

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 31-102**

1 MAY 2003

Security

REAL PROPERTY SECURITY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policy governing the Access Control System (ACS) for real property security at the Air Force Institute of Technology (AFIT). It applies to all personnel assigned (faculty, staff or student) to any school, directorate or staff agency of AFIT located at Wright-Patterson AFB, and any individual or organization using AFIT real property resources.

SUMMARY OF REVISIONS

This revision includes updated drawings for buildings 640, 641, 642, 643 and 644 facility entrances, which are maintained by key lock and automated security access control system. It also includes updates to the Control of Building Access cards, and the addition of Control of Building Keys.

1. General. Resource protection is the responsibility of each individual within the Institute. To enhance security, protect personnel and resources, and to identify authorized users of AFIT real property resources, the Institute has developed an ACS.

2. Description. The ACS is a computer controlled series of electronic monitoring devices. Primary devices consist of electronic door locks with card readers. Secondary devices consist of various monitoring sensors (such as fire and smoke alarms). The ACS does not create a controlled area as defined in AFI 31-209, The Air Force Resource Protection Program and the restrictions of that instruction do not apply.

3. Policy. The AFIT Facility Manager (FACMAN) will be responsible for establishing hours of operations, personnel authorization procedures, and additional procedures to be used (when doors will be locked, who shall lock them, etc.). Building lock-up procedures are included in attachments one and two.

4. Responsibilities. The Office of Primary Responsibility (OPR) for the distribution and control of access cards and key(s) is the AFIT FACMAN. The OPR will:

4.1. Establish access levels that will be controlled by the AFIT Access Control System.

4.2. Issue Building Access cards and keys to authorized individuals or organizations. All Building Access cards and keys will be issued to individuals or organizations using AF Form 1297, Temporary Issue Receipt.

4.3. Maintain responsibility for the day-to-day maintenance of the computer control system. This will include accountability for all cards issued, control cards upon transfer or removal of individuals from authorized status and other administrative services, such as entry of the name and access levels into the main computer system, etc.

4.4. Report breaches/alarms of the system to the Base Security Police and/or Base Fire Department as needed.

5. Control Building Access Cards:

5.1. Each authorized user shall be issued a Building Access card by the FACMAN office. All Building Access cards are the property of the United States Government. Each individual will be responsible for the card issued to them. The card will not be given or loaned to any other person. The card cannot be used as collateral on rented equipment or as part of a deposit (such as leaving it with a car dealer when you take a test drive). Abuse or loss of the card could result in adverse administrative actions. The card must be returned to the issuing office upon demand or upon reassignment/retirement.

5.2. Access control cards normally will be issued to:

5.2.1. All faculty, staff, and full-time students assigned to AFIT facilities at Wright-Patterson AFB for six months or longer.

5.2.2. The appropriate secondary users, vendors and custodial personnel assigned to AFIT controlled facilities. Secondary users will be given a Building Access card once their requirement for access has been validated by an AFIT faculty or staff member for a period no longer than six (6) months. AFIT faculty or staff member are required to send an e-mail addressed to FACMAN stating that the person has a valid need for the Building Access card. A copy of the e-mail will be attached to the AF Form 1297, and will be maintained by the AFIT FACMAN until such time as the property is returned.

5.2.3. Use of AFIT facilities for night school class, Saturday classes, and for Sunday school classes will be governed by a Memorandum of Agreement between AFIT, DAUWP, and 88th

ABW Education and Training Flight. AFIT/RPX will be the POC for review and updating of the Memorandum of Agreement. AFIT/RPX will maintain a current POC list for each AFIT buildings facility and classroom scheduler and will provide all needed information to requesting organizations. AFIT/RPX will in-turn provide direction to AFIT FACMAN for procedures to allow these personnel access to the approved AFIT facility (AFIT/RPX will be the AFIT POC for all such issues).

6. Control of Building Keys:

6.1. Each authorized user shall be issued key(s) by the FACMAN office. All keys are the property of the United States Government. Each individual will be responsible for the key(s) issued to them. The key(s) will not be given or loaned to any other person. Loss of key(s) may result in having the key(s) and locks changed at the user's expense. The key(s) must be returned to the issuing office upon demand or upon reassignment/retirement.

6.2. Building key(s) normally will be issued to: All faculty, staff, and full-time students assigned to AFIT facilities at Wright-Patterson AFB for six months or longer that have a need for being assigned key(s).

