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Security

DEPARTMENT OF THE AIR FORCE CIVILIAN POLICE/SECURITY GUARD (DAF CP/SG) PROGRAM

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This instruction implements AFPD 31-2, *Air Provost Operation;*, DoDI 5210.90, *Minimum Training, Certification, and Physical Fitness Standards for Civilian Police and Security Guards (CP/SGs) in the Department of Defense*; Army Regulation 190-56, *The Army Civilian Police and Security Guard Program;* Army Regulation 190-60, *Minimum Training, Certification, and Physical Fitness Standards for Civilian Police and Security Guards in DoD* and DoDI 3020.50, *Private Security Contractors Operating in Contingency Operations*. This instruction provides Air Force Policy for the Department of the Air Force Civilian Police and Security Guard Program. It applies to all Department of the Air Force employees assigned to 0083, 0085 and 0080 (Law Enforcement) positions and contract Security Forces. Compliance with this instruction is mandatory and applies to Department of the Air Force military, civilian, Reserve, Air National Guard, personnel from other US military branches assigned or attached to Air Force units, contract Security Forces, and government-owned, contractor-operated (GOCO) and contractor-owned, contractor-operated (COCO) facilities. The terms "must," "shall," and "will" denote mandatory actions in this instruction. It is not necessary to send implementing publications to HQ AFSFC or HQ USAF/A7S for review and coordination before publishing. Refer recommended changes and conflicts between this and other publications to HQ AFSFC/SFOP, 1517 Billy Mitchell Blvd Bldg 954, Lackland AFB, TX, 78236, on the AF Form 847, *Recommendation for Change of Publication,* through appropriate Major Command (MAJCOM) functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. This Publication requires the

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Chapter 1

INTRODUCTION

1.1. Purpose. This instruction establishes the Department of the Air Force Civilian Police and Security Guard (DAF CP/SG) Program. The DAF CP/SG program is an integral part of the Air Provost Operations, a core function of the Air Force Security Forces. The term Air Provost Operations as used in this document refers to the Air Provost Concept defined in AFPD 31-2 and found in the terms section of this document, and not an individual or position. This instruction applies to all DAF civilian personnel in career series 0080 (law enforcement only), 0083, and 0085. In the "0080" series, the parenthetical of "law enforcement" in the title designates the position as being a police position versus an information protection or other like position. This document also assigns responsibilities and establishes policy, standards, and procedures for the effective implementation of the program. The instruction describes and outlines standard policies and procedures for selecting, hiring, training and equipping DAF Civilian Police/Security Guards.

1.2. Responsibilities.

1.2.1. **Air Force Director of Security Forces (AF/A7S).** Provides policy and guidance for the Department of the Air Force Civilian Police and Security Guard program for the protection of Air Force installations, personnel, and resources. AF/A7S serves as Functional Manager (FM) of DAF CP/SG career field.

1.2.2. **Headquarters Air Force Security Forces Center (HQ AFSFC).** Provides Air Force commanders with guidance on implementation of DAF Civilian Police and Security Guard program to include guidance on organizing, training, and equipping DAF Civilian Police and Security Guards. Serves as Career Field Manager (CFM) of DAF CP/SG career field.

1.2.3. **Major Command (MAJCOM) Chief of Security Forces (A7S).** Establishes command unique programs and policies to ensure the effective use of the DAF Civilian Police and Security Guards in the protection of command installations, personnel, and resources.

1.2.4. **Installation Commander.** Establishes base programs and policies for DAF Civilian Police and Security Guard program to provide a reasonable level of protection to personnel and resources.

1.2.5. **Installation Defense Force Commander (DFC)**. Establishes and implements DAF Civilian Police and Security Guard program to protect the installation, and its personnel and resources. DFC will be used interchangeably with Provost Marshall (PM) for Joint Base units at locations under Air Force span. Will appoint a disinterested SNCO/Senior Civilian to conduct a self-inspection of the unit DAF CP/SG Program at least annually using as a minimum the criteria listed in Attachment 13. Standardization /Evaluation personnel will assist the disinterested party as part of a functional area inspection in accordance with (IAW) AFI 36-2225.

Chapter 2

SELECTION AND HIRING

2.1. Basic Character Traits/Qualities. Civilian police officers and security guards will display the basic character traits of honesty, courtesy, tact, cooperation, personal appearance, and bearing. Additionally, personal qualities demanded of DAF CP/SG include professionalism, superior conduct, character, integrity, dependability, mental stability and physical fitness. Each unit will maintain records of pre-employment evaluations for all applicants both those hired and rejected in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*.

2.2. Qualification Standards. DAF CP/SG will be required to meet the Office of Personnel Management (OPM) qualification standards for police or guard positions and conditions of employment found in Attachment 2.

2.2.1. Job-related functions, such as strenuous activity, physical exertion, physical agility, and levels of stress as they pertain to a specific job will be considered for both normal and emergency operations. Physical requirements are per OPM qualification standards, conditions of employment and the command job analyses. They will be standardized at the AF level. Positions requiring more stringent physical demands (e.g. Special Reaction Team (SRT)) will be supported by OPM approved valid job analyses and written performance plans. In preparing job analyses, careful consideration must be given to whether or not waivers of physical demands can be considered.

2.2.1.1. Medical evaluation for DAF CP/SG applicants and current employees will be conducted in accordance with prescribed OPM medical eligibility requirements found in *5 CFR Ch. I (1–1–07 Edition) 339.202 Medical Standards* and *339.205 Medical Evaluation Programs* and DoD 6055.05M, *Occupational Medical Examinations and Surveillance Manual*. These medical standards are designed to ensure the applicants for a police or guard position and current employees are physically capable of performing the required arduous, hazardous duties of Integrated Defense (ID) and "national security" without creating a threat to the health or safety of themselves or others.

2.2.1.2. Physical agility testing (PAT) is applicable to all DAF CP/SG personnel and will be conducted in accordance with Chap 6, after being medically cleared by an AF physician. Attachment 3 will be used to document medical certification completion prior to the PAT. The local implementation of the PAT action may fall within the guidelines of your collective bargaining agreements and should be staffed through your local Labor Relations Officer for assistance in meeting any local bargaining obligations.

2.2.1.2.1. Applicants must obtain a medical clearance from a licensed physician prior to taking the initial PATs, as described in Attachment 2 and 3. Applicants will obtain documentation from his/her physician which will be reviewed by an Air Force medical officer for approval. If the AF physician does not have Federal status, the clearance will be approved by the supporting medical officer having Federal status as indicated in Attachment 3. Current DAF CP/SG (non-probationary) will, prior to taking their PATs, undergo a medical evaluation in accordance with Attachment 2 and OPM medical evaluation standards and Air Force Surgeon General cardiovascular examination guidelines found in AFPAM 48-133, *Physical*

Examination Techniques. Credentialed Government or civilian physicians may conduct the medical evaluation. The requirements and guidelines OPM standards DoD 6055.05M and Optional Form (OF) 178 (U.S. Office of Personnel Management *Certificate of Medical Examination*), will be provided to the examining physician to guide them in their evaluation.

2.2.1.3. Medical evaluation guidelines and procedures supportive of requirements are found in Attachment 4 and 5. A copy of these requirements and OF 178 should be provided to medical authorities conducting medical evaluation of DAF CP/SG and applicants.

2.2.1.3.1. To be finally selected, examinees must be medically certified to the appointing officer as eligible under such standards.

2.2.1.4. Appropriate administrative suspension, termination, or retirement action, as determined by each DFC in consultation with the servicing Civilian Personnel Officer (CPO) and legal advisor, will be taken for currently employed DAF CP/SGs who are determined by medical examination to possess lasting medical or psychiatric conditions that, in the judgment of the examining physician, constitute a direct threat to the health or safety of themselves or others or will adversely affect performance of assigned duties. When an appeal is made, the AFSFC Commander will create the Air Force Security Forces Qualifications Review Board (SF-QRB) to make the necessary employment-related decisions as described in Attachment 12.

2.2.1.5. All applicants will undergo the Job Compatibility Assessments (JCA). The DFC is responsible for the successful completion of the JCA for all applicants as part of the applicant's interview. The JCA provides the DFC/hiring authority a tool for the selection of the best DAF CP/SG applicant. DAF CP/SGs will take the JCA survey only once.

2.2.1.5.1. The JCA will be mailed to each participating SFS unit's training section. It will be accounted for and secured in a metal container in the unit and will be handled as FOUO and treated as sensitive testing material. Administration instructions for the JCA are found in the JCA Procedures Manual which can be found in the Civilian Police, Community of Practice (COP) under the JCA Manual Procedures folder: **https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=AF-DP-00-46**. After opening the attached link, click on My AFKN on top line and open My CoPS, go to SF Civilians and open same. A list of folders under Document Management will appear and click on Approved A7S Civilian Guidance then click on the folder, FOUO 080527-1050 JCA-Procedures-Manual. The JCA Procedures Manual will contain the instructions for how the JCA is administered to include scheduling, proctoring, shipping/mailing of answer sheets and how the hiring authority can access the applicant's score. The JCA Procedures Manual also contains POCs for AFPC support.

2.2.1.6. DAF CP/SG as per Position Description, Recruitment Knowledge, Skills and Abilities must demonstrate during interview the ability to speak, read, write, and understand English sufficiently to execute job requirements.

2.2.1.7. DAF CP/SG must be able to operate all Security Forces vehicles and installed equipment and will possess a valid driver's license. The DFC will be notified and

CPO/CPF will be contacted for advice regarding options defined by applicable Federal and/or agency instruction for personnel whose driver's license cannot be maintained due to suspension or revocation.

2.2.2. Individuals tentatively selected for appointment to DAF CP/SG positions will be subject to the following pre-employment checks/inquiries. Checks/inquiries will be requested by the security forces unit/organization and performed by the Information Protection Office to meet the minimal NACI standard. The DFC will be notified and CPO/CPF will be contacted for advice regarding options defined by applicable Federal and/or agency instruction for employees whose security clearance is revoked or their suitability to maintain a security clearance is in question.

2.2.2.1. Local files check. This is normally a check of the Security Forces Management Information System (SFMIS) and/or Defense Central Index of Investigations (DCII) to determine if unfavorable information has been recorded on individuals covering the time period of age 18 to present.

2.2.2.2. Reference check. This is a check with former employers, supervisors and personal references.

2.2.2.3. Arrest and Criminal History Records Check (except where prohibited by local and state law). This is normally a National Crime Information Center (NCIC) check of the state(s) in which an applicant has resided.

2.2.2.4. National Agency Check Plus Written Inquiries and Credit Check (NACIC). These are conducted by OPM for all civilian employees assigned to non-sensitive positions and will be required for most basic positions. (See AFI 31-501, *Personnel Security Program Management*). However, when DAF CP/SG positions which are normally categorized as non-critical sensitive positions, and may require completion of a favorable Access National Agency Check with Written Inquiries and Credit Check (ANACI) prior to appointment (See AFI 31-501), filling a position before completion of the ANACI will be kept to a minimum. If absolutely necessary, a pre-employment waiver may be authorized in writing by appropriate authority listed in AFI 31-501. In such cases, the position may be filled only after the ANACI has been initiated, as long as favorable NACI has been completed.

2.2.2.4.1. Responsible officials (See Chapter 3, AFI 31-501) will implement a tracking system to ensure records of personnel granted waivers are monitored to ensure results are received. CPO will share ANACI results with requesting organization upon receipt.

2.2.2.5. Lautenberg Amendment to the Gun Control Act of 1968, Suitability. This is normally determined through an arrest and criminal history records check and/or local files check. If favorable determination is made and when hired, the employee will be briefed on the Lautenberg Amendment and briefing documented on DD Form 2760, *Qualification to Possess Firearms or Ammunition*, which will be placed and maintained in employee's CPO and Unit personnel file.

2.2.3. The security forces unit/organization where employment is being sought will make the results of the local files check, reference check, and arrest and criminal history records check available to the CPO/Civilian Personnel Flight (CPF) with a recommendation to continue or

discontinue processing of the applicant. Results of the ANACI are normally provided to CPO/CPF by AFCAF or OPM. Receipt of the ANACI results, the last piece of information, thus makes available all pre-employment information to hiring officials for use in making hiring decisions. Additionally, provisions of HSPD-12 allow issuance of the CAC after a favorable return on fingerprints.

2.2.4. DFC of outside CONUS (OCONUS) MAJCOMs will utilize the necessary security screening procedures to ensure the spirit and intent of this instruction is met. The Information Protection office will be used for this process. The cooperation of the host country will be solicited, as needed.

2.3. Drug Testing. All DAF CP/SG will be subject to the AF random drug testing program as a condition of employment. All DAF CP/SG applicants will receive a letter from CPO directing the administration of a drug test (Condition of Employment for Certain Civilian Positions Identified as Sensitive Positions Under the Department of the Air Force, Drug-Free Federal Workplace Program) and pass the drug test per DoDD 1010.9**,** *DoD Civilian Employees Drug Abuse Testing Program*, and AFI 36-810, *Substance Abuse Prevention Control*, before being hired. Additionally, drug testing may be required as a result of an accident or an unsafe practice and for employees in sensitive positions. The extent to which such employees are tested and the criteria for such testing shall be determined by the Head of each DoD Component, based on the mission and its employees' duties, the efficient use of resources, the danger to public health and safety or to U.S. national security that might result from the failure of an employee to discharge his or her position adequately.

2.4. Medical Standards. To achieve its mission of delivering security services to protect Air Force and Department of Defense (DoD) personnel and resources worldwide, the Air Force requires a capable and physically fit DAF CP/SG work force.

2.4.1. The Air Force medical examinations include:

2.4.1.1. Pre-employment exams.

2.4.1.2. Fitness for duty exams.

2.4.1.3. Periodic occupational health and injury compensation examinations.

2.4.1.4. Chemical, breath, blood, or urine tests prescribed by AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and existing laws.

2.4.2. Disclosure of these and similar medical examinations and the resulting medical records and information are prescribed by AFI 41-210, *Patient Administration Function*, and do not fall under confidentiality requirements.

2.4.3. Medical evaluation for DAF CP/SG applicants and current employees will be conducted in accordance with prescribed OPM and DoD 6055.05M, *Occupational Medical Examinations and Surveillance Manual*. The following excerpts from applicable laws, regulations and policies are provided for informational purposes.

2.4.3.1. Law: *5 U.S.C. Section 3301, Civil Service*; generally the President may ascertain the fitness of employees as to age, health, character, knowledge, and ability for the employment sought.

2.4.3.2. Code of Federal Regulations:

2.4.3.2.1. *5 CFR Part 339 – Medical Qualifications Determinations*

2.4.3.2.2. *339.101 Coverage*. This part applies to all employees or all employees in competitive or excepted service positions.

2.4.3.2.3. *339.102 Purpose and Effect*, subparagraph (c). Failure to meet a properly established medical standard or physical requirement under this part means that the individual is not qualified for the position unless a waiver or reasonable accommodation is indicated, as described in subparts 339.103 and 339.204. An employee's refusal to be examined in accordance with a proper agency order authorized under this part is grounds for appropriate disciplinary or adverse action.

2.4.3.2.4. *339.202 Medical Standards*. The Office of Personnel Management (OPM) may establish or approve medical standards for a Government-wide occupation (i.e., an occupation common to more than one agency). An agency may establish medical standards for positions that predominate in that agency (i.e., where the agency has 50 percent or more of the positions in a particular occupation). Such standards must be justified on the basis that the duties of the position are arduous or hazardous, or require a certain level of health status or fitness because the nature of the positions involves a high degree of responsibility toward the public or national security concerns. The rationale for establishing the standard must be documented. Standards established by OPM or an agency must be established by written directive and uniformly applied; directly related to the actual requirements of the position; and, consistent with OPM instructions published in 5 CFR Part 339.

2.4.3.2.5. *339.203 Physical Requirements*. Agencies are authorized to establish physical requirements for individual positions without OPM approval when such requirements are considered essential for successful job performance. The requirements must be clearly supported by the actual duties of the position and documented in the position description.

2.4.3.2.6. *339.205. Medical evaluation programs.* Agencies may establish periodic examination or immunization programs by written policies or directives to safeguard the health of employees whose work may subject them or others to significant health or safety risks due to occupational or environmental exposure or demands. The need for a medical evaluation program must be clearly supported by the nature of the work. The specific positions covered must be identified and the employees or incumbents notified in writing of the reasons for including the positions in the program.

2.4.4. The DAF CP/SG medical examination program includes a mandatory medical evaluation prior to performing the PAT, pre-placement medical examination, periodic medical examinations, and return to duty or fitness for duty examinations when the employee develops a medical condition that permanently impacts their ability to perform the essential functional and work condition elements of the position. Employees must report and provide complete and accurate medical information to the examining and reviewing physicians, and disclose any prior health issues or treatments -- including mental health issues or treatment. A civilian doctor can be used to perform the examination, but must be reviewed by a MRO with Federal Status.

2.4.5. The Medical Review Officer (MRO) shall be a currently licensed doctor of medicine (M.D.) or osteopathy (D.O.) assigned to the base Military Treatment Facility. The MRO shall be qualified to provide professional expertise in the areas of occupational safety and health as they relate to the program and policies established under this program.

2.4.6. Civilian employees at occupational risk for vaccine–preventable disease. In accordance with AFJI 48-110, *Immunizations and Chemoprophylaxis*, Federal civilian employees at risk of exposure to an infectious disease associated with their occupation will receive appropriate immunizations without charge at military activities. Immunizations will be administered upon recommendation of the responsible occupational medicine authority. For Federal employees in a bargaining unit, local management must meet applicable labor relations obligations before implementing any changes to the bargaining unit employees' conditions of employment. Civilian personnel offices provide guidance on these matters.

2.5. Medical Evaluation Program

2.5.1. The purpose of the Medical Evaluation Program is to ensure DAF CP/SG personnel are able to safely perform the physical fitness and work condition requirements for their position.

2.5.1.1. An initial medical evaluation will be completed on all DAF CP/SG personnel upon employment, periodically and on termination if there is a reasonable belief the employee was exposed to a job related hazardous material or condition that adversely could affect the employee's health. The offer of employment will be contingent on medical certification of the ability to perform the essential job functions. The initial medical evaluation will be accomplished during initial pre-placement evaluation of potential selectees.

2.5.1.1.1. Veterans must provide a (VA Certificate) as part of the application process if they claim veteran's preference as a disabled veteran. The VA Certificate provides eligibility for the preferential treatment by the personnel community.

2.5.1.1.2. The VA Rating Decision is a critical document that not only provides information regarding the percentage of disabilities(s) that have been determined to be service-connected but also provides an extensive analysis of the medical basis used to support the disability rating. Each veteran who has been awarded veterans preference based on a service-connected disability for hiring, will bring their VA Rating Decision to all physical examinations. This will allow the medical officer to fully understand the limitations which may be placed on the individual based on the documented rationale for the disability ratings. The VA Ratings Decision form does not challenge the right to preferential hiring but merely provides the AF Medical Officer with details of the disabilities.

2.5.1.2. The DAF CP/SG, periodic medical evaluation must not exceed a three year period. The examining physician will tailor this periodic evaluation as clinically indicated, based upon risk factors, and in accordance with guidance from Air Force Surgeon General (HQ USAF/SG). Supervisors are responsible for coordinating the evaluation of their personnel. A medical evaluation may be accomplished more frequently if, in the interim, there are medical signs or symptoms suggestive of a medical condition that might interfere with the performance of essential job functions, or at the

discretion of the examining physician. Continuing medical evaluations (including cardiovascular evaluation) of DAF CP/SG will be accomplished in accordance DoD Manual 6055.05M, *Occupational Medical Examinations and Surveillance Manual*, (See Attachment 5). These documents assist the examining physician in identifying conditions that ordinarily might be expected to interfere with the performance of one or more essential job functions as described in (Attachment 4).

