

**BY ORDER OF THE
INSTALLATION COMMANDER**

SCOTT AFB INSTRUCTION 31-102

17 NOVEMBER 2000

Security

NORMAL SECURITY OPERATIONS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the basis for normal security operations; adapts USAF and AMC instructions to local situations; describes the security support provided to assigned resources and outlines requirements needed to set up and direct normal security operations by the Installation Commander. This instruction is issued by the Commander, 375th Airlift Wing, in accordance with (IAW) DOD Directive 5200.8, Paragraph IV.C. It applies to all military personnel and their family members, civilian employees, and to all visitors to Scott AFB. Violators of this instruction are subject to disciplinary action under the UCMJ and/or Federal Law. This instruction requires the collection and/or maintenance (updating) of information protected by the Privacy Act of 1974. The authority to collect and maintain records prescribed in this instruction is 10 U.S.C. 8013. Information is voluntary; however, without the member's SSN to positively identify the individual, processing or accessing them through the restricted and/or controlled areas may be delayed.

SUMMARY OF REVISIONS

Changes SAFBR 207-1 to Scott AFB Instruction 31-102, **Normal Security Operations**; changes the office symbol for the Elite Guard to SPOE; changes the Flightline Security Zone to a Controlled Area; defines the boundaries of the Flightline Controlled Area and identifies the entry control points; identifies the requirements to cross the Flightline Controlled Area boundary and procedures; changes the telephone extension for reporting Helping Hand/Covered Wagon Situations to 116; authorizes the Security Police Shift Sergeant to terminate Helping Hand Situations; authorizes the Scott AFB Chief, Security Police (when delegated by AW/CC) to terminate Covered Wagons; changes contractor badge control procedures; adds the Chief or Superintendent, Administration and Reports, as having authority to authenticate lost badge reports; adds a requirement that each time there is an addition/deletion to 375 AW Form 197, **Alarmed Facilities Access Authorization**, a new form will be required; requires 375 OSS/OSAA to notify Security Police and the Command Post via Alpha Mate System for all aircraft arrivals and depar-

tures and identifies further procedures in **paragraph 17.8**; deletes the use of 375 AW Form 311, **Card Access Badge Information**, and the letter format for additions/deletions to 375 AW Form 197.

1. Priority Listing.	3
2. Concept of Operations.	3
3. Escort Duties and Requirements.	5
4. Prebid/PreContract Procedures.	6
5. Visits and Tours of RAs.	6
6. Emergency Entry Procedures.....	6
7. Security Reporting and Alerting System.	6
8. AF Form 1199 Issuance Procedures:	7
9. Tenant Commands.	9
10. Replacement of the AF Form 1199:	10
11. Badge Turn-In.	10
12. Badge Inventory.	11
13. Wear of the Badge.	11
14. Access to Alarmed Facilities/Rooms/Areas.	11
15. Training, Briefing, and Testing.	12
16. Security and Protection Executive Committee (SPEC).	12
17. Normal security support tasks	12
18. HQ AMC IG and Staff Assistance Visit Teams.	14
19. Forms Prescribed:	15
Attachment 1—Restricted Area Codes/Entry Granting Authority	16
Attachment 2—Controlled Area Badge Codes/Entry Granting Authority, AF Form 1199 Card	18
Attachment 3—LETTER FORMAT FOR ISSUE OF TEMPORARY BADGES	19
Attachment 4—DD Form 577, Signature Card	20
Attachment 5—AF Form 2586, Unescorted Entry Authorization Certificate	21
Attachment 6—375 AW Form 197, Alarmed Facility Access Authorization	23

1. Priority Listing. Scott AFB resources having a security priority are listed below in order of importance:

Priority Area		Location	OPR
B	Tanker Airlift Control Center Augmentation Working Area (During contingencies when directed by TACC/CC)	Bldg 1600	TACC/CC
C	Tanker Airlift Control Center	Bldg 1600	TACC/CC
N/A	Scott AFB Flightline	Flightline	375 LG/MXS

2. Concept of Operations. Pursuant to local authority and IAW DOD Directive (DODD) 5200.8, Security of DOD Installations and Resources, 25 Apr 91 and Section 21, Internal Security Act of 1950 (50 U.S.C. 797), the 375 AW/CC establishes Restricted Areas (RA). The responsibility to control entry is shared by everyone working in or around a RA. Entry to RAs will be limited to only those personnel needed to accomplish the associated mission and upon the frequency of the individual's need for entry. The RA entry authority stems from the 375 AW/CC or as delegated in [Attachment 1](#) and must be in writing. Open areas on AF Form 1199, **USAF Entry Control Card**, are utilized to signify permission for unescorted entry. Air Force Form 2586, **Unescorted Entry Authorization Certificate**, will be used to obtain all requesting, approving, and coordinating signatures.

2.1. The TACC is a Priority "C" Area that can become a Priority "B" Area when the Augmentation Working Area (AWA) is activated. The TACC encompasses the second and third floor, northwest corner of Bldg 1600. Entry is through the designated entry control points, using AF Form 1199 with Area #1 open (or Area #12 during AWA activation). Entry is granted by Commercial Interior Intrusion Detection System (CIIDS) and monitored by Close Circuit Television (CCTV) which terminates at the Scott Elite Guard Control Center, Bldg 1900. The majority of security provided to the TACC is the responsibility of the owner/user personnel. During equipment failures, the Scott Elite Guard (SPOE) will be required to man designated Entry Control Points (ECP) to control entry to the TACC IAW AMCI 31-101, **AMC Bldg 1600, Scott AFB, Entry and Exit and Internal Security Practices**.

2.1.1. Escort. During normal day-to-day operations (when Area #1 is used), any individual possessing a Restricted Area Badge (RAB) with Area #1 open can act as an escort. During contingencies, the entry requirements change to Area #12 on the RAB. Individuals having a capital letter "E" next to Area #12 (in the badge number area) will have escort authority. Escort officials (for Area #12) must be approved IAW [paragraph 8.3.3.](#), this instruction.

