

**BY ORDER OF THE COMMANDER
502D AIR BASE WING**

**JOINT BASE SAN ANTONIO
INSTRUCTION 31-1131**



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Security

INSTALLATION SECURITY

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*, and portions of DAFI 31-101, *Integrated Defense*, AFI 31-115, *Law and Order Operations*, DoDM5200.08V3_DAFMAN 31-101V3, *Installation Perimeter Access Control*, DAFI 36-3026, Volume 1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*, and supports 502 ABW Plan 31-101, *Base Defense Plan (BDP)*. It assimilates portions of DAFI 31-101 changes, and it updates Joint Base San Antonio (JBSA) requirements from DoDM5200.08V3_AFMAN 31-113, *Installation Perimeter Access Control*, and its AFGM2018-01 Apr 18, required to gain access to the installation and access procedures for International Military Students. This instruction outlines the use of the Defense Biometrics Identification Data System (DBIDS), encompasses identification card measures, outlines access procedures to Joint Base San Antonio and identifies Privately Owned Weapons policy. This instruction applies to all personnel, civilian and military, assigned, attached, visiting or accessing Joint Base San Antonio. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC. 8013, Secretary of the Air Force. System of Records Notice F031 AF SP O, *Documentation for Identification and Access Authority*, applies. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is 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 the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level,

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SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include but not limited to the following: updating governing guidance, added the Pass and Registration for processing of JBSANANTONIO Form 7, *Unescorted Access Requests*. This Joint Base San Antonio instruction updates processes and specific information related to various procedures on measures on identification card requirements, access procedures, and notifications to individuals and units of additional requirements needed to obtain necessary access credentials. Streamlines document submission process to SFS for background check and card issuance. Specifies that debarments received from other installations will be routed to the 502 Air Base Wing Commander (502 ABW/CC) for continuance on Joint Base San Antonio installations. Adds requirements of Wing Protocol Office/Legislative Liaison office coordination in advance of DVs, both foreign and domestic, official and unofficial, with the appropriate SFS unit. It defines roles and responsibilities of process participants. Revises Privately Owned Firearms policy for JBSA personnel. A thorough read is recommended due to numerous updates.

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Chapter 1

INSTALLATION SECURITY CONCEPTS AND RESPONSIBILITIES

1.1. Overview. This instruction describes the concept, planning and execution of JBSA protection principles as they relate to basic installation security requirements. The concept is the foundation of installation security and addresses operations for day-to-day and up to contingency actions. The JBSA Installation Security Program is part of force protection and implementing this program requires a coordinated effort from all levels of command. For JBSA, this process starts with the 502d Air Base Wing Commander and filters down to all members assigned to or attached to Joint Base San Antonio charged with protecting installation personnel and resources. This instruction lays the foundation of the installation security program and is required to be reviewed annually by the Integrated Defense/Antiterrorism (ID/AT) Executive Council.

1.2. Concept of the JBSA Installation Security Program. The JBSA Installation Security Program is designed to deter enemy and criminal elements from conducting hostile operations or espionage against its resources and to reduce the opportunity for theft of government property. The Installation Security Program is threat based. Both deliberate and crisis-planning actions devised must be based upon the level of protection required to ensure adequate protection of JBSA resources based upon the potential for damage, destruction, or compromise to these assets.

1.3. Installation Commander. The Integrated Defense/Antiterrorism (ID/AT) Executive Council is the single governing body on JBSA responsible to the Installation Commander (IC) for installation security. The IC has established the ID/AT Executive Council on JBSA to implement programs for the protection of personnel, property, and resources assigned or attached to JBSA. Programs must meet Department of Defense (DoD) and Air Force protection criteria.

1.4. 502d Security Forces Group (SFG) Commander (502 SFG/CC). The 502 SFG/CC carries the responsibility for the management and direction of the Installation Security program applied across the JBSA enterprise. The 502 SFG/CC is the principal advisor for the management of the enterprise installation security program to the IC. The 502 SFG/CC establishes a group staff to address JBSA and the variety of installation security program issues.

1.5. Unit Commanders. Each unit commander, Mission Partner (MP) agency chief or commander, or equivalent staff agency chief responsible for the protection of personnel and resources must ensure their security program meets DoD and Air Force protection criteria.

1.6. Defense Force Commanders (DFCs). With exception of the 502d Air Base Wing Commander, the DFCs carry the greatest responsibility for the execution of the installation security program. The DFCs are the IC's primary advisor for installation security program as it pertains to their Area of Responsibility (AOR). Each DFC establishes an Installation Security Program staff to address and execute installation security program requirements and issues within their AOR.

Chapter 2

INSTALLATION ACCESS

2.1. JBSA Commander Installation Support . JBSA Commander is responsible for installation support to the 502d Air Base Wing (ABW), Mission Partners (MPs), and Tenant Organizations across the area of responsibility (AOR). This instruction establishes access control procedures to restrict and control entrance to JBSA locations to authorized personnel to protect personnel, resources, assets and missions.

2.2. Access Control Points. In accordance with Department of the Air Force Instruction 31-101, *Integrated Defense*, all US Air Force installations are designated as “CLOSED”. Therefore, personnel must have specific permission to enter JBSA locations, possess the appropriate credentials and be vetted through authoritative Government databases to ensure fitness to access any area within JBSA. There are 28 installation access control points (ACP) or entry control facilities (ECF) amongst the five major locations.

2.3. Control Procedures. Access to all locations within JBSA is controlled. Access control procedures include identity proofing, fitness determination vetting and establishing purpose for entry.

2.4. Pedestrian and Vehicle Occupants. Identification checks of pedestrians and vehicle occupants are authorized at every JBSA Access Control Point, Entry Control Facilities, or at any location with the installation.

2.5. Authority to Enforce Access. The integrated defense program belongs to the Installation Commander in accordance with Air Force Instruction 31-101, *Integrated Defense*. Therefore, the Installation Commander has delegated to 502d Security Forces Group (SFG), as the OPR, the authority to enforce access control policy, guidance, regulations and applicable statutes with the authority and responsibility of the commander.

2.5.1. Vetting All Non-Preauthorized Personnel. The 502 SFG, as executed by the 502d/802d/902d Security Forces Squadrons, will vet all non-preauthorized personnel requesting access before issuance of an approved installation access pass or credential.

2.5.2. The 502, 802, and 902 SFS will maintain a list of debarred individuals.

2.6. Essential/Emergency Personnel. Organizations and units are responsible for identifying assigned mission essential/emergency essential personnel within their unit of command. Unit commanders will ensure assigned personnel are briefed on their roles and responsibilities as identified essential personnel.

2.7. Sponsor Responsibility and Liability. The sponsor is responsible for providing the required information, in the proper format for their visitors requesting unescorted access via the JBSANANTONIO Form 7, *Unescorted Access Request*, sent to the appropriate Visitor Control Center (VCC) or Pass and Registration office via a “.mil” account, approved entities with password protected Unescorted Access Requests (UAR), or by delivering the JBSANANTONIO Form 7 in person. The sponsor is responsible and liable for the actions of their visitors while on the installation.

2.7.1. Long Term Passes. Long term pass requests are limited to two guests per authorized sponsor for a period not to exceed 1 year. EXCEPTION: Requests being submitted to fulfill

contractual obligations to support mission execution by an authorized sponsor are authorized to exceed this limitation.”

2.8. Visitor’s Responsibility. The visitor’s responsibility is to provide the required information, in the proper format for installation access and to abide by the laws of the installation.

2.9. Authorized Access Credentials. As a closed installation, issuance of access credentials is limited to; proper identity proofing, successful fitness determination and a valid need to access the installation. Access is granted to personnel who successfully meet the above requirements. Access credentials may be revoked at any time at the direction of the Installation Commander. During increases in Force Protection Conditions (FPCONs), supplemental identification may be required or general access significantly restricted. Personnel are always required to carry authorized credentials while on the installation. Possession of authorized credentials does not provide inherent escort or sponsor authority. Personnel are subject to intermittent identification and credential checks as directed by the Installation Commander. Personnel must immediately report a lost or stolen access credential to the Security Forces Base Defense Operations Center (BDOC) located at either Lackland, Fort Sam Houston, or Randolph. BDOCs will input lost/stolen credentials into DBIDS systems upon obtaining notice.

2.9.1. Pre-approved identity Credentials must comply with the standards for installation access as directed by DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, *Installation Perimeter Access Control [Enclosure 1 – Establishing Identity]* to be considered an authorized pre-approved identity credential.

2.9.1.1. While in the performance of official duties, Federal, Tribal, State, and local law enforcement officials with current police credentials (badge and department photo identification) may use those credentials for access. Emergency services personnel (police, fire, and emergency medical services) responding to an emergency may be allowed onto JBSA locations without proofing and vetting.

2.9.1.1.1. When law enforcement credentials are presented, Federal Bureau of Investigations (FBI), United States Secret Service (USSS), and Air Force Office of Special Investigations (AFOSI) agents will have unescorted access to the installation and escort privileges for personnel and vehicles in all force protection conditions. When accompanying FBI, USSS, or AFOSI agents, AFOSI non-agent employees with AFOSI credentials have unescorted access to the installation in all force protection conditions.

2.9.1.2. Individuals under 18 years of age, without a state-issued driver’s license, state identification card or authorized credentials per DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, may use a school record or report card, daycare or nursery school record or original/certified copy of a birth certificate issued by an authorized government agency bearing an official seal.

2.9.1.3. Prohibited Use of Pre-approved Identity Credentials: Pre-approved identity credentials that are not issued for the specific purpose of engaging in commercial enterprise, are prohibited for use in furtherance of commercial gain or to facilitate installation access for the purpose of enabling a commercial enterprise. Authorized credential holders are considered contractors or vendors for the purpose of entering for a commercial/financial enterprise and must obtain an approved contractor or vendor access

credential. (Example: A retiree with an approved retired credential may not use that credential to access the installation while performing duties as a pizza delivery driver.)

2.10. Acceptable JBSA Identity Proofing Credentials. SFS will employ the baseline standards for identity proofing (the process of providing sufficient information [e.g., identity history, credentials, and documents] when attempting to establish an identity).

2.10.1. One form of the following documents will be accepted as proof of identity. The document must be a picture identification and all documents must be current and valid. The goal is to minimize, within acceptable risk, the potential of improper screening and access credential issuance.

2.10.1.1. United States Passport. The U.S. Department of State issues the U.S. Passport to U.S. citizens and nationals.

2.10.1.2. Form I-551, *Permanent Resident Card/Alien Registration Receipt Card*. The Permanent Resident Card shows the Department of Homeland Security (DHS) seal and contains a detailed hologram on the front of the card. Each card is personalized with an etching showing the bearer's photo, name, fingerprint, date of birth, alien registration number and card number.

2.10.1.3. Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine-readable immigrant visa. U.S. Customs and Immigration Services (USCIS) uses either a I-551 stamp or a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) to denote temporary evidence of lawful permanent residency. **Note:** Another identity proofing document must be requested if the stamp or MRIV expires, or one year after the issuance date if the stamp or statement does not include an expiration date.

2.10.1.4. North Atlantic Treaty Organization (NATO) military members traveling on NATO orders will not be required to present any of the forms above. NATO military members traveling on official NATO orders will present their NATO travel orders in order to determine need for access and must be in possession of a Host Nation (HN) government identification card in order to be considered identity proofed. This does not waive the requirement for vetting.

2.10.1.5. An employment authorization document that contains a photograph (Form I-766, *Employment Authorization Document*). United States Customs Immigration Service (USCIS) issues the Employment Authorization Document to aliens granted temporary employment authorization in the United States. The card contains the bearer's photograph, fingerprint, card number, Alien number, birth date, and signature, along with a holographic film and the Department of Homeland Security (DHS) seal. The expiration date is located at the bottom of the card.

2.10.1.6. U.S. Coast Guard Merchant Mariner Legacy Cards. New credential will look and feel exactly like a passport. The cover is embossed with holographic images, invisible until exposed to Ultraviolet (UV) light.

2.10.1.7. Current/Valid Issued Driver's License or Identification card issued by a state or outlying possession of the United States provided it contains a photograph and biographic information such as name, date of birth, gender, height, weight, eye color, and address.

Note: Driver's Licenses and identification cards issued by any state or outlying possession of the United States that is non-compliant with the REAL ID Act of 2005 will not be accepted as the sole identity proofing document for unescorted access to JBSA.

2.10.1.7.1. Enhanced Driver's Licenses (EDLs) from non-compliant states or outlying possessions will continue to be accepted. EDLs from these states can be used for ID proofing purposes. EDLs are marked as "enhanced driver's license" and bear a small red, white, and blue U.S. Flag logo on the identification.

2.10.1.7.2. JBSA Military Graduation visitors are authorized to be identity proofed with non-compliant state driver's licenses without supporting documentation. Contact the servicing Pass and ID and/or VCC where graduation is being held for additional information.

2.10.1.8. Current/Valid issued Federal, State, or local Government issued identification card provided it contains a photograph and biographic information such as name, date of birth, gender, height, weight, eye color, and address and complies with [paragraph 2.9.1](#) above as applicable may be used as an identity proof document.

2.10.1.9. Credentials for Individuals Under the age of 18. Refer to [paragraph 2.9.1.2](#) above.

2.10.1.10. Original/certified birth certificate with a raised seal, when used in conjunction with a social security card and driver's license that is not real ID compliant. All three documents must bear the same name or conform to requirements outlined in AFMAN 31-101, V3.

2.10.1.11. Transportation Worker Identification Card (TWIC) can be used as a source identity document when combined with a driver's license that is not Real ID compliant. Both documents must bear the same name and photograph.

2.11. Identification Check and Vetting Procedures. Background checks authenticating an individual's identity and determining their fitness is a core principle of installation access control. Identity proofing is the process of providing sufficient information (e.g., identity history, credentials and documents) when attempting to establish a person's identity. Individuals must appear at the Visitor Control Center (VCC) to be identity proofed and vetted.

2.11.1. Identification will be physically proofed, (hands-on) cross-checked and validated against authoritative databases. Performance of the vetting and initial fitness determination has been delegated per DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, to the 502 SFG, 502 SFS, 802 SFS and 902 SFS.

2.11.2. Background Criminal history checks are mandated for all unescorted personnel requesting or requiring access to JBSA who are 18 years of age and older. This must include a National Crime Information Center (NCIC) check, Interstate Identification Index (III), terrorist screening database check, NCIC National Sex Offender Registry (NSOR), Department of Justice (DOJ) National Sex Offender Public Website (NSOPW), a check of the revocation and debarment roster and a Social Security Number (SSN) trace. For foreign contracts, additional checks such as the Department of Homeland Security E-Verify, U.S. visit and Foreign Visit System – Confirmation Module (FVS-CM) may be required. The requirement for this check must be written into the contract's statement of work.

