW Policy*, establishes DoD policy for the development and employment of non-lethal weapons. For the purpose of this AFI, and in the context of use of force, the term “Non-lethal force” is not used; there is no guarantee that NLWs will not cause severe injury or death. Less-lethal force is subject to the same standards of objective reasonableness and totality of circumstances as deadly force.

Chapter 2

PROGRAM MANAGEMENT

2.1. Overview. Firearms are an instrument of deadly force. Commanders will only issue firearms to support missions and contingencies in which deadly force may be authorized. (T-1) Personnel eligible to bear firearms must belong to one of the two arming groups below. Additionally, authorizations may be issued to bear firearms openly, concealed, and in overseas locations. Authority to bear firearms will be based upon consideration of duty assignment (para. 2.2.), suitability rules (para. 2.3.), possible consequences of accidental or indiscriminate use of firearms, and confirmation that training requirements in para. 2.4. have been met. (T-1) Personnel may not bear privately owned firearms or ammunition while performing official military duty, except as authorized by the Secretary of the Air Force or in accordance with para 2.6.4.2. (T-0) This prohibition does not apply Air National Guard installations that are subject to the jurisdiction and oversight of the Governors and/or the Adjutants General of the states and territories. Regulation of privately owned weapons, ammunition, and explosives on these installations is within the province of the cognizant authorities in each state or territory.

2.1.1. Arming Groups. Personnel eligible to bear firearms belong to one of the following two arming groups. Air Force Career Field Managers (AFCFM) may mandate further requirements based upon specific Air Force Specialty Codes (AFSC) or Job Series. If further requirements are needed, AFCFMs will coordinate with Air Force Security Forces Center Combat Arms (AF/A4SX) for approval of personnel in their AFSCs/Job Series that have specific arming group changes and will post the consolidated roster via SF SMARTNet access to the Combat Arms Sharepoint site at <https://cs3.eis.af.mil/sites/AF-ED-00-29/default.aspx> (users must have access to AFNet Area 52 which is described at <https://afsfmil.lackland.af.mil/sfx-CombatArms.html>). (T-1)

2.1.1.1. Group A consists of military personnel, civilian, and contract personnel performing law enforcement, security, or force protection duties or personnel serving in an AFSC (or equivalent civilian job series) that specifies qualification to bear firearms as part of their official in-garrison or peace-time duties IAW AFI 36-2654, Combat Arms Program, or as identified in the Air Force Officer Classification Directory (AFOCD) or Air Force Enlisted Classification Directory (AFECD).

2.1.1.2. Group B consists of members other than those in Group A who are required to be armed as designated by deployment orders to meet Air Force War and Mobilization Plan or Air Expeditionary Force Unit Type Code (UTC) deployment requirements and have no in-garrison or peacetime arming requirement. Unless otherwise stated in AFI 36-2654, as supplemented, aircrew members who are not normally armed in garrison but are armed during contingency operations or in hostile force areas not during wartime are Arming Group B.

2.1.2. Bearing and Using Firearms Openly. The following individuals may authorize assigned personnel to openly bear and use firearms.

2.1.2.1. Major Command (MAJCOM), Centers, Numbered Air Force (NAF), Direct Reporting Unit (DRU) or wing commanders.

2.1.2.2. Installation, group, squadron, numbered flight commanders, and directors, including geographically separated unit (GSU)/USAFE MUNSS commanders.

2.1.2.3. Principal appointees of squadron, installation, GSU, USAFE MUNSS, wing, DRU, NAF, MAJCOM, Air Force Installation and Mission Support Center (AFIMSC), division, and center commanders/directors when specifically authorized in their respective MAJCOM supplements to this instruction.

2.1.2.4. Air Force Office of Special Investigations (AFOSI) commanders and special agents in charge (SAC) according to AFD 71-1, *Criminal Investigations and Counterintelligence*.

2.1.2.5. Vice or deputy commanders or directors may be delegated the authority to authorize assigned personnel to openly bear and use firearms.

2.1.3. Bearing and Using Concealed Firearms. The following individuals may authorize assigned personnel to bear and use concealed firearms:

2.1.3.1. Installation commanders (or equivalents), a higher authority, or their designated representatives.

2.1.3.2. AFOSI commanders and SACs, according to AFD 71-1.

2.1.3.3. Assigned commanders of aircrews armed specifically for preventing hijacks.

2.1.3.4. Defense Force Commanders may authorize Security Forces personnel to bear concealed firearms to meet certain mission requirements such as support of AFOSI operations, SF investigations, protection of distinguished visitors, and to facilitate force protection efforts necessary to combat active shooter situations.

2.1.3.5. Vice or deputy commanders or directors may be delegated the authority to authorize assigned personnel to openly bear or use concealed firearms.

2.1.4. Bearing and Using Firearms in Overseas Locations. Only CCDRs and Air Force MAJCOM Commanders can authorize personnel to bear/use firearms in overseas locations. Additionally, CCDR and Air Force MAJCOM Commander deputies, their vice or deputy commanders can be delegated approval authority authorizing personnel to bear firearms in any foreign country for other than routine law enforcement and security duties. Commanders may impose restrictions not contained in this instruction based upon host-nation laws and SOFAs. MAJCOMs list any additional restrictions in supplements to this instruction or in a foreign clearance guide (FCG) when a supplement is not feasible. In some overseas locations, authorization to bear firearms must be stated in the FCG or specifically approved by the U.S. Embassy. (T-0)

2.2. Duty Assignment. All Airmen with a valid arming requirement, as deemed by their authorizing official, are authorized to bear and use firearms.

2.2.1. All categories of Airmen identified by the USAF Combat Arms Program Manager in the USAF Arming Group A Functions/Agencies Memorandum are specifically authorized to bear and use firearms. The following categories of personnel are also specifically authorized to bear and use firearms:

2.2.1.1. Military command post and operations center controllers.

2.2.1.2. Military missile combat crews and nuclear payload transporter personnel.

2.2.1.3. Military munitions maintenance personnel.

2.2.1.4. Security Forces augmentees as designated by their applicable Commander/armoring authority. (See para 2.1.2. in its entirety)

2.2.1.5. Personnel assigned to Terminal Attack Control (TAC) team, Tactical Air Control Party (TACP), Air Support Operations Center (ASOC), Air Mobility Liaison Officer (AMLO) type code, Combat Control, Para Rescue, and Special Operations Weather Team (SOWT) Specialist in support of field training exercises and operational deployments.

2.2.1.6. Aircrew members may be armed in peacetime for protection of Air Force assets and personal defense (PD). Examples are aircrews armed for air operations security (anti-hijacking), defense of aircraft weapons, and primary nuclear airlift flights. Aircrew members may be armed for PD in a combat area during wartime, in designated hostile force areas not during wartime, or during training exercises to prepare for such missions.

2.2.1.7. Aircrew Flight Equipment Personnel.

2.3. Suitability to Bear Firearms. Commanders must continually monitor suitability of personnel for armed duty and withdraw the authority to bear firearms when necessary. (T-0)

2.3.1. Behavioral Signs of Unsuitability. Everyone has a special responsibility to stay alert for behavioral signs that an individual should not be armed. If you have information or evidence of impairment of a member's mental or physical ability to bear firearms, notify that person's commander immediately. (T-1)

2.3.1.1. Commanders must evaluate available information and if necessary take immediate action to temporarily withdraw the affected person's authority to bear a firearm. (T-1) If warranted, commanders must also deny the person access to any government or privately owned firearm and associated ammunition stored in a government firearm storage facility. (T-1) Commanders must follow the procedures in AFI 44-109, *Mental Health, Confidentiality, and Military Law*, and AFI 31-122, *Department of The Air Force Civilian Police/Security Guard (DAF CP/SG) Program*, in referring military, civilians and contractors for a mental health evaluation. (T-1)

2.3.1.2. Commanders must not deny assignments, promotions, and reenlistment solely because of the temporary withdrawal of the person's authorization to bear a firearm. (T-1)

2.3.2. The Lautenberg Amendment to the Gun Control Act of 1968 makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise transfer a firearm or ammunition to an individual known, or reasonably believed, to have such a conviction.

2.3.2.1. This law applies to qualifying convictions of domestic violence. A qualifying conviction includes a conviction for a crime of domestic violence tried by civilian courts or general or special courts-martial that otherwise meets the definition of a misdemeanor crime of domestic violence. Conviction for an offense meeting the definition of a felony crime of domestic violence adjudged on or after the date the law was enacted is also

considered a qualifying conviction. **NOTE:** A qualifying conviction does not include summary courts-martial convictions, non-judicial punishment imposed under Article 15 of the UCMJ, or deferred prosecutions or similar alternative dispositions in civilian courts.

2.3.2.2. IAW DoD Instruction 6400.06, para. 6.1.4.5.1., Commanders are responsible for ensuring all military personnel are briefed periodically on the Gun Control Act, Lautenberg Amendment, and its consequences. Arming Group A personnel will be briefed annually. (T-1) In addition to periodic briefings provided to all military personnel, Arming Group B will be briefed during their deployment preparation and/or training time prior to deployment. (T-1) Further, commanders will take appropriate measures to ensure government-owned firearms or ammunition are not issued to anyone they have reasonable cause to believe has a qualifying conviction under this law. (T-0) Additionally, commanders will initiate an appropriate investigation to confirm suspected convictions of domestic violence. (T-0) Commanders are also responsible for providing constructive notice about the Lautenberg Amendment to the Gun Control Act by posting information at all weapons/ammunition storage entrances and issue points in facilities in which government firearms, ammunition, and ground defense munitions are stored, issued, received, transported, or disposed (see Attachment 5). (T-3)

2.3.2.2.1. Commanders must ensure personnel complete a DD Form 2760, *Qualification to Possess Firearms or Ammunition*, annually if they regularly handle firearms or ammunition, upon permanent change of duty station (PCS), permanent change of duty assignment (PCA), when temporary duty (TDY) assignments will require use of firearms or ammunition or immediately upon a qualifying domestic violence conviction. (T-1) Annually is defined as the last day of the month; for example, if a DD Form 2760 was previously signed on 10 Jun 12, a new form would have to be signed prior to 1 Jul 13. For personnel who do not regularly handle firearms and ammunition, the DD Form 2760 must be accomplished prior to performing duties requiring the use of a firearm, destructive device, or ammunition. (T-0) The DD Form 2760 will be valid for a period of one year. File this form in the unit's personnel file management system. (T-0)

2.3.2.2.2. The Lautenberg Amendment to the Gun Control Act applies to all firearms, small arms ammunition, and ground defense ammunition including but not limited to .50 cal, 40mm grenades, and 7.62mm belted ammunition. The Lautenberg Amendment to the Gun Control Act does not apply to 'crew served' weapons and munitions; for the purposes of the US Air Force, this includes weapons larger than .50 cal and used solely from an aerial platform (e.g., missiles and air munitions).

2.3.2.3. For personnel found to have a qualifying conviction, the commander will immediately retrieve all issued firearms and ammunition, permanently withdraw their authority to possess firearms or ammunition, and advise them to legally dispose of any privately-owned firearms and ammunition they possess. (T-0) Commanders should contact their local staff judge advocate (SJA) office for guidance on final release/disposition of privately owned weapons/ammunition stored in a government armory. Military members with an AFSC requiring qualification to bear arms will have their AFSC withdrawn IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, para. 4.1.6. (T-1) Members with qualifying convictions will be awarded a "T"

assignment limitation code (ALC). (T-1) "T" ALC states member is not qualified to ship, transport, possess, receive firearms, and/or ammunition.

2.3.3. Temporary Withdrawal. Commanders may temporarily withdraw authority to bear firearms for less than 72 hours by verbal notification. The verbal notification can be made by the commander, designated representative, or duty roster authentication official to the servicing armory and the affected person. If applicable, notice to the affected individual will also include their inability to carry a concealed firearm under the Law Enforcement Officers Safety Act. (T-0) Servicing armories will take appropriate action to ensure a weapon is not issued to a person whose authority has been withdrawn. (T-2)

2.3.3.1. Within one duty day of the determination to withdraw authority to bear arms, an updated Do-Not-Arm (DNA) roster/memorandum, signed by the commander or designated representative, informing the servicing armory(s) of the withdrawal will be accomplished. (T-2) Commanders in consultation with the proper authorities, as applicable, must review the temporary status every 180 calendar days to either reaffirm that status or take other appropriate action. (T-2) Commanders of Security Forces conduct reviews in accordance with guidance in Chapter 4. (T-3)

2.3.3.2. Commanders, or their designated representative or duty roster authentication official, who previously withdrew or withdraw an individual's authority to bear firearms for more than 72 hours, must notify the individual in writing and provide a brief synopsis of circumstances that form the basis for withdrawal. (T-3) The written notification will also include notice of the affected individual's inability to carry a concealed firearm under the Law Enforcement Officers Safety Act. (T-3) Individuals must acknowledge withdrawal action by endorsement on the notification letter, and be given a copy of the withdrawal action. (T-3)

2.3.3.3. Commanders may file extensions on a case-by-case basis and normally only when their investigation is incomplete, or the member is undergoing medical treatment.

2.3.3.4. File all correspondence dealing with temporary withdrawal in the unit's personnel file management system (i.e., an electronic records management system or PIF) (T-2). These records are maintained IAW the AF records disposition schedule in RDS. (T-2)

2.3.3.5. Commanders will temporarily withdraw authority to bear firearms from personnel for the following reasons: (T-1)

2.3.3.5.1. Identified substance abusers.

2.3.3.5.2. Emotionally unstable or behavior suggests they are incapable of using firearms with care (See Attachment 2).

2.3.3.5.3. Determined by medical authority to be suffering from an alcohol use disorder.

2.3.3.5.4. Taking prescription medication that impairs their ability to use firearms. Use of prescription medication does not always disqualify individuals from bearing firearms. However, commanders must consult with the responsible physician when medication that impairs the ability to handle firearms is prescribed. (T-3) If the

commander, in consultation with treating provider, determines an individual should not have access to firearms, document this IAW para. 2.3.3.1. of this instruction.

2.3.3.5.5. Relieved of duty for disciplinary reasons.

2.3.3.5.6. Relieved of duty pending a Use of Force Review Board, following a member's use of force incident.

2.3.4. Permanent Withdrawal. If unit commanders or equivalent authority believe it is appropriate to permanently withdraw a member's authorization to bear firearms, they must first review the person's duty performance and medical and disciplinary records to ensure this decision is warranted. (T-1) They should also consult their chief of personnel, staff judge advocate, proper medical authorities, and Defense Force Commander before taking this action. Commanders must then document permanent withdrawal or reinstatement via AF Form 590, *Withdrawal/Reinstatement of Authority to Bear Firearms*, IAW AFI 36-2608, *Military Personnel Records System*. (T-1) If applicable, acknowledgement by the affected individual of the loss of authority to bear arms, via AF Form 590, will also include notice of their inability to carry a concealed firearm under the Law Enforcement Officers Safety Act. (T-0)

2.3.4.1. When the person's AFSC description in AFOCD or AFECD requires qualification to bear firearms, commanders must take appropriate action according to AFI 36-2101. (T-1)

2.3.4.2. When issuing the permanent withdrawal of authority to bear firearms to a military member, commanders submit a copy of the written withdrawal action to the military personnel flight along with those documents withdrawing the affected person's AFSC. (T-1)

2.3.4.3. File all correspondence dealing with permanent withdrawal in the unit's personnel file management system (i.e., an electronic records management system). These records are to be maintained IAW the AF RDS. (T-1)

2.3.4.4. The decision to withdraw a person's authority to bear firearms does not necessarily mandate administrative separation. However, the affected person may need to undergo retraining if he or she no longer meets the AFSC requirements outlined in AFOCD or AFECD.

2.3.4.5. Commanders should review the basis for the withdrawal to determine whether disciplinary or administrative action may be appropriate.

2.3.5. Reinstatement of Authority to Bear Firearms. Unit commanders or designated representative may reinstate a person's authority to handle or bear arms upon receiving a favorable report of a completed investigation, corrective action, or medical evaluation.

2.3.5.1. The individual will be notified in writing of the reinstatement and an updated DNA roster/memorandum will be provided to the servicing armory no later than 24 hours after reinstatement. (T-2)

2.3.5.2. Servicing armories must receive written reinstatement notification or an updated DNA roster prior to arming reinstated personnel. (T-0)

2.3.5.3. File all correspondence or documentation dealing with reinstatement in the unit's personnel file management system (i.e., an electronic records management system). These records are to be maintained IAW the AF RDS. (T-1)

2.3.5.4. The administrative process to document and notify the military personnel flight of the reinstatement is the same as to execute the withdrawal (see para. 2.3.4.2.).

