

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

**AIR FORCE INSTRUCTION**

**31-117**

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**Security**



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

**COMPLIANCE WITH THE PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It references Department of Defense Directive (DoDD) 5210.56, *Arming and Use of Force*. It establishes guidance and standards and assigns responsibilities for arming, carrying of firearms, and the use of force by Air Force (AF) personnel performing security and protection, law and order, investigative, or counterintelligence duties; and for personal protection when related to the performance of official duties. This instruction applies to all civilian employees, uniformed members of the Regular Air Force (RegAF), Air Force Reserve, Air National Guard, and personnel from other military departments assigned or attached to (AF) units. This instruction applies to contractor personnel via the appropriate clauses of their contracts. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility of this publication for coordination prior to certification and approval. Note the requirement to include a HAF/A10 review in **Chapter 4**. The authorities to waive requirements up to wing-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 requestor's commander for non-tiered compliance items. 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. This instruction establishes United States Air Force guidance concerning the use of force, but is not intended to be a substitute for the Standing Rules for the use of force as established in Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 3121.01B, *Standing Rules of Engagement / Standing Rules for the Use of Force for US Forces*. This instruction governs actions taken by all personnel subject to this 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 United States (US) territory, and law enforcement and security duties at all Department of Defense installations and off installation while conducting security functions. The program management guidance in **Chapter 2**, *Arming*, applies to all personnel subjected to this AFI regardless of duty assignment or location. This instruction also defines reliability criteria for Security Forces. **Chapters 3 and 4** are specific to the Security Forces Career Field. AF Office of Special Investigations personnel will use their instructions, for rules governing Air Force Office of Special Investigations personnel arming and uses of force insofar as they do not violate Federal Law or Department of Defense guidance. Compliance with the attachments of this publication is mandatory.

## **SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include establishing reliability standards to perform AF Security Forces duties, and specifying roles and responsibilities. In addition, this instruction clarifies the classification of Active Vehicle Barrier (AVB) systems, updates guidance for the use of force review boards, nuclear surety reliability verification timeline, privately owned firearms, 18 United States Code (U.S.C.) **Section 926B** (*Carrying of Concealed Firearms by Qualified Law Enforcement Officers*), and 18 U.S.C. § 926C (*Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers*), requirements.

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## Chapter 1

### OVERVIEW

#### 1.1. Roles and Responsibilities.

1.1.1. Headquarters Air Force Security Forces Directorate, Integrated Defense Policy Division (AF/A4SP). Responsible policy office for AF Arming and Use of Force (AUoF) guidance.

1.1.2. Air Force Installation and Mission Support Center, Primary Subordinate Unit, Air Force Security Forces Center. Provides AF commanders with lessons learned on implementation of use of force, and provides tools and methods, researching best practices across the AF.

1.1.3. Major Command Security Forces. Establishes command unique programs and policies, outside the scope of Air Force Installation and Mission Support Center's responsibilities, to ensure operations are maintained by command, installations, personnel and resources.

1.1.4. Installation Commander shall ensure that squadron commanders educate and train their personnel on how and when to use appropriate level of force. **(T-0)**. Commanders must annually evaluate each person's suitability to arm in accordance with the guidance in this instruction. **(T-2)**. At a minimum, the evaluation includes recommendations from other military agencies (e.g. medical) to assist the commander in determining an individual's suitability to bear firearms in the execution of official duties. **(T-3)**. The use of force by all AF personnel must comply with federal laws, Department of Defense and AF policy, and international agreements. **(T-0)**.

#### 1.2. Personnel subject to this AFI.

1.2.1. Personnel detailed to other US Government Lead Federal Agencies (e.g., US Border Patrol) will operate under common mission-specific rules for the use of force approved by the Secretary of Defense and the Lead Federal Agency. **(T-0)**. Department of Defense forces always retain the right of self-defense, in accordance with use of force principles and rules.

1.2.2. AF forces, under Department of Defense control (and using Department of Defense use of force rules and applicable mission-specific rules for the use of force, but operating in coordination with other Lead Federal Agency Security Forces), will coordinate with on-scene Lead Federal Agency personnel to ensure a common understanding of Department of Defense and Air Force use of force. **(T-0)**.

## Chapter 2

### ARMING

**2.1. Overview.** Authority to bear firearms will be based upon consideration of duty assignment, suitability factors, the threat of accidental or indiscriminate use of firearms, and confirmation that training requirements have been met. **(T-1)**. Additionally, authorizations may be issued to bear firearms openly, concealed, and in overseas locations, subject to host nation laws or agreements. Personnel may not bear privately-owned firearms or ammunition while performing official military duty, except as authorized by the Secretary of the Air Force. **(T-0)**. This prohibition does not apply to Air National Guard installations that are subject to the jurisdiction and oversight of the Governors or the Adjutant General of the state or territory.

2.1.1. Arming Groups. Personnel eligible to bear firearms must be assigned to an arming group, and trained in accordance with AFI 36-2654, *Combat Arms Program* and Air Force Manual (AFMAN) 36-2655, *USAF Small Arms and Light Weapons Qualification Programs*. **(T-1)**. Air Force Career Field Managers and Air Staff functional area directors establish overarching arming requirements for their personnel, which include arming groups, weapon types, and any specialized training. If an Air Force Career Field Manager wishes to change the arming group of personnel under their functional area, they must coordinate their request with AF/A4SF for approval. **(T-1)**. AFOSI personnel will follow their own guidance and instructions regarding arming.

2.1.2. Bearing and Using Firearms Openly. Personnel assigned to the following positions may authorize assigned personnel to openly bear and use firearms. This applies to personnel assigned domestically only (i.e. only in the United States and its territories); see **Paragraph 2.1.4** for personnel assigned outside those locations:

2.1.2.1. Major Command, Air Force Specialty Code Centers, Numbered Air Force (NAF), and Direct Reporting Unit (DRU) commanders.

2.1.2.2. Installation, group, squadron, numbered flight commanders, and directors, including geographically separated unit/United States Air Forces in Europe, Munition Support Squadron Commanders.

2.1.2.3. Principal appointees of squadron, installation, geographically separated unit, United States Air Forces in Europe, Munition Support Squadron, wing, DRU, NAF, Major Command, division, and center commanders/directors when specifically authorized in their respective Major Command supplements to this instruction.

2.1.2.4. Air Force Office of Special Investigations commanders and Special Agents in Charge, according to the instructions which are specifically applicable to their career field.

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. This applies to personnel assigned domestically only (i.e. only in the United States and its territories); see **Paragraph 2.1.4** for personnel assigned outside those locations:

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

2.1.3.2. Air Force Office of Special Investigations commanders and Special Agents in Charge, in accordance with the instructions which are specifically applicable to their career field.

2.1.3.3. Assigned commanders of aircrews (when arming specifically for preventing hijacks, defense of aircraft weapons, and primary nuclear aircraft flights).

2.1.3.4. Defense Force Commanders (when authorizing Security Forces personnel to meet certain mission requirements (e.g., support of Air Force Office of Special Investigations operations, Security Forces investigations, protection of distinguished visitors, or to facilitate force protection efforts). An AF Form 523, *USAF Authorization to Bear Firearms* must be issued and all training requirements met. **(T-3)**).

2.1.3.5. Vice or deputy commanders or directors when properly delegated the authority to authorize.

2.1.4. Bearing and Using Firearms in Overseas Locations (i.e. outside the United States and its territories). Only Combatant Commanders and AF Major Command Commanders can authorize personnel to bear and use firearms in overseas locations. Additionally, Combatant Commanders and AF Major Command 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 and order and security duties. Commanders may impose restrictions not contained in this instruction based upon host-nation laws and Status of Forces Agreements and other applicable international agreements. Major Commands list any additional restrictions in supplements to this instruction or in a foreign clearance guide when a supplement is not feasible. In some overseas locations, authorization to bear firearms must be stated in the Foreign Clearance Guide or specifically approved by the U.S. Embassy. **(T-0)**. Contractors proposing the arming of their employees must comply with applicable contract terms and conditions, federal law, and regulatory guidance. **(T-0)**. Offerors and contractors proposing the arming of employees must also comply with applicable contract terms and conditions, including applicable solicitation provisions and contract clauses, addressing the arming of contractor personnel. **(T-0)**.

**2.2. Duty Assignment.** All personnel with a valid arming requirement, as authorized by their authorizing official (see [Paragraph 2.1](#) above), are authorized to bear and use firearms.

2.2.1. All categories of personnel identified by the United States Air Force Combat Arms Program Manager in the United States Air Force Arming Group A Functions/Agencies Memorandum are specifically authorized to bear and use firearms.

2.2.2. The following categories of personnel may bear and use firearms when properly authorized:

2.2.2.1. Military command post and operations center controllers.

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

2.2.2.3. Military munitions maintenance personnel.

2.2.2.4. Security Forces augmentees, including unit marshals, as designated by their applicable commander or arming authority.

2.2.2.5. Personnel assigned to Terminal Attack Control team, Tactical Air Control Party, Air Support Operations Center, Air Mobility Liaison Officer type code, Combat Control, Para Rescue, and Special Reconnaissance specialist in support of field training exercises and operational deployments.

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

2.2.2.7. Aircrew Flight Equipment Personnel.

**2.3. Suitability Factors for Bearing Firearms.** Commanders must continually evaluate suitability factors for personnel required to perform armed duty and withdraw the authority to bear firearms when necessary. **(T-0)**. Further, they must ensure all personnel, before being authorized to carry firearms, have been properly screened in accordance with the provisions of 18 U.S.C. § 921-931, particularly 18 U.S.C. § 922(g)(9) (*The Lautenberg Amendment*); Department of Defense Manual (DoDM) 5200.02, *Procedures For The DoD Personnel Security Program (PSP)*; Department of Defense Instruction (DoDI) 5200.46, *DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)*; DoDI 6400.06, *Domestic Abuse Involving DoD Military and Certain Affiliated Personnel*, and DoDD 5210.56, Section 3. **(T-0)**.

2.3.1. Behavioral Signs Impacting Suitability Factors. Everyone has a responsibility to stay alert for behavioral signs that an individual should not be armed. If you have an indication, suspicion, or evidence of impairment of a person's mental or physical ability to bear firearms, notify that person's first sergeant or commander as soon as practicable. This includes, but is not limited to, information regarding a person's legal inability to bear firearms, resulting from an adjudication of mental disease or defect in accordance with 18 U.S.C. § 922(g)(4) (*Unlawful Acts*). First Sergeants will report this information to the commander immediately. **(T-1)**. **NOTE: Attachment 2** is a guideline to continuously evaluate personality and behavior suitability factors.

2.3.1.1. Commanders who have a concern about the reliability or suitability to bear firearms for someone in their command, 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 may order personal firearms located on the installation into storage when concerns about the individual's reliability or suitability to bear firearms exist. Commanders must follow the procedures outlined in AFI 44-172, *Mental Health*, AFI 90-5001, *Integrated Resilience*, DoDI 6490.04, *Mental Health Evaluations of Members of the Military Services*, and AFI 31-118, *Security Forces Standards and Procedures*, 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. However, commanders will consider the underlying reason(s) for the temporary withdrawal, such as whether the withdrawal is the result of a legal prohibition under 18 U.S.C. § 922 (*Unlawful Acts*). **(T-1)**.

2.3.2. The Lautenberg Amendment to the Gun Control Act of 1968. This amendment to the Gun Control Act of 1968 makes it a crime for any person who has been convicted of a misdemeanor crime of domestic violence, to possess a firearm (implemented in DoDI 6400.06). Arming authorities must not arm personnel convicted of a qualifying crime in violation of 18 U.S.C. § 922(g)(9) (*The Lautenberg Amendment*), or may otherwise be noncompliant with Department of Defense and AFI guidance prohibiting their arming, including DoDI 6400.06 and AFI 51-201, *Administration of Military Justice*. **(T-0)**.

2.3.2.1. Commanders are responsible for ensuring all military personnel are briefed annually on the Gun Control Act of 1968, the Lautenberg Amendment, and its consequences (see [Attachment 5](#)). **(T-0)**. AFI 36-2654 defines training requirements. Arming Groups will be briefed at the frequency identified for each Arming Group in accordance with AFI 36-2654 and AFMAN 36-2655. **(T-1)**.

2.3.2.2. Commanders will initiate an appropriate investigation to confirm suspected convictions that may limit the person's access to firearms or ammunition. **(T-1)**. A qualifying conviction does not include a guilty finding by summary courts martial, nonjudicial punishment imposed under Article 15 of the Uniform Code of Military Justice, or deferred prosecutions or similar alternative dispositions in civilian courts. **(T-0)**.

2.3.2.3. A Lautenberg Amendment to the Gun Control Act of 1968 notice must be posted in all facilities in which Government firearms or ammunition are stored, issued, disposed of, and transported in accordance with DoDI 6400.06. **(T-0)**. See [Attachment 5](#) sample.

2.3.2.4. 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, permanent change of duty assignment, when temporary duty assignments will require use of firearms or ammunition or immediately upon a qualifying conviction. **(T-0)**. Annually is defined as the last day of the month; for example, if a DD Form 2760 was previously signed on 10 Jun 19, a new form may have to be signed prior to 1 Jul 20. 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)**.

