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Operations



COMMAND POST ACCESS PROCEDURES

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This publication implements Air Force Instruction AFI 10-207, *Command and Control*, and AFI 31-209, *Air Force Resource Protection Program*. It applies to all members of the 11th Wing and selected tenant organizations.

1. General:

- 1.1. The Wing Command Post (CP) is a designated controlled area. This instruction establishes and implements the use of a locally devised badge system to control CP access and enhance internal security measures for 11 WG/CP.
- 1.2. 11 WG/CP will grant unescorted access only to personnel listed on the Entry Authority List (EAL) and who possess an Unescorted Access Badge (UAB) issued by the 11 WG/CP.
- 1.3. Personnel desiring access to the CP and who are not in possession of a valid UAB are visitors and will be under escort at all times while inside the CP. To preclude unauthorized access to classified or sensitive information, CP personnel will maintain direct knowledge of the location and actions of all visitors.

2. Entry Procedures:

- 2.1. CP personnel control entry into the 11 WG/CP.
 - 2.1.1. Normal Procedures: Personnel desiring entry into the CP will respond "All Clear" when asked their status by CP controllers. If "All Clear" is not heard, personnel will not be allowed to enter the CP. If any other words are heard, personnel should be considered under duress and their status should be verified and authenticated.
 - 2.1.2. Duress Procedures: Personnel desiring entry into the CP must use the telephone located on the wall adjacent to the CP door to request access. Callers will be asked their duress status (words will be provided by 11th Security Forces Squadron (SFS) to authorized personnel designated in

Attachment 2). CP personnel will utilize a closed-circuit viewer and the telephone to verify duress status.

2.1.3. To alert the CP of a duress situation, a caller can use the telephone located on the wall adjacent to the CP door or the most expedient means available.

3. Unescorted Access:

3.1. Information from the Bolling Air Force Base (BAFB) Automated Security Clearance Approval System (ASCAS) will be used to construct the CP Entry Authority List (EAL). The EAL will be updated monthly by the CP and will contain the names, social security numbers, clearance levels, ranks, and office symbols of personnel identified by 11 WG/CC requiring unescorted access to the CP.

3.1.1. The CP EAL will include CP personnel, Crisis Action Team (CAT) members, their alternates and any additional personnel as determined by 11 WG/CC requiring unescorted access to the CP (See **Attachment 2**).

3.1.2. Personnel listed on the CP EAL will be provided a Unescorted Access Badge (UAB). UABs are to be turned in to the CP and destroyed by CP personnel prior to an individual's PCS, retirement, or termination of service.

4. Visitors:

4.1. All visitors will present identification to CP personnel and complete AF Form 1109, Visitor Register Log. After "sign-in," the visitor will be provided a Visitor Badge (VB) to wear while inside the CP.

4.1.1. Visitors will be under escort (see "escort" in glossary) at all times while inside the CP. They are limited to the CAT area and common area.

4.1.2. At the conclusion of the visit, visitors will return VB to the CP controller and will be "logged out" on the Visitor's Register Log prior to exiting.

5. Entry Procedures:

5.1. Emergency Entry Procedures:

5.1.1. The safety of all personnel inside the CP and the protection of classified information are primary concerns of CP personnel during an emergency.

5.1.2. Emergency personnel responding to a CP emergency will be allowed immediate entry into the CP by the CP on-duty controller. Responding emergency personnel will be authorized immediate access to any area of the CP during an emergency as determined by the CP controller.

5.1.3. CP personnel are responsible for obtaining the identity of responding emergency personnel and completing AF Form 1109.

5.1.4. During an emergency inside the CP, classified or sensitive material must be properly secured and protected from unwarranted view. The on-duty controller will provide instructions to CAT personnel if an emergency occurs during CAT activation, and will take measures to ensure classified or sensitive material is secured during non-emergency visits.

6. Non - Emergency Entry Procedures:

6.1. From time to time, non-emergency personnel will be required to frequent the CP. In most instances, this will be for phone maintenance, civil engineering maintenance, communication matters, etc.

