

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

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Security

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 31-1, *Integrated Defense*, DoDI 5525.15, *Law Enforcement (LE) Standards and Training in the 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 23-March-24 April, 2014 Department of the Air Force employees assigned to 0083, 0085 positions to include both contract and federally contracted Security Forces (SF). Compliance with this instruction is mandatory and it applies to Department of the Air Force military, civilian, Reserve, Air National Guard (does not include state contracted and/or non-dual status positions within the Air National Guard), and personnel from other US military branches assigned or attached to Air Force units, government-owned, contractor-operated (GOCO) and contractor-owned, contractor-operated (COCO) facilities. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, and T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The terms "must," "shall" and "will" denote mandatory actions in this instruction. It is not necessary to send implementing publications to HQ USAF/A4S for review and coordination before publishing. Refer recommended changes and conflicts between this and other publications to AF/A4SO, 1030 AF Pentagon, Washington, DC, 20330-1030, 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 IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). This Publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974, in accordance with System of Records Notice (F033 AF B, *Privacy Act Request File*, F036 AF PC Q, *Personnel Data Systems (PDS)*) and F031 AF SF B, *Security Forces Management Information System*) apply and are available on the Defense Privacy and Civil Liberties Division website. The authorities to collect and/or maintain the records in the publication are 10 United States Code (U.S.C.) 8013 Secretary of the Air Force: powers and duties; delegation by the PA Systems Notice(s).

SUMMARY OF CHANGES

This revision consists of tiering of this publication to become in compliance with AFI 33-360, *Publications and Forms Management* and AFI 90-201, *The Air Force Inspection System*. It also removes the training waiver previously utilized during the conversion of contract SG positions to Civilian Police over hires. An additional change is the implementation of commensurate rank insignia use, similar to the other services and civilian police departments.

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Chapter 1

INTRODUCTION

1.1. Purpose.

1.1.1. 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 Law and Order (L&O) operations, a core function of the Air Force SF. The term Law and Order operations as used in this document refers to the Law and Order Program defined in AFPD 31-1 and in the terms section of this document. This document also assigns responsibilities and establishes policy, standards and procedures for the effective implementation of the program. It describes and outlines standard policies and procedures for selecting, hiring, training and equipping DAF CP/SG. Exception: The daily work environment of senior staff level 0083 series SF employees does not require response to law enforcement emergency incidents or situations; they are not armed and do not wear a uniform or a badge. As staff officers, they do not enforce the law and are not expected to be exposed to work situations that require use of force, firearms, strenuous physical activity, exertion or agility. Accordingly, the requirements of this instruction pertaining to physical agility testing, weapons qualification, wear of the uniform, medical evaluation and job compatibility assessment apply to these staff employees only if specifically required by their position description. Senior staff level 0083 series SF employees are defined as those who work at Group Headquarters, Numbered Air Force (NAF) Headquarters, Major Command (MAJCOM) Headquarters, Field Operating Agencies (FOA) and Headquarters Air Force (HAF). Disputes regarding identification/classification of these employees may be forwarded to AF/A4SD for resolution. Senior staff level 0083 series SF employees who may deploy to an area of combat must comply with requirements of the deployed location. (T-2) SF units will adhere to the requirements of respective Collective Bargaining Agreements (CBA), to include local level impact and implementation which take precedence over this manual and supplements to this manual created at any level. (T-0) In instances where CBA obligations deviate from established manual standards, Defense Force Commanders (DFCs) will ensure future drafts of binding agreements comply with this manual and supplement(s). (T-1)

1.2. Responsibilities.

1.2.1. Air Force Director of Security Forces (AF/A4S). AF/A4S 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/A4S serves as Functional Manager (FM) of DAF CP/SG career field. AF/A4SX serves as Career Field Manager (CFM) of DAF CP/SG career field.

1.2.2. Air Force Installation & Mission Support Center/Primary Subordinate Unit, Air Force Security Forces Center (AFIMSC/PSU AFSFC). The AFIMSC/PSU 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.

1.2.3. Major Command (MAJCOM) Chief of Security Forces (A4S). MAJCOM A4S 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. The 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 is interchangeable with Provost Marshall (PM) for Joint Base units at locations under Air Force span. DFC will appoint a disinterested SNCO/Senior Civilian to conduct a self-inspection of the unit DAF CP/SG Program annually. (T-2) Standardization/Evaluation personnel will assist the disinterested party as part of a functional area inspection in accordance with (IAW) AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*. (T-2)

Chapter 2

SELECTION AND HIRING

2.1. Basic Character Traits/Qualities.

2.1.1. Civilian police officers and security guards should 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*. (T-2)

2.2. Qualification Standards.

2.2.1. DAF CP/SG must meet the Office of Personnel Management (OPM) qualification standards for police or guard positions and conditions of employment found in Attachment 2. (T-0)

2.2.1.1. Consider job-related functions, such as strenuous activity, physical exertion, physical agility and levels of stress as they pertain to a specific job for both normal and emergency operations. Physical requirements are per OPM qualification standards, conditions of employment and job analyses.

2.2.1.2. Units will conduct medical evaluation for DAF CP/SG applicants IAW prescribed OPM medical eligibility requirements found in *5 CFR 339.202 Medical Standards* and *339.205 Medical Evaluation Programs* as well as DoD 6055.05M, *Occupational Medical Examinations and Surveillance Manual*. (T-0) 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.

2.2.1.3. Units will conduct physical agility testing (PAT) for all DAF CP/SG personnel IAW Chap 6, after being medically cleared by an AF physician. (T-2) Use Attachment 3 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 staffed through your local Labor Relations Officer for assistance in meeting any local bargaining obligations.

2.2.1.3.1. Applicants must obtain a medical clearance from a licensed physician prior to taking the initial PATs, as described in Attachment 2 and 3. (T-2) Applicants should obtain documentation from his/her physician for Air Force medical officer review before approval. If the AF physician does not have Federal status, the supporting medical officer having Federal status should approve clearance 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, OPM medical evaluation standards, and the Air Force Surgeon General cardiovascular examination guidelines found in AFPAM 48-133, *Physical Examination Techniques*. (T-0) Credentialed Government or civilian physicians may

conduct the medical evaluation. Provide Office of Personnel Management (OF178, *Certificate of Medical Examination*) to the examining physician to guide them in their evaluation.

2.2.1.3.2. Ensure medical waiver(s) issued by local occupational physician are sent by SF/CC or designee to DAF CP/SG PM or CFM for review by SF-QRB occupational physician as soon as they are received.

2.2.1.4. 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.

2.2.1.4.1. To be finally selected, examinees must be medically certified to the appointing officer as eligible under such standards. (T-2)

2.2.1.5. Take appropriate administrative suspension, termination, or retirement action, as determined by each DFC in consultation with the servicing Civilian Personnel Officer (CPO) and legal advisor, against currently employed DAF CP/SGs 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 could adversely affect performance of assigned duties. When an appeal is made, AF/A4S convenes the Air Force Security Forces Qualifications Review Board (SF-QRB) to make the necessary employment- related decisions as described in Attachment 8.

2.2.1.6. All otherwise qualified applicants will undergo the Job Compatibility Assessments (JCA) as part of the interview/selection process. (T-2) 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 should take the JCA survey only once.

2.2.1.6.1. Each participating SF unit training section was provided the JCA and materials. Ensure JCA is accounted for, secured in a container in the unit, handled as FOUO, and treated as sensitive testing material. The JCA Procedures Manual contains 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 can be accessed from the AFIMSC/PSU AFSFC SMARTNet at <https://afsfmil.lackland.af.mil/>. The JCA Procedures Manual also contains POCs for AFPC support. Contact AFIMSC/PSU AFSFC/SFOP for AFPT 987 answer sheets and for assistance.

2.2.1.7. During the interview, ensure the DAF CP/SG, per Position Description, Recruitment Knowledge, Skills and Abilities demonstrates the ability to speak, read, write, and understand English sufficiently to execute job requirements.

2.2.1.8. DAF CP/SG should be able to operate all Unit determined SF vehicles and installed equipment and must possess a valid driver's license. (T-0) Notify the DFC and the CPO/CPF 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 are subject to the following pre-placement checks/inquiries. The Security Forces unit/organization will request checks/inquiries, performed by the Information Protection Office, in order to meet the minimal National Agency Check Plus Written Inquiries (NACI) standard. (T-0) Notify the DFC and contact the CPO/CPF for advice regarding options defined by applicable Federal and/or agency instruction for revocation or suitability to maintain employees' security clearance.

2.2.2.1. Local files check. This is normally a check of the SF 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. A check of criminal history record information contained in the III System and the FIRS may be made available for the purpose of screening prospective DAF CP/SG applicants pursuant to 28 CFR § 20.33 (a) (1), *Dissemination of Criminal History Record Information*, which allows those records to be made available to criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies. Utilize code "J" (Criminal Justice Employment only) for these checks.

2.2.2.4. National Agency Check Plus Written Inquiries and Credit Check (NACIC). Units will obtain NACIC reviews for all required basic positions; OPM conducts these reviews for all civilian employees assigned to non-sensitive positions. (T-0) (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, *Personnel Security Program Management*), units will strive to complete ANACI before actually filling the position. (T-0) If absolutely necessary, a pre-placement 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. (T-1) CPO will share ANACI results with requesting organization upon receipt. (T-3)

2.2.2.5. Lautenberg Amendment to the Gun Control Act of 1968, 18 U.S.C. § 922 (g) (9). Suitability for employment based upon the requirements of the Lautenberg Amendment is normally determined through an arrest and criminal history records check and/or local files check. If a favorable determination is made, when hired; the employee will be briefed on the Lautenberg Amendment and the briefing will be documented on

DD Form 2760, *Qualification to Possess Firearms or Ammunition*, which will be maintained in the employee's CPO and Unit personnel files.

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. (T-3) 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.

2.3. Drug Testing.

2.3.1. All DAF CP/SG are subject to the AF random drug testing program as a condition of employment. All DAF CP/SG applicants will receive a letter from the 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). All applicants must pass a drug test per DoDD 1010.09, *DoD Civilian Employee Drug-Free Workplace Program*, before being hired. (T-0) Additionally, drug testing may be required as a result of an accident or an unsafe practice and for employees in sensitive positions. The Head of each DoD Component determines the extent to which such employees are tested and the criteria for such testing 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.

2.4.1. 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.

2.4.1.1. The Air Force medical examinations include:

2.4.1.2. Pre-placement exams.

2.4.1.3. Fitness for duty exams.

2.4.1.4. Required periodic medical surveillance examinations and medical evaluation of workplace injury/illness.

2.4.1.5. 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, *Tricare Operations and Patient Administration Function*, and do not fall under confidentiality requirements.

2.4.3. Conduct medical evaluation for DAF CP/SG applicants and current employees in accordance with prescribed OPM and DoD 6055.05M, *Occupational Medical Examinations and Surveillance Manual*. Applicable federal law and policy includes 5 USC § 3301 and 5

CFR Part 339, *Medical Qualification Determinations*. These provisions should be reviewed for informational purposes.

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. (T-1) A civilian doctor can perform the examination, but a Medical Review Officer (MRO) with Federal Status must review it. (T-1)

2.4.5. The Medical Review Officer shall be a currently licensed Doctor of Medicine (M.D.) or osteopathy (D.O.) assigned to the base Military Treatment Facility. (T-2) Ensure the MRO is 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. (T-2) Administer immunizations upon the recommendation of the responsible occupational medical 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. (T-0) 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. DAF CP/SG personnel will complete a medical evaluation upon initial employment, on a periodic basis, and on termination, if there is a reasonable belief the employee was exposed to a job related hazardous material or condition that could adversely affect the employee's health. (T-1) Any offer of employment is contingent upon medical certification of the individual's ability to perform the essential job functions. Accomplish the initial medical evaluation 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. (T-0) 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, should bring their VA

Rating Decision to all physical examinations. This should 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. Ensure the DAF CP/SG periodic medical evaluation is accomplished at least once every three years. The examining physician should tailor the 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. Complete a medical evaluation 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. Accomplish continuing medical evaluations (including cardiovascular evaluation) of DAF CP/SG in accordance with 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 interfere with the performance of one or more essential job functions as described in (Attachment 4).

2.5.1.3. The MRO may use individual medical information, such as hospital records, specialized tests or an examination by another medical specialist 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 and DoD 6055.5-M, *Occupational Medical Examinations and Surveillance Manual*. Promptly advise the DFC 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 is unable to perform the essential functions of the job for a significant period, and that there is not a reasonable accommodation available, the DFC/Supervisor shall notify the servicing CPO. (T-0) The servicing CPO and the servicing legal advisor should assist the DFC with any appropriate personnel action. If the employee cannot perform in the current position, the CPO should look for a reassignment to a job for which the employee is qualified. A termination exam may be considered. 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 include, but not limited to: description of duties, training requirements, qualifications/classification standards, and essential job tasks (see Attachment 4). Use of the OF 178, *Certificate of Medical Examination*, or equivalent, to document the medical provider's evaluation and disposition.

2.5.3. Initially and prior to the Physical Agility Test (PAT), a military facility physician or physician extender will complete and sign a medical certificate to verify the individual is able to perform the PAT with minimal risk to safety and health (see Attachment 3). (T-2) The

examining physician should check all items of medical significance necessary to accurately report sufficient medical information and to fully describe the individual's current medical condition, including reviewing the individual's medical history. The employee should submit the signed medical certificate to the SF unit prior to performing the PAT. The final approving authority is the Medical Review Officer (MRO) when there are questions.

