

**BY ORDER OF THE COMMANDER  
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION  
31-103**



**13 JANUARY 2017**

**Security**

**ADMINISTRATIVE  
DEBARMENT ORDERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, Air Force Instruction (AFI) 31-101, *Integrated Defense*, and Air Force Manual (AFMAN) 31-113, *Installation Perimeter Access Control*. The instruction provides policies and procedures whereby individuals may be debarred from Hill Air Force Base (AFB) (including Little Mountain Test Facility and Utah Test and Training Range). It is for the use of unit commanders, 75th Security Forces Squadron (75 SFS), 75th Force Support Squadron Military Personnel Section (75 FSS/FSM), and the 75th Air Base Wing Staff Judge Advocate (75 ABW/JA) in administering debarment procedures against those individuals whose presence constitutes a particular or potential threat or detriment to the mission of the installation, or to the personnel assigned thereto. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 5, United States Code, Section 552. System of Records Notice (SORN) F031 AF SP F, *Notification Letters to Persons Barred from Entry to Air Force Installations*, applies. This instruction applies to all military, civilian, and contractor personnel assigned or attached to, residing at, working on, or visiting Hill AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Each form, format, or form letter prescribed by this instruction that requires a Privacy Act Statement (PAS), IAW AFI 33-332, *Air Force Privacy Act Program*,

must have the PAS incorporated thereon or the PAS will be prominently posted and be provided by the requester prior to collecting this information. Privacy Act information taken from an existing Privacy Act system of records, which authorizes blanket use of this information for this purpose, doesn't require a PAS. Collected information is "For Official Use Only." Requests to release Privacy Act information to persons or agencies outside the Department of Defense (DoD) must be in accordance with AFI 33-332. Privacy Act system notice applies. The applicable Privacy Act SORN F031 AF SF F *Notification Letters to Persons Barred from Entry to Air Force Installations* (August 7, 2009, 74FR 39674) is available at <http://dpclo.defense.gov/privacy>.

## **SUMMARY OF CHANGES**

This document has been revised to implement guidance from AFMAN 31-113 regarding coordination and specific procedures for civilian and contractor employee debarments, provide guidance of initiation of debarments from other bases, ensure specific details are included in debarment orders, ensure supporting evidence is forwarded for filing and record-keeping, establish policy on Legal Entitlement, establish policy for specific procedures for legal access, ensure mandatory coordination is identified, and update office symbols in compliance with installation reorganization.

**1. Authority.** The 75th Air Base Wing Commander (75 ABW/CC) may summarily debar individuals (military, civilian, contractors, or others) whose presence, threatens the orderly administration of the installation. This authority is derived from, Title 50 U.S.C. § 797; and Department of Defense Instruction (DoDI) 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*. Under Title 18, United States Code, Section 1382, "Whoever, within the jurisdiction of the United States, goes upon any military, naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation; or whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation, after having been removed there from or ordered not to reenter by any officer or person in command or charge thereof, shall be fined under this title or imprisoned not more than six months, or both."

**2. Initiation of Barment Action.** The 75 ABW/JA, 75 SFS, or the Air Force Office of Special Investigations (AFOSI) will initiate debarment action. Regardless of who requests or initiates a debarment action, a copy of the final package must be forwarded to 75 SFS/S5R for update of the debarment roster and filing.

2.1. The 75 ABW/JA will review all administrative discharge packages and court-martial records of trial to determine whether the discharged or court-martialed member's presence on base would be prejudicial to the good order and discipline of Hill AFB. If review concludes debarment is warranted, 75 ABW/JA will prepare a debarment package in accordance with paragraph 3 of this publication.

2.2. The 75 FSS Civilian Personnel Section (75 FSS/FSMC) will review and coordinate on all debarment packages of base civilian employees that are being removed for cause, or who resign prior to removal action. If debarment is warranted, 75 FSS/FSMC and/or the civilian employee's organizations will provide sufficient information to 75 SFS to prepare the package in accordance with paragraph 3 of this publication.

2.2.1. If the 75 ABW/CC determines that, based on the nature of the misconduct, a civilian employee is a serious threat to the health, safety, or security of the installation or facility, (e.g., bringing a weapon onto the installation, stealing classified documents, threatening bodily harm or destruction of government property) the employee's sponsoring unit and immediate supervisor will be contacted to place the employee on enforced non duty status pending investigation and/or action appropriate to the misconduct.

