

**BY ORDER OF THE COMMANDER
911 AIRLIFT WING**

**911TH AIRLIFT WING INSTRUCTION
31-103**



3 MAY 2023

Security

**RESTRICTED AREA BADGE
ISSUANCE, CONTROL, AND
INVENTORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, Integrated Defense, the requirements outlined in AFI 31-101, Integrated Defense and AFMAN 16-1405, Air Force Personnel Security Program. This instruction establishes the procedures governing the issuance, control, and maintenance of the AF Form 1199, Restricted Area Badge (RAB). This instruction is applicable to all personnel with applicable responsibilities in the 911th AW. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. 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 use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

Chapter 1

PROGRAM OVERVIEW

1.1. Overview. The RAB issuing function for the installation is the responsibility of the Security Forces Squadron (SFS), accomplished through the 911 SFS Pass and Registration Section. Oversight of personnel and activities of Pass and Registration is the responsibility of the Plans and Programs (S3L) section. Within individual units, Security Managers act as the primary points of contact and managers for RABs assigned to personnel in their unit. Implementation of this instruction requires participation of personnel in several non-related positions on the installation with primary coordination handled through the 911 SFS Pass and Registration section.

Chapter 2

RESPONSIBILITIES AND USE OF THE AF FORM 1199

2.1. Access to Restricted Areas. Unescorted access to restricted areas is controlled through the Single Badge System utilizing the computer-generated AF Form 1199 series of RABs; AF Form 1199A (Green), 1199B (Pink), 1199C (Yellow), and 1199D (Blue).

2.1.1. Only one color of the 1199 series may be utilized by personnel assigned to the 911th Airlift Wing at any given time unless a mass reissue is being conducted as described in [paragraph 4.6](#).

2.1.2. Each restricted area at Pittsburgh ARS is designated by an assigned number. Area #1 is the Wing Command Post. Area #4 is the Aircraft Mass Parking Area.

2.1.3. All persons authorized unescorted access via an AF Form 1199 into a restricted area may escort visitors into that area. The escort official is responsible for briefing and enforcing the rules of the restricted area and remaining with visitors at all times within the area. The escort official may escort as many visitors as they can reasonably control; however this shall not usually exceed 15 people.

2.2. The AF Form 1199. The AF Form 1199 may also be used to control entry into a controlled area if deemed necessary by the Integrated Defense Council (IDC).

2.2.1. If the AF Form 1199 is used for this purpose, a different color badge must be issued for controlled areas than the one being used for restricted areas, i.e. if the 1199C (Yellow) badges are used for access to restricted areas then either the 1199A (Green), 1199B (Pink), or 1199D (Blue) badges must be used for controlled areas.

2.2.2. Locally devised protocols will be established if the AF Form 1199 is used to control entry into controlled areas. These procedures will address, at a minimum, the completion of the AF IMT 2586 for controlled areas, investigative requirements, and assignment of an area number for the AF Form 1199.

2.3. The AF Form 1199. The AF Form 1199 is to be displayed on the outermost garment of the upper body when the individual is inside the restricted or controlled area to which it applies and will be removed and stowed/secured upon leaving the area. Badges will not be displayed outside of the restricted or controlled area.

2.4. Entry Authority Lists (EALs). Entry Authority Lists (EALs) are used on a temporary basis for granting unescorted entry to TDY/visiting personnel utilizing their home base AF Form 1199s (i.e., transiting aircrew and inspection teams).

2.4.1. EALs must identify whether or not an individual is authorized unescorted entry or requires an escort. Compare a home station AF Form 1199 or government issued photo identification with the information contained on the EAL for positive identification prior to allowing entry. In addition, EALs must contain the following information to enhance identity verification.

2.4.1.1. Name, OFF/ENL/CIV and last six of DoD ID Number

2.4.1.2. Badge number (IG/NSSAV team members only)

2.4.1.3. Clearance level

2.4.1.4. Dates of visit

2.4.1.5. Expiration date of the EAL

2.4.2. Aircrew orders may be used as an EAL for transient aircraft if they contain the following information. Compare a home station AF Form 1199, CAC, or other approved identification credential with the information contained on the crew order for positive identification prior to allowing entry.