2.3.2.5. For personnel found to have a qualifying domestic violence conviction, the commander will immediately retrieve all issued firearms and ammunition, permanently withdraw their authority to possess firearms or ammunition, and advise them in writing to legally dispose of any privately owned firearms or ammunition they possess. **(T-0)**. Refer to AFMAN 71-102, *Air Force Criminal Indexing*, for guidance regarding the disposition of personally owned firearms and ammunition under the government's control, and

notification of the prohibition to the individual via AF Form 177, *Notice of Qualification for Prohibitions of Firearms*. **(T-1)**.

2.3.2.6. Personnel with an Air Force Specialty Code requiring qualification to bear arms, and who have a qualifying conviction, will have their Air Force Specialty Code withdrawn in accordance with the procedures in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. **(T-1)**. Personnel with qualifying convictions will be awarded a “T” assignment limitation code. **(T-1)**. A “T” assignment limitation code states the Airman is not qualified to ship, transport, possess, receive firearms, or ammunition.

2.3.3. Temporary Withdrawal. Commanders may temporarily withdraw authority to bear firearms for less than 72 hours by verbal notification. This authority extends to withdrawal of authority to bear firearms in the course of duty for all government-issued weapons (including previously-approved privately-owned firearms for government purposes). The commander, vice commander, deputy commander, or duty roster authentication official must make the verbal notification to the servicing armory and the affected person. **(T-1)**. If applicable, notice to the affected individual will also include a restriction from carrying a firearm on the installation pursuant 18 U.S.C. § 926(B-C) (*Law Enforcement Officers Safety Act (LEOSA)*). **(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)**. Refer to AFMAN 71-102 for guidance regarding the return/issuance of personally owned firearms and ammunition under the government’s control. **(T-1)**.

2.3.3.1. Within one duty day of the determination to withdraw authority to bear arms, an updated Do-Not-Arm roster and or 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 personnel conduct reviews in accordance with guidance in **Chapter 3**. **(T-3)**.

2.3.3.2. Commanders, or their designated representative who is withdrawing 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)**. If applicable, notice to the affected individual will also include a restriction from carrying a firearm on the installation pursuant to LEOSA if applicable. **(T-0)**. 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 person is undergoing medical treatment.

2.3.3.4. File all correspondence dealing with temporary withdrawal in the unit’s personnel file management system (e.g. an electronic records management system or personnel information file) **(T-2)**.

2.3.3.5. Commanders will temporarily withdraw authority to bear firearms from personnel who prove unsuitable for reasons including: **(T-1)**.

2.3.3.5.1. Identified substance abusers. Refer to AFMAN 71-102 for additional guidance associated to individuals determined to be substance abusers. **(T-1)**.

- 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 a condition that could impact the person's ability to bear firearms, including alcohol use disorders.
- 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 treating physician when medication that impairs the ability to handle firearms is prescribed. **(T-3)**. If the commander, in consultation with the treating provider, determines an individual will not have access to firearms, they will document this in accordance with [Paragraph 2.3.3.1](#) of this instruction. **(T-1)**.
- 2.3.3.5.5. Relieved of duty for disciplinary reasons. This authority extends to withdrawal of authority to bear firearms in the course of duty and or pertains to government issued weapons and or duty weapons and or previously approved use of privately owned firearms for government purposes. Refer to AFMAN 71-102 for guidance regarding firearms prohibitions surrounding disciplinary actions. **(T-1)**.
- 2.3.3.5.6. Relieved of duty pending a use of force review board, following a use of force incident.
- 2.3.4. Permanent Withdrawal. If unit commanders, their delegates, or superior authorities believe it is appropriate to permanently withdraw a person's authorization to bear firearms, they must first consider all circumstances, including legal prohibitions (e.g., Lautenberg Amendment), the person's duty performance, relevant medical conditions, and disciplinary records to ensure this decision is warranted. **(T-1)**. They may also consult the Force Support Squadron Commander, servicing Staff Judge Advocate Office, medical primary care manager, 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*, in accordance with AFI 36-2608, *Military Personnel Records System*. **(T-1)**. If applicable, notice to the affected individual will also include a restriction from carrying a firearm on the installation pursuant to LEOSA. **(T-0)**.
- 2.3.4.1. Commanders will permanently withdraw the authority to bear firearms for individuals with a 31P or 3P0 Air Force Specialty Code if it is determined the individual does not meet the retention requirements outlined in the appropriate Air Force Enlisted Classification Directory or Air Force Officer Classification Directory. **(T-0)**.
- 2.3.4.2. When the person's Air Force Specialty Code description in Air Force Officer Classification Directory or Air Force Enlisted Classification Directory requires qualification to bear firearms, commanders must take appropriate action by removing them from their designated Air Force Specialty Code and allocating them in a non-arming Air Force Specialty Code according to AFI 36-2101. **(T-1)**.
- 2.3.4.3. When issuing the permanent withdrawal of authority to bear firearms to military personnel, commanders submit a copy of the written withdrawal action to the Force Support Squadron along with those documents withdrawing the affected person's Air Force Specialty Code. **(T-1)**.

2.3.4.4. File all correspondence dealing with permanent withdrawal in the unit's personnel file management system (e.g. an electronic records management system). These records are to be maintained in accordance with the AF records disposition schedule. **(T-1)**.

2.3.4.5. The decision to withdraw a person's authority to bear firearms does not necessarily mandate administrative separation. However, the Air Force Officer Classification Directory or Air Force Enlisted Classification Directory must be reviewed to assess the arming requirement for the Air Force Specialty Code. **(T-1)**. Commanders must disqualify those personnel from the affected Air Force Specialty Code if arming is required for Air Force Specialty Code retention. **(T-1)**.

2.3.4.6. Commanders can 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 their delegates, may reinstate a person's authority to handle or bear arms upon receiving a favorable report of a completed investigation, corrective action, medical evaluation, or commander no longer has concerns about the person's suitability factors.

2.3.5.1. The individual will be notified in writing of the reinstatement and an updated Do-Not-Arm roster and or 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 signed by the commander, vice or deputy commanders or directors, or an updated Do-Not-Arm roster prior to arming reinstated personnel. **(T-0)**. Refer to AFMAN 71-102 for guidance regarding the return/issuance of personally owned firearms and ammunition under the government's control. **(T-1)**.

2.3.5.3. File all correspondence or documentation dealing with reinstatement in the unit's personnel file management system (e.g. an electronic records management system). These records are to be maintained in accordance with the AF records disposition schedule. **(T-1)**.

2.3.5.4. The administrative process to document and notify the Force Support Squadron of the reinstatement is the same as to execute the withdrawal (see [Paragraph 2.3.4.2](#)).

2.3.6. The Medical Treatment Facility (MTF) Commander shall notify the immediate commander of personnel diagnosed with a disqualifying medical condition. **(T-1)**.

**2.4. Weapons and Use of Force Training Requirements.** The specific training requirements contained in AFI 36-2654 must be met for each arming group, personnel selected for overseas assignments, and personnel assigned to fill a Unit Type Code where qualification with duty weapons must be met prior to authorizing personnel to bear firearms. **(T-1)**. Unit Commanders will ensure the suitability to bear arms review was conducted, the Gun Control Act of 1968/Lautenberg Amendment brief conducted, and a signed DD Form 2760 is on file prior to sending their personnel for weapons training or exercises where they may handle firearms. **(T-0)**.

**2.5. Documenting Authorization to Bear Firearms.** The authorizing official must provide written authorization for assigned personnel to carry firearms. **(T-0)**. Digital Common Access Card signatures are the preferred means of the 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)**.

2.5.1. 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, Department of Defense Electronic Data Interchange Personal Identifier, 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 personnel, 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.

2.5.1.1. Defense Force Commanders and United States Air Forces in Europe, Munition Support Squadron Commanders will develop local policy permitting the signature (digital Common Access Card 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 [Paragraph 2.5.1](#)), and identify the authentication officials authorized to sign AF Form 629. **(T-1)**.

2.5.1.2. 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. By signing the AF Form 629, the "authentication official" certifies the individual being armed meets the requirements for arming (e.g. weapons qualifications, use of force training, DD Form 2760).

2.5.1.3. 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 person is not currently listed on the "Do Not Arm List." **(T-1)**.

2.5.2. Personnel not in uniform performing official military duty must comply with the following:

2.5.2.1. Carry an AF Form 523 when armed. **(T-1)**.

2.5.2.2. Surrender the form to authorizing officials when duties requiring firearms are complete. **(T-1)**.

2.5.3. Carrying Concealed Firearms. The AF prohibits all military, civilian, and contract employees from carrying concealed firearms on duty except when specifically authorized in

writing by an authorizing official (as identified in [Paragraphs 2.1.3](#) and [2.1.4](#) above), and only while performing an official military duty. Personnel carrying concealed weapons must comply with the following:

2.5.3.1. Official aircrew orders or Contingency, Exercise, Deployment orders, specifying that the Airman/Airmen is/are authorized to carry a concealed firearm, satisfies the written authorization requirement.

2.5.3.2. 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.

2.5.3.2.1. AF Form 523 Requirements. All AF Forms 523 will use standardized AF Form 523 permit numbers. **(T-1)**. For example, 88 Security Forces Squadron 12-0019 refers to the 12th permit issued by the 88th Security Forces Squadron at Wright-Patterson AFB, Ohio, in 2019. 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)**.

2.5.3.2.2. Major Commands, including Air National Guard, may authorize personnel to retain an AF Form 523 when missions require those personnel to bear a concealed firearm on a regular basis.

2.5.3.3. Authorized armed drivers for designated senior AF leaders must meet all qualification and training requirements established by Air Force Office of Special Investigations, Arming Group A, and comply with all provisions of this instruction. **(T-1)**. All drivers will inform the installation Security Forces, Air Force Office of Special Investigations detachment, and appropriate local civil authorities of their arming authorization. **(T-2)**. Air Force Office of Special Investigations is the single point of contact for all AF protective service operations, protecting senior US, Department of Defense, AF, and Allied officials. **(T-1)**.

2.5.3.4. Carrying Weapons Off Duty. Notwithstanding the provisions of 18 U.S.C. § 926B and 18 U.S.C. § 926C, Security Forces (military and civilian personnel) are not authorized to carry concealed government-issued weapons, including firearms, off-duty. **(T-1)**.

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

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

2.5.4.2. Civilian contract guards may bear privately owned firearms meeting the United States Air Force Statement of Work specifications according to their United States Air Force contract. Contract requirements must ensure weapons model and munitions comply with Department of Defense/AF and local guidelines. **(T-0)**. Civilian contract guards who carry firearms or non-lethal weapons in concurrent or proprietary jurisdiction may be subject to state law and any carry therein must comply with state and local law.

2.5.4.3. Personnel performing honor guard duties who use firearms for ceremonial purposes (i.e., no live ammunition) need only comply with **Paragraphs 2.8** and **2.9** of this instruction and with handling instructions for their weapon found in AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*.

2.5.4.3.1. An Air Force Office of Special Investigations personnel badge and credentials serve as authority to carry firearms openly or concealed in lieu of written authorization and an AF Form 523.

2.5.4.4. Security Forces Investigators/Detectives, when performing official duties and armed with U.S. Government-issued firearm, must carry their respective AF Form 688A/B, Security Forces Investigator/Detective Credential, and appropriate badge/shield **(T-1)**.

**2.6. 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 changes, force protection condition changes, and other military contingencies. **(T-1)**. Commanders must take into consideration non-lethal weapons when developing an arming plan. **(T-1)**.

2.6.1. Routine Operations. Commanders developed plans will be consistent with the requirements of this instruction. Additionally, installation arming plans must contemplate local and state law regarding the carry of firearms, the carry of non-lethal weapons (e.g., directed energy weapons), and use of force by contract Security Forces personnel. **(T-0)**. Consultation with the Staff Judge Advocate Office is required. **(T-2)**.

2.6.2. 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.

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

2.6.2.2. Supported commands develop guidance and procedures on selectively arming and employing these personnel.

2.6.3. Armed Security Forces (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)**.

**2.7. Arming Senior Military and Civilian Officials.** Major Command 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. Major Command and Combatant Commanders issue this authorization on a case-by-case basis for a specified assignment and must ensure compliance with appropriate host-nation laws and applicable Status of Forces Agreements and international agreements. **(T-0)**. This responsibility may be delegated to vice or deputy commanders. **NOTE:** Senior military and civilian officials

may not be armed (equipped with a loaded fire arm) for personal protection within the United States without written approval of either the Secretary or Deputy Secretary of Defense. **(T-0)**.

2.7.1. Information regarding handguns issued to AF general officers is contained in the *Air Force General Officer Handbook*.

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

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

2.7.2.2. The adequacies of Department of Defense protective personnel support.

2.7.2.3. The adequacy of host-nation protection.

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

2.7.2.5. The Department of State Criminal Threat levels.

2.7.2.6. The Defense Intelligence Agency Intelligence, Political, and Terrorism threat levels.

2.7.2.7. Department of Defense Threat Assessments.

2.7.2.8. Local Threat Assessment.

**2.8. 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. Individuals may transport their assigned weapons to on or off-base firing ranges, consistent with DoDIs, AFIs, state/local laws, host-nation agreements and Status of Forces Agreements governing transportation and carrying of weapons. All firearms must be secured in accordance with DoDM 5100.76\_AFMAN 31-101 V2, *Physical Security of Sensitive Conventional Arms, Ammunition & Explosives*. **(T-1)**.