2.1.1.1. The escort official must comply with escort official responsibilities outlined in [paragraph 3.](#), this instruction.

2.1.2. Delineation. The TACC is identified by six entry control points and masonry or sheet rock walls. The entry control signs and RA signs are posted IAW AFI 31-101, Vol 1, **The Physical Security Program**.

2.1.3. Lighting. Lighting will be maintained for a conducive office setting internally, while all ECPs will be well lighted to ensure the CCTV can provide immediate visual assessment of alarms.

2.1.4. Duress Indications. Duress indications are signaled through CIIDS. A duress switch is located in the Emergency Actions Cell.

2.2. Scott AFB Flightline. The Scott AFB Flightline encompasses the entire flightline area to include aircraft parking areas, taxiways and ramps, and the runway, and it is designated a controlled area. Protection of priority and mission support aircraft will be executed through the Flightline Controlled Area as described in **paragraph 2.2.1.**, this instruction. Temporary RAs will be established and protected IAW AFI 31-101, Vol 1, if priority aircraft are present.

2.2.1. Flightline Controlled Area. In accordance with HQ AMC directions, the flightline is an area designed to protect AMC aircraft, mission support aircraft (i.e., C-9, C-21, C-12, T-37 and T-38), and AMC-contracted commercial aircraft to the same security standard--Priority C. Higher priority resources will be protected IAW AFI 31-101, Vol 1, security standards. The Security Police will be responsible for providing additional security for Priority A and B resources, if applicable. The Flightline Controlled Area encompasses the West Ramp, Spots 1 through 12, 16 through 29; and Echo, Fox Trot, and portions of Lima Taxiways. It is delineated by a painted red line on the hard surface boundary.

2.2.2. All aircraft will be parked within the Controlled Area. If the Controlled Area overflows, priority aircraft and mission support aircraft will be protected IAW AFI 31-101, Vol 1, security standards. Any aircraft placed in a hangar for maintenance will be afforded security under AFI 31-209, **The Air Force Resource Protection Program**, unless AFI 31-101, Vol 1, security standards apply. Lighting for the Controlled Area will be maintained IAW AFI 31-101, Vol 1, security standards for permanent RAs containing nonnuclear weapons. The Flightline Controlled Area is identified by a red line painted on the ground and marked with Controlled Area Signs IAW AFI 31-209.

2.2.2.1. Flightline boundary surveillance, internal control, and detection are mainly provided by aircrew, aircraft maintenance, and other authorized personnel in the Flightline Controlled Area while supported by an assigned mobile security patrol and a Security Response Team (SRT).

2.2.3. Entry Procedures. Entry into the Flightline Controlled Area is controlled by an AF Form 1199 with Area "4" open. There are nine entry control points (ECP) to facilitate owner/user agencies: ECP #1/northeast corner of the flightline east of Bldg #462; ECP #2/adj to Bldg #455; ECP #3/east of Bldg #441 and 450; ECP #4/adj to the northeast corner of hangar #1; ECP #5/adj to the southeast corner of hangar 1; ECP #6/adj to hangar 3; ECP #7/adj to the Fuel Truck Refueling Station on the south end of the flightline; ECP #8/adj to the Fuel Cell Hangar/Bldg 742; ECP #9/north end of the Lima Taxiway. The ECPs are delineated by red boxes with white diagonal lines and the words "ENTRY CONTROL POINT." Only those persons who have unescorted entry authority or those who are under proper escort will be allowed to enter. When in direct support of launch or recovery of aircraft, maintenance/operations vehicles may cross the Controlled Area Boundary at a point other than an ECP, after notification is made to the Law Enforcement Desk (LED) by the Maintenance Control Center. All other vehicles needing to cross the Controlled Area Boundary, other than through an Entry Control Point, must have their control center notify the LED through the command post or by dedicated direct line to the LED.

2.2.3.1. TDY Personnel. TDY personnel requiring entry to the Flightline Controlled Area must possess a valid home-base issued AF Form 1199 series badge supported by an Entry

Authority List (EAL) or crew orders.

NOTE: The EAL must indicate the duration of the TDY, full name, rank, SSN, security clearance, home base RAB number and issuing base, and be authenticated by an on-duty Security Police E-6 or higher or Security Police shift sergeant. Aircrew members possessing a home station AF Form 1199 series badge with supporting aircrew orders are authorized unescorted entry with escort privileges to the Flightline Controlled Area. These privileges are for duty purposes only and only to/from their aircraft. Aircrew orders must be properly authenticated (same procedures as above) and contain the name, rank, SSN, organization and security clearance of each crew member.

2.2.3.2. Aircrew members without an AF Form 1199 Series Badge. Aircrews without AF Form 1199 series badges or crew orders will be met by the Security Patrol (Security One) and signed in on the Transient Aircraft Log for positive identification. Aircrews will be allowed unescorted entry to/from their aircraft after verification of ID Cards.

2.3. Other Temporary RAs.

2.3.1. Priority "B" Aircraft Entry Procedures:

2.3.1.1. TDY Personnel needing entry to perform maintenance must have an AF Form 1199 series badge and be on an EAL for that resource.

2.3.1.2. Scott AFB personnel will require an AF Form 1199 with Area 4 open and be verified by their control center/Command Post through the LED and approved by the aircraft commander or his designee. The aircraft commander or his designee will perform escort duties.

2.3.2. Department of Energy (DOE) Transport Procedures. When requested by a DOE courier to provide protection for a DOE vehicle, a "SAFE HAVEN" will be initiated. The 375 AW Installation Security Plan provides instructions for **SAFE HAVEN procedures**. DOE vehicle(s) will be marked with ropes, stanchions, and RA signs as applicable.