2.2.2. After the employee is placed on enforced leave, the 75 ABW/CC may completely debar the individual from the installation or facility.

2.2.3. If the 75 ABW/CC determines that a civilian employee poses a serious and imminent threat to the health, safety, or security of the installation or facility, he/she may take immediate action.

2.2.3.1. This action may include a temporary or permanent debarment to remove the employee from the installation or facility.

2.2.3.2. In temporary debarment cases, the 75 ABW/CC will coordinate with the 75 FSS/FSMC or 75 FSS/FSM and the employee's supervisory chain as soon as practical thereafter for a permanent and/or complete debarment of the employee, if necessary.

2.3. The 75 SFS Reports and Analysis section (75 SFS/S5R) will review all incident reports of non-base affiliated and nongovernmental subjects who have committed or have been involved in on-base incidents considered prejudicial to the good order and discipline of Hill AFB. Actions to debar contractors will be coordinated with the Air Force Sustainment Center, Operating Location Hill Contract Committee (AFSC OL:H/PZCA). If the review concludes debarment is appropriate, 75 SFS/S5R will prepare the package in accordance with paragraph 3 of this publication.

2.4. In those cases investigated by on-duty security forces where the flight chief determines immediate debarment is required, the following procedures will be followed:

2.4.1. The on-duty flight chief will contact 75 ABW/JA requesting legal guidance and then coordinate with 75th Security Forces Squadron Operations (75 SFS/S3O) and the 75 SFS Commander (75 SFS/CC).

2.4.2. The 75th Mission Support Group Commander (75 MSG/CC) and 75 ABW/CC must be notified.

2.4.3. The 75 ABW/JA, the on-duty flight chief, and 75 ABW/CC will conduct a conference call to determine if immediate debarment is warranted.

2.4.4. If immediate debarment is warranted, 75 ABW/CC will authorize 75 SFS personnel to issue a written order of immediate debarment (Attachment 2). The 75 SFS personnel will fill in the information on the immediate debarment order to include the name and social security number of the individual being debarred, and the basis for the debarment action. The Certificate of Service should also be completed; 75 SFS personnel will issue the immediate debarment order to the subject for their signature on the Certificate of Service. Once the individual signs the order, keep the original and issue a copy to the individual.

2.5. Any special request for debarment that does not fall within the purview of routine initiation by one of the agencies identified in paragraphs 2.1, 2.2, or 2.3 of this publication, must be forwarded to 75 SFS/S5R for evaluation and action.

2.6. Debarments to be implemented from other installations shall be initiated by the 75 SFS/S5R upon receipt of the documentation from the installation issuing the debarment order.

**3. Preparation of Debarment Package.** Each debarment package will, as a minimum, consist of the following:

3.1. An electronic staff summary sheet (E-SSS), summarizing why debarment is warranted, with a recommendation.

3.2. Evidence supporting the request for debarment.

3.3. Proposed Debarment Order.

3.4. Mandatory coordination of the package will include:

3.4.1. The 75 SFS/S5R is the primary starting point for debarment actions.

3.4.2. The 75 SFS/CC.

3.4.3. The chain of command of the individual being debarred.

3.4.4. The 75 FSS/FSMC when a civilian is being debarred.

3.4.5. The AFSC OL: H/PZCA when a contractor is being debarred.

3.4.6. The 75 ABW/JA for all debarments.

3.4.7. The 75 MSG/CC (and subordinate offices as directed).

3.4.8. The 75 ABW/CC (and subordinate offices as directed).

**4. Debarment Orders.** Debarment orders should be in writing and contain sufficient details to support prosecution by civilian authorities. The debarment order must also state a specific, reasonable period for the debarment unless the debarment is permanent.

**5. Legal Review of Debarment Package.** The 75 ABW/JA will review all debarment packages for legal sufficiency and make a recommendation as to whether debarment is warranted. If 75 ABW/JA finds the debarment package to be legally sufficient and debarment is warranted, coordination will be accomplished and the package forwarded through channels to 75 ABW/CC for signature. If 75 ABW/JA finds the package insufficient or does not concur with the originating agency's recommendation, the package will be returned to the originating agency for further action.