2.4.2.1. Name

2.4.2.2. Rank

2.4.2.3. Last six of their DoD ID number

2.4.2.4. Organization

2.4.2.5. Clearance level

2.4.2.6. Inclusive dates of travel

2.4.3. All EALs must be authenticated by a Security Forces Shift Supervisor-certified E-6/GS-08 or above. Authentication will include verifying all listed personnel have a legitimate need to access the restricted or controlled area. Authenticate the EAL by writing the following information on the first page.

2.4.3.1. Authenticated by (Name/Rank)

2.4.3.2. Authenticator signature

2.4.3.3. Date/Time authenticated

2.4.3.4. Page number authenticated (e.g. page 1 of 3)

2.4.3.5. All other pages, to include page 1 of the cover letter will be numbered (X of X) and the authenticator will place their initials by the page numbers.

2.4.4. Authenticated copies of EALs will be distributed to all SF patrols with the original maintained at the Base Defense Operations Center (BDOC).

Chapter 3

PROCEDURES FOR REQUESTING AND ISSUING RESTRICTED AREA BADGES

3.1. The Security Manager. The Security Manager will make an initial determination as to the requesting individual's need for unescorted access to restricted areas while performing their official duties. Unescorted entry should never be granted solely on the basis of convenience. On the AF IMT 2586, the member requesting access shall provide a detailed description stating the justification for access in Block III.

3.1.1. Personnel that only require one time or occasional access to restricted areas may be escorted into restricted areas by current RAB holders. These personnel should not be issued a RAB except in cases described in [paragraph 7.1.1](#).

3.2. The Security Manager. The Security Manager provides restricted area security and initial escort training to the individual requesting a RAB. The restricted area security and initial escort training tests are then administered, correctable to 100%. Those that fail to earn at least an 80% must be provided remedial training. The date these tests were passed will be noted in the Section V "Remarks" box on the AF IMT 2586. Recurring escort training will be conducted annually and documented locally.

3.3. The Security Manager. The Security Manager will initiate a check in the Defense Information System for Security (DISS), or the official system of record in use at the time to determine if the individual requesting a RAB has a valid security clearance. The date of eligibility for the individual's security clearance will be noted in the Section V "Remarks" box on the AF IMT 2586.

3.4. Upon verification of a valid security clearance. Upon verification of a valid security clearance, the Security Manager will complete the AF IMT 2586. The Security Manager will then sign Section II on the AF IMT 2586. This signature certifies the individual's information is correct, a valid security clearance is on file, and the RAB and initial escort training tests have been passed.

3.5. The Security Manager. The Security Manager will present the AF IMT 2586 to the appropriate Approving Official, or designee, for a signature on Section IV. The Approving Official, or designee, will make the final determination as to whether the individual requires unescorted access to restricted areas. The only authorized Approving Officials are those listed in [paragraph 7.2](#).

3.6. Once complete, the AF IMT 2586. Once complete, the AF IMT 2586 will be hand-carried by the individual requesting a RAB to the Badge Issuing Official located at the Building 107/Visitor Control Center. If the digital signature version of the AF IMT 2586 is used, it may be sent to the Badge Issuing Official via government email rather than being hand carried. Please note the completed AF Forms 2586 contain Personally Identifiable Information (PII) that must be protected from unauthorized disclosure in accordance with the Privacy Act and AFI 33-332.

3.7. The Badge Issuing Official. The Badge Issuing Official will verify that all sections of the AF IMT 2586 are correct.

3.7.1. Sections I-III are completed and Section II is signed. The signature in Section IV must be verified as belonging to an authorized Approving Official IAW [paragraph 7.2](#) of this instruction.

3.7.2. Pen and ink signatures (if used) for Section IV must be verified utilizing the on-file Local Signature Verification Cards. For electronic signatures, the signature verification form will also include the individual's 10-digit Electronic Data Interchange Personal Identifier (EDIPI) for comparison.

3.7.3. If any information on the AF IMT 2586 or supporting documents is incorrect or cannot be verified, a RAB will not be issued. The Badge Issuing Official will report the discrepancy to the Security Manager that prepared the AF IMT 2586.

3.8. Once all information on the AF IMT 2586. Once all information on the AF IMT 2586 has been verified, the Badge Issuing Official will create a RAB for the requesting individual and document the issuance in Section V of their AF IMT 2586.