3. Escort Duties and Requirements. Any person holding unescorted entry authority to the Flightline Controlled Area (Area 4) is designated as an escort official by the 375 AW Commander. Escort officials must ensure the people they are escorting have a valid need to enter the flightline before allowing entry, unless otherwise specifically addressed in paragraph 5., this instruction. The designation of escort officials for RAs containing priority "B" resources must be minimized and consistent with operational/mission requirements. Escort officials must meet the criteria and be trained IAW AFI 31-101, Vol 1.

3.1. The Escort Official will:

3.1.1. Ensure visitors are kept under continuous escort, so that all movements are under constant surveillance and can be controlled by the escort.

3.1.2. The ratio of escorts to visitors must be based on the known trustworthiness of the visitors and upon the escort's ability to maintain surveillance and control of all visitors.

3.1.3. Brief all visitors on the safety and security rules applicable to the visit before the visitors enter the RA.

3.1.4. Accompany the escorted person until business is complete and then accompany the person back to the entry point.

3.1.4.1. Can designate another RAB holder within the area to remain with the escorted per-

son/group until they have finished their business and then accompany them back to the entry point.

3.2. Security force members may not act as escorts or escort officials, except when the security force is sponsoring the visit and the visit is security related.

3.3. The safeguarding of hand-carried items which were denied entry to a RA will be the responsibility of the agency or person sponsoring the visit. Such items will not be stored or left at the ECP.

4. Prebid/PreContract Procedures. The Base Contracting Officer will contact all concerned units when a planning conference is scheduled for a construction project on Scott AFB. The 375 SPS will be contacted on all prebid/precontract performance meetings. All negotiations for entry to Scott AFB and Restricted/Controlled Areas by contractors will be arranged at the planning conferences. Free zone requirements will be established during prebid and preconstruction meetings IAW AFI 31-101, Vol 1, and the requirements will be approved by the Installation Commander.

5. Visits and Tours of RAs. The agency sponsoring the visit will notify the appropriate OPR unit commander (see paragraph 1.) of the visit. A copy of the visit request will be provided to the unit OPR upon arrival at the RA. The visit request will be in letter form and will contain the name, grade, organization, SSN, date, duration, and purpose of visit, security clearance of each visitor, name of the group (if applicable), and the name, grade and organization of the escort official. The visit request initiated by the visit requester and verified by the escort will be authenticated by a Security Police E-6 or higher, or the Security Police shift sergeant, and distributed to applicable security posts.

5.1. An identification check, using the visit request letter, will be completed before entry is granted by the escort official.

5.2. Photographs are not allowed on the flightline or in the RAs without prior coordination with Public Affairs. Public Affairs will contact 375 SPS/SPOS if photos will be taken on the flightline.

6. Emergency Entry Procedures. Security, firefighting, medical, base operations and explosive ordnance disposal (EOD) personnel and their vehicles will be allowed immediate entry to known emergencies within Restricted/Controlled Areas by any safe means available during an actual emergency.

6.1. Security forces and owner/user personnel in the area must maintain surveillance over emergency personnel until they leave the Restricted/Controlled Area. Also, they will assist with the evacuation of nonessential personnel.

6.2. Government vehicles, government-contracted vehicles, and specialized vehicles may be operated within a Restricted/Controlled Area when required for official purposes.

7. Security Reporting and Alerting System. This system is designed to defend against widespread, coordinated threats. It is a rapid communication system that integrates all United States Air Force bases and commands. A significant happening at one location or a pattern of seemingly unrelated happenings at several locations serves as a basis for swift security alerting throughout the Air Force. The success of the Security Reporting and Alerting System depends on the speed with which required reports are initiated to the Security Police. The reports can be made a number of ways, including (but not limited to) contacting maintenance control via radio to relay a message to the LED, using a cockpit radio to contact the LED

through the Command Post or tower, or making a telephone call using Ext. 116, HELPING HAND/COVERED WAGON Hotline.

7.1. Security Incidents. This is defined as an unusual incident, possibly or actually hostile, directed at Scott's support resources (C-9s and C-21s) or other transient aircraft which are mission essential, but do not qualify for a security priority. When confronted with this type of situation, follow instructions in **paragraphs 7.4.1. through 7.4.3.2.**

7.2. HELPING HAND, COVERED WAGON, and Threat Condition Alerting Message (TCAM) are defined in AFI 31-101, Vol 1 and AFI 31-101, Vol 1/AMC1. AFI 31-101, Vol 1/AMC1 specifies when two or more AMC installations have active COVERED WAGONS, the TACC will issue a TCAM instructing AMC installations to implement an applicable THREATCON.

7.3. Upchanneling:

7.3.1. All HELPING HAND and COVERED WAGON situations will be declared by the LED and upchanneled to the Scott Command Post. HELPING HAND situations may be terminated by the on-duty Security Police shift sergeant. COVERED WAGON situations will be terminated by the Installation Commander or (when delegated) the Chief of Security Police. Regardless of who terminates a HELPING HAND or COVERED WAGON, the LED will keep the SCP informed of all actions. In turn, the SCP will ensure the Installation Commander is informed.

7.3.2. COVERED WAGONS affecting the TACC will be routed through the LED to the Scott Command Post. Then, they will be forwarded to the AF Operations Support Center, Washington DC.

7.3.3. If the Scott Command Post is under duress at the time of a COVERED WAGON, the LED will upchannel the situation to the TACC. A HELPING HAND will be upchanneled to the Installation Commander by the LED.

7.3.4. If both the TACC and Scott Command Post are under duress at the time of a COVERED WAGON, the LED will up-channel the situation to the 60 AW Command Post (15 AF/Travis AFB CA) at DSN 730-3461 or 837-5517.

7.4. Individual's Responsibilities:

7.4.1. Detection. Be alert while working within the Restricted/Controlled Areas.

7.4.2. Reporting. Sound the alarm by yelling Security Incident, HELPING HAND or COVERED WAGON, calling via radio, or telephoning the LED at Ext. 116.