2.5.1.3. Individual medical information, such as hospital records, specialized tests, or an examination by another medical specialist, may be required to determine if an individual can perform the essential functions of the job, with or without reasonable accommodation. If a condition develops in a DAF CP/SG employee that permanently restricts the individual from performing the essential functional or work conditions of the position, the MRO should place the individual on appropriate restrictions until a Fitness For Duty determination can be made per 5 CFR Part 339. The DFC will be advised promptly of any medical condition that may impact the employee's ability to perform the essential functions of the job. When the DFC's evaluation suggests the employee's ability to perform essential functions of the job is affected for a significant period longer than 3 months with no possible solution, the DFC/Supervisor shall notify the servicing CPO. The servicing CPO and the servicing legal advisor will assist the DFC with any appropriate personnel action. Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

2.5.2. Specific knowledge of the tasks typically performed and the conditions under which the tasks are performed are a crucial component necessary to render an accurate occupational medical opinion. Resources that describe police officer/security guard qualifications, but not limited to, are: description of duties, training requirements, qualifications/classification standards, and essential job tasks (see Attachment 4). The OF 178, *Certificate of Medical Examination*, or equivalent, will be used to document the medical provider's evaluation and disposition.

2.5.3. A medical certificate signed by a military facility physician, to verify the individual is able to perform the PAT with minimal risk to safety and health will be completed initially and prior to each Diagnostic PAT (see Attachment 3). The examining physician will check all items of medical significance necessary to accurately report sufficient medical information to fully describe the individual's current medical condition, including reviewing the individual's medical history. The signed medical certificate will be submitted by the employee to the SF Unit prior to the individual performing the PAT. The Medical Review Officer (MRO) should be consulted as the final approving authority when there are questions.

2.5.4. During an incumbent's medical evaluation, when the examining physician identifies one or more medical conditions that will interfere with the DAF CP/SG's performance of the essential functional or work conditions of the position and a medical standard disqualification recommendation must be conducted, the AFSFC/CC appoints an MRO and creates an Air Force Security Forces Qualifications Review Board (SF-QRB) to make the necessary employment-related decisions (See Attachment 12).

2.5.5. All medical examinations required of applicants and incumbent DAF CP/SGs under this AFI will be conducted in government facilities when possible and will be done at government expense.

2.6. Position Descriptions (PDs). It is desirable that only those position description documents approved by the DAF CP/SG CFM will be used for hiring of DAF CP/SGs. Generic PDs for 0085 Security Guard, 0083 Police Officer and 0080 Security Specialist (Law Enforcement) can be found in the SCPD/SPD Library under the Air Force Manpower Agency website, **https://www.my.af.mil/gcssaf/USAF/ep/globalTab.do?channelPageId=s6925EC1336E40FB5E044080020E329A9** . The Air Force Reserve Command (AFRC) will maintain position descriptions for their civilian police officers.

2.6.1. DAF CP Combat Arms (CA) Training personnel should be classified under the 0083 series and include duties for both CA and Police Officer. The intent is to provide an employee who is first a Police Officer and second a CA expert; an employee with enhanced knowledge for training that can respond to Integrated Defense emergency situations. This requirement is intended for SF unit-level operations. Similarly, other DAF CP evolving positions like Military Working Dog Handler should also be classified under the 0083 series.

2.6.2. A prospective employee (applicant) must meet all conditions of appointment described in the CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS section, usually box number 33 on the reverse side of PD to include:

2.6.2.1. Must pass an initial pre-employment medical examination and periodic medical examinations

2.6.2.2. Must pass a required initial and annual PAT (See Chap 6)

2.6.2.3. Must meet established hearing standards and discern colors, contrast, and depth

2.6.2.4. Must undergo initial and periodic job compatibility assessments

2.6.2.5. Applicant must be qualified in the use of required weapon(s). To mitigate AF liability for injuries to potential DAF CP/SGs that could occur during the conditional employment phase of the hiring process, applicants will conduct weapons qualification after such a person is accepted as an AF employee, rather than during the conditional employment phase. This policy measure is recommended in the legal review by the Labor Law Field Support Center/Labor Relations Law Branch. If an employee (applicant/incumbent) is unable to qualify on the required weapon(s), the employee can be removed as DAF CP/SG as weapons qualification is a requirement to perform the employee's assigned duties.

2.6.2.6. Must wear a uniform and meet applicable DAF CP/SG dress and appearance standards contained within this AFI. For Federal employees in a bargaining unit, local management must meet applicable labor relations obligations before implementing any changes to the bargaining unit employees' conditions of employment.

2.6.2.7. Subject to annual duty position evaluation (DPE) on a pass/fail standard. See paragraph 5.2 for course of action upon failed DPE.

2.6.2.8. Must possess an automobile drivers' license currently valid in the State in which they are domiciled or principally employed and must complete OF Form 345, as per AFI 24-301, *Vehicle Operation*.

2.6.3. PDs written for 0085 series relegate the position to Security Guard duties; while PDs for the 0080(LE) and 0083 series provide the flexibility to utilize these positions in every functional SF duty. Training standards to include flightline-oriented taskings (e.g. perform

SRT member duties, establish a temporary restricted area, tactics) are reflected in DAF CP/SG CFETP.

2.7. Continued Service Agreement (CSA)

2.7.1. A CSA is an agreement by the employee to continue in service upon training completion. As a minimum, all training over 80 hours requires a CSA. The period of service obligation begins the first workday after the training ends, and is equal to at least three times the length of the training. Longer periods of required service are set if justified by the costs of training or other factors, such as situations when employee enters into a period of non-pay status. Refer to AFI 36-401, *Employee Training and Development*.

2.7.2. Both the Security Guard and Police Officer courses from the Veterans Administration Law Enforcement Training Center (VA-LETC) fit the requirement for a CSA. Additionally, new hires are provided two weeks of pre and three weeks of post VA-LETC local training that can be considered for a CSA per AFI 36-401. Considering the total of local and formal training, a CSA for VA-LETC training should be for not less than 6 months. As stated in AFI 36-401, longer periods of required service can be set if justified by other factors. For locations that are experiencing difficulty hiring, or where applicants receive training and are leaving for other agencies; a 1 year period for the CSA will be used. Subsequently, if more training time is required, that time can be factored into the obligation period. Employees will sign a CSA before commencement of training (See Attachment 6). Once an employee has signed a CSA, the Employee Development Manager/Specialist (typically the Supervisor or Training Superintendent) ensures a system is in place to monitor the date the obligation service commitment expires, preventing any separation action from being processed without consideration of this obligation.

2.8. Permanent Positions

2.8.1. As the Department of the Air Force Civilian Police continues to grow and permanent positions are gained to replace temporary and term positions, the permanent positions should be police officer series 0083, so the force structure provides the same capability as the military SF force. Both the United States Marine Corp and the USAF have determined that the additional capability of police officers is required for the defense of our personnel and resources.

2.8.2. It is therefore SF policy that permanent DAF CP personnel working in operational flights will be police, series 0083. Combat arms instructors should also be in the 0083 series, as per AFI36-2226. The 0080 (Law Enforcement) parenthetical designator will be used when classifiers limit the grade levels of 0083 personnel and when duties justify a grade GS-10 or higher for a specified position.

2.8.3. Over hire personnel (non-permanent positions) that are hired for term positions may be either police (0083) or security guard (0085). However, units are encouraged to hire police officers when possible.

2.8.3.1. A 0085 security guard will primarily perform the duties of installation entry controller.

2.8.3.2. A 0083 police officer offers the flexibility of utilization as installation entry controller, flight line security duties, as well as installation law enforcement and ability to perform the full spectrum of Integrated Defense duties. When a unit uses 0083 police officers, the officers will be rotated regularly among all positions they are certified in.

2.8.4. Units should evaluate their missions to determine if the security work their police officers perform directly affects "national security" and request those positions be excluded from collective bargaining agreement (CBA) as per 5 U.S.C. § 7112(b)(6). This is accomplished by conducting a local legal review involving legal, security forces, and personnel advisors. It is then followed by preparing a package from the installation wing commander to MAJCOM Manpower and Personnel (A1) validating why police officers should be excluded from a CBA. The package should include as a minimum a memo, point paper, referenced authority described above, current position description(s), and any cases with precedent. It is best to request the CBA exemption before hiring the positions. Once exemption is granted, the DAF CPs must be used in the duties directly affecting national security (e.g. Flightline, Commercial Vehicle Search, LE Desk duties).

2.9. Hiring or Working with Contract Security Personnel *If hiring or working with contract security personnel in an overseas contingency operation, refer to Combatant Commander Guidance as outlined in DoDI 3020.50,Private Security Contractors Operating in Contingency Operations*.

2.10. Overtime Requirement

2.10.1. Providing 24-hour SF operations mission coverage will be expected of DAF CP/SG. As they prepare for normal shift operations, police and security guards will require overtime to accomplish their mission.

2.10.2. There are numerous duties, activities and situations that will require the need for overtime. Although not all inclusive, some of this time involves the pre-shift and post-shift activities. Pre-shift activities will normally consist of the issue, receipt, inspection and function check of the security equipment. Other activities are briefings on vehicle and weapons safety, current threat, various procedures and changes, and security deficiencies/items of interest. These activities may be part of the unit's guardmount. Post-shift activities include the turning in of all equipment issued for the shift. It may consist of completing and filing/entering reports and paperwork. Routine pre and post-shift activities are prescribed in governing documents to include law enforcement/security directives and technical orders.

2.10.3. Overtime is also required when transporting the DAF CP/SG to and from the marshalling area (where the pre and post-shift activities occur, e.g. Operations Facility, armory). A determination of the appropriate amount of overtime will be based on the distances to and from the fixed posts, amount and type of equipment being used, number and complexity of checks required, frequency and depth of briefings. Additionally, there may be occasions when an oncoming shift does not have sufficient personnel to meet all mandatory posting requirements. Normally the requisite number of personnel from the off-going shift would be held over for the minimum time necessary until additional personnel can be obtained. The appropriate amount of overtime would be provided in such cases.

2.10.4. Overtime can easily become an excessive expense. DFCs and DAF CP/SG managers and supervisors will strictly monitor overtime to ensure that the appropriate amount is authorized given the factors associated with each post. Generally, the most common time for a post requiring in-place change over is 1.417 hrs per shift.

Chapter 3

AUTHORITY OF DEPARTMENT OF AIR FORCE CIVILIAN POLICE/ SECURITY GUARD

3.1. General. This chapter prescribes the authority of DAF CP/SGs performing law enforcement or security functions on Air Force installation/activities. The DoD Instruction (DoDI) 5200.08, *Security of DoD Installations and Resources*, and Section 797 of Title 50, United States Code (USC), Section 21 of the Internal Security Act of 1950, requires DoD installation commanders to take reasonably necessary and lawful measures to maintain law and order to protect installation personnel and property. Based on this authority, the installation commander has the authority to direct law enforcement and security activities on his/her installation.

3.2. DAF CP/SG Authority. The DAF CP/SG personnel performing law enforcement and security duties authorized by the installation/activity commander may apprehend any persons found on the installation/activity for offenses committed on post that are felonies, misdemeanors, breaches of the peace, a threat to property or welfare, or detrimental to good order and discipline. Such apprehension authority is limited to issuing citations and turning the subject over to the appropriate civilian or military authorities.

3.2.1. On duty DAF CP/SG personnel are considered part of the DAF, therefore, are subject to the restrictions on aid to civilian law enforcement imposed by 18 USC 1385, commonly known as the Posse Comitatus Act. Accordingly, any proposed aid to civilian law enforcement must be reviewed by the servicing SJA.

3.2.1.1. DAF SG authority and jurisdiction to perform force protection tasks on their installation/activity are valid while performing these duties during their work hours only. An on-post apprehension conducted by a DAF SG in an off-duty status is a detention by a private citizen. DAF SGs will not carry AF weapons while off duty and they are not authorized to store AF weapons at a private residence. AF weapons must be stored in an authorized storage facility in accordance with AFI 31-101. AF security guards while on duty will not carry privately-owned weapons or privately-owned ammunition. The carrying of privately-owned weapons on post by off-duty SGs when participating in an authorized off-duty activity such as skeet and trap shooting will be in accordance with policy established by the installation/activity commander.

3.2.1.2. DAF CP authority and jurisdiction to perform law enforcement tasks are valid while performing these duties during their work hours only. An on-post apprehension conducted by DAF CP in an off-duty status is a detention by a private citizen. DAF CP will not carry AF weapons while off duty and they are not authorized to store AF weapons at a private residence. AF weapons must be stored in an authorized storage facility in accordance with AFI 31-101. AF weapons are not permitted for carrying on a standby basis. DAF CP while on duty will not carry privately-owned weapons or privately-owned ammunition. The carrying of privately-owned weapons on post by off-duty DAF CP when participating in an authorized off-duty activity such as skeet and trap shooting will be in accordance with policy established by the installation/activity commander.

3.2.2. **Assimilative Crimes Act.** Makes criminal and adopts state criminal laws for areas of exclusive or concurrent Federal jurisdiction provided Federal criminal law, including the UCMJ, has not defined an applicable offense for the misconduct committed.

3.3. Posse Comitatus Act. The Congress of the United States enacted this law in 1878 to restrict the use of the military to enforce civil law, Title 18, U.S.C., Section 1385. See also Title 10 U.S.C., Section 375. This Act applies to both SF military members and DAF CP/SG.

3.3.1. This act prevents military personnel from executing the laws of the states or the laws of the United States except when acting under the authority of the US Constitution, an Act of Congress, and under the direction of the President of the United States. Posse Comitatus governs the use of military personnel only within the Continental United States (CONUS) to include Alaska, Hawaii and the US Territories. The Act does not apply to National Guard personnel performing in Title 32 status under the command of a State governor.

3.3.2. This act does not prevent:

3.3.2.1. Security Forces from using force to stop a fleeing felon or suspected felon for the purpose of aiding civilian law enforcement.

3.3.2.2. Actions in the performance of duties employed "off-duty" as a security guard or police officer (i.e. SF members with second jobs).

3.4. Deputization of Air Force Law Enforcement Personnel by State and Local Governments. Per AFI 31-201, the Secretary of the Air Force is the approval authority for the deputization by state and local governments of uniformed law enforcement personnel under the authority of the Air Force, including Security Forces, civilian police, and/or security guards.

3.4.1. If state or local deputization is needed, the senior installation law enforcement official will prepare the request. The request will be based on the justification guidelines established in DoDI 5525.13, *Limitation of Authority to Deputize DoD Uniformed Law Enforcement Personnel by State and Local Governments,* and will include:

3.4.1.1. The number of uniformed law enforcement personnel to be granted the authority and a certification that they have received the requisite training to affect the type of deputization.

3.4.1.2. The time frame envisioned for the authority to be exercised. Blanket time authorizations will not be considered.

3.4.1.3. The policies and procedures to prevent misuse of the authority to be employed by the requesting installation law enforcement official.

3.4.1.4. A copy of the proposed memorandum of understanding with the state or local jurisdiction that will carry out the deputization, to include the signature of the appropriate official representing that state or local jurisdiction.

3.4.2. Requests for approval will follow the appropriate chain of command to the Secretary of the Air Force for approval. The request may be disapproved at any level. As a minimum, requests will be coordinated through the following:

3.4.2.1. Installation Commander

3.4.2.2. Major Command (MAJCOM) Chief of Security Forces (A7S)

3.4.2.3. Commander, HQ Air Force Security Forces Center

3.4.2.4. HAF/A7S Director of Security Forces

3.4.2.5. AF/JA

3.4.2.6. SAF/GC

3.4.2.7. SAF/IG

3.4.3. The Secretary of the Air Force will consider the request and return a decision through appropriate channels.

3.5. Authority to Deputize DoD Uniformed Law Enforcement Personnel by State and Local Governments

3.5.1. Because of potential conflicts of interest, it is Air Force policy that DAF CP/SGs will not be deputized or exercise any additional authority or jurisdiction granted by local, state, or Federal governments to perform law enforcement duties on or off a military installation or facility while wearing the duty uniform and/or badge.

3.5.2. In accordance with DoDI 5525.13, *Limitation of Authority to Deputize DoD Uniformed Law Enforcement Personnel by State and Local Governments*, paragraph 8, any existing cases of deputization of Air Force uniformed law enforcement personnel by state and local governments that have not been approved by the Secretary of the Air Force are invalid. Any existing cases will not be grandfathered where those cases do not have the approval of the Secretary of the Air Force as per DoDI 5525.13, paragraph 4.3.

3.5.3. Requests for an exception to this prohibition will be submitted in accordance with DoDI 5525.13, as described in paragraph 3.4, above. The approval authority is the Secretary of the Air Force.

3.5.4. This prohibition does not apply to DAF CP/SG employed while off duty by local, state, or Federal governments.

3.6. Limitations. DAF CP/SGs' authority and jurisdiction to perform integrated defense tasks on the installation/activity are valid while on-duty, during their work hours only. An on-base apprehension conducted by a DAF CP/SG in an off-duty status is a detention by a private citizen. DAF CP/SGs will not carry Air Force issued weapons while off-duty, and they are not authorized to store Air Force issued weapons at a private residence. Air Force issued weapons are not permitted for carrying on a stand-by basis. DAF CP/SGs will not carry privately-owned weapons or privately-owned ammunition while on the installation. Procedures for carrying privately –owned weapons on the installation while in off-duty status are covered in AFI 31-101.

3.7. Identification. DAF CP/SGs are currently issued standardized identification DoD CAC cards. The duty uniform and DAF CP/SG badge may only be worn while on duty or while traveling to and from work as determined by the DFC. While wearing the duty uniform and badge, civilian police officers/security guards may intervene to perform law enforcement tasks on their installation only.

3.8. OCONUS. When applicable, the authority and liability of DAF CP/SGs overseas depends on applicable international agreements, Status of Forces Agreement, and local law. Seek the advice of OCONUS SJA regarding the status of such personnel.

3.9. Written Instructions Delegation of authority for DAF CP/SGs to perform their duties will be directed to the Installation DFC. The commander's responsibility includes the selection, employment, training, certification, management, and supervision of DAF CP/SG personnel; the issuance of standing operating procedures (SOPs) which define the scope of their authority (persons, places, and offenses within their security enforcement jurisdiction); and the establishment of written procedures for notifying each DAF CP/SG of the extent of their authority (specific empowerment and limitations) as described above, and procedures for suspending and withdrawing their security enforcement authority. The DFC will coordinate all policies and procedures concerning authority and jurisdiction with the installation Staff Judge Advocate. All such policies and procedures will be reviewed at least every two years for adequacy and legal sufficiency. In addition, procedures must be established to ensure each DAF CP/SG acknowledges in writing, a clear understanding of their authority and jurisdiction (See Attachment 2). Written instructions will be reviewed at least once a year and updated, if necessary. Because of potential conflicts of interest and Posse Comitatus Act issues, DAF CP/SGs while wearing the duty uniform and/or badge, may not be deputized or exercise any additional authority and jurisdiction other than that given by the installation/unit commander while on duty. This consideration includes the Secretary of the Air Force exception for deputization, as per DoDI 5525.13.

