BY ORDER OF THECOMMANDER
480TH INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE WING (ACC)

480TH ISR WING INSTRUCTION 31-101

14 APRIL 2016

Security

SENSITIVE COMPARTMENTED INFORMATION FACILITIES (SCIF) ENTRY AND EXIT INSPECTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Larry M. Wiatrowski)

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It extends the guidance of Air Force Instruction (AFI) 31-101*, Integrated Defense,* and Air Force Manual (AFMAN) 14-304, *The Security Use and Dissemination of Sensitive Compartmented Information.* This instruction provides guidance and establishes procedures for 480th Intelligence, Surveillance and Reconnaissance Wing (480 ISRW) and 497th Intelligence, Surveillance and Reconnaissance Group (497 ISRG) random SCIF entry and exit inspections. This instruction applies to personnel entering the HQ 480 ISRW (Building 23) and 497 ISRG (Building 1302) facilities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF 847, *Recommendations for Change of Publication*; route AF 847 through the appropriate chain of command. Unless otherwise specified in this instruction, 480 ISRW/CC is the waiver authority for this instruction. Waiver requests will be routed through the appropriate chain of command to the waiver authority. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). This publication has been revised and must be reviewed.

SUMMARY OF CHANGES

This instruction has been substantially changed and must be completely reviewed. Major changes include random inspection requirements changed due to population-size and manning differences in Buildings 23 and 1302. The addition of sensitive unclassified government information was included in the inspection purview. The requirement for the use of WiFi-capable devices in Building 23 was included.

1. RESPONSIBILITIES

1.1. The Wing Chief of Security (480 ISRW/SO) will provide oversight for the inspection program and is responsible for guidance and procedures outlined in this instruction.

1.2. 480 ISRW Security Personnel will:

1.2.1. Implement the guidance and procedures in this instruction.

1.2.2. Comply with guidance and procedures in this instruction when conducting these SCIF entry and exit inspections.

1.2.3. Conduct SCIF entry and exit inspections on randomly selected personnel (visitors or permanently assigned) entering or exiting building 23 during a randomly selected time period.

1.3. 497 ISRG (497 ISRG/SO) security personnel will:

1.3.1. Implement the guidance and procedures in this instruction.

1.3.2. Comply with guidance and procedures in this instruction when conducting these SCIF entry and exit inspections.

1.3.3. Conduct SCIF entry and exit inspections on randomly selected personnel (visitors or permanently assigned) entering or exiting Building 1302 during randomly selected time periods.

2. PURPOSE

2.1. The purpose of random inspections is to deter the introduction of prohibited items and contraband into the SCIF and deter unauthorized removal of classified material. All hand-carried items are subject to inspection. Members could be asked to empty their pockets.

3. PROCEDURES

3.1. To implement random inspections, 480 ISRW/SO and 497 ISRG/SO can choose any US website or program that generates random dates and times. Building 23 inspections will run until 10-15 personnel have been checked or 30 minutes have passed; Building 1302 inspections will run until 20-25 personnel have been checked or 1 hour has passed.

3.2. Signs will be posted at SCIF entrances in Buildings 23 and 1302 advising all personnel of the potential for inspection of all hand-carried items (to include, but not limited to, backpacks, purses, day-planners).

3.3. The 480 ISRW/SO and 497 ISRG/SO will maintain the SCIF Entry/Exit Inspection Log for 1 year (see **Attachment 2**). Logs will be reviewed periodically for trends and repeat violators.

3.3.1. If classified material is found during an inspection, individuals who do not have an SO-issued courier card/letter may be detained and their commander and 633d Security Forces Squadron may be notified. The material will not be removed from the facility. The event will be documented and reported to the respective chief of security.

3.4. SCIF Entry Inspections:

3.4.1. Entry inspections can be conducted at any SCIF entrance. Inspectors will identify themselves, inform personnel of the requirement to conduct a random entry inspection, and ask that individual if they are carrying prohibited items, classified material or sensitive government information.