7.4.3. Removal. Remove the suspect from the immediate area of the resource using only the amount of force necessary until the Security Police arrive. The Security Police will remove the suspect from the Restricted/Controlled Area.

7.4.3.1. Brief the responding Security Police on the actions of the subject which led to a Security Incident, HELPING HAND or COVERED WAGON situation.

8. AF Form 1199 Issuance Procedures:

8.1. Policy. Restricted and Controlled Areas at Scott AFB are established pursuant to lawful authority IAW AFI 31-101, Vol 1, and AFI 31-209. Entry and security requirements and owner agencies for the Restricted and Controlled Areas are outlined in **Attachments 1 and 2.**

8.1.1. Personnel Security Investigative Requirements. Prior to accomplishing an AF Form 2586, the sponsoring unit commander/agency chief, through the unit security manager, must ensure the person requiring entry meets the investigative prerequisites for unescorted entry to the area where access is required. The personnel security investigative requirements, **Attachments 1 and 2**, are IAW AFI 31-501, **Personnel Security Management Program**, AFI 31-101, Vol 1, and local requirements, and must be strictly adhered to.

8.1.2. When temporary hires (i.e., summer hires) require access to the Controlled Areas, they do not require a security clearance/investigation. Section III of AF Form 2586 should reflect the employee's status and state a security clearance/investigation is not required.

8.2. Requesting Official. The requesting official will accomplish an AF Form 2586 in two copies (three copies for contractor personnel). Complete Sections I, II, III, and Section IV, Columns 1 and 2. Section IV will indicate area numbers for RA badges and alpha designations for Controlled Area Badges. Security clearance information will be recorded in Section III, AF Form 2586 (See **Attachment 5**).

8.2.1. Requesting Officials. Section II of the AF Form 2586 will be signed by one of the following:

8.2.1.1. Unit/squadron commanders or their deputies.

8.2.1.2. Staff agency chiefs or their deputies/executive officers.

8.2.1.3. Unit security managers or their alternates. Individuals will not request their own unescorted entry.

8.2.2. Route all copies of the AF Form 2586 through the coordinating and approving authorities (**Attachment 1 or Attachment 2**). All required authorizations must be correctly completed and validated before the badge will be issued.

8.2.3. Individuals to whom the badge is to be issued or another assigned person, may process the AF Form 2586 for coordination through the coordinating/approving authority. For automated entry to internal facilities within Bldgs 1600, 1700, 1900, and 1961, see **paragraph 14**.

8.2.4. The applicant will hand-carry the AF Form 2586 (two copies; three copies for contractor personnel) to Pass and Registration. Upon issue, Pass and Registration will return the original copy to the applicant's security manager, and they will maintain one copy until entered in the CIIDS. The third copy, when applicable, will be sent to 375 SPS/SPAS, ATTN: INDUSTRIAL SECURITY SPECIALIST.

8.3. Coordinating/Approving Officials. Section IV of the AF Form 2586 will be coordinated/approved by the entry granting authority listed in **Attachment 1 or Attachment 2**. Individuals will not coordinate/approve their own unescorted entry. (**NOTE:** The coordinating/approving official must print and sign his/her name.)

8.3.1. Approving officials for individuals assigned to USTRANSCOM will be the USTRANSCOM Mobility Protection Branch (TCJ3-OSM).

8.3.2. The Chief, Security Police (375 SPS/SP), is granted authority to sign Section IV of AF Form 2586 for all personnel assigned to the 375th Security Police Squadron. This authorization excludes the Chief, Security Police, from granting their own unescorted entry and approving entry

to the Consolidated Computer Facility/Area 15, USTC Bldg 1961/Area 11 and the TACC/Areas 1 and 12 (TACC during contingencies).

8.3.3. Escort Approving Officials. The AF Form 2586 does not require an escort approving authority to sign. Personnel who sign as coordinating/approving officials authorize the escort by initialing the escort "yes" block. However, the coordinating/approving official must have escort authority designated on a DD Form 577, **Signature Card (Attachment 4)**.

8.3.4. Signature Card/DD Form 577 (**Attachment 4**). All requesting, coordinating, and approving officials will have a current DD Form 577 signed by their commander, DCS, or agency chief on file at the Pass and Registration Office (375 SPS/SPAP). Annotate DD Form 577 to indicate what section the individual is authorized to sign. Also, please include the individual's duty title and duty phone. Write-in changes to this information will not be accepted.

9. Tenant Commands. When entry is required to Controlled Areas M (Bldg 1600) and Q (in Rooms 1142, 2030, 2060, 3142, and 3120, Bldg 1700), an AF Form 2586 must be completed, coordinated/approved in Section IV by the tenant command commander or designee at the executive level. For 375 AW units, the wing commander, group commanders or their deputies, squadron commanders, executive officers, or their designee must sign.

9.1. Contractors. When entry is required to Restricted or Controlled Areas by contractors, the sponsoring agency initiating the request will provide the justification, appropriate investigative requirements, and name of the company for entry in Section III of AF Form 2586. Sponsors must also maintain a visit request and provide security education training for the contractors who will be granted unescorted access. Contractors are expected to be controlled by their sponsor and only issued a badge if a frequent need to enter the area exists. Sporadic, i.e., once a week or less, entry should require the contractor to be escorted. Sponsors should enforce hours eligible for contractors to enter and remain in the facility by controlling the badge during infrequent use. Security managers may maintain the contractor's badge until the contractor notifies the sponsor of their arrival. Then, they should retrieve the badge upon their departure. Contractors' badges will have the areas authorized to enter open and all other areas marked out in red. Contractors must wear their company badge while they are in the Restricted/Controlled Area. Sponsors must give consideration to industrial security practices and contractor access to prevent the unauthorized release of sensitive acquisition data.