Chapter 4

UNIFORMS FOR CIVILIAN POLICE AND GUARDS

4.1. Covered Employees. The content of this chapter applies to any civilian employed as DAF CP/SG by the Air Force. ***EXCEPTION:*** Optional for any police or guard employee whose primary duty requires them to serve in the field of investigation, subject to the approval of the unit commander.

4.2. Purpose of the Uniform. Employees must wear the prescribed duty uniform for the purpose of identification and as evidence of authority.

4.3. Uniform Allowances for DAF CP/SG.

4.3.1. **Initial Allowance.** As per DoDI 1400.25, *DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees*, par., 4.e. and 4.c. payment of an initial allowance in the amount of $1,800.00; or a lower initial allowance equal to the cost of the uniform whichever is less. The initial allowance of $1,800.00 is authorized for civilian police only. The initial allowance payment of $800.00 is authorized for security guard. All uniform items required are covered as part of the uniform allowance.

4.3.2. **Replacement Allowance.** An $800 annual replacement allowance is authorized after one complete year of service IAW DoDI 1400.25. After one complete year of service, DAF CP/SG will receive a $200.00 (or a lower allowance equal to the cost of the uniform whichever is less) quarterly replacement allowance until the individual is no longer serving as a DAF CP/SG." AFRC authorizes an annual payment not to exceed $800 per year or equal to the cost of the uniform.

4.4. Required/Prohibition of Wearing the DAF CP/SG Uniform. All personnel will wear the DAF CP/SG standard uniform when on duty unless an exception is granted for wear of civilian clothes for mission reasons as determined by the DFC. All service uniform combinations are authorized for year-round wear. However, appropriate discretion will be used based on weather conditions and duties. Installation Commander or DFC may authorize DAF CP/SG the wear of an alternate light blue color shirt for extreme hot climatic conditions, but only for the period of the extreme conditions. The alternate shirt must meet standards of the duty shirt. The light blue shirt is an optional item that will be funded by the unit/installation. Unless specifically prohibited, installation or unit commanders may authorize DAF CP/SG to continue to wear uniform items changed in design or material as long as the item remains in serviceable condition. The uniform item can be worn up until the date the item is phased out.

4.4.1. The DAF CP/SG uniforms are prohibited for wear while off duty, except in transit to or from duty. The DAF CP/SGs are specifically prohibited from wearing their uniform under the following circumstances:

4.4.1.1. In connection with the furtherance of any political activities or commercial interests or when engaged in off-duty civilian employment.

4.4.1.2. When participating in public speeches, interviews, picket lines, marches or rallies, or in any public demonstration unless there is written authority that the Air Force sanctions the cause for which the activity is being conducted (e.g. a welcome home rally off the installation for returning troops).

4.4.1.3. When attending any meeting or event which is a function of, or is sponsored by, an extremist organization.

4.4.1.4. When participating in civilian court proceedings unless serving as a government witness.

4.4.1.5. When traveling in a foreign country.

4.4.1.6. When wearing the uniform would bring discredit upon the Air Force.

4.4.1.7. Uniforms pieces will not be worn as parts of civilian attire. For example: cap devices, badges and other U.S. or Air Force insignia and/or distinctive buttons. Exception: Tie Tacks and lapel pins when wearing civilian business attire are authorized.

4.4.1.8. In accordance with the Joint Ethics Regulation, *DoD 5500.7-R***,** DAF CP/SG employees are prohibited from attending events sponsored by non-Federal entities in their official DoD capacities at Federal Government expense.

4.4.2. Headgear will be worn with the DAF CP/SG uniform, except if it would interfere with the safe operation of vehicles. The wearing of DAF CP/SG headgear is not required while in or on a privately-owned vehicle (including a motorcycle or bicycle), commercial vehicle, or public conveyance (for example, subway, train, plane, or bus).

4.4.3. Employees may not wear articles of the primary duty uniform with the utility uniform and vice versa unless specifically authorized. Employees may purchase and wear approved optional items addressed by this directive when authorized by unit commanders. Employees must procure sufficient quantities of uniform articles to allow time for garments to be cleaned or laundered, and for making any emergency change in uniform that may be required.

4.4.4. For OCO converted positions code 'ZA' will be used when purchasing uniforms. For permanent positions, the unit funding code will be used.

4.5. Protective/Reflective and Foul Weather Clothing and Equipment. As per DoDI 1400.25, the authorized management official will require the wear of uniform items after a determination has been made that the nature of their work makes the wearing of a uniform necessary. Protective clothing and equipment such as reflective clothing/equipment, safety-goggles, safety-shoes, hearing protection, bullet resistant vests, helmet and respiratory protection for escape purposes will be obtained through supply channels according to applicable regulations or instructions. Employees will wear protective clothing and equipment according to the policies set by the installation commander/DFC.

4.6. Uniform Composition. The uniforms for male and female to include maternity wear for police and guards are similar in material, design, and color. Uniform material blend (weight) must match.

4.7. Procuring Uniforms. Employees must procure the prescribed primary duty uniforms [minimum of three] as soon as possible upon getting hired and after receiving their initial uniform allowance. Applicants will wear conservative civilian attire and attend unit training or work doing tasks out of public view, until receipt of uniform.

4.8. Primary Duty Uniform. Employees will wear this uniform as their primary uniform when performing duties requiring interaction with general public, such as installation entry control point, installation law enforcement duties, formal gatherings, etc (See Fig 4.1).

4.8.1. **Shirt, Long Sleeved.** The long sleeve shirt will be dark navy blue with epaulets, military creases, badge tab, two-button cuff closures, pleated pockets and scalloped pocket flaps. Shoulder patches (see fig 4.8) will be worn on both sleeves of the shirt, sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Police or guard badge (see fig 4.9) will be worn on the standard badge tab over the left breast pocket. This uniform will be worn with the shirt tucked into the trousers so the shirt button edge will be aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.

4.8.2. **Shirt, Short Sleeved.** The short sleeve shirt will be dark navy blue with epaulets, military creases, badge tab, pleated pockets and scalloped pocket flaps. Shoulder patches shall be worn on both sleeves of the shirt, sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Police or guard badge will be worn on the standard badge tab over the left breast pocket. This uniform will be worn with the shirt tucked into the trousers so the shirt button edge will be aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.

4.8.3. **Pants.** The pants for the primary uniform will be dark navy blue, straight leg, no cuff, or cargo pockets. Front of trouser legs shall rest on the front of shoe or boot with a slight break in the crease. Back of trouser legs will be approximately 7/8 inch longer than the front of the trousers. Pants will not be bloused when worn with the primary duty uniform. Pants will be worn with a belt and properly positioned on the hips.

4.8.4. **Primary Duty Uniform Wear.** The standard DAF CP/SG uniform is intended for wear during most on-duty occasions. Sleeve length on the long-sleeve shirt will extend to the center of the wrist bone. Wearing a tie with the long sleeve shirt is optional. When wearing a tie the long-sleeve shirt will be worn fully buttoned with a full-length tie or over the mock/turtleneck with the collar button open. The short-sleeve shirt may be worn with or without a full-length tie. Trousers will be fitted and worn so the center of the waistband is at the natural waistline. The trousers will reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front.

Figure 4.1. Primary Duty Uniform.

4.9. Nameplate, Patches, DAF Civilian Police/Security Guard Badges, Medals, Ribbons, Titles and Service Stripes.

4.9.1. **Nameplate.** Metallic, polished nickel finish name bar, 3” wide by 5/8” high; engraved with last name only, in black text. Nameplate will be worn centered directly above the right uniform shirt breast pocket, bottom of nameplate even with uppermost seam of the

pocket on the primary duty uniform shirts. Nameplate is authorized on the uniform sweater, worn on the name tab or placed in a similar position as the uniform shirt.

4.9.2. **Duty Titles/Insignia.** The titles of Deputy Chief/"DEPUTY CHIEF"; Assistant to the Ops Officer/"ASST OPS OFF"; Shift Supervisor/"SHIFT SUPVR"; Training Supervisor/"TRNG SUPVR" and Staff Officer/"STAFF OFFICER" will be used to distinguish personnel in these positions. The Deputy Chief, Assistant Operations Officer, Shift Supervisor, Training Supervisor and Staff Officer duty titles will be made of metallic, polished nickel finish, cutout letters (see figures: 4.2, 4.3, 4.4, 4.5 and 4.6.). (Collar Insignia illustrations below are not actual replica). GS-07 police officers will wear two chevrons and GS-08 police officers will wear three chevrons (see figure: 4.7). The metal chevrons will be metallic silver or polished nickel finish and when embroidered or sewn on titles and chevrons will be made of silver or gray thread (451);. The title and chevrons will be worn on the shirt or outerwear garment collar for easy identification. They will be worn 1 inch up and centered. Police Officers will be addressed as "Officer" and Security Guards as "Guard" when using the titles. In a SF unit organizational structure, the Deputy Chief is the civilian next-in-line to the Defense Force Commander, the Assistant Ops Officer is the civilian second to the Operations Officer, the Shift/Training Supervisors are the equivalent to the flight chief, section or area supervisor, the Staff Officer is the Program Manager at the HAF/MAJCOM level. In units with a Deputy Chief and in the absence or deployment of the DFC, the Deputy Chief will report to the Operations Officer.

Figure 4.2. Sample Collar Insignia (In Polished Nickel Finish) GS-13/14 (Size is apprx 3/8 X 3)

Figure 4.3. Sample Collar Insignia (In Polished Nickel Finish) GS-11/12 (Size is apprx 3/8 X 3)

Figure 4.4. Sample Collar Insignia (In Polished Nickel Finish) GS-08/09 (Size is apprx 3/8 X 3)

Figure 4.5. Sample Collar Insignia (In Polished Nickel Finish) GS-08/09 (Size is apprx 3/8 X 3)

Figure 4.6. Sample Collar Insignia (In Polished Nickel Finish) GS-12/13/14 (Size is apprx 3/8 X 3)

Figure 4.7. Sample Collar Insignia GS-07/08 (Size is apprx 1 X 1)

4.9.3. **Shoulder Patches.** These are worn on both sleeves of the uniform shirt, sweater, parka, and jacket. The shoulder patch will be sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Patches will be requisitioned through local supply channels using the approved HQ AFSFC Force Protection Commodity Council standardized listing see Fig: 4.8.

Figure 4.8. Shoulder Patches.

4.9.4. **DAF Civilian Police/Security Guard Badge.** The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab of the outermost garment. Badges will be requisitioned through local supply channels using the approved HQ AFSFC Force Protection Commodity Council standardized list see Fig 4.9

Figure 4.9. DAF Civilian Guard/Police Badges.

SILVER COLOR METAL
SW 11 (White)
SW 350 (Dark Blue)
SW 260 (Light Blue)
SW 559 (Brown)

4.9.5. **Cloth Nametape, Collar Insignia and Badge.** The cloth nametape, collar insignia and badge will be sewn or embroidered in place of the nameplate and metal badge on the utility uniform shirt. The cloth badge will be silver or gray in color on dark blue/black background. The silver/gray thread number 451 and black thread number 900 illustrated in Fig 4.8, will be used for the embroidered or cloth badge. If authorized by the unit commander, the cloth badge may be sewn or embroidered on the jacket. The person's last name will be embroidered on the jacket or a metal nameplate can be used.

4.9.6. **Medals, Ribbons, and Service Stripes.** Civilian awards will be worn in the order of precedence from the wearers right to left, top to bottom, in one or more rows, with 1/8-inch space between rows, each row will not contain more medals than the row below. See AFI 36-2805 and 36-2803 for civilian awards. The medals will be worn centered on the left front pocket flap of the shirt in line with the top pocket seam. Service ribbons will not be worn when full size service medals are worn. If the service ribbon is worn in place of the service medal, it will be worn centered 1/8-inch above the nameplate**.** Medals and ribbons may be worn with the primary duty uniform for ceremonies, special events and at the discretion of the installation DFC**.** Service stripes are optional for guard and police wear on the long sleeved primary duty uniform shirt see Fig. 4.10. One service stripe will signify each five years of full time service as a military, Federal, state or municipal law enforcement officer. The service stripes will be blue with gold border and sewn on the lower left sleeve of the primary duty uniform shirt with the lower edge of the bottom stripe ½ inch above the top edge of the cuff. The complete stripe will be in front of the center crease of the sleeve. The wear of metal military retirement/service pins, metal US flags or any other pins not mandated by this instruction are prohibited.

Figure 4.10. Service Stripes.

4.10. Badge Wallet. Use of a badge wallet is limited to those personnel assigned to investigator duties and authorized to wear civilian attire while on duty. Carrying the DAF Civilian Police or Security Guard Badge in a badge wallet while off duty is not authorized.

4.11. Shoes. Black leather low quarter shoes with plain toe.

4.12. Boots. Black leather boots with plain toe. Nylon upper shank is optional.

4.13. Socks. Plain black socks are standard with low quarter shoes and boots. White socks may be worn with boots as long as they are not visible.

4.14. Trouser Belt. The belt for the primary uniform wear will be 1 1/2 to 2 inch wide plain in design, black leather with a conventional buckle. The conventional buckle will be a plain silver-colored metal buckle.

4.15. Undershirt. The uniform undershirt will be a plain black or dark navy blue crewneck without design or logo. **Optional Wear**: A black or dark navy blue turtleneck/mock turtleneck, without design or logo, may be worn under the primary duty uniform shirt with approval of the unit commander.

4.16. Necktie. Dark navy blue, clip on or quick release type, without logo or design, is optional for wear with the long sleeved duty uniform shirt. DFC may designate the tie as mandatory wear with the long sleeve shirt.

4.17. Necktie Holder. The necktie holder will be plain metal bar type, nickel finish without design or logo. It will be worn attached horizontally and aligned with the bottom of the shirt pocket flap.

Figure 4.11. Police Officer/Security Guard Baseball-Type Cap.

4.18. Standard Headgear. The standard headgear for both the primary duty and utility uniforms is a dark navy blue baseball-type cap with respective half-size Police/Guard patch affixed to the front, see Fig 4.11. Headgear will not be worn while performing duties on the flight line around aircraft to prevent FOD.

4.19. Formal Headgear. The formal headgear will be a dark navy Air Force visor-type service cap with black plastic front strap and black patent leather visor, with front eyelet to attach the miniature police/guard cap insignia, see Figs. 4.12 and 4.13. The cap may be worn with rain cover during wet weather conditions. The service cap will be worn with the primary duty uniform only, and for attendance of official or formal events; or as authorized by the DFC.

Figure 4.12. Formal Cap

Figure 4.13. Formal Cap Insignia.

4.20. Utility Uniform. The utility uniform will be worn when performing duties appropriate to the utility uniform, such as flight line security, search pit operations, tactical training, weapons firing, etc, see Fig 4.14.

Figure 4.14. Utility Uniform.

4.20.1. **Utility Shirt (Long/Short Sleeve).** The utility long/short sleeve shirt will be cotton and nylon twill or rip stop cotton, dark navy utility uniform. Shirt will be tucked into the waistband to allow positive securing of the duty belt to the trouser belt. This uniform will be worn with the shirt tucked into the trousers so the shirt edge will be aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line. Shirt sleeves may be rolled up in warm temperatures. If rolled up, sleeve material must match shirt and will touch or come within 1 inch of forearms when arm is bent at a 90-degree angle. Ensure shoulder patch is visible.

4.20.2. **Utility Shoulder Patches and Badge.** Shoulder patches will be worn on both sleeves of the shirt, sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Badge shall be worn centered above the left breast pocket, with the bottom of the badge approximately one inch above the top of the pocket. Cloth sew-on badge or embroidery is required to prevent from snagging during tactical use.

4.20.3. **Utility Nametape/Collar Insignia.** A cloth nametape containing last name only of the employee will be displayed on the utility shirt. The nametape height will be 1" tall with 3/4" lettering and the width equivalent to the width of the right shirt pocket. The nametape will be dark navy with silver/gray lettering. Embroidery of the name in place of the nametape using the same colors of silver/gray is permitted. Collar Insignia will be embroidered or sewn on, 1" up and centered on the collar.

4.20.4. **Utility Pants.** The utility pants will be of cotton and nylon twill or rip stop cotton dark navy utility, matching the shirt. The front of the trouser legs shall rest on the front of the boot with a slight break in the crease. Back of trouser legs will be approximately 7/8 inch longer than the front of the trousers. Pants will not be bloused unless participating in field condition exercises. Pants will be worn with a belt and properly positioned on the hips.

4.20.5. **Boots.** The uniform footwear will be black leather boots with plain toe. Nylon upper shank is optional. Low quarter shoes may not be worn with the utility uniform.

4.20.6. **Socks.** The plain black socks are standard for wear with boots. However, white socks may be worn with boots but may not be visible.

4.20.7. **Undershirt.** The uniform undershirt will be a plain black or dark navy crewneck without design or logo. **Optional Wear**: A black turtleneck/mock turtleneck, without design or logo, may be worn under the primary duty uniform shirt with approval of the unit commander.

4.20.8. **Trouser Belt.** Plain black nylon belt for utility uniform wear will be 1 ½ to 2 inch wide nylon web, black with a black tip. Closure shall be hook and loop.

4.21. Maternity Uniform. The authorized maternity uniform is the dark navy maternity pants and shirt. Obtaining the maternity uniform will be the responsibility of the employee unless otherwise directed by the unit Commander.

4.22. Bike Patrol Uniform. When authorized, the bike patrol uniform will be dark navy zip-off pants/shorts. The shirt will be dark navy with extra long tail, side vents, epaulets and microphone and badge tabs. Pants/shorts will have reflective tape on the outer seams, and shirts will have reflective trim around the sleeves. Rugged dark navy/black tennis shoes are authorized with this uniform only. Wear of this uniform will be at the discretion of the unit commander.

4.23. Outerwear

4.23.1. **Waist Length Jacket.** The waist length jacket will be worn with the primary duty uniform. Shoulder patches shall be worn on both sleeves of the jacket. Patches will be sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab. The waist length jacket will be designed to allow access to the firearm.

4.23.2. **Cold Weather Over Pants.** Must be dark navy in color and must match the waist length jacket or cold weather parka/blizzard coat.

4.23.3. **Cold Weather Parka/Blizzard Coat.** The need is locally determined for wear with either uniform. The parka shall be designed to allow access to the firearm. If access to firearm is limited, the equipment belt and gear must be worn on the outside of the parka. Shoulder patches will be worn on both sleeves of the parka sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab.

4.23.4. **Cold Weather Coveralls/Jumpsuit.** The coveralls/jumpsuit will be dark navy in color and either lightweight or insulated dependant on weather conditions. This outerwear uniform item will be worn with shoulder patches on both sleeves of the coverall/jumpsuit sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. The DAF Civilian Police/Security Guard Badge will be sewn over the left breast pocket. The jumpsuit will be worn to conduct commercial vehicle inspections only.

4.23.5. **Sweater.** The sweater will be dark navy blue, with epaulets, badge tab and nametag tab. **Optional Wear**: The sweater is optional and may be worn only over the long sleeved primary duty shirt. Tie is optional. Shoulder patches will be worn on both sleeves, sewn on one half inch (½") below and centered on the shoulder seam. The metal nametag will be

worn on the right breast tab. The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab.

4.23.6. **Cold Weather Watch Cap/Cold Weather (Trooper Cap).** The cold weather watch cap will be dark navy without logo or design. The Cold Weather (Trooper Cap) will be dark navy with miniature police/guard cap insignia affixed to the front like standard headgear, see Fig 4.11. This is an optional item for wear, as authorized by the unit commander.

4.23.7. **Cold Weather Gloves.** The cold weather gloves will be black, without logo or design. Gloves made of a material or design which interferes with the use of a weapon, are prohibited.

