

**BY ORDER OF THE COMMANDER  
SIXTEENTH AIR FORCE**

**SIXTEENTH AIR FORCE  
INSTRUCTION 32-1004**



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**Civil Engineering**

**FACILITY ESCORT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*, AFPD 31-1, *Integrated Defense*, Air Force Instruction (AFI) 31-101, *Integrated Defense*, and Department of Defense Manual (DoDM) 5105.21, DoD Sensitive Compartmented Information Administrative Security Manual which relates that non-indoctrinated personnel entering a Sensitive Compartmented Information facility (SCIF) will be escorted at all times. It provides standard processes and procedures and sets forth responsibilities for effective management and control of headquarters (HQ) Sixteenth Air Force (16 AF) Facility Escort Program. This instruction establishes procedures for assigning, managing and scheduling facility escort program requirements in buildings 2000 and 2007 at Joint Base San Antonio (JBSA)-Lackland, Texas only. It applies to all 16 AF units/staff and organizations located in buildings 2000 and 2007. It also applies to 16 AF gained/attached Air National Guard (ANG) and Air Force Reserve Command (AFRC) personnel assigned on extended orders to organizations within buildings 2000 and 2007. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFMAN90-161, *Publishing Processes and Procedures*, 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 requestor's commander for non-tiered compliance items. Maintain records created as a result of the processes

## Chapter 1

### POLICY

**1.1. Facility Escort Program.** The facility escort program facilitates miscellaneous maintenance and repairs within buildings 2000 and 2007 by uncleared and/or non-indoctrinated personnel. Success of the program requires the combined efforts of unit commanders/staff office directors, unit/staff office facility escort monitors, the Facility Management Office (FMO), Facility Escort Program Manager (FEPM), and facility escorts.

**1.2. The FMO is responsible for maintenance of buildings 2000 and 2007.** The FMO will oversee the FEPM, who manages the program for those facilities.

**1.3. Facility Escorts.** Facility escorts will accompany all uncleared and/or non-indoctrinated vendors, contractors, and maintenance workers who perform renovations, construction, installations, and service requirements in common areas inside the SCIF of buildings 2000 and 2007. Common area escort duties will be performed by permanently assigned escort personnel to the maximum extent possible. Examples of escort duty requirements in common areas include air conditioning/heater/electrical maintenance, etc. Escorts will maintain positive control and constant surveillance of uncleared and/or non-indoctrinated personnel while in the SCIF. The number of individuals a facility escort can escort at one time is based on the known trustworthiness of the visitors and the ability of the facility escort to reasonably control, but the number escorted will not exceed five persons per escort official at any time. **(T-3)**

**1.4. Permanently Assigned Facility Escort Personnel.** Permanently assigned facility escort personnel will not support modular furniture installation or office moves. Individual unit/staff offices will provide escorts for visitors required for their own projects, to include, but not be limited to, renovations, construction, installations, and service requirements. The number of escorts required for an individual office project may not be subtracted from the number tasked for general facility escorts. **(T-3)**

**1.5. Unit/Staff Offices.** Unit/staff offices will provide facility escorts as tasked by the FEPM to augment permanently assigned facility escort personnel. Taskings eligibility is based upon: personnel assigned in the grades of E-6 and below and GG-07/or equivalent civilian pay grade or below who are cleared, possess an approved 16 AF green picture badge and whose primary place of duty is within building 2000 and 2007. Personnel exempt from the strength report are listed in [paragraph 1.7.6](#). Facility escorts are at the discretion of the unit/staff office and may be military or civilian in any grade. Escort duty is not restricted to the grade levels used to determine quotas. Strength reports are submitted once a month when requested by the FEPM. Reports are submitted by appointed unit/staff office escort monitors to the FEPM. It is the responsibility of the unit escort monitor to ensure accurate and timely information is reported. **(T-3)**