2.3.5.5. Personnel whose authority to bear firearms has been permanently or temporarily withdrawn may bear firearms in wartime or situations requiring immediate action to protect life or property. Commanders must weigh the benefits against possible adverse effects of arming such personnel. (T-0)

2.4. Weapons Training Requirements. AFI 36-2654, *Combat Arms Program*, contains specific training requirements for each arming group, personnel selected for overseas assignments, and personnel assigned to fill a UTC where qualification with duty weapons must be met prior to authorizing personnel to bear firearms. (T-1) Unit commanders must ensure the suitability to bear arms review was conducted, the Gun Control Act/Lautenberg Amendment brief has been conducted, and the unit has a signed DD Form 2760 on file prior to sending their personnel for weapons training or exercises where they may handle firearms. (T-1) AFCFMs may impose additional firearms proficiency or sustainment training policies once personnel are weapons qualified in accordance with AFI 36-2654. Only personnel task-certified through combat arms sections are authorized to conduct live-fire proficiency/sustainment training; refer to AFI 36-2654 for proficiency training requirements. Unit commanders must ensure the following training is completed. (T-1)

2.4.1. Qualification Training Frequencies. Generally, Group A personnel with an arming requirement must complete weapons qualification annually and Group B personnel tasked to deploy complete weapons qualification during pre-deployment Just-in-Time training. Specific weapons qualification training requirements and frequencies are directed by AFI 36-2654. (T-1)

2.4.2. Overseas Assignments. Before being stationed overseas, personnel identified by personnel processing code (PPC) must receive small arms weapons training IAW AFI 36-2654 and use of force training IAW para. 2.5. of this instruction. (T-1)

2.4.3. Mobility Forces. All personnel assigned to fill a UTC receive small arms and use of force training as prescribed for their respective Arming Group and by their owning Combatant Command. (T-0)

2.5. Use of Force Training Requirement. This section identifies the use of force training requirements for arming Groups A and B. Military members, including Reserve members on active duty or inactive duty for training and ANG members in Federal service, who fail to adhere to the standards contained in this paragraph and its subparagraphs can be prosecuted under Article 92 of the UCMJ. Failure by ANG members not in Federal service to adhere to the standards contained in this paragraph and its subparagraphs can be prosecuted under the state law equivalent of Article 92 of the UCMJ. Civilian employees who similarly fail to adhere to these standards may be subject to administrative or disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. **NOTE:** All personnel who are fulfilling Security Forces instructor positions and required to arm as part of their daily duty,

regardless of duty location, must follow the same guidelines identified below for Arming Group A personnel. (T-1)

2.5.1. Arming Group A personnel will be trained annually (not to exceed 12 months) on Use of Force. (T-0) Security Forces members will receive refresher training on home station rules for the use of force upon returning from deployed locations where modified rules for the use of force were authorized. (T-1) Do not place Security Forces members on the arming roster until the refresher training is complete. (T-1) Commanders will ensure Arming Group B personnel are provided use of force training prior to authorizing them to be armed and then annually thereafter as long as they are assigned to a deployable UTC. (T-1) Use of force training for deployments is good for 12 months or the entire length of the deployment, regardless of duration. NOTE: The approved use of force lesson plan for SF personnel is available at the Security Forces Center SMARTNet <https://afsfmil.jackland.af.mil/>. To locate it go to: a.) Training Branch, b.) Home Station Training, c.) SFTRG 1: Foundational Skills, and d.) Understand and Apply Use of Force. This lesson plan may be used as a template only for those in all other AFSCs; however, it must be curtailed to fulfill the requirements of their use of force training as defined below. (T-2)

2.5.1.1. Design use of force training as an additional training event. (T-1)

2.5.1.2. Annual use of force training for Security Forces members will include performance based practical training incorporating decision-making scenarios. (T-1) These scenarios are based on the mission driving the requirement for the individual to be armed and are based on scenarios they are likely to encounter.

2.5.1.3. Annual use of force training should include USAF approved simulated firearms systems. Units should consider using simulated/inert firearms, simulators, eye safe integrated laser based weapons training devices or blank fire when conducting training. The use of dye marking cartridge systems is preferred and strongly encouraged. USAF approved virtual training simulators and integrated laser based weapons training devices are also acceptable.

2.5.1.4. Each unit will be responsible for conducting use of force training for assigned personnel. (T-1) **NOTE:** Familiarization use of force and ROE training conducted by combat arms (CA) does not meet this requirement.

2.5.1.5. Annual use of force training must address deadly and less-lethal force options (i.e. verbal/non-verbal communication, availability of support forces, etc.). (T-0)

2.5.2. AFCFMs and Air Staff functional area directors will determine whether their Airmen are required to perform scenario based practical evaluations as part of their annual arming and use of force training. (T-2)

2.5.3. Installations will incorporate training that instructs personnel how to interact with first responders arriving to an active shooter situation, based on established policy in the Installation Defense Plan. (T-1) At a minimum, personnel will be trained on expectations during an active shooter situation that mitigates the risk of friendly fire with responding Law Enforcement personnel. (T-1)

2.6. Documenting Authorization to Bear Firearms. The authorizing official must provide written authorization for assigned personnel to carry firearms. (T-0) Digital Common Access

Card (CAC) signatures are authorized in lieu of the written signature. If written authorization for assigned personnel to carry firearms is more than one page in length, each page must reflect commander's signature. (T-3) Authorizing officials must ensure the suitability to bear arms review and Lautenberg Amendment briefing have been conducted, a current DD Form 2760 is on file, weapons qualification, sustainment training (if required), and use of force training have been successfully completed prior to authorizing an individual to have access to or bear firearms. (T-0)

2.6.1. Uniformed personnel. Written authorizations can be issued as single multiple-listing memorandums, computerized rosters, aircrew orders, or other group document. Authorizations must identify the individual by name, last four digits of the social security number or DoD Electronic Data Interchange Personal Identifier (EDIPI), firearm type, qualification and expiration date for the weapon(s) carried. (T-2) The original written authorization will be provided to the organization's servicing arms room, armory, or mobility weapons storage area. (T-2) For individuals other than Security Forces, the armorer must verify the arming authorization of each person requesting a firearm through review of a signed written authorization prior to issuing firearms. (T-2) Security Forces units may use the following procedures in lieu of the requirement for the armorer to review written authorization from the authorizing official. (T-1)

2.6.1.1. Defense Force Commanders and USAFE MUNSS Commanders will develop local policy permitting the signature (digital CAC signature or ink) of an "authentication official" on AF Form 629, *Small Arms Hand Receipt*, to serve as verification of authority to bear firearms. (T-1) Local written policies must clearly state: the source document authorizing officials to sign; where the source documents are maintained; procedures for updating source documents (must meet requirements in para. 2.5.1.), and identify the authentication officials authorized to sign AF Form 629. (T-3)

2.6.1.2. Authenticating official's name must be clearly printed or typed on the AF Form 629 and the armory must maintain a document showing who is authorized to sign the AF Form 629. (T-3) By signing the AF Form 629, the "authentication official" certifies the individual being armed meets the requirements for arming (i.e., weapons qualifications, use of force training, DD Form 2760). (T-3)

2.6.1.3. If these procedures are implemented, authentication officials verify authority to bear firearms prior to issuing AF Form 629. The armorer must confirm each individual's authorization to bear firearms through review of daily duty rosters and ensure personnel being armed possess a valid AF Form 629 prior to issuing firearms. (T-1) Additionally, the armorer must ensure the member is not currently listed on the "*Do Not Arm List*." (T-1)

2.6.2. Personnel not in uniform. Besides having written authorization as previously stated in para. 2.6.1. personnel who openly bear firearms not in uniform while performing official military duties must comply with the following:

2.6.2.1. Carry an AF Form 523, *USAF Authorization To Bear Firearms*, when armed. (T-1) AF Form 523 can be ordered from the AF publishing website at <http://www.e-publishing.af.mil>

2.6.2.2. Surrender the form to authorizing officials when duties requiring firearms are complete. (T-3)

2.6.3. Carrying Concealed Firearms. The Air Force prohibits all military, civilian, and contract employees from carrying concealed firearms on duty except when specifically authorized in writing by an authorizing official, and only while performing an official military duty. Military members, including Reserve members on active duty or inactive duty for training and ANG members in Federal service, who fail to adhere to the standards contained in this paragraph and its subparagraphs can be prosecuted under Article 92 of the UCMJ, as well as any other applicable Article of the UCMJ, as appropriate. Civilian employees who similarly fail to adhere to these standards may be subject to administrative or disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Personnel carrying concealed weapons must comply with the following. **EXCEPTION:** AFOSI personnel follow the guidance set forth by their functional managers.

2.6.3.1. Official aircrew orders or Contingency, Exercise, Deployment (CED) orders, specifying that the USAF member(s) are authorized to carry a concealed firearm, satisfies the written authorization requirement.

2.6.3.2. Except when circumstances compromise the mission, always carry an AF Form 523 while bearing concealed firearms. (T-1) In those cases where a mission could be compromised, the authorizing official retains the form.

2.6.3.2.1. AF Form 523 Requirements. All AF Forms 523 will use standardized AF Form 523 permit numbers. (T-1) For example, 6SFS 12-0012 refers to the 12th permit issued by the 6th Security Forces Squadron at MacDill AFB, Florida, in 2012. The permit number on an AF Form 523 includes the heading "CONCEALED" preceding the permit number. AF Form 523 issued for off-base operations require full face photographs. (T-2) All others contain the statement "VALID ON (INSTALLATION NAME) ONLY." (T-2)

2.6.3.2.2. AFIMSC/AFSFC/MAJCOMs, including Air National Guard, may authorize personnel to retain an AF Form 523 when missions require those members to bear a concealed firearm on a regular basis.

2.6.3.3. Authorized armed drivers for designated senior Air Force leaders must meet all qualification and training requirements established by AFOSI, Arming Group A, and comply with all provisions of this instruction. (T-1) All drivers will inform the installation Security Forces, AFOSI detachment, and appropriate local civil authorities of their arming authorization. (T-2) AFOSI is the single point of contact for all Air Force protective service operations, protecting senior US, DoD, Air Force, and Allied officials. (T-1) Authorizations for armed drivers must be IAW DoD Instruction O-2000.22, *Designation and Physical Protection of DoD High Risk Personnel*. (T-0)

2.6.3.4. Carrying Weapons off Duty. Notwithstanding the provisions of the Amended Law Enforcement Officers Safety Act of 2004, 18 U.S.C. §§ 926B (2004), *as amended* by Act of Oct. 12, 2010, 18 U.S.C. §§ 926B, 926C; and IAW DoDI 5525.12, *Implementation of the Law Enforcement Officers Safety Act of 2004* (LEOSA), Security

Forces (military and civilian personnel) are not authorized to carry concealed government-issued weapons, including firearms, off-duty. (T-1)

2.6.4. Exceptions. Written authorization to bear firearms is not required in the following situations and circumstances.

2.6.4.1. Uniformed military members performing an operational mission in a combat or hostile-fire zone or in situations requiring immediate action to protect life or property.

2.6.4.2. Civilian contract guards may bear privately-owned firearms meeting the USAF Statement of Work specifications according to their USAF contract. Contract requirements must ensure weapons model and munitions comply with DoD/AF and local guidelines. (T-0)

2.6.4.3. Personnel performing honor guard duties who use firearms for ceremonial purposes (i.e., no live ammunition) need only comply with para. 2.9. and 2.10. of this instruction and with handling instructions for their weapon found in AFMAN 31-229, *USAF Weapons Handling Manual*.

2.6.4.4. An AFOSI personnel badge and credentials serve as authority to carry firearms openly or concealed in lieu of written authorization and an AF Form 523.

2.7. Arming Plans. Commanders must develop plans that specifically identify who may bear firearms and under what circumstances they will be armed. (T-1) Installation commanders must incorporate these plans into existing programs for integrated defense, addressing personnel arming requirements during defense readiness condition (DEFCON) changes, force protection condition (FPCON) changes, and other military contingencies. (T-1) Commanders must take into consideration NLWs when developing an arming plan. (T-1) **EXCEPTION:** AFOSI personnel follow the guidance set forth by their functional managers.

2.7.1. Normal Operations. Commanders develop plans for arming personnel consistent with the requirements of this instruction. Additionally, installation arming plans must include local laws for carrying firearms and use of deadly force by contract Security Forces if appropriate. (T-0)

2.7.2. Mobility Forces. Commanders may arm deployable forces to support contingency, wartime, or training operations. A command contingency plan or tasking message provides the arming requirements for deploying personnel.

2.7.2.1. The contingency plan or tasking message describes the type of firearms required, the arming mission, the anticipated tasks armed members will perform, and the command and control elements.

2.7.2.2. Supported commands develop guidance and procedures on selectively arming and using these personnel.

2.7.3. Armed SF (Military and Civilian) Personnel. These personnel are prohibited from carrying government owned firearms to any appointments located off the installation (e.g. courthouse, medical facilities). (T-2)

2.8. Arming Senior Military and Civilian Officials. AFIMSC/AFSFC/MAJCOM and Combatant Commanders, or their designees, may authorize senior military and civilian officials to carry firearms for personal protection in high-threat overseas areas where US government or

other legitimate intelligence analysis identifies a credible threat against US personnel. AFIMSC/AFSFC/MAJCOM and Combatant Commanders issue this authorization on a case-by-case basis for a specified assignment and must ensure compliance with appropriate host-nation agreements and applicable SOFAs. (T-0) This responsibility may be delegated to vice or deputy commanders. **NOTE:** Senior military and civilian officials may not bear government-owned firearms for personal protection within the United States without written approval of either the Secretary or Deputy Secretary of Defense. Information regarding handguns issued to Air Force general officers is contained in the *Air Force General Officer Handbook*.

2.8.1. Considerations. Before issuing authorizations to carry firearms for personal protection, commanders must consider the following. (T-0)

2.8.1.1. The likelihood of the threat in a particular location.

2.8.1.2. The adequacies of DoD protective personnel support.

2.8.1.3. The adequacy of host-nation protection.

2.8.1.4. The effectiveness of other means to avoid personal attacks.

2.8.1.5. The Department of State Criminal Threat levels.

2.8.1.6. The Defense Intelligence Agency (DIA) Intelligence, Political, and Terrorism threat levels.

2.8.1.7. DoD Defense Threat Assessments (DTA).

2.8.1.8. Local Threat Assessment (LTA).

2.8.2. Firearms Qualification. Individuals authorized to carry a weapon for personal protection must complete weapons qualification, use of force training and have a current DD Form 2760 on file before carrying their firearm. (T-0)

2.9. Transporting Firearms. Individuals may transport their assigned weapons in their privately-owned vehicle in the furtherance of their official duties to and from ports of commercial and military transportation, and to on or off-base firing ranges, consistent with DoDIs, AFIs, local and host-nation agreements and Status of Forces Agreements governing transportation and carrying of weapons. All firearms must be secured IAW DoD 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives (AA&E)* and AFI 31-101, *Integrated Defense*. (T-0)

2.10. Carrying Firearms as a Passenger aboard Aircraft. Military and civilian personnel Law Enforcement Officers (SF and AFOSI) may bear government firearms aboard military aircraft while performing official military duties if the mission requires the member to carry a firearm during the flight. See DoDD 5210.56 and DoDI 5525.14, *DoD Law Enforcement Officers (LEOs) Flying Armed*. When the carriage of a government firearm aboard commercial aircraft is necessary, contact AFSFC/FC (Air Force Confinement and Corrections) for AF requirements pursuant to DoD Law Enforcement Officers (LEOs) Flying Armed, IAW AFMAN 31-127, *Security Forces Armed/Unarmed Transfer Team Procedures*.

2.10.1. Requirements. Personnel carrying firearms aboard military aircraft will notify the aircraft commander prior to flight. (T-2)

2.10.2. Authorization. Personnel armed in the performance of duty or transporting firearms aboard military aircraft must possess official written authorization (e.g., CED orders, a memorandum of authorization, credentials, etc.). (T-0) Official aircrew orders, along with a current AF Form 523, will suffice to meet the written authorization requirements for aircrew personnel aboard military aircraft. (T-1) Refer to AFMAN 31-127 for more specific information.

2.10.3. Training. Additional or specialized training is not required for performing official duties aboard military aircraft however, it is recommended SF complete the same requirements (FLEOFA) for commercial aircraft. Training for commercial aircraft requires completion of the TSA Federal Law Enforcement Officer Flying Armed (FLEOFA) training course (which requires annual recertification), meet arming requirement; complete the AF concealed carry training and qualify on the handgun Air Force Qualification Course (AFQC). The TSA Federal Law Enforcement Officer Flying Armed Training course is taught by an AF instructor (Basic Instructor Course or Principles of Instruction); or by attending a course of instruction provided by qualified agent of an authorized agency, such as the Federal Air Marshals. (T-0)

2.11. Carrying Firearms in a US Air Force Medical Facility. Only personnel performing official military duties requiring them to be armed (e.g., on-duty Security Forces personnel, AFOSI personnel, etc.) may bear a firearm in an Air Force medical treatment facility.

2.12. Firearms Qualification Extensions. Individual weapons qualification is required at pre-determined periodic times. Occasionally, situations such as health issues or TDY (outside of that stated in para. 2.12.4.) may arise in which an individual may not be able to meet the established qualification requirements.

2.12.1. Squadron Commander Extensions. The authorizing official for the unit may grant one-time qualification extensions of up to 120 calendar days. Unit training sections ensure qualification extensions are posted on the individual's AF Form 522, *USAF Ground Weapons Training Data*, and provide installation Defense Force Commanders with a courtesy copy of the extension letter. (T-3)

2.12.2. Installation Level Extensions. Installation commanders, Defense Force Commanders, and senior-level US Air Force Reserve (USAFR) and ANG commanders may grant one-time qualification extensions of up to 12 continuous months for their affected Airmen. The granting authority informs each unit of the types of firearms, courses of training, duration of extensions, and authorizing documents. (T-3) Each unit training section ensures qualification extensions are posted on the individual's AF IMT 522. (T-3) Squadron commander and installation level extensions may not exceed a total of 12 continuous months when combined. (T-0) The items below should be considered before granting lengthy extensions.