4.23.8. **Cold Weather Boots.** The cold weather boots will be black full grain water resistant breathable leather boots.

4.23.9. **Rain Jacket/Pants.** The rain jacket and rain pants will be reversible (LAPD dark navy blue/black on one side/Fluorescent yellow on the other side), with front zipper. Waist length rain jacket will have a hood. If full length raincoat is used, the raincoat uniform will be designed to allow access to the firearm. If access to firearm is limited, the equipment belt and gear must be worn on the outside of the rain gear.

4.24. Comfort Items. Police and guard personnel may wear items of clothing essential to their health and comfort, such as long underwear and athletic joint wraps, as long as the uniform conceals those items.

4.25. Standards of Uniform Appearance. Police and Security Guard employees will maintain a high standard of dress and appearance at all times. Public views of police and guards are shaped by their appearance. Personnel will project a professional image at all times while on duty and in uniform dress.

4.26. General Wear of Uniform. Uniform items not specifically authorized by this chapter are not authorized for wear. However, unit commanders may authorize additional apparel required to ensure that employees can perform their full range of duties in harsh or unusual conditions or to improve safety (such as reflective vests). Uniform/uniform items will be free of all rips, tears, frays, chips, fading, holes, etc.

4.26.1. Uniforms will be maintained clean, serviceable, and wrinkle-free (purchase of permanent press garments is highly encouraged). Tailoring may be used to improve the fit of the uniform, but it may not alter the general overall appearance of the uniform.

4.26.2. Metal devices and insignia will be free of scratches.

4.26.3. Shoes and boots will be clean and polished (if applicable to the skin of the footwear).

4.26.4. Repairs to uniforms may not be obvious.

4.26.5. Articles carried in pockets (e.g. wallet, checkbook) will not protrude, be visible, or present a bulky appearance. Keys and key chains will not be visible or attached to belt loops or belts unless required for duty. When issued, a Government mobile phone may be attached to the belt.

4.26.6. All buttons on the uniform will be buttoned (shirt, cuffs, pockets), whenever possible, with the exception of the collar button.

4.26.7. While in uniform, employees will refrain from placing their hands in their pockets except briefly to place or retrieve an object.

4.26.8. Wrist watches, wrist identification bracelets, including a conservative style POW/MIA identification bracelet (only one item per wrist), and not more than two rings (wedding ring set is considered one ring) are authorized with uniforms unless prohibited for safety or determined by the unit commander to be a distraction or of questionable taste.

4.26.9. All duty belt accessories will be plain black leather or nylon.

4.26.10. Police and Guards will carry their government issued identification card at all times when on duty.

4.26.11. Female personnel may wear one set of post/stud style earrings attached to the ear lobe and will not rise above the ear canal opening. Dangling and hoop style earrings are not authorized. Male personnel are not authorized to wear any type of earring while in uniform.

4.26.12. No body piercing will be visible while on duty (e.g. tongue, eyebrow and nose).

4.26.13. A necklace may be worn when wearing the uniform; however, it will be concealed beneath the t-shirt and not visible to the public.

4.26.14. **Hygiene and Body Grooming.** All personnel will maintain good daily hygiene and wear their uniforms so as not to detract from an overall professional appearance. Offensive tattoos as defined by the unit commander (including profanity, gang affiliation, nudity, or sexually, religiously, or racially insensitive designs), which would bring discredit or embarrassment upon the Air Force, will not be visible while on duty. Tattoos on the neck, face, and hands are not permitted. Excessive tattoos/brands will not be exposed or visible (includes visible through the uniform) while in uniform. Excessive is defined as any tattoo/brands that exceed 1/4 of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform. Members should not be allowed to display excessive tattoos that would detract from an appropriate professional image while in uniform. Commanders should use these guidelines in determining appropriate image and acceptability of tattoos displayed by members in uniform. DAF CP/SG members with tattoos not meeting an acceptable image should be required to (a) maintain complete coverage of the tattoos using current uniform items (e.g. long-sleeved shirt/blouse, pants/ slacks) or (b) remove tattoo(s). Members failing to remove, cover, or alter excessive tattoos or who choose not to comply with acceptable standards may be subject to involuntary separation.

4.27. Standards of Personal Appearance. DAF Civilian Police and Security Guards must maintain a neat, clean, and professional personal appearance while performing their duties in the presence of the general public, (See Attachment 7).

4.28. Hair (General). Extreme and fad style haircuts and hairstyles detract from professional appearance, as do lines or designs cut into the hair or scalp, and are prohibited. Dyes, tints, or bleaches must be colors that are natural to human hair and not present an extreme appearance. Personnel may wear a wig or hairpiece in uniform to cover natural baldness or physical disfiguration. These will conform in appearance to the standard hair criteria stated in (See Attachment 7). Unit commanders may ban wigs and hairpieces for employees on duty on the flight line, or when they are wearing protective gear which relies on secure contact/restraints (e.g. helmets, gas masks).

4.29. Standards for the Male Employee.

4.29.1. **Hair.** Hair will be groomed to present a neat appearance. Length and bulk of hair will not be excessive so as to detract from an otherwise neat appearance. Hair will present a tapered appearance and when combed will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The bulk or length of hair will not interfere with the normal wear of required headgear. Braids, cornrows, micro-braids and dreadlocks are not authorized.

4.29.2. **Sideburns**. Sideburns will be trimmed and will not extend below the lowest part of the exterior ear opening. A flared appearance will be avoided.

4.29.3. **Shaving.** The face will be clean-shaven with mustaches permitted. When a mustache is worn, it will be neatly trimmed and not extend beyond the lip and the corner of the mouth. Handlebar mustaches, goatees, and beards may not be worn. When appropriate, medical authority may prescribe beard growth with the length required for medical treatment specified**.**

4.29.4. **Fingernails.** Fingernails will be clean and neatly trimmed so as not to interfere with performance of duty, detract from the professional image, or present a safety hazard.

4.30. Standards for the Female Employee.

4.30.1. **Hair.** Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not be worn in an extreme or fad style or violate safety requirements. It will not extend below any side of an invisible line drawn parallel to the ground at the bottom edge of the shirt collar regardless of length. The length of the hair will not be excessive. Hair will not include the wear of ornaments such as ribbons, beads, jeweled pins, or hair scrunchy. Hairstyles will not interfere with proper wearing of headgear.

4.30.2. **Hair Ornaments.** Hair holding ornaments (such as barrettes, pins, clips, and bands), when used, must be plain and similar in color to the hair, and will be inconspicuously placed.

4.30.3. **Cosmetics.** Cosmetics are authorized for wear when applied conservatively and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick colors will not distinctly contrast with natural complexion and will not contrast with the uniform.

4.30.4. **Fingernails.** All personnel will keep fingernails clean and neatly trimmed not to exceed ¼ inch in length, so as not to interfere with performance of duty, detract from the professional image, or present a safety hazard. If used, nail polish must be a single color to compliment skin tone, or a natural dual-tone. French manicure, polished or natural nails will not include decorations.

4.31. Wearing of Eyeglasses, Sunglasses, and Contact Lenses

4.31.1. **Wear of Eyeglasses and Sunglasses**. Prescription eyeglasses are authorized for wear with all uniforms. Eyeglasses must be plain and non-descript so as to not interfere with performance or the professional appearance. Wear of glasses and sunglasses will be worn IAW current AF policy. Eyeglasses/sunglasses will be worn in the manner for which they were made. Retainers (cords) for eyeglasses or sunglasses may be worn at the commander's discretion, but must be of a conservative color and design that is compatible with the

uniform. Retainer cord will be tightened snuggly to give a professional appearance and so that it doesn't hang behind the neck. Police and guards should remove their sunglasses when conversing with the public whenever possible.

4.31.2. **Wear of Contact Lenses:** Only prescription contact lenses are authorized for wear in uniform. Trendy or extreme-colored lenses, or those that change the contour or appearance of the iris, are not authorized. Opaque lenses prescribed medically for eye injuries may be worn.

4.31.3. **Exceptions.** Address questions on items not discussed in this directive to the unit commander. Personnel may deviate from the uniform and personal appearance standards in unusual circumstances, and only after obtaining approval from HQ USAF/A7S.

4.32. General Information

4.32.1. DAF civilian police/security guards wear a distinctive uniform for quick identification, and because they are constantly in the "public eye," they must set the highest standard of dress and appearance.

4.32.2. **The DAF Civilian Police/Security Guard Badge**. Only uniformed civilian police/guard wear the civilian police/guard badge. DAF civilian police/security guards will not abuse this symbol of authority for personal gain. A MAJCOM specific numbering system will be used.

4.32.3. The following guidelines apply to the issue and wear of the civilian police/security guard badge:

4.32.3.1. Issue metallic shields IAW Allowance Standard (016) for Clothing and Equipment.

4.32.3.2. Use AF Form 538, *Personal Clothing and Equipment Record*, or a similar automated product, to record badge issues.

4.32.3.3. Upon retirement or termination of the bearer, the badge will be retrieved by the unit.

4.32.3.4. Reissue serviceable badges turned in by personnel who have separated.

4.32.3.5. Wear the metallic badge only on the outer most garment, primary shirt or jacket.

4.32.3.6. Do not wear or carry the badge while in civilian clothes except as authorized for civilian police investigators performing official duties.

4.32.4. DAF Civilian Police/Security Guard who are retraining or separating from the service turn in their civilian police badge to the badge issuing activity. The DFC may elect to present the badge to retiring civilian police/guard or the next of kin to civilian police/guard who passed away while employed by the unit.

4.32.5. The Law Enforcement Qualification Badge issued to active duty SF members is not authorized for wear by civilian police/security guards.

4.33. General Equipment. DFCs will make the same item requirement purchases for DAF CP/SG as they make for active duty personnel.

4.34. Uniform Procurement. Follow specific procurement procedures for civilian police uniform items posted on the civilian police community of practice (My CoP) web page under SF Civilians/Hiring Process Information folder/Contract Guard Conversion file at: **https://www.my.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-SF-AF-35-4&Filter=OO-SF-AF-35**.

Chapter 5

CIVILIAN POLICE / GUARD TRAINING AND EVALUATION

5.1. General Information. Standardized training, certification, evaluation and perpetual updating are the apex to a professional police training program. DAF CP/SG are required to attend the VA-LETC or approved equivalent school to receive formal basic law enforcement/security guard training credit for certification. Each unit training section will complete the local pre and post formal home station training/OJT and/or SF military-specific subjects training when scheduling a DAF CP/SG to attend VA-LETC (see Attachments 9/11).

5.1.1. Minimum training standards for DAF CP/SG were established by the DAF CP/SG Training Standards Working Group. The training standards serve as minimum training standards for all DAF CP/SG. Training standards can be found in Attachments 9/11, the DAF CP/SG CFETP and the Unit METLs.

5.2. Unit Training Sections. Unit training sections will use the minimum training standards found in the unit METLs/DAF CFETP to establish a DAF CP/SG Standardization and Evaluation (stan/eval) Program and use the existing active duty training program as a guide. The program will require each DAF CP/SG to receive training and certification followed by a Duty Position Evaluation(s) as required by AFI36-2225. When an individual fails a DPE, the S-3/Operations Officer and S-3/Operations Superintendent will determine remedial training requirements based on the recommendations from the individual's immediate chain of command. The employee can be removed as DAF CP/SG as passing the annual duty position evaluation is a requirement in the position description and agreement for conditions of employment. The DFC will be briefed on the failure and the recommended courses of action.

5.2.1. DAF CP/SG must successfully complete their assigned unit's standardized training program which will include initial training, certification, evaluation and sustainment/recurring training requirements as per AFI36-2225. Training records will be maintained as per AFI 36-2225 and AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm.** Training requirements will be documented using AFTRs first and when not possible will be through the use of the following forms:

5.2.1.1. AF Form 55, *Employee Safety and Health Record*, to document safety training.

5.2.1.2. AF Form 522, AF Form 522, *USAF Ground Weapons Training Data*, to document individual weapons training.

5.2.1.3. AF Form 623, *Individual Training Record Folder*, to record individual training. AF Form 623a, *On-The-Job Training Record-Continuation Sheet*, to record supplementary information in individual training records.

5.2.1.4. AF Form 797, *Job Qualification Standard Continuation/Command JQS*, to document qualification training.

5.2.1.5. AF Form 1098, *Special Task Certification and Recurring Training*, to document SF recurring and sustainment training.

5.2.1.6. All electronic forms generated by AFTR.

5.2.2. Qualify with assigned weapons. Training will be IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*. AFI 31-207, states that DoD military, civilian, and contract personnel performing law enforcement, security or force protection duties or personnel serving in an AFSC that specifies qualification to bear firearms as a mandatory requirement, fall under Group A. Group "A" personnel will complete weapons qualification training once every 12 months on all weapons with which they are armed. Training consists of classroom and live-fire qualification IAW AFI 36-2226, *Combat Arms Program*. Additionally, as per AFI 31-207 Group "A" personnel must complete any unit level proficiency/sustainment training required on their primary weapon 5 to 7 months after each 12 month qualification.

5.2.2.1. Per unit SOPs, DAF CP/SGs will wear appropriate law enforcement equipment and duty belt placement with either M-9 and/or M-4 arming configurations.

5.2.3. Weapons firing for applicants that are qualifying for pre-employment will be the AFQC course of fire; thereafter, Group "A" DAF Civilian Police/Security Guard will fire the prescribed course(s) of fire on all weapons with which they are armed, as per AFI 36-2226, to maintain their annual weapons qualification. During weapons qualification**,** if an employee (applicant/incumbent) is unable to qualify on the required weapon(s), the employee can be removed as DAF CP/SG as weapons qualification is a requirement to perform the employee's assigned duties. For weapons training by other than AF Combat Arms Personnel and for Unit Live-Fire Proficiency/Sustainment Training, see AFI 36-2226.

5.2.4. Unit stan/eval sections will maintain written documentation of DPEs and qualifications using prescribed forms or computer generated products as per AFI 36-2225.

5.3. DAF Civilian Police/Security Guard Training Waiver Procedures

5.3.1. **Training Waiver Procedures.** In accordance with AFI 36-2201V5, *Air Force Training Program Career Field Education and Training*, this publication provides DFCs with standard criteria and procedures to evaluate past education, training and experience of a newly-hired DAF Civilian Police/Security Guard (CP/SG) for a training academy waiver (see Attachments 8 and 10).

5.3.2. The document is applicable to all Air Force/AF Led Joint Base installations with DAF CP/SG support. Each hiring installation should establish its own internal evaluation procedures for employees requesting training waivers. The Security Forces Squadron Training Superintendent or designee will document the waiver applicant's past law enforcement training, education and experience and will recommend to the DFC whether the requested waiver should be granted. In accordance with AFI 36-2225, *Security Forces Training and Standardization Evaluation Program*, the unit commander may:

5.3.2.1. Waive the training academy, but require completion of home station training/OJT and/or military-specific subjects; or

5.3.2.2. Deny the waiver and require the waiver applicant to receive all training.

5.3.3. The home station training OJT used to meet basic training requirements outlined in Attachments 8 and 10 must be approved by the DFC and properly documented in the individual's training records.

5.3.4. A waiver of training requirements may be granted under the following criteria:

5.3.4.1. Police Officer:

5.3.4.1.1. Honorably discharged, fully-trained USAF 5-level or equivalent Security Forces, Army Military Police (MP), Navy and Coast Guard Master at Arms, USMC MP, with less than five years lapse from service or discharge; or

5.3.4.1.2. Current members of the military Reserve or National Guard who are fully trained USAF 5-level or equivalent Security Forces, Army MP, Navy and Coast Guard Master at Arms, USMC MP; or

5.3.4.1.3. Prior police officers employed by a DoD organization (less than five years lapse since completing training or service); or

5.3.4.1.4. Prior Federal Police Officer/Agent (less than five years lapse since completing training or service); or

5.3.4.1.5. Prior city, county or state law enforcement officer (less than five years lapse since completing training or service).

5.3.4.2. Security Guard

5.3.4.2.1. Honorably discharged, fully-trained USAF 5-level or equivalent Security Forces, Army MP, Navy and Coast Guard Master at Arms, USMC MP (less than five years lapse from service or discharge); or

5.3.4.2.2. Current members of the military Reserve or National Guard who are fully trained USAF 5-level or equivalent Security Forces, Army MP, Navy and Coast Guard Master at Arms, USMC MP; or

5.3.4.2.3. Prior Police Officers employed by a DoD organization (less than five years lapse since completing training or service); or

5.3.4.2.4. Prior Federal Police Officer/Agent (less than five years lapse since completing training or service); or

5.3.4.2.5. Prior fully-trained city, county or state law enforcement officer (less than five years lapse since completing training or service); or

5.3.4.2.6. Prior DoD Security Guard (minimum of six months experience and less than five years lapse since completing training or service); or

5.3.4.2.7. Prior DoD Contract Security Guard (minimum of six months experience and less than five years lapse since completing training or service); or

5.3.4.2.8. Prior state or Federal certified Security Guard (minimum of six months experience and less than five years lapse since completing training or service).

5.3.5. Waiver Request Documentation.

5.3.5.1. A Police Officer waiver request shall include a graduation certificate from a federal or state certified law enforcement academy and the course curriculum certified transcript.

5.3.5.2. A Security Guard waiver request shall include a graduation certificate from a state certified guard course and the course curriculum certified transcript.

5.3.5.3. A waiver request from an honorably discharged military service member shall include a graduation certificate from the respective branch Military Police course and a certified copy of his/her DD-214 listing the correct Military Police occupational code for respective branch of service. (See Attachment 8, *Academy Attendance Waiver Request - Sample*).

5.3.5.4. The DFC will determine if the waiver applicant's past curriculum matches or exceeds the curriculum summaries in the DAF Civilian Police/Security Guard Training List, (See Attachment 10, *Evaluation Instructions*). Because Air Force law enforcement differs from other Federal, state and municipal police functions, applicants with acceptable academic qualifications (meeting or exceeding all Training List subjects) may still need to complete some initial training in Military Specific (MS) and Home Station (HS) subjects (See Attachment 9). MAJCOMs may direct subordinate units to provide waiver packages (approved or denied) to the MAJCOM Security Forces Training Section not to exceed 90 days from the date of the initial hire.

5.3.6. **New Hire Not Meeting Waiver Requirements**. The DFC will assign a new hire that does not meet waiver requirements and is in awaiting formal training status only to posts that will have a certified Civilian or Military SF member as overseer of the new hire, i.e. IEC, SRT/Patrol member. The new hire must have received all appropriate local training required for the assigned posts. The new hire must attend VA-LETC formal training as soon as possible, not to exceed 6 months from the date hired.

Chapter 6

PHYSICAL FITNESS STANDARDS

6.1. Mandate. After the attacks of 9/11, AF installations have been operating under sustained anti-terrorism/force protection operations; preparing for attacks which can be both unpredictable and catastrophic. The Air Force PAT for Civilian Applicants for Police and Security Guard Positions standards, quantify the AF's expectations.

6.2. PT Applicability. Successful completion of the PAT is applicable to civilian applicants in the OPM occupational series 0083 (Civilian Police), 0085 (Civilian Security Guard), and 0080 (Civilian Security Specialist with parenthetical 'Law Enforcement'). Passing the PAT will be a condition of initial and continuous employment, similar to weapons qualification. It is a minimum requirement of the position. Tests will be conducted on a regular recurring basis (at least annually). A medical screening of applicant will be conducted IAW 5 CFR Part 339, Medical Qualifications Determinations, and DoD Manual 6055.05M (11 November 2008), prior to the PAT. The PAT serves to provide a measure of the individual's preparedness to successfully accomplish the essential functions of the position. A Physical Training Leader will conduct the PATs for standardization.