2.12. Establishing Fitness for Installation Access.

2.12.1. Establishing fitness for installation access. A visitor is defined as any person who does not have independent or qualified access permission to enter Joint Base San Antonio. Visitors will be either escorted or unescorted onto the installation. All visitors must provide a valid driver's license or state identification card, if driving, current proof of vehicle insurance, and current vehicle registration. The sponsor/escort may decline to obtain the visitor a pass and physically drive them onto the installation (under escorted access rules). In this case, the sponsor/escort is required to remain with the visitor throughout the duration of their stay and must escort their guest off the installation upon termination of the visit. All visitors' obtaining a non-personalized re-usable temporary pass must return the pass after use. Individuals issued DBIDS credentials are informed to turn the expired or invalid credential into issuing VCC immediately upon completion of their stay/visit.

2.12.2. All visitors requiring unescorted access to JBSA that do not possess a pre-approved authorized access credential (refer to [paragraph 2.9.1](#) above) must be vetted in accordance with [paragraph 2.11.2](#) of this instruction.

2.12.3. If a visitor's criminal history presents outstanding warrants, violent criminal offenses, and/or offenses prejudicial to the welfare of the JBSA community in their history or any felonies not identified or clearly covered below, the determination for initial denial of access will be made by the Defense Force Commander (DFC). If, during the vetting process, an indication or positive suspension of driving privileges is revealed, the individual may be permitted entry, however, may not operate a vehicle on JBSA locations. Note: Person's found to have an active warrant may be detained and turned over to the appropriate civil authority.

2.12.3.1. Individuals may be denied access or detained (for active warrants) for conduct determined to be a risk to the security, safety and welfare of the JBSA community, in accordance with (IAW) Table 2.1 below. The below Negative Fitness Determination Matrix will be prominently displayed at Visitor Control Centers and ACPs performing fitness determinations for viewing by the public.

Table 2.1. Negative Fitness Determination Matrix.

<i>Offense Type Description</i>	<i>Date (In Years) Since Criminal Activity</i>	<i>Offense Type Description</i>	<i>Date (In Years) Since Criminal Activity</i>
Active Wants/Warrants	Until cleared	Housebreaking	3
Aiding Prisoner to Escape	Indefinite	Indecent Act With Child to include child molestation	Indefinite
Aiding the Enemy	Indefinite	Indecent Exposure	2
Arson	10	Kidnapping/Abduction (of an Adult)	Indefinite
Assault and Battery	3	Kidnapping: Child (Not Parent)	Indefinite
Assault Offenses (Aggravated Assault)	10	Larceny/Theft Offenses	1
Assault: Milt/Civ Law Enforcer	10	Manslaughter	10
Assault: Simple	1	Motor Vehicle Theft	3
Bomb Threat	10	Murder	Indefinite
Burglary	5	National Sex Offender Registry (NSOR)	Indefinite
Child Pornography	Indefinite	Probation/Parole	Until sentence served
Communicating a Threat	1	Prostitution Offenses (Assisting or Promoting)	2
Counterfeiting/Forgery	5	Rape	Indefinite
Drugs: Manufacture, Possess, Sell or Distribute	10	Robbery	10
Embezzlement	5	Robbery, Armed	30
Espionage	Indefinite	Sex Offenses, Forcible	Indefinite
Firearm, Felony Offenses	3	Smuggling	5
Gang Affiliation	Indefinite	Sodomy of a Child or by Force	Indefinite
Homicide	Indefinite	Spying	Indefinite
		Trafficking in Humans	Indefinite
		Violent Persons File (VPF)	Indefinite
Note: Offenses cited above are examples of behavior that may pose a threat to the good order and discipline of JB SA and are in no way all-inclusive.			

2.12.3.2. Access Denial. If access is denied due to an extreme incident or derogatory information is found during the fitness determination process (i.e., a criminal record of numerous felonies/violent crimes), a command level decision may be required to allow access. Defense Force Commanders (DFCs) will be consulted in all cases not clearly identified within **Table 2.1** above and render a determination for access or denial.

- 2.12.3.2.1. Debarments and any criminal history that pose a potential threat to the good order, discipline, or health and safety of the installation will incur an unfavorable fitness determination. Access will be denied to any person found to have an active warrant and the appropriate law enforcement agency will be notified. Personnel with an active warrant out of another state that does not have extradition orders will be denied access until the warrant is cleared through the National Crime Information Center. All other advisory notices, notices of probation status or other disclosures will be evaluated on a case-by-case basis. Denial rebuttals will be referred to the 502d Security Forces Group Commander for final access determination.
- 2.12.4. Specific information obtained from a criminal background check will not be given to the subject or anyone not authorized to handle the information. Requests for personally identifiable information (PII) must follow the Privacy Act guidelines.
- 2.12.5. The visitor may appeal the access denial by submitting written mitigating circumstances addressed to the 502d Security Forces Group (502 SFG) Commander through the JBSA location Defense Force Commander (DFC) (e.g. 502 Security Forces Squadron (SFS) Commander (CC) (502 SFS/CC) – JBSA-FSH, 802 SFS/CC – JBSA-LAK, or 902 SFS/CC – JBSA-RND) where access was denied. The visitor has 10 duty days to submit the appeal to the appropriate DFC by submitting the appeal request with any supplemental support to the location Security Forces unit where the denial occurred. The DFC will review and provide, within a reasonable time, a written recommendation to the 502 SFG/CC.

2.13. Establishing Purpose for Installation Access.

2.13.1. Establishing purpose for installation access. In order to access any location making up JBSA, individuals must meet 3 requirements before access is granted. They must; prove their identity, pass a fitness determination, and have an acceptable purpose for access. [Paragraph 2.9](#) through [paragraph 2.12](#) above identify identity proofing and fitness requirements respectively. The need or purpose for access can be satisfied as follows:

2.13.1.1. Purpose may be established by presenting an acceptable credential listed in paragraphs [2.9.1](#) – [2.9.1.2](#) of this instruction. Additionally, for establishing purpose, individuals may provide a physical or electronic copy of a Bill of Lading showing a shipment to an on base organization and address or Event ticket.

2.13.1.1.1. Any questionable or suspicious Bill of Lading documentation will require validation from the sponsoring unit.

2.13.1.2. Finally, purpose may be established through verbal discussion with the requestor if it is able to be validated by on-duty VCC/BDOC security personnel, provided the individual is identity proofed and successfully vetted prior to permission being granted.

2.14. Types of Access onto Joint Base San Antonio.

2.14.1. Types of access onto JBSA. Access to JBSA may occur under one of three processes or types: Unescorted, Trusted Traveler, and escorted. Each process requires a specific set of requirements to be implemented across the JBSA enterprise in a consistent, uniform, and predictable manner to facilitate authorized access.

2.14.2. Unescorted Access. Unescorted access requires personnel to establish their identity, obtain a favorable fitness determination, and have an acceptable purpose for their presence on JBSA.

2.14.2.1. To be granted unescorted access to JBSA, an individual must establish their identity by presenting an “acceptable credential” identified within [paragraph 2.9.1](#) of this instruction.

2.14.2.2. For an acceptable credential to meet required unescorted access standards, the credential(s) must:

2.14.2.2.1. Be original and current.

2.14.2.2.2. Not contain markings indicating the credential is “Not Valid for Federal Purposes” or similar verbiage indicating the credential cannot be used as federal identification.

2.14.2.2.3. In instances where a driver’s license issued by proper authority is used as identity proofing documentation, the driver’s license must abide by the provisions outlined in [paragraph 2.10.1.7](#) above and as stipulated in DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, *Installation Perimeter Access Control [Enclosure 1]*.

2.14.2.2.4. Access to JBSA with an approved credential that does not accurately depict the intended purpose of the visit is prohibited. (*Example: An individual possessing a valid Retiree Identification Card and using that credential for JBSA access for the purpose of performing actions as a Realtor or other private enterprise is not authorized access with the Retiree ID card.*) This practice is a violation of DoDM 1000.13-M-V1, *DoD Identification (ID) Cards: ID Card Life-Cycle*.

2.14.2.3. Establishing fitness for unescorted access to JBSA is prescribed in DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, *Installation Perimeter Access Control [Enclosure 2]*.

2.14.2.3.1. Fitness for unescorted access onto JBSA consists of two separate elements: historical fitness and current fitness.

2.14.2.3.1.1. Historic fitness is determined, at a specific point in time, through review of an individual’s criminal history supplied from an approved authoritative database such as the NCIC III and relevant criminal justice systems or through previously established adjudication processes. Additional information regarding historic fitness determinations for unescorted access may be located within DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3.

2.14.2.3.1.2. Current fitness for unescorted access onto JBSA is determined through a recurring and continuing basis by authorized personnel identified in [paragraph 2.15](#) of this instruction or through utilization of automated systems such as the Defense Biometric Identification System (DBIDS) as credentials are scanned. Fitness reviews involve the screening of NCIC, III, the Terrorist Screening Database, JBSA Debarment Rosters and other relevant criminal justice systems.

2.14.2.3.2. Access to JBSA by any individual appearing on any U.S. Government Terrorist Watch is strictly prohibited.

2.14.2.4. Establishing purpose for unescorted access to JBSA is established by:

2.14.2.4.1. Presentation and validation of acceptable credential. Any questionable or suspicious Bill of Lading documentation will require validation from the sponsoring unit.

2.14.2.4.2. Presentation of an electronic or hard copy Bill of Lading showing a shipment to an on base organization and address.

2.14.2.4.3. Special Event Entry Authority Lists (EALs) vetted through the respective Security Forces Squadron.

2.14.2.4.4. Pick up and delivery documents from commercial businesses with a valid sponsor present or a JBSANANTONIO Form 7 on file.

2.14.2.4.5. Verbal discussion between the individual requesting access and the Security Forces member controlling access.

2.14.2.4.6. Once an individual's identity, fitness and purpose are qualified, validated and approved, the individual will be issued a DBIDS access credential (either card or paper) by the servicing Visitor Control Center (VCC) or capable Installation Access Control Point (IACP).

2.14.3. Trusted Traveler Access. The trusted traveler program is an accepted DoD program allowing authorized individuals who have been granted unescorted access, based on low-or medium-risk verified credentials as defined IAW DoDM5200.08_Volume 3_AFMAN 31-101_Volume 3, [Table 3](#), that permits the holder to simultaneously vouch for co-travelers (in the same vehicle or accompanied on foot) and enable those co-travelers to obtain trusted traveler access from 0500 to 2200 several days per week. The 502 ABW/CC authorizes trusted traveler access to JBSA provided the below provisions are adhered to. The 502 ABW/CC suspends trusted traveler from 2200 to 0500 daily and/or terminates trusted traveler access to JBSA during periods of increased Force Protection Condition (FPCON) CHARLIE or higher, implementation of appropriate Health Protection Conditions (HPCONs) or other instances where the health, safety, and/or welfare of the JBSA community would be deemed at risk should trusted traveler processes continue. Suspension of trusted traveler access may occur with little notice or warning to the public. Anytime trusted traveler process is suspended, access will be permitted through established unescorted access or escorted access requirements as stipulated in [paragraph 2.14.2](#) and [paragraph 2.14.4](#) of this instruction.

2.14.3.1. The trusted traveler process requires the authorized individual to have knowledge of the co-traveler sufficient enough to vouch for the identity, fitness, and purpose for base access of the co-traveler(s). Authorized individuals may vouch for up to 5 individuals in the same vehicle or two individuals while on foot. Trusted traveler program does not apply to individuals traveling in separate vehicles. Trusted traveler does not apply for foreign nationals.

2.14.3.2. When trusted travelers are not otherwise authorized unescorted access, the co-traveler must remain with the authorized individual for the duration they are on JBSA. Additionally, authorized individuals will be personally accountable for the conduct of the trusted traveler while on the installation and are responsible for ensuring the co-traveler departs the installation.

2.14.3.3. The JBSA trusted traveler program will be suspended anytime the DBIDS electronic physical access control system (ePACS) is non-operational at any or all locations of JBSA except for uniformed military personnel. Additional suspension circumstances of Trusted Traveler are contained within DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3.

2.14.3.3.1. Any time the DBIDS system is inoperable, trusted travelers will be processed through unescorted access or escorted access requirements as stipulated in this instruction via the appropriate Visitor Control Center (VCC) or capable Installation Access Control Point (IACP).

2.14.3.4. Trusted travelers must be prepared to establish their identity, fitness, and purpose through presentation of acceptable credentials identified in [paragraph 2.9](#) of this instruction upon request by JBSA Security Forces members.

2.14.3.5. General Officers on or traversing through, JBSA are exempt from Trusted Traveler restrictions as identified above. General Officers will be permitted to personally vouch for vehicle occupants or accompanied on foot using the trusted travel program 24/7 while traversing through JBSA locations. At no time will co-travelers of General Officers be required to show identification or require vetting to determine fitness eligibility to enter JBSA locations.

2.14.4. Escorted Access. Individuals unable to meet the identity or fitness requirements for trusted traveler or under unescorted access may be granted escorted access. Escorted access requires an acceptable purpose for being on JBSA to be established before entry is authorized.

2.14.4.1. For escorted access to be permitted on any location within JBSA, the organization or individual responsible for sponsoring (i.e. the escort), or otherwise associated with the visitor, must physically escort the visitor and remain within reasonable visual contact with the visitor throughout the visitors stay on JBSA. At the conclusion of the visit, the sponsoring organization and/or escort must escort the visitor off JBSA.

2.14.4.1.1. Authorized escorts of visitors may escort from separate vehicles (e.g. the visitor operating their own vehicle and the escort their own vehicle). Visitors under these circumstances must check-in to the appropriate VCC or IACP to verify driver's license and insurance before escorted entry is authorized. Visitors may not be in more than one vehicle while under escort by a single individual while on JBSA. The accepted vehicle ratio is one escort for one vehicle of visitors (not to exceed a total of 5 visitors). If more than one vehicle is necessary for visitors, then an equal number of authorized escorts are required.

2.14.4.2. Escorts must report any conduct by the visitor that is deemed suspicious, detrimental to the safety and order of the JBSA community. The servicing location's SFS will be notified of any incident that risks the safety and welfare of the JBSA community immediately.

2.14.4.3. Any escort functioning on behalf of an organization or through personal needs must be a U.S. citizen and be authorized unescorted access IAW DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, to JBSA and have escort authority.