2.12.2.1. Impact on the force protection mission.

2.12.2.2. The number of individuals requiring extension, the extension effects, and what their specific arming requirements are (e.g., peacetime or contingency arming).

2.12.2.3. The reason for the extension, corrective action, compensatory measures, and get well date.

2.12.3. MAJCOM Extensions. MAJCOM authorizing officials may approve qualification extensions of more than 12 continuous months. Document these extensions in memorandum format, ensuring the type(s) of firearm(s), courses of training, and duration of extension are listed in the memorandum. MAJCOMs will specify an approving authority for their commands. (T-2) Extensions of more than 12 months should only be approved in dire circumstances where no other option is available and the total length of qualification, including all extensions, cannot exceed 24 months from the date of qualification training under any circumstances.

2.12.4. Contingency Operation Extensions. Weapons qualifications do not expire during contingency operations; therefore, no extensions are needed. Theater specifics and pre-deployment messages may have more stringent requirements.

2.12.5. Firearms qualification extensions do not change the requirement for annual use of force training in non-deployed circumstances.

2.13. Firearms Safety. Firearms will only be drawn in the performance of official duties; as a signaling device as authorized in para. 2.14.; or during weapons clearing/turn-in. (T-1) Military members, including Reserve members on active duty or inactive duty for training and ANG members in Federal service, who violate this provision can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ), as well as any other applicable Article of the UCMJ, as appropriate. Civilian employees who similarly fail to adhere to this standard may be subject to administrative or disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. **EXCEPTION:** AFOSI special agents follow the guidance set forth by their functional managers.

2.13.1. Responding to Incidents. Personnel responding to an actual incident, who can expect to meet an adversary armed with a deadly weapon, respond with firearms “ready” according to Attachment 3. Any decision to chamber a round of ammunition in a firearm that is not normally carried with a round chambered, or draw a pistol from the holster, will be based upon the circumstances encountered and the threat presented. (T-1) **EXCEPTION:** AFOSI personnel follow the guidance set forth by their functional managers.

2.13.2. Tactical Exercises. Personnel participating in tactical exercises or force-on-force training using marking cartridges (e.g., Dye Marking Cartridge), integrated laser based weapons training devices, or blank ammunition do not have to be qualified on the firearm they are armed with and are exempt from the provisions of para. 2.4. However, they must be familiar with all safety requirements, have a working knowledge of the weapon they are using, and be able to distinguish between live and training ammunition. (T-1)

2.13.2.1. Unit commanders must develop and implement written guidance for firearms safety tailored specifically to force-on-force training and exercises IAW AFMAN 31-229. (T-1)

2.13.3. Storing Firearms. All government issued firearms will be stored IAW DoD 5100.76 and AFI 31-101. (T-0) Firearms will not be stored loaded. (T-1) Individuals authorized to store government-issued firearms at a residence or non-government location will use a firearms locking device. (T-2) In such cases, the agency that issues the firearm(s) will provide the individual(s) with safety locks and instructions for proper use. (T-1) Exception: AFOSI, Aircrew members performing anti-hijack missions, maintenance personnel at Air

Force Global Strike Command (AFGSC) missile launch facilities, and military personnel involved in actual combat may store loaded firearms.

2.13.4. Use of Alcohol and Drugs. While on duty, personnel will not consume any form of alcohol or use over the counter drugs or prescription medications that impairs their ability to handle a firearm, nor will they do so within 8 hours before duty or firearms training. (T-1) Military members, including Reserve members on active duty or inactive duty for training and ANG members in Federal service, who violate this provision can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ), as well as any other applicable Article of the UCMJ, as appropriate. Civilian employees who similarly fail to adhere to this standard may be subject to administrative or disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

2.13.5. Weapons Handling Procedures. Personnel will use standardized weapons handling procedures IAW AFMAN 31-229 and this publication, when armed with a USAF-owned weapon. (T-1)

2.13.6. Weapons Clearing Procedures. Weapons will be cleared IAW procedures outlined in AFMAN 31-229. (T-1) Firearms may only be cleared under the supervision of a trained clearing barrel attendant at an authorized clearing area with a clearing barrel. Clearing barrel attendants, documented on the AF Form 797, *Job Qualification Standard (JQS) Continuation/Command* must know clearing procedures for all firearms loaded and unloaded at the clearing area. (T-2) **EXCEPTIONS:** This requirement does not apply to personnel engaged in combat, weapons qualification training, training exercises simulating combat, and AFOSI personnel who follow guidelines in AFOSI Manual 71-113-O, *Firearms, Use of Force, and Apprehension Tactics*. **NOTE:** AF/A4SX must approve any deviations to these procedures before MAJCOMs or units implement them. (T-1)

2.14. Firearms as Signaling Devices. Firearms may be used as an emergency signaling device only as a last resort in life-threatening situations. This is only authorized when all other means of communication have failed or no other means of communication are available to sound the alarm. Firearms signaling should be conducted by firing three shots in rapid succession, in a safe direction, away from resources and populated areas. (T-0)

2.15. Peacetime Firearms Discharges. Commanders must investigate all peacetime or in-garrison deliberate and negligent firearm discharges. (T-1) The checklist at Attachment 9 provides commanders and supervisors a guide to ensure critical actions are taken immediately following a peacetime firearms discharge. **EXCEPTIONS:** Discharges occurring during lawful recreational hunting, sport, and non-negligent discharges occurring during training and qualification. Personnel must immediately report peacetime discharges to their commander, the commander of the person who discharged the firearm (if different), and to installation security forces. (T-2) Failing to report these incidents is a violation of Article 92 UCMJ. Military and civilian employees who violate this provision are subject to administrative or disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Discharges involving AFOSI agents are investigated by AFOSI. The local AFOSI Detachment Commander will submit a summary of the investigation to Security Forces for required input into the Security Forces Management Information System (SFMIS). (T-1)

2.15.1. Commander Responsibilities. The commander of the person who discharged a firearm will accomplish the following: (T-1)

2.15.1.1. Begin an investigation of the incident immediately or contact Security Forces for investigative assistance. (T-1)

2.15.1.2. Secure the incident scene until completion of the investigation. (T-1) Once initial investigation is complete the commander may consider removing personnel from the scene of the incident, but continue to provide updated information as needed.

2.15.1.3. The commander should also consider chaplain support following such incidents and allow personnel involved to contact family members.

2.15.1.4. Temporarily withdraw the person's authorization to bear a firearm immediately until completion of the investigation and, if necessary, until the person completes a remedial firearms training course (mechanical portion only). (T-1)

2.15.1.5. Immediately notify public affairs, even if unauthorized firearm discharge did not involve injury, death, or property damage. (T-1)

2.15.1.6. Take immediate corrective action, including applicable administrative or disciplinary actions, if investigation reveals the person used the firearm negligently or has a training deficiency. (T-1)

2.15.1.7. Return the affected person to duty immediately if results of the investigation or other conclusive evidence show the person discharged the firearm according to established policy.

2.15.2. Reporting Requirements. Installation commanders will ensure reports are made in accordance with MAJCOM or Field Operating Agency (FOA) instructions if a US military member, contract employee or civilian employee discharges a government owned firearm during any non-combat related event. (T-2) This does not apply to training events such as qualification firing and live fire exercises. Unintentional or negligent discharges during training events, to include non-lethal weapons, must be reported. (T-2)

2.15.3. When firearm discharges involve an injury, fatality, or possible publicity, report the incidents as follows: (T-1)

2.15.3.1. Report incidents using OPREP-3/BEELINE message format Attachment 4.

2.15.3.2. Send messages to AF/A4S (SF), AFSFC/FP (Force Protection Generation Directorate) and MAJCOM/A4S within 24 hours of the incident using Report Control Symbol AF/A3OO (Operations). (T-1) Messages may be sent via e-mail to: hqafsfc.opsctr@us.af.mil. Designate reports priority, emergency status code C1, and continue reporting during emergency conditions and ensure the reports are concise and to the point. AFSFC will notify AF/A4SO, AFIMSC/IZP and all MAJCOM A4S of incidents related to SF. (T-1) AFSFC/FGC (Operations Center) will forward all notifications to AFSFC/FPI (Integrated Defense/Police Services), AFSFC/FI (FP Planning and Integration) and AFSFC/FGW (Weapons Management). (T-1)

2.15.3.3. Send information copies to HQ USAF or FOA headquarters functional manager and to intermediate Security Forces headquarters (FOA, AFIMCS, MAJCOM, or Numbered Air Force) staff and functional manager of the unit involved. (T-1)

2.15.3.4. Send a written follow-up report in After Action Report (AAR) format to the AFSFC/FPI (Police Services) within 30 calendar days following all in-garrison deliberate

and unauthorized firearm discharges. (T-1) Criminal investigations by the Security Forces Investigations section or AFOSI into the discharge do not alleviate the need for an AAR. **NOTE:** Reports may be sent via e-mail to: hqafsfc.opsctr@us.af.mil and afsfc.sfp.workflow@us.af.mil. Contact the AFSFC/FGC Operations Center in advance for any report requiring classified transmission over SIPR.

2.15.4. Wildlife. SF personnel are not responsible for dispatching, putting down or euthanizing wildlife in any situation. For any wildlife which has been injured or struck by a vehicle and is in need of euthanizing, SF should have pre-coordinated plans/agreements with other organizations or agencies such as Fish and Game when available. If there are no agencies or organizations available to assist, SF units should at a minimum, establish procedures for these situations locally and have them approved by the installation commander. For situations requiring SF members to dispatch or putdown wildlife for reasons that meet one of the eight reasons for deadly force, a notification will be forwarded to AFSFC/FPI to determine if it is necessary to conduct a Use of Force Review Board. (T-1)

2.16. Use of Force Review Board.

2.16.1. Introduction: Similar to mishap safety investigations, Use of Force Review Boards (UFRB) are important tools used to gather the facts, circumstances, and lessons learned concerning the use of force involving AF members in peacetime. UFRB is not required for use of force incidents occurring within designated combat zones where Air Force members are engaged in combat with hostile forces. UFRBs and criminal investigations are two separate and distinct processes. As a general rule, UFRB gathered information and testimony should not be used in any related criminal investigation. UFRB witnesses, who are not suspected of a punishable offense, will be asked to voluntarily testify and will not be advised of their rights under Article 31, UCMJ (military), or the Fifth Amendment to the United States Constitution (civilian). (T-0) If suspicion that a witness may have committed a punishable offense arises after the interview begins, the interview shall be stopped, the UFRB legal advisor consulted, and if deemed appropriate, the individual will be advised of his or her rights and may elect to continue to testify. (T-0)

2.16.2. When to convene a board and its purpose. A UFRB will be convened for most use of force events where an injury results or where there is potential for publicity. (T-1) A UFRB will be convened for all shooting incidents or any use of force (UoF) event resulting in death. (T-1) AFSFC/CC will approve all UFRBs. (T-1) AF/A4S will appoint a disinterested SF member in the grade of O-6 or GS-15 as the board president. (T-1) The MAJCOM/A4S responsible for the individuals involved in the shooting or UoF death cannot serve as the board president. The president may elect to have board members convene at the location of the shooting or as close as possible or may elect to assign tasks without physically convening members. Ideally, the board should convene within 14-30 days of the incident. The purpose of the UFRB is to:

2.16.2.1. Provide an all-encompassing evaluation that includes the results of the investigation or inquiry.

2.16.2.2. Determine if events and facts surrounding the incident were accurately investigated and completely reported.

2.16.2.3. Determine if the AF member(s) acted within the scope of their authority, current policy and current procedure.

2.16.2.4. Recommend changes, if needed, in AF UoF and AFSC specific tactics, policies, procedures, or training.

2.16.3. Board Members and their Responsibilities. The board will be comprised of, at a minimum: (T-1)

2.16.3.1. The Board President. The Board President shall:

2.16.3.1.1. Establish the board and determine its final composition. (T-1)

2.16.3.1.2. Preside over the board and make a final determination on the issues presented. (T-1)

2.16.3.1.3. Serve as the investigative focal point and conduct a comprehensive review of the incident focusing on administrative rules and procedures as well as criminal procedures. (T-1)

2.16.3.2. AFIMSC will provide two representatives from the AFSFC, one from AFSFC/FG (Ground Combat Generation) and one from AFSFC/FP (Force Protection Generation). (T-1) The AFSFC representatives will conduct the UFRB investigation, per the direction of the UFRB president for Security Forces. (T-1) AFSFC representatives will have the same access to the participant, witnesses and the crime scene as local investigators. (T-1) All information gathered by investigative bodies must be made available to the AFSFC representatives. (T-1) Other Directorates will provide guidance on who will conduct UFRBs. (T-1)

2.16.3.3. Psychologist. The responsible MAJCOM A4S will request a psychologist (T-1) from within the affected MAJCOM to be assigned to the board who will:

2.16.3.3.1. Provide psychological expertise and insights to the board. (T-1)

2.16.3.3.2. Evaluate the involved SF members and make referrals to qualified counselors when needed. (T-1)

2.16.3.3.3. The psychologist will be made available to the board via landline and email.

2.16.3.4. Judge Advocate. The responsible MAJCOM A4S will request a judge advocate or civilian attorney from within the affected MAJCOM to be assigned to the board (T-1) who will:

2.16.3.4.1. Serve as the legal advisor to the board, AF/A4S, AFSFC, and UFRB representatives from other directorates, but not to the involved AF members. (T-1)

2.16.3.4.2. Offer advice to the local SJA, if requested, and conduct liaison with higher legal staffs. (T-1)

2.16.3.4.3. The judge advocate will be made available to the board via landline and email. (T-1)

2.16.3.5. HQ AFOSI Representative. The HQ AFOSI representative will provide investigative expertise, as required. (T-1)

2.16.3.6. A first-line Security Forces supervisor (minimum grade of E-6) from a different installation. This member is made available to provide a practical perspective on daily Security Forces operations.

2.16.3.7. Other Members. The UFRB president determines other members of the UFRB (additional advisors, administrator, etc.). The investigators who conducted the investigation will not be included as UFRB members. (T-1) The UFRB president should have the investigators appear before the board to brief the facts of the investigation and answer any questions. The investigators will not, however, be involved in making determinations or recommendations such as those outlined in para. 2.16.2.1.1. through 2.16.2.1.3. (T-1)

2.16.3.8. Legal considerations for a shooting or UoF death incident. Historically, local law enforcement agencies have investigative responsibility for shootings or UoF death within their territorial jurisdictions. That responsibility does not change simply because one of the participants is an AF law enforcement officer. Accordingly, an AF law enforcement officer involved in an off-base shooting incident, UoF death or where there is concurrent jurisdiction, should anticipate an investigation by local authorities in addition to a review by the UFRB. Consult the local SJA regarding applicable contract provisions, if any, scope of employment, local or state law enforcement investigation policies and procedures, and any potential local or state prosecution concerns.

2.16.3.9. The Use of Force Review Board Report. Distribution of the final report will be determined by AF/A4S, but will include AFSFC/FP and FG and the affected MAJCOM A4S. (T-1) The UFRB report will contain, at a minimum, the following information and any additional information as needed: (T-1)

2.16.3.9.1. A summary of the facts and circumstances surrounding the shooting or UoF death incident and attach all documents reviewed. A security forces firearms discharge report must be completed by the unit involved. (T-1)

2.16.3.9.2. A summary of all interviews conducted by the UFRB.

2.16.3.9.3. Findings of the UFRB, including misconduct or commendation.

2.16.3.9.4. Dissenting opinions.

2.16.3.9.5. Any identified training issues.

2.16.3.9.6. Any identified policy issues.

2.16.3.9.7. Recommendations of the UFRB.

2.17. Non-lethal Weapons. DoDD 3000.03E states NLW are weapons that are explicitly designed and primarily employed to immediately incapacitate targeted personnel or materiel, while minimizing fatalities, permanent injury, and undesired damage to property, facilities, material, and the environment.. NLW employ means other than gross physical destruction to prevent the target from functioning. NLW are intended to have one, or both, of the following characteristics: They have relatively reversible effects on personnel or materiel; and they affect objects differently within their area of influence. Unit Standard Operating Procedures (SOPs) and Tactics, Techniques, and Procedures (TTP) may require adjustment to enable employment of non-lethal weapons and new equipment for the success of specific missions.

