

**BY ORDER OF THE
JOINT BASE CHARLESTON
COMMANDER (AMC)**

**JOINT BASE CHARLESTON
INSTRUCTION 31-1**

01 MARCH 2021

**MISSION GENERATION AREA
CONTROLLED AREA PROGRAM.**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes policies and procedures in accordance with (IAW), *AFI 31-101, Integrated Defense*, For Official Use Only (FOUO), to be used to accomplish the Mission Generation Controlled Area program. This instruction applies to all active duty, reserve, and civilian personnel on Joint Base Charleston (JB CHS). This publication cannot be supplemented at any level. Commanders and supervisors at all levels are responsible for ensuring compliance with this instruction. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. 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 Air Force Instructions (AFI) 33-360, *Publications and Forms Management*, Table 1.1. 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 Publication OPR for non-tiered compliance items. Ensure that all records created as a result of process prescribed in this publication are maintained IAW *Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (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*.

1. General. All Air Mobility Command (AMC) units will participate and follow controlled area guidance as directed in AFI 31-101, AMC Sup 1, and this instruction. The oversight of the

controlled area program requires a multifaceted approach. The following areas will be emphasized to aid in controlled area program improvement: entry/exit control procedures, bomb threat procedures, other emergency evacuation procedures for fires, internal circulation control procedures, and training.

2. Authority to Establish Controlled Areas

2.1. General. The designation "Controlled Area" carries the same legal and moral restrictions as a physical barrier IAW AFI 31-101, paragraph 6.5. Only areas meeting specific requirements may be designated as controlled areas. The installation commander is the sole authority to establish and designate controlled areas. A listing of controlled areas is contained in Annex C, *JB CHS Integrated Defense Plan: Controlled Areas*

3. Controlled Area Monitors

3.1. Controlled Area Monitors for the Mission Generation Area will be designated in writing initially by the 628 Air Base Wing Commander (628 ABW/CC). Subsequent Controlled Area Monitors will be designated by the owning unit commander for the facility or unit.

3.2. If a Controlled Area Monitor PCS's, retires, or is replaced for any reason, the unit commander for that individual will designate, in writing, a replacement. A copy of that letter will be provided to the Resource Protection Program (RPP) Manager no later than 10 days after appointment.

3.3. The unit Controlled Area Monitor will:

3.3.1. Act as the focal point on controlled area matters.

3.3.2. Coordinate resource protection policies with the RPP Manager.

3.3.3. Monitor the status of corrective action taken when incidents occur or program deficiencies are identified.

3.3.4. Attend resource protection briefings, training sessions, and other scheduled meetings.

3.3.5. Ensure assigned unit personnel working within controlled areas are properly trained, exercised, and aware of controlled area procedures.

3.3.6. Prior to termination of responsibilities, enable commander to assign a new monitor prior to termination of responsibilities. .

4. Entry/exit within the Mission Generation Controlled Area

4.1. An essential part of the security program is controlling personnel entry into the controlled area. Entry into the controlled area must be limited only to those requiring entry to perform their official duties and those who have been granted specific authority. A badge system using AF Form 1199D *USAF Restricted Area Badge* with Area 3 open will be used for entry into the Mission Generation Controlled Area. The two types of entry authority to the controlled area are unescorted and escorted.

4.1.1. Unescorted Entry. Persons, authorized by their commander and because of a regular and recurring need to enter the controlled area, will be issued an AF Form 1199. The following badges will be authorized for use in the Mission Generation Controlled Area.

- 4.1.1.1. Personnel currently possessing an AF Form 1199D with Area 4 open.
- 4.1.1.2. New personnel will be issued an AF Form 1199D with Area 3 and/or Area 4 open.
- 4.1.1.3. Entry and exit will be conducted through any one of the seven (7) vehicle gates or thirteen (13) personnel gates. Bordering facilities will not be used as an entry and exit to the controlled area except by the personnel who work in that facility. Controlled area access points through a facility will have the proper Controlled Area Sign posted on the doors.
- 4.1.1.4. All personnel will control the access of unauthorized personnel in their work areas. Ensure each person in the work area has the right to be there. If you challenge a person and he/she cannot be identified or in the event of an unauthorized entry into the controlled area, notify the 628th Security Forces Squadron (628 SFS) immediately by dialing 9-1-1 or the Base Defense Operations Center (BDOC) at 963-3600.
- 4.1.2. Escorted Entry Procedures. Escort officials assume responsibility for the safe and secure conduct of their visitors and are required to maintain constant surveillance and control of their visitors at all times.
 - 4.1.2.1. Positively identify individuals being escorted before allowing entry.
 - 4.1.2.2. Use AF Form 1109, *Visitor Register Log*, to maintain a record of entry into the controlled area.
 - 4.1.2.3. Provide a safety and security briefing to all individuals prior to entering the controlled area.
- 4.1.3. All requests for ceremonies or events that include the use of a hangar or anywhere within the controlled area will require prior coordination through the 437 MXG/CC. The OPR for these requests is the 437 MXG Plans, Scheduling, and Documentation office. Send requests to “437 MXG/PLANS AND SCHEDULING ORG” organizational email box. Requests should be sent at least 30 days prior to the event. The Plans, Scheduling and Documentation office will send all approved requests to the primary Controlled Area Monitor for tracking and storing in the continuity book.
 - 4.1.3.1. Event POC’s will be responsible for having a plan to control guest access to the event and escorting guests as required.
 - 4.1.3.2. The Controlled Area Monitor for the facility in which the event will be held will provide guidance and recommendations on how to maintain control of the area for the event.