**6. Debarment Approval.** After completion of the coordination cycle, the 75 ABW/CC must review the package and make the final decision on the recommended action. The 75 ABW/CC will sign all debarment orders. This authority may not be delegated to subordinates. If the 75 ABW/CC does not concur, the package will be returned for action per the 75 ABW/CC's instructions.

6.1. After the order has been signed, the package along with supporting enclosures will be forwarded to 75 SFS/S5R for updating of the existing debarment list, filing, and record keeping.

**7. Distribution and Filing of Debarment Order.** Whenever possible, the debarment order will be personally delivered to the subject of the order by the agency that prepared the order. If the subject is not available for personal delivery, the order must be mailed by certified mail.

7.1. Personal Delivery. The subject will acknowledge receipt of the order by signing and dating the Certificate of Service, page 2 of the debarment order. All copies of the order must contain a signed certificate. If the subject refuses to sign the debarment order certificate, the issuing official must complete a Certificate of Service in accordance with AFI 31-120, *Security Forces Systems and Administration*.

7.1.1. In the event that a military member is to be debarred upon separation, the 75 FSS Career Development Section (75 FSS/FSMPD) will issue the separating member a copy of the debarment order and have them sign the Certificate of Service. The 75 FSS/FSMPD will then forward the debarment package with completed Certificate of Service to 75 SFS/S5R and provide a courtesy copy to 75 ABW/JA.

7.2. Mailing the Debarment Order. If personal delivery of the debarment order is not possible, the order will be sent to the subject by certified mail with the envelope marked "Deliver to Addressee Only". In every case of mailing, a Certificate of Service must be completed. When the PS Form 3811, *Domestic Return Receipt*, is returned to the sender and reflects delivery made, the PS Form 3811 will be attached (stapled) to the file copy of the debarment order. If the PS Form 3811 is returned with the remarks "unclaimed," a recheck for proper address, etc., must be accomplished and a second mailing completed. If the second notice is returned "unclaimed," both PS Forms 3811 must be attached to the original copy of the order and placed in the debarment package. No further attempts will be made to locate the subject unless new verified data becomes available. Regardless, the subject's name will be added to the master debarment list for record. Should the subject attempt to enter or is detected on base, an apprehension must be executed and the debarment order issued at that time by 75 SFS.

7.3. Debarment File. The 75 SFS/S5R is responsible for maintaining debarment files. When the debarment process has been completed as referenced in this instruction, the originating agency will compile the debarment package, and forward it to 75 SFS/S5R. The debarment package must contain:

7.3.1. A copy of the debarment order.

7.3.2. Certificate of Service (if used).

7.3.3. Certified mail receipt (if appropriate).

7.3.4. A copy of the E-SSS with all coordination and reasons for debarment.

7.3.5. Other documentation used as a basis for debarment. Files will be maintained by 75 SFS/S5R in accordance with AFRIMS, Records Disposition Schedule Table 031-01, R22.00, *Barred Personnel for Active Installations*.

**8. Legal Entitlement.** Subject to the provisions below, active duty members, dependent family members and retirees may not be completely debarred from the installation or facility to which they are assigned, employed, or are required to enter on official job-related or benefits related business. Examples include military members and their dependents, who are eligible for military medical care and cannot be turned away (legislative in nature). The 75 ABW/JA will determine

if other reasonable access to appropriate medical care exists. All other personnel may be debarred from an installation or facility as necessary.

8.1. If individuals with legal rights are debarred from Hill AFB, specific provisions for limited access for the continued exercise of these legal rights must be offered and explained in detail within the debarment letter.

8.2. Specific Procedures for Legal Access.

8.2.1. The single entry and exit point for barred individuals with legal rights is designated as the South Gate at Hill Air Force Base.

8.2.1.1. In the event the South Gate is closed, the West Gate is designated as the single entry and exit point for barred individuals with legal rights access.

8.2.2. The individual barred from Hill AFB must provide written notice requesting access to the installation to 75 SFS/S5R who will then coordinate the request with the date and time through 75 ABW/JA for review and to the 75 ABW/CC for approval.