2.5.4. During an incumbent's medical evaluation, when the examining physician identifies one or more medical conditions that could interfere with the DAF CP/SG's performance of the essential functional or work conditions of the position, requiring the conducting of a medical standard disqualification recommendation, the AF/A4S appoints an MRO and creates an Air Force Security Forces Qualifications Review Board (SF-QRB) to make the necessary employment-related decisions (See Attachment 8).

2.5.5. Conduct all initial and periodic medical screening/examinations, required of applicant and incumbent DAF CP/SGs under this manual, at government expense in government facilities and by an AF designated physician or physician extender when possible; all required screening/examinations are subject to review and approval by an AF designated physician or physician extender. The examinations are limited to ensuring that the individual meets established thresholds and is fit to perform the duties of the assigned position. If the individual does not meet established thresholds, additional tests, studies and medical assessments to prove that the individual is capable of safely performing the full range of assigned essential activities (with or without accommodation) are obtained at the discretion and expense of the individual.

2.6. Position Descriptions (PDs).

2.6.1. It is desirable that only those approved position description documents located in the SCPD library be used for hiring of DAF CP/SGs. Generic Standard Core Position Descriptions (SCPDs) for 0085 Security Guard and 0083 Police Officer Series can be found in the SCPD/SPD Library under myPers in the AF Portal. The Air Force Reserve Command (AFRC) will maintain the position descriptions for their civilian police officers.

2.6.2. DAF CP Combat Arms (CA), Training and Detective personnel positions should be classified under the 0083 series and include duties for both CA/Trainer/Detective respectively and Police Officer. The intent is to provide an employee who is first a Police Officer and second a CA/Detective expert; an employee with enhanced knowledge and training that can respond to Integrated Defense emergency situations. This requirement is intended for SF unit-level operations. Similarly, other DAF CP positions like Training, Standardization Evaluation, Armorer, Alarm Monitor, Dispatcher, Military Working Dog (MWD) Police, VCC and Equipment/Resources should also be classified under the 0083 series.

2.6.3. The CFM/FM should validate the use of GS-0083-12 and above SCPDs, before they are used, to ensure appropriate and balanced integration of these positions into SF units. Submit a unit organizational chart denoting the position and a justification to CFM/FM for validation.

2.6.4. PDs written for 0085 series relegate the position to Security Guard duties; while PDs for the 0083 series provide the flexibility to utilize these positions in every functional SF duty. Training standards to include flightline-oriented tasking (e.g. perform SRT member

duties, establish a temporary restricted area, tactics) for both these series are reflected in DAF CP/SG CFETP.

2.6.5. 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 a PD to include:

2.6.5.1. Subject to the AF random drug testing program.

2.6.5.2. Pass an initial pre-placement medical examination and periodic medical examinations. (T-2)

2.6.5.3. Pass a required initial and annual PAT that includes running events (See Chap 6). (T-2)

2.6.5.4. Meet established hearing standards and discerns colors, contrast, and depth. (T-2)

2.6.5.5. Undergo initial job compatibility assessment. (T-2)

2.6.5.6. Qualified in the use of required weapon(s). (T-2) To mitigate AF liability for injuries to potential DAF CP/SGs that could occur during the conditional employment phase of the hiring process, applicants should 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 a DAF CP/SG as weapons qualification is a requirement to perform the employee's assigned duties.

2.6.5.7. Wear a uniform and meet applicable DAF CP/SG dress and appearance standards contained within this manual. (T-3)

2.6.5.8. Subject to annual duty position evaluation (DPE) on a pass/fail standard IAW AFI 36-2646. See paragraph 5.2 for course of action upon failed DPE. (T-2)

2.6.5.9. 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*. (T-2)

2.6.5.10. For Federal employees in a bargaining unit, local management should meet applicable labor relations obligations before implementing any changes to the bargaining unit employees' conditions of employment.

2.7. Continued Service Agreement (CSA).

2.7.1. A Continued Service Agreement (CSA) is an agreement by the employee to continue in service upon training completion. As a minimum, all training over 80 hours require 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 an employee enters into a period of non-pay status. The Employee Development Manager/Specialist (EDM/S) evaluates each instance of training to justify an agency's substantial investment of resources. Refer to AFI 36-401, *Employee Training and Development*, for completion of CSA and use of Standard Form (SF) 182, *Authorization, Agreement and Certification of Training*. As per

AFI 36-401 AFGM1, *Employee Training and Development*, Force Development Flights utilize the SF 182 to document all training.

2.7.2. Both the Security Guard and Police Officer courses from the Veterans Affairs Law Enforcement Training Center (VA-LETC) fit the requirement for a CSA and completion of the SF 182. Additionally, new hires attend 5 weeks of pre/post formal training and in accordance with AFI 36-401, the training can be considered toward the CSA. Considering the total of local and formal training, a CSA for formal training should be for not less than 6 months. As per AFI 36-401, longer periods of required service can be set if justified by other factors. For locations that are experiencing difficulty hiring (are below 50%), or where applicants receive training and are leaving for other agencies, use a 1 year period for CSA. Subsequently, if more training time is necessary, it can be factored into the obligation period. Employees will sign a CSA (see Attachment 6) and complete an SF 182 before commencement of training. (T-2) Once an employee has signed a CSA and an SF 182, the Employee Development Manager/Specialist (typically the SF Unit Supervisor or Training Superintendent) will ensure a system is in place to monitor the date the obligation service commitment expires, preventing any separation action without consideration of this obligation. (T-1)

2.7.2.1. New hire. A new hire is defined as an applicant that is seeking admission. Generally an applicant has not been previously employed by SF nor has attended/completed required initial events (e.g. Formal Training, PAT-5 event test, JCA). The DFC can determine re-accomplishment of an event in the case where an applicant has not performed law enforcement/police operation duties in the last 5-year period.

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. The USAF has determined that the additional capability of police officers is necessary for the defense of our personnel and resources.

2.8.2. It is the AF's intent to build a program that is comprised of Civilian Police Officers, GS-0083, which provide increased capability and effectiveness. To meet this intent, all new unit requests for personnel action (RPAs) will be GS-0083 series classifications. (T-1) Units should convert existing Security Guard GS-0085 positions to Police Officer GS-0083 positions at the earliest opportunity. SF Units should ensure bargaining obligations are honored when converting existing security guard positions to police officer positions. Current operational type positions with the series number of 1712, 0080, etc., other than 0083 should be immediately flagged by the unit at the local CPO so that through attrition those positions can be filled as 0083 series positions in the future. It is therefore SF Policy that both permanent and over hire (non-permanent positions) DAFC personnel working in operational flight positions will be Police Officers, Series 0083. (T-2) Combat arms instructors should also be in the 0083 series, as per AFI 36-2654.

2.8.3. A 0085 security guard primarily performs the duties of an installation entry controller.

2.8.4. 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, regularly rotate the officers among all certified positions.

2.8.5. 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, SF 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 includes 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, use the DAF CPs 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.

2.9.1. 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.

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

2.10.2. There are numerous duties, activities and situations that may require the need for overtime. Although not all inclusive, some of this time involves the pre-shift and post-shift activities. Pre-shift activities 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 may be 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). Base any determination of the appropriate amount of overtime on the distances to and from 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. Obtain necessary personnel by holding over off-going shift for minimum time necessary. Units may provide appropriate amount of overtime in such cases.

2.10.4. Overtime can easily become an excessive expense. DFCs and DAF CP/SG managers and supervisors should strictly monitor overtime to ensure that the appropriate amount and authorization given is based on factors associated with each post. Generally, the most common time for a post requiring in-place changeover is 1.417 hours (or 85 minutes) per shift.

2.11. Light Duty for Officers with Medical Restrictions.

2.11.1. Definition. Light duty status is assignment to work other than an employee's primary duties and that does not necessarily involve performance of all essential functions. Light duty may be offered to an officer with a medical condition which temporarily restricts the officer from performance of the essential functions of the officer's assigned position, as determined by the officer's supervisor after review of medical evaluations. Failure to pass the PAT indicates an officer cannot safely and fully perform the essential functions of his or her assigned position. Likewise, the temporary inability to take the PAT due to a medical condition indicates the officer cannot perform the full range of duties of the position. Impose the following restrictions upon employees limited to light duty: (1) employees cannot carry a firearm, (2) prohibit employee participation in field duties, including law enforcement actions, and (3) prohibit employees from direct contact with suspects or prisoners. (T-3) These restrictions are necessary to ensure there is no misunderstanding that an individual on light duty is not to perform the essential job functions of the position. Employees on light duty may continue to wear the uniform and operate law enforcement vehicles with compliance of the above restrictions.

2.11.2. Legal Framework. The Air Force is not required to remove an essential function of the job as a reasonable accommodation. Nor is the AF required to lower either qualitative or quantitative standards to make an accommodation. Accommodation requires the employee to still be qualified for his or her position as a Police Officer or Security Guard. Under the Rehabilitation Act/ADA, as interpreted by the Equal Employment Opportunity Commission, how the employee became disabled (i.e., on the job vs. off duty) is not relevant to his or her right to accommodation. If the AF offers light duty to employees on worker's compensation, then it should be available to employees with disabilities that are not work-related. Provide light duty to the extent it is a reasonable accommodation for the employee's medical condition, it is available within the SF unit and is consistent with mission requirements. Temporary assignment to perform light duty can include a range of technical and administrative areas that include the following: (1) administrative functions (e.g., report review, special projects), (2) clerical or custodial functions (e.g., filing, local area clean-up), (3) report taking (e.g., telephone reports), (4) duty in a visitor control center that does not involve emergency response in support of other posts (e.g., gate back-up, over-watch). If light duty is not available within the Security Forces unit, then determine the available personnel options through coordination with the civilian personnel office. SF leadership should read and be aware of provisions in Chapter 6 of AFI 36-2706, *Equal Opportunity Program, Military and Civilian*.

2.11.3. Reassignment Policy. Reassignment to a new position is a reasonable accommodation if no other option exists to permit the employee with a duty limiting condition to perform the essential functions of the current position of police officer or security guard. Coordinate any reassignment with the civilian personnel office. Units are not required to create new positions or to move employees from their jobs in order to create a vacancy. If no vacant position is available in the Security Forces unit, then conduct a search across the installation and, if needed, AF-wide to places the employee is willing to move at his or her own expense. The employee should be in a permanent position to warrant reassignment. The servicing civilian personnel office should process all reassignment actions to ensure actions are processed according to legal requirements. Ensure the employee is

qualified for the position and the position is vacant. The placement of disabled employees anywhere within DoD to a position at the same or lower grade for which he or she can be reasonably accommodated (29 CFR 1614.203) is an exception to the Priority Placement Program (PPP).

2.11.4. Application for Light Duty. If an employee is temporarily unable to perform the essential functions of the position (including performance of the PAT), he/she must provide documentation from a licensed health care professional (i.e., physician, physician extender). (T-3) Medical documentation provided from outside health care professionals containing protected health information regarding diagnosis and/or treatment should be sent only to the AF medical provider. Limit documentation, from outside providers sent directly to the employee's supervisor, solely to recommendation(s) for duty limitations. This documentation should indicate the existence of a medical condition, the recommended restrictions to work activities required because of that condition, the recommended duration of those restrictions, and the date, signature and contact information for the recommending provider. The employee's supervisor should review the duty limitations with the assistance of AF medical personnel to ensure there is a full understanding of the nature of the documented disability and the recommended accommodation. HIPAA and Privacy Act directives are observed by supervisors. If an employee needs an accommodation, he or she brings the request to his or her supervisor. In addition, SF management personnel may request an evaluation of an employee by AF medical personnel if medical limitation interferes with successful job performance. Submit requests for employee assignment to light duty to the Defense Force Commander (or equivalent), with recommendations from the first and second level supervisors. Allocate temporary light duty workloads on a first come first serve basis; may be made rotational if more personnel are on light duty status than positions are available. For example, if a unit determines that there are 8 hours per day of light duty work, and two employees are in a light duty status, then the employees may rotate to accomplish the workloads. Collective bargaining agreements can be a means to establish how light duty work is distributed.

2.11.5. Conditions lasting longer than 30 days. Employee must provide a new health care provider note (as described above) at least once each month, where the employee's condition can reasonably be expected to change within the month, to confirm the recommended work limitations are still applicable and related to the initial medical condition, and give an estimated date of recovery or achievement of maximum medical improvement. (T-3) Light duty as a reasonable accommodation will be offered for the same duration as light duty is made available for individuals on worker's compensation. Process and grant concurrently, light duty under worker's compensation (where applicable) and as a reasonable accommodation under the Rehabilitation Act/ADA. Consider alternate accommodations where both employee and SF agree or where the alternative accommodation is equally effective in allowing the employee to perform the essential functions of his or her position.

2.11.6. Return from Light Duty. An employee wishing to return to regular duty from light duty will submit a request to the Defense Force Commander (DFC) (or equivalent/designee), with recommendations from the first and second level supervisors. (T-3) The request should contain medical documentation of the employee's ability to perform the essential functions of the position, with or without reasonable accommodation. The commander will coordinate

with the civilian personnel office and ensure the medical documentation is reviewed by Air Force medical personnel.

2.12. Stand-by.

2.12.1. Before assigning DAF CP/SG to stand-by duty, the DFC or SF representative should consult with Labor Relations Officer and/or the Judge Advocate's office to ensure correct assignment and release. It is necessary to follow this procedure so the DFC/SF representative obtains expert and legal advice before assigning DAF CP/SG personnel to stand-by duty.