2.14.4.4. Escorts are not authorized to escort more than 5 visitors at any one time onto any JBSA location.

2.14.4.5. DBIDS Card or local pass holders are not authorized escort authority with the exception of Independent School Districts (ISDs) employees serving the JBSA locations after provided appropriate training as identified in the JBSA Base Defense Plan Vol 1.

2.15. Designated Identity Proofing/Fitness Determination Offices within JBSA.

2.15.1. ID Proofing is the process of providing sufficient information (e.g. Identity history, credentials, and documents) to establish/confirm a person's identity. A proofing credential is a physical document issued by the Federal, State, or local government that attests to one's identity.

2.15.2. Installation Commander has delegated the following offices/sections to conduct identity proofing for Joint Base San Antonio:

2.15.2.1. 502/802/902 SFS/S5B (Visitor's Control Centers/Pass & ID Sections).

2.15.2.2. 502/802/902 SFS/S3O (Flight Operations personnel).

2.15.2.3. Air Force Office of Special Investigations (AFOSI).

2.16. Special Access Permissions Granted for JBSA.

2.16.1. Fisher House sponsorship authorization. JBSA Fisher House has been granted sponsorship authorization, for appointed personnel who are responsible for certifying a need for visitor access and requesting issuance of appropriate credentials for unescorted entry to Joint Base San Antonio. An updated memorandum will be kept on file with the appropriate VCC and will be updated annually by the Fisher House CEO/Executive Director.

2.16.2. Army Survivor Card used as an acceptable credential to gain access to AF installations. The Army issues Army Survivor Access Cards. Until the card can be scanned in DBIDS, cardholders will present the card at the Visitor Control Center with a REAL ID. The REAL ID will be registered in DBIDS or the survivor will be issued a DBIDS card. The Army Survivor Card provides Identity, Fitness and Purpose. No background check will be conducted, this was accomplished when issued the Army Survivor Card. DBIDS expiration date MUST coincide with the expiration date on the Army Survivor Card. The REAL ID and Army Survivor Card will be presented at the installation access control point for access. The REAL ID will be scanned by DBIDS for access.

2.16.3. Installation access under the Purple Heart and Disabled Veterans Equal Access Act of 2018, Veterans with Service Connected Disabilities and Caregivers with VA Letter access control process.

2.16.3.1. Veterans Health Identification Card (VHIC) Holders. First time VHIC holders will need to proceed to the local Visitor Control Center (VCC) with an additional form of accepted identification to undergo the vetting and fitness process determination for permission to access JBSA with the VHIC. After the first initial processing of the VHIC the card holder will access the installation by presenting the VHIC at the ECP. This category of veterans are authorized 5 guests and will be allowed JBSA access upon completion of favorable vetting. Note: Access to JBSA Canyon Lake Recreational areas,

the VHIC holder will be required to request a seal/validation decal on the VHIC card at the VCC.

2.16.3.2. Eligible Caregiver. After obtaining a VA caregiver letter from the VA, proceed to the local Visitor Control Center to undergo the ID and fitness process. Upon a positive fitness determination and eligibility for access, permissions will be added to the REAL ID Act driver's license. If no REAL ID credential is available, the caregiver will be issued a DBIDS credential.

2.16.3.3. 8E. Veterans Administration has also identified a select group of authorized veterans that are grouped into a category called "Priority Group 8E." These veterans are issued a Memorandum from the VA indicating their veteran's benefits. Priority Group 8E, are individuals who failed or declined to provide household income details or who exceed the VA's established financial threshold. This category of veterans are authorized 5 guests and will be allowed JBSA access upon completion of favorable vetting. Veterans under category 8E will be given access permissions for a period not to exceed one year. Permissions will be placed on their REAL ID Driver's License or REAL ID. If no REAL ID is available, a DBIDS card will be issued.

2.16.4. Only identified Vice Presidents and/or Branch Managers at banks and credit unions are authorized sponsorship authorities for their institutions. Each bank and credit union branch on JBSA will maintain a current memorandum at each JBSA VCC outlining authorized personnel granted sponsorship authority. Sponsorship authorization is limited to normal bank and/or credit union business hours only unless there is a verifiable emergency.

2.16.5. JBSA Independent School District school administrators, selected faculty members, and identified staff are authorized to escort individuals to the school that they work. Designated school officials are authorized to sponsor. The school district must maintain a current memorandum on file designating those individuals authorized to sponsor with their servicing VCC.

2.16.6. Privatized housing residents, with locally issued credentials, are authorized to escort individuals onto their affiliated installation housing area. Note: Non-military affiliated privatized residents must be 18 years or older to escort.

2.16.7. FEDEX®, UPS®, DHL®, Amazon®. Package/mail delivery and pick-up service is a daily operation. Personnel under this category will require a sponsor, proofed, vetted, fit for access, need for access and issued an access credential not to exceed six months. New/renewal requests must be submitted to the local DFC for approval, if approved passes will be issued upon successful identity/vetting processes.

2.16.8. United States Postal Service (USPS) employees listed by 802 FSS will be provided a base credential after validating proof of identity and USPS credentials for a period not to exceed a year. Background vetting is not required due to the Postal Agreement between the DoD and USPS.

2.16.9. Transportation Security Administration Canine Training Center Administration Officer and selected Program Analysts and Training Instructors have been granted sponsorship authorization who are responsible for certifying a need for visitor access and requesting issuance of appropriate credentials for unescorted entry to Joint Base San Antonio-Lackland.

An updated memorandum will be kept on file with the 802d Security Forces Squadron Pass and Registration Office.

2.17. Authorized Sponsoring. Department of Defense military, family members (age 18 and older) and civilian personnel with possession of an authorized access credential have inherent authority to sponsor. Contractors or dependent minors 16 or 17 years of age (not legally emancipated) are not authorized to sponsor.

2.17.1. All sponsors must be present at the Visitor Control Center or complete the JBSANANTONIO Form 7, *Unescorted Access Request* (UAR) to sponsor visitors onto the installation. This document is an “all-in-one” request. Sponsors will submit this document via an .mil email address to their local VCC (JBSA-LAK: lackland.vrc@us.af.mil; JBSA-FSH: usaf.jbsa.502-abw.list.502-sfs-fsh-visitor-control-center-owner@mail.mil; JBSA-RND: 902sfs.vrc@us.af.mil) requesting access to any location within JBSA for unaffiliated personnel who are not expected to be under full-time escort. When submitting JBSANANTONIO Form 7, allow 10 business days to process, no short term request will be processed without VCC Lead or NCOIC approval. It may be used to request a DBIDS card or pass, for a one or multiple day event. The following information will be provided for each visitor: sponsors information, proposed dates of visit, installation/facility to be visited, purpose of visit, visitor’s name, date of birth, country of birth, identification type and state or country of issue. The form may be obtained on Air Force e-publishing at [www.e-publishing.af.mil / publication+forms/ Forms / Bases / JB San Antonio / JBSANANTONIO Form 7](http://www.e-publishing.af.mil/publication+forms/Forms/Bases/JB%20San%20Antonio/JBSANANTONIO%20Form%207). Note: Sponsorship requests made by phone is prohibited on JBSA.

2.17.2. Active duty, Guard, 100% Disabled Veterans with DoD identification, Reserve military/retired personnel, or their dependents 18 years or older and civilian employees of JBSA, who have valid credentials to enter the installation unescorted, may sponsor visitors. Temporary Duty (TDY) personnel may sponsor someone onto the installation only through the duration of the TDY. Note: Authorized credential holders identified above may only sponsor visitors onto JBSA if the sponsor making the request is physically located on JBSA at the time of the request and through the duration of the visit.

2.17.3. Inter-American Air Forces Academy (IAAFA). Permanent instructors assigned to IAAFA are authorized sponsorship privileges onto JBSA-Lackland only.

2.17.4. Defense Language Institute English Language Center (DLIELC) and IAAFA Students. DLIELC and IAAFA students do not have sponsorship privileges. Family members who accompany students must also be on International Travel Orders (ITOs).

2.18. Credentialing Process.

2.18.1. The use of DBIDS is mandated. Note: A DBIDS paper pass will be issued for access onto the installation for 180-days or less. For access greater-than 180-days a hard plastic DBIDS card will be issued for up to one year. DBIDS is the primary method for producing local visitor passes/cards on JBSA. If DBIDS is not available, an AF Form 75, *Visitor/Vehicle* Pass will be issued.

2.18.2. Credential Issuance. Upon proofing, vetting, and determination of fitness, individuals must have a valid need for access and be properly sponsored. A DBIDS credential (paper or card) will be issued.

2.18.3. The following categories or individuals may be authorized an access credential:

2.18.3.1. Civil Air Patrol (CAP) Volunteers. CAP will provide a JBSANANTONIO Form 7, *Unescorted Access Request* (UAR) with all cadets and parent/guardians needing access to the installation.

2.18.3.2. Veterans Administration (VA) Patient Access. Access is determined by a Veteran's Affairs appointment list that is forwarded by the TRICARE® Operations and Patient Administration (TOPA) organizational box to the affected VCC organizational box via the government network.

2.18.3.3. Privatized Housing Residents. Residents may be authorized access with limited escort and sponsor authority.

2.18.3.4. Contractors and vendors. Individuals or organizations that provide services to the installation may be issued an access credential. Foreign nationals are not authorized entry without processing through the Foreign Disclosure Office (FDO).

2.18.3.5. Honorary Commanders and Official guests. To build partnerships with local community leaders the 502 ABW/CC adopts certain programs allowing the credentialing of certain non-DoD members.

2.18.3.6. Gold Star Family Program. Members can be issued DBIDS credential as they are sponsored through the Air Force Families Forever (AFFF) program. AFFF will provide qualifying family members a memorandum authorizing the issuance of an access credential.

2.18.3.7. Civilian Students. Civilian personnel with no DoD affiliation attending classes on the installation through an on-the-installation college or university may be issued an access credential. Registration documentation is required. DBIDS passes may be issued to students the week prior to the semester starting with an effective start date coinciding with the semester start date.

2.18.3.8. JBSA Independent School Districts (ISD) Administrators. A limited number of ISD employees and administration personnel are authorized an access credential with either limited escort or sponsor authority designated in writing and filed with the servicing VCC.

2.18.3.9. Taxis/On-Demand Car Services. Z-Trip & Town Cars in possession of a properly issued DBIDS card through the JBS-FSH AAFES contract are the only Taxis/On-Demand Car services authorized on all JBSA locations unless specifically sponsored by an authorized DoD member using the service at the time.

2.18.3.10. VIA/STAR® Shuttle (Handicap Transport). Curbside vetting will be conducted by the ACP controller. Request the driver's license and conduct an NCIC check. If the response to the NCIC check is clear, the bus/shuttle will be authorized to proceed. If negative fitness information is revealed, deny access to the bus/shuttle and driver. Note: Curbside vetting will be suspended in FPCON Charlie or higher.

2.18.3.11. Designated Agent Program. These individuals provide caregiver support for active or retired military member, spouse or dependent child, which otherwise would not have access to the installation. These individuals provide "assistance" to the ID card holder and must apply and be approved at a location base personnel office.

2.18.3.12. An Entry Authority List (EAL) is used for one time access for multiple visitors attending a sponsored event. An EAL will be completed for 10 or more visitors. EAL will be provided to all Access Control Points that have been preapproved to allow access of EAL individuals.

2.18.3.12.1. DoD Civilian Retiree's will be granted installation access upon establishing their identity, fitness and purpose and provide current SF Form 50 to show proof of DoD Civil Service retirement. They will be issued a DBIDS card for a period of a year annotating on the back of the card that no escort or sponsorship privileges are authorized.

2.18.3.13. Employer Support of the Guard and Reserve Employees will adhere to the DODM 5200.08V3, *Installation Perimeter Access Control*, procedures for accessing a DoD installation by establishing their identity, fitness and purpose and provide proof of employment. Upon successful identification, fitness determination and purpose the local Visitor Control Centers will issue permissions to the Guard or Reserve Employees REAL ID ACT driver's license. All REAL ID Driver's Licenses are identified by having a gold star on the Driver's license. In the event a REAL ID driver's license is not available a DBIDS card will be issued for one year. When issuing a DBIDS card annotate on the back of the card no escort or sponsorship privileges authorized.

2.18.3.14. As of 1 August 2019, REAL ID-compliant state driver's licenses/identification Cards and Veterans Health Identification Cards (VHIC) can be registered and utilized as acceptable forms of access credentials. As such, there is no change in the JBSA vetting process; individuals requesting access to the installation are required to comply with current access control procedures. The DBIDS 5.6 upgrade omits the need to print a DBIDS pass/card, allowing the above-mentioned credentials to have the access permissions applied to them. For those needing to gain access to the installation that do not possess a REAL ID card or VHIC, a printed DBIDS pass/card will be issued in accordance with local policy.

2.18.3.14.1. VHIC card holders requesting access to and utilization of, the JBSA Canyon Lake Recreational areas are required to obtain a validation seal from any operational JBSA servicing Visitor Control Centers (VCCs) once their issued VHIC has been registered into the Defense Biometrics Identification System (DBIDS).

2.19. Military Training Graduations.

2.19.1. An organization hosting a graduation event must have its students prepare a *Visitor Access Request Letter* (VARL) immediately upon arrival. Each student is authorized to sponsor up to 10 visitors. Within the first week of the students' arrival, the hosting organization cadre will submit the visitor request for vetting/processing. Once the list is cleared, and not later than four weeks before graduation, passes or denial documents will be provided to the organization's cadre. It is the responsibility of the hosting organization and the students to provide the passes to their visitors. Below are additional procedures for Lackland and Fort Sam Houston.

2.19.1.1. JBSA-LAK (Lackland). Basic military training (BMT) students initiate their graduation guest lists upon arriving at their Military Entrance Processing Station (MEPS). Cadre will forward the required documents to 802d Security Forces Pass and Registration

Section within the first two weeks of basic training. Students are provided the installation access passes for all cleared guests and denial letters (without derogatory information) for uncleared guests. **Note:** Late submissions will not be accepted for students who are in the 5th week of training.

2.19.1.1.1. All visitor requests for JBSA-LAK BMT Graduations will be completed prior to Graduation. Passes will not be requested on the day of events at the Visitor Control Center.

2.19.1.2. Fort Sam Houston. Cadre will forward the required documents to 502d Security Forces Visitor Center within the first two weeks of training. Students are provided the installation access passes for all cleared guests and denial letters (without derogatory information) for uncleared guests.

2.19.2. Guests are required to have their pass in their possession at all times while on the installation. Guests that forget their pass must be processed through a VCC for proofing and vetting before being allowed access onto the installation.

2.19.3. For additional information on access to graduations contact the 802d Security Forces Squadron, Pass and Registration Office at 210-671-0635/0677 or contact any of the VCC in [Attachment 2](#).

