

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

SCOTT AIR FORCE BASE INSTRUCTION 31-102

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Security



**WINGS OF EAGLES IDENTIFICATION CARD
PROGRAM (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 35-105, *Public Affairs Community Relations*, AFI 31-101, *Integrated Defense (FOUO)*, and the Air Mobility Command and Scott AFB Supplements. This instruction establishes procedures for the Wings of Eagles Identification Card Program managed by 375th Air Mobility Wing Public Affairs (AMW/PA) and applies to all units and/or personnel sponsoring distinguished civic leaders onto Scott AFB. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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's chain of command.

SUMMARY OF CHANGES

This interim change clarifies the process for implementing the Wings of Eagles Id Card Program. Card supplies will be maintained by base law enforcement. Cards will be processed in accordance with the security system currently in use. These cards will not be issued to facilitate business solicitation. Updates the 375th Airlift Wing (AW) to the 375th Air Mobility Wing (AMW). A margin bar indicates newly revised material.

1. Overview. The Wings of Eagles Identification Card Program facilitates base entry for distinguished civic leaders to attend on-base events, meetings, and special functions hosted by the installation or a tenant commander.

2. Responsibilities. The Wings of Eagles Identification Card Program is a cooperative effort between the 375th Security Forces Squadron (375 SFS) and 375th Air Mobility Wing PA (375 AMW/PA). Both units are responsible for maintaining and executing the program successfully.

2.1. The 375 AMW/PA will:

2.1.1. Educate all civic leaders on the Wings of Eagles Identification Card Program.

2.1.2. Identify civic leaders and provide a list of their full names to 375 SFS Pass and Registration. This list will be updated annually and maintained on file for a period of 1 year.

2.1.3. Notify 375 SFS Pass and Registration of any additions, deletions, or changes to the civic leaders list.

2.1.4. Coordinate all logistics for civic leaders to receive their Wings of Eagles Identification Cards.

2.1.5. Amend and/or update the Wings of Eagles Identification Card Program policy supplement, as needed. All changes must be reviewed and approved by 375 SFS.

2.1.6. DELETED.

2.1.7. Act as the sponsor for eligible Wings of Eagles Identification Card recipients. Identify alternate valid sponsors for Wings of Eagles Identification Card recipients granted as an exception by the installation commander.

2.1.8. Enforce base security measures by maintaining positive control of the recipient list for the Wings of Eagles Identification Card limiting the issue of cards to approximately 100 individuals or less.

2.2. The 375 SFS will:

2.2.1. Provide eligible civic leaders with Wings of Eagles Identification Cards. These cards will follow all protocol and be entered into the security system currently in use.

2.2.2. Ensure civic leaders understand installation entry requirements and procedures during normal and increased force protection conditions affecting Scott AFB.

2.2.3. Provide opportunities for civic leaders to obtain passes. These opportunities are to consist of walk-in appointments at the visitors control center during the facility's normal operating hours.

2.2.4. Maintain and update the database of civic leaders' personal information for installation entry requirements in accordance with IAW AFI 31-101 and the AMC and Scott AFB Supplements.

2.2.5. Ensure all SFS members are trained on the entry procedures for the Wings of Eagles Identification Card Program.

2.2.6. Immediately notify 375 AMW/PA of any changes to installation entry requirements that impact the Wings of Eagles Identification Program.

3. Procedures. Civic leaders will obtain their Wings of Eagles Identification Cards through walk-in appointments with the 375 SFS Pass and Registration Office at the Visitors Control Center. Cards will be granted only to those civic leaders identified by the 375 AMW/PA as

eligible recipients. Only one card will be granted per civic leader; requests for multiple cards will be denied. The following guidelines outline the procedures used to maintain and execute the program.

3.1. The Wings of Eagles Identification Card is valid for a 1-year period effective from date of issue.

3.2. The Wings of Eagles Identification Card grants civic leaders access to unrestricted base facilities. All card recipients must comply with installation entry requirements outlined in Scott AFB Supplement to AFI 31-101, and must sign their consent to vehicle searches upon the request of 375 SFS. The Wings of Eagles Identification Card is not valid without recipient's signature.

3.3. The Wings of Eagles Identification Card will be the sole requirement for base entry under normal force protection conditions. The installation commander reserves the sole authority to authorize acceptance of cards for base entry privileges under higher force protection conditions or under heightened security measures.

3.4. Civic leaders must show a valid drivers' license to obtain the Wings of Eagles Identification Card; however, the license will not be requested again by 375 SFS unless security measures warrant such action. Because such actions may be required with little to no notice, civic leaders will be instructed to have a valid drivers' license, vehicle registration, and proof of insurance available at all times when visiting the base.

3.5. The Wings of Eagles Identification Card will include a photo of the civic leader. Photos will be taken when civic leaders register or re-register for their Wings of Eagles Identification Cards.

3.6. The 375 AMW/PA and/or the event coordinator will assume escort responsibilities while participants are visiting the installation. Civic leaders attempting to use old decals to gain base entry will be referred to 375 AMW/PA.

4. Eligibility.

4.1. Civic leaders will be identified by the 375 AMW/PA based upon current community outreach initiatives. The 375 AMW/PA is the point of contact for all enrollment qualifications for the Wings of Eagles Identification Card Program. Criteria for eligibility include:

4.1.1. Involvement and/or participation in public affairs programs.

4.1.2. Documented record of support to the base, tenant units, or its personnel.

4.1.3. Demonstrated need for base entry privileges to attend regularly scheduled (i.e., weekly, monthly, etc.) meetings and/or social functions hosted by the installation or a tenant commander.

4.2. Individuals who do not meet the eligibility criteria above must direct requests for base entry privileges to 375 SFS.

4.3. Wings of Eagles Identification Cards will not be granted to individuals to conduct business solicitation on base or for those who wish to do so.

4.4. Individuals who work with private organizations affiliated with the installation and require base entry privileges must direct their requests to the 375 SFS. The 375 SFS will determine if the individual is eligible for a base entry pass. A representative with base access privileges from the private organization may be required to sponsor the civic leader onto the installation.

4.5. Prior participation in the Wings of Eagles Identification Card Program will not be considered sufficient justification for continuing to grant past recipients an identification card.

4.6. Wings of Eagles Identification Cards are not to be issued to individuals to circumvent force protection measures or for reasons of convenience. Individuals not meeting program eligibility requirements may be able to obtain base access by other means such as a special events pass, contractor pass, or through a valid sponsor.

4.7. Eligibility criteria are subject to change per the installation commander's direction or to meet community relations objectives.

4.8. The installation commander is the final approval authority to grant Wings of Eagles Identification Cards. Authority to grant cards to individuals not meeting the eligibility criteria above is reserved to the installation commander.

MICHAEL J. HORNITSCHEK, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-101, *The Air Force Installation Security Program (FOUO)*

AFI 31-101, AMC Supplements *The Air Force Installation Security Program (FOUO)*

AFI31-101, Scott AFB Supplement, *The Air Force Installation Security Program (FOUO)*

AFI 35-101, *Public Affairs Policies and Procedures*

375th Airlift Wing Installation Security Plan

Abbreviations and Acronyms

AMC—Air Mobility Command

AW—Airlift Wing

PA—Public Affairs

SFS—Security Forces Squadron