6.3. Condition of Employment. The AF expects that civilian police and guards will be able to fulfill a full range of activities under sometimes arduous and unforgiving conditions, performing integrated defense tasks which may be life threatening. The physical agility standards that the AF is implementing quantify the AF's expectations. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the four elements of the PAT.

6.4. Frequency. The PAT will be conducted annually and documented by the SF unit for DAF CP/SG personnel, with a minimum of four months separating the tests. If a unit conducts all its PATs in a single month, a new hire will not be required to complete the test again for at least 4 months (e.g. officer hired in December would not be required to test in January). Job descriptions and performance plans/performance standards/position descriptions will contain the PAT requirement. The PAT will be conducted no later than 12 months from the date of the last Record PAT.

6.5. Applicant. An applicant DAF CP/SG must be advised in writing, and CPO will maintain a copy, at the time of initial employment that they are required to take a diagnostic PAT within 30 days of being medically cleared AND pass the record PAT within 90 days of appointment. At units with CBA ensure the applicant completes the PAT prior to the final offer of employment to mitigate delays. If the diagnostic PAT is passed it will be sufficient. Applicants must sign a statement acknowledging they have been so advised (See Attachment 2). Thereafter, physical agility testing will be required annually. For applicants, the initial testing requirement must be met after a conditional offer of employment and before the final offer of employment. All elements of the PAT must be accomplished at each session. Each applicant will be authorized to take the test twice. After the second failure, the conditional job offer will be withdrawn.

6.6. Current Incumbent. Current DAF CP/SG employees are required to take an initial, diagnostic PAT within 30 days of being medically cleared and must pass the record PAT within one year from the date of their medical clearance; thereafter, annual physical ability testing will

be required for all DAF CP/SG. If the diagnostic PAT is passed it will be sufficient. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the elements of the PAT. All elements of the PAT must be accomplished at each session. If the DAF CP/SG fails the PAT, they will be required to pass the retest within 90 days. If the DAF CP/SG fails the second PAT, the DFC will be notified and CPO/CPF will be contacted for advice regarding options defined by applicable Federal and/or agency instruction for personnel who no longer meet the minimum PAT qualifications for a DAF CP/SG position. Incumbent DAF SG converting to CP must pass the PAT prior to initial employment for the new position.

6.7. Duty Time Exercising. IAW AFI 36-815**,** Installation Commanders or heads of serviced organizations may excuse civilian employees for physical fitness activities up to 3 hours per week based on mission and workload requirements. When DAF CP/SG are excused, DFCs/designated SF representative will establish a monitoring system to document a record of member participation.

6.8. Timing. The DFC designated representative/PTL will conduct PAT testing initially and annually for all DAF CP/SG personnel.

6.9. Standards. AF PAT standards for applicants of 0083/0085/0080 ('Law Enforcement') positions will consist of the following:

6.9.1. **Procedures/Order for Testing**

6.9.1.1. **Warm-up.** Typical warm-up for 3 minutes should include slow jogging-in-place or walking in place and slow joint rotation exercises (for example, arm circles, knee/ankle rotations) to gradually increase the joint's range of motion, and slow, static stretching of the muscles to be used during the upcoming activity.

6.9.1.2. **Sit-ups.** Execute 29 sit-ups in two minutes; followed by a 10 minute break.

6.9.1.2.1. Demonstrates core abdominal muscular strength and endurance which are used in self defense and high intensity arrest or detention simulation training. Further, these muscles are important for performing tasks involving the use of force. It also helps to maintain good posture and minimize lower back problems.

6.9.1.2.2. Start with knees bent at a 90 degree angle, with the feet/heels in contact with the floor at all times. Arms will be crossed over the chest with the hands at the shoulders or resting on the upper chest. The participant may request to have their feet held down or use an anchored toe-hold bar. A complete sit-up is accomplished when the upper torso of the participant is raised off the floor/mat, the elbows touch the knees or thighs, and the upper torso is then lowered until the shoulder blades touch the floor/mat. The hands must stay in contact with the shoulders/upper chest at all times.

6.9.1.3. **Sprint.** Sprint 300 meters in 81 seconds; followed by a 10 minute break.

6.9.1.3.1. Demonstrates anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short, intense bursts of effort such as foot pursuits, rescues, and use of force situations.

6.9.1.3.2. At the starting line, on a flat surface, run 300 meters as quickly as possible. Participants will start at the direction of the timer and recorded with stopwatch to the nearest second.

6.9.1.4. **Pushups.** Execute 21 pushups in two minutes; followed by 10 minute break.

6.9.1.4.1. Demonstrates upper body muscular strength and endurance of the upper body muscles in the shoulders, chest, and upper arms used in high intensity self-defense and arrest simulation training. This is important for the use of force involving pushing motion, breaking one's fall to the ground, use of the baton, climbing over walls and fences, etc.

6.9.1.4.2. Assume a front leaning rest position with the hands placed comfortably apart, the feet together, or up to 12 inches apart, and the body forming a generally straight line from the shoulders to the ankles. Keeping the body straight throughout the exercise, lower the body until the upper arms are at least parallel to the ground. Then push up to the initial position by completely straightening the arms, to complete one count of the exercise.

6.9.1.5. **Run.** Run 1.5 miles in 17:30 minutes.

6.9.1.5.1. To demonstrate cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

6.9.1.5.2. At the starting line, on a flat surface, run 1.5 miles as quickly as possible. Walking part of the 1.5 mile run will not disqualify the participant as long as they meet the time standard. Participants will start at the direction of the timer who will measure the time with a stopwatch and record the result to the nearest second.

6.9.1.5.3. **Altitude Adjustments.** For geographical areas that vary in altitude, altitude adjustments will be made for the 1.5 mile run. At an altitude of 5000 feet a 30 second time adjustment is made. An additional 10 seconds will be added for every subsequent 1,000 feet of altitude up to 8,000 feet (for a total of 60 seconds). At 9,000 feet in altitude the time increases by an additional 15 seconds (to 75 seconds total). The time adjusts by 15 seconds for every subsequent 1,000 ft up to 12,000 ft (120 seconds total). At 5,000 feet the time criteria will be 18:00 min vs. 17:30 below 5,000 ft. At 12,000 feet, the time criteria will be 19:30.

6.9.1.6. **Cool-down.** Typical cool-down for 5 minutes should include walking and stretches of the muscles that were used until heart rates return to less than 100 beats per minute (BPM) and heavy sweating stops.

6.10. Retesting Procedures for PAT

6.11. The complete sequence of PAT elements will be performed for each PAT retest.

6.12. Temporary Medical Restrictions

6.12.1. The DAF CP/SG personnel who are temporarily medically restricted from performing the functions of their job, to include taking the PAT, will be exempt from taking the PAT for the duration of the temporary medical restriction. Once the temporary medical restriction has been lifted and the individual has been medically cleared to return to full duty, he/she will have 90 days to complete the PAT.

Chapter 7

CIVILIAN POLICE/SECURITY GUARD CODE OF CONDUCT

7.1. Civilian Police/Security Guard Code of Conduct. No code or set of rules will specify exactly what should be done in every situation. However, the following code provides general guidelines.

7.1.1. **Exercising Authority.** As on-duty civilian police/security guard, DAF CP/SGs are the visible representatives of the US Government, the Air Force, the installation commander, and the DFC. It is their duty to accept the authority entrusted to them and to carry out this important trust impartially, firmly, and in a manner that commands respect from the public.

7.1.2. **Fulfilling the Mission.** The enforcement of laws and regulations dealing with members of the US Armed Forces brings DAF CP/SGs into direct contact with the public. In fulfilling the Security Force mission, DAF CP/SGs must deal with offenders in a dignified manner. Refrain from being disobedient, insulting, or offensive to the public.

7.1.3. **Personal Appearance.** Maintain a high standard of appearance. Set the example for all to follow.

7.1.4. **Personal Attitudes.** Perform their duties in an impartial, just, friendly, and helpful manner. The Air Force will not tolerate biases based on age, physical disability, race, religion, national origin, creed, or gender. Do not discuss offenses or incidents, except in the line of duty. In addition, DAF CP/SG cannot accept any advantage, gratuity, or reward for performing their official duties.

7.1.5. **Assistance to Others.** Render assistance to the public. Promptly assist any injured or ill individuals.

7.1.6. **Attention to Duty.** Remain mindful of duty commitments. Do not consume any form of intoxicant while on duty or within eight hours prior to a duty tour.

7.1.7. **Seeking Favors.** Do not seek personal advantage through status. Do not try to gain favor or popularity by showing favoritism, overlooking violations, or otherwise failing to enforce the law.

7.1.8. **Punishment of Offenders.** DAF CP/SG only have the authority to apprehend, based on reasonable grounds and do not punish offenders. DAF CP/SG use their discretion to correct, caution, or warn individuals for minor violations of the law, but will not admonish or reprimand.

7.1.9. **Apprehension of Suspects.** Protect the health and welfare of all apprehended suspects. Use force according to AFI 31-207, *Arming and Use of Force by Air Force Personnel*. The USAF will not tolerate the intentional mistreatment of apprehended suspects. Do not use abusive, profane, or insulting language toward a suspect or show disregard for the suspect's valuables, personal property, or physical well being.

7.1.10. **Dealing with Intoxicated Persons.** Apprehend personnel obviously intoxicated beyond any sense of self-control or mobility. Make every effort to avoid verbal and physical confrontations.

7.1.11. **Off Duty Conduct.** DAF CP/SG represent the Security Forces 24 hours a day, regardless of duty schedule. Therefore, conduct must always remain above reproach.

7.2. Duties and Responsibilities

7.2.1. DAF civilian police/security guard duties and responsibilities vary greatly from installation to installation. DFCs should define the number and limits of Security Forces posts, as well as assigned duties, in local duty or post instructions. The three basic duties and responsibilities are always the same. They are:

7.2.2. Take charge of your post by securing and protecting personnel and property for which you are responsible until properly relieved. Comply with orders and instructions given. These responsibilities continue until relieved by proper authority.

7.2.3. Report all violations of orders you must enforce. You have the authority to apprehend anyone violating those orders. Notify the appropriate control center of the apprehension and detain the apprehended person until assistance arrives. Written procedures cannot cover all situations. In such situations, you must exercise discretion and act according to your best judgment. Immediately contact your superior for instructions.

7.2.4. Give the alarm in case of disorder or emergency. Report any unusual event that threatens the security of the installation or endangers life or property. Take reasonable counteraction to save life and property or lessen danger. At the same time, you must maintain the security of your post and remain alert for other possible violations during the emergency.

7.3. Forms Prescribed. None

7.4. Forms Adopted.

7.4.1. AF Form 538, *Personal Clothing and Equipment Record*

7.4.2. AF Form 55, *Employee Safety and Health Record*

7.4.3. AF Form 522, *USAF Ground Weapons Training Data*

7.4.4. AF Form 623, *Individual Training Record Folder*

7.4.5. AF Form 797, *Job Qualification Standard Continuation/Command JQS*

7.4.6. AF Form 847, *Recommendation for Change of Publication*

7.4.7. AF Form 1098, *Special Task Certification and Recurring Training*

7.4.8. DD form 2760, *Qualification to Possess Firearms or Ammunition*

7.4.9. OF 178, *Certificate of Medical Examination*

7.4.10. OF Form 345, *Physical Fitness Inquiry for Motor Vehicle Operators*

LOREN M. RENO, Lt Gen, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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DoDI 1400.25, *DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees*, 6 April 2009

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DoD 5220.22–R, *Industrial Security Regulation*, 4 December 1985

DoD 6055.05M, *Occupational Medical Examinations and Surveillance Manual*, 11 November 2008

5 CFR Part 339, *Medical Qualifications Determinations*, 24 February 1947

10 United States Code (U.S.C.) 8013: Secretary of the Air Force

339, *Medical Qualifications Determinations*, 24 February 1947

DTM-08-006 HSPD-12, 26 November, 2008

Abbreviations and Acronyms

ADA—--American Disability Act

AFCAF—--Air Force Central Adjudication Facility

AFI—--Air Force Instruction

AFSFC—--Air Force Security Forces Center

AFTR—--Air Force Training Record

ANACI—--Access National Agency Check with Written Inquiries and Credit Check

AP—Air Provost

AT/FP—--Anti-Terrorism/Force Protection

CAC—--Common Access Card

CAP—--Civilian Air Provost

CBA—--Collective Bargaining Agreement

CFM—--Career Field Manager

CONUS—--Continental United States

COP—--Community of Practice

CPF—--Civilian Personnel Flight

CP/SG—--Civilian Police/Security Guard

CPO—--Civilian Personnel Office

CSA—--Continued Service Agreement

DAF—--Department of the Air Force

DCII—--Defense Central Index of Investigations

DFC—--Defense Force Commander

HS—--Home Station Subjects

ID—-- Integrated Defense

IEC—--Installation Entry Control

JCA—--Job Compatibility Assessment

MAJCOM—--Major Command

MRO—--Medical Review Officer

MS—--Military Specific Subjects

NACIC—--National Agency Check Plus Written Inquiries and Credit Check

NCIC—--National Crime Information Center

OCONUS—--Outside Continental United States

OJT—--On the Job Training

OPM—--Office of Personnel Management

OPR—--Office of Primary Responsibility

PAT—--Physical Agility Test

PDs—--Position Descriptions

PTL—--Physical Training Leader

PWS—--Performance Work Statement

SCPD/SPD—--Standard Core Personnel Document/Standard Position Description

SFMIS—--Security Forces Management Information System

SF—QRB---Security Force-Qualification Review Board

SJA—--Staff Judge Advocate

SOW—--Statement of Work

SRT—--Security Response Team and Special Reaction Team

TBD—--To Be Determined

VA—LETC---Veterans Administration Law Enforcement Training Center

Terms

Air Provost Concept—-Air Provost Operations are a core competency of Air Force Security Forces. These operations include active and passive defense measures, employed across the legally-defined ground dimension of the operational environment, to mitigate potential risks and defeat adversary threats, to promote public order and efficient military operations. Air Provost Operations directly contribute to an installation's Integrated Defense, but also encompass many other special disciplines. These include crime prevention, criminal investigations, corrections, traffic enforcement, access control and military working dogs. The specific authorities for Air Provost Operations may depend upon jurisdictional status of the installation which must be considered in planning for, and providing Air Provost Operations. AP Operations includes all workloads assigned to civilian police/guards.

Series-0080, Department of the Air Force Security Specialist (Law Enforcement)—This series includes positions with the primary duty of law enforcement who work in the preservation

of the peace; the prevention, detection, and investigation of crimes; the arrest or apprehension of violators; and the provision of assistance to citizens in emergency situations, including the protection of civil rights. The purpose of police work is to assure compliance with Federal, state, county, and municipal laws and ordinances, and agency rules and regulations pertaining to law enforcement work. The 0080 (Law Enforcement), parenthetical designator will be used when classifiers limit the grade levels of 0083 personnel.

Series-0083, Department of the Air Force Police Officer—This series includes positions with the primary duty of law enforcement that work in the preservation of the peace; the prevention, detection, and investigation of crimes; the arrest or apprehension of violators; and the provision of assistance to citizens in emergency situations, including the protection of civil rights. The purpose of police work is to assure compliance with Federal, state, county, and municipal laws and ordinances, and agency rules and regulations pertaining to law enforcement work.

Series-0085, Department of the Air Force Security Guard—This series includes positions with the primary duty of protective services who work in guarding federally-owned or leased buildings and property; protecting government equipment and material; and controlling access to Federal installation/activities by employees, visitors, residents, and patients. The purpose of guard work is to protect and prevent loss of materials or processes that are important for national defense, for public health or safety, or national treasures.

Attachment 2

EMPLOYMENT CONDITIONS

A2.1. General. This attachment mandates employment statements, portions of job description requirements, agility tests, and pre-hiring training requirements.

A2.2. A copy of the signed conditions of employment will be given to all employees and their supervisors. The original will be placed in the Official Personnel File.

A2.3. Example Agreement for Condition of Employment for Applicant and Incumbent DAF CP/SG's

Figure A2.1. Example Agreement for Condition of Employment for Applicant and Incumbent DAF CP/SG's.

SECTION A – REQUIREMENTS

In accordance with AFI 31-283, *The Department of the Air Force Civilian Police and Security Guard Program*, as a prospective or incumbent employee, I understand I must meet the physical requirements. The PAT is a critical element on my civilian performance plan. I understand the test requires I run 1.5 miles (2.41 km) in 17:30 minutes, execute 21 push-ups in 2 minutes, 29 sit-ups in 2 minutes and run 300 meters in 81 seconds. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 70 minutes. Prior to taking the PAT, I will undergo a medical examination to ensure I am physically capable of performing my required duties, to include taking the physical agility test.

I understand I must obtain a medical clearance before permission is granted for me to take the physical agility test. I will obtain a note from my physician clearing me to take the test, and this note is subject to the reviewing medical officer approval. I must also undergo a medical examination to ensure I am capable of performing my required duties. I also understand it is my responsibility to report any changes in health history or health status that may impair my ability to perform my job.

I understand that I will exercise only the authority and jurisdiction described in Chapter 3 of AFI 31-283 and all written guidance directed to me by the installation commander/Installation Defense Force Commander (DFC). Should I fail to exercise only the authority and jurisdiction as described in Chapter 3 and written guidance from the DFC, I understand that it will be grounds for my suspension or for withdrawal of my law enforcement authority.

Additionally, as an applicant or incumbent employee, I must sign/complete applicable documentation and pass drug testing; possess a motor vehicle license; meet Lautenberg Amendment requirements; must meet manual dexterity, vision, and hearing tests; pass a periodic medical examination, pass the annual PAT; pass initial and annual weapons qualification; graduate from VA-LETC or accredited academy (or receive a training waiver); must pass annual duty position evaluation; must complete initial/annual CPR recertification and first aid; must be able to work shifts, overtime, weekends as required; must wear the DAF CP/SG uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection

equipment in accordance with applicable instructions. As an applicant, I must take the JCA as part of my interview.

As an applicant for this position, I understand I will not be selected for the position if I decline to sign this form. If I sign this form and cannot meet any of the requirements as specified in the paragraph above during the conditions of employment period, it serves as a basis for my removal in accordance with applicable Federal and/or agency regulations. If I sign this form and later decline to take the PAT, it also is a basis for my removal in accordance with applicable Federal and/or agency regulations.

A copy of the signed agreement will be given to me and to my supervisor. The original will be placed in my Official Personnel File.

This is to certify that I understand the contents of the policy described above and the reasons therefore, and that I agree to adhere to the terms of this policy as a continuing condition of my employment.

<PROSPECTIVE EMPLOYEE SIGNATURE>

<DATE>

<COMMANDER'S SIGNATURE>

<DATE>

Attachment 3

MEDICAL CLEARANCE CERTIFICATE

MEMORANDUM FOR MEDICAL PROVIDER (Federal Status)

SUBJECT: Medical Evaluation of Department of the Air Force Civilian Police or Security Guard Employee

FOR: _____ (applicant's name); UNIT: _____;

SUPERVISOR: _____.