**2.9. Carrying Firearms as a Passenger aboard Aircraft.** Military and civilian personnel Law Enforcement Officers (Security Forces and Air Force Office of Special Investigations) may bear government firearms aboard military aircraft while performing official military duties if the mission requires the carry of a firearm during the flight. See DoDI 5525.14, *DoD Law Enforcement Officers (LEOs) Flying Armed*. For Security Forces personnel, when the carriage of a government firearm aboard commercial aircraft is necessary, contact Air Force Security Forces Center (AF Confinement and Corrections) for AF requirements pursuant to Department of Defense Law Enforcement Officers flying armed, in accordance with AFMAN 31-115 V1, *Air Force Corrections System*.

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

2.9.2. Authorization. Personnel armed in the performance of duty or transporting firearms aboard military aircraft must possess official written authorization (e.g. Contingency, Exercise, Deployment orders, a memorandum of authorization, credentials). **(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 31-115 V1 for more specific information.

2.9.3. Training. Additional or specialized training is not required for performing official duties aboard military aircraft. However, it is recommended Security Forces personnel complete the same requirements as flying commercial aircraft. Training for commercial aircraft requires completion of the Transportation Security Administration Federal Law Enforcement Officer Flying Armed training course (which requires annual recertification). **(T-0)**. The Security Forces personnel must meet arming requirements, complete the AF concealed carry training and be qualified on the handgun Air Force Qualification Course. The Transportation Security Administration Federal Law Enforcement Officer Flying Armed Training course may be taught by an AF instructor who has attended 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.

2.9.4. Storing Firearms. All government issued firearms will be stored in accordance with DoDM 5100.76\_AFMAN 31-101 V2. **(T-1)**. Firearms will not be stored loaded. **(T-1)**. Airman issued or assigned custody of 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)**. Air Force Office of Special Investigations, Aircrew performing anti-hijack missions, maintenance personnel at Air Force Global Strike Command missile launch facilities, and military personnel involved in actual combat may store loaded firearms.

2.9.5. 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 impair their ability to handle a firearm, nor will they do so within 8 hours before duty or firearms training. **(T-1)**.

2.9.6. Weapons Handling Procedures. Personnel will use standardized weapons handling procedures in accordance with AFMAN 31-129 and this publication, when armed with a United States Air Force-owned weapon. **(T-1)**.

2.9.7. Tactical Exercises. Unit commanders must develop and implement written guidance for firearms safety tailored specifically to force-on-force training and exercises in accordance with AFMAN 31-129. **(T-1)**.

2.9.8. Weapons Clearing Procedures. Weapons will be cleared in accordance with procedures outlined in AFMAN 31-129. **(T-1)**.

## **2.10. Privately Owned Firearms (POF).**

2.10.1. Carrying POF during any period of pass, liberty, or leave while on the installation will only be permitted if authorized by the installation commander in accordance with DoDM 5100.76\_AFMAN 31-101 V2. **(T-0)**.

2.10.2. **LEOSA**. Installation Commanders may authorize LEOSA-credentialed personnel to carry POF on Air Force installations.

2.10.2.1. To achieve LEOSA credentialing as a Department of the Air Force Qualified Law Enforcement Officer, Security Forces military and civilian personnel must meet the following requirements:

2.10.2.1.1. Both military and civilian personnel must meet the criteria for a "qualified law enforcement officer" or a "qualified retired law enforcement officer" as

applicable and as outlined in DoDI 5525.12, *Implementation of the Amended Law Enforcement Officers Safety Act of 2004 (LEOSA)*. (T-0).

2.10.2.1.2. Security Forces military personnel must have been awarded, and must currently utilize as part of their duties, the 31P3, 31P4, 3P0X1, 3P0X1A, or 3P0X1B Air Force Specialty Code. (T-1).

2.10.2.1.3. Security Forces civilian personnel must have been awarded, and must currently utilize as part of their duties, the GS-0083 Police Series. (T-1).

2.10.2.2. As a Defense Criminal Investigative Organization, current Air Force Office of Special Investigations Special Agents will act in accordance with Air Force Office of Special Investigations Manual (AFOSIMAN) 71-113, *Firearms, Use of Force, and Tactics*, when carrying a concealed US Government-issued or agency-approved POF and in possession of their agency Badge and Credentials. (T-1). Special Agents credentialed under the LEOSA must meet requirements outlined in DoDI 5525.12, and act in accordance with AFOSIMAN 71-113 and their separate agency guidance. (T-1). See AFPD 71-1, *Criminal Investigations and Counterintelligence*.

2.10.2.3. The Air Force Security Forces Center will manage the contract for LEOSA credential issuance and manage a web page prescribing the appropriate application materials and procedures to validate eligibility for [Paragraph 2.10.2.1](#) above. (T-0).

**2.11. 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. (T-0). Firearms signaling will be conducted by firing three shots in rapid succession, in a safe direction, away from resources and populated areas. (T-3). Note that “signaling” in this context must be understood as distinct from “warning”, in relation to which there are express limitations: see [Paragraph 3.11](#)

**2.12. Firearms Discharges.** Commanders have the inherent authority to conduct a commander-directed investigation to investigate matters arising under their command, which include investigating allegations of deliberate and negligent firearm discharges of government-issued weapons where there are no injuries, deaths, or significant property damages. (T-1). The checklist at [Attachment 8](#) provides commanders and supervisors a guide to ensure critical actions are taken immediately following a firearms discharge, and actions that may similarly be taken following any alleged use of force. Personnel must immediately report firearm discharges to their commander, the commander of the person who discharged the firearm (if different), and to installation Security Forces. (T-1).

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

2.12.1.1. Secure the incident scene and direct an investigation of the incident as soon as practicable or contact Security Forces for scene security and/or investigative assistance. (T-1).

2.12.1.2. Initiate a commander-directed investigation, or request Security Forces investigative assistance if the commander suspects a crime has occurred or if a use of

force incident has occurred that may require a Use of Force Review Board. **(T-1)**. Reference [paragraph 2.13.1](#) concerning Use of Force Review Boards.

2.12.1.3. The commander may also consider chaplain support following such incidents and allow personnel involved to contact their family.

2.12.1.4. 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)**.

2.12.1.5. Notify public affairs, even if unauthorized firearm discharge did not involve injury, death, or property damage. **(T-1)**.

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

2.12.1.7. 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. **(T-1)**.

2.12.2. Reporting Requirements. Installation Commanders will ensure reports are made in accordance with Major Command or Field Operating Agency instructions if US military personnel, 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 unless the apparently unintentional or negligent discharges resulted in injury to persons or damage to property. **(T-2)**.

2.12.3. When a firearm discharge involves an injury, fatality, or meets the reporting guidelines in AFMAN 10-206, *Operational Reporting*, report the incidents as follows:

2.12.3.1. Report incidents using Operational Reporting-3 (OPREP) message format, [Attachment 4](#). **(T-1)**.

2.12.3.2. Send messages to AF/A4S, Air Force Security Forces Center/Plans (S5) and Major Command Security Forces within 24 hours of the incident using Report Control Symbol AF/A300 (Operations). **(T-1)**. Messages may be sent via e-mail to: [hqafsf.opsetr@us.af.mil](mailto:hqafsf.opsetr@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. Air Force Security Forces Center will notify AF/A4S, Air Force Installation and Mission Support Center/IZP and all Major Command Security Forces of incidents related to Security Forces. **(T-1)**. Air Force Security Forces Center/ Watch will forward all notifications to Air Force Security Forces Center/FPI (Integrated Defense/Police Services), Air Force Security Forces Center/FI (FP Planning and Integration) and Air Force Security Forces Center/Weapons Management. **(T-1)**.

2.12.3.3. Send information copies to Headquarters United States Air Force or Field Operating Agency headquarters functional manager and to intermediate Security Forces headquarters (Field Operating Agency, Major Command, or NAF) staff and functional manager of the unit involved. **(T-1)**.

2.12.3.4. Send a written follow-up report in After Action Report format to the Air Force Security Forces Center (Law and Order Division) within 30 calendar days following all

in-garrison deliberate and unauthorized firearm discharges. **(T-1)**. Criminal investigations by the Security Forces Investigations section or Air Force Office of Special Investigations into the discharge do not alleviate the need for an After Action Report. **NOTE:** Reports may be sent via e-mail to: [hqafsfc.opctr@us.af.mil](mailto:hqafsfc.opctr@us.af.mil) and [afsfc.sfp@us.af.mil](mailto:afsfc.sfp@us.af.mil). Contact the Air Force Security Forces Center/Operations Center in advance for any report requiring classified transmission over secret internet protocol router network.

2.12.4. Wildlife and Domestic Pets. Security Forces personnel are not responsible for dispatching, putting down or euthanizing wildlife or apparently rabid or stray domestic pets. For any wildlife which has been injured or struck by a vehicle and is in need of euthanizing, Security Forces personnel may have pre-coordinated plans or agreements with other organizations or agencies such as Fish and Wildlife when available. If there are no agencies or organizations available to assist, Security Forces units must establish procedures for these situations locally and have them approved by the Installation Commander. **(T-3)**. If Security Forces uses force, to include discharging a firearm, on wildlife or a domestic pet assessed to be hostile, in order to protect self or others, this will not ordinarily necessitate a Use of Force Review Board.

### **2.13. Use of Force Review Board.**

2.13.1. Introduction: Use of force review boards are utilized to objectively evaluate the use of force by AF personnel to ensure that their authority is used appropriately, consistent with training and policy. Use of force review boards and criminal investigations are two separate and distinct processes with different purposes. The use of force review board is a process to review the facts and circumstances of an incident of a use of force (any instance involving a use of force by personnel to whom this instruction applies) and to identify any potential gaps in policy and training. Use of force review board gathered information is not intended to be used in any related criminal investigation. However, use of force review board collected information and materials are not privileged and may be subject to disclosure during the military courts-martial discovery process, may be admissible in a courts-martial or may be used for administrative proceedings. A use of force review board is not required, but will be considered if a use of force incident involving non-lethal weapons or firearms results in an injury, fatality, or publicity. **(T-1)**. A use of force review board is not required for use of force incidents occurring in the course of offensive combat operations, or within designated combat zones where AF personnel are engaged in combat with hostile actors or forces. The use of force review board works for the owning Major Command/Commander. To align with established AF inquiry processes, the use of force review board may use the Commander's Directed Investigation Guide as a tool to refer to on how to conduct the inquiry or investigation. In particular, refer to it on how to conduct witness interviews and rights advisements under Article 31, Uniform Code of Military Justice (military), or the Fifth Amendment to the United States Constitution (civilian).

2.13.1.1. Witnesses. If a concern arises between the investigative agency and the use of force review board over witness interviews, the investigative agency will have first right of access over the witness. **(T-1)**.

2.13.1.2. If at any time the witness requests an attorney, even if not suspected of a punishable offense, the interview will be stopped while the witness is referred to defense

counsel (i.e., the Area Defense Counsel for military members, and private defense counsel for civilians and contractors, retained at their own expense). **(T-0)**.

2.13.2. Convening a use of force review board: The Major Command Commander (or their designated representative) having authority at the location of the use of force incident, will initiate a use of force review board and appoint a Board President in writing. Major Command Security Forces will staff recommendations to Major Command/Commander for use of force review board initiation, as well as notify AF/A4S Director of Security Forces and the Air Force Security Forces Center/Commander. The AF/A4S Director of Security Forces will facilitate the appointment of an impartial Security Forces officer in the grade of O-6/GS-15 to serve as Board President through the Major Command Security Forces. **NOTE:** The respective Major Command/A4S cannot serve as Board President. **(T-1)**.

2.13.2.1. A use of force review board will not be conducted during an open criminal investigation of the incident without approval by the investigating agency. **(T-1)**.

2.13.2.2. A use of force review board is not appropriate for a negligent or accidental weapon discharge.

2.13.3. Use of force review board funding: Air Force Installation and Mission Support Center will fund the use of force review board team and the use of force review board team requirements. **(T-1)**.

2.13.4. Use of force review board timeline: Ideally, the board should convene within 14-30 calendar days after the incident and should be completed within 30 calendar days of its initiation. **(T-1)**. The board may place a greater priority on a thorough, complete, and accurate report rather than meeting a specific deadline. If the board's review cannot be completed within this 30 calendar day period, the Board President will request an extension from the supported Major Command. **(T-1)**. The Board President will annotate the extension and approval in the report. **(T-1)**.

2.13.5. Purpose of the use of force review board:

2.13.5.1. Provide an evaluation that takes into account results of any investigations or inquiries available relating to the use of force incident.

2.13.5.2. Determine if the individual(s) actions was/were consistent with their authority, as well as current policies and procedures.

2.13.5.3. Recommend, as determined necessary, changes in AF use of force and Air Force Specialty Code specific tactics, policies, procedures, or training.

2.13.6. Board personnel and their responsibilities. The board will be comprised of, at a minimum:

2.13.6.1. Board President. Presides over the board and makes final determination on the issues presented. Serves as the focal point for the use of force review board and conducts a review of the incident focusing on administrative rules and procedures for the board outlined in this instruction. Will be a Security Forces Colonel (O-6) or GS 15 **(T-1)**.

2.13.6.2. Air Staff Security Forces Representative. AF/A4S will provide one representative to the board to provide the use of force review board president, subject matter inputs and recommendations on policy and training. **(T-1)**.

2.13.6.3. Air Force Installation and Mission Support Center Security Forces Representative. Air Force Installation and Mission Support Center will provide a representative to the board to provide the use of force review board president subject matter expert inputs and recommendations on AUoF tactics, techniques, procedures, and training. **(T-1)**.