2.20. Special Events.

2.20.1. Hosting a large function (10 or more visitors) requires submission of a JBSANANTONIO Form 7, *Unescorted Access Request*, to VCC where the event is being conducted. The host or sponsor must e-mail an encrypted message within 10 business days of the event, via a .mil e-mail or hand-carry a typed list. Note: For events held on JBSA-LAK, contact the 802 SFS Pass and Registration Office at (210) 671-0635/0677.

2.20.2. Commands, organizations, or units assigned hosting special events such as air shows, open houses, concerts, and community celebrations. Depending on the special event, it may become unrealistic to properly identity proof and vet everyone in attendance. Therefore, compensatory measures to control circulation of un-vetted personnel and ensure the overall security of the special event, participants, and attendees compensatory measures must be taken, and submission of JBSANANTONIO Form 6, *Special Events Notification Worksheet* to the 502 ABW/XP via email at usaf.jbsa.502-abw.mbx.fsh-xp3-current-operations@mail.mil, no less than 180 days prior to the event start date is required.

2.20.3. Security Forces supporting the special event will complete [Attachment 3](#) if required.

2.21. Credentials Confiscation. Credentials are government property. Security Forces may confiscate identification credentials, cards, and similar documents. A credential will be confiscated if it is deemed expired, altered, the holder's employment is terminated, fraudulently used or mutilated, or presented by an individual not entitled to use it.

2.22. News Media and Tours Access.

2.22.1. Media. Press and other media representatives may be granted access after coordination through the JBSA Public Affairs Office (PAO). PAO will provide media information to include the number of vehicles, personnel visiting, and destination.

2.22.1.1. News media representatives must have a PAO escort. After working hours, on weekends and holidays, coordinate entry authorization for media with the PAO. News media representatives will always be escorted while on JBSA locations.

2.22.2. Tours. Public Affairs must arrange escorted access onto the installation for tours. Tours arriving after hours will be denied access unless previously coordinated with 502 ABW Public Affairs (502 ABW/PA).

2.22.3. Congressional and DV Visits: The respective Wing Protocol (CCP) Office and/or Legislative Liaison (LL) Office will coordinate, in advance, with the respective SFS unit prior to arrivals of DVs.

2.23. Disclaimer. Entry control policy and procedures are subject to change at any time by direction of the Installation Commander.

2.24. JBSA Access for Privatized Utility Companies.

2.24.1. 802/CE or 502/CE sponsor will receive applicable information from City Public Service® (CPS), San Antonio Water System® (SAWS) and American Water® (AW) via JBSANANTONIO Form 7 for an unescorted access request.

2.24.1.1. Once received with all required information (Last Name, First Name, MI, DOB, ID Type, DL # and State), the 502/802 CES Project Manager (PM) will sign the UAR and send to either JBSA Lackland AFB, JBSA Fort Sam Houston or JBSA Randolph Visitor Control Center for criminal history check. The PM must ensure they receive a tracking number from the JBSA-LAK/JBSA-FSH VCC and provide the tracking number to the Utility Company for employees to provide to VCC personnel to issue a credential. Randolph VCC (no tracking number) will email the UAR back to the 502/802 CES PM.

2.24.1.2. Any Utility Company employees not meeting the minimum fitness standards due to derogatory information will be identified to the 502/802 CES PM.

2.24.2. Privatized Utility Company Employee Entry During Duty Hours (JBSA-LAK, JBSA-FSH, JBSA-RND).

2.24.2.1. CPS, SAWS and AW large vehicles (greater than 10,000 lbs) must enter through JBSA-LAK-Growdon Search Pit/Chapman Search pit. FSH- Jadwin Search Pit/SAMMC I-35 Search Pit, and RND-South Gate Search Pit, during normal operating hours.

2.24.2.1.1. JBSA-LAK: Growdon Commercial Gate Hours: Mon-Fri—0500-1700, Sat/Sun—0500-1700 hrs, CLOSED ON HOLIDAYS.

2.24.2.1.2. JBSA-LAK: Chapman Annex Commercial Gate Hours: Not manned, contact (210) 671-3030 for entry.

2.24.2.1.3. JBSA-FSH: Jadwin Commercial Gate Hours: Mon-Fri—0600-1300, CLOSED WEEKENDS & HOLIDAYS.

2.24.2.1.4. JBSA-FSH/BAMC: I-35 Commercial Gate Hours: Mon-Fri—0600-1300, CLOSED WEEKENDS & HOLIDAYS.

2.24.2.1.5. JBSA-FSH/Walters Gate: Will act as the Commercial Gate after hours WEEKENDS & HOLIDAYS.

2.24.2.1.6. JBSA-FSH/I-35 Gate: Will act as the Commercial Gate after hours WEEKENDS & HOLIDAYS.

2.24.2.1.7. JBSA-RND: South Commercial Gate Hours: Mon-Fri—0600-1800, Sat/Sun— Not manned, contact (210) 652-5700 for entry.

2.24.3. Privatized Utility Company Employee Entry During Non-Duty Hours (JBSA-LAK, JBSA-FSH, JBSA-RND).

2.24.3.1. Outside of operating hours, CPS, SAWS and AW large vehicles (greater than 10,000 lbs) are allowed to enter through JBSA-LAK: Chapman Gate, Valley Hi or Luke East (all are 24 hour gates), JBSA-FSH: Walters and I-35 Gates, and JBSA-RND South Gate Not manned, contact (210) 652-5700 for entry, Vehicles will be searched prior to entry.

2.24.4. Privatized Utility Company Emergency Entry (JBSA-LAK, JBSA-FSH, JBSA-RND).

2.24.4.1. In the event of emergency where CPS, SAWS or AW requires response, they are able to respond through any open entry control point. If a member of the responding team is not in possession of an approved access credential, the employee must report to the JBSA-LAK/JBSA-FSH/JBSA-RND Visitor Control Center. VCC personnel, through BDOC, will verify need for access thru 502/802 CES EMCS desk. Employee must be vetted and credentialed prior to entry.

2.24.5. Short notice Commercial Deliveries/Non-Recurring Drop-offs (JBSA-LAK, JBSA-FSH, and JBSA-RND).

2.24.5.1. This procedure will be utilized when submission of the JBSANANTONIO Form 7 is not possible due to short notice notification of delivery's when driver information is unobtainable. Authorized 502 CES/802 CES Sponsor will send a digitally signed email to the Lackland VCC org box notifying of pending delivery.

2.24.5.2. The email will contain: Name of Company delivering items, synopsis of items being delivered, location of delivery, expected date(s) of delivery and name and contact information of the 502/CES sponsor. The email must contain the statement "Delivery drivers' information is unknown at this time and bill of lading must be verified" Drivers will be vetted upon arrival.

2.24.6. Concrete/Asphalt deliveries (JBSA-LAK, JBSA-FSH, and JBSA-RND).

2.24.6.1. 502/802 CES Project Manager (PM) will contact 502/802/902 SFS Installation Security Section and the applicable VCC Organizational email with the following information:

2.24.6.1.1. Items being delivered, location of delivery, expected dates of delivery, expected number of trucks, expected number of deliveries, expected time between deliveries, name and contact information of the 502/CES sponsor.

2.24.6.1.2. 502/802 CES PM will provide a completed JBSANANTONIO Form 7 to required VCC Organizational email for vetting and creation of access credentials. Upon arrival of the identified drivers, they will be presented a visitor pass for the duration access was requested.

2.24.6.1.3. If there is a change of drivers from the original EAL “curbside vetting” will be authorized.

Chapter 3

FOREIGN VISITOR AND INTERNATIONAL MILITARY (IMS) POLICIES FOR JBSA

3.1. Access Control Regarding Foreign Nationals

3.1.1. A “foreign national” is any person who is not a U.S. citizen or a person who is not a naturalized citizen. Persons with a U.S. ‘green card’ are considered a foreign national. They are lawful permanent resident aliens, who have a resident alien registration card (INS Form I-551), commonly known as a ‘green card,’ retain their foreign nationality and must be considered “foreign nationals.” The terms “foreign national” and “alien” are used interchangeably. A person with dual citizenship, who is a citizen of the U.S. and another country may be treated exclusively as a U.S. citizen when in the United States.

3.1.2. Official Foreign Visitors will be processed per the guidelines established by DODM 5200.08V3_AFMAN 31-101V3_AFGM2021-01 and DODD 5230.20 *Visits and Assignments of Foreign Nationals*.

3.1.3. Un-Official Foreign Visits/Guest. Foreign visits/guest not on Invitational Travel Orders (ITO), not documented in the Foreign Visit System (FVS) and traveling to any Joint Base San Antonio property in an unofficial capacity (i.e., family members and friends, contractors, etc.) will coordinate through the Visitor Control Centers (VCC) ten business days prior to arrival. All foreign visitors (not on official visits) must be identity proofed and vetted in coordination with local AFOSI. VCCs will provide the 502 SFG/S5A the Un-Official Foreign Visitor Log each week on Monday. The 502 SFG/S5A will compile and forward to AFOSI weekly. AFOSI will provide a list of countries of interest when the VCC receives a foreign visit request from one of those countries of interest the VCC will immediately forward the information on the foreign visit log to the 502 SFG/S5A via encrypted email. The 502 SFG/S5A will in turn notify AFOSI via encrypted email.

3.1.4. The authorized sponsor (U.S. Government Agency and/ or CAC/DoD ID card holder) will complete and submit a JBSANANTONIO Form 7, *Unescorted Access Request*, ten business days prior to visit to the appropriate Visitor Control Center (VCC) email box: JBSA-Fort Sam Houston, 502SFS.VCC@us.af.mil, JBSA-Lackland VCC, lackland.vrc@us.af.mil, JBSA-Randolph VCC, 902sfs.vrc@us.af.mil. The following information will be provided for each visitor: proposed dates of visit, installation/facility to be visited, purposed of visit, visitor’s name, date of birth, country of birth, identification type and state or country of origin, i.e., passport number. The sponsor and foreign friend or family member will be processed for access at the applicable VCC if approved. The visitor must bring his/her identification credentials to the VCC. Once the visitor has been properly proofed and vetted, an Installation Access Pass for the duration of their visit will be issued. Note: JBSANANTONIO Form 7 may be obtained on the Air Force e-publishing at [www.e-publishing.af.mil/publication+forms/Forms/Bases/JB San Antonio/JB San Antonio Form 7](http://www.e-publishing.af.mil/publication+forms/Forms/Bases/JB%20San%20Antonio/JB%20San%20Antonio%20Form%207).

3.1.5. Friends and family of foreign nationals are allowed to visit the foreign member who is assigned or attached to JBSA under the following programs: Military Personnel Exchange Program (MPEP), Country Liaison Officer (CLO), and Guest Instructor (GI) will notify their host organization no later than 15 duty days before the visit and request a pass for the duration of the expected stay. The Foreign member’s organization (sponsor) will complete and submit

a JBSANANTONIO Form 7, *Unescorted Access Request*, ten business days prior to the visit to the appropriate VCC.

3.1.6. Foreign nationals with a valid CAC/Invitational Travel Order (ITO) are not authorized to sponsor or escort any guests onto the installation that are not on their ITO to include U.S. nationals.

3.1.7. Contractors who are foreign nationals are not authorized entry without processing through the VCC.

3.1.8. Foreign nationals may not be vouched/escorted by person(s) otherwise authorized access onto JBSA at any time onto the installation without proper vetting through the VCC.

3.1.9. Criminal background checks for foreign contracts, to include checks such as the Department of Homeland Security E-Verify, U.S. visit and FVS-CM may be required. The requirement for these checks must be written into the contract's statement of work.

3.1.10. For foreign visit questions or information concerning access, contact 502 ABW FDO at 210-652-5762 or email 502SRG.MAS.JBSA.ForeignRequest@us.af.mil for guidance.

3.2. Privately Owned Firearms (POF) and Ammunition Prohibitions for IMS.

3.2.1. All IMS regardless of country origin admitted to the United States on a DoD-sponsored A-2 visa or ITOs are prohibited from transporting, possessing, storing, or using privately owned firearms on JBSA.

3.2.1.1. All accompanying family members of IMS identified above are prohibited from transporting, possessing, storing, or using privately owned firearms on JBSA.

3.2.1.2. The sponsoring/hosting military organization of the IMS and/or family members will ensure all IMS and family members are notified, acknowledge and understand the prohibitions of POF transportation, possession, storage, and use. The sponsoring/hosting organization will document and retain the IMS acknowledgement while the IMS is assigned to that organization.

3.2.2. All IMS and family members, regardless of country origin admitted to the United States on a DoD-sponsored A-2 visa or ITOs are prohibited from transporting, possessing, storing, or using ammunition not specifically provided by the DoD for use in an official IMS training capacity.

3.2.2.1. The sponsoring/hosting military organization of the IMS and/or family members will ensure all IMS and family members are notified, acknowledge, and understand the prohibitions of using ammunition not specifically provided by the DoD for training use. The sponsoring/hosting organization will document and retain the IMS acknowledgement while the IMS is assigned to that organization.

3.2.3. All JBSA sponsoring/hosting DoD organizations will rescind any and all previous permissions granted regarding the possession, transportation, storage, and use of any POF or ammunition not specifically used for IMS training requirements.

Chapter 4

PRIVATELY OWNED FIREARMS POLICIES FOR JBSA

4.1. Privately Owned Firearms (POFs) Guidance. Installation guidance governing use, possession, and control of Privately Owned Firearms (POFs) is in accordance with DoD policy, Air Force Instructions, MAJCOM guidance, and the 502 ABW/CC's risk tolerance, while remaining in compliance with federal, state, local and tribal laws. The 502 ABW/CC has taken the necessary and lawful measures to maintain good order and discipline and security. This includes the authority to deny access, detain or remove individuals who threaten the safety or orderly administration of an installation, and to control the possession, storage and transportation of POFs.

4.2. POF From Entry Control Point to Storage Location. In accordance with DoDM 5100.76_DAFMAN 31-101V2 and, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AAE)*, defines the Joint Base San Antonio (JBSA) policy for allowing authorized and approved personnel who legally possess one of the below licenses or permits to transport their privately owned firearm(s) (POF) directly through and from installation entry control points and authorized JBSA storage locations as defined within this chapter.

4.2.1. This process only applies to the transportation of concealable firearms. Personnel with rifles or shotguns and JBSA residents with handguns who do not have a valid Texas License to Carry (LTC) will comply with the established transportation requirements.