9.2. Temporary AF Form 1199. When badge entry is required to Controlled Areas by temporarily assigned contractors, augmentees, the following actions will be accomplished: The unit commander/staff agency chief will appoint an individual in writing to monitor and maintain a block issue of temporary AF Forms 1199 for their particular area. Submit a letter of request to the Pass and Registration Section, explaining the justification for block issue, the minimum needed to ensure mission accomplishment, and the area needed. The temporary badge monitor will ensure the security of the assigned badges and will issue the badges on a daily basis as needed using an AF Form 1297, **Temporary Issue Receipt**. (**NOTE:** Temporary AF Forms 1199 will only be encoded for access to Restricted/Controlled Areas based on mission need as directed by the coordinating/approving authority listed in **Attachment 1 and Attachment 2** for the area involved.)

9.2.1. Temporary Badging for Area M--Bldg 1600 (whole Bldg) and Area N--Bldg 1900 (whole Bldg). Temporary Controlled Area Badges for Bldgs 1600 and 1900 will be issued by the Scott Elite Guard. Requests for temporary access to Controlled Areas M and N will be submitted to the Scott Elite Guard with an attached DD Form 577. Signature cards will remain on file until super-

seded. For detailed procedures concerning badge issue procedures in Bldgs 1600, 1900, and 1961, refer to AMCI 31-101 and USTRANSCOM Regulation 125-1, **Entry and Internal Controls and Security Practices in Bldgs 1900 and 1961.**

9.2.2. Individuals appointed solely for routine pickup and delivery of message traffic through the Base Communication Center in Bldg 1600 will be issued a temporary AF Form 1199 upon each visit to Bldg 1600. The proper format is shown in **Atch 2** to AMCI 31-101. Individuals signing these letters must have a current DD Form 577 on file with the Scott Elite Guard.

9.2.3. Temporary Issue Receipt. The temporary badge monitor is responsible to ensure that all personnel issued temporary AF Forms 1199 comply with all associated training requirements and safeguarding responsibilities criteria for that area.

10. Replacement of the AF Form 1199:

10.1. If the AF Form 1199 is misplaced, lost or stolen, immediately report the incident to Pass and Registration (375 SPS/SPAP), Exts. 62709/63038, to prevent the unauthorized use by someone who may possess your badge. The CIIDS Computer will be immediately updated to reflect your badge as "SUSPENDED." Once the badge is placed in the suspended status, it cannot be used in the system. If the badge is found, it can be reactivated by Pass and Registration.

10.2. Immediately report lost or stolen badges to the unit security manager. The individual issued the badge will provide the unit security manager with a signed, written statement, explaining the circumstances surrounding the loss or theft. Security managers will complete a report of investigation which will contain the information described and formatted as follows:

10.2.1. Name, grade, lost badge number, and type.

10.2.2. A brief statement surrounding the circumstances of loss or theft.

10.2.3. The location or vicinity where the badge was lost or stolen.

10.2.4. A statement of action taken, for example, counseling, reprimand, etc.

10.2.5. State whether reissue is required and request the old badge number be removed from inventory as appropriate.

10.3. When completed, the individual must hand-carry the report, attached to the original copy of the AF Form 2586 and one copy (two copies if contractor), to Pass and Registration for reissue and/or removal from the inventory. Pass and Registration will update the computer system to indicate the badge as "LOST." The NCOIC, Pass and Registration, or, in his absence, the Chief or Superintendent, Administration and Reports Flight, must authenticate all lost badge reports.

10.4. Damaged or indistinct badges will be replaced when detected and reissued without completing a new AF Form 2586, providing there is no change in entry/escort requirements. The original AF Form 2586 and one copy (two if contractors), along with the damaged badge will be hand-carried to Pass and Registration for reissue. The bearer is issued a new badge, and the new number is annotated on all copies of the AF Form 2586.

10.5. Open area additions/deletions will be processed IAW AFI 31-101, Vol 1.

11. Badge Turn-In. Units requesting AF Forms 1199 for their personnel will also establish outprocessing procedures within their unit. The unit security manager is responsible to ensure that all AF Forms 1199

are hand-carried by the bearer, along with the original copy of AF Form 2586 to Pass and Registration. This action will be done no later than 3 days prior to the individual's final outprocessing date. Individuals who PCA from one organization to another do not need to turn in their badge when entry requirements remain the same; however, they must inform Pass and Registration of the change. The unit security manager will forward a letter of transmittal with the AF Form 2586 attached to the gaining organization and forward a copy of the transmittal letter to Pass and Registration to show change of accountability. The office of origination indicated on the AF Form 1199 should not be used for identification purposes because the badge holder could have been transferred to another unit. The Military Personnel Flight (375 MSS/DPM) and the Civilian Personnel Flight (375 MSS/DPC) will provide Pass and Registration with a reliable base departure roster. Pass and Registration Section will monitor the base departure list and establish a suspense system to ensure badges are properly relinquished. Upon telephone notification from Pass and Registration, Personnel Relocation (375 MSS/DPMAR) will delay final outprocessing of anyone not properly relinquishing their AF Form 1199. Outprocessing will not continue until 375 MSS/DPMAR or 375 MSS/DPMAR receive a letter from Pass and Registration stating they have received the badge or lost-badge report from the person. Badges will be disposed of according to AFMAN 37-139, **Records Disposition Schedule**.

12. Badge Inventory. Unit security managers will conduct a "hands-on" inventory of all AF Forms 1199 issued to personnel assigned to their organizations upon request of the Security and Protection Executive Committee (**paragraph 16.**). A CIIDS Report will be provided by Pass and Registration for use during the inventory. Specific instructions for inventory completion will be provided by Pass and Registration.

