

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

**MACDILL AIR FORCE BASE
INSTRUCTION 31-100**



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Security

SECURITY EDUCATION AND TRAINING

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This Instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, Air Force Instruction (AFI) 31-101, *Integrated Defense (FOUO)*, MacDill Air Force Base Instruction (MACDILLAFBI) 31-101, *Installation Security Instruction/Physical Security/Resource Protection (PA) (FOUO)*, and Air Mobility Command Pamphlet (AMCPAM) 31-3, *Installation Security Constable Handbook*. It establishes procedures for developing and organizing Phase I training standards. It establishes and describes the restricted areas located within the boundaries of MacDill Air Force Base (AFB) and further describes procedures for granting authorized entry into such areas. It applies to all personnel requiring access to MacDill AFB restricted areas. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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.

SUMMARY OF CHANGES

This revision changes the title of AF Form 1199 from *Restricted Area Badge* to *Air Force Entry Control Card (AFECC)*. The title of Area 1 on the AFECC has been changed to MacDill Command Post (MCP) and Area 2 has been changed to Crisis Action Team (CAT) (paragraphs 5.2.1. and 5.2.2.). The title of Security Forces Control Center (SFCC) has been changed to Base

Defense Operations Center (BDOC) throughout. The title of 8044 generation phase has been changed to 8010 generation phase (paragraph 5.2.3.).

1. Requirements.

1.1. Personnel requiring unescorted entry into a restricted area will be provided Phase I security education by the assigned security manager. The Phase I training must include a review of the 6th Air Mobility Wing (6 AMW) Operation Plan (OPLAN) 31-101, *Installation Security Plan*; methods for contacting the Base Defense Operations Center (BDOC); restricted area entry circulation control procedures, including verification of the right and need to be in a restricted area; responsibilities and duties of a visitor escort; and tricks that may be used to gain unauthorized entry to restricted areas.

2. Security Education and Training (SET) Program.

2.1. Jump Start Training, a computer web-based tool, provides the Installation Security Constable Briefing to all newly assigned personnel. Jump Start is a combination of the Right Start briefing and base in-processing procedures.

2.2. Phase I, Orientation Training, as listed in AFI 31-101, paragraph 7.2.2., will be accomplished during indoctrination training by the unit security managers.

2.3. Phase II, Continuation Training, as listed in AFI 31-101, paragraph 7.2.3., will be accomplished by individual units and the Installation Security Constable.

2.3.1. The Installation Security Constable will work closely with each unit to ensure they have current training materials and tests to evaluate their personnel. The Installation Security Constable must physically go to the work centers to visit with personnel before and after training to continue awareness training and validate the effectiveness of the unit level training. Individual units will be responsible for conducting training on the following items as a minimum:

2.3.1.1. Information on threats to USAF protection level resources.

2.3.1.2. Security procedures for restricted and controlled areas.

2.3.1.3. Duress words and authentication procedures.

2.3.1.4. Written knowledge tests (test results should be forwarded to the Installation Security Constable on an annual basis as determined by the Chief of Security Forces (CSF)).

2.3.1.5. All units from the installation whose personnel work with or around protection level resources, or in protection level restricted and controlled areas, will conduct Phase II Continuation Training as part of their ancillary training program. This training must be tailored to the specific duties of their work centers.

2.3.2. Installation Security Constable will conduct as a minimum:

2.3.2.1. Visits to each restricted area work center twice per year.

2.3.2.2. Detection exercises to determine the effectiveness of the training program.

2.4. Detection exercises will be tailored to meet the needs of the individual units. The Installation Security Council (ISC) has directed one exercise per quarter for units, other than 6th Security Forces Squadron (6 SFS), working flight line operations.

2.4.1. Guidelines for SET exercises.

2.4.1.1. The exercise must be coordinated with the BDOC and Maintenance Operations Center (MOC) to prevent confusion and/or interference with real world incidents.

2.4.1.2. Give a detailed briefing on the exercise scenario.

2.4.1.2.1. Give perpetrators exact actions you want them to take.

2.4.1.2.2. Identify the work center or area where the exercise will be conducted.

2.4.1.3. Discuss the specific objectives of the scenario.

2.4.1.3.1. Give the perpetrator(s) instructions on information gathering (names, unit, and actions taken or not taken by exercise participants).