1. This individual has been hired as an Air Force Civilian Police or Security Guard. Prior to being considered for placement, the individual will be required to successfully accomplish a Physical Fitness test that will consist of the Following:

- Run 1.5 miles in 17:30 minutes

- Perform 21 push-ups in 2 minutes

- Perform 29 sit-ups in 2 minutes

- Run 300 meters in 81 seconds

2. Based on your knowledge/review of the individual's medical history please make a medical determination that the individual is able to complete the physical requirements of the fitness test with minimal risk to health and safety.
3. If applicable, did applicant provide VA rating decision information as described in paragraph **2.5.1.1.2**.

4. Recommendations should be based on an assessment of physical limitations and identification of risk factors for potential adverse effects during physical exercise. Recommended guidance could include the 10 year risk for myocardial infarction and coronary death as estimated by the Framingham Risk scoring that considers total cholesterol, HDL cholesterol, systolic blood pressure, treatment of hypertension, and tobacco use. A Framingham Risk score greater than 15% should be considered as a factor for not medically clearing the individual for the 1.5 mile run.

5. Upon completion of the medical record review or medical/evaluation, please complete the endorsement below and return to the individual.

TO: (Human Resource Department)

I medically evaluated _____ (employee's name) on _____ (date).

Medical findings are as follows:

- Employee ***is/is not*** medically cleared for the 1.5 mile timed run.

- Employee ***is/is not*** medically cleared for the push-up assessment.

- Employee ***is/is not*** medically cleared for the sit-up assessment.

- Employee ***is/is not*** medically cleared for the 300 meter sprint.

_____

(Signature//Phone Number of Provider)

Attachment 4

ESSENTIAL JOB TASKS FOR DEPARTMENT OF THE AF CIVILIAN POLICE/SECURITY GUARD PERSONNEL

A4.1. General Essential Functions. The examinee will possess mental, sensorial, and motor skills as required to perform safely and effectively all essential job duties and those additional essential functions derived from the specific job task analysis developed for each DAF CP/SG. The specific job task analysis will be submitted to the examining physician prior to each medical evaluation. The general essential functions include:

A4.1.1. The ability to be stable with regard to consciousness and the control of voluntary motor functions, and have the functional capacity to respond appropriately to routine and emergency situations of the job;

A4.1.2. The ability to maintain the mental alertness, deductive, and inductive reasoning, memory, and reliable judgment necessary to perform all essential functions without posing a direct threat to themselves or others;

A4.1.3. Acuity of senses and ability of expression sufficient to allow essential, accurate communication by written, spoken, audible, visible, or other signals, while using required personal protective or other equipment; and

A4.1.4. Motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine and emergency duties.

A4.2. Examples of Specific Essential Functions. When medical conditions preclude safe performance on one or more of the essential functions, the examining physician must determine and record why that individual is, or is not, qualified to perform the job. These essential functions are those most police officers/security guards are typically expected to perform during emergency incidents, training drills, and emergency exercises. Local supervisors should tailor these to their particular mission (job task analysis) and geographical location.

A4.2.1. Operate both as a member of a team and independently at incidents of uncertain duration.

A4.2.2. Spend extensive time outside exposed to the elements.

A4.2.3. Tolerate environmental extremes while performing duties (dependent on local climate). Must perform physically demanding work in hot and humid (up to 100% humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms. Experience frequent transition from hot to cold and from humid to dry atmospheres.

A4.2.4. Work, including walking, standing, pulling, and pushing in wet, icy, or muddy areas. Perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves, and so forth.

A4.2.5. Ability to properly and effectively wear or use personal protective equipment, including that to prevent exposure to chemical, biological, or radiological agents. Wear

personal protective equipment weighing approximately 30 pounds while performing emergency tasks.

A4.2.6. Perform physically demanding work while wearing a protective mask which increases the resistance of inhalation and reduces the efficiency of air exchange.

A4.2.7. Perform complex tasks during life-threatening emergencies. Make life or death decisions during emergency conditions.

A4.2.8. Work for long periods of time, requiring sustained physical activity and intense concentration.

A4.2.9. Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation.

A4.2.10. Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility.

A4.2.11. Operate in environments of high noise, poor visibility, limited mobility, above ground heights, and in closed or confined spaces.

A4.2.12. Rely on sense of sight, hearing, smell, and touch to help determine the nature of the emergency; maintain personal safety; and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

A4.2.13. The ability to identify colors and read placards and street signs or see and respond to imminently hazardous situations in less than standard visual lighting conditions. The ability to continue to perform required duties in the event eyeglasses are broken or displaced when reacting to emergency conditions.

A4.2.14. Ability to smell smoke and other odors that might indicate hazardous conditions.

A4.2.15. Ability to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment.

A4.2.16. Ability to work in closed or confined spaces.

A4.2.17. Ability to judge distances closer than 13 feet demonstrated either by testing of depth perception or by a practical field test.

A4.2.18. Ability to patrol an area on foot and/or in a vehicle, apprehend a subject, direct traffic, perform crowd control.

Attachment 5

DAF CP/SG MEDICAL EVALUATION GUIDELINES

A5.1. These guidelines will be conducted by the considerations set forth in 5 CFR Part 339, Medical Qualifications Determinations, and DoD Manual 6055.05M (11 November 2008) which requires special occupational medical examinations for security police and security guards. Listed below are some examples of medical conditions and/or physical impairments that may interfere with the safe, efficient, and expected performance of the essential duties and responsibilities of DAF CP/SG personnel. Prior to placement, DAF CP/SG employees will have Optional Form 178 (OF 178), *Certificate of Medical Examination*, or equivalent, signed by a military affiliated physician to identify individuals who are medically qualified for performing the essential physical and working condition requirements of the position.

A5.2. If a disease, condition or impairment develops in a DAF CP/SG employee it is the responsibility of the individual to notify the unit of their change in status. The unit in coordination with the Human Resource department will then coordinate with the MRO to ensure appropriate restrictions are in place, and schedule a Fitness For Duty determination as appropriate per 5 CFR Part 339. The MRO may request that the individual provide additional information/documentation from their private physician prior to signing the OF 178, *Certificate of Medical Examination*, or equivalent.

A5.3. Periodic assessments will be made on DAF CP/SG employees to confirm the individual's ability to meet the performance-related requirements of positions covered by these guidelines. If any condition is present that could compromise an essential job function, per Attachment 2, the MRO will place the individual on appropriate duty restrictions until the condition has been resolved, or a Fitness For Duty determination completed as required per 5 CFR Part 339.

A5.4. Medical Evaluation: Intent

A5.4.1. Certify the individual is medically fit to perform the essential job functions, with or without reasonable accommodation, without posing a direct threat to the health or safety of themselves or others.

A5.4.2. Identify any health condition that may be substantially aggravated by the job.

A5.4.3. Evaluate an individual's health and fitness to safely initiate or maintain a regular exercise program and take the Physical Fitness Test; identify individual cardiovascular risk factors and provide advice and assistance in controlling risk factors, including referral to the individual's personal physician.

A5.4.4. Serve as a baseline for tracking occupational health trends.

A5.5. Medical Evaluation: Frequency and Follow-up:

A5.5.1. Medical evaluation will be completed on all Department of the Air Force Civilian Police and Security Guard (DAF CP/SG) personnel upon employment, periodically, and on termination. The offer of employment may be contingent on medical certification of the ability to perform the essential job functions. The initial medical evaluation will be accomplished during initial pre-placement evaluation of tentative selectees.

A5.5.2. Periodic monitoring examinations are conducted at scheduled intervals. The DAF CP/SG, periodic medical exmination must not exceed a three year period. Periodic examinations may include an interval history, a physical examination, and/or clinical and laboratory screening tests, as described in DoD Manual 6055.05M (11 November 2008). Medical evaluation may be accomplished more frequently if, in the interim, there are medical signs or symptoms suggestive of cardiovascular disease or another condition that might interfere with performance of essential job functions or at the discretion of the examining physician.

A5.6. Evaluation Instructions

A5.6.1. Initial and continuing medical evaluation of DAF CP/SG will be accomplished in accordance with this guidance. This document will assist the examining physician in identifying conditions that ordinarily might be expected to interfere with one or more essential job functions.

A5.6.2. Individual medical information such as hospital records, specialized tests, or an examination by another medical specialist may be required to determine if an individual can safely perform the essential functions of the job.

A5.6.3. Periodic medical evaluation will assess interval medical history and changes in health that might affect the individual's ability to perform essential job functions. It will follow up previously identified problems including cardiovascular risk factors and interventions, and evaluate for the presence of newly acquired/developed risk factors or relevant conditions. Except for baseline studies, such as electrocardiography, components of the periodic exams are essentially the same as the initial exam as described below. Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

A5.7. Medical History: The medical history should cover the person's known health problems, such as major surgeries, illnesses, medication use, allergies, and alcohol or drug dependence, family history, and a symptom review that might suggest early signs of illness. Attention should be paid to findings suggestive of cardiovascular disease, such as angina pectoris or suspicious chest discomfort, dyspnea, syncope, precordial palpitation, hypertension, a history of myocardial infarction, and heart murmur(s). An occupational history also should be obtained to collect information regarding the person's past occupational and environmental exposures.

A5.8. Medical Examination: The medical exam should focus on the eyes, ears, nose, and throat, the respiratory, musculoskeletal, and neurological systems. Attention should be paid to signs and symptoms suggestive of inability to maintain mental alertness and control of voluntary motor functions. Acuity of the senses, range of motion, and motor strength required to perform essential job functions should be considered. The examination will be documented on SF 78, or equivalent.

A5.9. Cardiovascular Risk Factors: Police and security personnel are required to respond to emergency situations that may impose significant physical and psychological stress. Such stress may trigger sudden death or myocardial infarction (MI) in the presence of underlying heart disease. For this reason, cardiac risk evaluation is most appropriate.

A5.9.1. The Framingham 10-year risk calculator is probably the most useful single tool to characterize the risk to a police officer or security guard of a cardiac event. The Framingham

Risk score uses independent risk factors (age, gender, total cholesterol, HDL cholesterol, systolic blood pressure, treatment of hypertension, and cigarette smoking) to assess an individual's absolute risk for developing a cardiac event, such as MI or new onset angina.

A5.9.2. Generally, those individuals with a high 10-year risk, and those with coronary artery disease or coronary artery disease equivalent (peripheral arterial disease, abdominal aortic aneurysm, symptomatic carotid artery disease, diabetes) are candidates for additional testing (usually a treadmill stress test, stress thallium, or stress echo). The medical review officer should consider temporarily disqualifying these individuals from strenuous duties and/or duties that require wearing a respirator (except a mask for escape purposes only), pending the results of evaluation by the workers' private physician.

A5.10. Diabetes: Fasting blood sugar should be obtained because diabetes mellitus frequently can interfere with safe performance of essential police/ guard functions, such patients should be carefully evaluated. The examinee should have a history of being under excellent control for an extended period of time, with a glycosylated hemoglobin less than 8.0. The examinee should have a history of an absence of end organ damage (nephropathy, neuropathy, proliferative retinopathy), an absence of uncontrolled hypertension, and no history of ketoacidosis, hyperosmolar nonketotic coma, nor severe hypoglycemia in the previous year.

A5.11. Lipids: Serum cholesterol, high density lipoprotein, low density lipoprotein, and triglycerides should be evaluated for cardiovascular risk and referral to the individual's private physician when intervention is indicated.

A5.12. Arrythmias: Arrythmias that predispose to or have a risk of cerebral hypoperfusion and impaired consciousness are generally not compatible with safe performance of the duties of police and security personnel. Security Force personnel with pacemakers may be qualified if the underlying disease does not pose a significant risk; they should be evaluated on a case-by-case basis. Implanted defibrillators are generally not compatible with safe performance of the duties of police and security personnel. The pre-placement exam should include a resting electrocardiogram (ECG) for initial evaluation and then as clinically indicated thereafter.

A5.13. Hypertension: Blood pressure (the average of at least two independent measurements taken after 15 minutes of rest) should be used in evaluating cardiovascular risk. The individual will be referred to their private physician when intervention is indicated.

A5.14. Hearing: DAF CP/SG personnel will require pre-placement audiogram to determine if they can safely perform their duties. Audiomety testing is conducted using audiometers (manual or microprocessor) calibrated to the current ANSI S3.6 standards. Pure tone unaided air conduction hearing threshold levels should not exceed 30 dB hearing loss (HL) on average for each ear at 500, 1000, and 2000 Hz, with no level greater than 35 dB HL at these frequencies; and thresholds should not exceed 55 dB at 4000 Hz in each ear. If the hearing is worse than these thresholds, it is questionable whether or not that individual can function as a police/guard. If one ear is deaf or has extremely poor hearing, it is likely the individual would be unable to safely perform DAF CP/SG duties.

A5.14.1. Field "use" tests are neither as reliable nor valid as the speech-in-noise test used by the audiologist. Speech-based "use" tests invoke a large number of variables such as the content of the message, context, accent, background noise, and so forth. The speech-in-noise

test controls for these factors. The "Whispered Voice Test" is no longer valid and should not be accepted by medical professionals.

A5.14.2. DAF CP/SG personnel identified as being occupationally exposed to noise levels requiring placement in the Hearing Conservation Program, will undergo initial, annual, and termination audiometric evaluation as required in AFOSH 48-20.

A5.15. Vision: Screening may be performed by the examining physician if they have the capability to perform these tests; optometry referral is not required unless indicated by poor vision or an inability to properly assess the vision. When an examinee's vision is worse than indicated below, it is likely the individual will not be able to safely perform the essential job functions; the examining physician should consider this in his/her assessment. Individual limitations will be determined on a case-by-case basis.

A5.15.1. Using the individual's best optical correction, distance vision should be at least 20/30 in one eye and 20/100 in the other, or 20/40 in one eye and 20/70 in the other, and near vision should be correctable to 20/40 binocularly (both eyes open). Uncorrected binocular visual acuity should be at least 20/100. Successful soft contact lens wearers will not be limited to any uncorrected distance standard as long as they can be corrected to the standards listed above. Personnel wearing soft contact lenses should provide evidence from their eye care professional affirming their successful use of soft contact lenses.

A5.15.2. Individuals should be able to discriminate vivid red/green color.

A5.15.3. Individuals should have normal muscle balance, defined as the lack of strabismus (greater than 15 diopters), nystagmus, and diplopia.

A5.15.4. Additionally, individuals should have at least a total horizontal visual field of 120 degrees and at least a total vertical visual field of 40 degrees (20 above the horizontal meridian and 20 below the horizontal meridian) in each eye.

A5.15.5. Individuals should not have a history of abnormal night vision.

A5.16. Respirators: Individuals who are required to wear a respirator must be medically cleared to wear/use a respirator. Medical clearance for respirator use must be in accordance with current applicable guidance on the AFOSH 48-137 Respiratory Protection Program.

A5.17. Immunizations: Agencies may establish periodic immunization programs by written policies or directives to safeguard the health of employees whose work may subject them or others to significant health or safety risks due to occupational or environmental exposure or demands. A review of DAF CP/SG immunization status will be made to ensure members have received tetanus, PPD, hepatitis B, and other appropriate immunizations.

A5.18. Psychiatric: A history or diagnosis of a psychiatric disorder, which could affect safe and efficient job performance, require additional evaluation to determine whether the individual is able to safely and successfully perform the essential job functions. The presence of any of the following specific psychiatric disorders, or a history of such, warrants further evaluation by a psychologist or psychiatrist before a DAF CP/SG is deemed fit for duty. Other psychiatric disorders not listed here also may warrant further evaluation. A particular diagnosis need not necessarily have previously been made; rather if there appears to be signs associated with any of the listed diagnoses, this may warrant further evaluation:

A5.18.1. Delirium, dementia, and amnestic and other cognitive disorders

A5.18.2. Major depressive disorder

A5.18.3. Manic-depressive disorder (bipolar)

A5.18.4. Dissociative disorders

A5.18.5. Kleptomania

A5.18.6. Panic disorder and other anxiety disorders (depending upon etiology, duration and severity of clinical expression)

A5.18.7. Pyromania

A5.18.8. Schizophrenia and other psychotic disorders

A5.18.9. Personality disorders

A5.18.10. **Alcohol or drug dependence**

A5.18.11. **Neurological:** A history of chronic headaches, head trauma, cranial defects, and epilepsy are among the neurological disorders that can interfere with DAF CP/SG functioning. Epilepsy can be particularly dangerous, and the likelihood of an on-the-job seizure must be assessed. To evaluate this risk, the recommended method is described in the Medical Screening Manual for California Law Enforcement, pages IX–3 through IX–12, available at **www.post.ca.gov/selection/medical.asp**. In such cases, the physician should assess non-seizure related impairments, such as interictal EEG discharges (which can cause transient cognitive impairment) or anti-epileptic drug side effects (about 30% of patients may experience moderate to severe side effects to include cognitive impairment, visual effects, and ataxia)

Attachment 6

AIR FORCE CONTINUED SERVICE AGREEMENT (CSA) FOR CIVILIAN EMPLOYEES

A6.1. I agree that upon completion of the Air Force sponsored training described below, I will work for the US Air Force (see AFI 36-401, Chapter 4, for CSA requirements), in accordance with the US Air Force CSA policy. (The length of full-time training is 8 hours for each day of training, up to a maximum of 40 hours a week.) I understand that if I voluntarily enter a period of non-pay status during the period of service obligation (e.g., LWOP to accompany a spouse moving to a new duty location), the period of obligated service may be extended by length of time in a non-pay status.

A6.2. If I voluntarily leave the Air Force before completing the period of service shown in item 7 below, I AGREE to reimburse the Air Force for the tuition, travel, per diem, books, materials, fees, administrative overhead costs, and other related expenses (EXCLUDING SALARY) paid in connection with my training as shown in item 8 below. However, the amount of the reimbursement will be reduced on a pro-rated basis for the percentage of completion of the obligated service. (For example, if the cost of training is $3,000 and I complete two-thirds of the obligated service, I will reimburse the Air Force $1,000 instead of the original $3,000.)

A6.3. I FURTHER AGREE that if I voluntarily leave the Air Force to enter the service of another Federal agency or other organization in any branch of the government before completing the period of service agreed to in item 7 below, I will give my servicing civilian personnel office written notice of at least 10 workdays, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (Title 5 U.S.C. 4109(a) (2)) incurred by the government in this training.

A6.4. I understand that any amounts which may be due the Air Force as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the government, or may be recovered by such other methods as are approved by law.

A6.5. I FURTHER AGREE to obtain approval from the employee development manager responsible for authorizing training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or in-completions, and increased costs. If I fail to complete Air Force sponsored training I AGREE to reimburse the Air Force training and related costs as in item 8 below.

A6.6. I acknowledge that this agreement does not in any way commit the government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the government, the agreements in items A6.1., A6.2., and A6.3. of this section will remain in effect until I have completed my obligated service with that other agency or organization.

A6.7. Period of obligation service is from _____ to _____ beginning on or about_____.

A6.8. Projected costs are:

A6.8.1. Tuition:

A6.8.2. Books and materials:

A6.8.3. Fees:

A6.8.4. Other related costs and administrative overhead:

A6.8.5. Travel:

A6.8.6. Per Diem:

A6.8.7. Total:

A6.9. Course title:

A6.10. Training facility:

A6.11. Projected dates of attendance:

A6.12. Employee's signature:

A6.13. Date:

A6.14. Training Office representative signature:

A6.15. Date:

A6.16. DISTRIBUTION: Original--Employee's OPF, Training File, Employee, Employee's Supervisor, HQ AFSLMO/DPD (if appropriate), HQ AFPC/DPK (if appropriate)

Attachment 7

DAF CIVILIAN POLICE / GUARD GROOMING STANDARDS

Table A7.1. Personal Grooming Standards (see notes).