2.13. Use of Force (UoF) Incidents.

2.13.1. DAF CP/SG may seek assistance from the local CPO/Medical Facility with regards to mental care following a Use of Force incident. All other services for assistance are available upon request. SF Units should develop standard operating procedures to address assistance to be provided to DAF CP/SGs when involved in a UoF situation. Weingarten Rights--under Federal law, employees who are members of a recognized bargaining unit are given certain statutory rights. One of these rights specifically impacts upon the manner in which SF may conduct an investigation. Refer to AFI 31-118, *Security Forces Standards and Procedures*, for additional information on the Weingarten Rights.

Chapter 3

AUTHORITY OF DEPARTMENT OF AIR FORCE CIVILIAN POLICE/SECURITY GUARD

3.1. General.

3.1.1. This chapter prescribes the authority of DAF CP/SGs performing law enforcement or security functions on Air Force installation/activities. DoDI 5200.08, *Security of DoD Installations and Resources and the DOD Physical Security Board (PSRB)*, 50 USC § 797, and 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.

3.2.1. The DAF CP/SG personnel performing law enforcement and security duties authorized by the installation commander may apprehend any persons found on the installation for offenses committed on base 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.

3.2.1.1. 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 Title 18 USC § 1385, commonly known as the *Posse Comitatus Act*. Accordingly, the servicing SJA must review any proposed aid to civilian law enforcement. (T-3)

3.2.1.2. DAF SG authority and jurisdiction to perform force protection tasks on their installation are valid while performing these duties during their work hours only. An on-base 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. (T-3) Store AF weapons in an authorized storage facility in accordance with AFI 31-101, *Integrated Defense*. AF security guards while on duty will not carry privately-owned weapons or privately-owned ammunition. (T-3) Off-duty SGs, like any military or civilian member, should adhere to established policy of the installation commander when carrying privately-owned weapons on base.

3.2.1.3. DAF CP authority and jurisdiction to perform law enforcement tasks are valid while performing these duties during their work hours only. An on-base 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. (T-3) Ensure AF weapons are stored in an authorized storage facility in accordance with AFI 31-101. Do not carry AF weapons on a standby basis. DAF CP while on duty will not carry privately-owned weapons or privately-owned ammunition. (T-3) Regardless of the activity, CPs should only carry privately-owned weapons on the installation IAW Wing instructions.

3.3. Posse Comitatus Act.

3.3.1. Posse Comitatus Act of 1878 (18 USC §1385). The Posse Comitatus Act prohibits the direct, active participation of military forces to execute civilian laws. Also see 10 U.S.C., § 375. This Act applies to both SF military members and DAF CP/SG.

3.3.2. 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.

3.3.3. There are statutory exceptions to the Posse Comitatus Act which authorize specific types of military support to law enforcement. As appropriate, consult with the installation SJA prior to engaging in any support activities.

3.4. Deputizing of Air Force Law Enforcement Personnel by State and Local Governments.

3.4.1. Per AFI 31-118, the Secretary of the Air Force is the approval authority for deputizing by state and local governments of uniformed law enforcement personnel under the authority of the Air Force, including SF, civilian police, and/or security guards.

3.4.1.1. If state or local deputizing is needed, the senior installation law enforcement official will prepare the request. (T-3) Base the request 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 ensure it include:

3.4.1.2. 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 deputizing.

3.4.1.3. The time frame envisioned for the authority to be exercised. Do not consider blanket time authorizations.

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

3.4.1.5. A copy of the proposed memorandum of understanding with the state or local jurisdiction that carries out deputizing, to include the signature of the appropriate official representing that state or local jurisdiction.

3.4.2. Requests for approval should 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, coordinate requests through the following:

3.4.2.1. Installation Commander

3.4.2.2. Major Command (MAJCOM) Chief of Security Forces (A4S)

3.4.2.3. Commander, Air Force Security Forces Center

3.4.2.4. HAF/A4S 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 should 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 may not act in a deputized capacity 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 deputized 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 should not be grandfathered where those cases do not have approval of the Secretary of the Air Force as per DoDI 5525.13, paragraph 4.3. Cases involving the exercise of law enforcement powers off the military installation on non-military affiliated personnel are tantamount to deputizing and require the legal review as per this manual.

3.5.3. Submit requests for an exception to this prohibition 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. Identification.

3.6.1. DAF CP/SGs are issued a standardized identification DoD Common Access Card (CAC) which is the official identification. The duty uniform and DAF CP/SG badge are other identification uniform items that 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. Management and executive level 0083 personnel do not wear or display the DAF CP badge on a regular basis. For these positions only display the badge in specific environments where appropriate to enhance esprit de corps, camaraderie and professional pride in the Air Force police profession. Acceptable circumstances where the badge may be displayed are official ceremonies, graduations, professional police conferences and where it is customary and widely practiced to display police affiliation and the member is attending in an official capacity.

3.7. Law Enforcement Officer Safety Act (LEOSA).

3.7.1. Under the Law Enforcement Officer Safety Act (LEOSA), a Qualified Law Enforcement Officer's (QLEO) Credential that indicates them as such enables the QLEO to carry a concealed firearm while off duty and off the installation; and LEOSA provides exemption from state laws prohibiting the carrying of concealed firearms. **Note:** DAF CP

members need to ensure they are knowledgeable and in compliance with state and Federal laws with regards to concealed carry. The LEOSA Credential does not grant any authority to act on the agency's behalf or to exercise any law enforcement authority. DAF CP need to read and be familiar with DoDI 5525.12, *Implementation of the Amended Law Enforcement Officers Safety Act of 2004 (LEOSA)*, AFMAN 31-125, *Security Forces Implementation of the Law Enforcement Officers Safety Act*, and all other related information. The LEOSA Credential will NOT be used as the official DAF CP identification.

3.8. OCONUS.

3.8.1. 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.

3.9.1. Delegation of authority for DAF CP/SGs to perform their duties should be directed to the Installation DFC. The DFC'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 should coordinate all policies and procedures concerning authority and jurisdiction with the installation Staff Judge Advocate. Review all such policies and procedure at least every two years for adequacy and legal sufficiency. In addition, establish procedures to ensure each DAF CP/SG acknowledges in writing, a clear understanding of their authority and jurisdiction (See Attachment 2). Review written instructions at least once a year and update 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 commander/unit DFC while on duty. This consideration includes the Secretary of the Air Force exception for deputizing, as per DoDI 5525.13.

Chapter 4

UNIFORMS FOR CIVILIAN POLICE AND GUARDS

4.1. Covered Employees.

4.1.1. 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 DFC.

4.2. Purpose of the Uniform.

4.2.1. Employees should 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, Vol 591, *DoD Civilian Personnel Management System: Uniform Allowance Rates for DoD Civilian Employees*, para 4.e. and 4.c., states the authorization of payment for 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. DoDI 1400.25 authorizes DAF civilian police \$1,800.00 for initial allowance. DoDI 1400.25 authorizes DAF security guards \$800.00 for initial allowance. Review these amounts annually with installation level inputs and may receive adjustments based upon inflation, revision and etc. Discontinue the reviews in the event the allowance amount reaches the cap. In lieu of an initial allowance, the unit will furnish the DAF CP or SG an initial clothing issue. (T-3) All uniform items required are covered as part of the uniform allowance. Executive level staff, management and other 0083 personnel who wear civilian attire are not authorized a uniform allowance. Where an existing CBA specifies uniform standards different from those identified in AF Manual 31-122, DFCs should ensure the future rewrite of the CBA complies with this manual and supplement(s).

4.3.2. Replacement Allowance. DAF CP/SG personnel who have completed one year of service IAW DoDI 1400.25 may receive an \$800.00 annual uniform replacement allowance, or a lesser allowance equal to the cost of the uniform, whichever is less. In lieu of an allowance, the unit may annually furnish the DAF CP/SG with a replacement uniform. AFRC authorizes an annual allowance 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.

4.4.1. All personnel should 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, use appropriate discretion 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 should meet same standards of the duty shirt. Unless specifically prohibited, installation or DFCs 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.

4.4.1.1. 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:

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

4.4.1.3. 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).

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

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

4.4.1.6. When traveling in a foreign country.

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

4.4.1.8. Unless specifically authorized by this manual, do not wear uniform pieces as part 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.

4.4.1.9. 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. Wear headgear with the DAF CP/SG uniform unless it would interfere with the safe operation of vehicles. Headgear is required while on duty at all installation entry control points and when in constant contact with the public. Headgear is optional when performing patrol duties. 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 DFCs. Employees should 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 use code '7C' when purchasing uniforms. For permanent positions, use the unit funding code.

4.5. Protective/Reflective and Foul Weather Clothing and Equipment.

4.5.1. As per DoDI 1400.25, the authorized management official should 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. Obtain 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 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. (T-3)

4.6. Uniform Composition.

4.6.1. 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) should match.

4.7. Procuring Uniforms.

4.7.1. Employees should procure the prescribed primary duty uniforms [minimum of three] and utility uniforms [minimum of two] as soon as possible upon getting hired and after receiving their initial uniform allowance. SF units may procure the uniforms for new hires in lieu of a uniform allowance if the DFC elects that process. Applicants should wear conservative civilian attire, (e.g. business casual) and attend unit training or work doing tasks out of public view, until receipt of uniform.

4.8. Primary Duty Uniform.

4.8.1. Employees 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).

4.8.2. Shirt, Long Sleeved. The long sleeve shirt should be dark navy blue with epaulets, military creases, badge tab, two-button cuff closures, pleated pockets and scalloped pocket flaps. Wear shoulder patches (see fig 4.8) on both sleeves of the shirt, sewn onto the sleeve, one half inch (1/2") below and centered on the shoulder seam. Wear police or guard badge (see fig 4.9) on the standard badge tab over the left breast pocket. Wear this uniform with the shirt tucked into the trousers so the shirt button edge is aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.

4.8.3. Shirt, Short Sleeved. The short sleeve shirt should be dark navy blue with epaulets, military creases, badge tab, pleated pockets and scalloped pocket flaps. Wear shoulder patches on both sleeves of the shirt, sewn onto the sleeve, one half inch (1/2") below and centered on the shoulder seam. Wear police or guard badge on the standard badge tab over the left breast pocket. Wear this uniform with the shirt tucked into the trousers so the shirt button edge is aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.

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

4.8.5. Primary Duty Uniform Wear. The standard DAF CP/SG uniform is intended for wear during most on-duty occasions (e.g. Installation Entry Control Points, posts in constant public view/contact). Sleeve length on the long-sleeve shirt should extend to the center of the wrist bone. Wearing a tie with the long sleeve shirt is optional. When wearing a tie wear the long-sleeve shirt 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. Ensure trousers are fitted and worn so the center of the waistband is at the natural waistline.

The trousers should 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. Wear nameplate 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. Personnel may wear nameplate on uniform sweater, place on name tab or in a similar position as the uniform shirt.

4.9.2. Collar Insignia. The rank insignia worn by DAF CP/SG is full size (Pentagon Police type) insignia of silver oak leaf (Director, GS-12 thru 14) and gold oak leaf (Deputy Director, GS-12 thru 14). It also consists of double silver bars (Deputy Chief or Assistant/Operations Officer, GS-11 thru 13) and single gold bar (unit’s Lead Officer/Superintendent equivalent, GS-9 thru 11) for personnel in commensurate positions (see Figures 4.2. and 4.3.) The previous chevron insignia of three and two chevron continues to be used by personnel in the commensurate positions. GS-08 police officers wear three chevrons and GS-07 police officers wear two chevrons (see Figure 4.4). The GS-08 police officer with three chevrons is equivalent to a shift/flight chief supervisor and the GS-07 police officer is equivalent to an area supervisor or similar position. Entry level GS-07 police officers may not wear the two chevron insignia until they have completed 24 months of service in that position.

4.9.2.1. The silver oak leaf and two bar insignia is metallic, made of polished nickel finish. The gold oak leaf and single bar insignia is a metallic gold color insignia. The insignia is worn on BOTH collars. When embroidered or sewn on, collar insignia and chevrons are made of silver/gray and gold thread. Wear chevrons/insignia 1 inch up and centered with bottoms parallel with the collar point. Police Officers are addressed as “Police Officer” and Security Guards as “Security Guard”, (personnel are not addressed by military titles (Major, Captain, Lieutenant, Sergeant, Corporal).

4.9.2.2. In an integrated SF unit organizational structure, the Deputy Director is the civilian next-in-line to the DFC; the Deputy Chief/Assistant Operations Officer is the civilian second to the Operations Officer; and the DAFC Lead Supervisor(s) are the civilians second to the Superintendent. This applies to all other similar positions. These DAFC positions are second to their active duty (military) equivalents, regardless of the collar insignia they wear. In units with a Deputy Chief/Assistant Operations Officer and in the absence or deployment of the DFC, the next senior military officer, normally the Operations Officer, exercises military command of the unit per AFI 38-101, *Air Force Organization*. (T-3)

4.9.2.3. DAF CP/SG Rank insignia cannot be superior to that of their military supervisor. (i.e., a GS-12 assistant operations officer would not wear Captain style rank when their military operations officer is a Lieutenant.) Silver oak leaf (Director) insignia is used only when a DAF CP officer is serving as the permanent DFC and the size/mission of the organization justifies a military commander in the rank of Lieutenant Colonel. Wear of silver oak leaf (Lt Col equivalent) is authorized when approved in writing by HQ AF/A4S Functional Manager or designee. SF units are required to meet applicable labor relations obligations of the respective Collective Bargaining Agreement when implementing the use of the rank insignia.