2.18. Non-lethal Weapons and Techniques Training. CFMs will specify what NLW and techniques training, if any, will be received by their respective AFSC. (T-1)

2.18.1. Personnel will not employ NLW or techniques prior to being trained IAW Security Forces Training Reference Guides (SFTRG) or AFSC specific guidance as directed by the CFM. (T-0) Approved lesson plans and TTPs for NLW can be found on the Air Force Security Forces SMARTNet webpage under e-TTPGs, Non-Lethal Weapons. (<https://afsfmil.lackland.af.mil/sfot-eTTPGs.html#x>)

2.18.1.1. Each unit is responsible for providing instructors to train individuals on performing less-lethal techniques and (if appropriate) using NLW. (T-1) Instructors must be graduates of one of the following: Air University (AU) Online Instructor Methodology Course (Course Number 03S00W), Basic Instructor Course (BIC), or Principles of Instruction (POI) and currently certified on the NLW. (T-1) Alternatively instructors may be graduates of the Inter-service Non-lethal Individual Weapons Instructor Course (INIWIC), Federal Law Enforcement Training Center (FLETC), or other instructor certification course such as Safari Land Basic Instructor Course or Active Shooter Incident Response Course. Instructors must currently be certified on the non-lethal weapon or technique before being authorized to teach the course, as noted in AFI 36-2201, *Air Force Training Program*. (T-1) Instructors must follow the guidance set forth in SFTRGs or AFSC specific guidance as directed by CFMs. (T-1)

2.18.1.2. Commanders will ensure personnel receive practical, performance based and scenario-driven use of force training annually, IAW section 2.5. of this publication, before authorizing individuals to employ non-lethal weapons. (T-1)

2.18.1.3. Personnel must complete qualification training IAW AFI 36-2654 on the service weapon used to deploy non-lethal munitions, to include the non-lethal orders of fire. (T-1) This training only qualifies the individual on the weapon/munitions and does not meet less-lethal employment training requirements. Instructor requirements for non-lethal employment training are outlined in para. 2.18.1.1. of this publication. Combat Arms personnel are authorized to teach weapons qualification courses, including any non-lethal munitions portions, as outlined in AFI 36-2654 (being replaced by AFI 36-2654).

2.19. Non-lethal Weapons Reporting Requirements. Use the following format to report NLW incidents if a US military member, contract employee, or a civilian employee employs/discharges a NLW while in the performance of official duties (to include training mishaps). (T-2)

2.19.1. When employment or discharge of a NLW does not involve an injury, fatality, or potential publicity, report the incidents according to MAJCOM or Field Operating Agency (FOA) instructions.

2.19.2. Report incidents using OPREP-3/BEELINE message format. The OPREP-3/BEELINE report format will be used even if the event does not meet the reporting guidelines in AFI 10-206, *Operational Reporting*. (T-1)

2.19.3. Send messages to AF/A4S and AFSFC/FP within 24 hours of the incident using Report Control Symbol AF/A3OO (Operations). Messages may be sent via e-mail to: hqafsfc.opsctr@us.af.mil. Designate report's priority, emergency status code C1, and continue reporting during emergency conditions and MINIMIZE.

2.19.4. Send information copies to HQ USAF functional manager and to intermediate Security Forces headquarters (MAJCOM or Numbered Air Force) staff and functional manager of the unit involved.

2.19.5. Send a written follow-up report in a peacetime government firearms discharge (Attachment 4) within 30 calendar days of the employment/discharge to all original addressees and AFSFC/FPI (Integrated Defense/Police Services Branch) via e-mail at all.afsfc.sfop@us.af.mil. Criminal investigations by SF Investigations or AFOSI do not alleviate the need for a peacetime government firearms discharge report.

Chapter 3

USE OF FORCE SPECIFIC TO SECURITY FORCES PERSONNEL

3.1. UoF Introduction. The decision by an officer/sentry to employ objectively reasonable force is based on the officer/sentry's perception of the subject's actions and the totality of circumstances. This guidance is applicable to all personnel conducting Law and Order Operations (i.e. Security Forces, Military Police) which includes any military or civilian personnel assigned to perform security or guard duties while under AF control. Anyone armed with a lethal weapon must be familiar with the information within this chapter. (T-3)

3.2. Mental Preparedness. Many factors play a critical role in a person's mental state affecting their ability to react without hesitation to a perceived threat or to resistance. Learned behavior, social norms and societal expectations all influence the person, not only professionally, but personally as well. Personnel raised to believe it is wrong to strike or cause dysfunction, injury or death to another human may find it grudgingly acceptable in self-defense thus delaying the necessary immediate reaction. Personnel may also hesitate to employ force if they perceive that its utilization is only authorized as a last resort once all other means have been exhausted. This perception may be caused by improper training, legal misunderstanding, poor understanding of policy, the belief of endless lawsuits and negative publicity. When directly involved in a UoF incident, most people have physiological changes in their body during or immediately after their objective perception of a threat. For example, the introduction of fear or exhaustion may cause negative effects in vision, motor skill performance, and cognitive processing. The combination of all these factors could lead the person to be ineffective in force utilization. The objective is to minimize or effectively resolve these factors by understanding why these effects occur and what steps can be taken to reduce them.

3.2.1. Security Forces members have to be mentally prepared for the probability of having to stop someone knowing as a result of their actions, injury or death could be a logical consequence. Many personnel fear becoming the victim of close-range aggression and may also have concern about inflicting injury or death. Ultimately, both fears can cause tentativeness and hesitation.

3.2.1.1. Personnel should be mentally prepared to enter a situation where they may be injured. Many personnel never consider the possibility of being in a physical confrontation of any significance. Therefore, when it occurs, they are totally unprepared mentally. Many of these confrontations involve attacks with the probability of serious physical injury or death. Of these, there are three outcomes: death, survival and winning. Personnel should possess the ability and awareness to recognize dangerous situations and take immediate actions to stop the threat. When the person is mentally prepared, survival is not an issue and the focus is on winning. A person can win any situation or dangerous encounter if they believe in themselves, have the will to survive, and are mentally and physically prepared.

3.2.1.2. UoF is not a defensive act; it is an act of offense (not to be confused with defensive tactics). Although the UoF itself is an offensive act, many defensive situations demand an SF member to use offensive techniques in order to adequately defend themselves or others. In force utilization, personnel are required to take action to stop or

control a subject's action or noncompliance using an offensive tactic to gain control or compliance. Striking an assailant with a baton is an offensive action. Shooting an assailant attacking with a weapon is an offensive action. On the other end of the UoF spectrum, using restraint applications, such as handcuffing, is also utilizing offensive force to control the subject. Training and policy often focus on blocking or avoiding physical assaults. This type of training may avoid a specific action but it does not train personnel to stop the subject. Personnel should immediately stop the subject's actions and obtain control or compliance. Although personnel should recognize defensive measures, effective defensive tactics within all force utilization requires an offensive response. Mentally placing themselves on the defensive, using defensive tools and defending against attacks automatically places personnel at a disadvantage. This type of defensive perception only enables acts of hesitation, ineffectiveness and negative stress performance caused by the sympathetic nervous system. It is critical for personnel to understand the importance of being proactive and react to the threat of violence, not the actual violence itself. The only way to do this effectively is to be on the action side of an incident instead of on the reaction side.

3.2.1.3. The legal standard of reasonableness does not require selecting the least intrusive alternative, only a reasonable one. When reasonable force is not applied immediately to gain control and compliance, a domino effect occurs where circumstances of the incident become more dangerous, out of control or unmanageable.

3.2.1.4. The complexity of the decision and assessment increases with the person's perception of a threat. This in turn causes the person's ability to determine a reasonable force option quickly and efficiently to erode. When force utilization is applied immediately and without hesitation, the application results in fewer injuries to the suspect and officers. This is due to the establishment of control and a quick ending to the incident.

3.2.1.5. Use of force by Security Forces will be reasonable and in accordance with paragraph 1.3 of this instruction. (T-1) When time and circumstances permit, an individual who appears to be a threat should be warned and given the opportunity to withdraw or cease threatening actions. This would be accomplished as appropriate and consistent with the lawful objectives or mission requirements of the officer/sentry. Law enforcement or security personnel may have an obligation to apprehend rather than permit an individual to withdraw. In some circumstances, force, including deadly force, may be the only option available to respond to a hostile act or hostile intent. The UoF must be reasonable in intensity, duration and magnitude based on the totality of the circumstances. (T-0)

3.2.1.6. Knowing and understanding the constitutional standards in determining reasonable UoF and the AF UoF policy is an essential element of mental preparation. When personnel are confident force is justified in a given situation, they are mentally prepared to win and act with competency.

3.2.1.7. Hesitancy or inaction because of legal ignorance and/or restrictive policy may have a negative outcome in UoF situations. Any delay in the decision making process could result in the failure to adequately neutralize the threat, which could lead to injury or death.

3.3. Physiological Factors. When faced with a threat, personnel need to understand certain physiological changes occur in the body when the sympathetic nervous system is triggered. These triggers may include, but are not limited to: fear of death, fear of injury, fear of killing, fear of failure, fear of the unknown, extreme physical exhaustion, lack of confidence in abilities, experiencing a highly emotional event, being in close proximity to the threat and experiencing unexpected impact touch. When personnel are under stress caused by these triggers, especially stress caused by the perception of death or bodily harm, the person's sympathetic nervous system initiates a defense mechanism referred to as the fight or flight response(s). In addition to fight or flight, another possible response that is critical has to do with freezing which could render the person incapable of proper action or reaction to the situation at hand.

3.4. Escalation or De-escalation of Force. The primary goal of the SF member's effort is to gain and maintain control of the subject(s). Ideally, each enforcement encounter results in a balance utilization of force flowing in the form of escalation, stabilization or de-escalation. The utilization of force is based upon the actions or threats presented and the subject's degree of compliance or noncompliance. The application of force during an SF member/subject encounter should be based primarily on the perceived actions of the suspect within the totality of the circumstances and not on the actor(s) with whom the SF is dealing. An SF member's response to a subject's perceived actions must be guided by objective reasonableness when effecting control. (T-0)

3.4.1. Officer Perception. The Fourth Amendment standard of "reasonableness" does not lend itself to a precise definition or application; however, the principle of objective reasonableness can be simplified to establish the basis of reasonableness in UoF. Reasonableness applies to all uses of force and not just those where the officer/sentry is in jeopardy. The officer or sentry must perceive the person proposing the action or threat is capable of performing the action. (T-0) The subject must be in a position to carry out the act or threat. (T-0) The mental state of the subject(s) initiating an overt act either by words or deeds shows the intent in the furtherance of a threat, action or crime.

3.4.2. Subject Action. The officer/sentry's perception of the subject indicates what degree of force is required, if any, by the officer/sentry to achieve their objective.

3.4.3. Officer Response. In perceiving the subject's actions, the officer/sentry responds to obtain subject compliance and achieve their objective in accordance with the standards of objective reasonableness and totality of circumstances. The officer/sentry response may employ tactics which include verbal or physical controls, NLW and techniques, deadly force or all of the above. "Reasonableness" does not require SF members to select the least intrusive or minimum force available, only a reasonable one.

3.4.4. The elements of reasonableness do not apply only to the Security Forces member who are being faced with an attack, but may also extend to other situations as well. In other words, the elements of reasonableness apply to all uses of force, which does not include just those where the Security Forces member is in jeopardy. The concept of the elements of reasonableness assists the Security Forces member in determining force escalation justification. Ultimately, it defines the basis of reasonableness of the Security Forces member's response when applied within the totality of circumstances for each specific incident.

3.4.5. Deadly Force. The use of deadly force must meet the “objective reasonableness” standard. (T-0) It must be noted when deadly force is used, the officer/sentry must be able to articulate objective reasonableness based on their perception of the threat and the totality of the circumstances. (T-0) If the use of deadly force is justified the implement used is of no consequence.

3.5. Tools, Tactics and Timing. Application of force encompasses three main elements of action and assessment. These elements are tools, tactics and timing.

3.5.1. Tools. Tools are the mechanical, physical or mental resources we have in order to gain or regain compliance. These include verbal skills, control techniques, NLW, lethal weapons and a winning mind-set. For more SF specific information, refer to SFTRGs.

3.5.2. Tactics. Tactics are the applications of these tools in the form of techniques and procedures. The Security Forces member must incorporate the tools into strategies to accomplish an apprehension, such as keeping a subject’s hands/palms visible at all times and the proper use of cover or concealment. (T-3) For more Security Forces specific information, refer to SFTRGs.

3.5.3. Timing. Timing is the correlation of tools and tactics to produce the timely and effective application of the appropriate objectively reasonable force required to establish and maintain lawful control. An example is when a Security Forces member applies handcuffs during an apprehension to maintain order and minimize the potential of an assault on the Security Forces member. For more Security Forces specific information refer to SFTRGs.

3.5.4. Applying Force with the Appropriate Tool/Tactic. The following explains UoF tactics and tools available to Security Forces personnel based on the subject’s actions, officer perception and the officer’s response. For more SF specific information refer to SFTRGs.

3.5.5. Applying Force Options. This simply means a given situation could have different levels of UoF applied. Each of these could be legal and reasonably correct levels, especially when the *Graham v. Connor* factors are applied.

3.5.6. Communication. When force is being used, regardless of type, it is important to establish communication with the subject(s) starting from the time the Security Forces member initially arrives on scene.

3.5.7. Training. In order for personnel to develop proper muscle memory skills when applying UoF they should be afforded as much live scenario training as possible. Security Forces members need to have proper training using hands on techniques incorporating both NLW and deadly force options. This type of training will enable them to better understand which tool or tactic is right for the job.

3.5.8. Choosing the correct tool or tactic. The correct tool or tactic chosen by a Security Forces member may be dependent upon the Security Forces member’s size vs. subject’s size, number of subjects vs. number of Security Forces members, UoF options available to the Security Forces member and lastly the level of training provided to the Security Forces member. For example, you would not utilize a TASER® to stop multiple subjects as the TASER® is only effective against one individual at a time without reloading or being in a position to apply a drive stun. Known NLW for Security Forces daily carry are TASER®, Expandable Baton, and Oleoresin Capsicum Pepper Spray. Other NLWs are the GG04 Sting

Ball Grenade and M84 Flash Bang Grenade. The GG04 is typically used for crowd dispersal and the M84 is used for tactical room and confined spaces entry. The GG04 and M84 are not expected to be used as daily carry NLWs for Security Forces.

3.5.9. Noted Tactical Issues. When posted in direct support of Protection Level 1 nuclear weapons/components, Security Forces must be able to quickly identify, assess and counter hostile attempts to gain unauthorized access to these assets. (T-3) This specialized training is important due to the size of the anticipated threat and the limitations of the delay/denial technology in place designed to aid Security Forces in preventing unauthorized access to nuclear weapons/components. For additional information refer to DoD S-5210.41-M_AFMAN 31-108, *Nuclear Weapons Security Manual*.

3.5.10. The principal tactical focus in the enforcement environment is to continue to promote and practice the confrontation equation. By definition, confrontation equation is simply the SF member remaining in a constant position of recognizable advantage, while the subject stays in a continued position of recognizable disadvantage. One vivid and viable illustration of this tactical equation is the practice of the two on one advantage ratio (i.e., two Security Forces members to every subject) as the rule, rather than the exception.

3.5.11. The focus toward the confrontation should be primarily placed upon the “actions” of the subject, rather than the important, but secondary attributes of the “actor” in the situation. Certainly the “who” involved is of concern (e.g., past actions, previous history of violence, the subject’s size/strength, etc.), but primary focus needs to be directed towards “what” is happening at the time - “what” the subject is doing. Reasonable Security Forces members should guard against being lulled into complacency by past knowledge of the subject, thus placing themselves in a crisis by pre-judging a mode of force utilization based upon previous contact, not present at this point in time.

3.5.12. When placed into a confrontation, the reasonable Security Forces member should expand his/her perspective from reaction into a more strategic confrontational conduct of action initiated response. This response should be proactive, drawn upon the Security Forces member’s expertise, experience or other similar incidents. The Security Forces member should remain free of the pressure to pre-judge the actions of the subject and gain the enhanced ability to more properly perceive the actual and/or potential actions of the subject in question.

3.5.13. Ideally, Security Forces members should practice anticipatory behavior (stress reduction techniques, conflict avoidance/resolution tactics, fear management skills, etc.) of others in an effort to prevent potential non-compliant confrontations. If a conflict is perceived as inevitable, they should initiate procedures to provide sufficient systems (strategic planning, team tactics, etc.) to maximize safety for themselves, others and the actual subject.

3.5.14. The response of the Security Forces member must be active. (T-3) The tactics utilized by the Security Forces member effectively allow him/her to regain control of the subject establishing a safe environment for the SF member and others. Failing to do this, the situation may become more aggressive with the inherent risks of greater potential for injury to the Security Forces member, the subject or others. Security Forces members should direct their actions toward prevention through the use of tactical applications from previous Lessons Learned, or response based research. Most confrontations are not unique, nor do they remain isolated in time. These events are expected to reoccur with different subjects. If

a safe, successful solution evolves, the Security Forces member should follow that course of response in the future. If the solution is not found, the Security Forces member should use their past experience as a catalyst to seek a safe and strategic solution for the future.

3.6. Unified Training Principles (UTP). Static training alone is not enough to adequately prepare AF personnel for real life situations, especially when involving force utilization. The UTP are a simple process consisting of four areas. Each provides a frame of reference for personnel to comprehend how to work through the elements of actual situations or confrontations. Simplicity equals confidence and in turn leads to competence. These principles cultivate empowerment by allowing the fluid integration of decision-making and tactical concerns. Personnel are empowered to make any/all decisions about what techniques or tactics are needed to resolve a situation. These principles build upon learned skills and techniques which better prepare personnel to operate under realistic conditions. The winning or survival mindset and mental preparedness is initiated through the introduction to the UTP. The four areas which make up the UTP are identified below:

3.6.1. Position of Advantage. Position of advantage is self-initiated and proactive rather than reactive. Any/all acceptable techniques or tactics designed to enhance officer safety and survival may be used to gain a position of advantage. Common examples include the planning, approach and reaction, e.g. field interview stance, defensive/offensive posture, distance, cover, proper placement of patrol vehicle, movement to or at an objective, the element of surprise, etc.

