



CIVIL AIR PATROL
United States Air Force Auxiliary
Squadron 23 (CA-016), California Wing
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Policy Letter: 08-01

6/22/08

Subject: Building Security

To improve the security of and accountability for the squadron headquarters building starting immediately the building combination will be changed semi-annually. Each member requesting the combination will sign the *Combination Control Log* prior to being provided the combination. Each time the combination is changed a new *Combination Control Log* will be started and new signatures will be required. Only the Commander, Deputy Commander for Seniors and Deputy Commander for Cadets can provide squadron members the combination and will ensure that the member granted access signs the *Combination Control Log*. Only the commander can grant non-squadron members access.

Each time the building is unlocked the *SQ23 Building Control Log* will be signed and the Building Opening Checklist will be performed.

Each time the building is secured the *SQ23 Building Control Log* will be signed and the Building Closing Checklist will be performed.

At no time will the building be left unsecured. If the building is empty and access to the building cannot be controlled the building will be secured.

At no time will the building be left unsecured without a member that has been granted access to the combination present on the airport.

Charles S. Thaeler, III, 1Lt, CAP
Commander