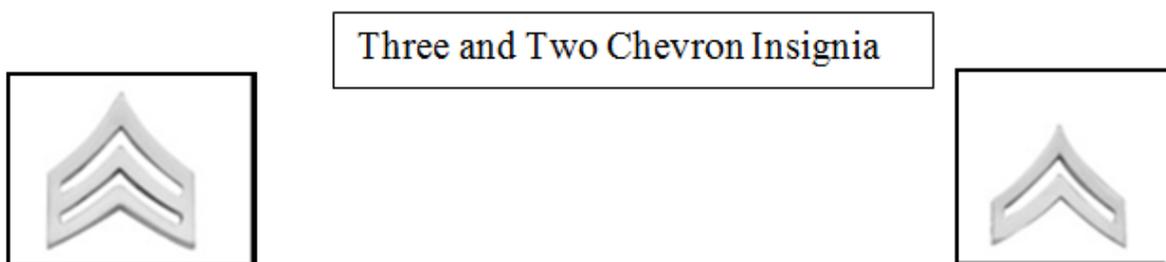
Figure 4.2. Sample silver oak leaf full size collar insignia for Director (GS-12 thru 14) and gold oak leaf collar insignia for Deputy Director (GS-12 thru 14), (size is approximately 5/8 W" X 3/4 H").



Figure 4.3. Sample double silver bar full size collar insignia for Deputy Chief/Asst Ops Officer (GS-11 thru 13), size is apprx 3/4 W" X 3/4 H"; and single gold bar collar insignia for Superintendent/Lead Officer (GS-9 thru 11), (size is apprx 3/4 W" X 1/4 H").



Figure 4.4. Sample three chevron full size collar insignia GS-08, Shift/Flight Chief equivalent; and two chevron collar insignia GS-07, Area Supervisor or similar position (size is approximately 3/4 W" X 3/4 H").



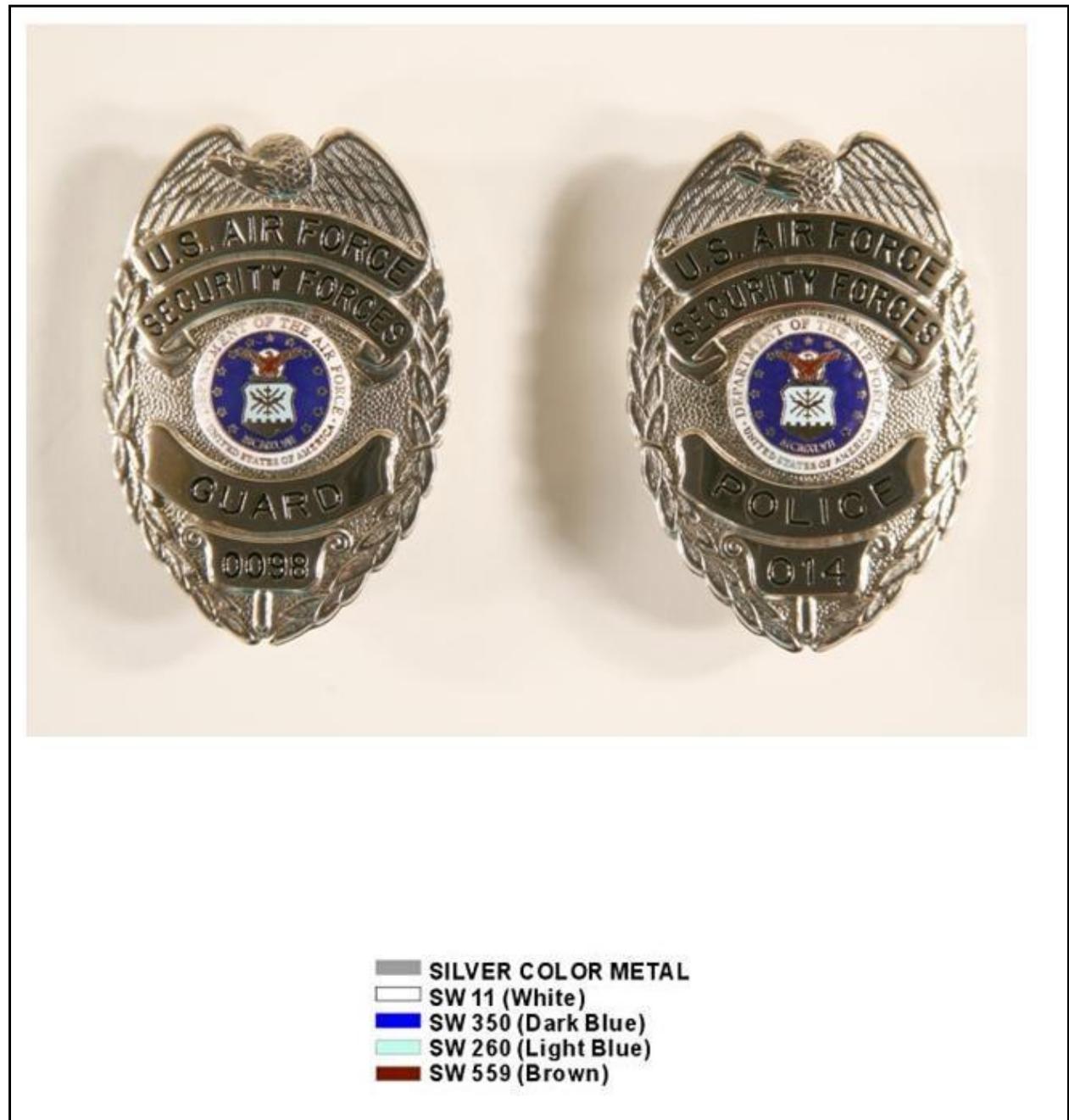
4.9.3. Shoulder Patches. These are worn on both sleeves of the uniform shirt, sweater, parka, and jacket. Sew the shoulder patch onto the sleeve, one half inch (1/2") below and centered on the shoulder seam. Requisition patches through local supply channels using characteristics listed in Figure 4.5.

Figure 4.5. 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. Requisition badges through local supply channels using the characteristics listed in Figure 4.9. When specifically authorized by paragraph 3.7.1 or for detectives in the course of their duties, display the badge utilizing a law enforcement badge holder/clip specifically designed for this purpose.

Figure 4.6. DAF Civilian Guard/Police Badges.



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

4.9.6. Medals, Ribbons, and Service Stripes. Wear civilian awards 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 should not contain more medals than the row below. See AFI 36-2805, *Special Trophies and Awards*, and 36-2803, *The Air Force Military Awards and Decorations Program*, for civilian awards. Wear the medals centered on the left front pocket flap of the shirt in line with the top pocket seam. Do not wear service ribbons when wearing full size service medals. If the service ribbon is worn in place of the service medal, wear it 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. Each service stripe signifies five years of full time service as a military, Federal, state or municipal law enforcement officer. The service stripes should 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 1/2 inch above the top edge of the cuff. The complete stripe should be worn 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 4.7. Service Stripes.



4.10. Badge Wallet.

4.10.1. 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.

4.11.1. Black leather low quarter shoes with plain toe.

4.12. Boots.

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

4.13. Socks.

4.13.1. 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.

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

4.15. Undershirt.

4.15.1. The uniform undershirt should 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 DFC.

4.16. Necktie.

4.16.1. 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.

4.17.1. The necktie holder should be a plain metal bar type, nickel finish without design or logo. Wear it attached horizontally and aligned with the bottom of the shirt pocket flap.

Figure 4.8. Police Officer/Security Guard Baseball-Type Cap.



4.18. Standard Headgear.

4.18.1. 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 4.8. Do not wear headgear while performing duties on the flight line around aircraft to prevent Foreign Object Debris damage.

4.19. Formal Headgear and Formal (Single Breasted Dress) Coat.

4.19.1. The formal headgear should 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 Figures 4.9. and 4.10.). The cap may be worn with rain cover during wet weather conditions if authorized by the DFC. Wear the service cap is worn with the primary duty uniform and the formal coat only, and for attendance of official or formal events, or as authorized by the DFC. The dark navy single breasted formal coat is an optional uniform item as illustrated in Figure 4.11. It should be fully lined with a four button front and notched lapels and two lower simulated pockets with plain flaps. Wear it with a white shirt and dark navy necktie, and with the primary uniform dark navy, straight leg pants with no cuffs and black low quarter shoes with plain toe.

Figure 4.9. Formal Cap.



Figure 4.10. Formal Cap Insignia.



Figure 4.11. Formal Coat.



4.20. Utility Uniform.

4.20.1. Wear the utility uniform when performing duties appropriate to the utility uniform, such as flight line security, search pit operations, tactical training, weapons firing, waterborne patrol craft operations, etc. (see Figure 4.12.). Procure a minimum of two sets of the utility uniform as soon as possible upon getting hired and after receiving the initial uniform allowance.

Figure 4.12. Utility Uniform.



4.21. Maternity Uniform.

4.21.1. The authorized maternity uniform is the dark navy maternity pants and shirt. The employee is responsible for obtaining the maternity uniform unless otherwise directed by the DFC.

4.22. Bike Patrol Uniform.

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

4.23. Outerwear.

4.23.1. Waist Length Jacket. The waist length jacket should be worn with the primary duty uniform. Wear shoulder patches on both sleeves of the jacket. Sew patches onto the sleeve, one half inch ($\frac{1}{2}$ ") below and centered on the shoulder seam. The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab. Design the waist length jacket to allow access to the firearm.

4.23.2. Cold Weather Over Pants. Should be dark navy in color and 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. Design the parka to allow access to the firearm. If access to firearm is limited, wear the equipment belt and gear on the outside of the parka. Wear shoulder patches on both sleeves of the parka sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Sew the DAF Civilian Police/Security Guard Badge over the left breast badge tab.

4.23.4. Cold Weather Coveralls/Jumpsuit. The coveralls/jumpsuit should be dark navy in color and either lightweight or insulated dependent on weather conditions. Wear this outerwear uniform item 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 is sewn over the left breast pocket. Wear the jumpsuit to conduct commercial vehicle inspections only.

4.23.5. Sweater/Fleece Liner. The sweater should be dark navy blue, with epaulets, badge tab and nametag tab. Optional Wear: The sweater is optional and is worn only over the long sleeved primary duty shirt. Tie is optional. Wear shoulder patches on both sleeves, sewn on one half inch (½") below and centered on the shoulder seam. Wear the metal nametag on the right breast tab. The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab. The Fleece Liner is dark navy blue in color; Epaulets with integrated mic tab; High quality non-pill micro fleece; Power hook and loop closure on elastic cuff; Shock corded waist draw cord with snap tabs to secure inside the garment; Structured support for reinforcement on shoulders and elbows; Zippered front fly; Zips in/out of Waist Length Jacket; Embroidered Police or Guard badge on left chest using silver/gray thread number 451 and black thread number 900; One cloth custom shoulder patch sewn on each sleeve ½" below and centered on the shoulder seam; and Machine wash/dry.

Figure 4.13. Fleece Liner.

4.23.6. Cold Weather Watch Cap/Cold Weather (Trooper Cap). The cold weather watch cap should be dark navy without logo or design. The Cold Weather (Trooper Cap) should be dark navy with miniature police/guard cap insignia affixed to the front like standard headgear, (see Fig 4.10.). This is an optional item for wear, as authorized by the DFC.

4.23.7. Cold Weather Gloves. The cold weather gloves should 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 should be black full grain water resistant breathable leather boots.

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

4.24. Comfort Items.

4.24.1. 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.

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

4.26. General Wear of Uniform.

4.26.1. Uniform items not specifically authorized by this chapter are not authorized for wear. However, DFCs 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 items should be free of all rips, tears, frays, chips, fading, holes, etc.

4.26.2. Uniforms should 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.

4.26.3. Metal devices and insignia should be free of scratches.

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

4.26.5. Repairs to uniforms may not be obvious.

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

4.26.7. Button all buttons on the uniform (shirt, cuffs, pockets), whenever possible, with the exception of the collar button.

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

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

4.26.10. All duty belt accessories should be plain black leather or nylon.

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

4.26.12. Female personnel may wear one set of post/stud style earrings attached to the ear lobe and should 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.

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

4.26.14. A necklace may be worn when wearing the uniform; however, conceal it beneath the t-shirt and should not be visible to the public.

4.26.15. Hygiene and Body Grooming. All personnel should maintain good daily hygiene and wear their uniforms so as not to detract from an overall professional appearance. Offensive tattoos as defined by the DFC (including profanity, gang affiliation, nudity, or sexually, religiously, or racially insensitive designs), which would bring discredit or embarrassment upon the Air Force, should not be visible while on duty. Tattoos on the neck,

face, and hands are not permitted. Do not expose excessive tattoos/brands; should not be 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 do not display excessive tattoos that would detract from an appropriate professional image while in uniform. DFCs 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 are 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.

4.27.1. DAF Civilian Police and Security Guards should 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).

4.28.1. 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 should 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 should conform in appearance to the standard hair criteria stated in (See Attachment 7). DFCs 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. Groom hair to present a neat appearance. Length and bulk of hair should not be excessive so as to detract from an otherwise neat appearance. Hair should present a tapered appearance and when combed should 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 should not interfere with the normal wear of required headgear. Braids, cornrows, micro-braids and dreadlocks are not authorized.

4.29.2. Sideburns. Trim sideburns and make sure they do not extend below the lowest part of the exterior ear opening. Avoid a flared appearance.