DAVID W. EIDSAUNE, Colonel, USAF
Commandant
Air Force Institute of Technology

Attachments:

1. Bldg 640, 641, 642, 643 and 644 Security Procedures
2. Bldg 640, 641, 642, 643 and 644 Floor Plans & Lockup Instructions

Attachment 1

BUILDING 640, 641, 642, 643 AND 644 SECURITY PROCEDURES

1. Buildings 640, 641, 642, 643 and 644 hours of operation, for the purpose of building security are as follows:
 - 1.1. Facilities 640, 642 and 643 exterior doors with automatic locking devices are unlocked at 0700 on duty days, and locked at 1630.
 - 1.2. Facility 641 exterior doors with automatic locking devices are unlocked at 0700 and locked at 1630, except for door 28 which will remain open until 1830 during weekdays to allow college students attending class access to the facility. Door 28 will lock at 1630 while college courses are not in session.
 - 1.3. Facility 641 northern exterior door (door 28) will unlock on Saturday from 0700 until 1300 to allow college students attending classes access to the facility. Door 28 will be locked while college courses are not in session.
 - 1.4. Facility 641 northern exterior door (door 28) will be unlocked on Sundays from 1000 until 1230 to allow base chapel access to the classrooms. Door 28 will be locked while base chapel courses are not in session.
 - 1.5. Facility 644 doors will remain locked at all times.

Attachment 2

BUILDING 640, 641, 642, 643 AND 644 FLOOR PLANS AND LOCKUP INSTRUCTIONS

Door 1 (Bldg 642 First floor/west side)

- Two sets of double glass doors (outer set of doors).
- Left side key required to lock/unlock door.
- Right side locked/unlocked by electronic lock.

Door 2 (Bldg 642 First floor/southwest corner)

- Two glass doors.
- Left side locked/unlocked by electronic lock.
- Right side key required to lock/unlock door.

Door 3 (Bldg 640 Basement/northwest corner)

- Two glass doors.
- Right side locked/unlocked by electronic lock.
- Left door is always locked.

Door 4 (Bldg 640 Basement/southwest corner loading dock)

- Metal overhead door.
- Electronic opener that can only be opened from inside the loading dock bay.

Door 5 (Bldg 640 Basement/southwest side door)

- Two glass doors.
- Right door locked/unlocked by electronic lock.
- Left door is always locked.

Door 6 No longer exists.

Door 7 No longer exists.

Door 8 No longer exists.

Door 9 (Bldg 640 First floor/southeast corner)

- One steel door.
- Locked/unlocked by key.

Door 10 (Bldg 640 First floor/east side)

- One steel door.
- Locked/unlocked by key.

Door 11 (Bldg 640 First floor/north side)

- One steel door.
- Locked/unlocked by electronic lock.

Door 12 (Bldg 642 First floor/southeast entrance)

-One steel door.

--Always locked, but can be locked/unlocked with key.

Door 13 (Bldg 642 Auditorium exterior fire exit)

-Two steel doors.

--Always locked, but can be locked/unlocked with key.

Door 14 (Bldg 642 First floor/east entrance)

-Two glass doors.

--Locked/unlocked by electronic lock.

Door 15 (Bldg 642 First floor/east loading dock)

-One metal door locked/unlocked by electronic lock.

-Metal overhead door

--Electronic opener that can be opened from inside the loading dock bay.

Door 16 (Bldg 642 First floor/northeast corner)

-One steel door.

--Locked/unlocked by key.

Door 17 (Bldg 642 First floor/northwest corner)

-Two glass doors.

--Right door locked/unlocked by electronic lock.

--Left door always locked.

Door 18 (Bldg 642 First floor/connector to 641)

-Two steel doors.

--Locked/unlocked automatically by electronic locks.

Door 19 (Bldg 641 First floor/south entrance)

-Six glass doors.

--Two right doors locked/unlocked automatically by electronic locks.

--Other four doors locked/unlocked by key.

Door 20 (Bldg 641 First floor/southwest entrance)

-One glass doors.

--Locked/unlocked by electronic lock.

Door 21 (Bldg 641 First floor/southwest Compactor room entrance)

-Two steel doors.

--Locked/unlocked by key.

Door 22 (Bldg 641 First floor/northwest entrance)

-Two steel doors.

--Locked/unlocked by electronic locks.

Door 23 (Bldg 643 First floor/southeast entrance)

-Two glass doors.

--Locked/unlocked by electronic locks.

Door 24 (Bldg 643 First floor/north entrance)

-Two glass doors.

--Locked/unlocked by electronic locks.