4.2.2. Terms defined regarding concealed possession and temporary storage of POF on JBSA.

4.2.2.1. Weapons/Firearms Transportation: the movement of POFs from one authorized location to another.

4.2.2.2. Weapons Carry: includes POF which are located on a person, under one's direct control, or within reach (e.g. locked in a weapons rack, in a glove compartment, or under a car seat) regardless if they are loaded or unloaded.

4.2.2.3. Authorized Storage Locations: includes privately-owned vehicles (POVs), Security Forces (SF) armory, Army unit armory (where approved), and government/privatized housing. Personnel are strictly prohibited to carry POFs into any other activity or in dormitories, temporary lodging, FAMCAMPs, or any other owned or leased facility on JBSA.

4.2.2.4. Authorized Licenses/Permits: Federal Law Enforcement Officer Safety Act (LEOSA) permit, and Texas License to Carry (LTC).

4.2.2.5. Personnel Included: Active Duty, Guard/Reserve (on active duty orders) and Department of Defense civilian employees with a valid Department of Defense identification card who possess a current and approved license/permit from above.

4.2.3. Personnel wanting to participate in this policy must accomplish the following before approval may be granted:

4.2.3.1. The requester must complete and submit an AF Form 1314, *Firearms Registration*, to their servicing JBSA Security Forces Squadron (502 SFS, 802 SFS, or 902 SFS).

4.2.3.1.1. Requesters will contact the servicing SFS unit to initiate the process by using the appropriate contact information below:

4.2.3.1.1.1. 502 SFS (JBSA-FSH): 502SFS.FSH.POF@us.af.mil 210-539-9822.

4.2.3.1.1.2. 802 SFS (JBSA-LAK): 802sfs.s5.passregistration@us.af.mil 210-671-0805.

4.2.3.1.1.3. 902 SFS (JBSA-RND):
902SFS.ReportsAnalysis.Workflow@us.af.mil 210-652-6097/8.

4.2.3.2. The owning unit commander will ensure each person registering a firearm for concealed carry or for storage on JBSA signs a DD Form 2760, *Qualification to Possess a Firearm or Ammunition*. Unit commanders will maintain the signed DD Form 2760.

4.2.3.3. The requester must read, understand the conditions, sign and date the Statement of Understanding (SOU) (See [Attachment 4](#)) verifying that they:

4.2.3.3.1. Meet applicable federal, state, local, or, as applicable, host-nation requirements to carry a firearm.

4.2.3.3.2. Will not carry or have under their control a POF if impaired physically or mentally. This includes being under the influence of alcohol or another intoxicating or hallucinatory drug or substance that would cause drowsiness or impair their judgment while carrying a firearm.

4.2.3.3.3. Meet eligibility and qualification requirements outlined in DoD Directive 5210.56, *Arming and the Use of Force*, paragraph 4.3.

4.2.3.3.4. Will inform the arming authority about any change in conditions that would affect their permission to transport/temporarily store a POF in their vehicle.

4.2.3.3.5. Will comply with federal, State, and local law, regarding possession and use of POFs, including but not limited to those concerning the reasonable use of deadly force, self-defense, and accidental discharge.

4.2.3.3.6. Acknowledge they may be personally liable for the injuries, death, and property damage caused by negligence in connection with the possession or use of POFs that are not within the scope of their federal employment.

4.2.3.3.7. Are not subject to past or pending UCMJ disciplinary action (i.e., non-judicial punishment or courts-martial) or any state, tribal, or federal laws for any offense that calls into question the individual's fitness to carry a firearm.

4.2.3.4. Upon signing the SOU, personnel must provide copies of their Department of Defense identification card, current/valid LTC, and signed SOU to the first O-6 or GS-15 within their chain-of-command.

4.2.3.5. The first O-6 or GS-15 or above within the member's chain of command will either approve or disapprove the request by signing the SOU in the 1st Indorsement block.

4.2.3.6. If approved, the requester will submit all paperwork (Copy of DoD identification, current and valid LTC, signed SOU, DD Form 2760, and the AF Fm 1314) to the appropriate servicing SFS unit as identified in [paragraph 4.2.3.1.1](#) above.

4.2.3.7. The servicing SFS unit will conduct a background check through the CJIS CIII index. If the background check reveals no disqualifying information, the SFS member and servicing Defense Force Commander will sign the SOU and load the information into the Air Force Justice Information System (AFJIS), retain a copy of the package, notify the requester the package was approved, and issue an Orange Authorization to Transport and Temporarily Store a POF in POV card. **Note:** If disqualifying information is revealed, the servicing SFS Defense Force Commander will return the package to the O-6 or GS-15 approving official stating that disqualifying information was revealed in the background check and the request is denied.

4.2.3.8. Approvals are valid for no longer than 24 months from date of approval and personnel are responsible for keeping permissions current. Personnel may re-submit for approval no earlier than 60 days prior to expiration of the existing approval in the same manner as above. Note: The timeline for approval for this program will not exceed 24 months, however the requester's TLC must be valid/current for those 24 months. If the TLC expires within 24 months, this program will only be approved for the length of time remaining on the TLC.

4.2.4. Upon approval the requester will then be provided a DBIDS POF Transport/Temporary Storage in POV Carry Card (Orange in Color) by the appropriate SFS issuing office. The back of the issued card must contain the statement "MEMBER IS AUTHORIZED TO TRANSPORT/TEMPORARILY STORE A FIREARM IN A POV ONTO ANY JBSA LOCATION – THIS CARD IS NOT AUTHORIZED FOR INSTALLATION ACCESS. IF FOUND OR NO LONGER NEEDED, RETURN TO ANY JBSA SFS UNIT." This card must be in the possession of the requester at all times when transporting/temporarily storing a POF on JBSA.

4.2.5. After all above steps are completed and the requester is granted permission, the identified person is authorized to conceal carry POFs in a POV directly through installation entry control points and authorized JBSA storage areas or secure same in the POV once arrived at their intended location. **Note:** Once approval is obtained, the approval is for JBSA wide.

4.2.5.1. When concealed carrying and/or storing a POF in a POV on JBSA, the approved person must maintain a copy of their – Concealed Carry Weapon's (CCW) Permit and the issued DBIDS Concealed Carry Card (Orange in Color) on their person at all times.

4.2.5.2. Approved JBSA housing residents are only authorized to transit in a concealed carry configuration directly to and from installation entry control points and their JBSA residence. Approved JBSA dormitory residents are only authorized to transit in a concealed carry configuration directly to and from installation entry control points and the JBSA SF armory or Army unit armory (where approved). JBSA privatized housing residents are authorized to store a POF in their POV at any location on JBSA provided they comply with the provisions established in this instruction. Dormitory residents are not authorized to store POF within POVs.

4.2.5.3. POFs stored outside the JBSA SF armory, including in a POV or residence, will be secured with a gun lock or in a locked container and concealed from public view. Two locks must be unlocked before access to the POF is possible.

4.2.5.4. Individuals will only remove a POF from their vehicle on JBSA when at the authorized JBSA storage facility.

4.2.5.5. Personnel will not, under any circumstance, retrieve or utilize their POF during an emergency or any other situation while on JBSA.

4.2.6. Carrying a POF on JBSA is a privilege. The 502 ABW/CC, Vice Commander, Group Commander, Unit Commander/Director or any SFS/CC may deny the request or cancel approval based on reasonable, articulate facts that the individual poses a risk to the safety or security of JBSA personnel, property, or operations or when information is obtained that would warrant denial of their authority to obtain a CCW.

4.2.7. Without all above requirements being met and written/signed permission, concealed carry or storage of a POF outside of a residence, JBSA SF armory, or Army unit armory (where approved) on JBSA is prohibited.

4.2.8. Authorized personnel will surrender the CCW and DBIDS Concealed Carry Card along with a valid DoD identification card when requested by Security Forces (SF), the Office of Special Investigations (OSI), Naval Criminal Investigative Service (NCIS) or Criminal Investigative Division (CID) officials and comply with the following conditions:

4.2.8.1. If stopped by any of the above, individuals will immediately identify the presence and location of the POF and ammunition within their vehicle or on their person and present their CCW and DBIDS Concealed Carry Card.

4.2.8.2. Notification is not required during routine stops at installation access control points for base access.

4.2.9. Storage of Privately Owned Firearm(s) (POF) under approved policies identified above:

4.2.9.1. While on Joint Base San Antonio, to include any leased property, POFs will not leave the vehicle at any time, unless transporting to the appropriate Security Forces Armory. POFs must be stored in a locked container and be holstered out of plain view in the secured (locked) vehicle.

4.2.9.2. POFs, while stored in a vehicle, will follow a two-lock rule. Two locking mechanisms must be unlocked before access to the weapon is possible. The secured (locked) vehicle may constitute the first lock.

4.2.9.2.1. Examples of a locked container would be a lockable pistol box out of plain view, glovebox or lockable center console making the POF not within immediate reach of vehicle occupants (e.g. under the seat, in a storage compartment or trunk of the vehicle). The vehicle must be secure and under control at all times. The vehicle must be locked at all times when unattended. The firearm must also always remain in a holster and must never leave the confines of the vehicle while on JBSA federal and/or leased property.

4.2.9.2.2. If the vehicle doors cannot be locked, such as on a vehicle with removable doors or a motorcycle, the firearm must be secured in a locked container bolted to the vehicle and must also have a trigger lock installed.

4.2.9.2.3. Storage of a POF in a vehicle will not exceed 12 hours while on JBSA or leased property. Dormitory residents approved under this program will not store their POF in their rooms or in their vehicles for any length of time.

4.3. JBSA Privately Owned Firearm (POF) Registration Requirements.

4.3.1. Registration of POFs is MANDATORY for Military Family Housing (MFH) Residents. POFs are never allowed to be stored in any other facility/building or dormitories on JBSA to include billeting, offices, etc. **Note:** Temporary storage in POVs are authorized, provided the requirements stipulated within this instruction are approved.

4.3.1.1. Newly assigned personnel living in JBSA privatized housing have up to 30 days from move in date to register their POFs or other weapons. Note: Current JBSA MFH residents will register newly purchased firearms within 30 days of purchase.

4.3.1.2. MFH Residents must turn in all required registration documents below to their servicing Security Forces Unit.

4.3.1.2.1. MFH Residents in possession of POFs must complete a DD Form 2760, *Qualification to Possess Firearms or Ammunition*, upon initial POF registration.

4.3.1.2.2. The AF Form 1314 will be used to register up to five weapons/firearms per individual. Additional AF Form 1314 may be used to register additional firearms. Forms and registration information can be obtained from the Security Forces issuing office.

4.3.1.2.3. The AF Form 1314 and DD Form 2760 will be completed and turned into their servicing SFS Registration Unit. Once approved documents are received by the SFS unit, copies will be submitted to the local Military Housing Office and Leasing Agent by the resident.

4.3.1.2.4. Unit Commanders will direct the registration and storage of firearms at one of the authorized locations on the JBSA.

4.3.2. Storage of POFs for MFH Residents. Privately owned firearms stored in MFH will be stored/secured, unloaded, and in a manner that prevents access to the POF by juveniles and unauthorized persons. Approved methods of POF storage are the following:

4.3.2.1. Use of a trigger lock.

4.3.2.2. Metal locking gun case/ firebox or;

4.3.2.3. A tamper-proof display case. If a display case is used, the case must have break-proof or wire mesh reinforced glass with a tamper-proof locking device.

4.3.2.4. Ammunition may be stored in the same container as the firearm but will not be stored in the weapon.

4.3.2.5. If the housing resident is not able to comply with the above standards, they must store their POF in the servicing SFS armory or Army unit Arms room.

4.3.3. Transporting POFs for MFH Residents. Note: The below provisions do not apply to persons approved and qualified within the provisions established in this instruction for transport and temporary storage in a POV, authorized LEOSA credentialed members or authorized Federal, State, Local, and Tribal law enforcement officials on official duties or invited by a military authority.

4.3.3.1. Keep firearms unloaded with ammunition separate from the weapon (example: store the ammunition in the glove compartment and the firearm in the trunk) out of arms reach. Note: Firearm and ammunition may be stored in a pickup truck cabin provided that the firearm is unloaded, and the ammunition is kept separate.

4.3.3.2. POFs removed from approved MFH, SFS armory or Army Arms storage areas will be immediately transported off the installation by the most direct route. Upon returning onto the JBSA property, the firearms will be unloaded and out of reach of vehicle occupants as stated above. The firearm(s) will be returned to its authorized storage area immediately by the most direct route.

4.4. Dormitory Residents, Temporary Lodging, FAMCAMP.

4.4.1. Airmen residing in JBSA dormitories WILL NOT store firearms in their rooms or their POVs. Firearms must be stored in the servicing SF armory or Army Arms storage areas.

4.4.2. Members TDY to JBSA Installations, individuals residing in lodging or Temporary Living Facilities (TLFs), private contractors, FAMCAMP occupants and visitors are prohibited from storing weapons in their vehicles, TLF or any other lodging facilities. The local servicing SFS Armory or Army Arms storage area is the mandated storage repository for these firearms.

4.4.3. POFs will not be maintained or stored at any time within any JBSA billeting facilities such as (BOQ, VOQ, VAQ, TLF, or leased hotels on government property) or within any JBSA military barracks/dormitories.

4.4.4. Dormitory residents, Temporary Lodging guests, FAMCAMP occupants are only authorized to transit directly to and from installation entry control points and the SFS armory or Army unit armory (where approved).

4.4.5. Dormitory residents, Temporary Lodging guests, FAMCAMP occupants are not authorized to store POF(s) within POVs.

4.4.6. Personally owned firearm registration and storage at the local servicing SFS Armory or Army Arms storage area is required for all personnel residing in temporary government quarters, i.e., FAMCAMP, Temporary Lodging Facility (TLF), Visiting Officer Quarters (VOQ), and Visiting Airman Quarters (VAQ), for the duration of their stay at JBSA Installations.

4.4.7. Registration for Dormitory residents, Temporary Lodging guests, FAMCAMP occupants, Temporary Lodging Facility (TLF), Visiting Officer Quarters (VOQ), and Visiting Airman Quarters (VAQ).

4.4.7.1. When registering a weapon, the on-duty armorer will ask the individual for their ID card. The individual will be given an AF IMT 1314 and a DD Form 2760 to complete for registration and/or storage of the firearms(s). Military personnel are required to have their unit commander or designee sign the AF IMT 1314. All DoD civilians and contractors

are required to have their supervisors sign the AF IMT 1314. All other civilians and retirees are not required to have a commander or designee sign their AF IMT 1314.

4.4.7.2. These forms must be completed and returned to the Armory within three duty days. The individual will be contacted if they fail to return the AF IMT 1314 and DD Form 2760 within the prescribed time. A copy of the AF IMT 1314, signed by the on-duty armorer, will be given to the individual as a receipt.