8.2.3. Upon approval, 75 SFS will coordinate an official escort and provide notice to the barred individual of the date and time for escort.

**9. Debarment Period.** The standard debarment period is 3-years. However, 75 ABW/CC has authority to debar individuals for a lesser period of time or for a longer period of time depending on the specific facts and circumstances of the proposed debarment. In those cases, 75 SFS and 75 ABW/JA will coordinate on duration and propose such to 75 ABW/CC.

9.1. Generally, the debarment period will automatically expire when the duration runs the length of the term. However, the 75 SFS/S5R will take the following steps to ensure appropriate parties are notified and consideration is given as to possible extension of the debarment.

9.1.1. Sixty days from the expiration date, the 75 SFS/S5R will contact the current commander of the individual and victim(s) former unit(s) and will:

9.1.1.1. Notify them of the debarment expiration.

9.1.1.2. Determine if there are any likely issues with the debarred individual regaining base access privileges.

9.1.1.3. Make a reasonable attempt to notify the victim(s), former supervisor, former commander, etc., of the debarment expiration.

9.1.2. Run a criminal history check of the debarred individual and gather other available information to determine if continued debarment is appropriate.

9.2. The 75 SFS/S5R will staff an e-sss through the affected unit commander(s), 75 ABW/JA, and 75 MSG/CC to the 75 ABW/CC with supporting documentation and a recommendation of either continued debarment or automatic expiration.

9.2.1. If the decision is made to extend the debarment, the debarred individual will be notified via first class mail sent to their last known address.

**10. Base Debarment List.** All persons debarred from Hill AFB will be placed on a master base debarment list (computerized) updated as changes are made, but at least monthly by 75 SFS/S5R. Copies of this list will be provided to the 75 ABW/JA; Air Force Personnel Center, Ogden Operating Location, Affirmative Employment (AFPC/DPIDO); 75 FSS Resource Management Office (75 FSS/FSR); 75 FSS Human Resource Management Office (75 FSS/FSMH); 75 SFS Pass and Identification (75 SFS/S5P); 75 SFS/S3O; and the 75 SFS/CC. Recipients and users of the list are responsible for ensuring persons thereon are not granted entry to the base unless approved by the appropriate authority. Organizations, such as AFPC/DPIDO, must be especially alert to ensure debarred individuals are not employed on the base unless the debarment is rescinded. The debarment list will be coded (as applicable) to depict modified debarment and individuals that have not been served their debarment order. An explanation of codes (when used) will be identified on the list. The debarment list will be marked "For Official Use Only" (FOUO). Each recipient agency must follow safeguarding and control rules for FOUO and Privacy Act protected information.

**11. Requests for Re-entry.** Debarred persons may request permission to re-enter Hill AFB. Such requests will be submitted to the 75 SFS in writing. The 75 ABW/JA is delegated the authority to administratively review and act on requests to reenter on a limited, case-by-case basis, submitted by anyone previously and henceforth debarred from the installation. The 75 ABW/JA does not have the authority to reconsider signed debarment orders, but is delegated the authority to consider requests for emergency and other reentry at its own discretion.

11.1. The Request for Re-entry package must contain:

11.2. An E-SSS summarizing the request and cause for debarment.

11.3. Letter of request.

11.4. A proposed reply to the requester.

11.5. Any other data considered appropriate.

11.6. All requests for re-entry must be coordinated through 75 SFS and final packages forwarded to 75 SFS/S5R for update of the debarment roster and filing.

**12. Modification of Debarment Orders.** The 75 ABW/CC may modify debarment orders if situations warrant. The originating agency or 75 ABW/JA may recommend modifications.