3.9. The AF IMT 2586. The AF IMT 2586 will be emailed to the Security Manager by the Badge Issuing Official once a RAB has been issued. The AF IMT 2586 will be maintained at the unit of assignment by the Security Manager, and the Badge Issuing Official will store a copy in the Security Forces ERM on the "R" drive. If an AF IMT 2586 is misplaced, contact the Visitor Control Center for the copy on file. In the event no copies can be retrieved, a replacement form must be re-accomplished in its entirety to include approvals for each open area on the RAB. Identify in the Remarks section of the form a statement indicating when the RAB was originally issued and that the original cannot be located.

3.10. Personnel may be issued only one RAB. For those in a dual status role, civilian and military, and assigned to two separate units only one RAB will be issued. The RAB, in such a situation, may be used as necessary while performing official duties in either unit.

3.10.1. When one of the units the individual belongs to requires access to both areas, 1 and 4, then that unit should be the one to request the RAB with both areas on it.

3.10.1.1. When the two units the individual belongs to require access to different areas, one unit requires Area #1 access and the other Area #4, then a single RAB should be issued to allow both Area #1 and #4 access. The RAB may be issued by either unit in such a situation.

3.11. RABs may only be requested by the individual's assigned unit or organization.

3.11.1. Wing Information Protection (AW/IP) may request RABs for personnel that do not fall under a specific Security Manager. In this instance, AW/IP personnel would assume all Security Manager responsibilities for RABs and related documentation.

Chapter 4

REISSUE OF RESTRICTED AREA BADGES

4.1. RABs may be reissued. RABs may be reissued if the badge is lost, stolen, becomes unserviceable, or there is a change in access or unit of assignment. When this occurs, such actions will be annotated in Section V of the AF IMT 2586.

4.2. The Security Manager. The Security Manager will initiate a check in DISS to determine if the individual requesting a RAB reissue still has a valid security clearance.

4.2.1. The AF IMT 2586, for the individual requesting a badge reissue, may be used for up to two RAB reissues. Unretrievable AF IMT 2586s must be re-accomplished as described in [paragraph 3.9](#).

4.3. Procedures for a Lost Restricted Area Badge.

4.3.1. Upon discovering that a RAB has been lost, the individual that was issued the RAB must immediately notify their Security Manager and take all reasonable measures to locate the RAB. If the RAB still cannot be found, the individual will be directed to Security Forces to complete an AF Form 1168/Statement documenting the circumstances surrounding the loss. The patrolman receiving the report will provide a copy to the individual, forward a copy to 911 SFS/5X and 911 SFS/S3L, and notify BDOC to create an entry in the SF Blotter.

4.3.2. The individual's commander or director will appoint an Investigation Official. Once an individual has been appointed as the Investigation Official, the investigation should be completed within 45 calendar days. The Investigation Official will determine if the individual that was issued the badge conducted a comprehensive and thorough search for the badge and if the loss was caused by carelessness of the individual. The Investigation Official will also ensure the individual completed an AF Form 1168/Statement with Security Forces documenting the circumstances surrounding the loss. The Investigation Official will be a commissioned officer or SNCO, other than the Security Manager. The Security Manager cannot serve as the Investigation Official. The Investigation Official must be an objective and disinterested party.

4.3.3. The Investigation Official will complete an "Appointment of Investigating Official and Subsequent Report of Investigation (ROI) - Lost Restricted Area Badge (RAB)" as illustrated in [Attachment 2](#). The Investigation Official will present this report and the member's completed AF Form 1168/Statement to their Security Manager. The Security Manager will keep copies of these documents on file and re-administer the RAB training and tests outlined in [paragraph 3.2](#) to the individual. A RAB may be reissued if the individual passes the RAB and initial escort training tests and the Security Manager determines continued unescorted access is warranted.

4.3.4. The Unit Security Manager requesting the reissue will email the member's AF IMT 2586 and "Appointment of Investigating Official and Subsequent Report of Investigation (ROI) - Lost Restricted Area Badge (RAB)" memo to the Badge Issuing Official at the Visitor Control Center email org box.

4.4. Procedures for a Stolen Restricted Area Badge.

4.4.1. Upon discovering that a Restricted Area Badge has been stolen, the individual that was issued the badge must report the theft to their Security Manager and Security Forces immediately. The individual will complete an AF Form 1168 documenting the circumstances surrounding the theft and will include the civilian law enforcement agency name and police report case number, at a minimum. Security Forces will generate an incident report using the Criminal – “6S – Larceny – Government” coding for the report. The member’s statement will be uploaded to the incident report in AFJIS.

