

Security



WING RESOURCE PROTECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 917 SFS (TSgt Lara W. Braddock)
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Purpose. This instruction sets forth the 917th Wing Resource Protection Policies and Procedures and applies to all 917th Wing organizations and personnel (both military and civilian) at Barksdale Air Force Base (BAFB) Louisiana.

1. Implementation.

1.1. Each unit commander will ensure implementation and compliance with 2 Bomb Wing (2 BW) OPLAN 31-209 ANTITERRIORISM THREATCON MATRIX. Sufficient guidance is provided in the OPLAN to ensure a comprehensive program is established and maintained.

1.2. Resource Protection Monitors (RPM) will ensure all provisions of 2 BW OPLAN 31-209 are adhered to. Any waivers or exceptions will be addressed through 917 Security Forces Squadron to 2 SFS/SFAI.

1.3. Each unit will use 2 BW OPLAN 31-209, for actions to take during the implementation of THREATCONs. Assistance may be obtained from 917 SFS/SFAI or 2 SFS/SFAI.

1.4. This instruction and a completed 917 WG Form 4, Resource Protection Program Unit Profile (Attachment 1), constitute a unit's Resource Protection Operating Instruction as required by 2 BW OPLAN 31-209.

1.5. Any questions concerning implementation of the 2 BW OPLAN 31-209 may be addressed to unit RPM's directly to 2 SFS/SFAI at extension 6-3797 or through the 917 SFS/SFAI at extension 6-9457.

2. Resource Protection Training. Documented resource protection briefings will be conducted semiannually. The method of documentation will be on the 917 WG Form 4, in accordance with (IAW) 2 BW OPLAN 31-209. Complete 917 WG Form 4 as indicated by the blocks.

Should you need additional room for remarks or additional information, use the reverse side or a separate piece of bond paper and attach it to the 917 WG Form 4.

3. Reporting Suspicious or Hostile Acts and Crime Hazards.

3.1. All members of the 917th Wing will be aware of personnel in their work areas to determine if they are authorized. All suspicious or hostile acts will be reported promptly to 2 SFS/SFOL, Crime Stop Hot Line at extension 6-3000.

3.2. Crime hazards (such as insecure equipment, unlocked doors, broken windows, burned out light bulbs, etc.) will be reported to the unit RPM or building custodian as appropriate.

4. Required Operating Instructions.

4.1. Each unit will develop a separate operating instruction (OI), as applicable, to cover the following areas:

4.1.1. Controlled Area Management.

4.1.2. Firearm Storage.

4.1.3. Munitions Storage.

4.1.4. Aircraft Parts Storage, Accounting, and Securing Procedures.

NOTE: If a unit does not possess a controlled area or have a requirement to store firearms, munitions, or aircraft parts, these OIs are not applicable.

5. Removal of Government Property.

5.1. Government property may only be removed from the 917th Wing area or from BAFB by obtaining permission from the unit supply custodian. The supply custodian will obtain the necessary permission from the unit commander and ensure all other regulatory requirements are met, such as establishment of a deployed property custodian or notification of 2d Supply Squadron Equipment Management Section. As a minimum, an AF Form 1297, Temporary Issue Receipt, will be executed. The supply custodian will maintain the original and a copy will remain with the individual possessing the property as proof of authorization to remove it from the 917th Wing area.

6. Securing Equipment, Government Property, and Personal Property.

6.1. All equipment will be stored in secure areas when not in use. Regularly used office equipment and machines (computers, printers, adding machines, etc.) will be monitored by owner-user personnel or will be locked behind two (2) hard-core doors IAW 2 BW OPLAN 31-209. All government property will be engraved with "Property of U. S. Government" and a descriptive listing will be maintained as provided on 917 WG Form 4.

6.2. When a supply custodian is expected to be absent for thirty days or more, unexpectedly becomes absent, and is projected to be absent for thirty days or more, the alternate supply custodian will complete an inventory and assume responsibility for securing and accounting for the government property involved. A DD Form 200, Report of Survey, will be initiated within seven (7) days after a local unit investigation indicates a loss of any equipment item.

6.3. All personal property will be clearly marked on the exterior (engraved or indelible marker) to indicate the owner. The location of the marking is up to the owner and it need not deface the item or be located in a place that would tend to devalue the item. Personal property will be secured in the same manner as government property. In the event of expected or unexpected absence, which may exceed fourteen days, the individual must take possession of the property and secure it off base. In the event of illness or death, the individual's immediate supervisor will ensure the property is returned to the individual's family or estate.