4.4.8. Transfer of a firearm(s) from SFS Armory or Army Armory Storage Area. The servicing armory attendant will conduct Disposition of Firearms (DOF) check prior to returning any POF(s) to the owner or designated person. The servicing armory attendant will complete the DOF check and provide a response to the requestor within 24 hours of receiving the request.

4.4.8.1. If the DOF check is deemed favorable, the POF(s) will be released to the approved requestor, or approved owner of the POF(s).

4.4.8.2. If the DOF check is deemed unfavorable, the servicing armory attendant will not relinquish possession of the weapon until further direction is provided.

4.5. Carry of POFs. The open or concealed carry of privately-owned weapons/firearms on JBSA owned, rented or leased property is strictly prohibited unless approved under the provisions identified within this instruction.

4.6. Prohibited Weapons and Firearms. The following are not permitted on JBSA (a violation of this paragraph or any subparagraph may result in UCMJ disciplinary, criminal or administrative action):

4.6.1. Switchblade knives, knives five (5) inches or longer or knives with any automatic blade release (unless military duty issued) and swords (excluding those for decorative displays).

4.6.2. Any incendiary/explosive weapon (e.g., grenades, flashbangs).

4.6.3. Fireworks, except as authorized by approved contractors during organized/sanctioned JBSA events.

4.6.4. Suppressors and or silencers. Any device designed, made, or adapted to muffle the report of a firearm.

4.6.5. A short barrel rifle (SBR – a rifle with a barrel less than 16” and overall length less than 26”), short barrel shotgun (SBS – a shotgun with a barrel less than 18” and overall length less than 26”), any other weapon (AOW) or destructive device (DD).

4.6.6. Homemade mortars, aka “tennis ball launchers,” “potato guns” or similar devices.

4.6.7. Machine Guns. Any weapon capable of full-automatic fire.

4.6.8. Club(s) specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument. These devices include but are not limited to: blackjacks; nightsticks; or tomahawks.

4.7. Implementation of the Law Enforcement Officer's Safety Act (LEOSA) on Joint Base San Antonio (JBSA) for Assigned 502d Security Forces Group personnel.

4.7.1. Per DAFI 31-117, *Arming and Use of Force by Air Force Personnel*, the 502d Air Base Wing Commander authorizes military/DAF Civilian employees who are credentialed under the prerequisites of the federal LEOSA and currently assigned or employed by the 502d Security Forces Group (502 SFG), to carry a concealed Privately Owned Firearm (POF) under the following conditions:

4.7.1.1. Members (military/civilian) must be currently and directly assigned to or employed by the 502 SFG, the 502 SFS, 802 SFS, or the 902 SFS.

4.7.1.2. Members must be LEOSA credentialed under DAFI 31-117, *Arming and Use of Force by Air Force Personnel*, DoDI 5525.12, *Implementation of the Amended Law Enforcement Officers Safety Act of 2004 (LEOSA)*. Members must also maintain required firing currency.

4.7.1.3. Members must seek approval by their appropriate Defense Force Commander (DFC) to participate in the program. All members (military/civilian) wishing to participate must complete a DD Form 2760, *Qualification to Possess a Firearm or Ammunition*, and be retained within the unit.

4.7.1.4. All participating unit personnel in the LEOSA program will be included on the unit's Weapons Qualification Roster (unit arming roster) signed by the DFC.

4.7.1.5. JBSA LEOSA program applies to all qualified LEOSA credentialed members under Title 18, United States Code (USC), sections 926B and 926C, and be assigned to the 502 SFG or subordinate SFS units. This includes active-duty military, reserve personnel on active orders and DAF civilian employees. Civilians appropriately credentialed under Title 18, USC, Section 926B LEOSA must be employed as a DAF Police Officer IAW DAFI 31-117 and must have been awarded, and must currently utilize as part of their duties, the GS-0083 Police Series. Note: Contractors, military/reserve/guard, civilians, and retirees not currently assigned or employed with the 502 SFG or subordinate SFS units are not authorized to carry a concealed POF under any circumstance or under LEOSA provisions while on any property (owned or leased) by JBSA.

4.7.2. Military and civilian personnel assigned and employed to enforce law and/or regulations as a matter of routine duties and/or during emergency situations will not carry a POF while on duty. Members must proceed to the SF Armory, turn in their POF or may store their POF in their POV IAW the temporary storage/transport requirements established within this instruction. At no time will military or DAF Police performing official duties be in possession of a POF while on duty. This includes overhead staff personnel (military/civilian) subject to unscheduled posting during manpower shortfalls or crisis events potentially requiring posting out.

4.7.3. While off-duty, military and civilian members who carry a POF under this program will only carry a concealed POF for the purpose of personal protection. The LEOSA provision does not authorize members to enforce law or regulations while carrying a POF on JBSA.

4.7.4. Each DFC has the authority to restrict participation in the LEOSA program and has the authority to deny LEOSA participation from military and/or assigned civilians under the following circumstances:

4.7.4.1. The LEOSA credential holder is prescribed or under the influence of mind altering/or mental impairment drugs/alcohol.

4.7.4.2. The LEOSA credential holder is under investigation for an infraction of law or regulation.

4.7.4.3. The LEOSA credential holder's conduct is prejudice to good order and discipline and/or is under investigation.

4.7.4.4. The LEOSA credential holder does not abide by the requirements set forth within Title 18, USC, Section 926B or 926C (as applicable).

4.7.4.5. The LEOSA credential holder does not maintain or possess a current firing qualification IAW [paragraph 4.7.1.2](#) above.

4.7.5. DFCs will notify (verbally for less than 72 hours) or in writing, the suspension of JBSA LEOSA carry to the individual. At such time the individual will acknowledge and sign the LEOSA suspension notification issued by the commander, and his/her restriction/suspension will be annotated on the unit arming roster. During the suspension/restriction, the individual is prohibited from carrying a POF on JBSA. The DFC has the authority to re-instate the JBSA LEOSA carry once the restriction/suspension has terminated, and the individual is deemed fit to possess a POF. All reporting requirements to the Air Force Security Forces Center (AFSFC) will be followed IAW DAFI 31-117.

4.7.6. Prohibited locations on JBSA in which LEOSA qualified carriers may not carry a concealed POF are as follows:

4.7.6.1. Any JBSA Courtroom.

4.7.6.2. Any JBSA Postal Service Center.

4.7.6.3. Any JBSA Medical Facility.

4.7.6.4. Any JBSA facility posting Concealed Carry Prohibition signs on main entrances of the facility.

4.8. Implementation of the Law Enforcement Officer's Safety Act (LEOSA) on Joint Base San Antonio (JBSA) for affiliated Department of Defense (DoD) personnel.

4.8.1. Individuals affiliated with DoD and properly credentialed under Title 18, USC, Section 926 B or C, LEOSA are permitted to conceal carry Privately Owned Firearms (POFs) onto JBSA under the following restrictions:

4.8.1.1. Individual(s) must be in-possession (i.e., on their person) a "current" LEOSA credential, and firearms qualification record anytime the POF is in his/her possession while on JBSA. Individuals must surrender their LEOSA credential and DoD identification card when stopped, questioned, or detained by Security Forces (SF), the Office of Special Investigations (OSI), Naval Criminal Investigative Service (NCIS) or Criminal Investigative Division (CID) officials.

4.8.1.1.1. If stopped by any of the above, individuals will immediately identify the presence and location of the POF and ammunition within their vehicle or on their person and present their LEOSA credential. Note: Presenting the LEOSA credential is not required for routine identification checks while traversing JBSA Installation Access Control Points (IACPs).

4.8.1.2. Properly LEOSA credentialed personnel not categorized in [para 4.7](#) above are prohibited from carrying a POF into any government owned or leased facility on or leased by JBSA. POF will be secured IAW [paragraph 4.2.9](#) above.

4.8.1.2.1. If staying overnight in Lodging, Temporary Living Facilities (TLFs), or FAMCAMP while on JBSA, LEOSA credentialed personnel will store their POF in the servicing Security Forces Armory. At no time will POFs be secured in Privately Owned Vehicles (POVs) or within the above facilities while remaining overnight.

Chapter 5

INSTALLATION DEBARMENT

5.1. Installation Debarment. Directives issued by the 502 ABW/CC governing the entry/exit from JBSA are enforceable, in accordance with Section 21 of the Internal Security Act of 1950 (50 United States Code [USC] 797), against all persons, regardless if those persons are subject to the Uniformed Code of Military Justice (UCMJ). Military personnel who re-enter JBSA after receiving an order not to re-enter will be apprehended. Civilian violators will be detained/cited under (18 USC Section 1382 – Trespassing) and either escorted off the installation or turned over to proper civilian authority.

5.2. Authority. The 502 ABW/CC has the authority under DoD Instruction 5200.8, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*, and the Internal Security Act to deny an individual access to JBSA with a debarment order or letter. This authority is not delegable. Debarments are issued to individuals involved or suspected of a criminal offense, when access onto the installation is inconsistent with national security, or when access to the installation adversely affects the health, safety, or morale of JBSA personnel.

5.3. The Scope of Debarment. By direction of the 502 ABW/CC, individuals barred from one JBSA location are automatically barred from all JBSA locations unless otherwise specified in the debarment order or letter.

5.4. Delivery of Debarments. Debarments are delivered via a letter or memorandum. However, the 502 ABW/CC may issue oral debarment orders when offenses, actions, or information about an individual warrant immediate debarment or time constraints prevent completing a written order. All oral debarments must be followed by written order or letter within 24 hours or the next duty day.

5.4.1. Debarment orders must provide sufficient detail to support civilian authority prosecution. The debarment order will indicate the duration of the debarment or whether it is a permanent debarment. Debarment orders should be delivered in person if possible however, debarment orders will be sent via certified mail to ensure a record of receipt if in-person delivery is not practical or possible.

5.5. Reasons for Debarment. Violations requiring debarment include but are not limited to those offenses listed within [Table 5.1](#) below:

Table 5.1. JBSA Debarment Matrix.

Offenses	Non-DoD Affiliated	DoD Civ Emp/Ret/Contractor /Fam Mbr
Assault	5 Years	5 Years
Burglary or Housebreaking	20 Years	10 Years
Robbery	20 Years	10 Years
Indecent Exposure	5 Years	1 Year
Rape, Sexual Assault or other violent sexual misconduct	20 Years	20 Years
Offenses	Non-DoD Affiliated	DoD Civ Emp/Ret/Contractor/Fam Mbr
Possession/transmission of Child Pornography at any location under JBSA jurisdiction	20 Years	20 Years
Murder or attempted Murder	50 Years	50 Years
Violations of Force Protection (FPCON) Measures: • Failure to obey order or other proper directive, resulting in commission of a crime. • Entering under false pretenses (using another's ID or allowing someone otherwise to use your ID)	5 Years <i>No Injury:</i> 1 Year	5 Years <i>No Injury:</i> 1 Year
Violation of "No Contact" or Protective Order	2 Years	1 Year
Driving while Intoxicated (drugs or alcohol)	5 Years	1 Year
Unlawful actual or attempted use, possession, or distribution of a controlled substance (including when attempting to enter JBSA)	5 Years	2 Years
Theft of Government or Private property, including shoplifting of AAFES or DeCA property (any value)	<i>First Offense:</i> 2 Years <i>Subsequent:</i>	<i>First Offense:</i> 6 Months <i>Subsequent:</i>

	5 Years	2 Years
Willful damage to government/private property	5 Years	<i>\$150.00 or Less: 1 Year Over \$150.00: 3 Years</i>
Carrying, transporting or possessing a weapon without approval/legal justification, whether concealed or in the open.	3 Years	1 Year
Terroristic Threats against DoD/JBSA resources and/or personnel.	10 Years	10 Years
Notes. Do not initiate an immediate debarment on civilian employees, juveniles, or on-base residents. Process as a routine debarment action. However, if the alleged offense is serious enough to warrant immediate debarment, contact Command Post and request a verbal debarment from the 502 ABW/CC. The matrix is not all inclusive, other offenses and or actions deemed inconsistent with national security, or when access to the installation adversely affects the health, safety, or morale of JBSA personnel will be considered for debarment action.		

5.6. Legal Considerations.

5.6.1. Active duty personnel may not be barred entirely from JBSA or any facility to which assigned, employed, or required to enter on official mission-related business. However in lieu of full debarment, they may be given limited or restricted access to specific employment-related areas or facilities.

5.6.2. Civilian employees include appropriated and non-appropriated employees and contractor employees may be barred by limiting access only to the place of work or areas of the installation where employment-related needs exist. However, they may be potentially barred entirely from JBSA or the facility to which they are assigned or employed.

5.6.3. Active duty and retired military, DoD civilians, and their family members may be entitled to have access to medical and dental facilities. Thus, specific provisions for limited access will be offered and explained in detail with the debarment letter or memorandum.

5.7. Installation Access Reinstatement. The 502 ABW/CC has access reinstatement authority, and such authority will not be delegated.

5.7.1. Individuals on the debarment roster may request reinstatement of access privileges to the 502 ABW/CC. The commander may deny or reinstate privileges.

5.7.2. If the reinstatement is approved, other agencies previously informed of the debarment action will be notified of the removal.

5.8. Debarment Appeals.

5.8.1. Debarment letters or orders will contain specific instructions regarding appeals. Individuals may appeal debarment action if:

5.8.1.1. Debarment was enacted based on mistaken identity.

5.8.1.2. Administrative errors occurred that directly led to the debarment determination.

5.8.1.3. Appeals will be submitted in writing to the 502 ABW/CC through the 502 FSG/JA and the respective SFS (502 SFS, 802 SFS, or 902 SFS) Reports and Administration Office (S5R) within 30 days of debarment action and must include evidence that the debarment was enacted in error.

5.8.1.4. Commanders will endorse appeals originating from active duty members on behalf of themselves or family members.

5.8.1.5. Individuals may submit matters for reconsideration to the 502 ABW/CC, who may reevaluate the debarment. Matters submitted for reconsideration must include a letter addressed to the 502 ABW/CC through the servicing SFS unit Reports and Administration office detailing the reasons for the reconsideration. The SFS will coordinate on the reconsideration letter, include the original supporting documentation that generated the debarment, and forward the package to the 502 FSG/JA and 502 SFG/CC for coordination. Once reviewed by the 502 FSG/JA and 502 SFG/CC is complete, the package will be forwarded to the 502 ABW/CC for reconsideration. The individual will be notified by the servicing SFS of the 502 ABW/CC's decision.