2.13.6.4. Legal Representative. In coordination with the Board President and the Major Command Security Forces, the responsible Major Command/JA will appoint legal representation from within the affected Major Command to the board to provide legal counsel to the board and other use of force review board representatives, but not to the individual(s) involved in the incident. **(T-1)**. **NOTE:** In addition, the legal representative may not provide legal counsel to any witness in a use of force board investigation. **(T-2)**.

2.13.6.5. Air Force Office of Special Investigations Representative. In coordination with the Board President and Major Command Security Forces, the responsible Air Force Office of Special Investigations Region Commander will appoint an Air Force Office of Special Investigations special agent as a disinterested party able to lend their experience and knowledge as it applies to the use of force. **(T-0)**.

2.13.6.6. First-line Security Forces Supervisor Representative. The Board President with coordination with the Major Command Security Forces, will appoint a first-line Security Forces supervisor (minimum grade of E-6 or civilian equivalent and familiar with the duty position(s) of those personnel involved) not affiliated with or familiar with the individual(s) involved in the use of force incident. This individual, typically from a separate installation, is made available to provide a practical perspective on daily Security Forces operations. **(T-1)**.

2.13.6.7. Psychologist. The responsible Major Command Security Forces will request a psychologist from within the affected Major Command to be assigned to the board who will:

2.13.6.7.1. Provide psychological expertise and insights to the board as a subject matter expert. **(T-1)**.

2.13.6.7.2. The psychologist may make referrals to qualified counselors for involved personnel, if requested. **(T-1)**.

2.13.6.8. Other Personnel. The Board President determines other participants of the use of force review board (e.g. administrator, functional experts) or other advisors, and will coordinate with the Major Command Security Forces and Air Force Security Forces Center for support. The investigators who conducted the criminal investigation will not be included as a participant of the use of force review board. **(T-2)**. The use of force review board president may have the investigators appear before the board to brief the facts of the investigation and answer any questions.

2.13.7. Legal Considerations for a Use of Force Incident. Typically, local law enforcement agencies have investigative responsibility for shootings or use of force incidents within their jurisdictions. That responsibility does not change simply because one of the participants in the use of force incident is affiliated with the Air Force. Accordingly, if an Airman is involved in an off-base use of force incident where there is concurrent jurisdiction, it is reasonable to assume an investigation will be conducted by local authorities in addition to a

review by the use of force review board. The use of force review board members will consult the local SJA and the DFC to advise the use of force review board President regarding applicable provisions, if any, scope of employment, local or state law enforcement investigation policies and procedures, and any potential local or state prosecution concerns. **(T-0)**.

2.13.8. Interviews: Prior to conducting any interviews, the Board will inform the interviewees that any information provided to or gathered by the board may be discoverable in an administrative or judicial proceeding or may be releasable under the Freedom of Information Act. **(T-1)**.

2.13.9. The use of force review board report. The use of force review board report will contain, at a minimum, the following information:

2.13.9.1. A summary of the facts and circumstances surrounding the use of force incident. A Security Forces firearms discharge / non-lethal weapons employment report must be completed by the unit involved. **(T-1)**.

2.13.9.2. A summary of all interviews conducted by the use of force review board. **(T-1)**.

2.13.9.3. Findings of the use of force review board. **(T-1)**.

2.13.9.4. Dissenting opinions. **(T-1)**.

2.13.9.5. Any identified training deficiencies or issues. **(T-1)**.

2.13.9.6. Any identified policy deficiencies or gaps. **(T-1)**.

2.13.9.7. Additional information as determined by the board president. **(T-1)**.

2.13.9.8. Recommendations of the use of force review board. **(T-1)**.

2.13.10. The use of force review board senior leader out-brief. An out brief to the Installation Commander is required. **(T-1)**. Upon request, the board president will provide the out brief to the Major Command Commander (or their designated representative), AF/A4S, Air Force Security Forces Center Commander and Major Command Security Forces. **(T-1)**. The Major Command Security Forces will assist the board president in the scheduling and presentation of the briefing(s). Additionally, the use of force review board report and senior leader out-brief will be provided at the next convening Security Forces Executive Board by the use of force review board president or representative. **(T-3)**.

2.13.11. Distribution of the final report will be determined by the owning Major Command Commander but will include the AF/A4S, Air Force Security Forces Center/Commander and the affected Major Command/A4S. Unless compelled by law or policy, neither the Board President nor any participant of an use of force review board will release information to any party not designated by the Major Command Commander or outlined in this instruction without prior approval of the owning Major Command/A4S in coordination with the supporting Major Command/Judge Advocate. **(T-2)**. **NOTE:** The Air Force Security Forces Center is the repository for all use of force review board reports.

**2.14. Non-Lethal Weapons.** DoDD 3000.03E, *DoD Executive Agent for Non-Lethal Weapons (NLW)*, and *NLW Policy*, states non-lethal weapons are weapons, devices and munitions that are explicitly designed and primarily employed to incapacitate targeted personnel or materiel immediately, while minimizing fatalities, permanent injury to personnel, and undesired damage

to property, in the target area or environment. Non-lethal weapons employ means other than gross physical destruction to prevent the target from functioning. Non-lethal weapons 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, tactics, and techniques may require adjustment to enable employment of non-lethal weapons and new equipment for the success of specific missions. **NOTE:** When deployed in a static manner (e.g. elevated and visible), the AVBs will generally be considered physical security measures similar to cement barriers, bollards, or fencing. However, when deployed in a dynamic manner, (e.g. activated by Security Forces personnel in response to a perceived threat as a means of preventing unauthorized vehicle entry), AVBs will generally be considered non-lethal weapons. Entry controllers must be trained in AVB operations on installed systems prior to utilizing AVBs. **(T-3).**

**2.15. Non-lethal Weapons and Techniques Training.** Air Force Career Field Managers will specify what non-lethal weapons and techniques training, if any, will be received by their respective Air Force Specialty Code. **(T-1).**

2.15.1. Personnel will not employ non-lethal weapons or techniques prior to being trained in accordance with Security Forces Training Reference Guides or Air Force Specialty Code specific guidance as directed by the Air Force Career Field Manager. **(T-0).** Approved lesson plans, tactics, techniques, and procedures for non-lethal weapons can be found on the Air Force Security Forces Center SharePoint® webpage, [https://cs2.eis.af.mil/sites/10139/SitePages/S4W\\_N.aspx](https://cs2.eis.af.mil/sites/10139/SitePages/S4W_N.aspx).

2.15.2. Each unit is responsible for providing instructors to train individuals on performing less-lethal techniques and (if appropriate) using non-lethal weapons. **(T-1).** Instructors must be graduates of one of the following: Air University Online Instructor Methodology Course (Course Number 03S00W), Basic Instructor Course, or Principles of Instruction and currently certified on the non-lethal weapon as noted in AFI 36-2670, *Total Force Development*. **(T-1).** Alternatively, instructors may be graduates of the Inter-service Non-lethal Individual Weapons Instructor Course, or the Federal Law Enforcement Training Center. Instructors must follow the guidance set forth in Security Forces Training Reference Guides, Air Force Specialty Code specific guidance as directed by Air Force Career Field Managers and Nonlethal electronic Tactics, Techniques, and Procedure Guides. **(T-1).**

2.15.3. Commanders will ensure personnel receive practical, performance based and scenario-driven use of force training annually before authorizing individuals to employ non-lethal weapons. **(T-1).** Non-lethal weapon user certification is valid for one year and non-lethal weapon Instructor certification is valid for two years.

2.15.4. Personnel must complete qualification training in accordance with 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 non-lethal employment training requirements. Combat Arms personnel are authorized to teach weapons qualification courses, including any non-lethal munitions portions, as outlined in AFI 36-2654. Air Force Security Forces Center/Logistics (S4) maintains the ONLY listing of authorized non-lethal weapons and accessories for AF personnel. **(T-3).**

**2.16. Non-lethal Weapons Reporting Requirements.** Use the following format to report non-lethal weapon incidents if a US military member, contract employee, or a civilian employee

employs/discharges a non-lethal weapon while in the performance of official duties (to include training mishaps). **(T-2)**.

2.16.1. When employment or discharge of a non-lethal weapon involves an injury, fatality, publicity, or meets the reporting guidelines in AFMAN 10-206, report the incident as follows:

2.16.1.1. Report incidents using OPREP-3 message format; the OPREP-3 report format will be used even if the event does not meet the reporting guidelines in AFMAN 10-206, **(NOTE: Attachment 4** provides commanders and supervisors a guide to ensure critical actions are taken immediately following a non-lethal weapon employment and/or firearm discharge firearms discharge). **(T-1)**.

2.16.1.2. Send messages to AF/A4S and Air Force Security Forces Center/FP within 24 hours of the incident using Report Control Symbol AF/A3OO (Operations). Messages may be sent via e-mail to: [hgafsfopsctr@us.af.mil](mailto:hgafsfopsctr@us.af.mil). Designate report's priority, emergency status code C1, and continue reporting during emergency conditions and MINIMIZE. **(T-1)**.

2.16.1.3. Send information copies to Headquarters United States Air Force functional manager and to intermediate Security Forces headquarters (Major Command or NAF) staff and functional manager of the unit involved. **(T-1)**.

2.16.1.4. Send a written follow-up report via the **Attachment 4** template within 30 calendar days of the non-lethal weapon employment and/or firearm discharge to all original addressees and Air Force Security Forces Center/Force Protection Intelligence via e-mail at [afsfc.sfp@us.af.mil](mailto:afsfc.sfp@us.af.mil). \_Criminal investigations by Security Forces Investigations or Air Force Office of Special Investigations does not alleviate the need for a firearms discharge report. **(T-1)**.

2.16.2. When employment or discharge of a non-lethal weapon does not involve an injury, fatality, publicity, or meet the reporting guidelines in AFMAN 10-206, report the incident according to Major Command or Field Operating Agency instructions. **(T-1)**.

## Chapter 3

### USE OF FORCE GUIDANCE

**3.1. United States Air Force Use of Force Procedures** . The goal for the use of force in a law enforcement contact, as opposed to any other context (such as operations during armed conflict) is to gain control of the situation or individual(s) encountered, when reasonable. AF personnel, to include military, civilian, and contractors (where the contract requires adherence to this instruction or DoDD 5210.56), will use only that force which is reasonably necessary to accomplish their duties in conformity with the Constitution of the United States, federal law and regulations, and Department of Defense policy. **(T-0)**. **NOTE:** In situations where federal law and Department of Defense policy conflicts with state law regarding use of force, Air National Guard personnel in Title 32 status performing fulltime National Guard duty or inactive duty for training or not otherwise in Title 10 status, will adhere to state law. **(T-0)**. Further, the guidance that follows is not intended to be a substitute for the Standing Rules for the Use of Force as established in CJCSI 3121.01B.

3.1.1. AF personnel, armed in accordance with this instruction, are authorized to use force in the performance of their official duties. When force is necessary to perform official duties, personnel will use a reasonable amount of force and will not use excessive force. The reasonableness of any use of force is determined by assessing the totality of the circumstances that led to the need to use force. **(T-1)**. These official duties may 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; self-defense 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 on an installation; the investigation of violations of the Uniform Code of Military Justice; and overcoming resistance to lawful orders. **(T-0)**.

3.1.2. Reasonable force may be used by AF personnel while conducting official duties to obtain compliance from an individual or individuals who pose a threat, as discussed below, in order to meet lawful objectives.

3.1.3. Unit commanders retain the inherent right of self-defense and may use deadly force in order to defend themselves or other Department of Defense personnel in their vicinity when there is probable cause to believe the target of that force poses an actual or imminent threat of death or serious bodily harm.

3.1.4. Personnel may exercise self-defense in response to a hostile act or demonstration of hostile intent, unless lawfully directed otherwise by their unit commander in the circumstances prescribed in CJCSI 3121.01B, Enclosure L, Paragraph 4.a.

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

**3.2. Objective Reasonableness and Totality of Circumstances** . Normally, force is to be used only as a last resort, and the force used, be the minimum necessary. When time and circumstances permit, a threatening force may be warned and given the opportunity to withdraw or cease threatening actions, as appropriate and consistent with the lawful objectives or mission requirements of Security Forces personnel. Security Forces may have an obligation to apprehend

rather than permit an individual to withdraw. The force used will be objectively reasonable. (T-0). Individuals performing law enforcement or security duties draw from a reservoir of options, ranging from simple displays of authority, verbal and non-verbal communication, to the application of various levels of non-lethal force, and ultimately to the use of deadly force. Facts dictate the appropriate response, and those facts, as well as the choice of response, are subject to close scrutiny. In some circumstances, force, including deadly force, may be the only option available to respond to a hostile act or hostile intent. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed. (T-0). 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).

3.2.1. Standard for the Use of Force. In *Graham v. Connor*, 490 U.S. 386 (1989), the U.S. Supreme Court established the standard of “objective reasonableness” pursuant to the U.S. Constitution, Amendment IV (Fourth Amendment) as the appropriate standard for assessing the use of force in the context of governmental use of force, which, in this case, involved a police officer making an arrest or other seizure of a person. The principle, however, is applicable to the actions of law enforcement or security personnel in a domestic Department of Defense context. The Court explained its application in these terms: “*The ‘reasonableness’ of a particular use of force 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... The calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments – in circumstances that are tense, uncertain, and rapidly evolving – about the amount of force that is necessary in a particular situation... [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, without regard to their underlying intent or motivation...*” The facts and circumstances known at the time the force was used will be the basis for the determination of reasonableness. (T-0).