4.4.2. Security Forces will conduct a thorough investigation to include obtaining a copy of the civilian law enforcement police report in order to determine if there is a credible threat to the integrity of the RAB program. If a credible threat is suspected, the case may be referred to AFOSI or SF Investigations for further review.

4.4.3. The Badge Issuing Official will review all case information and consult with the Force Protection Program Manager prior to issue of a replacement badge. A determination will be made as to whether there was negligence related to the theft of the badge.

4.4.4. The individual that was issued the badge may be reissued a RAB only if cleared of negligence by the Force Protection Program Manager and the unit commander determines continued unescorted access is warranted. Upon completion of the Security Forces investigation, the Force Protection Program Manager will prepare a “Report of Investigation” memo as illustrated in [Attachment 2](#) for a stolen RAB reissue.

4.4.5. The member’s Unit Security Manager will coordinate the delivery of the AF IMT 2586 and the final, signed “Report of Investigation” memo to the Badge Issuing Official.

4.5. Procedures for Restricted Area Badges that are unserviceable or require a change in access.

4.5.1. If a RAB becomes unserviceable, reissue is required. Reasons a RAB is considered unserviceable include damaged and/or indistinct badges, altered badges, badges with faded pictures, or badges with missing and/or incorrect information.

4.5.1.1. The Security Manager will prepare a “Restricted Area Badge Reissue Request” memo as illustrated in [Attachment 3](#) for an unserviceable RAB reissue.

4.5.1.2. The individual requesting the reissue will coordinate the delivery of the AF IMT 2586, unserviceable badge and “Restricted Area Badge Reissue Request” memo to the Badge Issuing Official in Building 107/Visitor Control Center.

4.5.1.3. Upon verification of all documents, the Badge Issuing Official will reissue a RAB and will document the reissuance in Section V of the AF IMT 2586.

4.5.1.4. On-duty Security Forces members may confiscate a RAB determined to be unserviceable based upon the conditions described in 4.5.1.

4.5.1.4.1. Personnel that have had their RABs confiscated will be denied further unescorted entry into restricted areas until a new RAB is issued.

4.5.1.4.2. An AF Form 52, Evidence Tag, will be accomplished by Security Forces for any confiscated RABs.

- 4.5.1.4.3. Confiscated RABs are to be turned into the Badge Issuing Official located at the Visitor Control Center. If the Visitor Control Center is not open, confiscated RABs may be stored at BDOC until they can be turned in.
- 4.5.2. If a RAB needs reissued to add access, the Security Manager will make the changes to Section IV of member's AF IMT 2586. An additional Approving Official signature will be obtained for the new access.
- 4.5.2.1. The individual requesting the reissue will coordinate the delivery of the AF IMT 2586 to the Badge Issuing Official.
- 4.5.2.2. The Badge Issuing Official will reissue the RAB upon verification of the new information on the AF IMT 2586. Both the Badge Issuing Official and the member will sign and date in Section V.
- 4.5.3. If a RAB needs reissued to delete access, the Security Manager will annotate "delete area X" in Section IV of the AF IMT 2586.
- 4.5.3.1. The Security Manager will coordinate the delivery of the AF IMT 2586 to the Badge Issuing Official.
- 4.5.3.2. The Badge Issuing Official will reissue the RAB upon verification of new information on the AF IMT 2586. The Badge Issuing Official will strike out or delete the access area being removed on Section IV. The Badge Issuing Official and member will sign and date in the Section V.

4.6. Mass Reissue of All RABs.

- 4.6.1. A mass reissue of all of the installation's RABs will be accomplished if 10% or more of all assigned RABs are unaccounted for or it has been determined that a compromise of the RAB program has occurred.
- 4.6.2. A single memo signed by the SFS/CC will be used to authorize this action. No further requests or memos will be required for reissue of a RAB for this purpose. The Badge Issuing Official will document the reissuance in Section V of each member's AF IMT 2586. Documentation will specify that reissue is a result of a "Mass RAB Reissue" in the Section V, remarks.
- 4.6.3. If this action is initiated, a different RAB color will be assigned for all future and reissued badges, i.e. turn in all 1199C (Yellow) badges and replace them with 1199D (Blue) badges.
- 4.6.4. All RAB reissues must be completed within 6 months of the date on the memo described in [paragraph 4.6.2](#).
- 4.6.4.1. Both original and reissued RABs will be valid during the 6 month reissue period. After that period all original RABs issued in the old color will be invalid. Security Forces will confiscate any RABs discovered in the old color utilizing the procedures outline in paragraphs [4.5.1.4](#) - [4.5.1.4.3](#).

