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Security

SECURITY FORCES ADMINISTRATION AND REPORTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 31-201, Volume 7, 21 January 2002, is supplemented as follows:

This publication applies to the Air National Guard and Air Force Reserve Command units when mobilized. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

1.11.1.6. The use of the narrative portion of AF Form 3545, **Incident Report**, is mandatory. Use this page to document information needed to complete the reporting requirements.

2.1.1. Conduct a quarterly audit to ensure DD Forms 1408, **Armed Forces Traffic Ticket**, have been finalized and entered into the Security Forces Management Information System (SFMIS). Also, when completed, document in the narrative portion of the AF Form 3545 when driving records (via SFMIS printout) are forwarded to the gaining installation chief of security forces (CSF).

2.1.6.2. Also, when completed, document the rebuttal authority's final decision in the narrative portion of AF Form 3545.

2.2.1. Conduct a quarterly audit of DD Forms 1805, **United States District Court Violation Notice**, to validate that final disposition has occurred and results have been entered into the SFMIS. Also, when completed, document when driving records (via SFMIS printout) are forwarded to the gaining installation CSF in the narrative portion of AF Form 3545.

2.3.1. Incomplete reports will be suspended for 7 days. Conduct a quarterly audit of incomplete reports to determine if they have been completed and entered into the SFMIS.

2.3.3. Conduct a quarterly audit of suspense reports to validate that the commander's action was completed and entered into the SFMIS.

2.3.4. Local supplements will identify the action authority for cases involving civilians not affiliated with the base or retired military and their family members.

2.5.1. A civilian appointed as a primary or alternate traffic warden must be a GS-5 or nonappropriated fund equivalent.

2.6.3. Update the suspension, revocation, or barment listing as soon as the commander signs the package. Provide an updated listing to the Security Forces (SF) operations flight within 24 hours or the next duty day of the update.

2.16. Conduct a quarterly audit of incident reports to ensure they have been entered into the SFMIS.

2.21. Maintain quarterly audit reports by calendar year and destroy in accordance with AFMAN 37-139, Table 031-01, Rule 16.00.

3.3. (Added)(AETC) Forms Adopted. DD Form 1408, DD Form 1805, and AF Form 3545.

JOHANN R. KINSEY, Colonel, USAF
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