3.2.2. In *Graham v. Connor*, the Supreme Court emphasized three factors affecting the use of force in a particular situation. These three factors are (1) the severity of the crime, (2) whether the person poses an imminent threat to the safety of the officer or others, and (3) whether the person is actively resisting, or attempting to evade apprehension by flight. Additional factors courts may consider in applying the standard of *Graham v. Connor* include the number of subjects involved, size, age, and condition of the subject versus the officer, 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.

3.2.3. For the purposes of understanding what is meant by “reasonable officer”, as considered in *Graham v Connor*, the following question may be asked: could another officer facing like or similar circumstances, act in the same way or use similar judgment?” The question is just one that may be asked by a court in applying the “objective reasonableness” standard, and the answer is ultimately one for the court having regard to the totality of circumstances.

**3.3. Using Force** . To ensure that a decision to use force will be judged as reasonable, Security Forces personnel can base their decision on their perception of the subject’s actions and the

totality of circumstances. The subject's actions and the practical considerations involved in a situation are major factors in determining the type of force Security Forces personnel may lawfully use in order to gain or maintain control of the subject or the situation.

**3.4. Escalation or De-escalation of Force.** The primary goal of the AF Airman's effort is to gain and maintain control of the subject(s). Ideally, each enforcement encounter results in a balanced 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 may 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 Security Forces is dealing*. Security Forces personnel's response to a subject's perceived actions must be guided by objective reasonableness when effecting control. **(T-0)**

**3.5. Tools, Tactics and Timing.** Application of force encompasses three main elements of action and assessment. These elements are tools, tactics and timing. For more Security Forces specific information, refer to Security Forces Training Reference Guides.

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, non-lethal weapons (e.g. TASER™, baton, military working dog, pepper spray), and lethal weapons.

3.5.2. Tactics. Tactics are the applications of these tools in the form of techniques and procedures. Security Forces personnel 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)**.

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 Security Forces personnel applies handcuffs during an apprehension to maintain order and minimize the potential of an assault on Security Forces personnel.

3.5.4. Applying Force with the Appropriate Tool/Tactic. The following sections explain use of force tactics and tools available to Security Forces personnel based on the subject's actions, Security Forces' perception, and response. For more Security Forces specific information refer to Security Forces Training Reference Guides.

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

3.5.6. Use of force does not apply solely to firearms and deadly force confrontations but all applications of lethal and non-lethal force.

**3.6. Security Forces' Perception.** Per *Graham v. Connor*, the Fourth Amendment standard of "objective reasonableness" does not lend itself to a "precise definition or mechanical application." However, if Security Forces personnel perceive the three elements listed further below as guidelines in determining whether to employ or escalate force (they are not elements, defined in law), it is more likely that their actions will be considered objectively reasonable.

3.6.1. The three elements are:

3.6.2. Ability-Capability. This element addresses the ability-capability of the subject to carry out a threatened action. Security Forces personnel must perceive the person proposing the action or threat is capable of performing the action. **(T-0)**.

3.6.3. Opportunity. This element indicates the action or threat Security Forces personnel perceive is imminent but not necessarily instantaneous. The subject must be in a position where he/she can carry out the act or threat. **(T-0)**.

3.6.4. Intent. This is the apparent or perceived mental state of the subject initiating an overt act (words or deeds) in the furtherance of a threat, action, or crime.

**3.7. Subject Action.** Security Forces perception of the subject's capability, opportunity, and intent may inform the degree of force to be employed, if any, by Security Forces personnel to achieve his/her objective. In the same way that the standard of objective reasonableness cannot be defined mechanically, subject actions cannot be defined mechanically, but can be structured into behavioral categories to promote understanding of the concept.

3.7.1. Compliant (Cooperative). The subject complies with Security Forces' objective.

3.7.2. Resistant (Passive). The subject exhibits the preliminary level of noncompliance and requires some degree of physical contact in order to obtain compliance. The subject is ignoring the verbal commands but has taken to action to indicate physical action towards Security Forces. Initial contact is the most dangerous aspect of a use of force situation.

3.7.3. Resistant (Active). The subject exhibits physical or mechanical defiance to Security Forces' control. Pushing or moving away from Security Forces, indicating they do not intend to comply with Security Forces' command.

3.7.4. Assaultive (Bodily Harm). The subject exhibits intent, opportunity and capability of physical aggression that the officer perceives is not lethal to him or others. Includes fractured or dislocated bones, deep cuts, but does not include minor injuries such as a black eye or bloody nose.

3.7.5. Assaultive (Grievous Bodily Harm/Death). The subject exhibits the intent, opportunity and capability to inflict death or Serious Bodily Harm to Security Forces personnel, unit, or others. Displaying the intent to use a weapon or taking Security Forces' weapon(s).

**3.8. Officer Response.** In responding to the subject's actions, Security Forces goal is to remove the relevant threat. Security Forces' response may employ tactics, which include verbal or physical controls, less than lethal weapons and techniques, deadly force, or all of the above. While the force used may ordinarily be the minimum necessary, there is no requirement that Security Forces personnel utilize the least intrusive or minimum force in all cases, as long as the force is reasonable in intensity, duration and magnitude

3.8.1. Whenever possible, officers may attempt to generate voluntary compliance without resorting to physical force. Some communication techniques and skills for obtaining voluntary compliance that can be utilized are ask, set context, present options, and act.

3.8.2. However when faced with a subject, the following illustrates how a subject's resistance or actions can correlate to the force applied by a Security Forces individual. It is not the intent to imply that a Security Forces force options are limited based on any single factor.

3.8.3. Compliant (Cooperative). The Security Forces individual use professional appearance, nonverbal actions and verbal requests and commands, handcuffing and control holds.

3.8.4. Resistant (Passive). The Security Forces individual uses strength to take physical control, including lifting, carrying, pain compliance control holds, takedowns and techniques to direct movement or immobilize a subject.

3.8.5. Resistant (Active). The Security Forces individual uses control holds and techniques to control the subject and situation, use of personal body weapons to gain advantage over the subject.

3.8.6. Assaultive (Bodily Harm). The Security Forces individual uses devices or techniques to secure compliance and ultimately gain control of the situation, use of personal body weapons in self-defense and to gain advantage over the subject.

3.8.7. Assaultive (Grievous Bodily Harm/Death). The Security Forces individual utilizes firearms or any other available weapon or action in defense of self and others to stop the threat.

3.8.8. Security Forces personnel must use the force option(s) appropriate for the situation as conditions may change rapidly. Security Forces personnel must continually reevaluate the subject's actions and the practical considerations involved in the situation and must be prepared to transition as needed to the appropriate force options (de-escalate or escalate), so as to always remain within the bounds of conduct which is objectively reasonable under the circumstances. Refer to [Attachment 3](#) for situations requiring individuals responding with firearms ready.

**3.9. Excessive force.** A board, court, or other authority may find Security Forces personnel to have used excessive force when the intensity, duration, and magnitude of the force used was greater than that which was objectively reasonable under the totality of the circumstances confronting the Security Forces personnel at the time that the force was used.

**3.10. Use of Deadly Force.** As with nonlethal force, the use of deadly force must meet the "objectively reasonable" standard. To be considered objectively reasonable, and in accordance with CJCSI 3121.01B, Enclosure L, deadly force must only be used when all lesser means of force have failed or cannot reasonably be employed.

3.10.1. When deadly force is used, Security Forces must be able to articulate why it was objectively reasonable based on his/her perception of the threat and the totality of the circumstances. **(T-0)**. Deadly force is authorized under the circumstances prescribed in the Standing Rules for the Use of Force (CJCSI 3121.01B, Enclosure L). Namely, when exercising the inherent right of self-defense or, defense of others; and in relation to assets vital to national security, dangerous property, and national critical infrastructure (as those terms are defined in the CJCSI).

3.10.2. Additionally, deadly force is authorized to prevent the commission of a serious offense that involves an imminent threat of death or serious bodily harm, and to prevent the escape of a prisoner, provided there is probable cause to believe that the escapee has committed or attempted to commit a serious offense, as contemplated in CJCSI 3121.01B, Enclosure L. Finally, deadly force is authorized if it reasonably appears necessary in making an arrest or apprehension.

3.10.3. Defending Against Animals. Deadly force may be directed against vicious animals when necessary in self-defense or in defense of others.

**3.11. Special Considerations for the Use of Firearms and Deadly Force.** When feasible, give an order to “HALT” before discharging a firearm. The safety of innocent bystanders may be a relevant consideration when determining whether the employment of deadly force is excessive, or objectively reasonable. Warning shots are prohibited within United States territory. Outside United States territory, do not fire warning shots unless specifically authorized in relevant theater directives, Rules of Engagement or as directed by the Combatant Commanders.

3.11.1. Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive Operations. During protection and recovery operations involving nuclear weapons or lethal chemical agents, the safety of innocent bystanders or hostages may be a relevant consideration in determining whether the employment of deadly force is excessive, or objectively reasonable. However, their presence must not deter individuals or commanders from taking appropriate measures, consistent with the standing rules for the use of force, and the principles discussed above. **(T-0)**.

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

**3.12. Use of Less-Lethal Force.** Less-lethal force is subject to the same standards of objective reasonableness and totality of circumstances as deadly force.

## Chapter 4

### SECURITY FORCES RELIABILITY STANDARDS

**4.1. Overview.** The Air Force executes DoDM 5210.42, *Nuclear Weapons Personnel Reliability Program (PRP)*, using a Personnel Reliability Assurance Program (PRAP) comprised of two elements. PRAP is an overarching designation for the Air Force's two nuclear reliability programs, the Personnel Reliability Program (PRP), and AUoF. Security Forces personnel (AF Specialty Codes 31PX and 3P0XX) will meet the requirements of DoDI 5210.42, *DoD Nuclear Weapons Personnel Reliability Assurance*, in addition to DoDI 5210.42 and this AFI. **(T-0)**. Security Forces personnel holding the 31P or 3P0 series Air Force Specialty Code require continuous evaluation for reliability to perform armed duties to include security and law and order duties. This chapter outlines the PRAP requirements for Security Forces personnel suitability to perform the force protection mission for the AF, and the responsibilities of support agencies to ensure mission success. These reliability standards and associated actions apply to all Total Force Security Forces personnel (**NOTE**: This is in order to avoid historical, critical personnel limitations, and to ensure all Security Forces personnel are immediately available to deploy to or support nuclear missions in order to meet the intent of the requirement in DoDI 5210.42). Throughout this chapter, any section that specifies a commander's responsibility, unless otherwise stated, includes a designated representative in the absence of the commander. **NOTE**: Do not supplement or modify guidance in this chapter without prior coordination and approval from AF/A4S and AF/A10. **(T-1)**.

4.1.1. Commanders of Security Forces Personnel. Commanders are responsible for determining suitability to bear arms based on information provided by the individual, supervisors, medical personnel, or the individual's peers while using the suitability factors (**Attachment 2**) as a guideline. **(T-1)**. Commanders will designate in writing the individual(s) who will perform AUoF monitoring duties. **(T-3)**. The AUoF monitor(s) will be authorized to receive medical notifications potentially impacting an individual's authority to bear arms on behalf of the commander. These personnel must receive Privacy Act of 1974 (5 U.S.C. § 552a, Records

Maintained on Individuals) training before receiving notifications. **(T-1)**. Additionally, AUoF Monitors must complete the Advance Distributed Learning Service online PRAP course (L6-PRAP Course V1.0) within 15 days of being selected for the position. **(T-3)**. AUoF Monitors are not authorized to make permanent or temporary weapons withdrawal determinations on behalf of the commander. **(T-1)**. The servicing armory and MTF will at all times maintain an appointment letter designating the AUoF Monitor. **(T-1)**.

4.1.2. MTF 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 individual's reliability to safely perform armed duties. **(T-1)**.

4.1.3. Installation PRAP monitors. Provide training required by DoDI 5210.42, and DoDM 5210.42, for base agencies that support PRP. **(T-0)**. In the absence of a PRAP monitor, the personnel reliability program monitor will serve as the installation point of contact. **(T-1)**.

**4.2. Essential Elements.** Essential elements of a PRAP for Security Forces are listed in the following paragraphs and apply to all Total Force personnel.

4.2.1. Individual must be a US Citizen. **(T-0)**. In order to maintain the clearance required to retain the Air Force Specialty Code of 31P or 3P0, Security Force individual must be US Citizens as outlined in DoDM 5200.02. **(T-0)**.

4.2.2. All Security Forces personnel require and must maintain Secret clearance eligibility for Air Force Specialty Code 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 Forces personnel assigned to a unit with a nuclear mission must maintain a security clearance eligibility that has been favorably adjudicated within the last 5 years in accordance with DoDM 5210.42 and DoDI 5210.42. **(T-0)**.

4.2.2.2. Security Forces personnel with a personnel security investigation exceeding five years (from the date the investigation closed) must submit for a reinvestigation. **(T-0)**.

4.2.2.3. Individuals may perform nuclear duties on an interim basis contingent upon the reinvestigation being submitted at the Office of Personnel Management (or the Department of Defense designated investigative service provider), and 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. Airmen must be fully qualified. **(T-0)**. Successful completion of Security Forces technical training and qualifying award of entry-level 31P or 3P0 Air Force Specialty Code is required. **(T-1)**. Wing commanders may waive completion for Air Force Specialty Code 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)**. Members must meet all requirements to retain their Air Force Specialty Code as outlined in the Air Force Officer Classification Directory or Air Force Enlisted Classification Directory. **(T-1)**.