2.4.1.4. Discuss the time limit of the exercise.

2.4.1.4.1. Specific times should be planned and adhered to.

2.4.1.4.2. SET exercises may be delayed pending real-world activities and continued as deemed necessary.

2.4.1.5. Give detailed instructions on the action to take to include a detailed safety briefing for all.

2.4.1.5.1. Perpetrators must obey instructions.

2.4.1.5.2. Perpetrators may not commit seemingly hostile acts.

2.4.1.5.3. Perpetrators will not use physical violence.

2.4.1.6. Safety of personnel will be in the forefront of everyone's mind and stringently enforced at all times. **All exercises will be immediately terminated if a potentially dangerous situation exists. If such a situation is recognized by anyone involved or witnessing the exercise, the word "SAFETY" will be voiced to immediately terminate the exercise. At no time will perpetrators carry actual weapons.**

2.5. The grading scale for all SET exercises will be ~~mission ready~~ - GREEN," ~~ready~~ with comments that require action or attention - YELLOW," or ~~not mission ready~~ - RED."

2.6. The advertisement "EXERCISE" will precede and follow the initial exercise communication for radio/telephone transmissions and will be used frequently throughout the exercise.

2.7. After all exercises, the Installation Security Constable will conduct a critique to give positive feedback on lessons learned. If a unit or work center fails a SET exercise, a re-evaluation with similar circumstances must be conducted after 30 calendar days, but no longer than 60 days from the date of the failure.

2.8. A memorandum will be sent to the unit commander of the failure and forwarded back to the Installation Security Constable. The memorandum will contain the exercise scenario, actions during exercise, desired response for the exercise, and follow-up actions.

2.9. Training and test results will be maintained for one year by unit security managers and reviewed by the Installation Security Constable on an annual basis. The Installation Security Constable briefs the ISC on the overall assessment of security awareness for the installation based on the training and testing results.

3. Security Protection Levels.

3.1. Protection Level 1: Highest priority. Applies to weapons systems on alert status for direct enemy engagement, all nuclear weapons in the USAF arsenal, and components of tactical command/control/warning facilities (*Example*: None assigned to MacDill AFB).

3.2. Protection Level 2: Second highest priority. Applies to the major components of weapons systems that are not on alert status but are on bases and sites from which they could be launched for direct strikes against or engagement with the enemy (*Example*: AWACS/KC-135 on alert).

3.3. Protection Level 3: Third highest priority. Applies to combat aircraft and missiles that cannot be considered in place by virtue of their present location. It also applies to logistics, air commando, reconnaissance, and the like aircraft designated for direct support of engaged combat forces or required to sustain operations in general limited war (*Example*: KC-135/C-37).

3.4. Protection Level 4: Lowest priority. Controlled areas: Areas not meeting the above criteria but requiring additional security measures (*Example*: Base Defense Operations Center (BDOC)/Pharmacies/Armories).

4. Security Terms and Definitions.

4.1. Restricted Area: A legally established military zone under USAF jurisdiction into which persons may not enter without specific authorization. This authorization comes from the Installation Commander (in accordance with AFI 31-101). Restricted areas contain operational resources such as the Command Post or Protection Level 1, 2, or 3 aircraft. The use of deadly force in these areas is authorized by Security Forces personnel (in accordance with AFI 31-207, *Arming and Use of Force by Air Force Personnel*).

4.1.1. Restricted area boundaries: They are identified by raised barriers or a 4-6 inch red stripe painted on the concrete and restricted area signs posted every 100 feet. If a building or room is a restricted area, all doors will be marked with restricted area signs.

4.1.2. Entry Control Point (ECP): ECPs are marked by a 20" x 10" white box with Entry Control written in black letters. Personnel may only enter restricted areas via established ECPs.

4.2. HELPING HAND: An unclassified message. BDOC reports to the installation command post of an unusual incident, **possibly hostile**, that affects a Protection Level resource. Examples include an incident where an individual enters the restricted area somewhere other than an established entry control point, or discovering an individual inside the restricted area without a restricted area badge and not under proper escort.

4.3. COVERED WAGON: An unclassified message. BDOC reports to the installation command post of an unusual incident, **probable or actually hostile**, that affects a Protection Level resource. A COVERED WAGON report could result from an upgrading of a HELPING HAND based on investigation of the Security Response Team. It can also result if an event is serious enough to immediately suspect enemy action. Examples include an unauthorized individual tampering with an aircraft or an individual on the flight line with the intent of causing some type of harm to a protection level resource.

4.4. FORCE PROTECTION CONDITION ALERTING MESSAGE: An unclassified down-channel telephone message from Major Command Headquarters (HQ) or HQ USAF that recommends or orders the implementation of a Force Protection Condition (FPCON). This alerting message will remain in effect until terminated by the originating or higher authority.

5. Entry Control Card.

5.1. The AF Form 1199CD, *USAF Entry Control Card (AFECC)*, serves as an official document issued to a person who has been granted unescorted entry authority into a restricted area assigned to MacDill AFB.