JENNIFER HAMMERSTEDT, Colonel, USAF  
Commander

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

AFPD 31-1, *Integrated Defense*, 28 October 2011

AFI 31-101, *Integrated Defense*, 08 October 2009

AFMAN 31-113, *Installation Perimeter Access Control*, 02 February 2015

Title 5, United States Code, Section 552

F031 AF SP F, *Notification Letters to Persons Barred from Entry to Air Force Installations*

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-332, *Air Force Privacy Act Program*, 12 January 2015

Title 50, United States Code, Section 797

DoDI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*, 19 May 2010

Title 18, United States Code, Section 1382

AFI 31-120, *Security Forces Systems and Administration*, 01 April 2015

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

PS Form 3811, *Domestic Return Receipt*

***Abbreviations and Acronyms***

**75 ABW/CC**—75th Air Base Wing Commander

**75 ABW/JA**—75th Air Base Wing Office of the Staff Judge Advocate

**75 MSG/CC**—75th Mission Support Group Commander

**75 FSS/FSM**—75th Force Support Squadron Manpower and Personnel Section

**75 FSS/FSMC**—75th Force Support Squadron Civilian Personnel Section

**75 FSS/FSMH**—75th Force Support Squadron Human Resource Management Office

**75 FSS/FSMPD**—75th Force Support Squadron Career Development Section

**75 FSS/FSR**—75th Force Support Squadron Resource Management Office

**75 SFS**—75th Security Forces Squadron

**75 SFS/S5R**—75th Security Forces Squadron Reports and Analysis

**75 SFS/S3O**—75th Security Forces Squadron Operations

**75 SFS/S5P**—75th Security Forces Squadron Pass and Identification

**AFPC/DPIDO**— Air Force Personnel Center, Ogden Operating Location, Affirmative Employment

**AFSC OL: H/PZCA**— Air Force Sustainment Center, Operating Location Hill Contract Committee

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigation

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**DoD**— Department of Defense

**DoDI**—Department of Defense Instruction

**E—SSS** – Electronic Staff Summary Sheet

**FOUO**—For Official Use Only

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**PAS**—Privacy Act Statement

**RDS**—Records Disposition System

**SORN**—Statement of Records Notice

## Attachment 2

## DEBARMENT MEMORANDUM

Figure A2.1. Debarment Memorandum.

MEMORANDUM FOR \_\_\_\_\_ SSN \_\_\_\_\_

FROM: 75 ABW/CC

SUBJECT: Immediate Administrative Debarment

1. In accordance with the authority vested in me as the Installation Commander as set forth in DoDI 5200.08, section 3.2.2, I hereby order you to not enter or be found upon Hill Air Force Base, unless you are entitled to medical care at military facilities and enter the base for the sole purpose of obtaining such care. If you are entitled to such care and in need of same, you must have a copy of this letter in your possession, travel directly from the base gate to the medical facility with an escort which will be provided to you by security forces, and depart the base immediately after medical treatment is complete. You will need to contact security forces to arrange for medical escort. This order extends to the area of the base inside and outside the gates, including Little Mountain Test Facility and the Utah Test and Training Range. This order will remain in effect for 3 years from the date of this letter unless otherwise extended or amended. If not extended or amended, no action need be taken by you to cancel the debarment on the expiration date; it will automatically expire and be withdrawn.

2. This action is based on \_\_\_\_\_.  
Because of your actions, I consider your continued presence on this installation to be detrimental to the maintenance of good order and discipline.

3. Violation of this debarment will subject you to arrest and criminal prosecution in the Federal Courts. Title 18, United States Code, Section 1382 states:

“Whoever, within the jurisdiction of the United States, goes upon any military, naval, or Coast Guard reservation, post, fort, arsenal, yard, station, or installation, for any purpose prohibited by law or lawful regulation; or whoever reenters or is found within any such reservation, post, fort, arsenal, yard, station, or installation, after having been removed from or ordered not to reenter by any officer or person in command or charge thereof, shall be fined under this title or imprisoned not more than six months, or both.”

4. At any time during the term of this debarment, you may request its modification or authority to reenter the installation for a specific, limited purpose by submitting a written request to 75 SFS/S5R, 3058 F Avenue, Hill AFB UT 84056. Any such modification request or request to reenter must provide complete details and your justification to support the request.

JENNIFER HAMMERSTEDT, Colonel, USAF  
Commander, 75th Air Base Wing

**CERTIFICATE OF SERVICE**

This is to certify that I, the undersigned, have received the forgoing debarment order in writing and have read and fully understand the same. I understand that entry upon Hill Air Force Base, in violation of this order, may result in civilian prosecution pursuant to 18 U.S.C. §1382. I further understand that in the event of a conviction, the maximum penalty prescribed may be imposed.

Received and signed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name