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

4.2.4.1. Reliability verification is completed when the commander signs the assignment selection notification, Report on Individual Personnel. This form shows the projected Air Force Specialty Code in which the individual was selected. If the projected Air Force Specialty Code shown on the form is 31P or 3P0, and the commander does not have reason to withdraw the Air Force Specialty Code based on retention standards in the Air Force Officer Classification Directory or Air Force Enlisted Classification Directory, the commander signs the bottom of the last page. **(T-1)**. However, Security Forces Commanders will not allow personnel holding a 31P or 3P0 Air Force Specialty Code to depart for permanent change of duty station who cannot perform armed duties. **(T-1)**. The commander submits the form to the losing Military Personnel Section (MPS) within seven calendar days of the assignment notification date. **(T-1)**. The signature on this form signifies the losing commander's verification that the individual 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. **(T-1)**. Signature authority may not be delegated to an administrative staff. **(T-1)**. Losing commanders continue to monitor the suitability of the individual to retain the Air Force

Specialty Code until the individual signs into the gaining unit. **(T-1)**. If the losing commander intends to withdraw the Air Force Specialty Code, cancel the assignment by notifying the owning assignments manager through the losing MPS. **(T-1)**.

4.2.4.2. Security Forces personnel returning to a Duty Air Force Specialty Code of 31P or 3P0 after serving in another Air Force Specialty Code must be rescreened by the losing commander against the suitability criteria for Security Forces in the Air Force Officer Classification Directory or Air Force Enlisted Classification Directory. **(T-1)**. This includes but is not limited to Security Forces personnel returning from Developmental duties, permanent change of duty assignments, and special duty assignments. 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 personnel assigned to headquarters staff positions above the wing level, follow the procedures in **Paragraphs 4.2.4.1** and **4.2.5.3.3** prior to the Airman's change in assignment, unless the staff is able to prove compliance with all continuous evaluation standards in **Paragraph 4.2.5 (T-1)**. If continuous evaluation was maintained throughout their headquarters assignment, only the procedures in **Paragraph 4.2.4.1** apply for assignment processing. **(T-1)**.

4.2.5. Airman must be continuously evaluated. **(T-0)**. Continuous evaluation requires the attention of a combined team of commander, medical providers, supervisors, Airman's peers and the Airman. **(T-0)**.

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 evaluation. **(T-1)**. Information received from medical providers, supervisors, Airman's peers and the Airman will be considered when making a determination to reinstate or withdraw authority to bear firearms. **(T-1)**.

4.2.5.1.2. Weekly At-Risk Review (each Unit Training Assembly for non-full time Category A unit Air Force Reserve/Air National Guard personnel). The command will conduct a weekly review of the "do not arm" status of assigned personnel with known mental, physical, behavioral, or emotional elements 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, including information protected by the Privacy Act of 1974 and medical information protected by Public Law 104-91, *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*, is properly controlled. **(T-0)**. Commanders may ask military treatment facility medical providers with pertinent knowledge of the Airman's medical history to participate in At-Risk Reviews.

4.2.5.1.3. Commanders will review the retention criteria listed in the 31P Air Force Officer Classification Directory or 3P0 Air Force Enlisted Classification Directory and take appropriate action to withdraw Air Force Specialty Codes from Security Forces personnel who do not meet retention criteria. **(T-1)**. If the commander intends

to withdraw the Air Force Specialty Code for mental, physical, or emotional reasons, the commander may notify the Primary Care Manager to evaluate for retention of the airman in their Air Force Specialty Code as outlined in the Air Force Officer Classification Directory and the Air Force Enlisted Classification Directory. If the Airman does not meet Air Force Specialty Code retention standards, the Primary Care Manager will document in the Aeromedical Services Information Management System (ASIMS) by completing an AF Form 422, *Notification of Air Force Member's Qualification Status*, for communication to the commander. **(T-1)**. If the commander is concerned about AF retention standards for mental, physical, or emotional reasons and it appears the condition will require lengthy treatment, or the Airman will be unable to perform duties for a protracted period of time, the commander will Refer the Airman's case to the Airman Medical Readiness Optimization (AMRO) Board through the "refer to AMRO" tool in ASIMS or directly with the AMRO Chairman. **(T-1)**. The At-Risk Review for Security Forces personnel replaces the 180 day review requirement in **Paragraph 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)**. The following conditions will require mandatory disqualification/decertification:

4.2.5.1.4.1. An individual diagnosed with alcohol use disorder who subsequently fails to complete or fails to participate in the prescribed rehabilitation program or treatment regimen. **(T-1)**.

4.2.5.1.4.2. An individual found to be involved in the unauthorized trafficking, cultivation, processing, manufacturing, or sale of any controlled or illegal drug, including cannabis-based products. **(T-1)**.

4.2.5.1.4.3. An individual found to have ever used a drug that could cause flashbacks. **(T-1)**.

4.2.5.1.4.4. An individual diagnosed with severe substance use disorder. **(T-1)**.

4.2.5.1.4.5. Revocation of the individual's security clearance. **(T-1)**.

4.2.5.1.4.6. Loss of confidence by the certifying official in the reliability of the individual. **(T-1)**.

4.2.5.1.5. Personnel who are determined to be disqualified and currently possess their PRP code will be placed on the Do Not Arm Roster until the code can be removed in accordance with DoDM 5210.42\_AFMAN 13-501, or the Airman's Air Force Specialty Code is withdrawn and they are removed from the Master Arming List. **(T-0)**. Commanders will have a process in place to ensure personnel returning from Developmental Special Duties or otherwise duties outside of the 31P or 3P0 Air Force Specialty Code are rescreened during unit in-processing for PRP disqualifying codes. **(T-1)**.

4.2.5.2. Medical Providers.

4.2.5.2.1. Treating providers, to include Mental Health providers in accordance with DoDI 6490.08, *Command Notification Requirements to Dispel Stigma in Providing Mental Health Care to Service Members*, or the responsible medical clinic, will

ensure immediate notification to the individual's commander, or designated command representative, when the treating provider identifies a condition(s) impairing a Security Forces individual's reliability to safely perform his/her duties. **(T-0)**. Immediate notifications are intended to eliminate the opportunity for an individual to be issued a firearm before the Security Forces commander or designated command representative is able to make an authority to bear arms determination. Treating providers will document all information passed during the notification. **(T-1)**. Release of Protected Health Information to the chain of command will be in accordance with Military Command Exception rules in the HIPAA and DoDM 6025.18, *Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DOD Health Care Programs*. **(T-0)**. When making notifications, providers may give sufficient details about an individual to allow the Security Forces commander or designated command representative to make a well-informed authority to bear arms determination based on suitability factors. Based on feedback from the treating provider, the commander must decide whether the individual is fit for Security Forces duties and determine the necessity to withdraw temporarily or permanently the individual's authority to bear firearms. **(T-1)**. Refer to AFMAN 71-102 regarding firearms prohibitions surrounding mental health issues. **(T-1)**.

4.2.5.2.2. Use of prescription medication does not per se disqualify individuals from bearing firearms. However, the treating provider or a representative of the servicing medical facility will immediately notify the Airman's commander if a psychoactive medication, narcotic, or sedating drug is prescribed that could negatively affect the Airman's cognitive ability to make a critical decision with a firearm (e.g., a split-second decision involving deadly force). **(T-1)**.

4.2.5.2.3. Sexual assault victims carrying the 31P or 3P0 Air Force Specialty Code are eligible for both the Restricted and Unrestricted reporting options in accordance with DoDI 6495.02, *Sexual Assault Prevention and Response (SAPR) Program Procedures*. For Air Force personnel, if electing restricted reporting, the victim may 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. However, if the victim is a Security Forces personnel, the victim is required to advise the medical treatment provider of any factors that could have an adverse impact on the victim's performance, reliability, or safety while performing armed duties. **(T-0)**. If necessary, the medical provider will inform the victim's commander that the individual will 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 Personnel. Suitability to perform Security Forces duty is critical to a successful arming program.

4.2.5.3.1. Security Forces personnel are required to notify their commander immediately when they believe they are not physically, emotionally or mentally fit to bear arms. Prior to receiving medical, mental health, or support agency assistance, Security Forces personnel 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 Airman's suitability to perform armed duties. Upon completion of the medical appointment, Security Forces personnel will

notify their commander, or appropriate person in their chain of command, if medical treatment was received, the source of the medical treatment (e.g., military or civilian provider), or medication prescribed that could impair judgment. **(T-1)**. Over the counter medication shall only be taken in accordance with instructions provided on the original container unless otherwise directed by the treating provider. **(T-1)**. Restrict use of over the counter medication in accordance with **Paragraph 2.9.5 (T-1)**. As a reminder, members are not required to provide additional information as to the reasons they believe they are not fit to bear arms if they will incriminate themselves. Supervisors, First Sergeants and Commanders should consider, based on circumstances, whether rights advisement is necessary. The conversation should be focused on resources available to the member.

4.2.5.3.2. At any time prior, during, or after performing armed duty, all Security Forces have an obligation to report mental, physical or emotional indicators of themselves or another Security Forces personnel that may cause a negative impact on people, resources or mission. **(T-1)**. Any Airman can make a recommendation to temporarily withdraw someone's authority to bear firearms when another Airman verbalizes or displays behavior deemed unsafe or unsuitable for armed duty. Opportunities to observe these indicators for Security Forces personnel 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 Airman. Suitability factors that may affect reliability to bear arms are listed in **Attachment 2**. Follow procedures in **Paragraph 2.3.3** to temporarily withdraw authority to bear arms. **(T-1)**. Only the commander, or arming authority, can reinstate an Airman'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. Military personnel who exceed 75 calendar days without performing official Security Forces duty will be removed from arming rosters. **(T-1)**. Absence from Security Forces duties is defined as a period of time when Security Forces personnel whose duty Air Force Specialty Code is 31P or 3P0, is not continuously evaluated by their Security Forces 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 Unit Training Assembly, or not on orders (to include those not scheduled to be on Title 10 federal active duty status for a period of 75 days). 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 Airman will complete the questionnaire at **Attachment 7** 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 individual will not be placed on the arming roster until the questionnaire and the interview are complete. **(T-1)**.

4.2.5.3.3.1. The questionnaire will be kept on file for the duration of the tour of duty or until the individual permanently changes station, separates, or retires. **(T-1)**.

4.2.5.3.3.2. The responses elicited by the questionnaire, may not be used as the basis for any punitive purpose including nonjudicial punishment, court-martial, or discharge characterization. The responses are requested for the purpose of determining fitness to bear arms and for no other purpose. Commanders may use alternate means of determining fitness, including when appropriate, a discussion with the previous supervisor, a commander-directed mental health examination (i.e., fitness for duty) or commander-directed urinalysis (in accordance with Rule 313, Military Rules of Evidence, *Inspections and Inventories in the Armed Forces*). If a member declines to respond to any questions on the questionnaire, such a decision may result in a determination that the member is not fit to bear arms.

4.2.5.3.3.3. This limited protection for the members does not apply to personnel who are already under investigation or pending action for the matter they disclose. For example, the limited protection does not apply if the member has been apprehended for drug involvement; placed under investigation for drug abuse; ordered to give a urinalysis with pending results; or already advised of a recommendation for administrative separation.

4.2.5.3.3.4. This limited protection for self-incrimination does not apply to the introduction of impeachment or rebuttal evidence in a court proceeding or to discipline derived from independently acquired evidence. The information may be used by the member's chain of command for administrative and regulatory purposes, potentially including: security clearance adjudication, readiness and deployability purposes, assignments, and potentially separation from the service.

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

4.2.6.1. Security Forces personnel must complete Preventative Health Assessments annually. (T-1). Exceeding the annual Preventative Health Assessment date does not necessarily mean an individual is unreliable, but every effort will be made to complete within the annual timeframe. (T-3). These assessments are documented and tracked through ASIMS. This requirement is in addition to the face-to-face encounters Security Force personnel have with medical providers to address specialty care needs. In accordance with AFI 10-203, *Duty Limiting Conditions*, medical providers evaluate/re-evaluate AF Form 469, *Duty Limiting Condition (DLC) Report*, at every face-to-face patient encounter. As needed, the MTF and MPS work together to establish appropriate Assignment Availability Codes when a Security Forces individual presents a condition not compatible with Security Forces duties.

4.2.6.2. Munition Support Squadron assignment. In addition to the requirements in [Paragraph 4.2.6.1](#), medical prescreening is required prior to assignment for Munition Support Squadron. (T-1). The prescreening requires a review by the medical facility to ensure the Airman not only meets all the requirements to bear arms, but also to ensure the Airman is medically qualified for duty at a remote location. (T-1). The medical facility must consider regular or chronic appointments that 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 Munition Support Squadron 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 Air Force Specialty Code, will refer the Airman's case to the AMRO Board through the AMRO Board Chair or the Physical Evaluation Board Liaison Officer for Medical Evaluation Board consideration. **(T-3)**. If the AMRO Board or Physical Evaluation Board Liaison Officer determine the person's chronic or untreatable disorder or physical ailment is not suitable for armed Security Forces duty, the commander will withdraw the 31P or 3P0 Air Force Specialty Code. **(T-1)**.