3.6.2. Threat Assessment/Decision-Making. Threat assessment/decision-making is an ongoing process of determining potential threats and how to respond. Some examples of this principle are watching subject's hands, reading body language, recognizing and reacting to threat cues, identifying potential danger areas, etc.

3.6.3. Response/Action. Response/action is the execution of the techniques or tactics selected in response to assessment of the situation. Examples of this principle include applying objective reasonable force, moving to or changing position of advantage, creating distance, calling for back up, falling back to a secondary position of cover, moving in to resolve the situation or disengaging to contain and stabilize, slow and deliberate search techniques, rapid raid techniques, etc. In such instances the likelihood of fratricide may increase, personnel should consider the effect this could have on the positive outcome of the situation.

3.6.4. Evaluation/Follow Through. Was the response effective? Is the situation under control? Are there more suspects or weapons (continual threat assessment)? Does anything else need to be done? If so, what are the priorities?

3.7. Law Enforcement Officers Safety Act (LEOSA) Implementation. The National Defense Authorization Act (NDAA) of 2013 expanded LEOSA application to those individuals that are or were granted the authority to make apprehensions under Article 7b of the Uniform Code of Military Justice (UCMJ). This is federal law. LEOSA does not cover armed Security Forces members performing routine installation law enforcement duties. For further LEOSA information refer to AFMAN 31-125, *Security Forces Implementation of The Law Enforcement Officers Safety Act (LEOSA)*.

3.8. Active Vehicle Barrier (AVB) systems. AVBs provide a capability to physically impede and thus prevent a threat vehicle from unlawful or unwanted vehicular entry to DoD installations. AVB systems are considered a NLW when employed and entry controllers must be trained in AVB operations on installed systems prior to utilizing them. (T-3)

3.8.1. AVB equipment criteria: DoD developed standards published in Unified Facility Criteria (UFC) 4-022-01 and Surface Distribution and Deployment Traffic Engineering Agency (SDDCTEA) pamphlet 55-15 to ensure that AVB are installed in a safe and effective manner.

3.8.2. Standard Barrier Operational Testing Procedures. The following procedures are a standardized comprehensive method for testing AVBs. All Defense Force Commanders will ensure the following procedures are followed. (T-1) The Defense Force Commander will ensure these procedures are accomplished at least weekly. (T-1) The recommended testing times are during low traffic periods (i.e., weekends or early morning, 0100-0400hrs). Barriers at special event gates not routinely in use will need to be tested approximately 24 hours prior to operation to ensure proper operation of barriers and safety systems. (T-1)

3.8.2.1. Supervising Barrier Test Procedures. All preplanned barrier testing will be directly supervised by a certified Flight Sergeant, certified Department of Air Force Police Officer/Security Guard shift supervisor or commander's designated representative. (T-3) This guidance also applies to joint bases where the Air Force is the lead service. Prior to barrier test, the certified Flight Sergeant, certified Department of the Air Force Police Officer/Security Guard shift supervisor or commander's designated representative will review appropriate Special Security Instructions to ensure Installation Access Point barrier test activation procedures are followed. (T-3) Additionally, ensure the barrier test is annotated on the AF Form 53, Security Forces Desk Blotter. (T-1)

3.8.2.2. Develop local operating instructions outlining the weekly test procedures. (T-1) Procedures will include proper notifications list and measures taken to ensure the safety of personnel and property during the test. (T-1) The operating instruction will also include procedures to respond to failed barrier testing to include notification and actions required to render the barrier safe until the barrier is repaired. (T-1)

3.8.2.3. Report all unintended AVB activations and any other anomalies in the AVB operation to your Civil Engineer for maintenance or repair prior to continuing use of the AVB. (T-1) Continue to report all inadvertent AVB activations through each respective MAJCOM and forward to AFCEC/CO. (T-1)

3.8.2.4. DFCs are ultimately responsible for institution of sound practices to control gate runners including effective security and positive traffic control measures. This includes continual review of traffic control procedures at installation entry control points. DFCs should identify and enforce post requirements necessary to maintain positive entry control. This includes ensuring installation entry controllers should remain within post limits in order to activate barrier systems at all times and that barrier controls are readily accessible to them.

Chapter 4

SECURITY FORCES RELIABILITY STANDARDS

4.1. Overview. Security Forces members holding the 31P or 3P0 series AFSC, require routine monitoring for reliability to perform security and law enforcement duties. This chapter outlines the Personnel Reliability Assurance Program (PRAP) requirements for Security Force member suitability to perform the force protection mission for the United States Air Force, and the responsibilities of support agencies to ensure mission success. These reliability standards and associated actions apply to active duty, guard and reserve Security Forces members only. Throughout this chapter, any section that specifies a commander responsibility, unless otherwise stated, assume this includes a designated representative in the absence of the commander. Do not supplement guidance in this chapter without prior coordination and approval from AF/A4SN. (T-1)

4.1.1. Roles and Responsibilities.

4.1.1.1. Headquarters Air Force Security Forces Directorate (AF/A4S) will issue policy and guidance to ensure compliance with this instruction does not drive increased manpower requirements in the field due to non-availability of Security Forces personnel to perform duties under the criteria for authorization to bear arms. (T-1)

4.1.1.2. Headquarters Air Force Security Forces Directorate, Nuclear Security Division (AF/A4SN) is the responsible policy office for the AF Arming and Use of Force guidance in chapter 4 of this instruction. Updates to chapter 4 require coordination with AF/A10-F.

4.1.1.3. Commanders of Security Forces Personnel. Commanders are responsible for determining suitability to bear arms based on information provided by the member, supervisors, medical personnel, or the member's peers. Commanders will designate in writing the individual(s) who will perform Arming and Use of Force monitoring responsibilities on their behalf. (T-3) This individual(s) must receive Health Insurance Portability and Accounting Act (HIPAA) training before receiving notifications. An appointment letter listing authorized Arming and Use of Force monitor(s) will be kept on file at the servicing armory as well as the MTF. (T-1)

4.1.1.4. Medical Treatment Facility Commander (MTF/CC). The MTF/CC will ensure immediate notification to the patient's commander, or designated command representative, when the treating provider identifies a condition capable of impairing a Security Forces member's ability to safely perform armed duties. (T-1)

4.1.1.5. Installation PRAP monitors. Provide training required by DoDI 5210.42, *Nuclear Weapons Personnel Reliability Assurance*, and DoDM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program*, for base agencies that support PRAP. (T-1) In the absence of a PRAP monitor, the PRP monitor serves as the installation POC.

4.2. Essential Elements. Essential elements of a PRAP for Security Forces are listed in the following paragraphs and apply to all active duty, guard and reserve Security Forces members.

4.2.1. Member must be a US Citizen. Security Force members are charged with guarding our nation's most critical resources. (T-0) In order to maintain the clearance required to retain the AFSC of 31P or 3P0, Security Force members must be US Citizens as outlined in DoD 5200.2-R, C2.1.1. (T-0)

4.2.2. All Security Forces members require and must maintain Secret clearance eligibility for AFSC of 31P or 3P0. (T-1) The security clearance must be based on a current and favorably adjudicated background investigation in accordance with the Federal Investigative Standards. (T-1)

4.2.2.1. Security Force members assigned to a nuclear controlled position must maintain a security clearance eligibility that has been favorably adjudicated within the last 5 years IAW DODM 5210.42. (T-0)

4.2.2.1.1. Security Force members with a personnel security investigation (PSI) exceeding five years (from the date the investigation closed) must submit for a reinvestigation. (T-0)

4.2.2.1.2. Individuals may perform nuclear duties on an interim basis contingent upon:

4.2.2.1.2.1. The reinvestigation is scheduled at the Office of Personnel Management (or the DoD designated investigative service provider), and

4.2.2.1.2.2. The commander has documented a review of the completed security questionnaire and is satisfied the information provided does not suggest unreasonable risk.

4.2.3. Member must be fully qualified. Successful completion of Security Forces technical training and qualifying award of entry level 31P or 3P0 AFSC is required. (T-1) Wing commanders may waive completion for AFSC 31P, if the member is scheduled to attend technical training. (T-2) The 31P must meet all other essential elements required in this chapter. (T-1)

4.2.4. Reliability of the member must be verified prior to assignment. (T-0)

4.2.4.1. Reliability verification is completed when the commander signs the assignment selection notification RIP. This form shows the projected AFSC in which the member was selected. If the projected AFSC shown on the form is 31P or 3P0, and the commander does not have reason to withdraw the AFSC based on suitability criteria in the Security Forces Classification Directory, the commander signs the bottom of the last page and submits the form to the losing Military Personnel Section (MPS) within seven calendar days of the assignment selection date. (T-1). The signature on this form signifies the losing commander's verification that the member continues to meet the suitability criteria outlined in this instruction. This form requires the signature of the commander or the signature of a person authorized to sign the arming roster and cannot be delegated to administrative staff personnel. (T-1) Losing commanders continue to monitor the suitability of the member to retain the AFSC until the member signs in to the gaining unit. (T-1) If the losing commander intends to withdraw the AFSC, cancel the assignment by notifying the owning assignments manager through the losing MPS. (T-1)

4.2.4.2. Security Force members returning to a DAFSC of 31P or 3P0 after serving in another DAFSC, must be rescreened by the losing commander against the suitability criteria in the Security Forces Classification Directory. (T-1) Document this action in accordance with the Personnel Processing Code instructions in the assignment notification.

4.2.4.3. Officers exercising command authority of Security Forces members assigned to headquarters staff positions above the wing level, follow the procedures in para 4.2.4.1. and 4.2.5.3.3. prior to the member's change in assignment, unless the staff is able to prove compliance with all continuous monitoring standards in para 4.2.5. (T-1) If continuous monitoring was maintained throughout the headquarters staff member's assignment, only the procedures in para 4.2.4.1., apply for assignment processing. (T-1)

4.2.5. Member must be continuously monitored. (T-0) Continuous monitoring requires the attention of a combined team of commander, medical providers, supervisors, member's peers and the member.

4.2.5.1. Commanders of Security Forces Personnel.

4.2.5.1.1. Commanders are responsible for determining suitability to bear arms based on information obtained through continuous monitoring. (T-1) Information received from medical providers, supervisors, member's peers and the member should be carefully considered when making a determination to reinstate or withdraw authority to bear firearms.

4.2.5.1.2. At Risk Review. Weekly, the Commander will review the status of assigned personnel with known mental, physical or emotional issues that affect suitability to bear arms. (T-3) This at risk review must include the First Sergeant or commander-designated NCO in the absence of the First Sergeant. (T-3) Include others as deemed appropriate by the commander, but careful consideration must be made to ensure Protected Health Information, as identified in HIPAA and the Privacy Act, is properly controlled. (T-0)

4.2.5.1.3. Commanders should review the retention criteria listed in paragraph 4.3 and take appropriate action to withdraw AFSCs from Security Forces members who do not meet retention criteria. If the commander intends to withdraw the AFSC for medical or mental health reasons and it appears the condition will require lengthy treatment or the member will be unable to perform duties for a protracted period of time, the commander should first refer the member's case to the Deployment Availability Working Group (DAWG) through the DAWG Chair or the Physical Evaluation Board Liaison Officer (PEBLO) for Medical Evaluation Board (MEB) consideration. The At Risk Review for Security Forces personnel replaces the 180 day review requirement in para 2.3.3.1.

4.2.5.1.4. Commanders must be aware of those Security Forces personnel assigned that are currently coded as PRP disqualified or permanently decertified. (T-1) Those members who retain that code will be placed on the Do Not Arm roster until the code can be removed IAW DoDM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, or the member's AFSC is withdrawn.

4.2.5.2. Medical Providers.

4.2.5.2.1. Treating providers, or the responsible medical clinic, will ensure immediate notification to the member's commander, or designated command representative, when the treating provider identifies a condition capable of impairing a Security Forces member's ability to safely perform armed duties. (T-1) Providers should use common sense assessments to decide whether a notification is required. For example, medical providers should contemplate whether they would feel comfortable knowing the patient will operate a motor vehicle immediately following the appointment; or would the medical provider, be comfortable knowing the patient is about to perform armed duty in a populated area immediately following the appointment. If the answer is no, then a notification to recommend temporary withdrawal to bear arms is warranted. Release Protected Health Information to the chain of command in accordance with Military Command Exception rules in the Health Information Portability and Accountability Act and DoD 6025.18-R, *DoD Health Information Privacy Regulation*. (T-0) Based on feedback from the treating provider, the commander decides whether the member is fit for Security Forces duties and determines the necessity to withdraw the member's authority to bear firearms. (T-1)

4.2.5.2.2. Use of prescription medication does not always disqualify individuals from bearing firearms. However, the treating provider or the responsible medical clinic will immediately notify the member's commander if a psychoactive medication, narcotic, or sedating drug is prescribed that could negatively affect the member's cognitive ability to make a split second decision to use deadly force. (T-1)

4.2.5.2.3. Sexual assault victims carrying the 31P or 3P0 AFSC are eligible for both the Restricted and Unrestricted reporting options in accordance with DoDI 6495.02 *Sexual Assault Prevention and Response Program Procedures*. If electing restricted reporting, the victim is required to advise the medical provider of any factors that could have an adverse impact on the victim's suitability to bear firearms, their safety or the safety of others. If necessary, the medical provider will inform the victim's commander that the individual should be placed on a do not arm roster, without revealing the individual is a sexual assault victim, thus preserving the Restricted Report. (T-1)

4.2.5.3. Security Forces Member. Suitability to perform Security Forces duty is critical to a successful arming program.

4.2.5.3.1. Security Forces members are required to notify their commander immediately when not physically, emotionally or mentally fit to bear arms. (T-0) Prior to receiving medical, mental health, or support agency assistance, Security Forces members will inform the provider or counselor of their requirement to bear firearms as part of their official duties. (T-1) This information aids the medical provider or counselor in assessing the member's suitability to perform armed duties. Upon completion of the medical appointment, Security Forces members will notify their commander or appropriate person in their chain of command, if medical treatment was received, whether from an on or off-base provider, or medication prescribed that could impair judgment. (T-1) Over the counter medication should

only be taken in accordance with instructions provided on the original container unless otherwise directed by the treating provider. Restrict use of over the counter medication in accordance with paragraph 2.13.4. (T-1)

4.2.5.3.2. At any time prior, during, or after performing armed duty, every member has an obligation to report mental, physical or emotional indicators of themselves or another Security Forces member that may cause a negative impact on people, resources or mission. (T-1) Any member can make a recommendation to temporarily withdraw someone's authority to bear firearms when another member verbalizes or displays behavior deemed unsafe or unsuitable for armed duty. Opportunities to observe these indicators for Security Forces members exist prior to, during, and after performing armed duty. Opportunities include contact with 1) the armorer while arming for duty or turning in, 2) clearing barrel supervisor, 3) flight commander, flight chief or supervisor during shift change, and 4) assigned team leader or member. Personality and behavior factors that may affect suitability to bear arms are listed in Attachment 2. Follow procedures in para 2.3.3. to temporarily withdraw authority to bear arms. (T-1) Once withdrawn, all efforts must be made to notify the commander the action was taken. (T-1) Only the commander, or arming authority, can reinstate a member's authority to bear firearms. (T-1) Document the reinstatement in accordance with paragraph 2.3.5. (T-1)

4.2.5.3.3. Extended absence from security forces duties. Personnel who exceed 75 calendar days without performing official security forces duty will be removed from arming rosters and entry control lists. (T-1) Absence from security forces duties is defined as a period of time when a security forces member whose duty AFSC is 31P or 3P0, is not continuously monitored by their chain of command. Examples of extended absences are 75 calendar day gaps such as extended leave, training, professional military education, deployments requiring duties other than armed security forces duty, and guard and reserve security forces not on orders. Upon return from the extended absence, the commander will interview the individual in accordance with paragraph 4.2.8. (T-1) Prior to the interview, the member will fill out the questionnaire at Attachment 8 and submit the form to the commander. (T-1) The commander will review the questionnaire and discuss the information during the interview. (T-1) The member will not be placed on the arming roster until the questionnaire and the interview are complete. (T-1) The questionnaire will be kept on file for the duration of the tour of duty or until the member permanently changes station. (T-1)

4.2.6. Member must have a medical evaluation. (T-0)

4.2.6.1. Security Force members must complete Preventative Health Assessments annually. (T-1) These assessments are documented and tracked through the Aeromedical Services Information Management System (ASIMS). This requirement is in addition to the face-to-face encounters Security Force members have with medical providers to address specialty care needs. In accordance with AFI 10-203, *Duty Limiting Conditions*, para 2.10., providers evaluate/re-evaluate AF Form 469, Duty Limiting Condition (DLC) reports at every face-to-face patient encounter. As needed, the MTF and MPS work together to establish appropriate Assignment Availability Codes (AAC) when a Security Forces member presents a condition not compatible with Security Forces duties.