Door 25 (Bldg 643 First floor/southwest entrance)

-Two glass doors.

--Locked/unlocked by electronic locks.

Door 26 (Bldg 643 First floor/south entrance)

-Two glass doors.

--Locked/unlocked by electronic locks.

Door 27 (Bldg 642 Second floor/connector door to 641)

-One steel door.

--Locked/unlocked by electronic lock.

Door 28 (Bldg 641 Second floor/north entrance)

-Four glass doors.

--Locked/unlocked by electronic locks.

Door 29 (Bldg 643 Second floor/east pedway)

-Two wooden doors.

--Locked/unlocked by electronic locks.

Door 30 (Bldg 643 Second floor/east loading dock)

-One steel door.

--Locked/unlocked by key from inside dock bay.

Door 31 (Bldg 644 Northwest hallway)

- Two metal doors locked/unlocked by electronic locks.

Door 32 (Bldg 644 Northeast hallway)

-Two metal doors locked/unlocked by electronic locks.

Door 33 (Bldg 644 Northeast outside entrance)

- Double glass doors (outside set of doors)

-- Locked/unlocked with electronic locks.

Door 34 (Bldg 644 Room L154)

- Metal overhead door

-- Electronic opener that can be opened from inside room.

Door 35 (Bldg 644 Room L151)

- One metal door locked/unlocked with key.
- One metal overhead door
- Electronic opener that can be opened from inside room.

Door 36 (Bldg 644 Room L151)

- One metal door locked/unlocked with key.

Door 37 (Bldg 644 east loading dock)

- Two metal doors locked/unlocked with key.

Door 38 (Bldg 644 Room L149)

- One metal door locked/unlocked with key.

Door 39 (Bldg 644 Room L148)

- One overhead door
- Electronic opener that can be opened from inside room L148.

Door 40 (Bldg 644 Southeast hallway)

- One glass door that can be opened from inside only, not keyed.

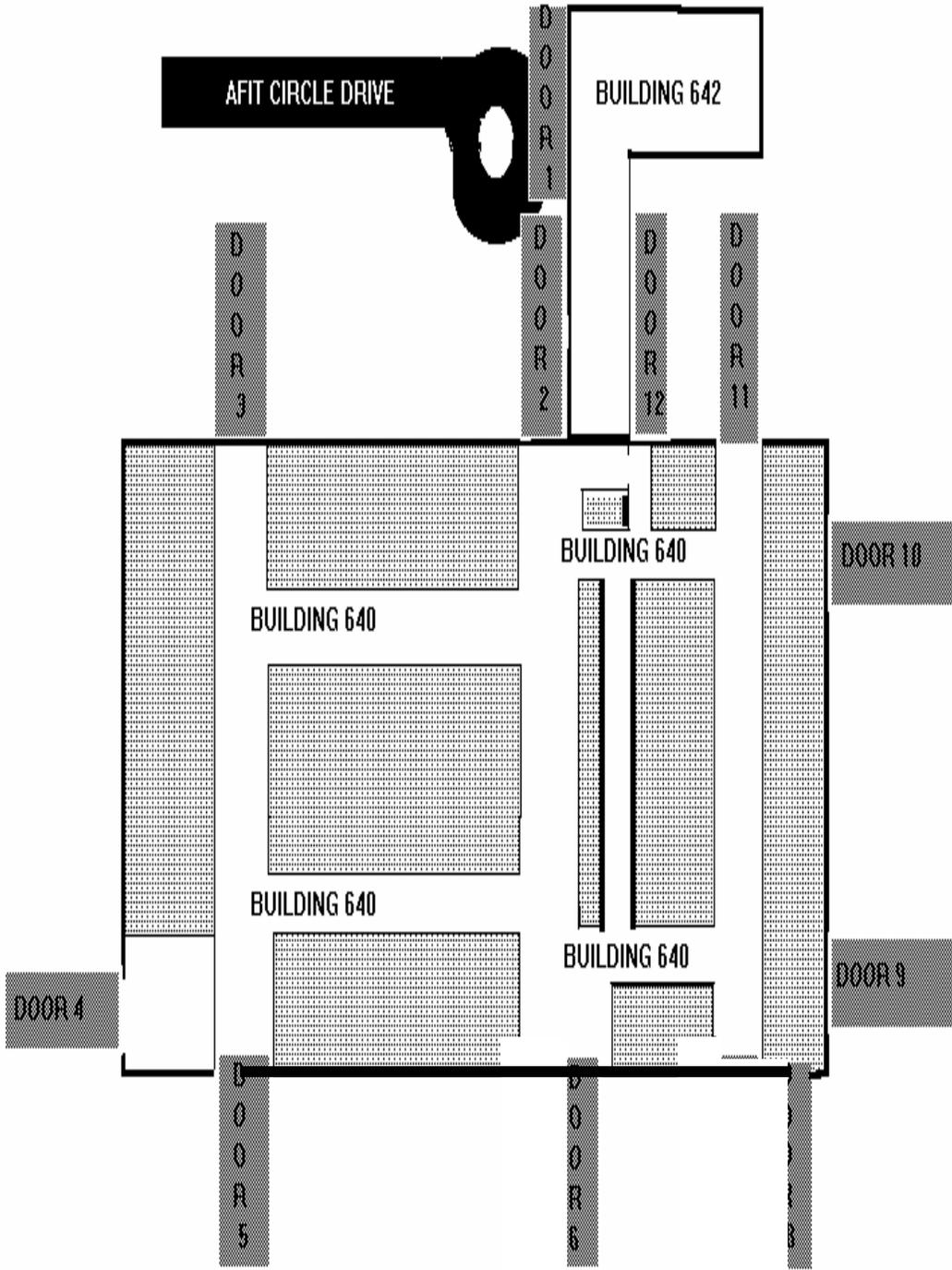
Door 41 (Bldg 644 Cleanroom)