13. Wear of the Badge. The badge must be displayed within a Controlled or RA at all times. The badge must be worn clearly visible above the waist with photo showing. When an individual leaves a Controlled or RA, the badge must be removed from the outer garment and secured. Personnel issued AF Form 1199 will secure and safeguard this official document. The AF Form 1199 is considered insecure when stored in unlocked desks, briefcases, etc.

14. Access to Alarmed Facilities/Rooms/Areas. There are two methods by which a person can have access or open/close authority to an alarmed facility, room, or area:

14.1. Each alarmed facility in Bldgs 1600, 1700, 1900, and 1961 will have an access level assigned per the security matrix maintained by the CIIDS System Administrator, Pass and Registration, and the Scott Elite Guard. Entry or opening/closing authority will be granted based on 375 AW Form 197, **Alarmed Facilities Access Authorization (Attachment 6)**. Each time there is an addition for a facility, a new 375 AW Form 197 will be accomplished. Deletions may be changed by pen and ink, with coordination from 375 SPS/SPAS or 375 SPS/SPOE.

14.2. The 375 AW Form 197 used to update access to alarmed facilities within Bldgs 1600, 1700, 1900, and 1961 will be submitted to the 375 SPS/SPOE with an attached DD Form 577. The DD Form 577 will remain on file until superseded. For detailed information on access to vaults, contact the Systems Administrator at 256-1717/6825. For personnel who require access only to a facility, place one asterisk adjacent to their name. For personnel who require alarm/dealarm authorization, place two asterisks adjacent to their name.

14.2.1. Access to Sensitive Compartmental Information Facilities (SCIF) will be routed through the Special Security Officer (SSO) to the 375 SPS/SPOE. Procedures listed in **paragraph 14.2.** apply.

14.2.2. For access to 375 AW Controlled Areas, the 375 AW Form 197 must be routed to 375 SPS/SPAS.

14.2.3. Personnel assigned to USTRANSCOM (i.e., have a TC--office symbol) shall be given access to Bldg 1900, to include vaults and Bldg 1961. Personnel who are attached to USTRANSCOM or who report to USTRANSCOM including contract personnel, shall be granted access to Bldgs 1900 and 1961 only during duty hours IAW USTRANSCOM directives. An exception to the policy can be requested for personnel requiring 24-hour access, but it must be approved by the USTRANSCOM Mobility Protection Branch and forwarded to the CIIDS System Administrator. Area access codes are prescribed by the CIIDS Systems Administrator, and they are maintained by the Systems Administrator, Pass and Registration, and the Scott Elite Guard.

15. Training, Briefing, and Testing. Prior to initiating an AF Form 2586, the unit security manager must ensure that the individual has received Phase I, Security Education and Motivation (SEM) Training, IAW AFI 31-209 and AFI 31-101, Vol 1. Also, the unit security manager must ensure that the individual is briefed on the location of the areas where entry is required and security procedures and requirements unique to those areas.

16. Security and Protection Executive Committee (SPEC). The SPEC combines the Installation Security Council and the Resource Protection Executive Committee. The SPEC selects and designates Controlled and RAs, ensures the installation provides adequate personnel, equipment, and facilities for priority resources, monitors on-going security enhancement projects, develops entry-control procedures for free zones, and conducts annual reviews of all deviations or waivers in effect. The SPEC is hosted by the 375 SPS and meets on a semiannual basis or when a special security issue arises. Membership of the SPEC includes; 375 AW/CV as Chairman, SPS/CC as Recorder, SPTG/CC, CG/CC, OG/CC, MDG/CC, LG/CC, CS/CC, CPTS/CC, CES/CC, AW/SE, AW/JA, Det 301-OSI/CC and the TACC. Other organizations may have a representative present if the need arises or if a SPEC member requests their presence.

17. Normal security support tasks are those provided by various base agencies to enable the Security Police to accomplish its mission. Specific tasks:

17.1. The 375 SPS will:

17.1.1. Keep and maintain a Security Incident Log at the LED for all violations occurring on or near the Flightline Controlled Area when mission support resources are involved.

17.1.2. Maintain up-channel HELPING HAND/COVERED WAGON logs.

17.1.3. Maintain plotting board of all mission support and priority aircraft.

17.1.4. Maintain/operate the LED as a Central Security Control (CSC).

17.1.5. Establish security post priority lists and determine which posts go unmanned during personnel shortages. The Chief, Security Police, must first man posts in support of nuclear weapons or Priority "A" resources (if present). Post priority listings are kept at the LED.

17.1.6. Provide additional protection IAW AFI 31-101, Vol 1, for temporary RAs that contain priority resources.

17.1.7. Assume control of ECPs for the Flightline Controlled Area IAW the 375 AW Installation Security Plan during increased THREATCONS. Assume internal security for the RA area during nonduty hours.

17.1.8. Maintain the Flightline Constable Program IAW AFI 31-101, Vol 1, AMC1, and AMC-PAM 31-3, Flightline Constable Program. The Flightline Constable is the direct link between Security Police and other flightline workers and base personnel.

17.1.8.1. Maintain/report flightline CCTV discrepancies (when the CCTV becomes operational at the LED).

17.1.9. The Scott Elite Guard will:

17.1.9.1. Maintain a Post Priority Chart for the Scott Elite Guard.

17.1.9.2. Monitor/respond to security breaches within the TACC.

17.1.9.3. Monitor/update the CIIDS for Level II Entry.

17.1.9.4. Establish security procedures for exit, entry, and internal security practices for Bldg 1600. The SPEG will ensure changes to procedures are recorded in AMCI 31-101.