4.29.3. Shaving. The face should be clean-shaven with mustaches permitted. When a mustache is worn, it should be neatly trimmed and does 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. Facial hair is neat, conservative and allows proper wear of authorized duty gear, (e.g. respirator such as an escape mask).

4.29.4. Fingernails. Fingernails should 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. Neatly groomed hair. The length and bulk of the hair should not be excessive or present a ragged, unkempt, or extreme appearance. Do not wear hair in an extreme or fad style or violate safety requirements. It should 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. Hair should not include the wear of ornaments such as ribbons, beads, or jeweled pins. Hairstyles should not interfere with proper wearing of headgear.

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

4.30.3. Cosmetics. Cosmetics are authorized for wear when applied conservatively and in good taste. Do not wear exaggerated or faddish cosmetic styles; they are inappropriate with the uniform. Lipstick colors should not distinctly contrast with natural complexion and should not contrast with the uniform.

4.30.4. Fingernails. All personnel should 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 should be a single color to compliment skin tone, or a natural dual-tone. French manicure, polished or natural nails should 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 should be plain and non-descript so as to not interfere with performance or the professional appearance. Wear of glasses and sunglasses IAW current AF policy. Wear eyeglasses/sunglasses in the manner for which they were made. Retainers (cords) for eyeglasses or sunglasses may be worn at the DFC's discretion, but should be of a conservative color and design that is compatible with the uniform. Snuggly tighten retainer cord 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 DFC. Personnel may deviate from the uniform and personal appearance standards in unusual circumstances, and only after obtaining approval from HQ USAF/A4S.

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 should set the highest standard of dress and appearance.

4.32.2. The DAF Civilian Police/Security Guard Badge. Unless specifically authorized by this manual, only uniformed civilian police/guard wear the civilian police/guard badge. DAF civilian police/security guards should not abuse this symbol of authority for personal gain. SF

units will develop a process to account for all DAF CP/SG badges using the numerical badge system. (T-3)

4.32.2.1. As per DoDI 5525.14, *DoD Law Enforcement Officers (LEOs) Flying Armed*, to transfer inmates to another confinement location (upon direction of AFIMSC/PSU AFSFC /SFC) on commercial aircraft, the mission may require the SF escort to fly armed. The DFC can authorize an armed SF member the unique and specific use of the DAF civilian police badge. The badge can only be used in a credential holder while the escort is under travel orders to transport a confinee. Further, the confinement officer or DFC will account for the credential wallet, AF Form 688c, *Armed Transfer Agent*, with DAF civilian police or SF badge. (T-3) Upon return from an armed transfer mission, the confinement officer or DFC should re-secure the credential wallet, AF Form 688c, and DAF civilian police badge in either a locked drawer or cabinet. At no time should the escort have the issued credential/badge when they are not engaged in confinee escort duties.

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 is 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.

4.33.1. DFCs should make the same equipment item requirement purchases for DAF CP/SG as they make for active duty personnel. When feasible, the color of items purchased for DAF CP/SGs should be dark navy or black to complement the uniform and maintain standardization.

4.34. Uniform Procurement.

4.34.1. Follow SFS Unit specific procurement procedures for civilian police uniform item purchases. Only the items listed above are authorized for DAF CP/SG wear. If questions

arise with regard to uniform issues that cannot be answered by the DFC, contact AFIMSC/PSU AFSFC, DAF CP/SG Program Manager.

Chapter 5

CIVILIAN POLICE/GUARD TRAINING AND EVALUATION

5.1. General Information.

5.1.1. Standardized training, certification, evaluation and perpetual updating are the apex to a professional police training program. DAF CP/SG will attend the formal basic law enforcement/security guard or approved equivalent school (Designated by the CFM) to earn formal basic law enforcement/security guard training credit. (T-2) Each unit training section will complete the local pre and post formal home station training when scheduling a DAF CP/SG to attend the formal basic police officer/security guard course. (T-2) Use the DAF CP/SG CFETP and SF Home Station Training (HST) Program for the local pre/post training.

5.1.2. Minimum training standards for DAF CP/SG were established by the DoD CP/SG Training Standards Working Group and can be found in DoDI 5525.15, *LE Standards and Training in the DoD*. These standards serve as minimum training standards for all DAF CP/SG. The training standards can be found in the DAF CP/SG CFETP and the HST consolidated table. Exception: HQ AF/A4S must individually approve any modifications to these training standards for staff level management and executive level 0083 positions and document in the individual employee training record. Career Development Course (CDC) e-enrollment by DAF CP/SG is available for use by DAF CP/SG and is highly recommended. Understanding all aspects of SF operations, including unique military employment tasks, helps civilian employees recognize the challenges of their military SF counterparts. It also helps civilian employees consider all aspects of complex integrated defense procedures that could be encountered in a crisis and generally improves civilian supervision of military personnel. SF unit leadership should encourage completion of the CDCs by SF civilians, especially those interested in advancement.

5.2. Unit Training Sections.

5.2.1. Unit training sections should use the minimum training standards found in the HST and CFETP to establish a DAF CP/SG Standardization and Evaluation (stan/eval) Program using the existing active duty training program as a guide. The program should require each DAF CP/SG to receive training and certification followed by a Duty Position Evaluation(s) IAW AFI 36-2646. When mission dictates, DAF CP/SG may be certified in more than one position. When an individual fails a DPE, the S-3/Operations Officer and S-3/Operations Superintendent should 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 since passing the duty position evaluation is a requirement in the position description and a condition of employment. Brief the DFC on the failure and the recommended course of action.

5.2.1.1. DAF CP/SG must successfully complete their assigned unit's standardized training program which should include initial training, certification, evaluation and sustainment/recurring training requirements IAW AFI 36-2646. (T-3) Maintain training records per AFI 36-2646 and AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at in the

Air Force Records Information Management System (AFRIMS). Document training requirements using AFTRs first and when not possible utilize the following forms:

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

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

5.2.1.4. 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.

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

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

5.2.1.6.1. All electronic forms generated by AFTR.

5.2.1.6.2. When using the above forms for training documentation ensure you upload the documented training into AFTR at the earliest possible date.

5.2.2. Qualify with assigned weapons. Train IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*. AFI 31-117, 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 IAW AFI 36-2654, *Combat Arms Program*, or as identified in the Air Force Officer Classification Directory (AFOCD) or Air Force Enlisted Classification Directory (AFECD). Group "A" personnel will complete weapons qualification training once every 12 months on all weapons with which they are armed. (T-2) Training consists of classroom and live-fire qualification. SF, Battlefield Airmen AFSCs, and others directed by their AFCFM are additionally required to complete mandatory unit live-fire sustainment training 5 to 7 months after completion of qualification training on their primary weapon(s). Unit sustainment training is at the option of the AFCFM. For Group "A" individuals who require unit live-fire sustainment training, their qualification will expire on the first day of the eighth month after qualification training if unit sustainment training is not accomplished and documented by unit training officials.

5.2.2.1. Per unit SOPs, DAF CP/SGs should 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 should 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 36-2654, to maintain their annual weapons qualification. (T-2) During weapons qualification, if an employee (applicant/incumbent) is unable to qualify on the required weapon(s), supervisors must place the employee on light duty as weapons qualification is a requirement to perform the employee's assigned duties. (T-3) The DAF CP/SG can be re-instated when they qualify on the required weapon(s). If an applicant fails the weapons qualification, they are referred to CPO for processing as weapons qualification is a requirement to perform the assigned duties and a condition of employment. For weapons training by other than AF Combat Arms Personnel and for Unit Live-Fire Proficiency/Sustainment Training, see AFI 36-2654.

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 36-2646. (T-2)

5.2.5. New Hire awaiting the attendance to Formal Training. The DFC should assign a new hire that does not meet waiver requirements and is in “awaiting formal training status” only to posts that have a certified Civilian or Military SF member as overseer of the new hire, i.e., IEC, SRT/Patrol member. Ensure the new hire has received all appropriate local training required for the assigned posts. The new hire must attend formal training as soon as possible, normally not to exceed 6 months from the date hired. (T-3)

5.2.6. Training Waiver authority and waiver process is referenced in AFI 36-2646, for future personnel that may meet the training waiver requirement. Previously approved waivers under AF Manual 31-122, Change one, remain honored. DFCs should be judicious when granting a training waiver and limit it only to extenuating circumstances.

Chapter 6

PHYSICAL FITNESS STANDARDS

6.1. Mandate.

6.1.1. 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.

6.2.1. Successful completion of the PAT is applicable to all civilian applicants/incumbents in the OPM occupational series 0083 (Civilian Police to include Detectives, Combat Arms, Training, Standardization Evaluation, Armorer, Alarm Monitor, Dispatcher, Military Working Dog (MWD) Police, Equipment/Resources, VCC and other 0083 series positions developed in the future) and series 0085 (DAF Security Guard and Contractor Security Guard personnel). Passing the PAT is a condition of initial and continuous employment, similar to weapons qualification, and the successful passing of standardization evaluation. It is a minimum requirement of the position. Conduct PATs on a regular recurring basis (at least annually). Conduct pre-participation screening/medical clearance of each individual prior to the PAT. The screening/medical clearance remains valid for one year, unless other health/medical issues are identified in the interim, in which case a new clearance prior to the subsequent PAT (see Attachment 3). 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 (PTL) or specific supervisor should conduct the PAT for standardization. PTL/Supervisor should complete the Physical Agility Test Readiness Review (Attachment 9) prior to conducting the PAT. If block 2 of Attachment 9 is marked, advise the participant that they are now in a light duty status, and should follow the procedures outlined in paragraph 2.11.4 of this instruction. Use the PAT Test Record (Attachment 10) for PAT documenting.

6.3. Condition of Employment.

6.3.1. The AF expects that civilian police and guards should 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 elements of the PAT. (T-2)

6.4. Frequency.

6.4.1. The SF unit for DAF CP/SG personnel will conduct an annual PAT, with a minimum of four months separating the tests, and document the results. (T-3) If a unit conducts all its PATs in a single month, do not require a new hire to complete the test again for at least 4 months (e.g. officer hired in December would not be required to test in January). The DFC designated representative/PTL conducts the PAT for all DAF CP/SG personnel for continuity. Job descriptions and performance plans/performance standards/position

descriptions contain the PAT requirements including running events. Conduct the PAT no later than 12 months from the date of the last Record PAT.

6.5. Applicant.

6.5.1. Advise an applicant DAF CP/SG in writing, and the Civilian Personnel Office (CPO) should maintain a copy, at the time of the conditional offer of employment that they are required to take the PAT within 30 days. Applicants must sign a statement of acknowledgement they have been so advised (see Attachment 2). (T-2) Thereafter, the PAT is an annual requirement. Applicants must meet the PAT requirement before the final offer of employment. (T-3) Applicants are not sworn in as a GS employee until they pass the PAT. The condition of employment standard is met when the applicant successfully passes the established standards for the vertical jump, Illinois agility run, 300 meter run, push-ups and 1.5 mile. Authorize each applicant to take the test twice. Withdraw the conditional job offer after the second failure.

6.6. Current Incumbent.

6.6.1. Passing the PAT is a recurring, annual requirement to maintain status as a GS-0083/0085 employee. DAF CP/SG employees must pass the PAT within one year from the date of their pre-participation clearance and AF Manual 31-122 revision, or local Impact and Implementation (I & I) of the PAT policy in this publication. (T-2) Thereafter, all DAF CP/SG will require annual physical agility testing. (T-2) In order to meet the condition of employment standard, the individual tested should successfully pass the established standard for the push-ups and 1.5 mile run portions of the PAT. Accomplish these elements of the PAT at each session. The DAF CP/SG is authorized to take the test twice. If the DAF CP/SG fails the second PAT, notify the DFC and contact CPO or Civilian Personnel Flight (CPF) for advice regarding options defined by applicable Federal and/or agency instructions 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. (T-2)

6.7. Duty Time Exercising (DTE).

6.7.1. IAW AFI 36-815, *Absence and Leave*, 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/SGs are excused to perform DTE, DFC/designated SF representative should establish a monitoring system to document a record of member participation.

6.8. Standards.

6.8.1. AF PAT standards for applicants/incumbents of 0083/0085 positions consist of the following:

PAT STANDARDS AND ORDER OF TESTING

6.8.1.1. Vertical jump test. After a 10 minute warm up, successfully jump 16.5” with the Vertec Jump Measurement System or yard stick, followed by a 10 minute break.

6.8.1.2. The vertical jump demonstrates explosive leg power which is used in self-defense and high intensity arrest or detention simulation training. Further, this is important for performing tasks involving the use of force.

6.8.1.3. When using the Vertec jump measurement system, start by standing under the apparatus and reaching one hand (hand nearest the apparatus) as high as possible, placing the bicep against the ear; move the stack of movable tabs to a point immediately above the tips of the fingers. Member steps back with either foot, then steps forward and jumps as high as possible and strikes the tabs or the member may jump with both feet and not take a step. Three attempts are allowed. Each attempt is scored to the nearest half inch.

6.8.1.4. The vertical jump may also be conducted with a yard stick attached to a wall. It may be easier for the test proctor to conduct the test while standing on a safe object opposite the yardstick on the wall; this should allow a clear view of the numbers on the yardstick. A half step away from the wall is taken so that the member cannot use the wall to gain leverage to assist them in the jump.

6.8.1.5. The test starts with the member standing straight and tall with one side of their body flush against the wall from the outside of the ankle to the tip of the fingers at the end of the same side arm stretched over head. Place the palm of the hand and fingers (hand nearest the wall) flat against the yardstick. Record the number reached on the yardstick to the nearest half inch.