- One glass door for emergency exit only, not keyed.

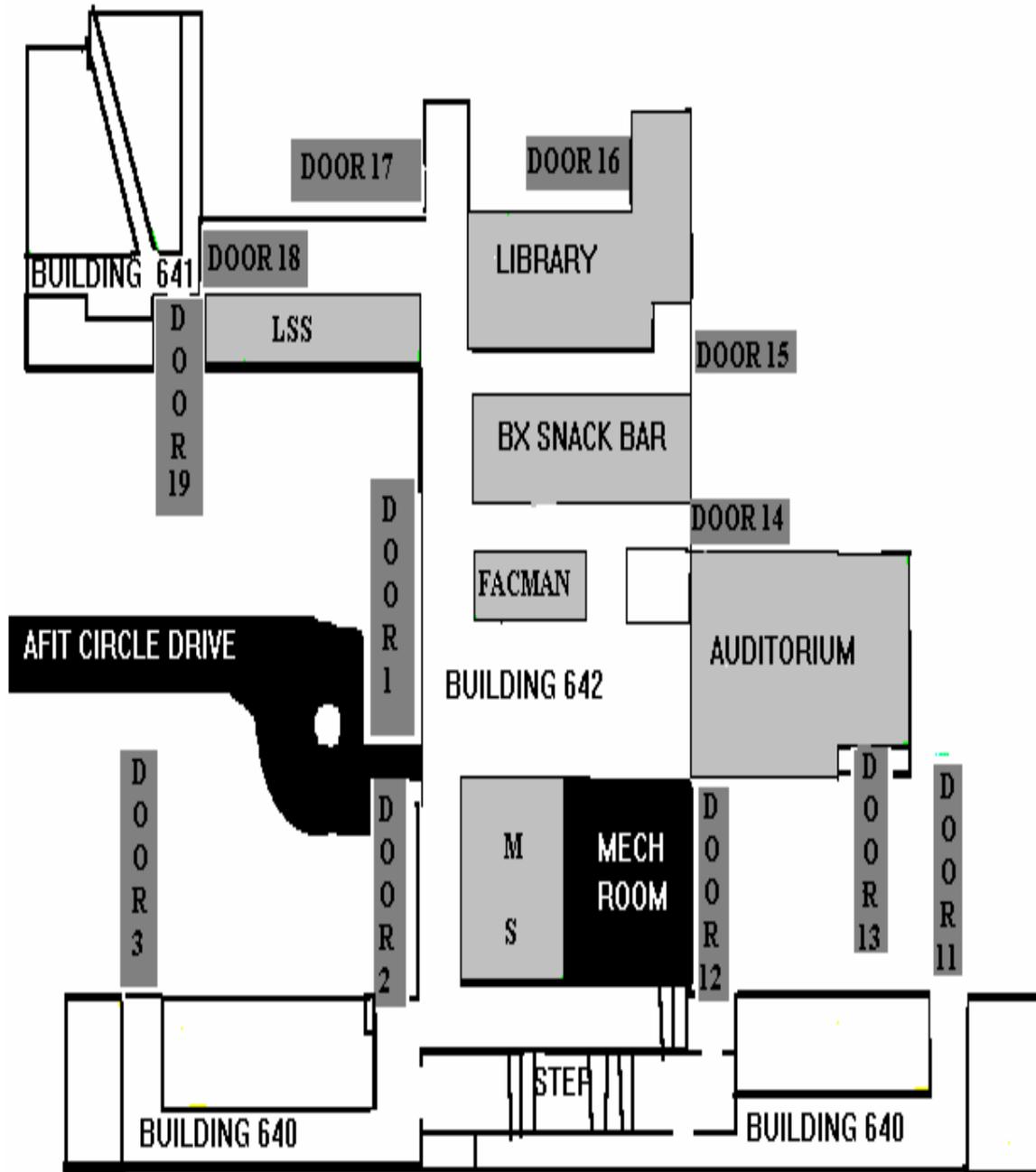
Door 42 (Bldg 644 Southwest entrance)