LINE	A	B	C
	Item of Grooming (M-Men, W-Women) (see Note 1).	Will be in compliance with AFI 31-283 requirements.	Will not
1	Hair, Overall Standard (M & W)	Clean, well-groomed and neat.	Contain excessive amount of grooming aids, touch eyebrows. Hair color/highlights/ frosting (must not be faddish). Examples of natural looking for human beings, Blonde/ Brunette/ Red/Black/Grey.
2	Hair Style (M)	A tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut permitted with tapered appearance. Cleanly shaven heads, military high-and- tight, or flat top haircuts are authorized.	Be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Protrude below the front band of properly worn headgear. Extend over the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Contain or have any visible foreign items attached to it.
3	Hair Style (W)	Styled to present a professional appearance. Allow the wear of conservative hairpins, combs, headbands, elastic bands and barrettes. Hair pins and bands must match hair color. Long hair will be secured with no loose end. Bangs, if worn, will not touch the eyebrows. Braids, micro-braids and cornrows are authorized. However, must be solid color similar to the individual's hair	Be worn in an extreme or fad style or violate safety requirements. Extend below any side of an invisible line drawn parallel to the ground at the bottom edge of the shirt collar regardless of length. Length will not be excessive. Include hair ornaments such as ribbons, beads, jeweled pins, or hair scrunchy. May not have shaved heads, military high-and-tight or flat top haircuts. (Ban on faddish styles and cuts.) Will not prevent proper wear of headgear, including helmet or chemical

		color; conservative and not present a faddish appearance	mask. Synthetic hair not authorized when not permitted by safety/ mission requirements. Dreadlocks are not authorized. *NOTE:* Length/bulk will not prevent proper wear of headgear, including helmet or chemical mask. (See note 3).
4	Wigs and Hairpieces (M & W)	Must meet AFI requirements (safe, functional, professional for all). In conformance with the same standards required for natural hair, be of good quality, and fit properly.	Exceed limits stated for natural hair. Worn by personnel engaged in aircraft flight line or in-flight operations. For medical justification related to baldness.
5	Hairnets (M & W)	Worn as required for health and safety reasons. Made of cotton or a synthetic material; be of a conservative, solid color similar to the individual's hair color, be strong enough to support and control hair; and contain no metal fasteners.	Be worn when not performing related duties.
6	Mustache (M)	Neatly trimmed.	Extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
7	Beards (M)		Be worn except for health reasons when authorized by a commander on the advice of a medical official. If commander authorizes, members will keep facial hair trimmed not to exceed 1/4 inch in length. Individuals granted a shaving waiver will not shave any facial hair. Commanders and supervisors will monitor progress in treatment to control these waivers.
8	Sideburns (M)	Neatly trimmed and tapered in the same manner as the haircut. Will be straight and of even width (not flared) and end in a clean-shaven horizontal line.	Extend below the lowest part of the exterior ear opening.
9	Cosmetics (W)	Conservative and in good taste	Not worn in field conditions.
10	Nail Polish	Single color (compliment skin	No decorations; will not exceed 1/4

	/Lipstick (W)	tone) and French manicure.	inch; will not wear shades of lipstick and nail polish that distinctly contrast with their complexion, that detract from the uniform, or that are extreme. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors
11	Fingernails (M & W)	Clean and well-groomed.	Not exceed 1/4 inch in length past tip of finger. Males are not authorized to wear nail polish. Interfere with duty performance or hinder proper fit of prescribed safety equipment or uniform items.

NOTES:

(All notes apply)

1. The items listed represent common appearance issues and are not all-inclusive.

2. Commanders do not have the authority to waive appearance and grooming standards except as identified.

3. Installation commanders will determine what is extreme or faddish. The Installation commander may delegate this authority to subordinate commanders to the squadron commander level.

4. If due to a temporary medical condition ie . , radiation/chemotherapy and resulting in baldness, commanders will authorize the wear of the American Cancer Society-approved cap (black/tan).

5. Will not apply designs to nails or apply two-tone or multi-tone colors on duty excluding French manicure.

6. (Women) Medical waivers are required for situations that require baldness as a medical necessity while in uniform.

7. The intent of this item is that long hair should be styled in a manner that prevents loose ends from extending upward on the head. (For example: when using the claw clip or hairpins, hair will not present the appearance of a “rooster tail”; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a pony tail, it must be pulled all the way through the elastic band and may hang naturally downward, not extending below the bottom of the collar). As with all hairstyles, a neat and professional image is essential.

Attachment 8

TRAINING ACADEMY ATTENDANCE WAIVER REQUEST

Name of Probationary
Officer/Guard:_____
(Last) (First) (MI)

SSN:_____ Series/Grade: _____

Date of Waiver Request:_____

Date of Hire: _____

Education level: (Circle One) HS/GED AA/AS BA/BS MA/MS PhD

Name and state of High School/College/University conferring highest degree:
_____

Are you a Veteran of the US Armed Forces: YES NO

Branch/Years of Service: USA___ USMC___ USAF___ USN___ USCG___

Date of Discharge: _____

Are you currently in the military Reserves or National Guard as a military policeman/policewoman? YES NO

Prior Civilian Police/Security Guard Experience: (Circle All That Apply)

Federal State Military City County

_____

Agency Name & Number of Sworn Officers

_____
City State Zip Code

Date of most recent commission as a Civilian Police/Security Guard:

_____

Date of most recent termination of commission and reason for termination:
_____
_____
_____
_____

Total Years of Military/Civilian Law Enforcement Service:
_____

Additional Law Enforcement Training Courses: (Attach additional pages if needed)
_____
_____
_____
_____

NOTE: Attach copy of diplomas, curriculum & transcript and checklist of critical tasks already satisfied by prior training, education and experience (See Attachment 10).

_____
Signature of applicant

Recommendation of the Superintendent of Training:

_____ Attend accredited academy.

_____ Waive academy attendance.

_____ Complete training in the Military-Specific subjects and the OJT/Home Station Training Program.

_____ Complete the OJT/Home Station Training Program

_____ No pre-certification training required.

_____
Signature Block
(Training Superintendent)

CONCUR / NON-CONCUR

Comments:
_____
_____
_____

_____
Signature (SF Squadron Commander)

PROTECTED BY THE PRIVACY ACT OF 1974 - this communication contains personal information which must be protected IAW DOD5400.11R and is FOR OFFICIAL USE ONLY

Attachment 9

MILITARY-SPECIFIC SUBJECTS

Training on the Military-Specific Subjects will be conducted by the applicant's installation, using methods and Lesson Plans approved by HQ AFSFC/SFOT.

Course Description in Specialty Training Standard (STS)	DoDI 5210.90; *Minimum Training, Certification, and Physical Standards for Civilian Police and Security Guards (CP/SGs) in the Department of Defense* & AR 190-56; *The Army Civilian Police and Security Guard Program*	CP/SG	STS #
Identify basic facts and terms about career field history	Security Forces /Military Law enforcement history and culture	CP/SG	1.1
Identify basic facts and terms about the ethics of the Security Forces Career Field	Ethics / law enforcement code of conduct	CP/SG	1.4
Identify basic facts and terms about SF organizational structure	Organization / Chain of Command	CP/SG	7.
Identify basic facts and terms about OPSEC	Force Protection OPSEC	CP/SG	1.8.1/NOT IN CFETP
Identify basic facts and terms about Force Protection Conditions (FPCONS)	Threat Levels/FP CONS	CP/SG	NOT IN STS/NOT IN CFETP
Identify basic facts and terms about UCMJ	Military Law UCMJ	CP/SG	2.2
Identify relationship of basic facts and state general principles about military authority and jurisdiction (Posse Comitatus)	Posse Comitatus Act / Military Authority and types of jurisdiction	CP/SG	2.1
Identify facts and terms about advisement provisions for active duty, civilian, National Guard and USAF reservists	Advise person of their rights	CP	2.3.2
NOT IN STS/IN CFETP	Federal Criminal Law (18 USC)	CP	NOT IN STS/IN CFETP
NOT IN STS/IN CFETP	Rules of Evidence (Military)	CP/SG	NOT IN STS/IN CFEPT
NOT IN STS/NOT IN CFETP	Federal Tort Law/Officers Liability (Military)	CP/SG	NOT IN STS/NOT IN CFETP
NOT IN STS/IN CFETP	Intro to court testimony (Military)	CP/SG	NOT IN STS/ IN

			CFETP
NOT IN STS/IN CFETP	Search and seizure authority (Cop & Entry Control) (Military)	CP/SG	NOT IN STS/ IN CFETP
NOT IN STS/ IN CFETP	Search and seizure authorization (Warrant/Warrant less) (Cop & Entry Control) (Military)	CP/SG	NOT IN STS/ IN CFETP
Given a visitor to the installation, properly identify authorized forms of identification needed for installation access.	NOT IN DoDI/IN CFETP	CP/SG	1.24.1.2
Identify basic facts and terms about Safe Haven.	NOT IN DoDI/IN CFETP	CP/SG	4.1.3
Identify relationship of basic facts and state general principles about Random Anti-Terrorism Measures (RAMS).	NOT IN DoDI/IN CFETP	CP/SG	4.1.2
NOT IN STS/IN CFETP	Identify elements of a crime (UCMJ & USC 18) (Military)	CP/SG	NOT IN STS/IN CFETP
NOT IN STS/NOT IN CFETP	Sabotage & Wrongful Destruction	CP/SG	NOT IN STS/NOT IN CFETP
NOT IN STS/IN CFETP	Prepare Armed Forces Ticket	CP	NOT IN STS/IN CFETP
Given an AF Form 1168, prepare an AF Form 1168	Prepare Statement of Suspect / Witness (Military)	CP	1.24.1.4
Given an AF Form 52 and evidence, prepare an AF Form 52	Prepare Evidence Tag (Military)	CP/SG	1.24.1.1
Prepare Visitor Register Log (AF Fm 1109)	Prepare Visitor Log (Military)	CP/SG	NOT IN STS/IN CFETP
Prepare Visitor / Vehicle Pass (AF Fm 75)	Prepare Visitor Pass (Military)	CP/SG	NOT IN STS/ IN CFETP
Prepare Authority to Search and Seize (AF Fm 1176)	Prepare Authority for Search and Seize (Military)	CP	NOT IN STS/ IN CFETP
Prepare Consent for Search and Seizure (AF Fm 1364)	Prepare Consent for Search and Seize (Military)	CP	NOT IN STS/ IN CFETP
Prepare Incident Report (AF Fm 3545)	Prepare Incident Report	CP	NOT IN STS/ IN

	(Military)		CFETP
Prepare Receipt for Inmate or Detained Person (DD Fm 2708)	Prepare Receipt for Inmate or Detained Person (Military)	CP	NOT IN STS/ IN CFETP
NOT IN STS/IN CFETP	Prepare Field Interview Card (Military)	CP/SG	NOT IN STS/ IN CFETP
Introduction to Chemical/ Biological/ Radiological/ Nuclear/ High Explosive (CBRNE) threats	Basic Law Enforcement 1st Responder Skills	CP/SG	NOT IN STS/NOT IN CFETP
Air Force Values. Department of the Air Force Civilian Police Officers and Security Guards will interact, on a daily basis, with members of the military community. Many students may not be familiar with Air Force values, customs and culture. This class is intended to familiarize the students with the individual actions and/or personal characteristics that embody the three Air Force Core values; *Integrity First, Service before Self, and Excellence in all we Do*.		CP/SG	

Attachment 10

ACADEMY TRAINING WAIVER INSTRUCTIONS

A10.1. The Evaluator (Security Forces Squadron Training Superintendent or designee) will examine copies of the Waiver Applicant's diploma(s), curriculum or training list, and/or a student transcript from the Federal or state certified academy and include them as a permanent part of the applicant's training record. A graduation certificate alone will not satisfy the information requirements to complete this evaluation. A task breakdown with each subject of the complete curriculum is required to compare with the Air Force Civilian Police and Security Guard Training List requirements (See Attachment 11 for minimum training requirements). The DAF CP/SG CFETP can also be used to enhance the minimum training requirements.

A10.2. The AF Civilian Police / Security Guard Training List consist of 106 subject areas. Each subject area contains one learning objective that breaks down into one or more Training Tasks to be learned by the student. The evaluator should qualify or disqualify the waiver applicant's past training, education and experience by cross-referencing it to the Air Force's Training List. Compare what tasks were taught in a previously-attended academy or course to the Training List of the AF Civilian Police and Security Guards. (See Attachment 11)

A10.3. There is a wide range of certification requirements throughout the United States law enforcement community. This review process is largely subjective, but should be evaluated and documented consistently. During the evaluation, make cross-reference notes so the results can be recreated, if necessary. The evaluator need only be reasonable during this process. Exact matches will seldom be possible because of terminology differences. Reasonable discretion is defensible. In cases that cannot be settled without technical policy guidance, the unit commander shall be the determining authority. This evaluation process must be documented and archived as a permanent part of the CP/SG's personnel record to document compliance with AFI 36-2225.

A10.4. Former DoD Law Enforcement

A10.4.1. Determine if the Waiver Applicant is qualified for a waiver on the basis of past service as a Military Policeman, Master-at-Arms, or Security Forces veteran, or service in another DoD agency. Retain a copy of all documents used to determine qualifications, such as a DD-214, SF-50's, transcripts, etc. Ensure the Waiver Applicant receives all required home-station training if otherwise qualified for the waiver.

A10.5. Former Civilian Police Officers / Security Guards (Federal, State, Municipal, DoD Contract)

A10.5.1. Determine if the Waiver Applicant is qualified for a waiver on the basis of past service as a civilian peace officer or security guard, with qualifying training from a federal or state certified training program, (See Attachment 11).

A10.5.2. If the Training Tasks in the DAF Civilian Police/Security Guard Training List were reasonably completed by the Waiver Applicant in another Federal or state certified training program, he or she may receive a training waiver. The DFC has discretion to send the Waiver Applicant to an approved training academy. The DFC may authorize the Waiver Applicant to complete an in-house training program if necessary Military Specific Subjects in Attachment 9 and home station subjects, using HQ AFSFC/SFOT training materials, followed by a resident field training program that meets installation-specific law enforcement and security requirements. All waived training requirements must be documented on the individual's AF Form 623 and Civilian Police and Security Guard Training List Waiver / Matrix (Attachment 11).

Attachment 11

CIVILIAN POLICE AND SECURITY GUARD TRAINING LIST / WAIVER MATRIX

Civilian Police/Security Guard Name	Last 4	Installation	Date	SFS Training Superintendent				
Specialty Training Standard (STS) Description	DoDI 5210.90; *Minimum Training, Certification, and Physical Standards for Civilian Police and Security Guards (CP/SGs) in the Department of Defense* & AR 190-56; *The Army Civilian Police and Security Guard Program*		STS #	SG	CP	HS	MS	TRAINER
GENERAL								
1. Placed in squad, participate in guard mount procedures	Operations Concepts and Principles		1.18.3	X	X			
2. NOT IN STS/IN CFETP	Operations Concepts and Principles, General LE / Operations/Roles & Missions			X	X			
3. Identify basic facts and terms about career field history	Security Forces /Military Law enforcement history and culture		1.1	X	X		X	
4. Identify basic facts and terms about the ethics of the Security Forces Career Field	Ethics / law enforcement code of conduct		1.4	X	X		X	
5. Identify basic facts and terms about SF organizational structure	Organization / Chain of Command		1.10.1	X	X		X	
6. Identify basic facts and terms about OPSEC	Force Protection OPSEC		1.8.1	X	X		X	
7. Identify basic facts and terms about the Threat Spectrum	Concept and principles /Threat Spectrum		1.8.3	X	X			
8. Employ inter/intra-personal skills	Interpersonal Skills		5.2.1.2	X	X			

9. Identify basic facts and terms about Force Protection Conditions (FPCONS)	Threat Levels/FP CONS		X	X		X	
10. Identify basic facts and terms about Community Policing	Community Policing	6.10.2.2		X			
11. NOT IN STS	Terrorism / Anti-terrorism		X	X			
12. Identify relationship of basic facts and state general principles about Random Anti-Terrorism Measures (RAMS)	NOT in DoDI/IN CFETP	4.1.2	X	X		X	
LEGAL							
13. Identify basic facts and terms about UCMJ	Military Law UCMJ	2.2	X	X		X	
14. Identify relationship of basic facts and state general principles about military authority and jurisdiction (Posse Comitatus)	Posse Comitatus Act / Military Authority and types of jurisdiction	2.1	X	X		X	
Course Description	DoDI		SG	CP	HS	MS	TRAINER
15. Identify relationship of basic facts and state general principles about when to advise persons of their rights	Advise person of their rights	2.3.1	X	X			
16. Identify facts and terms about advisement provisions for active duty, civilian, National Guard and USAF reservists	Advise person of their rights	2.3.2	X	X		X	
17. NOT IN STS/IN CFETP	Federal Criminal Law (18 USC)			X		X	
18. NOT IN STS/ IN CFETP	Rules of Evidence			X		X	
19. NOT IN STS/NOT IN CFETP	Federal Tort Law/Officers Liability			X		X	

20. NOT IN STS/ IN CFETP	Intro to court testimony			X		X	
SEARCH							
21. NOT IN STS/IN CFETP	Search and seizure authority (Patrolman & Entry Control)		X	X		X	
22. NOT IN STS/ IN CFETP	Search and seizure authorization (Warrant/Warrant less) (Patrolman & Entry Control)		X	X		X	
23. As a member of a 2 person team , conduct a building search	Search Buildings	6.1.2		X	X		
24. As a member of a 2 person team , search a vehicle	Search Vehicles	6.1.4	X	X			
25. Given detained individual, conduct individual searches	Search Individuals	6.1.1	X	X			
26. Given detained individual, perform handcuffing	Detain / Apprehend and Search Individual	5.2.1.5	X	X			
27. Given area boundaries conduct an area search	Search Area	6.1.3		X			
FIRST AID							
28. Self Aid / Buddy Care	First Level Medical		X	X	X		
29. Identify relationship of basic facts and state general principles about blood borne pathogens	Blood borne Pathogens	1.23.4	X	X			
30. Placed in a potentially contaminated environment, counter blood borne pathogens	Blood borne Pathogens	1.23.5	X	X			
APPLY FORCE							
31. NOT IN STS/IN CFETP	DoD Use of force		X	X			

32. Identify relationship of basic facts and state general principles about the concepts and principles of use of force.	Not in DoDI/IN CFETP	5.1.1	X	X			
Course Description	DoDI		SG	CP	HS	MS	TRAINER
33. Given a suspect, challenge individuals	Use of less than deadly force	5.2.1.1	X	X			
34. Attacked by a perpetrator, demonstrate weapons retention	Use of less than deadly force	5.2.1.4	X	X			
35. Attacked by a perpetrator, employ Physical Apprehension and Restraint Techniques (PART)	Use unarmed self defense techniques	5.2.1.3	X	X			
36. Placed in a "Use of Force" situation, demonstrate the ability to apply deadly force Techniques	Use of Deadly Force	5.3.1	X	X			
WEAPONS							
37. Given an M9 Pistol, ammunition and a qualification target, qualify with the M9 Pistol	Qualify with assigned weapon	5.3.2.1.6	X	X	X		
38. Given an M9 pistol, practice/enforce weapons safety	Qualify with assigned weapon	1.23.6	X	X	X		
COMMUNICATIONS							
39. Given a radio, operate communication systems	Communications Discipline	1.25.7	X	X	X		
40. Given a radio, use the phonetic alphabet	Use Phonetic Alphabet	1.25.2	X	X	X		
41. NOT IN STS/ IN CFETP	Use and React to visual signaling techniques		X	X			
POST / PATROL ACTIVITIES							

