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Security

RESTRICTED AREAS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 31-1, *Physical Security*, and extends the guidance of established policies in implementing AFI 31-101, Volume I, *The Physical Security Program*. It lists resources at the General Mitchell IAP-ARS, WI. installation that qualify for a security priority. It identifies restricted areas, accountability and inventory of AF Form 1199, **Air Force Entry Control Cards**, also known as the "Restricted Area Badge". It outlines the security responsibilities of personnel working in restricted areas and describes the security reporting and alerting system. This instruction applies to all personnel assigned to General Mitchell IAP-ARS, WI.

SUMMARY OF REVISION

This revision corrects administrative errors where required. References made to Security Police have been replaced with Security Forces throughout this instruction in paragraphs 1.1.6., 5.3., 8.3. and 11. Paragraphs 1.1.1. adds unescorted and 1.1.5. deletes information. Para 5.2 adds OG/CC and MXS/CC. Para 8.4 corrects an inaccurate reference. A (I) indicates revisions from previous edition.

1. General:

1.1. Terms:

1.1.1. Restricted areas. The restricted areas on this installation are established according to lawful authority and made known in accordance with DoD Directive 5200.8, *Security of DoD Installations and Resources*, and Section 21, Internal Security Act of 1950 (50 U.S.C. 797). Written permission granted by the authority of the 440th Airlift Wing Commander, or designee, is required for unescorted entry into these areas.

1.1.2. Entry and Circulation Control. The control of entry, exit, and internal movement of personnel, material, and vehicles in restricted areas, is a necessary element of security operations. The security priority of the resources contained in the area, and therefore the significance of threat to

them, dictate the extent of severity of the application of circulation control. The number of personnel permitted to enter a restricted area will be limited to those needed to perform official tasks.

1.1.3. Unescorted Entry. Authority for unescorted entry applies to an individual who has a continuing and regular need for entry. Unescorted entry must never be granted solely to avoid the inconvenience of escorted entry. However, the final determination of whether an individual requires unescorted entry is made by the commander, division chief or appointed designee responsible for resources.

1.1.4. Escorted Entry. Anyone not possessing unescorted entry authority for a specific restricted area must be escorted into and while within the area.

1.1.5. Personnel identified in paragraph 7 of this instruction are authorized to sign Blocks III of AF Form 2586, **Unescorted Entry Authorization Certificate**, as indicated.

1.1.6. Personnel responsible for coordinating the actions as specified in paragraph five will ensure a current DD Form 577, **Signature Card**, is on file in the Security Forces Pass and Registration Office at all times.

2. Designation and Marking of Restricted Areas:

2.1. There are two areas on GMIAP-ARS designated as priority "C" restricted areas. AFI 31-101, Volume I, requires restricted area boundaries be clearly marked with AFVA 31-101, *USAF Restricted Area Sign*, or previous forms in use and serviceable, or appropriate MAJCOM Visual Aid restricted area signs.

2.2. Area 1 is the 440 AW Command Post located in Bldg 102, Room 202. The owner agency is 440 AW Command Post.

2.3. Area 4 is the Flightline, C-130 aircraft parking ramp, located in the northeast area of 440 AW property located at GMIAP-ARS, Facility 7101, Operational Apron. The owner agency is 440 Logistics Group.

3. Requirements for Entering and Leaving Restricted Areas:

3.1. Priority "C" Restricted Area. An entry control point (ECP) is required, but not manned for normal operations. Personnel must have an authenticated AF Form 1199 in their possession for this area. An individual with a restricted area badge valid for this area must escort personnel who do not possess an authenticated restricted area badge.

3.2. Authorized personnel and vehicles will be permitted to enter and depart restricted areas only through the designated ECP. For special situations or circumstances, permission to cross the red line on the ramp is coordinated through the Central Security Control (CSC)/Law Enforcement Desk. The security of restricted areas will be physically and legally enforced.

4. AF Form 2586, Unescorted Entry Authorization Certificate. This is an application for an AF Form 1199. Prepare the AF Form 2586 according to AFI 31-101, Volume I.

5. Restricted Area Coordinating Officials . The following personnel are designated as coordinating officials and are authorized to authenticate Section IV of the AF Form 2586 for areas under their jurisdiction. Authority will not be delegated to subordinates.

5.1. Area 1: 440 AW Commander, Operations Group Commander, Chief, Command and Control Section, and Superintendent of Command Post.