4.7. If any information on the AF IMT 2586: If any information on the AF IMT 2586 or supporting documents is incorrect or cannot be verified, a RAB will not be issued. The Badge Issuing Official will report the discrepancy to the Security Manager that prepared the AF IMT 2586.

4.7.1. As required in paragraph [3.7.1](#) and [3.7.2](#), the Badge Issuing Official will verify the following.

4.7.1.1. Section II is signed.

4.7.1.2. The signature in Section IV belongs to a primary Approving Official by position or a designee as assigned by memorandum.

4.7.1.3. Pen and ink signatures are verified utilizing the on-file Local Signature Verification Card.

4.7.1.4. For electronic signatures, the Local Signature Verification Card will also include the individual's 10-digit Electronic Data Interchange Personal Identifier (EDIPI) for comparison.

Chapter 5

TURNING IN/DISPOSING OF RESTRICTED AREA BADGES AND AF IMT 2586S

5.1. RABs will be turned in to the Badge Issuing Official. RABs will be turned in to the Badge Issuing Official at Building 107/Visitor Control Center whenever unescorted access to restricted areas has been revoked, is no longer required as part of a member's duty position, or the individual leaves the unit or organization for which the RAB was assigned. The AF IMT 2586 and RAB remain valid only while the individual is assigned to the unit or organization in which they were authorized unescorted entry or until unescorted entry is withdrawn, except in dual status roles as described in [paragraph 3.10](#).

5.1.1. The member's Unit Security Manager must provide the member with either the original paper version AF IMT 2586 (if used) or will email the new (2021) electronic version to the Badge Issuing Official at the Visitor Control Center. In either instance, the member will turn in their RAB when conditions described in [paragraph 5.1](#) have been met.

5.1.2. The unit Security Manager maintains AF IMT 2586s for all issued RABs and will assist out-processing members with either their original paper version or will email the electronic version to the Visitor Control Center.

5.1.3. RABs and AF IMT 2586s may be turned in by either the individual the RAB was issued to or the Security Manager from the individual's unit of assignment.

5.1.4. The Badge Issuing Official that accepts these items for destruction will issue a hand receipt for the Security Manager's records.

5.2. Badge Issuing Officials are the only authorized destruction officials for RABs and paper AF IMT 2586s.

5.2.1. The AF IMT 2586 will be annotated "Destroyed" to document the destruction of the RAB and will be scanned and uploaded to the appropriate folder on the "PIT_FARMS (R:)" drive, in accordance with the AFRIMS Records Disposition Schedule. It must remain on file for 2 years. Once uploaded, the paper copy must be shredded.

5.2.2. The Badge Issuing Official will ensure the ADVANTOR iBadge System reflects the destruction of the turned in RAB.

5.2.3. The destruction of a turned in RAB and updating of the ADVANTOR System must take place immediately upon receipt of RAB and AF IMT 2586.

Chapter 6

STORING AND INVENTORYING RESTRICTED AREA BADGES

6.1. Security Managers. Security Managers will establish a policy to maintain and store RABs based upon their unit's mission and usage requirements. RABs are controlled items that should be securely stored and safeguarded when not in use. RABs should not be taken off base unless for official business or mission requirements.

6.1.1. Security Managers are encouraged to establish a system to track RABs that are TDY, deployed, etc. to enhance accountability.

6.2. Each individual maintains responsibility for their Restricted Area Badge when it is issued to them and not in storage as described in paragraph 6.1.

6.3. An annual inventory of all RABs will be accomplished. An annual inventory of all RABs will be accomplished each year by a Security Forces SNCO or commissioned officer. In order to perform the inventory, RABs should be physically checked with matching AF IMT 2586s and other supporting documentation. Any imbalances found will be documented, investigated, and resolved within three months of discovery. A report will be prepared and forwarded to the Badge Issuing Official and Defense Force Commander no later than 30 May each year as illustrated in [Attachment 5](#).

