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Security



INSTALLATION ENTRY CONTROL PROGRAM

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This instruction provides guidance for establishing and managing Installation Entry Control (IEC) Programs at AMC installations. Standards are set for selection, appearance, and performance. This instruction further implements policies contained in AFD 31-2, *Law Enforcement*. It does not apply to the Air National Guard or US Air Force Reserve Command units and members.

SUMMARY OF REVISIONS

This revision contains new **Appearance and Uniform Requirements**. A bar (|) indicates a change since the last edition.

1. Purpose. Installation entry is one of the most important functions our security force members perform. It is our first line of defense. Entry control points provide positive control over access to our installations. The IECs, Visitor Control Center (VCC), and established entry procedures are key elements that facilitate and validate entry control. The philosophy of this instruction applies to all base entry points, whether open for 24 hours a day, for commercial-only access, or for public convenience. Our goal is simply to ensure every installation entry point at an AMC installation is manned by a security force member who looks professional, can communicate with the public, and has completed the appropriate training.

2. Management. Installation commanders must ensure an IEC program is established. For entry control and police services operations to be successful, they must be accepted and supported by senior leaders and the public. At AMC installations, the distinctive appearance and professional conduct of installation entry controllers contribute to civilian and military community support and relations.

3. Installation Entry Controller Responsibilities. The entry controller:

- 3.1. Provides the first point of contact with the military and civilian community. Projects the first impression of the installation to the public. Must project an image of professional performance and distinctive appearance.
- 3.2. Enforces entry control procedures IAW the Installation Security Instruction and governing directives.
- 3.3. Provides the first line of screening of installation traffic for enforcement measures. Implements measures to combat illegal entry, deter and detect drug and alcohol offenses, and suppress theft and pilferage of government property. Enforces applicable laws, DOD and Air Force directives.
- 3.4. Directs traffic, enforces vehicle registration rules, and directs and assists visitors.

4. Performance Standards. The keys to professional performance and distinctive appearance at entry points to AMC installations are selection, training, uniformity, and leadership of the IEC program. To achieve and maintain the high standards expected of IECs, the Chief, Security Forces (CSF) must:

- 4.1. Establish IEC selection standards.
- 4.2. Conduct a personal interview with each candidate before the formal qualification process begins. The interview may be delegated to the operations officer or operations superintendent and conducted as part of the selection process provided the CSF approves the selection.
- 4.3. Ensure those selected recognize that duty performance is an item of special interest with the installation's senior leaders. Developing and maintaining the desired image is dependent on the individual performance of many persons on a daily basis; single irresponsible acts can detract from the positive efforts of the majority.
- 4.4. Ensure the IEC program is formally established through a squadron operating instruction, special security instructions, and installation-level instructions where appropriate.

5. Training Standards. The CSF will ensure an IEC training program is established. All security forces members who work at installation entry points must receive this training.

- 5.1. Ensure everyone performing installation entry control duties is specifically trained according to guidance set forth in AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*. Enter this training on the AF Form 797, **Job Qualification Standard**.
- 5.2. At a minimum, training must emphasize entry control procedures, communication skills, military bearing, and customs and courtesies as set forth in AFMAN 31-201 Vol 3, *Flight Operations*.
- 5.3. Establish a standardization evaluation program for personnel working these positions. This evaluation must relate directly to the duties actually performed by IECs.
- 5.4. IECs must complete Phase I training and be enrolled in Installation Entry Controller Phase II training before being allowed to work unsupervised as an IEC.

6. Appearance and Uniform Requirements. The wear of the military uniform reflects the individual's pride and attitude towards the Air Force, the installation, and self. First impressions are often lasting. A properly attired and trained installation entry controller provides a positive public image, represents the

installation, and establishes the standard. The IEC uniform projects a professional image, while remaining functional.

6.1. During Dayshift, Monday through Friday, the IEC uniform will be blues as outlined in paragraphs *6.1.1. through 6.1.11. During periods of inclement weather and heightened security postures, the battle dress uniform (BDU) may be authorized for wear by the installation commander.

6.1.1. Light blue shirt (long/short sleeve).

6.1.2. White ascot with MAJCOM crest.

6.1.3. Beret with SF flash.

6.1.4. Highly shined leather or patent-leather bloused boots (black) with white parachute cord laces.

6.1.5. Black nylon Air Force Law Enforcement Ensemble (AF-LEE). Only authorized Air Force equipment items are allowed on the black belt. Placement of items will be standardized for all security force members.

6.1.6. SF blue jacket with aircrew style nametag.

6.1.7. White gloves.

6.1.8. Nickel-plated whistle.

6.1.9. Chromed security forces shield and qualification badge.

6.1.10. Type II-A or higher body armor.

6.1.11. Ribbons (optional, but must be standardized at installation).

6.2. During all other shifts, the IEC uniform will consist of the BDU as outlined in paragraphs 6.2.1. through 6.2.9.

6.2.1. The Battle Dress Uniform (sleeves worn down).

6.2.2. BDU or black ascot with subdued MAJCOM crest.

6.2.3. Beret with SF flash (watch caps and earmuffs may be worn during extreme weather IAW AFI 36-2903, but must be standardized).