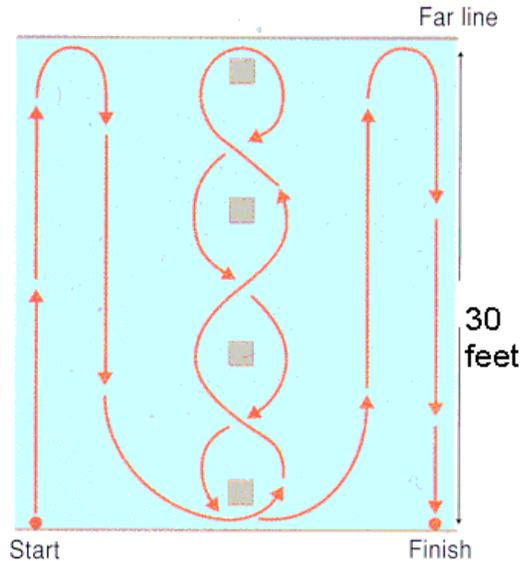
6.8.1.6. The member then takes half a step away from the wall to begin the test. The member steps back with either foot, steps forward and then jumps as high as possible and touches the yardstick (with hand nearest the wall) or the member may jump with both feet and not take a step back. Three attempts are allowed. Each attempt is scored to the nearest half inch. Test is terminated when both feet are back on floor.

6.8.1.7. The vertical jump is calculated by subtracting the reaching height from the jumping height and is expressed to the nearest half inch.

6.8.2. Illinois Agility Run. Successfully complete the course in 18.1 seconds, followed by a 10 minute break.

6.8.2.1. The Illinois Agility Run demonstrates the coordinated movement and speed necessary to successfully move around objects and people, for instance, in a foot pursuit.

6.8.2.2. Illinois agility run course: Use a straight line, as on a court or a track as the start/finish line; place one cone on the line, then place three more cones on a straight line 10 feet apart for a total of 30 feet. The width should be 20 feet, 10 feet to either side of the line of cones (see Figure 6.1. below).

Figure 6.1. Illinois Agility Run Description.

6.8.2.3. Member lies on the ground with fingertips behind the start line. At the 'Go' command, member gets up, sprints to the far line (30' away), places one foot over the line, then sprints back to the start line. Member then makes a left turn around the first cone then zig-zags in a figure 8 fashion around four cones, 10' apart on a straight line, then zig zags back to the start line. Member then turns left at the first cone, sprints up to the far line, places one foot over the line and sprints back across the finish line. Member should be provided instructions throughout the test: "Go. Sprint up to the line. Place one foot over the line, turn around and sprint back. Go around the bottom cone. Slalom up through the cones, go around the top cone; slalom back down through the cones. Go around the bottom cone. Sprint up to the line; place one foot over the line; sprint back. Run through the finish line." Score is timed in seconds and tenths. Allow one walk through, and two practice runs. When ready, two trials are allowed and the best (lowest) time is scored.

6.8.3. 300 meter run. Complete the distance in 66 seconds or less; followed by a 10 minute break.

6.8.3.1. 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.

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

6.8.4. Pushups. Execute 32 pushups with no time limit, followed by a 30 minute break.

6.8.4.1. Demonstrates a measure of the muscular endurance of the upper body (chest, shoulders and triceps). This is an important area for many tasks involving use of force, lifting, carrying and pushing.

6.8.4.2. The Participant starts in the front leaning position. Hands are slightly more than shoulder width apart; feet are 12" apart or less. The participant lowers self until the upper arms are parallel to the ground then pushes up again. When an individual does not have arms parallel to the ground, the pushup does not count and the proctor should repeat the same count again. Keep the back straight throughout the exercise. If participant stops to rest, the member may remove their hands or feet from the floor, or bridge or bow their back, but only in the up/rest position. The body should maintain a rigid form from head to heel. The feet may not be supported or braced (e.g., no crossing of the feet). The test ends when the participant states they are finished or (i.e., when the individual fails to maintain proper rest position, stands up, knee(s) touch the ground, etc.).

6.8.5. 1.5 Mile Run. Run 1.5 miles in 16 minutes, 17 seconds (16:17), followed by a cool down period.

6.8.5.1. 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 (e.g., running on pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

6.8.5.2. At the starting line, on a flat surface, run or walk 1.5 miles as quickly as possible. Participants start at the direction of the timer who should measure the time with a stopwatch and record the result to the nearest second.

6.8.6. Altitude Adjustments. For geographical areas that vary in altitude, make altitude adjustments for the 1.5 mile run. At an altitude of 5000 feet, a 30 second time adjustment is made. Add an additional 10 seconds 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). For example, at 5,000 feet the time criteria should be 16:47 min vs. 16:17 below 5,000 ft. An altitude adjustment is not required for the other test items as they are not aerobic in nature and therefore not affected by the different altitude levels.

6.8.7. Cool-down. Typical cool-down for 5 minutes should include walking and stretches of the muscles that were used until heart rate returns to less than 100 beats per minute (BPM) and heavy sweating stops. To determine BPM, place finger (s) on inside of wrist feeling pulse and take the count for 1 minute.

6.8.8. Retesting Procedures for PAT

6.8.8.1. DAF CP/SG personnel perform the complete sequence of PAT elements for each PAT retest.

6.8.9. Physical Readiness (Job Task Scenario) Appeals Test. The Physical Readiness Appeals Test is for incumbents who fail the second exercise battery PAT and request to appeal the result. Conduct this test at VA-LETC, a single and unbiased location; and schedule when funding is approved by the requesting MAJCOM or unit. Schedule the

incumbent to arrive the day before the test and depart the evening of the test day. Ensure the CFM approves any request to perform the test at a different location. Ensure the incumbent brings a current medical clearance/screening and a completed Attachment 9, signed by their supervisor to the test. When the Physical Readiness Appeals Test is performed, the incumbent must successfully complete each of the three scenarios within the required time. (T-3) Give this test the third Wednesday of the month. The proctor should use Attachment 11 to record the results of the test and may re-accomplish Attachment 9. The appeals test is not offered to applicants.

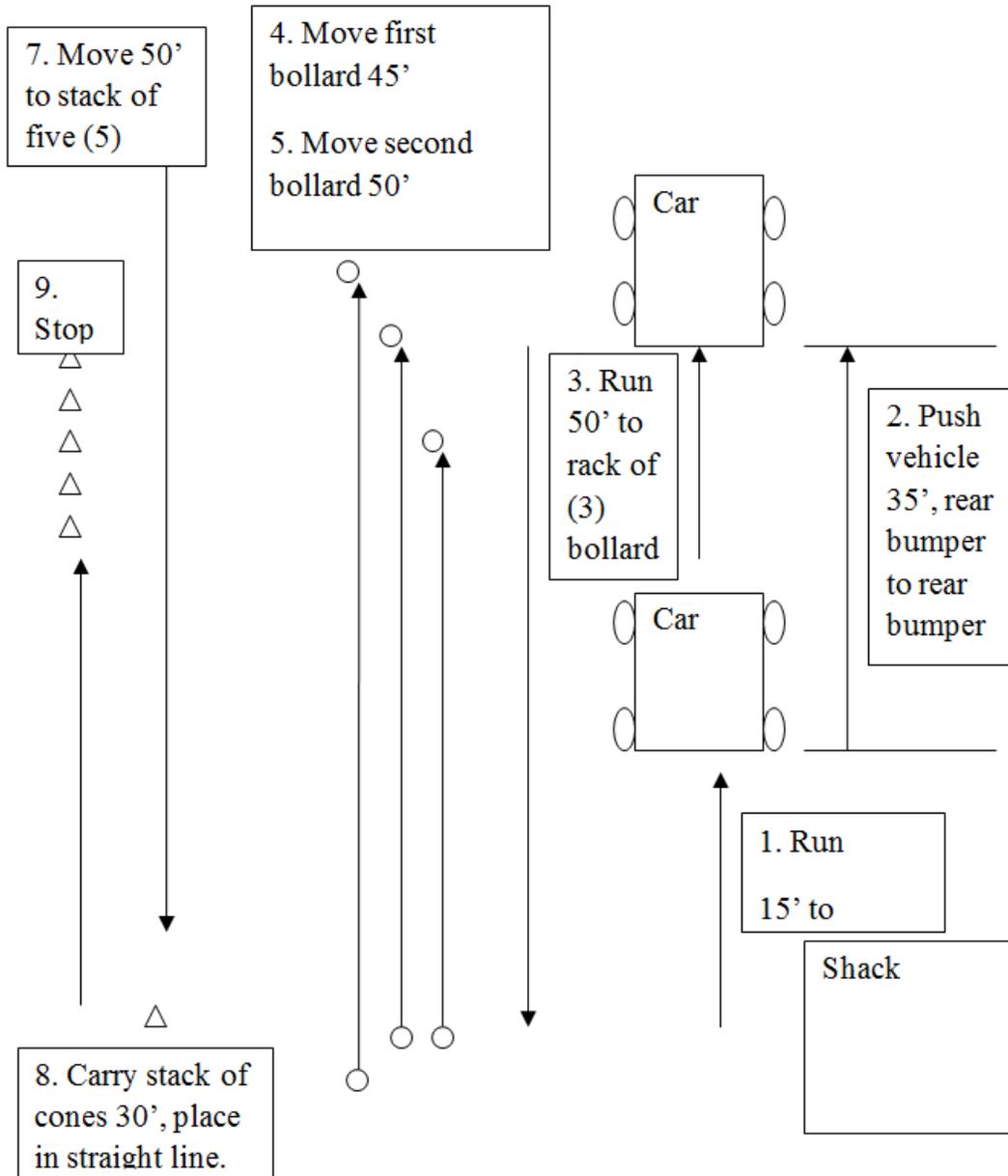
6.8.10. General. Give the appeals test as a unit in one period of time. There should be a break of no more than an hour, and no less than 40 minutes between each scenario. Do not debrief the individual being tested as to the passing score of an individual test until the end of the session. Give an individual only three scenario tests (i.e., no retest) unless there are very unusual circumstances beyond the control of the test proctors (e.g., lightning in the area). If a test proctor determines that the person taking the test is not operating in a proper manner (e.g., mishandling weapons, running during the patrol walk) the proctors may stop the scenario being tested and restart the same scenario from the beginning with no time penalty. Complete Attachment 9 at the base. Maintain test results on the form in Attachment 11.

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

6.8.11. Scenario #1 (Gate Detail), read this script: "In the first scenario, you report to your duty station at the main gate to the base immediately before the start of the morning rush hour. There is a disabled vehicle in one lane of traffic; bollards and cones have to be quickly put in place after the vehicle is pushed out of the way for safety. The scenario starts with you standing (in a simulated gate building). Watch this demonstration." (See Figure 6.2. Gate Detail Description)

6.8.11.1. Execute Scenario #1: Member starts in a standing position, on a flat asphalt course. On the command go, exit the shack, run 15 feet to the rear of the (disabled) vehicle (vehicle: front wheel drive, curb weight of 3500 lbs. +/- 10%, one person in the vehicle, in the driver's seat), push the vehicle 35 feet to the side. Immediately move 50 feet to a rack of (simulated) bollards (nylon sacks with handles, loaded with 50 lbs. of sand). Pick up one bollard, run 45 feet and place the bollard in position. Run back, retrieve another bollard, run 50 feet and place the bollard in position. Return to the rack a third time, pick up a bollard, run 55 feet and place the bollard in position. Move quickly 50 feet to a pile of cones, pick up five (5) large cones, walk 30 feet, place the cones in a straight line, creating a lane of traffic for entrance onto the base. Time stops. Complete the Gate Detail scenario in 125 seconds or less.

Figure 6.2. Gate Detail Description.



6.8.12. Scenario #2 (Tactical Response), read this script: “In the second scenario, you are on routine patrol and receive a call of a shooting in a base building. There are casualties (a 160 lb. dummy) and the shooter is actively moving through the building. You should overcome the threats as quickly and efficiently as possible. Please keep in mind the emphasis in this scenario is on physical ability, not specific techniques or tactics. The scenario starts with you seated and seat belted in position in a vehicle. Watch this demonstration. On the command go, exit the vehicle and move to the rear of the vehicle. Don your protective gear (i.e., helmet, vest, gas mask, etc.) stored in the trunk while maintaining a position of cover. Run 75 feet, maintaining a crouch position to simulate cover to the entrance of the building.

Immediately enter the stairwell and climb two (2) flights of stairs. Tactically enter the hallway and run 30 feet to a down officer (the dummy 160 lbs.), drag the officer 30 feet back to the stairwell. Run 40 feet to a classroom/office, enter the room visually inspect the room, exit the room, run 30 feet to the next room, enter the room, engage the shooter with verbal commands. Time stops.”

6.8.12.1. Execute Scenario #2: Member starts from a seated and seat-belted position: Scenario begins seated in vehicle. On the command ‘Go’, exit the vehicle and move to the rear of the vehicle. Don protective gear (i.e., helmet, vest, gas mask, etc.) stored in the trunk while maintaining a position of cover. Run 75’ maintaining a crouch position to simulate cover to the building entrance. Immediately enter stairwell and climb two (2) flights of stairs. Tactically enter the hallway and run 30 feet to a downed officer (dummy, commercially available, weighing 160 lbs. – the weight may need to be adjusted with a vest secured to the trunk of the dummy; dummy should be clothed in a jumpsuit with extraction loop), drag the officer 30 feet back to the stairwell. Run 40 feet to a classroom/office; enter the room, visually inspect the area. Exit the room, run 30 feet to the next room, engage the shooter with verbal commands. Time stops. Complete the Tactical Response scenario in 140 seconds or less.