5.9. Debarment Process.

5.9.1. The 502 SFG/CC in consultation with 502 FSG/JA and 502 ABW/CC will determine the debarment actions. Appropriately, the Civilian Personnel Office and appropriate Contracting Officer coordination are required for debarment actions involving Civilian Employees and Contractors respectively.

5.9.1.1. No immediate/instant debarment will be automatically initiated for active-duty military, reservists, civilian government employees, juveniles, or on-base residents. These offenders will be processed as a routine debarment however, if the alleged offense is serious enough to warrant an immediate debarment, the BDOC will contact Command Post and request a verbal debarment from the 502 ABW/CC.

5.9.2. The respective SFS will manage the debarment process. Provide all debarment supporting documentation per DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3.

5.9.2.1. The servicing SFS Reports and Administration office will operate within established procedures to deliver debarment memorandum or letter and will maintain official debarment files IAW RDS.

5.9.2.2. The servicing SFS maintains current debarment rosters and databases and ensures they are updated with debarment actions within DBIDS.

5.9.3. Debarment actions will be based on investigative evidence, documented facts, and the written coordination of the 502 FSG/JA to determine if a situation/incident warrants a debarment from JBSA locations.

5.9.3.1. All coordination and supporting documentation of the debarment action will be maintained on file at the originating Security Forces Reports and Administration's office for the full duration of the debarment.

5.9.3.2. The 502 ABW/CC may consider restriction/suspension of installation facilities and/or services in lieu of a full JBSA debarment. (e.g. AAFES facilities, DeCA Facilities, Class VI, Fitness Centers, etc.). Additionally, the 502 ABW/CC may impose limited debarments that do not restrict access under certain circumstances, such as allowing access

to places of duty/employment. Under these situations, the 502 ABW/CC may consider and impose restrictions to the subject's driving privileges.

5.9.4. Debarments received from other installations will be initiated by the receiving SFS Reports and Administration office upon receipt of all documentation from the issuing installation. This documentation will be maintained by the servicing SFS Reports and Administration office for the duration of the debarment.

5.9.4.1. All action for debarments from another installation will be routed to the 502 ABW/CC for consideration of being applied at JBSA as well.

Chapter 6

JBSA PRIVILEGES SUSPENSION/REVOCATION POLICIES

6.1. Authority. The 502 ABW/CC retains the authority under DoD Instruction 5200.8, *Security of DoD Installations and Resources*, and the Internal Security Act to suspend/revoke certain privileges extended to authorized personnel for the purpose of maintaining the safety, welfare, and morale of the JBSA community.

6.2. Army Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA).

6.2.1. The 502 ABW/CC delegates authority to suspend AAFES and/or DeCA privileges to suspected violators to the 502 SFG/CC.

6.2.2. Any crimes determined to be against property and/or persons committed on or within AAFES/DeCA facilities are subject to patron suspension or revocation of continued patronage.

6.2.3. Suspected violators will be issued and acknowledge receipt of a *Suspension/Revocation of Army and Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) Privileges* memorandum signed by the 502 SFG/CC (see [Attachment 5](#)).

6.2.3.1. Suspension/Revocation memorandums will note the date of the suspected offense, the dollar value involved, the location where the offense took place and the duration of suspension or revocation.

6.2.3.2. Suspected violators will surrender their military or DoD affiliated identification card at the time of detainment by Security Forces. Suspected violators will present the issued Suspension/Revocation memorandum to the identification card issuing agency to have this information updated in the Defense Enrollment Eligibility Reporting System (DEERS) and will be issued a new identification card designating the suspension/revocation of AAFES/DeCA privileges.

6.2.3.3. The issued memorandum will be used in conjunction with an issued photo ID (e.g. Driver's License) as authorization for installation access until a new restricted privileges identification card is issued. Additionally, the memorandum and photo ID will be used to access authorized medical and dental care facilities on JBSA until the new restrictive identification card is issued. Note: This method of installation entry will not exceed 30 calendar days from the date of the offense.

6.3. AAFES/DeCA Suspension/Revocation Appeals.

6.3.1. Appeals may be made upon a compelling reason to justify modification or termination of the suspension/revocation of AAFES/DeCA privileges. Appeals will be made in writing addressed to the 502 SFG/CC through the servicing Security Forces Reports and Administration office, requesting an administrative hearing within 10 calendar days of the date of the memorandum. Suspension/Revocations will remain in full effect until such time a determination is rendered regarding the appeal request or subsequent to an administrative hearing (if conducted).

6.4. Suspension/Revocation of Sponsorship/Escort Privileges on JBSA.

6.4.1. The 502 ABW/CC delegates authority to suspend Sponsorship/Escort privileges to suspected violators to the 502 SFG/CC.

6.4.2. In accordance with [paragraph 3.7](#) of this instruction, authorized sponsors and/or escorts of visitors onto JBSA are responsible and liable for the actions of their visitors while on the installation.

6.4.3. Visitors either sponsored or under direct escort who act in contrary to the good order and discipline of the JBSA community are subject to removal from JBSA, potentially debarred from re-entering, and the authorized sponsor and/or escort is subject to suspension of further sponsorship/escort privileges onto JBSA.

6.4.4. Authorized sponsors/escorts will be notified/warned for the first offense of an individual under their charge and control acting contrary to the good order and discipline via a memorandum issued by the servicing SFS/CC.

6.4.4.1. A second occurrence of an authorized guest/visitor under the charge or control of the same sponsor/escort will result in a six-month suspension of sponsorship/escort privileges of any guest onto JBSA. This suspension memorandum (see Attachment 6) will be issued by the servicing SFS unit at the time of the offense.

6.4.4.2. Any subsequent violations of a guest may result in the revocation of sponsorship/escort privileges onto JBSA. A second memorandum (see [Attachment 7](#)) will be issued by the servicing SFS unit pre-signed by the 502 SFG/CC.

6.4.5. Suspension/revocation of sponsorship and/or escort privileges will be annotated in the Defense Biometrics Identification System (DBIDS) at the time of issuance of the memorandum.

6.5. Sponsorship/Escort Suspension/Revocation Appeals.

6.5.1. Appeals may be made upon a compelling reason to justify modification or termination of the suspension/revocation of sponsorship/escort privileges. Appeals will be made in writing addressed to the 502 SFG/CC through the servicing Security Forces Reports and Administration office, requesting an administrative hearing within 10 calendar days of the date of the memorandum. Suspension/Revocations will remain in full effect until such time a determination is rendered regarding the appeal request or subsequent to an administrative hearing (if conducted).

Chapter 7

RANDOM INSTALLATION ENTRY/EXIT VEHICLE CHECKS

7.1. Authority. The 502 ABW/CC delegates the 502 SFG/CC the authority to establish and implement the Random Installation Entry/Exit Vehicle Checks (RIEVCs) for JBSA.

7.1.1. The 502 SFG staff will develop a vehicle check randomizer reviewed and approved by the 502 FSG/JA for all JBSA Installation Access Control Points (ACPs). Previously submitted/approved randomizer programs will be re-submitted for review bi-annually unless the approved program is changed and requires prior approval before use.

7.1.1.1. The vehicle randomizer will include the following at minimum:

7.1.1.1.1. Installation Access Control Point where inspection(s) will occur.

7.1.1.1.2. Whether the inspection will occur in the in-bound or out bound lane of traffic.

7.1.1.1.3. Time of day the inspection will occur.

7.1.1.1.4. Frequency of vehicles to be checked. (i.e. every third vehicle, every seventh vehicle).

7.1.1.2. RIEVCs will not last more than one hour in duration from the time of starting.

7.1.1.3. DFCs have the authority to curtail or cancel RIEVCs during inclement weather or other emergencies. An SF Blotter entry will be made for all RIEVCs conducted and/or cancelled due to weather or other emergencies.

7.1.2. JBSA community will be informed by the on-duty security forces members administering RIEVCs that they have been selected by random program for a vehicle inspection directed by the 502 ABW/CC.

7.1.2.1. Vehicle operators selected for random vehicle inspection will be directed out of the lane of traffic while their vehicle is inspected. The purpose of the vehicle inspections is to ensure contraband, government equipment, or classified information is not being removed from or introduced to any JBSA location.

7.1.2.2. Vehicle operators will be instructed to open all vehicle compartments for inspection. Inspections may or may not be conducted by Military Working Dogs. Any luggage or containers within the vehicle will also be requested to be opened by the vehicle operator. Vehicle operators will also be asked to provide proof of driver's license, insurance, and current registration. SFS members administering the inspection will annotate the vehicle make, model, license plate, and vehicle operator at minimum.

7.2. Refusal to Submit to the RIEVC.

7.2.1. Vehicle operators have a right to refuse the inspection once stopped. However, refusal of the inspection may result in JBSA driving privileges being suspended for a period of no less than one year. Additionally, SF members may seek authority to search the vehicle if probable cause is determined to be present.

7.2.2. Vehicle operators found to have contraband, unauthorized government equipment and/or classified information may be subject to additional punitive actions. Consultation with

the 502 FSG/JA by SF during duty hours (or on-call duty JAG outside duty hours) will occur in all circumstances where probable cause is suspected, illegal contraband, government property, classified information is located or in all cases where the vehicle operator refuses to submit to the inspection.

Chapter 8

REDUCING ALARMED RESPONSE TO JBSA ALARMED ASSETS

8.1. Response to Intrusion Detection System (IDS) alarms.

8.1.1. Multiple DoD assets throughout JBSA are protected by an IDS or duress alarms. These systems provide a perimeter and resource protection element of security for assets and resources deemed critical and essential to accomplishing the missions they secure. As a complimentary security measure, Security Forces perform immediate assessment in near-real time to determine the cause of an alarm and initiate an appropriate response to all alarm activations IAW DAFI 31-101, *Integrated Defense*.

8.1.2. Due to the multitude of alarmed facilities located on JBSA, it is necessary to afford owner/users the responsibility of activating/securing and opening/closing these areas in accordance with established alarmed area procedures.

8.1.3. To reduce the overall alarm rates across JBSA by reducing the alarms caused as the direct result of individual complacency, failure to follow established procedures and or human error, the following actions will be taken for these type of alarm activations.

8.2. Unannounced Alarm/Human Error.

8.2.1. Unannounced Alarms caused by human error will be considered a Security Incident and will be reported by the unit Alarm Custodian to their respective Security Assistant as a "Security Infraction."

8.2.2. The Base Defense Operations Control (BDOC) Controller will notify the owning unit commander and Alarm Custodian of the alarm caused by human error and annotate the desk blotter with the names of both the Commander and Alarm Custodian IAW the current notification matrix.

8.2.3. The Electronic Security Systems (ESS) NCO will contact the Alarm Custodian and direct that they conduct review training with the offender immediately, but no later than 10 calendar days following the offense. Documentation will be maintained by the responsible Alarm Custodian and a copy forwarded to the ESS NCO upon training completion.

8.2.4. Repeated violations of improper procedures will be reported to the unit commander and Alarm Custodian as outlined above. The servicing DFC, at any time they deem it necessary, can and/or will send a memo to the owning unit commander requesting to have the offending individual removed from having alarm system access. As a minimum, the following processes will be adhered to by all alarm users.

8.2.4.1. First Offense: The BDOC controller will make notifications as outlined above, the ESS NCO will contact the Alarm Custodian and request they administer review training with the offender. Review training will include signed coordination of the responsible unit security representative. The Alarm Custodian retains training documentation and forwards a copy of completed training to the location ESS NCO for filing.

8.2.4.2. Second Unit Offense within 30 days: In addition to the procedure's required for the first offense, the ESS NCO will require and provide the Alarm Custodian review

training before the custodian is allowed to retrain the offending user. Alarm Custodian review training must occur within 10 calendar days from the date of the offense.

8.2.4.3. Third Unit Offense within 60 days: In addition to the procedure's required for the first and second offense, the DFC will send an official memo to the responsible organizational Commander informing them of the repeated Human Error Alarms are problematic and requests senior leader engagement to assist with correcting the deficiency.

8.2.4.4. Fourth Unit Offense within 90 days: The 502 SFG/CC may deem it necessary to engage directly with the responsible Group/Command Element/Directors (as applicable).

8.2.5. Repeated violations of proper procedures will be reported to the unit commander and servicing DFC with a request to have the individual removed from having alarm system access.

8.3. Security Accountability.

8.3.1. Personnel Reliability. When a person's work history or conduct shows evidence of unreliability or untrustworthiness, questions arise whether the person can be relied on and trusted to exercise the responsibility necessary for working in an environment where alarms are needed and the protection of personnel, property, high valued assets and/or sensitive/classified information is paramount.

8.3.2. Security Infraction Report. The Alarm Custodian will provide to their local ESS NCO, a report of "Security Infractions" from their unit Security Assistant every 90 days. The report will include the names of the offenders, dates of the offense, offense committed (i.e. "entered incorrect pin," etc.), and corrective action taken. The ESS NCO will use the report to make recommendation to the DFC regarding the unit and or individual alarm system access.

8.4. Security Forces Actions.

8.4.1. SF will respond to all alarm activations for all JBSA alarms where an Immediate Visual Assessment (IVA) can't be made via video surveillance or posted sentry.

8.4.2. If the cause of the alarm was deemed to be due to the owner/user failing to follow proper procedures or complacency, the offending individual will provide a statement of witness as to their account of the incident and provide the report to the responding Security Forces member.

8.4.3. The BDOC Controller will accomplish a detailed SF Blotter entry titled "Unannounced Alarm/Human Error" for trend analysis and data tracking. The entry will consist of who, what, when, where and why (what the responding patrol deemed the cause for the alarm). The individual creating the alarm activation will be listed as the "Subject" when the patrolman as deemed the alarm to have been caused by a "human error."

8.4.4. Unannounced Alarm/Human Error blotter entries will be cataloged as such within the Air Force Justice Information System (AFJIS), included in the daily executive blotter and forwarded to JBSA senior leaders as applicable.

8.4.5. All other unannounced alarm activation blotter entries will be properly labelled as either "false" or "nuisance" as applicable (i.e. ALARM ACTIVATION/FALSE).

8.5. Owner/User Actions.

8.5.1. Alarm Custodians and Owner/Users. The designated Alarm Custodian will receive training and have their training plans approved by their local ESS NCO. The responsible Alarm Custodians will be responsible training all other users on alarm system operation and procedures. All alarm system users will be trained using an approved training plan before they are included on a signed and approved *Alarm Access Approval Letter (AAAL)*.

8.5.2. Units must continuously monitor the security reliability of personnel entrusted with activating/securing and opening/closing alarmed areas and remove or add personnel as appropriate. Unit Alarm Custodians will provide an updated AAAL to their Security Forces Squadron as additions or deletions are made.