5.2. There are currently five numbers and two letter designations open on the MacDill AFECC.

5.2.1. Area #1: MacDill Command Post (MCP).

5.2.2. Area #2: Crisis Action Team (CAT).

5.2.3. Area #3: Generation/Alert Aircraft Area. This will alleviate the need for entry authority lists (EAL) to be generated during the generation phase of 8010. Aircrew EALs will still be needed once the aircraft are cocked-on.

5.2.4. Area #4: Mass Parking Area/Aircraft Maintenance Hangars and temporary Protection Level 3 restricted areas.

5.2.5. Area #9: Earth Satellite Terminal.

5.2.6. Letter K: Flightline Control Area.

5.2.7. Letter T: Non-Nuclear Munitions Storage Area.

5.3. Wear of the AFECC: The AFECC will be worn above the waist of your outermost garment and be in plain view when inside a restricted area. The AFECC will be secured to the wearer by means of an alligator clip, armband, parachute cord, or similar device.

5.3.1. Ensure the AFECC is removed and secured from view upon departing the restricted area or within close proximity of an aircraft during engine run.

5.3.2. If the bearer is asked to surrender his or her badge for inspection by a flight line worker with a valid AFECC or a Security Forces member, he or she will do so immediately.

5.3.3. It is the bearer's responsibility to ensure that not only themselves, but others around them are properly displaying their AFECC.

5.3.4. If an AFECC is lost, stolen, or mutilated, the bearer must contact their unit security manager immediately to accomplish the proper actions.

5.3.4.1. The bearer must account for their AFECC at all times.

5.3.5. The bearer may not rely on another individual to escort them into or around the restricted area if they are not in possession of their AFECC. Escorting procedures are set up for personnel who may have limited access to the areas, not personnel who fail to secure their entry control card.

5.3.5.1. Controlled/Restricted Area Escort: All individuals issued unescorted entry authority to Area 4 are authorized to escort individuals into the restricted area. The person providing the escort and escorted individual must be within sight at all times. The individual escorting is accountable for the escorted individual's actions while they are in the restricted area. Individuals deemed escort qualified by the owner/user unit commander may provide escort to personnel into controlled areas. The individual providing escort must maintain positive control of all personnel being escorted and provide accountability via the AF Form 1109, *Visitor Register Log*.

5.3.5.2. All photography in or around restricted areas or Protection Level resources within the legal confines of MacDill AFB is prohibited unless coordinated as outlined below. Owner/user and Security Forces will stay alert to identify any unofficial photography, filming, or audio recordings.

5.3.5.3. Official Public Affairs Tours:

5.3.5.3.1. Public Affairs (6 AMW/PA) will coordinate the dates and locations of all official base tours with the below listed agencies to ensure no classified actions are in progress:

5.3.5.3.1.1. Agency to be photographed.

5.3.5.3.1.2. Security Forces Operations (6 SFS/S3).

5.3.5.3.1.3. Airfield Management, 6th Operations Support Squadron (6 OSS/OSAA).

5.3.5.3.1.4. MacDill Command Post (MCP).

5.3.5.3.2. News media personnel photographing on MacDill AFB must be escorted by Public Affairs personnel at all times.

5.3.5.3.3. Public Affairs personnel are responsible for the control of all personnel on the tour.

5.3.5.4. Non-Public Affairs Tours:

5.3.5.4.1. Personnel wanting to take photographs when not on an official Public Affairs tour must coordinate all requests through Base Operations.

5.3.5.4.2. Base Operations will coordinate the dates and locations of all photographic activities with the below listed agencies to ensure no classified actions are in progress:

5.3.5.4.2.1. Agency to be photographed.

5.3.5.4.2.2. Security Forces Operations (6 SFS/S3).

5.3.5.4.2.3. Airfield Management (6 OSS/OSAA).

5.3.5.4.2.4. MacDill Command Post (MCP).

5.3.5.5. Once clearance has been coordinated, Base Operations will issue the requester a locally produced “photo pass” and brief the individual on authorized areas to photograph and flight line security procedures.

6. HELPING HAND/COVERED WAGON Reporting Procedures.

6.1. Alertness: All personnel inside the restricted area must know who and what is going on around them at all times. Everyone must look for unauthorized personnel.

6.1.1. As an individual is approached in a restricted area, their AFECC must be displayed in accordance with paragraph 4.3.