42. Placed at an installation entry point, perform installation entry control duties	NOT in DoDI/ IN CFETP	4.1.4	X	X			
43. Given a visitor to the installation, properly identify authorized forms of identification needed for installation access.	NOT in DoDI/ IN CFETP	1.24.1.2	X	X		X	
44. Respond to cantonment area alarms	Respond to Alarms	6.10.1.8		X	X		
45. Identify basic facts and terms about Safe Haven.	NOT in DoDI/IN CFETP	4.1.3	X	X		X	
Course Description	DoDI		SG	CP	HS	MS	TRAINER
46. NOT IN STS/ IN CFETP	Identify types and objectives of installation patrols			X			
47. Perform traffic stops (high risk and unknown risk).	Vehicle Stops, High & Unknown Risk	6.10.1.7		X			
48. NOT IN STS/IN CFETP	Record police information			X			
49. NOT IN STS/ IN CFETP	Identify types and objectives of installation patrols			X			
50. NOT IN STS/ IN CFETP	Apprehend a suspect			X			
51. NOT IN STS/ IN CFETP	Transport a suspect			X			
52. NOT IN STS	React to Weapons Fire			X			
53. Conduct building and repository checks.	Conduct building and repository checks	6.10.2.1		X	X		
54. NOT IN STS/ IN CFETP	Enter and clear a building			X			
55. NOT IN STS/ IN CFETP	Clear an area			X			
56. NOT IN STS/	Use Cover and Concealment			X			
57. NOT IN STS/IN CFETP	Officer Survival/Safety		X	X			

58. NOT IN STS/IN CFETP	Movement Techniques			X			
59. NOT IN STS	Intro to capabilities and SF application of Military Working Dogs (MWD)		X	X	X		
60. NOT IN STS	Perform Vehicle PMCS		X	X	X		
61. NOT IN STS	Drivers Training		X	X	X		
POST / PATROL INCIDENTS							
62. NOT IN STS	Introduction / Responding to calls for service			X			
63. Identify relationship of basic facts and state general principles about Improvised Explosive Devices	Improvised Explosive Device	6.18	X	X			
64. NOT IN STS	Introduction to emergency response protocols			X			
65. NOT IN STS	Bombs / Bomb Classifications		X	X			
66. NOT IN STS	Bomb Threat Procedures		X	X			
67. NOT IN STS	Bomb Threat Evacuation Procedures		X	X			
68. Secure crime scenes	Secure Crime Scenes	6.2.8	X	X			
69. Process crime scenes	Process Crime Scenes	6.2.8		X			
Course Description	DoDI	STS #	SG	CP	HS	MS	TRAINER
70. Interview persons	Interrogate Suspect(s) and Subject(s)			X			
71. NOT IN STS	Search Procedures		X	X			
72. NOT IN STS	Identify elements of a crime (UCMJ & USC 18)			X		X	
73. NOT IN STS	Introduction to incident management			X			
74. NOT IN STS	Crime Scene Search and Patterns for searching			X			
75. NOT IN STS	Identify evidence/contraband including drugs			X			

76. NOT IN STS	Collect Evidence			X			
77. NOT IN STS	Process physical evidence at a crime scene			X			
78. NOT IN STS	Sabotage & Wrongful Destruction			X		X	
79. NOT IN STS	Evacuation / Evacuation Planning		X	X			
TRAFFIC MANAGEMENT							
80. Direct traffic	Direct Traffic	6.10.1.2	X	X			
81. NOT IN STS	Respond to vehicle accidents			X			
82. NOT IN STS	Prepare vehicle accident report			X			
83. NOT IN STS	DWI/DUI enforcement		X	X			
84. NOT IN STS	Prepare DUI Report			X			
85. NOT IN STS	Intro to Accident Investigation		X	X			
86. NOT IN STS	Prepare Citations (1408 & 1805)			X		X	
87. NOT IN STS	Issue a Citation			X			
REPORTS / REPORT WRITING							
88. Given an AF Form 1168, prepare an AF Form 1168	Prepare Statement of Suspect / Witness	1.24.1.4		X	X	X	
89. Given an AF Form 52 and evidence, prepare an AF Form 52	Prepare Evidence Tag	1.24.1.1	X	X	X	X	
90. Prepare Visitor Register Log (AF Fm 1109)	Prepare Visitor Log		X	X		X	
91. Prepare Visitor / Vehicle Pass (AF FM 75)	Prepare Visitor Pass / Vehicle		X	X		X	

92. Prepare Authority to Search and Seize (AF Fm 1176)	Prepare Authority for Search and Seize			X		X	
93. Prepare Consent for Search and Seizure (AF Fm 1364)	Prepare Consent for Search and Seize			X		X	
Course Description	DoDI		SG	CP	HS	MS	TRAINER
94. Prepare Incident Report (AF Fm 3545)	Prepare Incident Report			X		X	
95. Prepare Receipt for Inmate or Detained Person (DD Fm 2708)	Prepare Receipt for Inmate or Detained Person			X		X	
96. NOT IN STS	Prepare Field Interview Card		X	X		X	
CBRNE							
97. Introduction to CBRNE	Basic Law Enforcement 1st Responder Skills		X	X	X	X	
98. Basic concepts to identify hazardous materials	Basic Law Enforcement Individual Protection		X	X	X		
CIVIL DISTURBANCE & OTHER HOME STATION TRAINING							
99.	Intro to Crowds / Crowd Behavior		X	X	X		
100.	Intro to use a Riot Baton		X	X	X		
101.	Intro to Position yourself in Riot Formation		X	X	X		
102.	Intro to conduct Squad Size Riot Formations		X	X	X		
103.	M-9 / M-4 / M-16 / Shot Gun		X	X	X		
104.	Non-Lethal Force		X	X	X		
105.	Baton / ASP		X	X	X		
106.	Pepper Spray / Mace		X	X	X		

SECURITY GUARD TOTAL HOURS W/O HS TRAINING & NON-STS	96.25	
CIVILIAN POLICE TOTAL HOURS W/O HS TRAINING & NON-STS	120.25	

DoDI – Department of Defense Instruction

STS Tasks - Specialty Training Standards

CP – Civilian Police

SG – Security Guard

MS – Military Specific

HS – Home Station Training accepted or required

Attachment 12

AIR FORCE MEDICAL STANDARDS AND QUALIFICATION REVIEW BOARD FOR APPLICANTS OF SECURITY GUARD AND POLICE POSITIONS

A12.1. Scope: This policy documents the occupational medical screening process the Air Force intends to use for all civilian applicants who have a conditional offer of employment to become an employee. This policy addresses how medical professionals and the Air Force will medically assess applicants to determine if they meet established standards and the conditions of employment. This policy also addresses how an individual, who has been determined not medically qualified, can request a waiver under the Americans with Disability Act of 1990. Employment related decisions under this policy are fundamentally managerial and not medical.

A12.2. Enforcement of standards: An applicant who does not meet the established AF medical standards for Series 0085/0083/0080(LE) duty, in accordance with AFI 31-201, *Security Forces Standards and Procedures*, and DoD 6055.05-M *Occupational Medical Examinations and Surveillance Manual*, is not medically qualified for the position and cannot be appointed to a Series 0085/0083/0080(LE) position absent a waiver from AFSFC/CC.

A12.3. Implementation Plan: This policy is effective upon receipt for all applicants in the 0083/0085 and 0080 (Law Enforcement) series.

A12.4. Authority and Guidance Document: Director of Security Forces (HQ USAF/A7S) is responsible for developing policies, standards, and procedures for installation security, including all personnel assigned to security guard and police duties.

A12.5. Rationale: Medical standards exist and are justified because these positions are arduous, hazardous and require a specific level of physical capabilities to ensure personal and public safety and to insure security is not compromised. The medical standards that the AF is implementing quantify the AF's requirements that are necessary to perform the essential functions of these positions. AF-wide consistency in the implementation and operation of medical standards is critical to having an effective security force.

A12.6. Current Environment: After the attacks of 9/11, AF installations have been operating under sustained anti-terrorism operations; preparing for attacks which can be both unpredictable and catastrophic. Recognizing this fundamental change in the nature and expectations in law enforcement and protective activities requires more comprehensive medical standards and a higher degree of professionalism.

A12.7. A medical qualification determination will be made of the applicant's ability to safely perform the duties of an AF CP/SG. Specific knowledge of the tasks typically performed and the conditions under which the tasks are performed are a crucial component necessary to render an accurate occupational medical opinion. Resources that describe security police/guard qualifications include, but are not limited to: description of duties, training requirements, qualifications/classification standards, and essential job tasks. The Optional Form (OF) 178 (U.S. Office of Personnel Management Certificate of Medical Examination), or equivalent, will be used to document the medical provider's evaluation and disposition.

A12.7.1. Pre-placement Medical Examinations. The pre-placement medical examination is required to ensure that the applicant is medically qualified for the position and able to safely perform the essential physical and work condition requirements of the position. Each candidate will be evaluated on a case-by-case basis, based on the particular facts of the individual and the job. Before denying a candidate a job because of his/her inability to

perform the essential functions of the job, the employer must consider accommodations that could eliminate or reduce this risk.

A12.7.2. Installation Medical Review Officer (MRO) Responsibilities. The MRO shall be a currently licensed doctor of medicine (M.D.) or osteopathy (D.O.) assigned to the base Military Treatment Facility. The MRO shall be qualified to provide professional expertise in the areas of occupational safety and health as they relate to the program and policies established under this program. The individual is responsible for providing documentation from their private physician when additional testing/evaluations are required by the MRO to determine an individual's ability to safely perform AF CP/SG duties.

A12.8. Policy for standards enforcement and waivers:

A12.8.1. Organization: The Director of Air Force Security Forces (HQ USAF/A7S) directs that the Commander of the Air Force Security Forces Center (AFSFC) appoint an AFSFC Medical Review Officer (MRO) to make medical standard qualification/disqualification recommendations. The AFSFC Commander will also create the Air Force Security Forces Qualifications Review Board (SF-QRB) to make the necessary employment-related decisions.

A12.8.2. Security Forces Qualifications Review Board (SF-QRB). The AFSFC Commander will appoint the members of the SF-QRB. The SF-QRB will consist of: AFSFC Director of Staff; AFSFC Operations Division Chief (or Deputy), and Programs and Resources Division Chief (or Deputy). The AFSFC Commander may include a MAJCOM Director of Security Forces (or Deputy) on the QRB. HQ AFRC/A7S will have a member on the SF-QRB when a DAF CP/SG assigned to AFRC is being evaluated for continued employment. A legal advisor from the Secretary of Air Force General Counsel's Administrative Law Division (SAF/GCA) will provide legal advice to the SF-QRB. The AFSFC MRO and a representative from the civilian personnel community (installation level or AFPC) may also serve as advisors. If a representative from SAF/GCA is not available to provide legal advice, the AFSFC commander may appoint a representative from AF/JAA or Local SJA representative to advise the SF-QRB. The AFSFC Director of Staff will serve as the SF-QRB Chair. The SF-QRB will consider issues that are not strictly medical (e.g. reasonable accommodation and/or assessment of undue hardship on the Air Force Security Operations). The SF-QRB Chair will present the recommendation of the SF-QRB waiver determinations to the AFSFC Commander who will be the final reviewing/approving official. The legal counsel who participated in the meeting will be the spokesperson for the SF-QRB in discussing issues with the person requesting the waiver and/or his/her legal representative. The procedures used by the SF-QRB will be developed in a separate standard operating instruction.

A12.8.3. Authority: When the SF-QRB determination is rendered, the AFSFC Commander will forward the official recommendation back to the unit/hiring authority for the final disposition.

A12.8.4. Notification to employees: The MRO shall inform all applicants of the results of their occupational medical examinations as soon as possible following completion of the examination. All applicants for Series 0083/0085/0080(LE) positions will be provided with information regarding the medical screening and request for waiver process after they have received a conditional offer of employment.

A12.8.5. Waiver process: When the DFC determines that an applicant/candidate with a conditional offer of employment does not meet medical standards and is therefore not medically qualified to safely perform his/her duties, the DFC (or representative) will notify the individual, in writing, of the reasons for the medical disqualification. Documentation on the results of the occupational medical examination and if appropriate, information regarding potential reasonable accommodations and/or restrictions, will be forwarded directly to the AFSFC Director of Staff. This information is confidential medical information and shall only be viewed by representatives of management with a business need to know the information.

A12.8.6. An applicant (with a conditional offer of employment) must request a waiver of the installation's medical disqualification determination in time to arrive at the office of the AFSFC Director of Staff within 20 calendar days of the applicants' receipt of the notification of disqualification. Requests for a waiver may be in paper form, via fax, or electronic. Confirmation records of Facsimile and/or electronic delivery (read-receipt) must be maintained by the individual requesting the waiver, in the event a timeliness issue arises. The waiver procedure applies to candidates with conditional offers of employment who receive a determination of "Not Medically Qualified".

A12.8.7. The request for a waiver must, at a minimum, contain:

A12.8.7.1. Date of request for a waiver

A12.8.7.2. Name and contact information

A12.8.7.3. Unit of assignment and (potential) supervisor's name

A12.8.7.4. Reasons provided for the recommendation that they are not medically qualified. If applicant has veteran's preference as a disabled veteran, the VA Rating Decision form.

A12.8.7.5. Rationale for the request for a waiver from standards (which can include supporting medical information from their treating physician). If medical information is included, a request for a release of medical information may be requested by the SF-QRB.

A12.8.7.6. Requested action and/or proposals for reasonable accommodation.

A12.8.8. The AFSFC Director of Staff will convene a SF-QRB within 30 calendar days, or as soon thereafter as practical, of receiving the request for a waiver from the applicant/candidate. Requesters will not normally be permitted to appear in person before the SF-QRB. However as indicated above, they can communicate to the SF-QRB any information that they believe is relevant. If the SF-QRB has any questions or concerns upon review of the submitted material, the Chair will make arrangements for the requestor to address those areas either in writing, by telephone and/or video conference. Requests for waivers of medical standards upon a medical recommendation that the employee is "not medically qualified" are processed through the procedures of the SF-QRB.

A12.8.9. In matters heard by the SF-QRB, the board will issue a recommendation under the Chair's signature to AFSFC/CC. The AFSFC Commander retains the authority to review and modify any SF-QRB recommendation. The decision of the AFSFC Commander will constitute the final official agency decision. Agency decisions in response to a request for a waiver will be issued within 60 calendar days of the meeting of the SF-QRB. The AFSFC

Commander will forward the determination to the unit/installation commander for the final disposition.

Attachment 13

MANAGEMENT CONTROL CHECKLIST

A13.1. This checklist provides a guide for the administration of the DAF CP/SG Program.

A13.2. The purpose of this checklist is to assist Installation DFC/SF Representative in evaluating the key management controls outlined below. It is not intended to cover all controls. It is to be answered in a YES/NO/NA format. A negative response (NO) is to be explained at the end of the question. The reference points in this instruction are provided after each question for user convenience.

A13.3. Answers must be based on the actual testing of key management controls (for example, document, analysis, direct observation, sampling, simulation, exercise, other). Answers indicating deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be evaluated formally at least every year. Certification that the evaluation was conducted must be accomplished on locally devised format.

A13.4. Checklist Questions

A13.4.1. Do assigned personnel meet OPM qualification standards for police or guard positions, as per paragraph 2.2.?

A13.4.2. Are prospective DAF CP/SGs required to sign a condition of employment statement (see Attach 2)?

A13.4.3. Are DAF CP/SG personnel medically evaluated periodically in accordance with paragraph 2.2.1.4., (see Attachs 4 and 5)?

A13.4.4. Do applicants receive a security screening, as per paragraph 2.2.2.?

A13.4.5. For pre-employment inquiries, are former employers, former supervisor, and personal references checked, as per paragraph 2.2.2.2.?

A13.4.6. Is a pre-employment credit check accomplished for each individual, as per paragraph 2.2.2.4.?

A13.4.7. Does the Installation DFC/law enforcement representative conduct a check of arrest and criminal history, where applicable, for new applicants, as per paragraph 2.2.3.?

A13.4.8. Is an inquiry accomplished on all applicants per the Lautenberg Amendment to the Gun Control Act of 1968, and is DD Form 2760 completed as per paragraph 2.2.2.5.?

A13.4.9. Does the Installation DFC/law enforcement representative forward the arrest/criminal history results to CPO/CPF with a recommendation to continue/discontinue processing the applicant, as per paragraph 2.2.3.?

A13.4.10. Do all DAF CP/SG employees receive drug testing as part of pre-employment, as per paragraph 2.3.?

A13.4.11. Is each DAF CP/SG applicant medically evaluated in accordance with OPM medical evaluation, as per paragraph 2.5.1.2. (see Attach 5)?

A13.4.12. Does the installation commander document specific delegation of authority and jurisdiction for DAF CP/SG (see Attachment 2), as per paragraph 3.9.?

A13.4.13. Has the DAF CP/SG acknowledged that the officer's authority and jurisdiction is limited to the installation and while on duty only, as per paragraph 3.6.?

A13.4.14. Have all existing cases of deputization of Air Force uniformed law enforcement personnel by state and local governments been approved by the Secretary of the Air Force, as per paragraph 3.5.2?

A13.4.15. Does each DAF CP/SG acknowledge, in writing, a clear understanding of their authority and jurisdiction (see Attachment 2), as per paragraph 3.9.?

A13.4.16. Are uniforms worn by all DAF CP/SG personnel in accordance with this Air Force Instruction, as per chapter 4?

A13.4.17. Is the wearing of jewelry in accordance with DAF approved standards, (see Attachment 7) as per paragraph 4.27.8.?

A13.4.18. Do DAF CP/SG maintain hygiene and body grooming standards that are consistent with an overall professional appearance in accordance with DAF approved standards, as per paragraph 4.26.14.?

A13.4.19. Do DAF CP/SG maintain DAF approved standards of appearance, as per paragraph 4.29. and 4.30.?

A13.4.20. Are eyeglasses, sunglasses, and contact lenses in accordance with DAF approved standards, as per paragraph 4.31.?

A13.4.21. Do all DAF CP/SG wear uniforms while on duty, as per paragraphs 4.4.?

A13.4.22. Is protective/reflective clothing authorized when safety considerations dictate, as per paragraph 4.5.?

A13.4.23. Has each individual been scheduled for, or completed, VA-LETC accredited training academy or equivalent training, as per paragraph 5.?

A13.4.24. Is each individual prior to performing duties, trained and certified for tasks and duties, as per paragraph 5.2.?

A13.4.25. Has required initial certification training been provided and sustainment/recurring training scheduled, as per paragraph 5.2.1.?

A13.4.26. Has each individual successfully completed use of force and weapons qualification training, as per paragraph 5.2.2. and 5.2.3.?

A13.4.27. Is a waiver submitted for initial academy attendance for any new hire that meets the waiver requirement, as per paragraph 5.3.1.?

A13.4.28. Do DAF CP/SG personnel receive initial and annual PAT, as per Chapter 6?

A13.4.29. Is the PAT administered in accordance with Chapter 6?

A13.4.30. Are DAF CP/SG applicants informed, in writing, of the PAT requirements, as per paragraph 6.6., (see Attach 2)?

A13.4.31. If a DAF CP/SG fails the second PAT attempt is CPO/CPF contacted regarding a proposed removal or reclassification as appropriate, as per paragraph 6.6. and 6.7.?