4.2.6.2. Munition Support Squadron (MUNSS) assignment. In addition to the requirements in paragraph 4.2.6.1., medical prescreening is required prior to assignment for MUNSS. The prescreening requires a review by the medical facility to ensure the member not only meets all the requirements to bear arms, but also to ensure the member is medically qualified for duty at a remote location. The medical facility must consider regular or chronic appointments which may not be readily available at the gaining location. (T-1) The losing MTF notifies the losing commander of medical conditions not compatible with the Personnel Processing Codes for a MUNSS assignment. (T-1). Once identified, the losing commander ensures the assignment is cancelled. (T-1) If the medical prescreening reveals a chronic or untreatable disorder or physical ailment not suitable for armed security forces duty, the owning commander, before withdrawing the AFSC, should refer the member's case to the DAWG through the DAWG Chair or the PEBLO for Medical Evaluation Board (MEB) consideration. If the DAWG and/or PEBLO determine the members chronic or untreatable disorder or physical ailment is not suitable for armed security forces duty, the commander will withdraw the 31P or 3P0 AFSC. (T-1)

4.2.7. Member must have a personnel file review. (T-0) Security Force members with a projected assignment as a 31P or 3P0 to a nuclear capable unit require an additional check for negative quality indicators. This requirement is in addition to the requirements in paragraph 4.2.4. and is not required for projected assignments to non-nuclear capable units.

4.2.7.1. Losing commander responsibilities. For purposes of this essential element, the additional check for negative quality indicators is verification an Unfavorable Information File (UIF) does not exist prior to a Security Forces member's assignment to a nuclear capable unit. The losing commander is responsible for affirming in writing that the member does not have an active UIF. (T-1) The losing commander accomplishes this attestation by signing the same assignment selection notification required in para 4.2.4. This form requires the signature of the commander or the signature of a person authorized to sign the arming roster. It cannot be delegated to administrative staff personnel. (T-1) Below the signature, the losing commander writes either "UIF: NO" or "UIF: YES", indicating the existence or intent to establish a UIF on the member. (T-1) If a UIF exists, the losing commander must contact the gaining commander within 14 calendar days of the member's assignment selection date to discuss the information in the UIF. (T-1) If the losing commander is in the process of establishing a UIF on the member or recently established a UIF, communicate that information to the gaining commander as if the code existed. (T-1) Document the communication in writing using the format in Attachment 7 and submit to the losing MPS. (T-1) Should the gaining commander not accept the member for assignment to the projected nuclear capable unit, the local MPS at the losing unit will contact the owning assignments manager to cancel the assignment. (T-2)

4.2.7.2. Gaining commander responsibilities. The gaining commander receives an assignment allocation notification at the same time as the losing commander receives the assignment selection notification. If the gaining unit identifies a UIF code on the member's allocation notification and is not contacted by the losing unit within 14 calendar days of the assignment notification, the gaining MPS should contact the losing MPS. The gaining commander reviews the information provided by the losing commander. (T-1) The gaining commander should take into account any personnel files

locally available that assist the commander in making an informed judgment on the reliability of the individual. After a review of the UIF and other pertinent information, the gaining commander must make a decision to accept or reject the member's assignment within 30 calendar days from the member's assignment selection date. (T-1) Document the decision in writing using the format in Attachment 7. Gaining commander returns the dual signed memorandum to their local MPS Career Development Section who in turn communicates the decision to the losing commander. (T-1) If the gaining commander chooses to accept the member, the gaining unit retains the signed memorandum for the duration of the UIF.

4.2.8. Member must be personally interviewed by the gaining commander. (T-0) Prior to assigning duties requiring firearms, gaining commanders will personally interview newly assigned Security Force members to discuss: (T-1)

4.2.8.1. The increased responsibility required of Airmen who carry firearms and protect DoD resources and personnel. This can be discussed in a public setting, i.e. Newcomers Brief.

4.2.8.2. The high standards required of a Security Forces Airman. This can be discussed in a public setting, i.e. Newcomers Brief.

4.2.8.3. The requirement and importance of self and peer reporting on suitability to bear arms IAW para 4.2.5.3. of this instruction. This can be discussed in a public setting, i.e. Newcomers Brief.

4.2.8.4. Information that affects a Security Forces member's suitability to bear firearms. Provide each member a private setting to discuss issues with the commander that could affect their suitability to bear arms. This cannot be discussed in a public setting. This one-on-one discussion must take place before placing the member on an arming roster. (T-1) When electing a third party from the chain of command be present during the discussion, ensure completion of HIPAA training. (T-0)

4.2.9. Member must meet the following criteria, as judged by their assigned commander. (T-3) The final decision for suitability rests with the commander.

4.2.9.1. Dependable, mentally alert, and technically proficient to perform armed duties.

4.2.9.2. Able to adjust to changes in work environment or in emergency situations. Good social adjustment and emotional stability are important factors in determining suitability. Commanders can refer to Attachment 2 of this instruction for assistance in making suitability determinations.

4.2.9.3. Member must have a positive attitude toward the nation's strategic nuclear deterrence mission. (T-0)

4.3. Security Forces Retention Standards.

4.3.1. Commanders withdraw the 31P or 3P0 AFSC for the following concerns.

4.3.1.1. Member cannot have failed or failed to participate in prescribed rehabilitation program or treatment regimen after being diagnosed by a certified medical provider with an alcohol use disorder. (T-0)

4.3.1.2. Member cannot have been involved in the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products, nor can the individual retain the AFSC if they have been diagnosed with a severe substance use disorder by a certified medical provider. (T-0)

4.3.1.3. Member cannot have used a drug that could cause flashbacks. (T-0)

4.3.1.4. Member must not have received non-judicial punishment under the UCMJ for offenses involving substantiated drug abuse as defined in AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, (T-1) nor received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for acts of larceny, robbery, burglary, housebreaking, misconduct in combat defined in UCMJ articles 99-106, or any act that harms or has the potential to harm the physical safety or well-being of animals to include Military Working Dogs. (T-0)

4.3.1.5. Member's security clearance cannot be in revoked status by the DoD Central Adjudication Facility. (T-0)

4.3.1.6. Member must not have a conviction by a general, special, or summary court-martial. (T-2)

4.3.1.7. Civilian court convictions. The Categories range from 1 to 5; Category 1 offenses are very serious in nature that can result in a felony conviction, while Category 5 offenses are far less egregious and may only result in a citation. Member must never have been convicted by a civilian court of a Category 1 or 2 offense. (T-1) Conviction of Category 3 offenses are not acceptable for entry into the AFSC. Conviction of Category 3 offenses are grounds for withdrawal of the AFSC if deemed appropriate by the commander. Category 4 traffic offenses alone are not disqualifying. For DUI/DWI/DWAI offenses, wing commander, or O-6 equivalent, approval is required for retention of the AFSC. (T-1) Offenses are described and listed in Attachment 6 of this AFI and AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses. (T-2)

4.3.1.8. Member must have no recorded evidence of a personality disorder that negatively affects duty performance. (T-1) Member must not have a sustained or untreatable emotional instability to include depression or suicidal ideations. (T-1) Member must not have a record of suicide attempts, gestures, or history of self-mutilation. (T-1)

4.3.1.9. Member must not fear working around nuclear weapons or components, nor have an identifiable negative opinion of the role of nuclear weapons in our nation's strategic deterrent mission. (T-1)

4.3.2. Commanders consider withdrawal of the 31P or 3P0 AFSC if they lose confidence in the member's ability to meet the suitability criteria in the Security Forces Classification Directory not listed in paragraph 4.3.1. In these cases, the ultimate determination to withdraw the AFSC 31P or 3P0 resides with the commander. As applicable, commanders should contact the local Judge Advocate, MTF/CC, or MPS before withdrawing the AFSC to discuss the merits of the specific case.

4.4. Nuclear Surety Duties.

4.4.1. Security Force members must be authorized to bear firearms in order to perform duties as part of a two-person concept team or to perform nuclear security duties requiring Personnel Reliability Assurance Program certification. (T-1) Refer to DoD-S 5210.41M_AFMAN 31-108 and AFI 91-101, *Air Force Nuclear Weapons Surety Program*, for further description of these duties.

4.4.2. Training. Nuclear weapons security duties require additional training and qualification beyond normal security forces duty. Security Forces Commanders, or the Chief of Security Forces (United States Air Forces in Europe MUNSS), are responsible for ensuring completion of specific training for assigned security force members IAW DoD-S 5210.41M_AFMAN 31-108 and AFI 91-101. (T-0) Administer training IAW AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*. (T-1)

4.4.2.1. Duty Certification. Nuclear security duty positions are categorized as critical or non-critical. Critical duty positions require precise accomplishment of assigned duties crucial to mission accomplishment. Individuals will not perform independently in a critical duty position until successfully completing the Duty Position Evaluation process prescribed in AFI 36-2646. (T-1) Nuclear security critical duty positions are:

4.4.2.1.1. Convoy Commander.

4.4.2.1.2. Area Supervisor.

4.4.2.1.3. Limited Area Entry Controller/Close In Sentry.

4.4.2.1.4. Exclusion Area Entry Controller.

4.4.2.1.5. Flight Chief.

4.4.2.1.6. Alarm monitor (includes Remote Alarm Monitors). Command and Control (C2) position (Central Security Control, Missile Security Control).

4.4.2.1.7. MAJCOMs designate additional critical duty positions as necessary.

JOHN B. COOPER
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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AF Form 590, *Withdraw/Reinstatement of Authority to Bear Firearms*

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

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AF Form 469, *Duty Limiting Condition Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AAR—After Action Report

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

AFCFM—Air Force Career Field Managers

AFECD—Air Force Enlisted Classification Directory

AFGSC—Air Force Global Strike Command

AFIMSC—Air Force Installation & Mission Support Center

AFMAN—Air Force Manual

AFOCD—Air Force Officer Classification Directory

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

ALC—Assignment Limitation Code

AMLO—Air Mobility Liaison Officer

ANG—Air National Guard

ASOC—Air Support Operations Center

AU—Air University

AVB—Active Vehicle Barrier Systems

BIC—Basic Instructor Course

C2—Command and Control

CAC—Common Access Card

CA—Combat Arms
CBRNE—Chemical, Biological, Radiological, Nuclear, and High Yield Explosives
CCDR—Combatant Commander
CED—Contingency, Exercise, Deployment
DAF—Department of the Air Force
DAWG—Deployment Availability Working Group
DEFCON—Defense Readiness Condition
DIA—Defense Intelligence Agency
DNA—Do Not Arm
DoDD—Department of Defense Directive
DoD—Department of Defense
DTA—Department of Defense Threat Assessment
EDIPI—Electronic Data Interchange Personal Identifier
FCG—Foreign Clearance Guide
FLEOFA—Federal Law Enforcement Officer Flying Armed
FLETC—Federal Law Enforcement Training Center
FOA—Field Operating Agency
FPCON—Force Protection Condition
GSU—Geographically Separated Unit
HIPAA—Health Insurance Portability and Accountability Act
AFSFC—Air Force Security Forces Center
IAW—In Accordance With
INIWIC—Inter-Service Non-lethal Individual Weapons Instructor Course
JQS—Job Qualification Standard
LEOSA—Law Enforcement Officers Safety Act
LFA—Lead Federal Agency
LTA—Local Threat Assessment
MAJCOM—Major Command
MEB—Medical Evaluation Board
MUNSS—Munition Support Squadron
MSA—Munitions Storage Area
NAF—Numbered Air Force

NDAA—National Defense Authorization Act
NLW—Non-lethal Weapon
OPR—Office of Primary Responsibility
PA—Privacy Act
PCA—Permanent Change of Duty Assignment
PCS—Permanent Change of Station
PD—Personnel Defense
PEBLO—Physical Evaluation Board Liaison Officer
PIF—Personnel Information File
POI—Period of Instruction
POW—Privately Owned Weapon
PPC—Personnel Processing Code
PRAP—Personnel Reliability Assurance Program
RDS—Records Disposition Schedule
ROE—Rules of Engagement
RUF—Rules for the Use of Force
SAC—Special Agent in Charge
SECDEF—Secretary of Defense
SF—Security Forces
SFTRG—Security Forces Training Reference Guides
SOFA—Status of Forces Agreement
SOP—Standard Operating Procedures
SRUF—Standing Rules for the Use of Force
TACP—Tactical Air Control Party
TAC—Terminal Attack Control team
TDY—Temporary Duty
TSA—Transportation Security Administration
TTP—Tactical Training Procedure
UCMJ—Uniform Code of Military Justice
UFRB—Use of Force Review Board
UIF—Unfavorable Information File
UoF—Use of Force

UPT—Unified Training Principles

USAFR—United States Air Force Reserves

USAF—United States Air Force

UTC—Unit Training Code

Terms

Aggravated Assault—An unlawful attempt to do, or offer to do, or actual commission of bodily harm to another person, using a dangerous weapon, means or force likely to produce death or grievous bodily harm.

Armed—Equipped with a loaded firearm.

Armed Robbery—Wrongfully taking certain property from a person or from a person's possession while in the person's presence, by means of force or violence or fear of immediate or future injury to that person, a relative, or member of their family, anyone accompanying that person at the time, the person's property, or the property of a relative, family member, or anyone accompanying the person at the time of the robbery.

Concealed Weapon—A firearm that is carried by a person and intentionally covered or kept from sight (for instance, a handgun not clearly visible on the outermost garment worn).

Deadly Force—Force that which when applied, a reasonable Airman would know would cause death or serious bodily harm.

Deadly Weapon—Any implement whose purpose is to cause death or that when used as an instrument of offense is capable of causing death or serious bodily harm. This includes not only firearms and knives, but also blunt instruments like clubs, baseball bats, pipe wrenches, or automobiles.

Firearm—Any weapon designed to expel a projectile through a barrel by the action of a propellant or one that can be readily converted to this purpose. The frame or receiver group of any such weapon, any firearm muffler or silencer, and starter guns are firearms.

Firearm Locking Device—A device that when installed on a firearm and secured by means of a key or mechanically, electronically, or electro-mechanically operated combination lock prevents the firearm from being discharged without first deactivating or removing the device by means of a key or mechanically, electronically, or electro-mechanically operated combination lock; **or** a mechanical, electrical, or electro-mechanical locking mechanism incorporated into the design of the firearm that prevents discharge of the weapon by anyone not having access to the key or other device designed to unlock and allow discharge of the firearm.

Functional Manager—The office of primary responsibility for a particular Air Force specialty. Examples: HQ USAF/A4S, for security forces; HQ USAF/A4C for civil engineers; AF/A1 for personnel, and education and training specialists.

Grievous Bodily Harm /Serious Bodily Harm—Includes fractured or dislocated bones, deep cuts, torn members of the body, serious damage to the internal organs, and life threatening injuries but does not include minor injuries solely such as a black eye or bloody nose.

Hostile Act—An attack or other use of force by any civilian, paramilitary, or military force or terrorist(s) (with or without national designation) against the United States, US forces, and in certain circumstances, US nationals, their property, US commercial assets, or other designated non-US forces, foreign nationals, and their persons or property. Force used directly to preclude or impede the mission and/or duties of US forces, including the recovery of US personnel and vital US Government property. When a hostile act is in progress the right exists to use proportional force, including armed force, in self-defense by all necessary means available to deter or neutralize the potential attacker or, if necessary, to destroy the threat.

Hostile Intent—The threat of imminent use of force by a foreign force, terrorist(s), or organization against the United States and US national interests, US forces, and in certain circumstances, US nationals, their property, US commercial assets, and or other designated non-US forces, foreign nationals, and their persons or property. When hostile intent is present, the right exists to use proportional force, including armed force, in self-defense by all necessary means available to deter or neutralize the potential attacker or, if necessary, to destroy the threat. A determination that hostile intent exists and requires the use of proportional force in self-defense must be based upon evidence that an attack is imminent. (T-0) Evidence necessary to determine hostile intent will vary depending upon the state of international and regional political tension, military preparations, intelligence, and indications and warning information.

Immediate Threat—The determination of whether the danger of death or serious bodily harm is immediate will be based upon an assessment of all facts and totality of circumstances known to DoD forces (military, civilian, or contractor) at the time and may be made at any level. Individuals with the capability to inflict death or serious bodily harm and who demonstrate intent to do so may be considered an immediate threat.

Installation Commander—The individual responsible for all operations performed by an installation.

Objective Reasonableness—Fourth Amendment standard established by Supreme Court in determining if individuals involved in law enforcement or security duties employed appropriate level of force in dealing with all persons. The Supreme Court defined police use of force as a “seizure” under the Fourth Amendment to the US Constitution. The “reasonableness” of a particular use of force must be judged from the perspective of a reasonable Airman with like training on the scene, rather than with the 20/20 vision of hindsight. (T-0)

Officer/Sentry—Any officer, noncommissioned officer, Airman, civilian or contract employee performing security, law enforcement, military police, or guard duties under Air Force control.

Subject Action(s)—The officer/sentry’s perception of the subject’s capability, opportunity, and intent indicate what degree of force is required, if any, by the officer/sentry to achieve his/her objective. As in the elements of reasonableness, subject actions cannot be defined mechanically, but can be structured into behavioral categories to promote understanding of the concept.