6.1.2. If the individual has an AFECC, but is not recognized as a co-worker, they should be checked further by asking questions about the AFECC, why they are in the area, where they work, and may even be asked for other credentials to verify the information on their AFECC. Security Forces will check for variations in height and weight when conducting entry control. Variations of more than 1 inch and 10 pounds should be flags for entry controllers to question the authenticity of the AFECC.

6.2. Detection: All personnel inside the restricted area must look for abnormal conditions on or around equipment they work with, such as cut wires, fuel leakage, missing batteries, and boxes or containers unattended around surrounding equipment. Individuals entering through unauthorized entry points to a restricted area could very well be attempting to cause serious damage to valuable resources.

6.3. Sound the Alarm:

6.3.1. Manual HELPING HAND/COVERED WAGON Reporting Signals:

6.3.1.1. Daylight Hours: Personnel will wave their headgear or hand over their head in a circular motion and shout, “HELPING HAND” or “COVERED WAGON,” as applicable.

6.3.1.2. Hours of darkness: Personnel will wave a flashlight in a circular motion and shout, “HELPING HAND” or “COVERED WAGON,” as applicable.

6.3.2. If any individuals hear a HELPING HAND alarm, they should temporarily drop what they are doing, safety permitting, and assist.

6.3.3. One individual should then run to the nearest telephone or radio equipped vehicle and report the incident and location to the BDOC at Commercial 813-828-3322/23/24.

6.3.4. If a security response team is in the area and readily available, they should be requested for assistance.

6.4. Detain and keep the suspect at a disadvantage. Use voice commands to halt the suspect(s) and keep them in place.

6.4.1. Keep their hands above their head and feet spread to ensure the safety of you, others, and the resource.

6.4.2. DO NOT get involved in a physical confrontation with a suspect. If the suspect(s) fails to heed a challenge or departs the vicinity, keep them under observation until they can no longer be seen.

6.4.3. Relay all pertinent information to BDOC or responding patrols.

7. Force Protection Conditions (FPCON).

7.1. FPCONs are implemented when a threat, based on current intelligence or circumstances, indicates that a period of increased threat exists toward base resources, facilities, or personnel.

7.2. Any threat condition may be implemented at any time by the Installation Commander.

7.3. Terrorist Force Protection Conditions are separated into the following categories:

7.3.1. **FPCON Normal:** Normal security operations.

7.3.2. **FPCON Alpha:** Declared as a general warning of possible terrorist activity, of which the nature and extent are unpredictable.

7.3.3. **FPCON Bravo:** Declared when there is an increased and more predictable threat of terrorist activity even though no particular target has been identified.

7.3.4. **FPCON Charlie:** Declared when an incident occurs or when intelligence indicates that some form of terrorist action is imminent.

7.3.5. **FPCON Delta:** Declared in the immediate area where a terrorist act has occurred or when intelligence has been received that terrorist action against a specific location is likely.

8. Methods That Might Be Used to Gain Unauthorized Entry into a Restricted Area.

8.1. One method to gain unauthorized entry is simply walking into the restricted area, hoping no one will bother to question the need to be in the area.

8.2. Another method is the use of a bogus AFECC. Examples are homemade badges, and lost or stolen badges that may/may not be altered.

8.3. Stopping an individual without an AFECC, the unauthorized person may state they lost their AFECC or simply forgot it. If the identification cannot be verified, detain the individual and contact Security Forces for assistance.

9. Forms Adopted. AF 847, *Recommendation for Change of Publication*; AF Form 1199, *Air Force Entry Control Card (AFECC)*; AF Form 1109, *Visitor Register Log*.

LAWRENCE M. MARTIN, JR., Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 31-1, *Integrated Defense*, 7 July 2007

AFI 10-245, *Antiterrorism (AT)*, 30 March 2009

AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 January 2009

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

AMCPAM 31-3, *Installation Security Constable Handbook*, 3 January 2005

MACDILLAFBI 31-101, *Installation Security Instruction/Physical Security/Resource Protection (PA)(FOUO)*, 11 January 2010

6 AMW OPLAN 31-101, *Installation Security Plan*

Abbreviations

6 AMW—6th Air Mobility Wing

6 OSS/OSAA—6th Operations Support Squadron, Airfield Management

6 SFS—6th Security Forces

AMCPAM—Air Mobility Command Pamphlet

AF—Air Force

AFB—Air Force Base

AFECC—Air Force Entry Control Card

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

BDOC—Base Defense Operations Center

CSF—Chief of Security Forces

ECP—Entry Control Point

EOC—Emergency Operations Center

FPCON—Force Protection Condition

HQ—Headquarters

ISC—Installation Security Council

MCP—MacDill Command Post

MOC—Maintenance Operations Center

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

PA—Public Affairs

SET—Security Education and Training