6.4. It is highly recommended that each Security Manager conduct an inventory. It is highly recommended that each Security Manager conduct an inventory of their assigned RABs once per year no later than 30 June. This will identify discrepancies in advance and allow time for correction prior to the Security Forces audit. It will also alert the Security Manager to any missing RABs.

6.4.1. The bearer must make all reasonable efforts to locate RABs determined to be missing during the inventory.

6.4.2. If a missing badge cannot be located within three months, it is considered lost.

6.4.3. RABs determined to be lost or stolen must be reported to the Badge Issuing Official immediately.

Chapter 7

APPROVING OFFICIALS FOR THE AF IMT 2586

7.1. Approving Officials. Approving Officials are appointed by the Installation Commander for the purpose of determining an individual's need for unescorted entry into restricted areas.

7.1.1. Certain positions dictate unescorted entry into restricted areas as a requirement for mission accomplishment. Personnel assigned to positions such as flight crew, aircraft maintenance, and security forces whose primary duties involve working in restricted areas are considered meeting this standard by default.

7.1.2. The standard that should be applied for personnel, other than those described in [paragraph 7.1.1](#), is whether the individual needs repeated and frequent unescorted access to restricted areas.

7.2. The following Wing positions have been selected to serve as Approving Officials for the AF IMT 2586 Section IV.

7.2.1. Area 1 (Wing Command Post).

7.2.1.1. 911 AW/CC or designee

7.2.1.2. 911 CP/OIC or designee

7.2.1.3. 911 SFS/CC or designee (for SFS personnel only)

7.2.2. Area 4 (Aircraft Mass Parking Area).

7.2.2.1. 911 AW/CC or designee

7.2.2.2. 911 MXG/CC or designee

7.2.2.3. 911 OG/CC or designee

7.2.2.4. 911 MSG/CC or designee

7.2.2.5. 911 SFS/CC or designee (for SFS personnel only)

7.2.3. Commanders who do not have restricted area ownership or provide a direct flying mission support function may not be designated approving officials.

7.2.4. The AF IMT 2586 should be routed to the most appropriate Approving Official based upon the function of the requesting unit/contract.

7.2.5. Personnel in each named position may designate up to two individuals to sign on their behalf, for a total of three Approving Officials for each named position.

7.2.6. All persons in the primary named positions will appoint their designees in writing via a signed memorandum. This memorandum will be kept on file with the Badge Issuing Official.

7.2.7. A Local Signature Verification Card will be accomplished for each individual appointed to serve as an Approving Official. This will be maintained by the Badge Issuing Official.

7.2.8. The Badge Issuing Official will be responsible for ensuring that a Local Signature Verification Card is completed by Approving Officials and will retain them on file.

7.3. The Badge Issuing Official. The Badge Issuing Official will compile a current list of all individuals authorized to sign Section IV along with the specific restricted area for which they are authorized to sign. The Badge Issuing Official will make copies of this list available to any assigned personnel that request it. The list will be reviewed at the beginning of each calendar year for accuracy and updated as needed.

Chapter 8

BADGE ISSUING OFFICIALS

8.1. The SFS/CC. The SFS/CC will appoint, in writing, personnel to serve as Badge Issuing Officials.

8.1.1. The Primary Badge Issuing Official will be an NCO or civilian equivalent assigned to, and in charge of, the badge issuing activity.

8.1.2. All Badge Issuing Officials will be trained and listed on the Badge Issuing Official Appointment memorandum signed by the 911 SFS/CC.

8.1.3. There may be a maximum of four appointed Badge Issuing Officials, one primary and up to three alternates.

8.2. The Primary Badge Issuing Official. The Primary Badge Issuing Official will work in the Visitor Control Center and is assigned to the 911 SFS Operations section.

8.2.1. Alternate Badge Issuing Officials may be assigned this function as an additional duty.

Chapter 9

RAB AUDITORS

- 9.1. RAB Auditors.** RAB Auditors are appointed in writing by the 911 SFS/CC to perform annual inventories of all RABs issued on the installation.
- 9.2. RAB Auditors must be a commissioned officer or SNCO.**
- 9.3. Only two RAB Auditors may be appointed at a time.**
- 9.4. RAB Auditor appointments are valid until superseded in writing.**

Chapter 10

RESTRICTED AREA SECURITY (RAS) TRAINING

10.1. The Security Forces Force Protection Program Manager. The Security Forces Force Protection Program Manager prepares and updates, initial Restricted Area Security (RAS) training as needed. This training will include the following subjects at a minimum.