Probable Cause (Reasonable Grounds)—Determination required by Fourth Amendment of the Constitution and UCMJ in the general context of apprehension, search, or seizure that reasonable grounds exist to believe that a specific offense has occurred, that a certain person has committed a specific offense or is engaged in committing an offense, or that a person, property, or evidence sought is located in a particular place or on a particular person.

Reasonable Suspicion—An objectively justifiable suspicion belief, that is based upon specific facts or circumstances, and that justifies stopping and sometimes searching (as by frisking) a person thought to be involved in criminal activity at the time. The Supreme Court case *Terry v Ohio* (1968) held that police may briefly detain a person who they reasonably suspect is involved in criminal activity. NOTE: A police officer stopping a person must be able to point to specific facts or circumstances even though the level of suspicion need not rise to that of the belief that is supported by probable cause. (T-0) A reasonable suspicion is more than a hunch.

Rules of Engagement—Directives issued by competent military authority that delineate the circumstances and limitations under which US forces will initiate or continue combat engagement with other forces.

Unauthorized Firearms Discharge—Intentionally or accidentally discharging a firearm without authorization.

Unit Commander—An officer who commands a designated unit assigned, attached, or tenant to an installation and whom administrative orders identify as a “commander.”

Attachment 2

PERSONALITY AND BEHAVIOR FACTORS THAT MAY AFFECT SUITABILITY TO BEAR FIREARMS

A2.1. The personality and behavioral factors below are presented in categories so they may be more easily recognized. Whether a member has one or more of these factors is determined by the member's commander, in consultation with the member's treating provider. There is no magic number of these factors that suggests a personality or behavioral disorder. Rather it is the extent to which the noted factor(s) change that is different from what is considered "normal" that makes a factor important. Finally, it is the **duration** (how long the factor has been present/how long it lasts), **frequency** (how often it happens), and **intensity** (strength) of the factor that suggest the severity of the personality or behavioral trait.

A2.2. Factors Relating to Thinking and Attitude.

A2.2.1. Suspiciousness. Individual seems unable to trust others, is jealous, complains of plots against him or her, and sees hidden meanings in personal slights.

A2.2.2. Arrogance. Individual assumes or presumes the possession of superior or unique ideas or abilities.

A2.2.3. Lack of Humor. Especially the inability to laugh at one's self, at one's mistakes, or one's weaknesses.

A2.2.4. Inflexibility. Especially in accepting new ideas originating among others.

A2.2.5. Preoccupation. Sticking to one idea to the exclusion of almost all other thoughts so those relationships with others are strained and ranges of interests are severely narrowed.

A2.2.6. Sensitivity. Particularly concerning status, where the individual is overly concerned with being left out, ignored, ridiculed, or talked about.

A2.2.7. Arguing. When accompanied by the development of a personal logic to support unusual or unrealistic ideas.

A2.3. Factors Related to Behavior or Activity.

A2.3.1. Impulsiveness. Acts without considering the consequences, is easily distracted, seeks enjoyment of the moment to the exclusion of long-range goals, craves excitement, and may talk about disasters, violence, or destruction.

A2.3.2. Destructiveness. May involve impulsive damage to military equipment.

A2.3.3. Temper Tantrums. Childish outbursts of anger, sulking, or pouting over minor disappointments.

A2.3.4. Agitation. Excessive restlessness due to emotional tension.

A2.3.5. Excessive Talking. Particularly when no logical thought is communicated to the listener.

A2.3.6. Decreased Talking. Usually accompanied by boredom, listlessness, and apparent disinterest.

A2.3.7. Accident Prone. May show apparent disregard for safety procedures.

A2.4. Factors Related to Awareness or Level of Consciousness.

A2.4.1. Alcohol and Drug Intoxication. May cause loss of inhibitions, poor judgment, or physical impairment.

A2.4.2. Fainting Spells. May have both physical and emotional causes.

A2.4.3. Sleep Attacks (Narcolepsy). Uncontrollable episodes of sleeping that may interfere with functional reliability.

A2.4.4. Seizures (Epilepsy). May have convulsions, with or without complete loss of consciousness; trance-like states; attacks of inappropriate rage; or repetitive, stereotyped behavior.

A2.4.5. Sleepwalking. Individuals may injure themselves or damage property while apparently asleep.

A2.4.6. Daydreaming. Individual preoccupied with internal thoughts and fantasies with lack of attention to current tasks.

A2.4.7. Amnesia. Loss of memory due to brain disease, and injury or emotional conflicts.

A2.5. Factors Related to Mood and Feeling.

A2.5.1. Unusual Happiness. Particularly when no apparent reason for elation exists. May be accompanied by excessive physical activity, lack of sleep, excitement, and excessive talking.

A2.5.2. Unusual Sadness. May indicate significant depression, particularly when accompanied by hopelessness, self-condemnation, dejection, feelings of guilt, pessimism, poor sleep, fatigue, loss of appetite, slow physical activity, or loss of interest in job and family.

A2.5.3. Attempted Suicide. Particularly significant when attempted through the deliberate use of a firearm. Factors predictive of suicide include a history of previous suicide attempts, suicidal threats, depression, serious physical illness, alcoholism, loss of a loved one through death or divorce, financial or job reversals with loss of self-esteem, and apparent preparations for death, such as an unusual interest in wills and life insurance.

A2.5.4. Suicide Gestures. May represent significant emotional disorder and require medical evaluation.

A2.5.5. Hypochondria. Imagined illness. Disagreements with doctors who are pictured as not understanding.

A2.5.6. Complaints of headaches, back pain, or abdominal pains without evidence of physical illness or medical evaluation.

A2.5.7. Hostility. Particularly expressions of hostility towards one's country.

A2.5.8. Legal Controversies. Threats of lawsuit and other reprisals over minor or nonexistent wrongs.

A2.6. Stress Reactions. The stress reactions below are presented in categories so they may be more easily recognized and understood. There is no magic number of these symptoms that suggests difficulty in coping. Rather it is the extent to which the noted reaction is a change that is different from a person's normal condition that makes a reaction potentially important. It is the

combined presence of symptoms that determines potency of the problem. Indicators may be isolated reactions or combinations among the three categories listed below. Finally, it is their duration (how long symptoms have been present/how long they last), frequency of such incidents (how often they happen), and intensity (strength) with which they are present that suggest severity of the difficulty of coping.

A2.7. Emotional Indicators**A2.7.1. Apathy:**

A2.7.1.1. The “blahs”/sad

A2.7.1.2. Recreation no longer pleasurable

A2.7.2. Anxiety:

A2.7.2.1. Restless/agitated

A2.7.2.2. Insecure/ feelings of worthlessness

A2.7.3. Irritability:

A2.7.3.1. Overly sensitive/defensive

A2.7.3.2. Arrogant/argumentative

A2.7.3.3. Insubordinate/hostile

A2.7.4. Mental Fatigue:

A2.7.4.1. Preoccupied/inflexible

A2.7.4.2. Difficulty concentrating

A2.7.5. Overcompensation (Denial)

A2.7.5.1. Exaggerate/grandiose

A2.7.5.2. Overworks to exhaustion

A2.7.5.3. Denies problems/symptoms

A2.7.5.4. Suspicious/paranoid

A2.8. Behavioral Indicators**A2.8.1. Withdrawal (Avoidance)**

A2.8.1.1. Social isolation

A2.8.1.2. Work-related withdrawal

A2.8.1.3. Reluctance to accept responsibilities

A2.8.1.4. Neglecting responsibilities

A2.8.2. Acting out:

A2.8.2.1. Alcohol abuse

A2.8.2.2. Gambling/spending spree

A2.8.2.3. Promiscuity

A2.8.3. Desperate acting out (getting attention):

A2.8.3.1. Cry for help

A2.8.3.2. Administrative infractions such as tardy for work, poor appearance, poor personal hygiene, accident prone, etc.

A2.8.3.3. Legal infractions such as traffic tickets, indebtedness, shoplifting, etc.

A2.8.3.4. Fights and/or Child/spouse abuse

A2.9. Physical Indicators

A2.9.1. Preoccupation with illness (intolerant of/dwelling on minor ailments)

A2.9.2. Frequent illness (actually sick)

A2.9.3. Use of self-medication

A2.9.4. Somatic indicators:

A2.9.4.1. Headaches

A2.9.4.2. Insomnia

A2.9.4.3. Change in appetite

A2.9.4.4. Weight gain/weight loss

A2.9.4.5. Digestion problems

A2.9.4.6. Nausea/vomiting

A2.9.4.7. Diarrhea/constipation

A2.9.4.8. Sexual difficulties

Attachment 3

EMERGENCY RESPONSES WITH FIREARMS

A3.1. During routine/normal operations, on-duty personnel are required to arm/carry all USAF small arms IAW AFMAN 31-229. However, when responding to an *actual* incident where you can *reasonably* expect to meet an adversary armed with a deadly weapon, respond with firearms ready as follows. You must base any decision to chamber a round of ammunition in a firearm that is not normally carried with a round chambered, or draw a pistol from the holster, on the circumstances you are facing and the threat present. (T-2) **NOTE:** AFOSI personnel will follow guidance set forth in AFOSI Manual, *Firearms, Use of Force, and Apprehension Tactics*. (T-0)

A3.1.1. When armed with an M16 series rifle or an M4 carbine, the weapon may be carried with a round in the chamber, safety selector on “SAFE”, and the finger *not* in the trigger guard either at the high ready or low ready positions based upon the officer’s risk perception.

A3.1.2. When armed with a shotgun, the weapon may be carried with a round in the chamber, safety selector on “SAFE” and the finger *not* in the trigger guard either at the high ready or low ready positions based upon the officer’s risk perception.

A3.1.3. When armed with the M9 (9mm), the weapon may be drawn from the holster and carried with the finger outside of the trigger guard at the ready position based upon the officer’s risk perception.

A3.1.4. When armed with the M203 grenade launcher attached to a M16/M4 carbine, follow the instructions for the M16/M4 (A3.1.1.). You will chamber a 40mm round only when use is deemed necessary. (T-1)

A3.1.5. When armed with the M240B machine gun, carry it, "half load" or "full load" depending upon MAJCOM directives, weapon on “SAFE”, and finger *not* in the trigger guard.

A3.1.6. When armed with other firearms (UZI submachine gun, H&K MP5 submachine gun, etc.) follow the guidance set forth by the Air Staff functional manager or MAJCOM (see AFMAN 31-229).

A3.1.7. When armed with the M249 automatic rifle, carry it at “half load” or “full load” depending on MAJCOM directive, weapon on “SAFE”, and finger not in the trigger guard.

A3.1.8. When armed with an M-24 Sniper Weapon System Rifle (SWS), the weapon may be carried either at the high ready or low ready positions based on the officer’s risk perception. You will chamber a round only when use is deemed necessary. (T-0)

Attachment 4

PEACETIME GOVERNMENT FIREARMS DISCHARGE REPORT

A4.1. Installation commanders must use this report when providing the follow-up firearms discharge report specified by sections 2.15. and 2.19. of this publication to include NLW. (T-1)

BACKGROUND INFORMATION ON SUBJECT

1. FULL NAME AND GRADE
2. SOCIAL SECURITY ACCOUNT NUMBER (EMPLOYEE NUMBER WHEN SUBJECT DOES NOT HAVE A SOCIAL SECURITY ACCOUNT NUMBER)
3. DATE AND PLACE OF BIRTH
4. MAJCOM/SOA OF ASSIGNMENT
5. UNIT AND INSTALLATION OF ASSIGNMENT
6. DATE ASSIGNED PRESENT UNIT
7. PRIMARY AFSC

INCIDENT SUMMARY

1. DATE AND TIME OF INCIDENT
2. TYPE AND SERIAL NUMBER OF FIREARM
3. TYPE OF INJURY OR PROPERTY DAMAGE
4. PUBLICITY RECEIVED
5. BRIEF SUMMARY OF INCIDENT

LESSONS LEARNED

Submitted by: The Defense Force Commander or squadron commander of the individual who discharged the firearm will normally initiate the report.

Operation/Event Name: The formal name of the military operation or a brief description of the event; for example, RESTORE HOPE in Somalia from August to December 1993, or Use of Deadly Force, Andrews AFB, MD, 1990.

Keywords: Critical terms specific enough to facilitate a subject matter automated search.
Example: Law enforcement, use of deadly force.

Title: Name of the incident. Example: Murder of an SF Member/Robbery.

Observation: A precise, factual description of the entire incident in narrative format. This section should include background information on the subject.

Discussion: A critical review of the procedures used and actions accomplished during the incident. The intent is to highlight potential problem areas so readers can prevent similar mistakes or to prompt a review of appropriate policy or procedures.

Lessons Learned: A synopsis of a “better way” or a “best business practice” that may be more effective in the future.

Recommended Action: Use this section to outline suggested review actions by higher headquarters.

OPR Comments: This is an open area designed for the OPR to add any additional appropriate comments.

Attachment 5**DOMESTIC VIOLENCE AMENDMENT / LAUTENBERG NOTICE EXAMPLE**

A5.1. The listed Domestic Violence Amendment/Lautenberg Notice may be used to comply with unit posting requirements.

Domestic Violence Amendment/Lautenberg Notice

The duties, activities, or responsibilities performed in this area or facility require employees and/or military members to store, issue, dispose of, or transport firearms or ammunition. Using firearms or ammunition; selling or disposing of firearms or ammunition; receiving, possessing, shipping or transporting firearms or ammunition; or other duties, activities or responsibilities involving firearms or ammunition are covered by the Gun Control Act (Title 18, U.S.C., § 922). Any person who has been convicted of a crime of domestic violence is not eligible to perform these duties. Employees and military members have an affirmative, continuing obligation to inform their supervisors if they have, or later obtain, a qualifying conviction. Candidates selected to fill these positions certify they have not been convicted of a crime of domestic violence prior to assuming the duties of the position. (T-0) False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U.S.C., § 1001 and Article 107, UCMJ for military member) and may result in referral to commanders for appropriate action.

Attachment 6

UNIFORM GUIDE LIST OF TYPICAL CONDUCT OFFENSES

Uniform Guide List of Typical Conduct Offenses	OSD Code	Air Force Conduct Category
Adultery	334	3
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as an adult)	400	1
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as a juvenile)	400	2
Aggravated assault with dangerous weapon, intentionally inflicting great bodily harm, with intent to commit felony (adjudicated as juvenile only)	445	2
Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement)	300	3
Aggravated Sexual Contact or Abusive Sexual Contact (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	TBD	1
Altered driver's license or identification (intent to purchase	200	4
Arson	401	2
Assault (simple assault with fine or restitution of \$500 or less and no confinement)	201	3
Attempt to commit a felony	402	2
Bicycle ordinance violation	100	5
Blocking or retarding traffic	101	5
Breaking and entering a vehicle	338	3
Breaking and entering with intent to commit a felony	403	2
Bribery (adjudicated as a juvenile only)	447	2
Bribery (adjudicated as an adult only)	404	1
Burglary (adjudicated as a juvenile only)	448	2
Burglary (adjudicated as an adult only)	405	1
Carjacking	406	2
Careless or reckless driving	134	4
Carnal knowledge of a child (Waiver not authorized if convicted of this offense, or an attempt to commit this	407	1
Carrying concealed weapon (other than firearm); possession of brass knuckles	202	3
Carrying of a weapon on school grounds (firearm).	408	1
Check worthless, making or uttering, with intent to defraud or deceive (less than \$500).	203	4
Check worthless, making or uttering, with intent to defraud	409	2

or deceive (over \$500).		
Check: \$250 or less, insufficient funds, or worthless.	254	4
Child abuse	410	2
Child pornography (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	411	1
Committing or creating a nuisance	204	4
Concealment or failure to report a felony	302	3
Conspiring to commit a felony	412	2
Conspiring to commit a misdemeanor	205	3
Contempt of court for minor traffic offenses	102	5
Contributing to delinquency of minor (including purchase of alcoholic beverages).	303	3
Crimes against the family; contempt of court (including nonpayment of child support or alimony required by court	304	3
Criminal libel	413	2
Criminal mischief (more than \$500 fine or restitution or confinement).	305	3
Criminal trespass	306	3
Crossing yellow line; driving left of center	103	5
Curfew violation	206	4
Damaging road signs	207	4
Desecration of grave	307	3
Discharging a firearm through carelessness or within municipal limits	208	3
Disobeying traffic lights, signs, or signals	104	5
Disorderly conduct; creating disturbance; boisterous conduct	210	4
Disturbing the peace	211	4
Domestic battery and/or violence as defined in the Lautenberg Amendment--selling or otherwise disposing of firearm or ammunition to any person convicted of domestic violence (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	414	2
Domestic battery and/or violence NOT considered covered by Section 922 of Title 18, United States Code (Ref d), hereafter referred to as the "Lautenberg	308	3
Draft evasion	444	1
Drinking alcoholic beverages in public or on public	212	4
Driving on shoulder	105	5
Driving uninsured vehicle	106	5
DUI/DWUI/DWI (driving under the influence, while intoxicated, or impaired by drugs or alcohol)	309	2
Driving with blocked or impaired vision/tinted windows	107	5
Driving with expired plates or without plates	108	5
Driving with suspended or revoked license or never issued a license	109	5

