

5 MAY 1999



Security

**RESTRICTED AREA BADGE PROCEDURES,
AF FORM 1199**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 446 SFS/SPAI (TSgt Ed Stewart)
Supersedes 446 AWR 31-101, 13 March 1996.

Certified by: 446 AW/CC (Col Alan M. Mitchell)
Pages: 2
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 31-1, *Physical Security*. It establishes procedures for application, issuance, use, and accountability of restricted area badges. It applies to all 446th Airlift Wing personnel requiring escorted entry to restricted areas in the line of official duty. See 62 AWI 31-10, *Normal Security Operations*, for additional reference.

SUMMARY OF REVISIONS

This revision realigns the format in accordance with AFI 33-360V1; changes all reference from SPS to SFS; changes all reference from 62 AWR 207-1 to 62 AWI 31-10. A bar (|) indicates revisions from the previous edition.

1. Responsibilities:

- 1.1. The 446th Security Forces Squadron (SFS) Air Reserve Technician (ART) is the primary security manager for this wing and is responsible for the overall management of the Restricted Area Badges (RAB) Program.
- 1.2. Each unit and/or function requiring restricted area badges will appoint, in writing, a unit security manager (USM) to work with the SFS ART in support of the RAB program.
- 1.3. Personnel issued a restricted area badge will comply with all use and turn-in procedures, and will protect their badges at all time in their possession. Any loss will be promptly reported to the host base Pass and ID Section and the unit commander and/or staff security manager. All requests for replacement badges will be coordinated with the wing security manager [in accordance with (IAW) 62 AWI 31-10, *Normal Security Operations*]. The required letter of request for the replacement badge will be in accordance with 62 AWI 31-10.

2. RAB Application Procedures:

2.1. Personnel requiring entry into a restricted area who do not have a valid restricted area badge, (AF Form 1199, **USAF Restricted Area Badge**), will be escorted by an authorized individual in possession of a valid badge. This procedure will be observed regardless of where duty is performed. If the individual is performing his or her primary duty away from home station in a restricted area (and does not possess a restricted area badge), the duration of duty will be considered prior to issuance of a restricted area badge.

2.2. The USM will confirm the member has a valid security investigation on file or initiate a request for one. When this requirement is met, the USM will administer Phase I, Security Indoctrination Training and will fill out an AF Form 2586, **Unescorted Entry Authorization Certificate**, in duplicate, completing Sections I, II, and III, and IV. Normally, only the flight line area 4 will be authorized. The USM must get the proper signatures for Sections IV IAW 62 AWI 31-10.

2.3. The member will take the completed forms to the 62 SFS Pass & ID Section. The 62 SFS Pass & ID Section will validate the AF Form 2586 and issue a restricted area badge, AF Form 1199.

3. Storage and Training Procedures:

3.1. A copy of the completed AF Form 2586 will be maintained by the member's section security manager for inventory control.

3.2. Phase II, Security Training will be administered by the unit training officer and/or NCO and monitored by the USM IAW 62 AWI 31-10.

4. Reassignment, Discharge, Separation, and Retirement Procedures:

4.1. Each member will take the unit copy of the AF Form 2586 and the line badge (AF Form 1199) to the Pass & ID Section for turn-in action. Pass and ID will indicate receipt of the badge by initialing the AF Form 2586. The member will return the AF Form 2586 to the USM. The form will be retained by the USM until the base badge inventory listing indicates the badge has been turned in.

4.2. Once the individual's name has been removed from the base badge inventory listing, the AF Form 2586 will be destroyed.

4.3. Termination Briefings. Supervisors or the USM will use the AF Form 2587, **Security Termination Statement**. The USM will brief all individuals with security clearance eligibility when they terminate civilian employment or separate from the military service. The USM will ensure that this form is filled out and signed by the individual.

ALAN M. MITCHELL, Colonel, USAFR
Commander