5.2. Area 4: 440 AW Commander, Operations Group Commander, Logistics Group Commander, Logistics Group Executive Officer, Maintenance Squadron Commander and Maintenance Squadron Maintenance Officer for all base personnel. The 34th Aerial Port Squadron Air Reserve Technician can sign for all their unit personnel.

5.3. Area 4: Chief, Security Forces for security personnel only.

6. Escort Official . Block IV of AF Form 2586 is not used. Any individual with a valid restricted area badge may escort individuals into the restricted area.

7. Issuance of Restricted Area Badges . USAF Restricted Area Badges will be issued in compliance with AFI 31-101, Vol I, and upon presentation of a properly completed AF Form 2586. Unit/division security managers are delegated to complete Sections I (Identification), II (Certification of Requesting Official), and III (Duty) of AF Form 2586.

7.1. In the absence of the assigned security manager, the unit commander/division chief may complete these sections of the applications form.

7.2. Personnel will not be issued more than one restricted area badge. Individuals with military and civilian assignments will have their restricted area badge issued by their assigned military unit.

7.3. If the individual requires a restricted area badge for both the civilian and military job, a request should be made to the military unit to issue a badge on a permanent basis.

8. Audit and Inventory of Restricted Area Badges:

8.1. A physical inventory and audit of all stocked, issued, and unissued badges will be taken at least once every 12 months. Use 30 September as the date for conducting audits.

8.2. An appointed officer will conduct an audit of all badges issued, stocked and certified as destroyed since the previous inventory and audit.

8.3. Each responsible unit/division security manager will make a "Hands On" physical inventory of badges issued to personnel in their unit. Security managers will submit a report of inventory to the Security Forces Administration office.

8.4. An audit report, as shown in AFI 31-101, Volume I, will be maintained on file according to AFMAN 37-139, *Records Disposition Schedule*.

9. Placement of Badges :

9.1. The plastic armband will be the "preferred" method of wearing a restricted area badge at GMIAP-ARS. The current method with clips or parachute cord will be optional. The badge should be worn above the waist, photo outward, and worn on the outer garment. The armband has a dual purpose. It can be used to display identification cards and/or restricted area badges. The armband is available from Security Forces and is standardized as follows:

9.1.1. Size - 2 3/4" x 4".

9.1.2. Side slit opening.

9.1.3. Non-flocked backing.

9.1.4. Black adjustable strap.

9.1.5. Clear or frosted.

9.2. Due to foreign object damage issues, it is preferred that plastic clips be used on restricted area badges.

10. Accountability . In organizations/units, when restricted area badges are turned into the unit/division security manager or representative at the end of each UTA, they will be secured in a locked file cabinet or fixed steel key-box container. Individuals are responsible for the security of their restricted area badge while it is in their possession.

11. Base Departures . For reassignments, separations, discharges, or retirement of military or civilian personnel, the assigned security manager or individual separating, will hand carry the AF Form 2586 with the restricted area badge to Security Forces, Pass and Registration, no later than one workday prior to departure of the base.

12. Responsibilities and Duties:

12.1. Normal Security Operations:

12.1.1. Normal security operations are those day-to-day security activities implemented during non-emergency conditions in support of priority resources. A combination of security force manpower, equipment, aids, facilities, procedures and the personnel of other organizations form the normal security operations at this base.

12.2. Normal security operations posts are:

12.2.1. Flight Security Supervisor/Security Response Team Leader.

12.2.2. Security Response Team Member.

12.2.3. Priority "C" Area Patrol: One Security Force Member Patrol during non-duty hours.

12.2.4. Checklists, 440 SFS Security Operating Instructions, and other directives will be used in the performance of duties. Security supervisors have the authority to establish additional security posts as required.

12.3. Concept of Operations. The objectives of the security program on a normal day-to-day basis are as follows:

12.3.1. Detect unusual occurrences against the United States Air Force operational resources located at this installation. All personnel working in restricted areas will be watchful for unauthorized personnel.

12.3.2. Initiate immediate alarm.

12.3.3. Provide immediate armed response.

12.3.4. Initiate the appropriate THREATCON to any type of incident, which could affect USAF operational resources.

13. Security Posts and Procedures . Authorized in the 440th Airlift Wing Installation Security Plan, 31-101-97.

14. Normal Security Support Tasks . Various units on the installation will be as detailed in 440th Airlift Wing plans.

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