3.4.1.1. The prohibited items list includes, but is not limited to, transmitting devices such as cellular telephones; 2-way pagers; "bricks"/2-way radios; recording devices; “smart” watches; Google glasses; photographic/video recording equipment; laptops; tablets; PCs; electronic organizers/readers; USB drives; MP3 players/iPods; writeable CDs/DVDs; memory/storage devices/cards; and hard drives. All weapons, including pepper spray, are prohibited; however, folding knives with blades 3 ½ inches or less are allowed. At time of publication, certain Wi-Fi-capable fitness devices are approved for use only in Building 23 and must be approved by the SSO in writing before they are brought into the SCIF.

Note: The SSO/SIO at wing or group level may approve in writing the storage/use of government-owned photographic/video recording equipment, 2-way radios and recording devices in the SCIF. Items will be turned off when not in use and lens covered if applicable.

3.4.2. Inspectors will ask individuals to open and remove all objects from their hand-carried item(s) for visual inspection. At no time will the inspector put their hands on/in a hand-carried item or physically touch the individual except in a case of self-defense.

3.4.2.1. If a prohibited item is found, the inspector will ensure the item does not enter the SCIF and annotate the log. Facility access will be denied until the owner removes the item from the area.

3.4.2.2. Military personnel who refuse to comply with the entry inspection will be denied access and may be subject to administrative or punitive actions under the Uniform Code of Military Justice (UCMJ). Contact the 633 Air Base Wing (ABW)/Judge Advocate (JA) for further guidance.

3.4.2.3. Any civilian (government, contractor, visitor) who refuses to comply with the entry inspection will be reminded that refusal to submit to an inspection may result in disbarment from the facility, adverse personnel action and/or security clearance suspension. Contact the 633 ABW/JA for further guidance.

3.4.2.4. Any person who is perceived as purposefully avoiding entry inspections will be denied access to the facility until they comply. Security personnel will document the event and report the name, if known, to the Chief of Security for the respective facility.

3.5. SCIF Exit Inspections:

3.5.1. SCIF exit inspections are the same as detailed in paragraph 3.4.

3.5.1.1. If a prohibited is found, it will be retained and turned over to the Building 23 Information Assurance Office and given to the 497 ISRG Surety Team to be analyzed for classified information.

3.5.1.2. If classified material or sensitive government information is found, the individual must show either a DD Form 2501 (Courier Card) or courier authorization letter signed by the SO. If the individual does not have written authorization the material will be retained and turned over to SO for review.

3.5.1.3. Military personnel who refuse to comply with exit inspections will be detained and may be subject to administrative or punitive actions under the UCMJ. Contact the 633 ABW/JA for further guidance.

3.5.1.4. Civilians (government, contractor, visitors) who refuse to comply with the exit inspection will be reminded that consent to inspection was implied upon SCIF entry and refusal may result in disbarment, adverse personnel action and/or clearance suspension. Additionally, unlawful removal of classified material from the SCIF may be prosecuted under Title 18, United States Code, Chapter 37 and/or Title 18, United States Code, Section 1924. Contact 633 ABW/JA for further guidance.

TIMOTHY D. HAUGH, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

ICR 705, *Sensitive Compartmented Information Facilities (SCIF)*, 26 May 2010

AFPD 31-1, Integrated Defense, 7 July 2007

AFI 31-101, Integrated Defense, 8 October 2009

AFMAN 14-304, *The Security Use and Dissemination of Sensitive Compartmented Information,* 1 May 1999

Abbreviations and Acronyms

ABW—Air Base Wing

ISRW—Intelligence, Surveillance and Reconnaissance Wing

ISRG—Intelligence, Surveillance and Reconnaissance Group

JA—Judge Advocate

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

DCID—Director of Central Intelligence Directive

IAW—In Accordance With

ISR—Intelligence, Surveillance and Reconnaissance

OPR—Office of Primary Responsibility

SCIF—Sensitive Compartmented Information Facilities

SIO—Senior Intelligence Officer

SO—Security Office

SSO—Special Security Officer

UCMJ—Uniform Code of Military Justice

Attachment 2

SCIF ENTRY/EXIT INSPECTION LOG

Table A2.1. SCIF Entry/Exit Inspection Log.

Date Conducted: Time Conducted: Location Conducted:

NAME	GRADE	UNIT	DUTYPHONE	ITEMS

Personnel conducting inspection: _____
Print & Sign

_____
Print & Sign