6.8.13. Scenario #3 (Chase and Restrain Subject): read this script: “In the third and final scenario, you are charged with controlling a disturbance when one of the members involved runs from the scene. Pursue and restrain the subject. The various obstacles are simulations of barriers or obstacles you may need to surmount in a pursuit situation. You should begin the scenario here. Watch this demonstration. Begin walking 400 meters at a deliberate pace as if on patrol. At the end of the walk (point to cone) you get a call to respond to a nearby dormitory; run 262 feet (indicate cones demarking distance). Go around three cones (identify the cones), run 30 feet to the simulated drainage ditch (four cones spaced four feet apart in a square), jump the ditch and run 45 feet to the dormitory entrance. Enter the stairwell, run up one flight of stairs, exit the stairwell, run 45 feet, turn around, run back to the stairwell, run up one more flight of stairs. Exit the stairwell, run 30 feet to engage the subjects, issue a verbal command, step to the side, withdraw your baton and deploy the baton. Strike the impact bag with two forehand strikes, step to the side and execute two backhand strikes. Run 30 feet back to the stairs, run down two flights of stairs, exit the building. Run 45 feet to the simulated four foot ditch, jump the ditch (point to the cones), run 75 feet through these cones (point out cones and direction to run). Go to the ground to simulate being struck or falling to the ground. Recover. Roll the dummy forward four times (four half turns – front to back) and roll the dummy back four times. Bring the dummy’s hands together to simulate prone handcuffing. Time stops.”

6.8.13.1. Execute Scenario #3: Member is positioned outdoors at the start of the 400m walk. Scenario begins standing at a cone. On the command ‘Go’, begin walking 400 meters at a deliberate pace. At the end of the walk you get a call to respond to a nearby dormitory building. Run 262 feet. Run around three simulated vehicles (three cones simulate the vehicles), run 30 feet to simulated drainage ditch. Jump over the 4 foot simulated ditch and run 45 feet to the dormitory entrance. Enter the stairwell, run up one flight of stairs. Exit the stairwell, run 45 feet, turn around, run back to the stairwell, run up one more flight of stairs. Exit the stairwell, run 30 feet to engage the multiple subjects involved in an altercation. Issue verbal command, step to the side, withdraw your baton

and deploy the baton. Issue a verbal command, execute two (2) forehand strikes to the impact bag, step to the side and execute two (2) backhand strikes to the impact bag. One of the other subjects runs for the stairs. Run 30 feet back to the stairs, run down two flights of stairs, exit the building. Run 45 feet, jump the 4 foot ditch, run 75 feet dodging four (4) obstacles (four cones spaced 15 feet apart). Go to the ground to simulate being struck or falling to the ground. Roll the dummy (commercially available dummy weighing 160 lbs.) over four (4) times in one direction, then four (4) times in the other direction. Bring the arms together to simulate a prone handcuffing, time stops. Complete the Disturbance Call Scenario in 375 seconds or less.

6.9. Temporary Medical Restrictions.

6.9.1. Exempt the DAF CP/SG personnel who are temporarily medically restricted from performing the functions of their job, to include taking the PAT, 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 has 90 days to complete the PAT. Successful completion of the PAT is achieved before returning to duty.

Chapter 7

CIVILIAN POLICE/SECURITY GUARD CODE OF CONDUCT

7.1. Civilian Police/Security Guard Code of Conduct.

7.1.1. No code or set of rules can specify exactly what should be done in every situation. However, the following code provides general guidelines.

7.1.2. 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.

7.1.3. 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 should deal with offenders in a dignified manner. Refrain from being disobedient, insulting, or offensive to the public; and to superiors when in public.

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

7.1.5. Personal Attitudes. Perform their duties in an impartial, just, friendly, and helpful manner. The Air Force does not tolerate biases based on age, physical disability, race, religion, national origin, creed, or gender.

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

7.1.7. Attention to Duty. Remain mindful of duty commitments. Do not consume any form of alcoholic beverage while on duty or within eight hours prior to a duty tour.

7.1.8. 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. In addition, DAF CP/SG cannot accept any advantage, gratuity, or reward for performing their official duties.

7.1.9. Punishment of Offenders. DAF CP/SG has the authority only to apprehend or detain, based upon probable cause, but DAF CP/SG do not have the authority to punish offenders. DAF CP/SG use discretion to correct, caution, or warn individuals for minor violations of the law, but cannot admonish or reprimand.

7.1.10. Apprehension of Suspects. Protect the health and welfare of all apprehended suspects. Use force according to AFI 31-117, *Arming and Use of Force by Air Force Personnel*. The USAF does 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.

7.1.11. 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.

7.1.12. Off Duty Conduct. DAF CP/SG represents the SF 24 hours a day, regardless of duty schedule. Therefore, conduct should always remain above reproach.

7.1.13. Protection of Privacy. SF protects private information collected during the course of their duties. Do not discuss offenses or incidents, except in the line of duty. NOTE: SF maintains, protects and destroys private information IAW AFI33-332, *Air Force Privacy Program*.

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 SF 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 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 should 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 should maintain the security of your post and remain alert for other possible violations during the emergency.

JOHN B. COOPER, Lieutenant General,
USAF DCS/Logistics, Engineering & Force
Protection

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

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- AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 29 June 2012
- AFI 31-118, *Security Forces Standards and Procedures*, 05 March 2014
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- AFI 33-360, *Publications and Forms Management*, 25 September 2013
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- DoDD 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, 23 January 2014
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DoDI 5525.15, *Law Enforcement (LE) Standards and Training in the DoD*, April 27, 2012

DoDI 5525.13, *Limitation of Authority to Deputize DoD Uniformed Law Enforcement Personnel by State and Local Governments*, 28 September 2007

DoDI 5525.14, *DoD Law Enforcement Officers (LEOs) Flying Armed*, 22 March 2011

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

DoD 6055.05M, *Occupational Medical Examinations and Surveillance Manual*, 2 May 2007, Change 1, 16 September 2008

DoD Priority Placement Program Handbook, July 2011

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

10 U.S.C., 8013: *Secretary of the Air Force*, 2 January 2013

18 U.S.C. § 922 (g)(9), *Lautenberg Amendment to the Gun Control Act of 1968*, 1 July 2014

339, *Medical Qualifications Determinations*, 24 February 1947

Title 28 § 20.33 (a)(1) of the CFR, *Dissemination of Criminal History Record Information*, 1 July 2010

The Rehabilitation Act of 1973, 29 USC §791 et seq. Congress, H. R. 8070 September 26, 1973

The Americans with Disabilities Act of 1990, as amended, 42 USC §12101 et seq. DTM-08-006 HSPD-12, 26 November, 2008

Prescribed Forms

None

Adopted Forms

AF Form 538, *Personal Clothing and Equipment Record*

AF Form 55, *Employee Safety and Health Record*

AF Form 522, *USAF Ground Weapons Training Data*

AF Form 623, *Individual Training Record Folder*

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

AF Form 847, *Recommendation for Change of Publication*

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

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

OF 178, *Certificate of Medical Examination*

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

Abbreviations and Acronyms

ADA—American Disability Act

AFCAF—Air Force Central Adjudication Facility

AFI—Air Force Instruction

AFIMSC/PSU AFSFC—Air Force Installation & Mission Support Center/Primary Subordinate Unit, Air Force Security Forces Center

AFTR—Air Force Training Record

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

AT/FP—Anti-Terrorism/Force Protection

BPM—Beats Per Minute

CAC—Common Access Card

CBA—Collective Bargaining Agreement

CFETP—Career Field Education and Training Plan

CFM—Career Field Manager

CONUS—Continental United States

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

DTE—Duty Time Exercising

EDM/S—Employee Development Manager/Specialist

FM—Functional Manager

HS—Home Station Subjects

ID—Integrated Defense

IEC—Installation Entry Control

I&I—Impact and Implementation

JCA—Job Compatibility Assessment

LEOSA—Law Enforcement Officer Safety Act

L&O—Law and Order

MAJCOM—Major Command

METL—Mission Essential Task List
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
PD—Position Descriptions
PM—Program Manager
PTL—Physical Training Leader
PWS—Performance Work Statement
QLEO—Qualified Law Enforcement Officer
SCPD/SPD—Standard Core Personnel Document/Standard Position Description
SFMIS—Security Forces Management Information System
SF—QRB – Security Forces-Qualification Review Board
SJA—Staff Judge Advocate
SOW—Statement of Work
SQ—Squadron
SRT—Security Response Team and Special Reaction Team
TBD—To Be Determined
UoF—Use of Force
VA—LETC – Veterans Affairs Law Enforcement Training Center

Terms

Applicant—An applicant is someone who is formally seeking a job or admission.

Incumbent—A person who holds a particular position or place.

Law and Order Program—Law and Order Operations are a core capability of Air Force SF. 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. Law and Order Operations directly contribute to an installation's Integrated Defense. Law and Order Operations encompass many special disciplines. These include crime prevention, criminal investigations,

corrections, traffic enforcement, access control and military working dogs. The specific authorities for Law and Order Operations may depend upon jurisdictional status of the installation which is considered in planning for, and providing these operations.

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 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 ensure 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.

A2.1.1. This attachment mandates employment statements, portions of job description requirements, agility tests and pre-hiring training requirements.

A2.2. Give a copy of the signed conditions of employment to all employees and their supervisors. Place the original in the official personnel file.

A2.3. Example Agreement for Condition of Employment for Applicant and Incumbent DAF CP/SGs.

A2.3.1. In accordance with AFI 31-122, *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 of the PAT. Prior to taking the PAT, I understand I must obtain a medical clearance before permission is granted for me to take the physical agility test. I will undergo a medical examination to ensure I am physically 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.

A2.3.2. I understand that I will exercise only the authority and jurisdiction described in Chapter 3 of AFI 31-122 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 is grounds for my suspension or for withdrawal of my law enforcement authority.

A2.3.3. 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 initial and subsequent annual PAT; pass initial and annual weapons qualification; graduate from accredited academy; must pass annual duty position evaluation; must complete initial/annual CPR recertification and first aid; must be able to work shifts, overtime, weekends and holidays as required; must wear the DAF CP/SG uniform, and maintain a high state of appearance and hygiene; and must be able to wear chemical protection equipment in accordance with applicable instructions. As an applicant, I must take the Job Compatibility Assessment as part of my interview.

A2.3.4. 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 without being granted a waiver, 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 or other required testing, it also is a basis for my removal in accordance with applicable Federal and/or agency regulations. A copy of the signed agreement is given to applicant and to my supervisor. The original is placed in my Official Personnel File.

Note: 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/INCUMBENT EMPLOYEE SIGNATURE>

<DATE>

<COMMANDER'S SIGNATURE>

<DATE>

Attachment 3

MEDICAL CLEARANCE CERTIFICATE

(Applicant Only)

MEMORANDUM FOR MEDICAL PROVIDER (Federal Status)

SUBJECT: Medical Evaluation of Department of the Air Force Civilian Police Officer or Security Guard Employee, (Applicant Only).

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

SUPERVISOR: _____

3.1. This individual has been made an offer of employment as an Air Force Civilian Police Officer or Security Guard. Prior to being considered for placement, the individual is required to successfully accomplish a Physical Agility Test that consists of the Following:

3.1.1. Perform a 16.5" vertical jump

3.2.1. Complete the Illinois Agility Run in 18.1 seconds or less

3.3.1. Run 300 meters in 66 seconds or less

3.4.1. Perform 32 push-ups (no time limit)

3.5.1. Run 1.5 miles in 16 minutes, 17 seconds or less (16:17)

3.2. Based upon your knowledge/review of the individual's medical record or a medical evaluation, is the individual able to perform the physical requirements of the fitness test with minimal risk to health and safety.

3.3. If applicable, please review known VA rating decision information available as per AF Manual 31-122, *The Department of the Air Force Civilian Police and Security Guard Program*, paragraph 2.5.1.1.2.

3.4. 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.

3.5. 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).

3.6. Medical findings are as follows:

- Employee is/is not medically cleared for the vertical jump assessment.
- Employee is/is not medical cleared for the Illinois Agility Run.
- Employee is/is not medically cleared for the 300 meter sprint.
- Employee is/is not medically cleared for the push-up assessment.
- Employee is/is not medically cleared for the 1.5 mile timed run.

(Signature//Phone Number of Provider, (MD, DO, PA or NP))

(Incumbent Only)

Attachment 4

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

A4.1. General Essential Functions.

A4.1.1. The examinee should 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. Submit the specific job task analysis to the examining physician prior to each medical evaluation. The general essential functions include:

A4.1.2. 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;

A4.1.3. 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;

A4.1.4. 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

A4.1.5. 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.

A4.2.1. When medical conditions preclude safe performance on one or more of the essential functions, the examining physician should determine and records 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. Supervisors should tailor these to their particular mission (job task analysis) and geographical location.

A4.2.2. Operate both as a member of a team and independently at incidents of uncertain duration.

A4.2.3. Spend extensive time outside exposed to the elements.

A4.2.4. Tolerate environmental extremes while performing duties (dependent on local climate). Employee performs 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.

A4.2.5. 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.

A4.2.6. 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.

A4.2.7. Perform physically demanding work while wearing a protective mask which increases the resistance of inhalation and reduces the efficiency of air exchange.

A4.2.8. Perform complex tasks during life-threatening emergencies. Make life or death decisions during emergency conditions.

A4.2.9. Work for long periods of time, requiring sustained physical activity and intense concentration.

A4.2.10. Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation.