- Double glass doors (inside set of doors)
- Locked/unlocked with electronic locks.

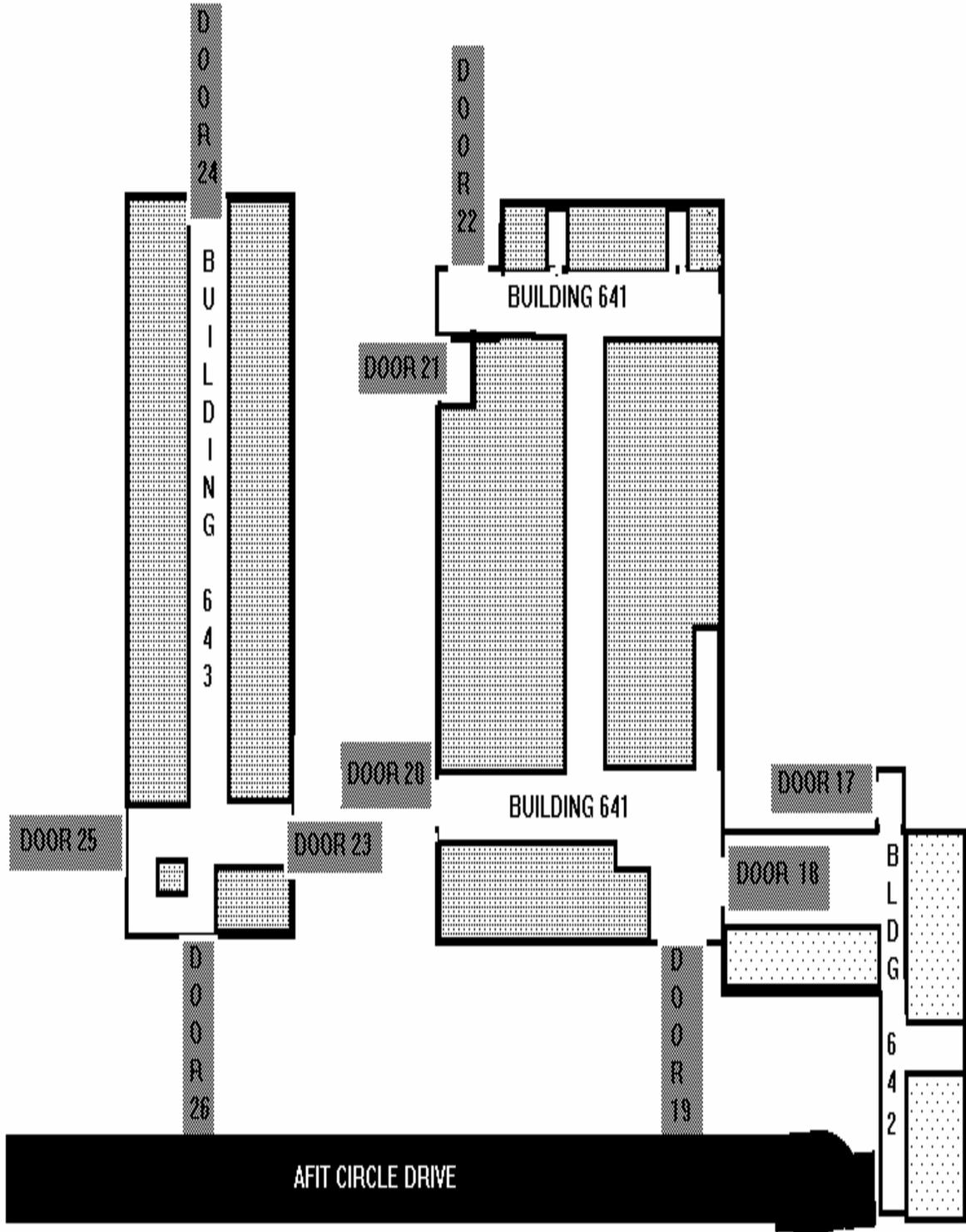
640 FLOOR PLANS