4.2.7. Security Forces personnel must have a personnel file review. **(T-0)**. **NOTE:** In order to avoid historical, critical personnel limitations, and to ensure all Security Forces personnel are immediately available to deploy to or support nuclear missions in order to meet the intent of the requirement in DoDI 5210.42, the Air Force requires all Security Forces personnel meet the personnel file review requirement listed in DoDI 5210.42.

4.2.7.1. Losing commander responsibilities. For purposes of this essential element, the check for suitability factors is verification an unfavorable information file does not exist prior to a Security Forces Airman's assignment. The losing commander is responsible for affirming in writing that the Airman does not have an active unfavorable information file. **(T-1)**. The losing commander accomplishes this attestation by signing the same assignment selection notification required in **Paragraph 4.2.4 (T-1)**. This form requires the signature of the commander or the signature of a person authorized to sign the arming roster. **(T-1)**. It cannot be delegated to administrative staff personnel. **(T-1)**. Below the signature, the losing commander writes either "unfavorable information file: NO" or "unfavorable information file: YES", indicating the existence or intent to establish an unfavorable information file on the Airman. **(T-1)**. If an unfavorable information file exists, the losing commander must contact the gaining commander within 14 calendar days of the Airman's assignment selection date to discuss the information in the unfavorable information file. **(T-1)**. If the losing commander is in the process of establishing an unfavorable information file on the Airman or elects to establish an unfavorable information file after submitting the signed assignment selection notification, communicate that information to the gaining commander. **(T-1)**. Document the communication in writing using the format in **Attachment 6** and submit to the losing MPS. **(T-1)**. If the gaining commander does not accept the Airman for assignment, the local MPS at the losing unit must contact the owning assignments manager to cancel the assignment. **(T-2)**.

4.2.7.1.1. Nuclear capable Air National Guard units assessing personnel via Palace Chase, state-to-state transfers, or Air Force Reserve to Air National Guard transfers will utilize existing AF Form 1288, *Application for Ready Reserve Assignment*. **(T-1)**.

4.2.7.1.2. For Palace Front applicants, the gaining squadron will contact the losing squadron to ensure that an unfavorable information file does or 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 6** indicating if an active unfavorable information file exists or does not exist. **(T-1)**. If an individual is entering with regular component experience but has a break in service, an unfavorable information file does not apply. If currently serving personnel have an

unfavorable information file, the gaining commander must contact the losing commander to discuss the information in the unfavorable information file. **(T-1)**. If the losing commander is in the process of establishing a unfavorable information file on the individual or recently established a unfavorable information file, communicate that information to the gaining commander as if the code existed. **(T-1)**. Document the communication in writing using the format in **Attachment 6** and transmit to gaining unit recruiter. **(T-1)**.

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 an unfavorable information file code on the Airman's allocation notification and is not contacted by the losing unit within 14 calendar days of the assignment notification, the gaining MPS may contact the losing MPS. The gaining commander reviews the information provided by the losing commander. **(T-1)**. The gaining commander may 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 unfavorable information file and other pertinent information, the gaining commander must make a decision to accept or reject the Airman's assignment within 30 calendar days from the Airman's assignment selection date. **(T-1)**. Document the decision in writing using the format in **Attachment 6**. **(T-1)**. The 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 Airman, the gaining unit retains the signed memorandum for the duration of the unfavorable information file. **(T-1)**.

4.2.8. Personnel must be personally interviewed by the gaining commander. **(T-0)**. Prior to assigning duties requiring firearms, gaining commanders will personally interview newly assigned Security Forces personnel to discuss: **(T-0)**.

4.2.8.1. The increased responsibility required of personnel who carry firearms and protect Department of Defense resources and personnel. **(T-0)**. This can be discussed in a public setting (e.g. Newcomers Brief).

4.2.8.2. The high standards required of Security Forces personnel. **(T-0)**. This can be discussed in a public setting (e.g. Newcomers Brief).

4.2.8.3. The requirement and importance of self and peer reporting on suitability to bear arms in accordance with **Paragraph 4.2.5.3** of this instruction. **(T-0)**. This can be discussed in a public setting (e.g. Newcomers Brief).

4.2.8.4. Information that affects Security Forces personnel's suitability to bear firearms. **(T-0)**. Provide each individual a private setting to discuss issues with the commander that could affect their suitability to bear arms. **(T-1)**. This cannot be discussed in a public setting. **(T-1)**. This one-on-one discussion must take place before placing the individual 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)**.

4.2.9. Personnel must meet the following criteria, as judged by their assigned commander. **(T-0)**. The final decision for suitability rests with the commander.

4.2.9.1. Be dependable, mentally alert, and technically proficient commensurate with their respective U.S. nuclear weapons, Nuclear Command and Control Systems, positive control material and equipment, or special nuclear material duty requirements. **(T-0)**.

4.2.9.2. Be flexible in adjusting to changes in the working environment, including ability to work in adverse or emergency situations. **(T-0)**.

4.2.9.3. Have good social adjustment, emotional stability, personal integrity, sound judgment, and allegiance to the United States. **(T-0)**.

4.2.9.4. Have a positive attitude toward U.S. nuclear weapons, Nuclear Command and Control Systems, positive control material and equipment, and special nuclear material duty. **(T-0)**. Commanders can refer to [Attachment 2](#) of this instruction for assistance in making suitability determinations.

### **4.3. Security Forces Retention Standards.**

4.3.1. Commanders will withdraw the 31P or 3P0 Air Force Specialty Code if they lose confidence in the individual's reliability in accordance with DODI 5210.42. **(T-0)**. Commanders will withdraw the 31P or 3P0 Air Force Specialty Code if the individual fails to meet the retention criteria as outlined in the Air Force Officer Classification Directory or Air Force Enlisted Classification Directory. **(T-1)**.

4.3.2. As applicable, commanders may contact their servicing Staff Judge Advocate Office, MTF/CC, or MPS before withdrawing the Air Force Specialty Code to discuss the merits of the specific case.

### **4.4. Nuclear Surety Duties.**

4.4.1. Security Force personnel 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 PRAP certification. **(T-1)**. Refer to AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs* for further description of these duties.

4.4.2. Training. Security Forces Commanders, or the Chief of Security Forces (United States Air Forces in Europe Munition Support Squadron), are responsible for ensuring completion of specific training for assigned Security Forces personnel. Administer training in accordance with AFI 36-2646. **(T-1)**.

WARREN D. BERRY  
Lieutenant General, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 10-203, *Duty Limiting Conditions*, 20 November 2014

AFI 31-118, *Security Forces Standards and Procedures*, 5 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2608, *Military Personnel Records System*, 26 October 2015

AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*, 19 Dec 2019

AFI 36-2654, *Combat Arms Program*, 17 April 2020

AFI 36-2670, *Total Force Development*, 25 June 2020

AFI 44-172, *Mental Health*, 13 November 2015

AFI 51-201, *Administration of Military Justice*, 18 January 2019

AFI 90-5001, *Integrated Resilience*, 25 January 2019

AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018

AFMAN 31-115 V1, *Air Force Corrections System*, 29 August 2019

AFMAN 31-129, *USAF Small Arms and Light Weapons Handling Procedures*, 2 January 2020

AFMAN 36-2655, *USAF Small Arms and Light Weapons Handling Procedures*, 17 April 2020

AFMAN 71-102, *Air Force Criminal Indexing*, 21 July 2020

AFOSIMAN 71-113, *Firearms, Use of Force, and Tactics*, 15 January 2009

AFPD 31-1, *Integrated Defense*, 21 June 2018

AFPD 71-1, *Criminal Investigations and Counterintelligence*, 1 July 2019

CJCSI 3121.01B, *Standing Rules of Engagement / Standing Rules for the Use of Force for US Forces*, 13 June 2005

DoDD 3000.03E, *DoD Executive Agent for Non-Lethal Weapons (NLW), and NLW Policy*, 25 April 2013

DoDD 5210.56, *Arming and Use of Force*, 18 November 2016

DoDI 5200.46, *DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)*, 9 September 2014

DoDI 5210.42, *DoD Nuclear Weapons Personnel Reliability Assurance*, 27 April 2016

DoDI 5525.12, *Implementation of the Amended Law Enforcement Officers Safety Act of 2004 (LEOSA)*, 13 February 2014

DoDI 5525.14, *DoD Law Enforcement Officers (LEOs) Flying Armed*, 22 March 2011

DoDI 6400.06, *Domestic Abuse Involving DoD Military and Certain Affiliated Personnel*, 21 August 2007

DoDI 6490.04, *Mental Health Evaluations of Members of the Military Services*, 4 March 2013

DoDI 6490.08, *Command Notification Requirements to Dispel Stigma in Providing Mental Health Care to Service Members*, 17 August 2011

DoDI 6495.02 *Sexual Assault Prevention and Response (SAPR) Program Procedures*, 28 March 2013

DoDM 5100.76\_AFMAN 31-101 V2, *Physical Security of Sensitive Conventional Arms, Ammunition & Explosives*, 17 April 2012

DoDM 5200.02, *Procedures of the DoD Personnel Security Program (PSP)*, 3 April 2017

DoDM 5210.42, *Nuclear Weapons Personnel Reliability Program (PRP)*, 13 January 2015

DoDM 6025.18, *Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DOD Health Care Programs*, 13 March 2019

Article 107, *Uniform Code of Military Justice*, as amended

Rule 313, *Military Rules of Evidence*, as amended

*Graham v. Connor*, 490 U.S. 386 (1989)

*Air Force General Officer Handbook*, 1 February 2012

Privacy Act of 1974 (5 USC § 552a)

Public Law 104-91, *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*

5 U.S.C. § 552a (*Records maintained on individuals*)

5 U.S.C. § 8401 (*Definitions*)

10 U.S.C. § 9013 (*Secretary of the Air Force*)

18 U.S.C. § 921 (*Definitions*)

18 U.S.C. § 922 (*Unlawful Acts*)

18 U.S.C. § 922(g)(9) (*The Lautenberg Amendment*)

18 U.S.C. § 926B (*Carrying of Concealed Firearms by Qualified Law Enforcement Officers*)

18 U.S.C. § 926C (*Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers*)

18 U.S.C. § 1001 (*Statements or Entries Generally*)

### ***Prescribed Forms***

AF Form 523, *USAF Authorization to Bear Firearms*

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

AF Form 629, *Small Arms Hand Receipt*

### ***Adopted Forms***

DD Form 214, *Certificate of Release or Discharge from Active Duty*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 469, *Duty Limiting Condition (DLC) Report*

AF Form 688A, *Security Forces Investigator Credential*

AF Form 688B, *Security Forces Detective Credential*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1288, *Application for Ready Reserve Assignment*

### ***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigations

**AFPD**—Air Force Policy Directive

**AMRO**—Airman Medical Readiness Optimization

**ASIMS**—Aeromedical Services Information Management System

**AUoF**—Arming and Use of Force

**AVB**—Active Vehicle Barrier

**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DoDM**—Department of Defense Manual

**DRU**—Direct Reporting Unit

**HIPAA**—Health Insurance Portability and Accountability Act

**LEOSA**—Law Enforcement Officers Safety Act

**MPS**—Military Personnel Section

**MTF**—Medical Treatment Facility

**NAF**—Numbered Air Force

**OPREP**—Operational Reporting

**PRAP**—Personnel Reliability Assurance Program

**PRP**—Personnel Reliability Program

**POF**—Privately Owned Firearms

**RegAF**—Regular Air Force

**US**—United States

### *Terms*

**Aggravated Assault**—With intent to do bodily harm, an offer to do bodily harm with a dangerous weapon; or, the infliction of substantial bodily harm or grievous bodily harm on another person. See Article 128, Uniform Code of Military Justice.

**Armed**—Equipped with a loaded firearm.

**Armed Robbery**—Wrongfully taking anything of value from a person or from a person's possession while in the person's presence, by means of force or violence or fear of imminent 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.

**Carry**—The carrying of a weapon, loaded and ready for employment, on one's person. Authority to carry may include the retention, transport, and storage to and from the work place to domicile.

**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).

**Continuous evaluation**—The process by which a Security Forces member subject to AUoF requirements as part of the Personnel Reliability and Assurance Program is observed for compliance with reliability standards.

**Deadly Force**—Force that is likely to cause, or that a person knows or may know could create a substantial risk of causing, death or serious bodily harm or injury.

**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**—Defined in 18 U.S.C. § 921 (*Definitions*)

**Functional Manager**—The office of primary responsibility for a particular Air Force specialty. Examples: Headquarters United States Air Force/A4S, for security forces; Headquarters United States Air Force/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 parts 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 against the United States, U.S. forces or other

designated persons or property. It also includes force used directly to preclude or impede the mission and/or duties of U.S. forces, including the recovery of U.S. personnel or vital U.S. Government property.

**Hostile Intent**—The threat of imminent use of force against the United States, U.S. forces or other designated persons or property. It also includes the threat of force to preclude or impede the mission and/or duties of U.S. forces, including the recovery of U.S. personnel or vital U.S. Government property.

**Imminent Threat**—The determination of whether the danger of death or serious bodily harm is imminent will be based on an assessment of all facts and circumstances known to DoD forces at the time and may be made at any level. Imminent does not necessarily mean immediate or instantaneous. Individuals with the capability to inflict death or serious bodily harm and who demonstrate intent to do so may be considered an imminent threat.