Driving without license in possession	110	5
Driving without registration or with improper registration	111	5
Driving wrong way on one-way street	112	5
Drunk in public, drunk and disorderly, public intoxication.	213	3
Dumping refuse near highway	214	4
Embezzlement	415	2
Extortion (adjudicated as a juvenile only)	449	2
Extortion (adjudicated as an adult only)	416	1
Failure to appear for traffic violations	113	5
Failure to appear other than traffic, comply with judgment, or answer or disobey summons	209	4
Failure to appear, contempt of court (all offenses except felony proceedings)	215	3
Failure to appear, contempt of court (felony proceedings)	216	4
Failure to comply with officer's directive	114	5
Failure to have vehicle under control	115	5
Failure to signal	116	5
Failure to stop and render aid after accident	217	3
Failure to stop or yield to pedestrian	117	5
Failure to submit report after accident	118	5
Failure to yield right-of-way	119	5
Fare/toll evasion	218	4
Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers; illegal window tint)	120	5
Fighting, participating in a brawl	253	4
Following too closely	121	5
Forcible pandering (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	TBD	1
Forcible Sodomy. (Waiver not authorized if convicted of this offense, or an attempt to commit this	437	1
Forgery, knowingly uttering or passing forged instrument (except for altered identification for purchase of alcoholic	417	2
Grand larceny, larceny, shoplifting, petty larceny, theft, or petty theft of stolen goods (value of \$500 or more)	418	2
Grand theft auto	419	2
Harassment, menacing or stalking (non-sexual).	219	4
Hate crimes	420	2
Hitchhiking	122	5
Housebreaking	339	2
Illegal betting or gambling: operating illegal handbook, raffle, lottery, or punch board; cockfighting	220	4
Illegal/fraudulent use of a credit card, bank card or	310	3

automated card (value less the \$500)		
Illegal/fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).	421	2
Improper backing, such as backing into intersection or highway, backing on expressway, or backing over	123	5
Improper blowing of horn	124	5
Improper parking (does not include overtime parking)	145	5
Improper passing, such as passing on right, passing in no- passing zone, passing stopped school bus, or passing pedestrian in crosswalk	125	5
Improper turn	126	5
Indecent acts or liberties with a child; molestation (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	422	1
Indecent assault (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	423	1
Indecent exposure (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	221	1
Indecent, insulting, or obscene language communicated directly or by telephone or any electronic transmission	222	3
Indecent viewing, visual recording or broadcasting (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	TBD	1
Invalid or unofficial inspection sticker, failure to display inspection sticker	127	5
Involuntary manslaughter	450	2
Jaywalking	128	5
Jumping turnstile (to include those states that adjudicate jumping a turnstile as petty larceny)	223	4
Juvenile adjudications (noncriminal misconduct); beyond parental control, incorrigible, runaway, truant, or wayward.	224	4
Kidnapping or abduction	424	1
Killing a domestic animal	225	3
Larceny, shoplifting or conversion (< \$500)	311	3
Leaving key in ignition	129	5
Leaving the scene of accident (when not considered hit and	130	5
Leaving the scene of an accident (hit and run) involving no personal injury	312	3
Leaving the scene of an accident (hit and run) involving personal injury.	337	2
Lewd, licentious or lascivious behavior (Waiver not authorized if convicted of this offense, or an attempt to	333	1
License plates improperly displayed or not displayed	131	5
Liquor or alcoholic beverages: unlawful manufacture, sale,	239	3

and possession or consumption in a public place		
Liquor or alcoholic beverages: unlawful possession or consumption in a public place	212	3
Littering	226	4
Loitering	227	4
Looting	313	2
Mail or electronic emission matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking not including the destruction of mailboxes).	425	2
Mailbox destruction	314	3
Mailing, to include e-mail, of obscene or indecent matter (including bulletin board systems and files).	315	2
Maiming or disfiguring	446	2
Malicious mischief (fine or restitution of \$500 or less and no confinement)	228	3
Manslaughter (includes voluntary and vehicular).	426	1
Murder	427	1
Narcotics or habit-forming drugs; wrongful possession or use (marijuana not included - see category 2)	428	2
Negligent or vehicular homicide	429	2
Operating a motor vehicle after consumption of less than legal limit of alcohol, while under legal drinking age ("Zero	255	4
Operating overloaded vehicle	132	5
Other major misconduct offenses not specifically listed	441	
Other misconduct offenses not specifically listed	330	
Other non-traffic offenses not specifically listed	248	
Other traffic offenses not specifically listed	142	
Pandering	229	2
Perjury or subornation of perjury (adjudicated as an adult	430	1
Perjury or subornation of perjury (adjudicated as a juvenile	430	2
Playing vehicle radio or stereo too loud (noise or sound	141	5
Poaching	230	4
Possession of indecent publications or pictures (other than child pornography)	252	4
Possession of marijuana or drug paraphernalia	316	2
Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or	431	2
Possession/carrying of weapon on school grounds (non-	301	3
Prostitution or solicitation for prostitution	317	2
Public record; altering, concealing, destroying, mutilating, obliterating, or removing	432	2
Purchase, possession, or consumption of tobacco/alcoholic beverages by a minor.	231	4

Racing, dragging, or contest for speed	133	5
Rape of a Child, Sexual Assault of a Child, or Sexual Abuse of a Child (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	TBD	1
Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (Waiver not authorized if convicted of this offense, or an attempt to commit this	433	1
Reckless endangerment	319	3
Reckless, careless or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor	318	3
Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement) Court costs are not part of a	134	5
Removing property from public grounds	232	3
Reserved for future use	135	
Reserved for future use	143	
Reserved for future use	144	
Reserved for future use	249	
Reserved for future use	250	
Reserved for future use	331	
Reserved for future use	332	
Reserved for future use	442	
Reserved for future use	443	
Resisting, fleeing or eluding arrest	320	3
Riot	434	2
Robbery, to include armed (adjudicated as a juvenile only)	452	2
Robbery, to include armed (adjudicated as an adult only).	435	1
Robbing an orchard	234	4
Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent)	436	2
Seatbelt and/or child restraint violation	136	5
Sedition or soliciting to commit sedition	335	2
Selling, leasing, or transferring a weapon to a minor or unauthorized individual.	321	2
Sexual harassment	340	2
Shooting from a highway	235	3
Shoplifting, larceny, petty larceny, theft, or petty theft (committed under age 14 and stolen goods valued at \$50 or	336	4
Skateboard and/or roller skate violation	137	5
Slander	251	3
Speeding	138	5
Spilling load on highway	139	5
Spinning wheels, improper start, zigzagging, or weaving in	140	5

Stalking (Waiver not authorized if convicted of this offense, or an attempt to commit this offense)	TB D	1
Stolen property, knowingly received (value less than \$500)	322	3
Stolen property, knowingly received (value of \$500 or more)	438	2
Terrorist threats including bomb threats	439	2
Throwing glass or other material in roadway	236	4
Throwing rocks/objects at vehicles.	323	3
Trespass on property (non-criminal/simple)	237	4
Unlawful assembly	238	4
Unlawful carrying of firearms or carrying concealed firearm	325	2
Unlawful or illegal entry	326	3
Unlawful use of long distance telephone calling card	240	4
Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another	327	3
Using or wearing unlawful emblem and/or identification	241	4
Vagrancy	242	4
Vandalism, defacing or injuring property (fine or restitution of	243	4
Vandalism, defacing or injuring property (fine or restitution of	328	3
Violation of civil rights	440	2
Violation of fireworks law	244	4
Violation of fish and game laws	245	4
Violation of leash laws	246	4
Violation of probation	247	4
Willfully discharging firearm so as to endanger life; shooting in public	329	2
Wrongful appropriation of a motor vehicle, joyriding, or driving without the owner's consent (if the intent was to permanently deprive the owner of the vehicle, treat as grand larceny or grand theft-auto category 2).	324	3

Attachment 7**EXAMPLE MEMORANDUM TO GAINING COMMANDER**

DD MMM YY

MEMORANDUM FOR XX UNIT/CC

FROM: XX UNIT/CC

SUBJECT: PCS – (Rank, Last, First, MI)

1. (Rank, Last, First, MI) is a projected gain to your unit. (Rank, Last Name) has an active Unfavorable Information File. (Rank, Last Name) is / is not currently suitable to bear firearms and perform Security Force duties in accordance with AFI 31-117, *Arming and Use of Force by Air Force Personnel*.
2. This memorandum confirms information between losing and gaining commander was appropriately shared and discussed before deciding to allow the member to PCS in accordance with AFI 31-117, para 4.2.7. This memorandum will be kept on file with the gaining unit for the duration of the UIF.
3. [If applicable] While assigned to the XX Squadron, (Rank, Last Name) has carried out his/her duties in a manner consistent with the reliability standards required of a Security Forces member. If this changes, I will personally contact you before allowing (Rank, Last Name) to PCS to your unit.

JOHN A. SMITH, Rank, USAF
Commander, XXst Squadron
(Losing Commander)

As the gaining commander, I do / do not accept the member into my nuclear capable unit.
[If applicable] Because I did not accept the individual, please contact your local MPS and the assignments manager at AFPC to cancel the member's assignment IAW AFI 31-117, para 4.2.7.
[If applicable] Because I accepted the individual with the UIF, the gaining unit keeps this letter on file for the duration of the UIF.

JOE B. JONES, Rank, USAF
Commander, XXst Squadron
(Gaining Commander)

Attachment 8

EXTENDED ABSENCE QUESTIONNAIRE FOR SECURITY FORCES MEMBERS

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force, AFI 31-117, *Arming and Use of Force By Air Force Personnel*, EO 9397 (SSN), as amended.

PURPOSE: Identify Issues that affect authority to bear arms.

ROUTINE USE: The commander requires completion of this questionnaire for unit members prior to authorizing them to bear arms if they have had an extended absence from duty as defined by paragraph 4.2.5.3.3. of AFI 31-117. The information may be disclosed to the following (list not all inclusive): the responsible wing, group and unit commander, appropriate medical provider, and the designated reliability/readiness monitor if deemed appropriate by the commander. At a minimum, maintain a copy of this form for the duration of the member's tour of duty or permanent change of station. **PRIVACY ACT OF 1974 APPLIES.**

DISCLOSURE: Refusal to answer questions or provide information will result in member being placed on the Do Not Arm roster.

Please answer all questions to the best of your knowledge. If you answer YES to a question, please provide dates, times and a description of the event. **ONLY INCLUDE INFORMATION THAT HAS NOT BEEN PREVIOUSLY RECORDED AND OCCURRED DURING THE EXTENDED ABSENCE FROM SECURITY FORCES DUTY.**

SYSTEM OF RECORD NOTICE: F031 AF SF B

Member's unit and office symbol: _____

	Yes	No
1. Have you received any off-base medical/dental care since you were last on orders or since you last performed armed SF duty?		
2. Have you taken any medications or supplements not as directed or not in compliance with instruction labels or instruction from a medical provider?		
3. Are you taking or do you plan to take any medication, prescription or non-prescription, which may cause drowsiness or impair judgment?		
4. Is there any additional information the commander should be made aware of prior to authorizing you to bear arms? (Information such as counseling, arrests, court actions, or financial difficulties should be reported to the commander or designated representative.)		
5. Is there anything else that would prevent you from safely performing armed duty?		
DESCRIPTION:		

Member's Printed Name

Member's Signature

Date

Commander's Printed Name

Commander's Signature

Date

Attachment 9

POST PEACETIME FIREARM DISCHARGE AND USE OF FORCE SHOOTING INCIDENT PROCEDURES CHECKLIST

In accordance with (IAW) AFI 31-117, *Arming and Use of Force by Air Force Personnel*, paragraphs 2.15 and 2.16, commanders must investigate all peacetime or in-garrison deliberate and negligent firearm discharges. The following actions will be taken after the threat is neutralized and the incident is terminated.

Installation Actions: All peacetime firearms discharges and Use of Force (UoF) incidents

- Did the affected unit begin an investigation of the incident to include as a minimum:
 - Summary of the incident
 - The identity and status of all personnel involved
 - Identify injured or deceased persons including an assessment of the extent of their injuries and medical assistance
 - The identity of any witnesses to the incident and their statements
 - The operational activity in which the member(s) who discharged a firearm was engaged
 - The type of firearm, the number of shots fired, and the current location of all firearms used in the incident
- Was the scene secured IAW AFMAN 31-201 V3, *Flight Operations*, paragraph 5.19
 - Did the affected unit secure and safeguard all involved firearms as evidence, including SF firearms
 - Did the affected unit secure and safeguard all technology influenced evidence (LMR transmissions, CCTV, Body Cam, Dash Cam video footage, telephones, etc.)
- If the incident occurred at an off-base location (i.e. leased facility, off-base housing area), civil law enforcement will likely lead the investigation. Did AFOSI collaborate with civilian law enforcement investigators to collect evidence and statements for the Use of Force Review Board (UFRB)?
- If outside AF jurisdiction, did Security Forces (SF) notify appropriate jurisdictional authorities
- Did the affected unit provide counseling (Mental Health, Chaplain, other available agencies such as local PDs/Sheriffs) to all members involved
- Once the investigation is complete, did the affected unit CC consider removing all members involved from the scene
 - For members who discharged a firearm, was their authorization to bear firearms temporarily withdrawn until completion of the investigation
 - In order to maintain installation security, did the affected unit CC identify and fill any critical personnel or operational gaps left from removing involved personnel
- Was alcohol/drug toxicology screening conducted on members who discharged their firearm
- Was legal counseling provided to any members involved when requested (Note: Legal counseling needs to be IAW jurisdictional requirements/restrictions)

- If Department of Air Force Police Officers/Guards were involved, were they made aware of their rights under the Weingarten Rights
- If the incident involved an injury, fatality, or possible publicity, did affected unit coordinate with the Command Post to make required notifications (OPREP-3, BEELINE, etc.) IAW AFI 31-117, paragraph 2.15.3.1
- Was Public Affairs notified
- Were the immediate family members of the responding SF personnel referred for counseling (Mental Health/Chaplain) as needed/requested
- Did affected unit CC consider conducting an emergency commander's call to address the situation
- If a UFRB will convene, did affected unit prepare to receive the UFRB
- If investigation determined persons involved used a firearm negligently or had a training deficiency, were corrective actions (including applicable administrative or disciplinary steps) taken
- If investigation or other conclusive evidence show persons involved discharged their firearm according to established policy, were they returned to duty immediately
- Did the DFC continue to provide updated information to HAF/A4S through their MAJCOM A4S, until the situation concluded
- Did affected unit complete unit-level follow-up report in AAR format and submit to SF Center within 30 calendar days

AFIMSC Actions: Incidents involving injury, death, or potential for publicity

- Was the UFRB approved by AFSFC/CC
- Did AFSFC contact MAJCOM/A4S for any additional information, to include the names of the individual(s) involved to allow for actions affecting AFTR training records
- Following AF/A4S approval of UFRB final report, did AFSFC post lessons learned to their SMARTNet

HAF Actions: Incidents involving injury, death, or potential for publicity

- Did the UFRB Team convene within 14 – 30 days of the incident
- Did the AF/A4S consider notification of UFRB convening information to the affected Wing CC and MAJCOM CC or CV
- Did the AF/A4S appoint a disinterested SF member in the grade of O-6 or GS-15 as the UFRB president
 - The MAJCOM/A4S responsible for the individuals involved in the shooting or UoF death cannot serve as the board president
- Did the UFRB team consist of the president, two representatives from AFSFC (one from lessons learned and one from FPI (Police Services)), one HQ OSI representative, a first-line SF supervisor (minimum grade of E-6) from a different installation, a psychologist (from affected MAJCOM), and a legal advisor (from affected MAJCOM)
 - The UFRB President may include additional members as needed
- Did the AF/A4S determine distribution of the UFRB final report, to include as a minimum AFSFC/FP and FG and the affected MAJCOM A4S

- Based on the UFRB findings and recommendations, were required updates to policy and/or training made
- After the AFSFC posts lessons learned on SMARTNet, did the AF/A4S send a message to MAJCOM A4S's for follow-on distribution to DFCs and SFMs directing them to review the lessons learned

UFRB: Incidents involving injury, death, potential for publicity, or as directed by AF/A4S

- Did the UFRB obtain the name of POC from the affected SF unit, to act as a liaison for coordination
 - Did the UFRB send the Unit POC UFRB deliverables and work center requirements
- Did the UFRB coordinate with the affected MAJCOM/A4S to obtain names of first line SF supervisor (from different installation), legal advisor, and psychologist from the MAJCOM
- Did the UFRB provide an all-encompassing evaluation including the results of the investigation or inquiry
- Did the UFRB determine if events and facts surrounding the incident were accurately investigated and completely reported
- Did the UFRB determine if the AF member(s) acted within the scope of their authority, current policy, and current procedures
- Did the UFRB recommend changes, if needed, in AF UoF, AFSC specific tactics, policies, procedures, or training
- Did the UFRB provide AF/A4S with the UFRB report to include at a minimum:
 - A summary of the facts and circumstances surrounding the shooting or UoF death incident and attach all documents reviewed
 - A summary of all interviews conducted by the UFRB
 - Findings of the UFRB, including misconduct or commendations
 - Dissenting opinions
 - Any identified training issues
 - Any identified policy issues
 - Recommendations or lessons learned from the UFRB