17.1.9.5. Post TACC ECPs during contingencies and/or during CIIDS equipment failures.

17.1.9.6. Conduct monthly CIIDS system test and maintain results on AF Form 2530, **Alarm System Test Record**.

17.1.9.7. Report and maintain the TACC CCTV **Discrepancies and Maintenance Log**.

17.2. The Commander, TACC, will appoint a security manager to provide internal security within the TACC.

17.3. HQ AMC/SP will establish security procedures for the TACC in AFI 31-101, Vol 1, AMC1.

17.4. The 375 SUPS will provide security for materials and equipment essential for mission accomplishment.

17.5. The 375 TRNS will place Security Police vehicles on priority maintenance status when the operational number of vehicles, to include recalled vehicles provided by the 375 TRNS/Fleet Management, falls below the mission-essential requirement of five vehicles.

17.6. The 375 MXS/LGMA will:

17.6.1. Secure all doors and hatches on unattended aircraft.

17.6.2. When requested by Security Police, verify entry of servicing personnel into areas designated for aircraft used by distinguished visitors (DV) Code 4 or above.

17.6.3. Contact the LED at Exts. 62223/62224, prior to any aircraft engine start, aircraft tow, or departure of aircraft.

17.6.4. Provide sufficient portable lighting/light-all units for temporary RAs.

17.7. The 375 AW/CP will:

17.7.1. Monitor the Flightline Controlled Area via CCTV and report discrepancies to the appropriate agency.

17.7.2. Report suspicious activities within the Flightline Controlled Area to the LED.

17.7.3. Up-channel COVERED WAGON reports.

17.7.4. Maintain HELPING HAND/COVERED WAGON log.

17.8. The 375 OSS/OSAA will:

17.8.1. Notify the LED of all arriving aircraft via the Alpha-Mate System.

17.8.2. Notify the Command Post of all arriving aircraft by landline in the event the Alpha-Mate System fails.

17.8.3. Notify the LED of Code 4 or higher and special event aircraft by landline and the Alpha-Mate System.

17.9. The 375 CES will:

17.9.1. Provide priority maintenance for repair of physical security safeguards, (i.e., vegetation control, area lighting, maintenance of boundaries, and emergency work orders).

17.9.2. Maintain uninterrupted power supply (UPS) for CIIDS and notify the Systems Administrator, 375 SPS/SPAR, and 375 SPS/SPOE of all scheduled power outages.

17.10. Unit security managers will:

17.10.1. Conduct Phase I Security Training.

17.10.2. Coordinate Phase II Training with the Flightline Constable.

17.10.3. Brief unit personnel on duress procedures.

17.10.4. Process and maintain the AF Forms 2586 for unescorted entry to Restricted/Controlled Areas, to include the flightline.

17.10.5. Attend scheduled Security Manager's Training.

17.11. The 375 CS will provide for priority maintenance of alarm system communication circuits.

18. HQ AMC IG and Staff Assistance Visit Teams. HQ AMC/IG personnel (Directorate, IG, and Special Staff) RABs, will have all areas open. HQ AMC/IG RABs will have all areas open on the front of the RAB. HQ AMC personnel (Directorate and Special Staff), conducting a SAV to subordinate units, may be issued a RA Badge solely for that purpose. Both teams will be granted unescorted entry based on a RAB and an authenticated EAL. The EAL will be hand-carried to the Scott AFB Command Post for authentication. The on-duty controller will verify the authenticity of the EAL and the identity of the IG team representative. Once positive verification has been made, three copies of the EAL will be authenticated by the 375 AW/CC or his designated representative and maintained at the Scott AFB Command Post, the LED, and the Scott Elite Guard Control Center. A Security Police patrol will reproduce the EAL for distribution to all necessary security posts and patrols.

18.1. Normal Entry. The AMC/IG and AMC/SE members will be issued AF Form 1199 with all areas open; however, since some areas on Scott AFB require a Top Secret Clearance (see [Attachment 1](#)), AMC/IG personnel will only be assigned a status level in the CIIDS system for Controlled Areas not requiring Top Secret Clearances (currently Areas 13/17 only). Personnel requiring daily access to TACC or other Restricted or Top Secret Areas will be identified in Section 3 of the AF Form 2586, and it will be approved by the entry granting authority in [Attachment 1](#) or [Attachment 2](#).

19. Forms Prescribed: 375 AW Form 197 (E-Form)

DD Form 577

AF Form 2586 (E-Form)

SHARON K. DALY, Lt Col, USAF
Chief, Security Police

Attachment 1

RESTRICTED AREA CODES/ENTRY GRANTING AUTHORITY

<u>CODE</u>	<u>AREA</u>	<u>COORDINATING/APPRO- VING AUTHORITY</u>	<u>CLEARANCE REQUIRED *</u>
1	Tanker Airlift Control Center (TACC), Bldg 1600, Second & Third Floor. NOTE: A "1" placed in the badge number area denotes unescorted entry and escort authority.	C-2 Manager, Agency Chief, Director/Dep Director, Command and Control; or designation representative	TS
2-3	Not Used	N/A	N/A
4	Scott AFB Flightline (The flightline is a Controlled Area with temporary RAs inside as needed)	375 MXS/LGMA	N/A
5-10	Not Used	N/A	N/A
11	Controlled Area, USTRANSCOM, Bldg 1961	USTRANSCOM/TCJ3-OSM	TS
12	Tanker Airlift Control Center (TACC), Second & Third Floor, Bldg 1600. Used during contingencies; or period specified by the the Director or Dep Director, Command and Control; or in his/her absence, the designated representative. NOTE: "12E" placed in the badge number area denotes unescorted entry and escort authority.	C-2 Manager, Director or Deputy Director, Command and Control; or designated representative	TS
13	Controlled Area, Bldg 1600	HQ AMC/DCS or tenant command; agency concerned	N/A
14	Controlled Area, Bldg 1600	USTRANSCOM/TCJ3-OSM	N/A
15	Consolidated Computer Facility (including Remote Control Center Room), Bldg 1575 (Controlled Area)	AMC CPSS/STSW	S

Attachment 1 (Continued)