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

**Installation Personnel Reliability Assurance Program Monitor**—An individual in the military grade of E-5 or above or a civilian in the equivalent grade who is specifically appointed to administer and conduct oversight of the day-to-day functions of the personnel reliability program at Department of Defense Components and installations.

**Lautenberg Amendment**—Amendment to the Gun Control Act of 1968 that makes it a crime for any person who has been convicted of a misdemeanor crime of domestic violence, or who is subject to a protective order for domestic violence, to possess a firearm (implemented in DoDI 6400.06).

**Law Enforcement Officer**—Defined in 5 U.S.C. § 8401 (*Definitions*), 18 U.S.C. § 926B, and 18 U.S.C. § 926C

**Less-lethal Force**—The degree of force used that is unlikely to cause death or serious physical injury. As used in this instruction, less lethal force is synonymous with less than deadly, non-lethal, and less than lethal force.

**National Critical Infrastructure**—For the purpose of Department of Defense operations, President-designated public utilities, or similar critical infrastructure, vital to public health or safety, the damage to which the President has determined could create an imminent threat of death or serious bodily harm or injury.

**Non-lethal Weapons**—Weapons, devices, and munitions that are explicitly designed and primarily employed to incapacitate targeted personnel or materiel immediately, while minimizing fatalities, permanent injury to personnel, and undesired damage to property in the target area or environment. Non-lethal weapons are intended to have reversible effects on the personnel and materiel.

**Objective Reasonableness**—As described in the U.S. Supreme Court case of *Graham v. Connor*, 490 U.S. 386, that conduct that satisfies the Fourth Amendment to the U.S. Constitution standard of “objective reasonableness” for assessing the use of force.

**Officer**—Any officer, noncommissioned officer, Airman, civilian or contract employee performing security, law and order, military police, or guard duties under Air Force control.

**Probable Cause (Reasonable Grounds)**—Determination required by Fourth Amendment of the Constitution and Uniform Code of Military Justice 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 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. 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.

**Screening**—A review of medical and dental records, personnel records, personnel security investigation, other pertinent documents or information, and a personal interview for the purpose of validating an individual's reliability to be considered for the personnel reliability program.

**Servicing Armory**—The armory that is used for day-to-day arming for duty purposes.

**Sexual Assault**—Any conduct involving the use of force, threats, intimidation, or abuse of authority, or where the victim does not or cannot consent.

**Subject Action(s)**—Security Forces' perception of the subject's capability, opportunity, and intent indicate what degree of force is required, if any, by Security Forces personnel 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.

**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 SUITABILITY FACTORS

**A2.1.** The suitability factors outlined in Appendix 4 to Annex 3 of AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program*, establish a baseline to assist commanders in determining suitability of personnel to bear firearms and should be considered in conjunction with the personality and behavior suitability factors contained in this attachment. **(T-0)**. The personality and behavioral suitability factors below are presented in categories so they may be more easily recognized. These suitability factors must be continuously evaluated by commanders when considering whether to authorize an individual to bear firearms. Whether a person has one or more of these factors is determined by the person's commander, in consultation with their treating provider. There is no specific 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 and or 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 (e.g. Narcolepsy). Uncontrollable episodes of sleeping that may interfere with functional reliability.

A2.4.4. Seizures (e.g. 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. The combined presence of symptoms 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 and or 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 (NOTE: Examples below, this list is not exclusive)**

A2.7.1. Apathy:

A2.7.1.1. Feeling down/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 (NOTE: Examples below, this list is not exclusive)**

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 or drug abuse

A2.8.2.2. Excessive gambling or excessive spending

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

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

A2.8.3.4. Fights or abusive behavior towards family

**A2.9. Physical Indicators (NOTE: Examples below, this list is not exclusive)**

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

A2.9.2. Frequent illness

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 AF small arms in accordance with AFMAN 31-129. 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. **NOTE:** Air Force Office of Special Investigations personnel will follow guidance set forth in Air Force Office of Special Investigations Manual 71-113, *Firearms, Use of Force, and Tactics*.

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) or M18, 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. Similarly, for the M320A1 will chamber a 40mm round only when use is deemed necessary regardless if it in its mounted or standalone configuration.

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

A3.1.6. When armed with other firearms (e.g. UZI submachine gun, MP5 submachine gun) follow the guidance set forth by the Air Staff functional manager or Major Command (see AFMAN 31-129).

A3.1.7. When armed with the M249 automatic rifle, carry it at “half load” or “full load” depending on Major Command 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.

## Attachment 4

**FIREARM DISCHARGE / NON-LETHAL WEAPON EMPLOYMENT REPORT**

**A4.1.** Installation commanders must use this report when providing the follow-up firearms discharge report specified by sections 2.12 and 2.16 of this publication and AFMAN 31-129 to include non-lethal weapons.

**Figure A4.1. 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. MAJOR COMMAND/SOA OF ASSIGNMENT
5. UNIT AND INSTALLATION OF ASSIGNMENT
6. DATE ASSIGNED PRESENT UNIT
7. PRIMARY AIR FORCE SPECIALTY CODE

**INCIDENT SUMMARY**

1. DATE AND TIME OF INCIDENT
2. TYPE AND SERIAL NUMBER OFFIREARM
3. TYPE OF INJURY OR PROPERTYDAMAGE
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: Death of a Security Forces Airman/Robbery.

**Observation:** A precise, factual description of the entire incident in narrative format based on the preliminary information available. This section may include background information on the subject.

**Discussion:** A critical review of the procedures used and actions accomplished during the incident. (**NOTE:** This may be based on preliminary information available, pending results of a law enforcement investigation or use of force review board if applicable.) 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. (**NOTE:** If there is law enforcement investigation or a use of force review board is being recommended, this report may simply state that fact.)

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

**Office of Primary Responsibility Comments:** This is an open area designed for the Office of Primary Responsibility 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.

**Figure A5.1. Domestic Violence Amendment/Lautenberg Notice**

The duties, activities, or responsibilities performed in this area or facility require employees and military personnel 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 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 personnel 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, or who is subject to a protective order for domestic violence prior to assuming the duties of the position. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment, reference 18 U.S.C. § 1001 (*Statements or Entries Generally*); and Article 107, Uniform Code of Military Justice for military personnel), and may result in referral to commanders for appropriate action.

## Attachment 6

## EXAMPLE MEMORANDUM TO GAINING COMMANDER

Figure A6.1. Example Memorandum to Gaining Commander

DD MMM YY

MEMORANDUM FOR XX UNIT/CC FROM: XX UNIT/CC

SUBJECT: Permanent Change of Station – (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 Airman to permanently change station in accordance with AFI 31-117, **Paragraph 4.2.7** and its subparagraphs. This memorandum will be kept on file with the gaining unit for the duration of the unfavorable information file.

3. [Applicable to Air National Guard units] 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 Security Forces personnel. If this changes, I will personally contact you before allowing (Rank, Last Name) to permanently change station to your unit.

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

As the gaining commander, I do / do not accept the Airman into my unit.

[If applicable] Because I did not accept the individual, please contact your local MPS and the assignments manager at AFPC to cancel the Airman's assignment in accordance with AFI 31-117, **Paragraph 4.2.7.2**. [If applicable] Because I accepted the individual with the unfavorable information file, the gaining unit keeps this letter on file for the duration of the unfavorable information file.

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

## Attachment 7

**EXTENDED ABSENCE QUESTIONNAIRE FOR SECURITY FORCES PERSONNEL****Figure A7.1. Extended Absence Questionnaire for Security Forces Personnel**

**AUTHORITY:** 10 U.S.C. § 9013 (*Secretary of the Air Force*), DoDD 5210.56, Section 3, EO 9397 (SSN), as amended. See also **Paragraph 4.2.5.3.3** et seq. in this instruction.

**PURPOSE:** Identify issues that affect authority and qualification to bear arms; the ability to deploy and readiness; and ensures public safety.

**ROUTINE USE:** The commander requires completion of this questionnaire for unit personnel prior to authorizing them to bear arms if they have had an extended absence from duty as defined by this Instruction. The information may be disclosed to the following (list not all inclusive): the responsible installation, 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 questionnaire for the duration of the Airman's tour of duty or permanent change of station. **PRIVACY ACT OF 1974 APPLIES.**

**DISCLOSURE:** Refusal to answer questions or provide information may result in the Airman being placed on the Do Not Arm roster as deemed by the arming authority. Answer all questions to the best of your knowledge. If you answer YES to a question, please provide a description of the event and relevant details. **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

**Table A7.1. Airman's Unit and Office Symbol:**

	Yes	No
1. Have you received any non-military (e.g., not paid by Tricare, but at personal expense) medical/dental care since you last performed armed Security Forces duty? This includes treatment for mental health reasons, but does not include treatment related to a restricted sexual assault report.		
2. Have you taken any medications 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 (e.g. personal issues, civilian arrests or financial difficulties)?		
5. If you are above the pay grade of E-6, on active duty, or in an active status in a Reserve Component, have you been convicted of crime by any court, which has not already been reported? (See also AFI 1-1, <i>Air Force Standards</i> , Paragraph 2.10)		
6. Is there anything else that would prevent you from safely performing armed duty?		
7. Do you need any assistance with access to medical care, legal assistance, family programs, resiliency programs, or other installation resources?		
<b>DESCRIPTION:</b>		

**Attachment 8****POST FIREARM DISCHARGE AND/OR USE OF FORCE PROCEDURES  
CHECKLIST****Figure A8.1. Post Firearm Discharge and/or Use Of Force Procedures Checklist**

Reference sections **2.12** and **2.16** of this publication for appropriate uses of this checklist, which should be taken after the threat is neutralized and the incident is terminated.

**Installation Actions (as applicable):**

1. Provide summary of the incident.
2. Gather the identity and status of all personnel involved.
3. Identify injured or deceased persons including an assessment of the extent of their injuries and medical assistance.
4. Gather the identity of any witnesses to the incident and their statements.
5. Document the operational activity in which the individual(s) who discharged the firearm or NLW, or otherwise used force, was engaged.
6. Document the type of firearm or NLW, the number of shots fired, and the current location of all weapons used in the incident.
7. Review AFI 31-115, *Law and Order Operations*, to determine if scene is properly secured.
8. Secure and safeguard all involved firearms or NLWs as evidence, including Security Forces firearms or NLWs.
9. Secure and safeguard all technology-influenced evidence (LMR transmissions, CCTV, Body Cam, Dash Cam video footage, telephones).
10. If the incident occurred at an off-base location (e.g. leased facility, off-base housing area), civil law enforcement will likely lead the investigation. Did Air Force Office of Special Investigations collaborate with civilian law enforcement investigators to collect evidence and statements for the use of force review board?
11. If outside AF jurisdiction, did Security Forces notify appropriate jurisdictional authorities?
12. Contact appropriate agencies/organizations (Mental Health, Chaplain, other available agencies such as local police departments/Sheriffs) to enable counseling to eligible personnel involved.
13. Once the investigation is complete, did the affected unit commander consider removing all

personnel involved from the scene?

14. For personnel who discharged a firearm, was their authorization to bear firearms temporarily withdrawn until completion of the investigation?

15. In order to maintain installation security, did the affected unit commander identify and fill any critical personnel or operational gaps left from removing involved personnel?

16. Request alcohol/drug toxicology screening conducted on personnel who discharged their firearm or NLW, or otherwise used force, in accordance with proper law and regulations (consult servicing Staff Judge Advocate Office).

17. When legal counsel is requested by AF member who is suspected of violating the Uniform Code of Military Justice and has been read their Article 31 rights, refer them to Area Defense Counsel.

18. If Department of Air Force Police Officers/Guards were involved, were they made aware of their rights under the Weingarten Rights (consult with servicing Staff Judge Advocate Office)?

19. If the incident involved an injury, fatality, or possible publicity, coordinate with the Command Post to make required notifications?

20. Was Public Affairs notified?

21. Were the immediate family of the responding Security Forces personnel referred for counseling (Mental Health/Chaplain) as needed/requested? **NOTE:** Prior to releasing information, ensure that it is releasable within current regulations and law.

22. Did affected unit commander consider conducting an emergency commander's call to address the situation?

23. If investigation determined persons involved used a firearm or NLW, or otherwise used force negligently or had a training deficiency, were corrective actions (including applicable administrative or disciplinary steps) taken?

24. If investigation or other conclusive evidence show persons involved discharged their firearm or NLW, or otherwise used force according to established policy, were they returned to duty immediately?

25. Did the Security Forces Commander continue to provide updated information to AF/A4S through their Major Command Security Forces, until the situation concluded?

26. Did affected unit complete unit-level follow-up report in After Action Report format and submit to Security Forces Center within 30 calendar days?

**Figure A8.2. Air Force Installation and Mission Support Center Actions:**

1. Did Air Force Security Forces Center contact Major Command Security Forces for any additional information, to include the names of the individual(s) involved, to allow for actions affecting AFTR training records?

2. Did Air Force Security Forces Center post lessons learned to their SMARTNet?

**HAF Actions:**

1. Did the AF/A4S recommend the need for a use of force review board to the affected Wing CC and Major Command CC or CV?

2. Did AF/A4S assist in appointing a disinterested Security Forces Airman in the grade of O-6 or GS-15 as the use of force review board president?

3. Based on the use of force review board findings and recommendations, were required updates to training made or identified changes to policy recommended?

4. After the Air Force Security Forces Center posts lessons learned on SMARTNet, did the AF/A4S send a message to Major Command Security Forces for follow-on distribution to Security Forces Commanders and SFMs directing them to review the lessons learned?