- 10.1.1. General principles of Integrated Defense.
- 10.1.2. The local threat to priority resources as it applies to the restricted area.
- 10.1.3. Contents of the Integrated Defense Plan (IDP) as it applies to the restricted area.
- 10.1.4. Entry and circulation control procedures.
- 10.1.5. The security reporting and alerting system/up-channel reporting requirements.
- 10.1.6. Use of entry control points.
- 10.1.7. Challenging procedures, use of force, and use of duress words.
- 10.1.8. The location of the restricted areas including boundaries and layout of each.
- 10.1.9. Escort procedures.

10.2. The Force Protection Program Manager. The Force Protection Program Manager distributes RAS training materials and tests to Security Managers for implementation. They will maintain continuity and records of RAS training for all persons possessing Restricted Area Badges.

Chapter 11

UNIT OR ORGANIZATION SECURITY MANAGER

11.1. Security Managers. Security Managers are appointed in writing by their unit commander or designee and act as the primary point of contact for the unit assigned RABs.

11.2. Security Managers. Security Managers provide RAS and initial Escort Training in addition to administering the written test.

11.3. Security Managers. Security Managers prepare and maintain AF IMT 2586s along with any supporting documentation for assigned RABs, i.e. Badge Reissue Memo (for unserviceable badges), Report of Investigation (for lost badges).

11.4. Security Managers. Security Managers conduct annual inventories of assigned RABs and coordinate with the Force Protection Program Manager regarding RAB inventories, as described in Section 6.

11.5. Security Managers. Security Managers are authorized to sign Section II of the AF IMT 2586 on their commander's behalf.

BRYAN M. BAILEY, Col, USAF
Commander

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

AFPD 31-1, Integrated Defense, 21 Jun 2018

DAFI 31-101, Integrated Defense, 25 Mar 2020

DoDMAN5200.02 AFMAN 16-1405, AF Personnel Security Program, 30 Nov 2022

AF Form 1199C, Restricted Area Badge (Yellow)(Accountable), 31 Jan 1971

AF IMT 2586, Unescorted Entry Authorization Certificate, 01 Feb 2019

AF Form 1168, Statement of Suspect/Witness/Complaint, 01 Apr 1998

Local Signature Verification Card For AF IMT 2586 Authorization (Locally produced)

Abbreviations and Acronyms

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

BDOC—Base Defense Operations Center

DISS—Defense Information System for Security

EAL—Entry Authority List

IDC—Integrated Defense Council

IDP—Integrated Defense Plan

PII—Personally Identifiable Information

RAB—Restricted Area Badge

RAS—Restricted Area Security

ROI—Report of Investigation

SFS—Security Forces Squadron

Attachment 2**APPOINTMENT OF INVESTIGATION OFFICIAL AND SUBSEQUENT REPORT OF INVESTIGATION (ROI) – LOST RESTRICTED AREA BADGE (RAB)**

01 January 2023

MEMORANDUM FOR 911 SFS BADGE ISSUING

OFFICIALFROM: 911 LRS/Investigation Official

SUBJECT: Appointment of Investigation Official and Subsequent Report of Investigation (ROI)
-Lost Restricted Area Badge (RAB)

1. MSgt George Jones has been appointed to investigate and complete a ROI regarding a RAB reported lost.
2. SSgt Brooks, Daniel T./DoD ID #12345678 has reported the loss of their AF Form 1199c (CG), USAF Restricted Area Badge, Card 12345. **{Give a brief narrative regarding the approximate date, place, and circumstances surrounding the loss}**
3. The bearer has searched extensively for their RAB and met with negative results. If the Restricted Area Badge is located at a later date, it will be returned to the 911 SFS Pass and Registration section. The bearer is aware the RAB is the property of the U. S. government. Its counterfeiting, alteration or misuse is a violation of Title 18 U.S.C. 499, 506, and 701, and offenders are subject to a heavy penalty.
4. It has been determined by the named investigation official that the loss of this badge **does/does not {Select one}** compromise the RAB program and **does/does not {Select one}** indicate an abuse by the bearer of the RAB system.
5. Daniel T. Brooks does require unescorted entry privileges to the restricted area based on their job/mission requirements. I do request a new Restricted Area Badge be reissued.