7. Key and Combination Control.

7.1. Keys will be controlled at all times. A list of all keys and what they open will be labeled "FOR OFFICIAL USE ONLY" and will be secured in a lockable container (key lock box, lockable desk drawer, or file cabinet, etc.). Semiannual inventories of all keys will be accomplished during quarterly, no-notice inspections IAW 2 BW OPLAN 31-209. The inventory will be specific enough to list the number of keys accounted for.

7.2. Combination locks will be controlled. After being unlocked, locks will be immediately re-secured on an opened or closed hasp as required by the situation and the dials will be turned to prevent substitution or compromise of the combination. To ensure the integrity of combinations, they will be changed periodically as personnel depart the unit. Unit commanders will determine the frequency and necessity of changing combinations on a case-by-case basis.

8. Buildings.

8.1. A list of all 917th Wing buildings and assigned custodians will be provided to 2 SFS/SFAI. The list will include work and emergency contact phone numbers. Custodians may be contacted for an insecure building, fire or break-in notification and response.

8.2. 917 WG/VA 31-1, Building Custodian (Attachment 2), will be visible from outside each building or from outside any controlled area containing a building. The completed visual aid will be posed on or next to the main entrance to each building or controlled area.

When a “main” entrance is not readily obvious to multiple entrances, the visual aid will be posted on the most southwest entrance.

9. Controlled Area Gates.

9.1. All gates controlled by 917th Wing personnel will be secured when not in regular use. Owner-user personnel are responsible to ensure all personnel (pedestrians or in vehicles) using the gates are authorized in the controlled areas. Gates must be secured after each opening after the Maintenance Squadron Rocket Storage turns the key in to 2 SFS/SFOL at the close of the workday. The gates may remain open (if in regular use) after the Maintenance Squadron Rocket Storage checks the key out from 2 SFS/SFOL. Job Control or Maintenance Operations Center (MOC) will determine “regular use”.

9.2. A list (labeled “FOR OFFICIAL USE ONLY”) of all 917th Wing controlled gates and their OPRs, both primary and alternate, will be provided to 2 SFS/SFAI. Work telephone numbers and emergency contact telephone numbers and gate combinations (in code) will be provided on the list.

JACK C. IHLE, COL, USAFR
Commander

Attachments:

1. 917 WG Form 4, Resource Protection Program Unit Profile
2. 917 WG VA 31-1, Building Custodian

Attachment 1

FC: 3110

RESOURCE PROTECTION PROGRAM UNIT PROFILE					
1. UNIT					
RESOURCE PROTECTION MONITORS					
	NAME: LAST, FIRST, MI.	RANK	OFFICE	PHONE	DATE APPOINTED
2. PRIMARY					
3A. ALTERNATE					
B. ALTERNATE					
4. PHYSICAL FACILITIES					
(List all building numbers, or all room numbers within each partial building , to indicate every physical area covered by your unit's resource protection)					
5. OPERATING INSTRUCTION REFERENCE (Indicate your unit's operating instruction numbers and title for the following areas (If not applicable so indicate))					
A. ANTI-TERRORISM					
B. CONTROLLED AREA MANAGEMENT					
C. FIREARM STORAGE					
D. MUNITIONS STORAGE					
E. AIRCRAFT PARTS STORAGE, ACCOUNTING AND SECURING					
6. DESCRIPTIVE LISTING					
A unit descriptive listing (UDL) of all engraved unit property indicating brand name, model name/number,color, date and place of purchase serial numbers, cost, and location of engraved marking is maintained by: (Indicate where the UDL(s) is (are) maintained by office symbol and telephone number. More than one office symbol and phone number may be required)					
7. KEY AND COMBINATION CONTROL					
A list of all keys/combinations and what they open will be kept separate from the keys and labled, "FOR OFFICIAL USE ONLY." A log of all keys/combinations is maintained by: (Indicate office symbol and phone)					
8. TRAINING					
A. Semi-Annual Resource Protection Briefings: (Describe method of training, and method of documentation for briefings)					
B. Controlled Area Training (For units with controlled area, this section is not applicable. For units with personnel who work within or have access to Program : controlled areas, describe training and docum entation methods)					

Attachment 2

917 WG VA 31-1
6 MAY 1997

BUILDING CUSTODIAN

BUILDING NUMBER: _____

PRIMARY:

RANK AND LAST NAME

OFFICE:

WORK PHONE: _____

ALTERNATE:

RANK AND LAST NAME

OFFICE:

WORK PHONE: _____

If you notice any items in disrepair which affect the security of this building, or which may be hazardous to the occupants, contact the building custodian during normal working hours at the number indicated.

In case of an emergency after normal duty hours, contact:

SECURITY POLICE: 6-3000

FIRE DEPARTMENT: 117