6.2.4. Highly shined leather or patent-leather bloused boots (black) with black laces.

6.2.5. Black nylon Air Force Law Enforcement Ensemble (AF-LEE). Only authorized. Air Force equipment items are allowed on the black belt. Placement of items will be standardized for all security force members.

6.2.6. BDU Gortex jacket.

6.2.7. Black gloves (must be standardized and functional for weapons handling).

6.2.8. Nickel-plated or green subdued whistle (must be standardized at installation).

6.2.9. Type II-A or higher body armor.

6.3. Trousers will be bloused neatly. The blousing ring will not be visible when standing or walking. Uniforms will be tailored neatly and sharply pressed.

6.4. Wristbands and necklaces will not be visible. Watches will be conservative and in good taste.

7. Entry Control Procedures.

7.1. To perform their duties properly, entry controllers must demonstrate a professional and courteous demeanor, which reflects Air Force strength and dignity.

7.1.1. All communications with the public will be characterized by addressing every person as "sir or ma'am," without exception.

7.1.2. Entry controllers must give sharp, crisp, military salutes and hand signals.

7.1.3. They are to position themselves to maximize their visibility to incoming traffic and to enhance their ability to efficiently perform their duties. Whether waving single or double lanes of traffic, the entry controller will stand at a modified position of parade rest, unless required to salute an incoming vehicle. In this case assume the position of attention, salute and return to the modified parade rest position to continue waving traffic.

7.1.4. When waving a single lane of traffic, the entry controller will stand facing on-coming traffic in a position near the gatehouse where he/she can be best observed by the driver. While every building configuration differs, the entry controller will stand in a position slightly in front of and away from the gate building, so as to make themselves the most visible to incoming drivers.

7.1.5. As a vehicle approaches the gate, the entry controller will stand at a modified parade rest position with their strong hand in the small of their back behind their weapon. The entry controller will extend their other hand (non-shooting) straight out towards the vehicle, with the palm of their hand facing the vehicle.

7.1.5.1. Once the appropriate entry credentials are recognized, the entry controller will make eye contact with the vehicle operator. The entry controller will then turn their palm over, lay it flat and while bending the arm at the elbow, bring their hand towards the side of their face. The wave will stop when the fingers are pointing in a straight up position.

7.1.5.2. The entry controller will then reassume the modified parade rest position or initiate the wave sequence, again depending on traffic. If waving a vehicle identified as belonging to an officer (officer's decal), after properly signaling the entry, assume the position of attention and render a proper salute.

7.1.5.3. If a vehicle approaches with no entry credentials, the entry controller will address the driver in a friendly, courteous manner and inquire their business on the installation by saying "sir/ma'am, may I help you?" If the individual needs directions, information or a vehicle pass, direct them to the visitor center, if one is available.

7.1.5.4. During random or 100% I.D. checks or if a vehicle approaches without an entry credential displayed, the entry controller will extend their waving hand straight out towards the vehicle, with the palm of their hand facing the vehicle. Once the vehicle is stopped, the entry controller will ask for entry credentials by saying, "sir/ma'am, may I see your I.D. card?" The IEC will physically handle the identification card. The IEC will compare the picture on the credential, i.e. DD Form 2, **Geneva Convention Identification Card**, DD Form 1173, **Identification and Privilege Card**, AF Form 354, **Air Force Civilian Identification Card**, etc., to the individual.

7.1.5.5. The IEC will then check the expiration date and look at the back of the card to ensure the credential is valid. If there are other personnel present in the vehicle, the IEC will ask the

individual if they vouch for the others.

7.1.5.6. Once the appropriate entry credentials are recognized, the entry controller will verbally allow the vehicle to proceed. This is done by saying, "thank-you sir/ma'am, you may proceed." If the individual is identified as an officer, the entry controller, after checking the credentials/I.D. card, will assume the position of attention and render a salute.

7.1.6. When waving two lanes of traffic, entry controllers will position themselves in the center of traffic if a raised platform/protective barrier exists. Entry controllers may stand in the centerline between traffic lanes if the CSF feels it is safe to do so. The entry controller will stand facing traffic, at the modified parade rest position.

7.1.6.1. If no permanent structure exists for entry controllers to use, i.e. concrete, elevated stands, the entry controller will wear a reflective vest and place a traffic cone in front of themselves to help drivers recognize them. Entry controllers, instead of using both arms, will keep their strong hand behind their weapons and turn their head to make eye contact with the vehicle operator.

8. Traffic Signs. A stop sign will be located at every base entry point.

9. Installation Entry Point Facilities. As much as the individual uniform, gate facilities likewise reflect our pride and attitude towards the Air Force, the installation, the security forces unit, and the self-respect of the installation entry controller him/herself. Gate facilities and the Visitor Control Center must be clean and receive timely maintenance or rehabilitation when necessary. Gate facilities must present a professional appearance to compliment the Installation Entry Controller.

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Director of Security Forces

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 31-2, *Law Enforcement*

AFMAN 31-201 Vol 3, *Flight Operations*

AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*

Abbreviations and Acronyms

AF-LEE—Air Force Law Enforcement Ensemble

BDU—Battle Dress Uniform

CSF—Chief, Security Forces

IEC—Installation Entry Control

VCC—Visitor Control Center