6.2. CP personnel are responsible for verifying the identity of non-emergency personnel, completing AF Form 1109, ensuring classified or sensitive material is properly secured and protected from unwarranted view, and that the visitor is under escort at all times within the CP.

7. Unauthorized Entry:

7.1. CP personnel will immediately alert 11 SFS Law Enforcement Desk by telephone and/or radio of all duress situations and threats of attempted, actual, or imminent unauthorized entries.

7.2. When CP personnel have determined that a duress situation or unauthorized entry attempt is ongoing, or has occurred, they will instruct CP occupants to secure all classified or sensitive material until the duress situation has been resolved or is no longer a threat.

JAMES P. HUNT, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Instruction (AFI) 10-207, *Command and Control*

AFI 31-209, *Air Force Resource Protection Program*

Abbreviations and Acronyms

AFI—Air Force Instruction

ASCAS—Automated Security Clearance Approval System

BAFB—Bolling Air Force Base

CAA—Controller Action Area

CAT—Crisis Action Team

COOP—Continuity of Operations Plan

CP—Command Post

EAL—Entry Authority List

SFS—Security Forces Squadron

UAB—Unescorted Access Badge

VB—Visitor Badge

Terms

Controller Action Area—Area of the CP designated "Controllers Only." CAA is the central location of incoming and outgoing information for the wing. During times of crisis, only CP personnel will be authorized unescorted access to the CAA.

Duress—Any emergency or complaint, direct or inferred, that may compromise the security or operation of the 11th Wing Command Post.

Entry Authority List (EAL) —List of personnel authorized unescorted access to the CP. The CP EAL reflects the name, social security number, office symbols, duty phones and security clearance levels of personnel authorized by the Wing Commander to have unescorted access into the CP. The CP EAL is made up of information taken from the BAFB ASCAS and is controlled and verified by the CP Chief on a monthly basis.

Emergency Personnel—Personnel assigned to the below organizations are considered emergency personnel and are allowed immediate access to the CP in times of emergency or as determined by the CP on-duty controller:

11th Wing Security Forces Squadron

Naval District of Washington Fire Department

11th Medical Group, Emergency Responders

Escort—An authorized badge holder who must maintain direct knowledge of the location and actions of personnel identified as visitors to the CP. Visitor access is limited to the CAT area and CP common area. CAT members are authorized escorts as well as others identified in [Attachment 2](#).

Unescorted Access—Access granted by the CP in coordination with the WG/CC or Chain of Command as noted in 11 WG COOP, Operating Procedure 2, Succession of Responsibility, that provides an individual unlimited access into the CP.

Unescorted Access Badge (UAB)—Local device used to identify personnel authorized unescorted access to the CP that is issued by the CP, NCOIC. UABs will be issued to CP personnel, CAT members, their alternates, and any additional personnel as determined by the Wing Commander or delegate requiring unescorted access to the CP.

Visitor Badge—Device used to readily identify personnel not authorized unescorted access to the CP. CP personnel will issue Visitor Badges to visitors who present identification and complete AF Form 1109, Visitor Register Log.

Attachment 2**UNESCORTED ACCESS LIST****A2.1. Crisis Action Team Members:**

A2.1.1. Wing Command Staff:

WG/CC

WG/CV

WG/DS

A2.1.2. Group Commanders:

SPTG/CC

OG/CC

MDG/CC

LG/CC

A2.1.3. Staff Agencies:

WG/FM

WG/HC

WG/XP

WG/JA

WG/PA

WG/SE

WG/DP

WG/CCV

CES/CC

MSS/MPF

WG/XPX

SFS/CC

CS/CC

DET 332 OSI/SAIC

A2.2. Alternate Crisis Action Team Members:

A2.2.1. Wing Command Staff:

WG/DS-2

A2.2.2. Group Commanders:

SPTG/CD

OG/CD

MDG/CD

LG/CD

A2.2.3. Staff Agencies:

WG/FM Deputy

WG/HC Deputy

WG/XP Deputy

WG/JA Deputy

WG/PA Deputy

WG/SE Deputy

WG/DP Deputy

WG/XPX Deputy

CES/CD

MPF-B/CC

SFS/SFO

CS/CD

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