A4.2.11. Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility.

A4.2.12. Operate in environments of high noise, poor visibility, limited mobility, above ground heights, and in closed or confined spaces.

A4.2.13. 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.

A4.2.14. 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.

A4.2.15. Ability to smell smoke and other odors that might indicate hazardous conditions.

A4.2.16. Ability to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment.

A4.2.17. Ability to work in closed or confined spaces.

A4.2.18. Ability to judge distances closer than 13 feet demonstrated either by testing of depth perception or by a practical field test.

A4.2.19. 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. Conduct these guidelines by the considerations set forth in 5 CFR Part 339, *Medical Qualifications Determinations*, and DoD Manual 6055.05M, *Occupational Medical Examinations and Surveillance Manual*, 2 May 2007, *Change 1*, 16 September 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. (T-3)

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 should 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, *Medical Qualifications Determinations*, and DoD Manual 6055.05M, *Occupational Medical Examinations and Surveillance Manual*, 2 May 2007, *Change 1*, 16 September 2008. 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. Periodically assess 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, *Medical Qualifications Determinations*, and DoD Manual 6055.05M, *Occupational Medical Examinations and Surveillance Manual*, 2 May 2007, *Change 1*, 16 September 2008. (T-0)

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. Complete a medical evaluation 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. Accomplish the initial medical evaluation during initial pre-placement evaluation of tentative selectees.

A5.5.2. Periodic monitoring examinations are conducted at scheduled intervals. The DAF CP/SG should ensure periodic medical examination does 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. Accomplish initial and continuing medical evaluation of DAF CP/SG IAW this guidance. This document should 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 should assess interval medical history and changes in health that might affect the individual's ability to perform essential job functions. It should 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:

A5.7.1. 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:

A5.8.1. 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. Document the examination on SF 78, or equivalent.

A5.9. Cardiovascular Risk Factors:

A5.9.1. Police and security personnel have 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.

A5.9.2. 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.

A5.9.3. 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:

A5.10.1. 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:

A5.11.1. 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. Arrhythmias:

A5.12.1. Arrhythmias 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:

A5.13.1. Blood pressure (the average of at least two independent measurements taken after 15 minutes of rest) should be used in evaluating cardiovascular risk. Refer the individual to their private physician when intervention is indicated.

A5.14. Hearing:

A5.14.1. DAF CP/SG personnel require a pre-placement audiogram to determine if they can safely perform their duties. Audiometry 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.

A5.14.2. 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.

A5.14.3. 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 IAW AFOSH 48-20, *Occupational Noise and Hearing Conservation Program*. (T-1)

A5.15. Vision:

A5.15.1. 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 may not be able to safely perform the essential job functions; the examining physician should consider this in his/her assessment. Determine individual limitations on a case-by-case basis.

A5.15.2. 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. Do not limit successful soft contact lens wearers 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.

A5.15.3. Individuals should be able to discriminate vivid red/green color.

A5.15.4. Individuals should have normal muscle balance, defined as the lack of strabismus (greater than 15 diopters), nystagmus, and diplopia.

A5.15.5. 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.

A5.15.6. Individuals should not have a history of abnormal night vision.

A5.16. Respirators:

A5.16.1. Units must medically clear individuals who need to wear/use a respirator. (T-3) Ensure medical clearance for respirator use is in accordance with current applicable guidance on the AFOSH 48-137, *Respiratory Protection Program*.

A5.17. Immunizations:

A5.17.1. 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. Make a review of DAF CP/SG immunization status to ensure members have received tetanus, PPD, hepatitis B, and other appropriate immunizations.

A5.18. Psychiatric:

A5.18.1. 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:

A5.18.2. Delirium, dementia, and amnestic and other cognitive disorders

A5.18.3. Major depressive disorder

A5.18.4. Manic-depressive disorder (bipolar)

A5.18.5. Dissociative disorders

A5.18.6. Kleptomania

A5.18.7. Panic disorder and other anxiety disorders (depending upon etiology, duration and severity of clinical expression)

A5.18.8. Pyromania

A5.18.9. Schizophrenia and other psychotic disorders

A5.18.10. Personality disorders

A5.18.11. Alcohol or drug dependence

A5.18.12. 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. Since epilepsy can be particularly dangerous, ensure the likelihood of an on-the-job seizure is 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, *Employee Training and Development*, 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), *Expenses of Training*) 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).

L I N E	A	B	C
	Item of Grooming (M-Men, W Women) (see Note 1).	Ensure compliance with AFI 31-122 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 (cannot 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	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)	<p>Styled to present a professional appearance. Allow the wear of conservative hairpins, combs, headbands, elastic bands and barrettes. Hair pins and bands should match hair color. Secure long hair with no loose end.</p> <p>Bangs, if worn, cannot touch the eyebrows. Braids, micro-braids and cornrows are authorized. However, should be solid color similar to the individual's hair color; conservative and not present a faddish appearance.</p>	<p>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. Include hair ornaments such as ribbons, beads, jeweled pins or hair scrunchy. Cannot prevent proper wear of headgear, including helmet or chemical mask. Synthetic hair not authorized when not permitted by safety/mission requirements. Dreadlocks are not authorized. NOTE: Length/bulk should not prevent proper wear of headgear, including helmet or respirator. (See Note 3)</p>
4	Wigs and Hairpieces (M & W)	<p>Should meet this manual's requirements (safe, functional, professional for all). In conformance with the same standards required for natural hair, be of good quality and fit properly. While on duty/in uniform.</p>	<p>Exceed limits stated for natural hair. Be worn by personnel engaged in aircraft flight line or in-flight operations. Exception: Can be worn for medical reasons related to baldness.</p>
5	Hairnets (M & W)	<p>Worn per requirement 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.</p>	<p>Be worn when not performing related duties.</p>
6	Mustache (M)	<p>Neatly trimmed.</p>	<p>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.</p>

7	Beards (M)	Intentionally left blank.	Be worn except for health reasons when authorized by a DFC on the advice of a medical official. If DFC authorizes, members should keep facial hair trimmed not to exceed 1/4 inch in length. DFCs and supervisors should monitor progress in treatment to control these waivers.
8	Sideburns (M)	Neatly trimmed and tapered in the same manner as the haircut. Is 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. While on duty/in uniform.	Be worn in field conditions.
10	Nail Polish/Lipstick (W)	Single color (compliment skin tone) and French manicure. While on duty/in uniform.	Include decorations; exceed ¼ inch; wear shades of lipstick and nail polish that distinctly contrasts with their complexion, that detracts 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.	Exceed 1/4 inch in length past tip of finger. Interfere with duty performance or hinder proper fit of prescribed safety equipment or uniform items. Males are not authorized to wear nail polish.

Notes:

(All notes apply)

1. The items listed represent common appearance issues and are not all-inclusive.
2. DFCs do not have the authority to waive appearance and grooming standards except as identified.
3. Installation commanders should 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 (i.e., radiation/chemotherapy and resulting in baldness), DFCs should authorize wear of the American Cancer Society-approved cap (black/tan).
5. (Women) should not apply designs to nails or apply two-tone or multi-tone colors on duty excluding French manicure.
6. (Women) Medical waivers are necessary 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 should not present the appearance of a rooster tail; when hair is in a bun, tuck in and secure all loose ends; when hair is in a ponytail, pull all the way through the elastic band and it 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

QUALIFICATION REVIEW BOARD FOR EMPLOYEES OF DAF CIVILIAN POLICE AND SECURITY GUARD (CP/SG) POSITIONS

A8.1. Organization:

A8.1.1. The Security Forces Qualifications Review Board (SF-QRB) is established to review cases for incumbent officers who meet the full range of duties contained within their Position Description (e.g., the PAT), but cannot meet the established medical standards (e.g., color blind in one eye). The SF-QRB is an appeals board for incumbents with permanent or long term medical conditions that fall outside of the scope of light duty. The SF-QRB should also consider issues that are not strictly medical (e.g., reasonable accommodation and/or assessment of undue hardship on the Air Force security operations) and issues that are legal (i.e., application of the Rehabilitation Act/ADA with respect to reasonable accommodation). The AFSFC Commander will appoint the members of the SF-QRB. (T-1) The SF-QRB should consist of: DAF CP/SG Career Field Advisor or when designated the AFSFC Deputy Director; AFSFC Operations Division Chief (or Deputy); and Programs and Resources Division Chief (or Deputy). The SF-QRB may also include a MAJCOM Director of Security Forces (or Deputy). HQ AFRC/A4S should 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) or local legal office (installation level) should provide legal advice to the SF-QRB. AF/SG or a local Medical Review Officer (MRO) should support the board to make medical standard qualification/disqualification recommendations. A representative from the civilian personnel community (installation level or AFPC) may also serve as advisor. The DAF CP/SG Career Field Advisor or when designated the AFSFC Deputy Director will serve as the SF-QRB Chair. (T-1) The SF-QRB may operate virtually or physically.

A8.2. Waiver process:

A8.2.1. The waiver process applies to employees who receive a determination of "Not Medically Qualified". The local MRO should inform all employees of the results of their occupational medical examinations as soon as possible following completion of the examination. Do not consider waivers for employees who have a permanent or long term medical disqualification unless they can provide objective medical documentation that demonstrates that they can perform the essential functions of the position with or without reasonable accommodation. Waivers for those employees having "temporary" medical conditions are handled through light duty policy. Once the employee chooses to appeal, he/she should submit the appeal request through their DFC. The DFC should contact the local MRO who determines which medical specialist (e.g., Endocrinologist, Internist) to consult, and what additional information is needed. Inform the individual that the cost of gathering this additional medical information is at their own expense. After the specialist completes the evaluation to provide the additional required data, the specialist should send the information to the MRO. The MRO reviews the specialist's recommendation and determines if the officer is/is not medically qualified based upon the additional information. If the individual remains disqualified, and chooses to continue with the appeal (Official Request for Waiver)--the local MRO should send documentation on the results of the occupational medical examination, the specialist's information and, if appropriate,

information regarding potential reasonable accommodations and/or restrictions to a doctor (QRB Medical Advisor) at JBSA Lackland AFB. The QRB Medical Advisor reviews the package and convenes with SJA, HR, and the Qualification Review Board (QRB) at the AFSFC (contact DAF CP/SG Program Manager for specific QRB process). The QRB can choose to send their recommendation to a specialist at the Air Staff who can provide additional consultation on the determination. Send the SF-QRB's appeal recommendation to the AFSFC/CC to make the final QRB determination. Limit access to protected health information to only qualified healthcare representatives of management with a need to know. Submit the request in time to arrive at the office of the DAF CP/SG Career Field Advisor or when designated the AFSFC Deputy Director within 20 calendar days of the employees' written request for a waiver. Requests may be submitted in paper form, via fax, or electronic means and should be immediately digitized or scanned for electronic use, storage and maintenance. The individual requesting the waiver should maintain confirmation records of facsimile and/or electronic delivery (read-receipt), in the event a timeliness issue arises.

A8.2.2. At a minimum, ensure the request for a waiver contains:

A8.2.3. Date of request for a waiver.

A8.2.4. Name and contact information.

A8.2.5. Unit of assignment and supervisor's name.

A8.2.6. Rationale explaining why he/she is not medically qualified, etc. If employee has veteran's preference as a disabled veteran, submit the VA rating decision form. If medical information is included, a request for a release of medical information may be requested by the SF-QRB.

A8.2.7. Requested action and/or proposals for reasonable accommodation.

A8.3. Convene the SF-QRB:

A8.3.1. The DAF CP/SG Career Field Advisor or when designated the AFSFC Deputy Director will convene an SF-QRB within 30 calendar days, or as soon thereafter as practical, of receiving the request for a waiver. (T-1) Normally requesters do not 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 should make arrangements for the requestor to address those areas either in writing, by telephone and/or video conference.

A8.3.2. SF-QRB Recommendation: In matters heard by the SF-QRB, the board will issue a recommendation under the Chair's signature to AFSFC/CC. (T-1) The AFSFC Commander retains the authority to review and modify any SF-QRB recommendation. The decision of the AFSFC Commander is the final official agency decision. The agency will issue a final decision within 60 calendar days of the meeting of the SF-QRB meeting. (T-1) The AFSFC Commander should forward the determination to the DFC for the final disposition.

A8.3.3. Notification to employees: The employee's supervisor is responsible for informing the employee who requested the waiver of the outcome of the QRB. If the employee is represented by counsel, the legal counsel who participated in the meeting should also participate in any explanatory discussions at which the employee is present. The procedures used by the SF-QRB should be developed in a separate standard operating instruction.

Attachment 9

PHYSICAL AGILITY TEST READINESS REVIEW

Table A9.1. Physical Agility Test Readiness Review.

The physical agility test evaluates your ability to meet the full range of duties (in an emergency situation) as described in the position description. (Note: To supervisor or test proctor; cross out the below test(s) that is/are not applicable to this readiness review). Give the following physical tests:

Physical Agility Test (Applicants Only):

Vertical Jump

Illinois Agility Run (Short run with weaves)

300 meter run

Push-ups

1.5 mile run

Or

Physical Agility Test (Incumbents Only):

Push-ups

1.5 mile run

Or

JTS Appeals Test (Incumbents Only): scenario #1, Gate Detail Scenario #2, Tactical Response, Scenario #3, Chase and Restrain Subject

Self-Evaluation (check one block below):

I am capable of taking the physical agility test safely.

I am aware of conditions which would prevent me from taking the physical agility test safely.

Employee: _____

Name _____ Date _____

Supervisor/test proctor: _____

Name _____

Date _____