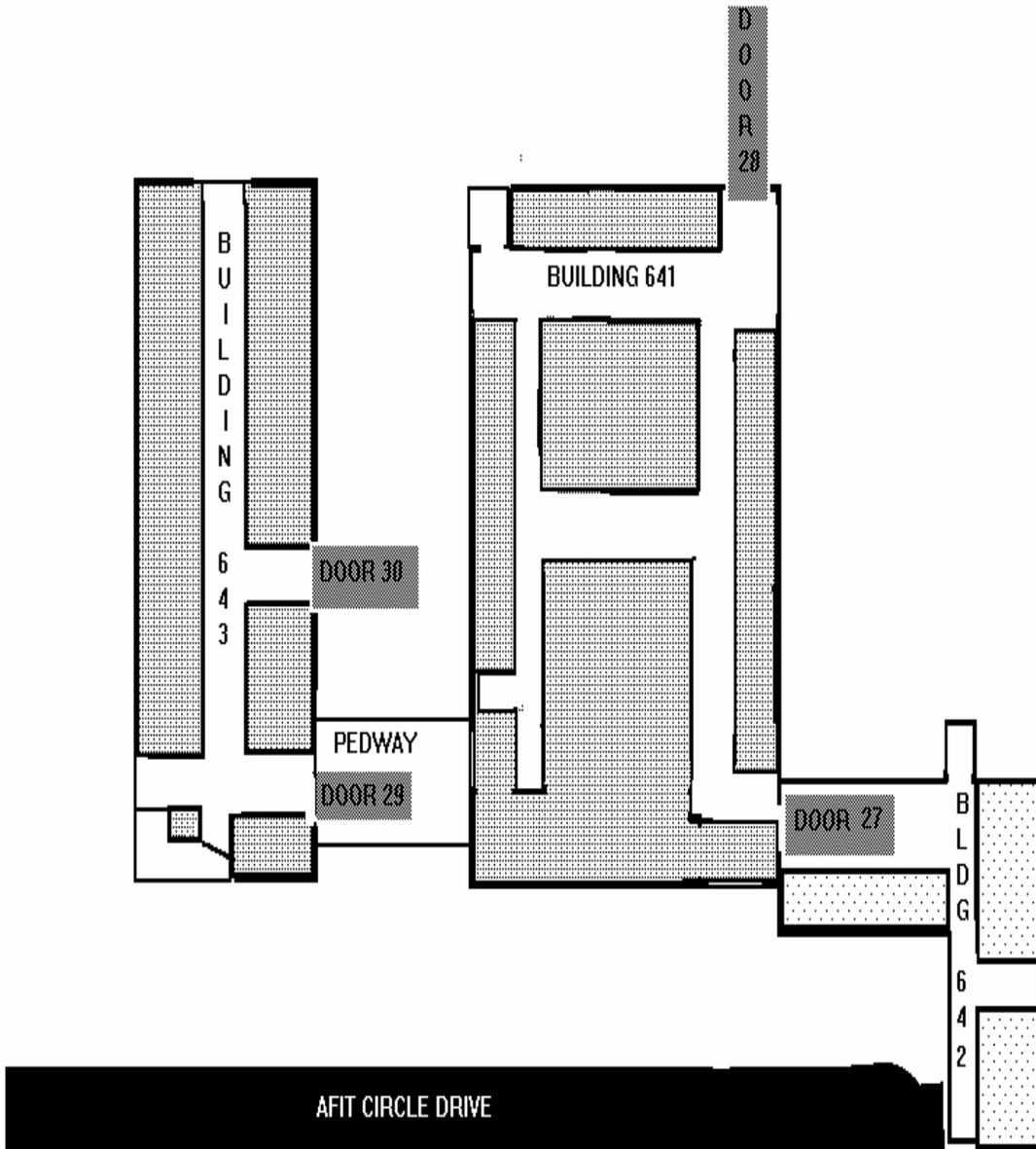
642 FLOOR PLANS



641 AND 643 FLOOR PLANS FIRST FLOOR



641 AND 643 SECOND FLOOR



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