**1.6. Facility Escorts With a 16 AF Green Picture Badge.** Facility escorts who possess a 16 AF green picture badge may escort anywhere inside buildings 2000 and 2007 except for SAP/STO areas in which the user of those areas will have to arrange escort support. Individuals possessing a 16 AF red or white entry badge will not enter the secure hallways of building 2000 and 2007 without being escorted. **(T-3)**

## 1.7. Duty hours.

1.7.1. Day shift facility escort duty hours for military members are 0700–1600, or until released by the FMO. Duty hours for unit civilian escorts are their normal duty hours; they will remain available for duty for eight hours, plus a lunch break. Permanently assigned escorts, upon completion of their current duties, will relieve detailed escorts. The FEPM will make every attempt to ensure facility escorts are not on duty for an extended period of time. Last minute or emergency facility escorting during non-duty hours will be handled on a case-by-case basis. All hours of duty are subject to change without notice if mission requires it. **(T-3)**

1.7.2. Evening facility escort duty hours are based on the needs of the uncleared and/or non-indoctrinated visitors and last until escorted personnel depart the compound for the evening. Evening escorts will report to the FEPM no later than (NLT) 1400 of the day assigned. The FEPM will provide the escort with the reporting instructions for that evening. If at the time of reporting there is no scheduled work, the person assigned will remain on-call status from 1600 hours until 0600 hours of the next day. **Note:** Generally, evening escort duty hours should not extend past 12 hours, or substantially beyond midnight, but are subject to the needs of the uncleared and/or non-indoctrinated visitor. Civilian employees will not be made to work after duty hours unless the employee agrees to the hours and the unit scheduling the civilian employee will provide compensation (overtime or comp time) for the extra hours worked.

1.7.3. Weekend facility escort duty hours are from 0600 and will last until escorted personnel depart the compound for the day. Actual hours will be based upon the needs of the contractor. Weekend escort hours should not extend substantially beyond 1930 hours. Civilian employees will not be made to work on weekends unless the employee agrees to the hours and the unit scheduling the civilian employee for weekend escort will provide compensation (overtime or comp time) for the extra hours worked. **(T-3)**

1.7.4. Facility escort duty is a mandatory formation for military personnel, and all quotas will be filled as tasked. Unit commanders/staff office directors will be notified by memo when their personnel sign in late or fail to report.

1.7.5. Uniform requirement for military escorts will be the uniform of the day (UOD). Civilians are encouraged to wear casual clothing that takes into account environmental and safety factors for tasks being assigned.

1.7.6. The unit commander or staff director may exempt the following individuals from their monthly unit/staff office strength reports: shift workers, honor guard members, personnel who are not cleared and have not been issued a green 16 AF approved entry badge, personnel on temporary duty (TDY) more than 15 consecutive days, personnel on leave more than 15 consecutive days, pregnant/nursing members, and military personnel that possess a medical profile which precludes them from performing escort duties. All organizations providing facility escorts are required to maintain an organizational spreadsheet or other document as indicated in **paragraph 2.3.6**.

1.7.7. Requests from escort monitors for exemption for reasons other than those stated in **paragraph 1.7.6** must be submitted in writing, with appropriate justification, to the Chief of Staff (16 AF/CS). **Note:** Exemptions, if approved, are allowed only on a temporary basis.

1.7.8. The Civilian Escort Program (permanently assigned escorts) was approved by the Commander, 16 AF and provides with a staff of civilian employees assigned to the FMO for full-time facility escort functions within the common areas inside the SCIF of buildings 2000 and 2007. Escort taskings will be assigned to these employees first. Additional escort requirements will be assigned to military/civilian escorts designated by each organization in accordance with this instruction.

### **1.8. Requesting Escort Support.**

1.8.1. Project managers overseeing projects within the common areas inside the SCIF of buildings 2000 and 2007 who require escort support will provide at least 30 days advance notice to the FEPM. Requests will include project timeline, scope of work, and contractor duty hours to allow the FEPM to determine the number of escorts required and develop a schedule accordingly.