16	Not Used	N/A	N/A
17	AFCA, Bldg 1700, Controlled Area Badges are employed for Building entry during nonduty Hours.	AFCA/SYS; Directorates; tenant command agency concerned within Bldg 1700.	N/A
18	Scott Command Post (SCP), Bldg 505 (Controlled Area)	375 AW/CP, Commander, Dep Commander, Executive Officer or NCOIC	N/A

Attachment 2

**CONTROLLED AREA BADGE CODES/ENTRY GRANTING AUTHORITY,
AF FORM 1199 CARD**

<u>CODE</u>	<u>AREA</u>	<u>COORDINATING/APPROV- ING REQUIRED</u>	<u>CLEARANCE REQUIRED *</u>
K	USTRANSCOM, Bldg 1961	USTRANSCOM/TCJ3-OSM	TS
M	HQ AMC, Bldg 1600	HQ AMC/DCS or tenant Command agency concerned	N/A
N	USTRANSCOM, Bldg 1900	USTRANSCOM/TCJ30OSM	N/A
O	Consolidated Computer Facil- ity (including Remote Control Center Room), Bldg 1575	AMC CPSS/STSW	S
P	Not Used	N/A	N/A
Q	AFCA, Bldg 1700 (specified rooms)	AFCA Directorate, tenant command agency concerned in Bldg 1700	N/A
R	Scott Command Post (SCP), Bldg 505	375 AW/CP	N/A
S	Not Used	N/A	N/A
T	Not Used	N/A	N/A

* See AFI 31-501 and AFI 31-101 for specific investigation requirements for non-US citizens.

Attachment 3

LETTER FORMAT FOR ISSUE OF TEMPORARY BADGES

MEMORANDUM FOR 375 SPS/SPOE

FROM: (Requesting Organization)

SUBJECT: Request for Issue of Temporary AF Form 1199, **Air Force Entry Control Card**, for Message Pick Up and Delivery

1. Request the following personnel be issued a temporary AF Form 1199 in accordance with AMCI 31-101.
2. Personnel listed below routinely pick up and deliver messages to and from the Base Communications Center. Our point of contact is _____ at Ext. _____.

NAME	SSN	ORGANIZATION OR FIRM	CLEARANCE
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SIGNATURE BLOCK

NOTES:

1. Personnel who sign this letter must have an original DD Form 577, **Signature Card**, on file with the Scott Elite Guard (375 SPS/SPOE).
2. All letters must be originals and have an original signature.
3. Letters are valid for 120 days.

Attachment 4

DD FORM 577, SIGNATURE CARD

1. NAME (Type or print)		2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS			
5. SIGNATURE			
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED			
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL			
7. NAME OF COMMANDING OFFICER (Type or print)		8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER			

DD Form 577, MAY 88

Previous edition may be used until exhausted

SIGNATURE CARD

* U.S. GPO: 1990-0-274-133

1. NAME (Type or print)		2. PAY GRADE	3. DATE
LAST, FIRST MI		GRADE	DATE
4. OFFICIAL ADDRESS SQUADRON/OFFICE SYMBOL DP: STREET ADDRESS SAFB, IL 62225			
5. SIGNATURE SIGNATURE			
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED AF FM 2586 sect(S) Areas			
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL			
7. NAME OF COMMANDING OFFICER (Type or print)		8. PAY GRADE	
LAST, FIRST MI		GRADE	
9. SIGNATURE OF COMMANDING OFFICER SIGNATURE			

DD Form 577, MAY 88

Previous edition may be used until exhausted

SIGNATURE CARD

SAMPLE

* U.S. GPO: 1990-0-274-133

Attachment 5

AF FORM 2586, UNESCORTED ENTRY AUTHORIZATION CERTIFICATE

SCOTT AFB INSTRUCTION 31-102 Attachment 5 11 October 1996 15

UNESCORTED ENTRY AUTHORIZATION CERTIFICATE					OMB No. 0701-0042 Expires Sep 30, 1998	
Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, DIOR, (0701-0042), 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Please DO NOT RETURN your form to this address. Send your completed form to the appropriate pass and ID Section or Unit Security Manager.						
AUTHORITY: 10 U.S.C. 8013, 44 U.S.C. 3101, and EO 9397. PRINCIPAL PURPOSE: To record personal information on an individual whose duty performance requires entry into Air Force restricted and controlled areas in order to coordinate with the appropriate official and determine when and what type of entry credential to issue. SSN is used for further identification of an individual. ROUTINE USES: None. DISCLOSURE IS VOLUNTARY: Failure to disclose the information and SSN would result in not being allowed entry into these areas.						
I. IDENTIFICATION						
NAME (Last, First, Middle Initial)				GRADE		SSN
ORGANIZATION OR FIRM			HEIGHT	WEIGHT	COLOR EYES	COLOR HAIR
CITIZENSHIP (Check One)		US CITIZEN	ALIEN IMMIGRANT		NON-US NATIONAL	
II. CERTIFICATION OF REQUESTING OFFICIAL						
I certify that the individual whose name appears above has been the subject of a favorable investigation which meets the requirements of AFIs 31-101, 31-209 and 31-501, when applicable, for unescorted entry into restricted or controlled areas. I further certify that, in the event the above named individual is a non-US national, no US national is, or can be made, available to fill this position during the period indicated above, and that the granting of unescorted entry represents an exceptional requirement essential to the proper execution of this Command's mission. Such unescorted entry will not infringe upon the prohibited duties outlined in AFPD 31-series directives, and is clearly consistent with the interest of national security.						
NAME, GRADE AND TITLE (Typed)			SIGNATURE		DATE	
III. DUTY						
(Describe duties that require unescorted entry into the areas indicated)						
IV. RESTRICTED/CONTROLLED AREA COORDINATION						
AREA NUMBER	ESCORT OFFICIAL	TYPE AREA	CONCUR		DATE	COORDINATING/APPROVING OFFICIAL'S SIGNATURE
			YES	NO		