5. Bomb Threat Procedures

- 5.1. If you receive a bomb threat over the phone, record as much information as possible on the AF Form 440, *Bomb Threat Aid*, posted near your phone.
 - 5.1.1. Make sure you keep the caller on the line as long as you can.
 - 5.1.2. Let someone else know that you are receiving a bomb threat so that they can call 9-1-1 or Security Forces Control Center at ext. 963-3600 or 8011 on a separate phone.

5.1.3. When the call is terminated, DO NOT HANG UP! Ensure all personnel evacuate the area and rendezvous at the designated rally point for your facility and conduct a headcount. Report results to the on-scene commander.

5.1.4. Notify Security Forces of your rally point. Have area supervisors make a visual check of the area for any suspicious items prior to departing the area. Suspicious items should not be touched. Refer to your shelter-in-place plans for your designated rally points.

5.1.5. Be prepared to provide personnel to Security Forces to help conduct a search. Comply with Annex C, JB CHS Integrated Defense Plan: Controlled Areas appendixes and tabs, depending on the nature of the situation.

5.2. If you see a suspicious package, box, container, or other unusual item that doesn't belong in the area, identify and attempt to locate the owner of the items which are out of place.

5.2.1. To help prevent false alarms, ensure baggage and boxes are never left out and unattended. If an item looks out of place, or you believe that it does not belong there, question other personnel around to see if they put it there, if they know what it is, or who put it there.

5.2.2. Do not touch or move the item; it may actually be a bomb. If the item is unknown to all personnel, call 9-1-1 or Security Forces Control Center at ext. 963-3600 or 8011 and report a "suspicious package".

5.2.3. Do not automatically report that the item is a bomb; Security Forces have different checklists for a bomb versus a suspicious package. Report the location, description, and any markings on the package.

5.2.4. Keep personnel away and secure the area until Security Forces arrive.

5.2.5. If there is an emergency that requires evacuation, secure all high-value items before departing the facility.

5.2.6. Hand carry sensitive items and follow the evacuation procedures described.

5.2.7. Upon termination of the emergency, conduct a 100% accountability of all items in the controlled area

6. Emergency Evacuation Procedures for Fires, etc.

6.1. In the event of an emergency condition (fire, medical or other) dial 9-1-1. Firefighters, Medical, Explosive Ordnance Disposal (EOD) and Emergency Management personnel will be permitted entry into the controlled area without delay.

6.1.1. If an ambulance or fire department. is coming from off base, Security Forces will meet them at the gate and escort them to the location.

7. Training Requirements

7.1. Controlled Area Monitors will receive training from the 628 SFS Resource Protection office.

7.2. All personnel who work in the Mission Generation Complex Controlled Area will receive initial and annual follow-on training from their Controlled Area Monitor.

8. Entry Requirement and internal circulation controls.

8.1. The AF Form 1199D and 1199C will serve as an official document issued to personnel who have been granted unescorted entry into the Mission Generation Controlled Area.

MARC E. GREENE, Colonel, USAF
Installation Commander, JB Charleston

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

AFI 31-101, *Integrated Defense*, 16 September 2020

AFI 31-101 Air Mobility Command Supplement, *Integrated Defense*, 8 October 20

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFI 33-360_ DAFGM2020-01, *Publications and Forms Management*, 7 August 2020

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1199D, *USAF Restricted Area Badge*

AF Form 1199, *Air Force Entry Control Card*

AF Form 440, *Bomb Threat Aid*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

FOUO—For Official Use Only

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

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