1.8.2. For projects of long duration (i.e. one week or longer), project managers will provide weekly work schedules at least one week in advance. Any deviations from schedules already submitted to the FEPM may result in limited escort availability. Project managers must notify the FEPM of any changes to the work schedule immediately. **(T-3)**

## Chapter 2

### RESPONSIBILITIES.

#### 2.1. Facility Management Office (FMO).

2.1.1. The FMO will oversee the FEPM, who manages the program for those facilities. The FEPM will provide a tasking roster denoting dates the respective unit with assigned personnel who fit the criteria outlined in [paragraph 2.3.4](#) is required to provide personnel for facility escort duty. The FEPM will provide the tasking roster to the appointed escort monitor or unit commanders/staff office directors NLT the 20th of each month, the number of facility escorts required for the following month. **(T-3)**

2.1.2. Notify appointed escort monitor or unit commanders/staff office directors, NLT 1300 on the last duty day of the week, if a weekend/holiday facility escort requirement exists. (FEPM will not contact the named escorts to inform them if they have or don't have escort duty).

2.1.3. Coordinate any last minute or emergency facility escort requirements during non-duty hours, as required.

2.1.4. Provide written notification to unit commanders/staff office directors when one of their appointed facility escorts reports late or fails to report for duty.

2.1.5. Provide a sign-in roster for facility escorts and ensure they understand their escort responsibilities and prohibited item requirements.

2.1.6. Provide a safety briefing to each escort.

2.1.7. Assign taskings as facility escorts become available to fill existing requirements. Issue appropriate safety items if necessary.

2.1.8. Notify the unit/staff escort monitor when there is a no-show NLT 0900. Document the day the no-show occurred or the next duty day for escorts performing evening or weekend escorts.

2.1.9. Provide safety checks on escorts periodically throughout the duty day paying particular attention to those working on the roof of buildings 2000 and 2007.

2.1.10. Ensure all escorts are protected from the elements by having umbrellas, portable chairs, and water containers available for their use when work is being performed on the roof of buildings 2000 and 2007.

2.1.11. Issue appropriate safety equipment to all escorts as required by safety regulations. All personnel escorting within construction, or other hazardous areas, will be required to wear safety gear as required.

#### 2.2. Unit Commanders/Staff Office Directors.

2.2.1. Appoint in writing a primary and alternate facility escort monitor. Furnish a copy of the appointment memo to the FEPM.

### 2.3. Unit/Staff Office Facility Escort Monitors.

2.3.1. In the event that equipment is lost, damaged or destroyed the unit escort monitor will assist the FEPM in the reporting of and/or return of lost equipment. The FEPM will coordinate with 16 AF/JA to determine whether to initiate a financial liability investigation.

2.3.2. Ensure personnel assigned to facility escort duty are aware of sign-in and availability requirements as well as escort procedures.

2.3.3. Assign a qualified substitute when a scheduled facility escort does not report or cannot meet the facility escort tasking because of duty or emergency requirements. Coordinate with FEPM when there is an emergency or substitution requirement.

2.3.4. Provide FEPM a strength report, by the 20th of each month, of all unit/staff office military/civilian personnel (E-6/GG-07 and below), to include reservists who are on extended orders or have been recalled to active duty, with green entry badge available for duty the next month when there is a change to the strength report. Personnel listed in [paragraph 1.7.6](#) may be excluded from the strength report.

2.3.5. Provide the FEPM names of escorts for afternoon, evening, and weekend/holiday escorts. For weekend/holiday escorts, provide the escort's home phone number and supervisor's name (or alternate contact) and home phone number. All information must be submitted NLT 1200 hours on the first day of the new monthly schedule.

2.3.6. Maintain a spreadsheet or other document that contains information on all personnel that meet the grade requirements for escort duty (E-6/GG-07 and below). Record should include at a minimum: Rank/grade, name, duty phone, if person is present for duty or exempt and reason for exemption. The commander or director will certify the spreadsheet or other document each month.

2.3.7. Resolve, in coordination with the escort's chain of command all scheduling conflicts. The FEPM will not settle individual escort scheduling issues.