GEORGE R. JONES, MSgt, USAF
Investigation Official

1st Ind to 911 LRS/Investigation Official

Concur / Do not Concur

JOSEPH P. SMITH, Maj, USAF
Commander

Attachment 3

RESTRICTED AREA BADGE REISSUE REQUEST

01 January 2023

MEMORANDUM FOR 911 SFS BADGE ISSUING OFFICIAL

FROM: 911 LRS/Security Manager

SUBJECT: Restricted Area Badge Reissue Request

1. SSgt Daniel T. Brooks requests a new Restricted Area Badge to replace Restricted Area Badge, Card #12345 which has been deemed unserviceable.

2. {For an unserviceable badge, explain what is wrong with the current badge. e.g. faded photograph, cracked, inaccurate information, etc.}

3. SSgt Daniel T. Brooks requires continued unescorted entry privileges to the restricted area based on their job/mission requirements. I request a new Restricted Area Badge be reissued.

ERIC T. JACKSON, MSgt, USAF
Security Manager

Attachment 4**RESTRICTED AREA BADGE INVENTORY REPORT (SECURITY MANAGER)**

01 January 2023

MEMORANDUM FOR 911 SFS BADGE ISSUING OFFICIAL

FROM: 911 SFS/Security Manager

SUBJECT: Restricted Area Badge Inventory Report

1. In accordance with 911 AWI 31-103 an inventory of all RABs assigned to 911th Security Forces Squadron has been completed.
2. The results of this inventory are as follows.

Total assigned to unit: XX **{Use your 2586s to determine how many you should have.}**

Accounted for: XX **{This # is how many you were able to do a hands-on verification for.}**

TDY: XX **{This # is for personnel that are TDY only.}**

Unaccounted for: XX **{This is # of RABs that cannot be accounted for.}**

3. A copy of this report will be kept on file until completion of the next inventory in accordance with 911 AWI 31-103. **{The following is only required if you have RABs that cannot be accounted for}** The status of unaccounted RABs will be determined within three months and reported to the 911 SFS Badge Issuing Office. If the RABs cannot be accounted for at that time they will be documented as lost.

ERIC T. JACKSON, MSgt, USAF
Security Manager

Attachment 5

RESTRICTED AREA BADGE INVENTORY REPORT (RAB AUDITORS)

01 January 2023

MEMORANDUM FOR 911 SFS/CC

FROM: 911 SFS/S5X

SUBJECT: Restricted Area Badge (RAB) Audit Report

1. In accordance with AFI 31-101, *Integrated Defense*, paragraph 7.5., an audit of all issued RABs has been conducted.

2. The results of the audit for CY20XX are as follows:

Total RABs Issued:	100
RABs Deployed/TDY:	7
RABs Previously Reported Lost (pre-audit):	2
RABs Identified as Lost During Audit:	3
Total RABs Lost:	5

3. The total number of lost RABs cannot exceed 10% of total RABs issued. For 20XX, ten percent of the total RABs issued would be 10 badges. The 20XX RAB audit identified 3 lost badges, and there were 2 lost badges reported prior to the audit. The total number of badges lost since the initial AF 1199C (CG) issue in May of 20XX is **5 RABs**. The total percentage of lost badges is **5%**. This is within the acceptable range of lost badges to continue use of the currently issued AF 1199C (CG).

4. During this audit the following observations were made.

a. Several badges were retained by members while transferring units, however they should have been turned in during unit out-processing. Upon assignment at the new unit, a new AF IMT 2586 should have been created justifying RAB issue and a new badge should have been issued reflecting the member’s current unit.

b. During the 20XX inventory, there were a number of occurrences where the member reported that their badge was left at home. In accordance with 911 AWI 31-103 Para. 6.1., RABs should not be taken off base unless for official business or mission requirements.

5. To address the observations, the following actions will be taken.

a. 911 AWI 31-103, *Restricted Area Badge Issuance, Control, and Inventory* will be re-sent to Unit Security Managers to provide guidance.

JOHN R. SMITH, MSgt, USAF
Force Protection Program Manager