### 2.4. Facility Escort Personnel.

2.4.1. Military escorts will report to the FMO, building 2001, room 103 and sign in for duty IAW the duty hours outlined in [paragraph 1.7](#). Civilian escorts will report to the FMO at the start of their normal duty hours to sign in for escort duties. They will not be tasked for more than eight hours and should not agree to escort personnel past this time unless approved by the FEPM. (T-3)

2.4.2. Report to work center after signing in unless immediately tasked to perform facility escort duty. Weekend/holiday escorts will sign in with the FEPM NLT 1400 the duty day prior to weekend/holiday to receive instructions of any scheduled escort requirements. If needed, the FEPM will provide instructions for meeting contractors location, show times, badging etc. (Escort will not go to their duty section to wait for contractors). If the contractor fails to show after one hour of the appointed time, the escort is relieved of tasking. The escort will notify the FEPM before departing the location assigned to meet the contractor.

2.4.3. Do not leave the general vicinity of the buildings 2000 and 2007 compound, to include lunch breaks, without coordinating with the FEPM. Escorts must be able to report to the FMO within 10 minutes of notification to report. Failure to report to the FMO within a timely manner

will cause undue delays and will be reported to the unit commander/staff office director for appropriate action.

2.4.4. Do not leave a facility escort assignment without authority from the FEPM. Leaving assigned escort assignment without authority will be reported to the unit commander/staff office director for appropriate action.

2.4.5. While performing escort duty, if at any time an escort feels he/she is in an unsafe environment, the escort should bring the uncleared and/or non-indoctrinated visitors back to the FMO in an attempt to resolve the situation. **(T-3)**

2.4.6. When performing facility escort duty, lunch breaks will correspond with personnel being escorted. If the escorted personnel do not stop for lunch, contact the FEPM to request a replacement to be sent. If unable to contact the FEPM, return escorted personnel to the FMO for a replacement.

2.4.7. At the end of assigned duty all issued equipment will be returned to the FMO. Entry credentials for uncleared and/or non-indoctrinated visitors will be returned to the issuing agency. Missing/damaged equipment may result in the unit/staff offices/individuals being held responsible for replacement costs. **Note:** Equipment and entry credentials issued out will not be left unattended or removed from the confines of building 2000 and 2007. If after duty hours, issued items will be returned to the FMO the following duty day. Ensure when returning equipment obtained by using an AF Form 1297, *Temporary Issue Receipt* request that the original copy is returned to you.

2.4.8. Reading materials are authorized provided the escort maintains proper visibility and control of the escorted personnel at all times.

2.4.9. Report any misconduct by escorted personnel to the FEPM immediately. If at any time personnel under escort attempt to gain entry into areas they are not authorized or cannot be controlled, declare an emergency situation and have personnel in the immediate area contact the FMO or contact Security Forces. **(T-3)**

2.4.10. Notify unit/staff office facility escort monitor in advance if unable to perform facility escort duty because of scheduled leave, TDY, appointment, luncheon, sick call, etc.

2.4.11. Coordinate with unit/staff office facility escort monitor when mission requirements or an emergency prohibits performance of facility escort duties.

LARRY R. BROADWELL JR, Major General,  
USAF  
Deputy Commander

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

AFPD 31-1, *Integrated Defense*, 20 June 2018

AFPD 32-10, *Installations and Facilities*, 20 July 2020

AFI 31-101, *Integrated Defense*, 24 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 21 July 2019

DAFMAN90-161, *Publishing Processes and Procedures*, 18 October 2023

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Product*

AF Form 1297, *Temporary Issue Receipt*

***Abbreviations and Acronyms***

**16 AF**—Sixteenth Air Force

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

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

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**IAW**—In Accordance With

**FEPM**—Facility Escort Program Manager

**FMO**—Facility Management Office

**HQ**—Headquarters

**JBSA**—Joint Base San Antonio

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SAP/STO**—Special Access Program/Special Technical Operations

**SCIF**—Sensitive Compartmented Information Facility

**TDY**—Temporary Duty

**UOD**—Uniform of the Day