8.5.3. Unit Commanders are encouraged to emphasize unit and individual security responsibilities through commander's calls, roll call training, and other forums. Unit commanders may develop and implement facility alarm open/securing/closing procedures beyond what is outlined in this instruction but in line with the approved training plans implemented in their unit. These procedures should support, but not impede, SF response to alarm activations and protected assets.

RUSSELL D. DRIGGERS, Brig Gen, USAF
Commander

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

AFI 10-701, *Operations Security (OPSEC)*, 24 July 2019

AFI 31-115, *Law and Order Operations*, 17 August 2020

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AFPD 31-1, *Integrated Defense*, 21 June 2018

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DoD Directive 5210.56, *Arming and the Use of Force*, 18 November 2016

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Physical security Program: **Access to DoD Installations**, 2 January 2019

Directive-Type Memorandum (DTM) 08-006, *DoD Implementation of Homeland Security Presidential Directive-12 (HSPD-12), Incorporating Change 5*, 8 October 2013

Homeland Security Presidential Directive-6, *Integration and Use of Screening Information*, 16 September 2003

Homeland Security Presidential Directive-11, *Comprehensive Terrorist-Related Screening Procedures*, 27 August 2004

Homeland Security Presidential Directive-12, *Policy for a Common Identification Standard for Federal Employees and Contractors*, 27 August 2004

Homeland Security Presidential Directive-24, *Biometrics for Identification and Screening to Enhance National Security*, 5 June 2008

FIBS PUB 201-2, *Personal Identity Verification for Federal Employees and Contractors*, March 2006

JBSA IDPV1, *Integrated Defense Plan, Capabilities and Effects*, November 23

FAR, *Federal Acquisition Regulation*

AFFAR, *Air Force Federal Acquisition Regulation*

OMB M-05-24, Office of Management and Budget Memorandum (M-05-24), *Implementation of Homeland Security Presidential Directive-12, Policy for a Common Identification Standard for Federal Employees and Contractors*, 5 August 2005

Section 552a of Title 5, United States Code (also known as “*The Privacy Act of 1974*”)

Prescribed Forms

JBSANANTONIO Form 6, *Joint Base San Antonio Special Event Notification Worksheet*

JBSANANTONIO Form 7, *Unescorted Access Request*

Adopted Forms

AF Form 75, *Visitor/Vehicle Pass*

AF Form 1314, *Firearms Registration*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

Form I-551, *Permanent Resident Card/Alien Registration Receipt Card*

Form I-766, *Employment Authorization Document*

Abbreviations and Acronyms

AAE—Arms, Ammunition, and Explosives

AAFES—Army Air Force Exchange Service

ABW—Air Base Wing

ACP—Access Control Point

AF—Air Force

AFPD—Air Force Policy Directive

AFFF—Air Force Families Forever

AFJIS—Air Force Justice Information System

AFOSI—Air Force Office of Special Investigations

ALERTS—Army Law Enforcement Reporting and Tracking System

AOR—Area of Responsibility

AOW—Any Other Weapon

BASH—Bird Aircraft Strike Hazard

BDOC—Base Defense Operations Center

BMT—Basic Military Training

BOQ—Basic Officer Quarters

CAP—Civil Air Patrol
CAS—Carrier Appointment System
CCP—Wing Protocol Office
CCW—Concealed Carry Weapon’s Permit
CEO—Chief Executive Officer
CID—Criminal Investigative Division
CLO—Country Liaison Officer
DBIDS—Defense Biometric Identification System
DD—Destructive Device
DeCA—Defense Commissary Agency
DEERS—Defense Enrollment Eligibility Reporting System
DFC—Defense Force Commander
DHS—Department of Homeland Security
DLIELC—Defense Language Institute English Language Center
DoD—Department of Defense
DOF—Disposition of Firearms
DOJ—Department of Justice
EAL—Entry Authority List
ECF—Entry Control Facility
EDL—Enhanced Driver’s License
ePACS—Electronic Physical Access Control System
ESS—Electronic Security Systems
FDO—Foreign Disclosure Office
FPCON—Force Protection Condition
FSH—Fort Sam Houston
FVS—Foreign Visit System
FVS-CM—Foreign Visit System – Confirmation Module
GI—Guest Instructor
HN—Host Nation
HPCON—Health Protection Conditions
IAAFA—Inter-American Air Forces Academy
IACP—Installation Access Control Point

IAW—In Accordance With
IC—Installation Commander
ID/AT—Integrated Defense/Antiterrorism
IDP—*Integrated Defense Plan*
IDS—Intrusion Detection System
III—Interstate Identification Index
IMS—International Military Students
ISD—Independent School District
ITO—International Travel Order
JBSA—Joint Base San Antonio
JBSA-FSH—Joint Base San Antonio Fort Sam Houston
JBSA-LAK—Joint Base San Antonio Lackland
JBSA-RND—Joint Base San Antonio Randolph
LAK—Lackland
LEOSA—Law Enforcement Officers Safety Act
LL—Legislative Liaison
LTC—License to Carry
MAJCOM—Major Command
MEPS—Military Entrance Processing
MFH—Military Family Housing
MP—Mission Partner
NATO—North Atlantic Treaty Organization
NCIC—National Crime Information Center
NCIS—Naval Criminal Investigative Service
NCOIC—Non-commissioned Officer In-Charge
NSOPW—National Sex Offender Public Website
NSOR—National Sex Offender Registry
OPR—Office of Primary of Responsibility
PAO—Public Affairs Office
PII—Personal Identifiable Information
PM—Project Manager
POF—Privately Owned Firearm

POV—Privately Owned Vehicle

RAM—Random Antiterrorism Measure

RIEVC—Random Installation Entry/Exit Vehicle Checks

RND—Randolph

SBR—Short Barrel Rifle

SBS—Short Barrel Shotgun

SFG—Security Forces Group

SFS—Security Forces Squadron

SSN—Social Security Number

SOU—Statement of Understanding

TDY—Temporary Duty

TLETS—Texas Law Enforcement Telecommunications System

TLF—Temporary Living Family

TMO—Transportation and Management Office

TOPA—TRICARE Operations and Patient Administration

TSDB—Terrorist Screening Database

TWIC—Transportation Worker Identification Card

UAR—Unescorted Access Request

UCMJ—Uniform Code of Military Justice

USC—United States Code

USCIS—United States Customs and Immigration Services

USSS—United States Secret Service

VA—Veterans Administration

VARL—Visitor Access Request Letter

VAQ—Visiting Airman's Quarters

VCC—Visitor Control Center

VHIC—Veterans Health Identification Card

VOQ—Visiting Officer Quarters

VPF—Violent Persons File

Offices

502 ABW/CC—502 Air Base Wing Commander

502 ABW/PA—502 ABW Public Affairs

502 FSG/JA—502 Force Support Group Judge Advocate

502 SFG/CC—502d Security Forces Group Commander

502 SFS/CC—502 Security Forces Squadron Commander

802 SFS/CC—802 Security Forces Squadron Commander

902 SFS/CC—902 Security Forces Squadron Commander

502 SFS/S3O—Security Forces Squadron Flight Operations personnel

802 SFS/S3O—Security Forces Squadron Flight Operations personnel

902 SFS/S3O—Security Forces Squadron Flight Operations personnel

502 SFS/S5B—502 Security Forces Squadron Visitor's Control Centers/Pass & ID Sections

802 SFS/S5B—802 Security Forces Squadron Visitor's Control Centers/Pass & ID Sections

902 SFS/S5B—902 Security Forces Squadron Visitor's Control Centers/Pass & ID Sections

Terms

Access Control—The process of granting or denying specific requests: 1) obtain and use information and related information processing services; and 2) enter specific physical facilities (e.g., Federal buildings, military establishments, and border crossing entrances). A function or a system that restricts access to authorized persons only.

Access Credential—A physical artifact issued by the Federal, State, or local government that attests to one's right to credit or authority. The access credential contains and/or depicts characteristics, authorizations, and privileges for physical access and internal security controls.

Applicant—An individual requesting physical access to a facility and/or installation.

Cardholder—An individual possessing any RAPIDS issued ID card; PIV, CAC, or machine-readable IDs.

Control—As it relates to escorted personnel, control is defined as the ability to exercise restraint or direction of the escorted individual(s). It includes the physical proximity of the sponsor except for on-base residences. Sponsors do not have to be continuously present in on-base residences with their escorts to ensure control as long as the escort stays within the residence or adjoining public (uncontrolled) areas.

Escorting Authority—Escort authority allows an individual, with an authorized form of identification that certifies he/she has been successfully identity proofed and favorably vetted, to vouch for any vehicle occupants entering the installation or pedestrians if walking through a pedestrian gate, and escort them onto an installation without identity proofing, vetting or pass issuance.

Escorted Individuals—Personnel who require access, without determination of fitness, who must be accompanied by a cardholder with escort authorization. The escort requirement is mandated for the duration of the individual's visitation period.

Federal Facility—Government leased and owned facilities in the United States (inclusive of its territories) occupied by Federal employees for nonmilitary activities.

Firearms—Defined in Section 921 of Title 18, U.S.C. (The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.)

Fitness—The level of character and conduct determined necessary for the basis of access control decisions.

Foreign Nationals—A “foreign national” is any person who is not a U.S. citizen or a person who is not a naturalized citizen.

Identity Proofing—The process of providing sufficient information (e.g. identity history, credentials, and documents) when attempting to verify or establish an identity for purposes of installation access.

Identity Verification—The process of confirming or denying that a claimed identity is correct by comparing the credentials (something you know, something you have, something you are) of a person requesting access with those previously proven and stored in the PIV Card or system and associated with the identity being claimed.

NACI—A personnel security investigation combining a National Agency Check and written inquiries to law enforcement agencies, former employers and supervisors, references, and schools. All NACIs conducted for the DoD shall include a credit check.

Restricted Area—Any area to which entry is subject to special restrictions or control for security reasons or to safeguard property or material. This does not include those designated areas over which aircraft flight is restricted. Restricted areas may be of different types. The type depends on the nature and varying degree of importance, from a security standpoint, of the security interest or other matter contained therein (Controlled, Limited or Exclusive).

State—One of 56 jurisdictions covered by the Act, which includes the 50 U.S. states, the District of Columbia, and the U.S. Territories of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Sponsoring Authority—Sponsorship allows approved individuals affiliated with DoD to take responsibility for verifying and authorizing an applicant’s need for a locally produced identification credential to facilitate unescorted access to an installation.

State Issued Card—A driver’s license or non-driver identification card issued by a state Department of Motor Vehicles or equivalent office. It does not include identification cards issued by other state agencies, such as an employee ID, hunting license, library card, or student ID.

Unescorted Individuals—Personnel who have been identity proofed and favorably vetted are eligible for unescorted access within the installation but are subjected to time-definite controls and restricted area limitations as appropriate.

Vetting—An evaluation of an applicants or cardholder's character and conduct for approval, acceptance, or denial for the issuance of an access control credential for physical access via authoritative databases.

Weapon—Generally something used to injure, defeat, or destroy and may cover many types of instruments, such as a blackjack, slingshot, billy, metal knuckles, dagger, knife, pistol, revolver, or any other firearm, razor with an unguarded blade, and any metal pipe or bar used or intended to be used in a club, among others.

Attachment 2

INSTALLATION ACCESS CONTROL POINTS AND VISITOR CENTER FACILITIES

A2.1. Access Control Points (ACP). All ACP hours, closing days and openings are subject to change based upon mission requirements as deemed by the Defense Force Commander (DFC), Security Forces Group Commander (502 SFG/CC), Executive Agent (EA), or Installation Commander (502 ABW/CC). JBSA will only operate the minimum number of ACPs required for the mission or operational requirements. Current gate hours are as follows:

A2.1.1. Primary ACP (24 hours/7 days):

A2.1.1.1. Joint Base San Antonio Fort Sam Houston (JBSA-FSH).

A2.1.1.1.1. Walters ACP.

A2.1.1.1.2. Schofield ACP.

A2.1.1.1.3. Harry Wurzbach East ACP.

A2.1.1.1.4. I-35 ACP.

A2.1.1.1.5. Camp Bullis ACP.

A2.1.1.1.6. Winans ACP.

A2.1.1.2. Joint Base San Antonio Lackland (JBSA-LAK).

A2.1.1.2.1. Valley High ACP.

A2.1.1.2.2. Luke East ACP.

A2.1.1.2.3. General McMullen ACP.

A2.1.1.2.4. Chapman Annex ACP.

A2.1.1.3. Joint Base San Antonio Randolph (JBSA-RND).

A2.1.1.3.1. Lindsey ACP.

A2.1.2. Secondary ACP (variable hours and days) Use Gates:

A2.1.2.1. Joint Base San Antonio Fort Sam Houston (JBSA-FSH).

A2.1.2.1.1. BAMC Beach ACP: 0600-1800 hrs Monday - Friday. Closed Weekends and Holidays.

A2.1.2.1.2. Jadwin ACP (& Commercial Traffic ACP): 0600-1800 hrs Monday - Friday. Closed Sat/Sun. **Note.** Commercial traffic will either use Jadwin ACP or Walters Commercial Vehicle Search.

A2.1.2.1.3. New Braunfels ACP: 0600-2200 hrs Sunday-Saturday.

A2.1.2.1.4. Wilson ACP: 0600-1300 hrs Monday – Friday. Closed Weekends and Holidays.

A2.1.2.1.5. Harry Wurzbach West ACP: 0600-0900 hrs Monday - Friday. Closed Weekends and Holidays.

A2.1.2.1.6. Quad Pedestrian Gate: 0600-1800 hrs Monday – Friday (Pedestrian traffic only). Closed Sat/Sun.

A2.1.2.2. Joint Base San Antonio Lackland (JBSA-LAK).

A2.1.2.2.1. Luke West ACP (Gate 3): 0600-0900 hrs (inbound) & 1500-1800 hrs (outbound). Closed Sat/Sun and Federal Holidays except for Thursday and Friday.

A2.1.2.2.2. Selfridge West ACP (Gate 4): 0600-0900 hrs (inbound) & 1500-1800 hrs (outbound). Closed Sat/Sun and Federal Holidays except for Thursday and Friday.

A2.1.2.2.3. Selfridge East ACP (Gate 5): 0600-1800 hrs (Monday – Friday). Closed Sat/Sun and Federal Holidays.

A2.1.2.2.4. Security Hill ACP (Gate 9): 0600-1800 hrs (Monday – Friday). Closed Sat/Sun and Federal Holidays.

A2.1.2.2.5. Growden ACP (Gate 10): Mon-Fri: 0500-1800 hrs, Sat-Sun: 0500-1700 hrs. Closed Federal Holidays.

A2.1.2.2.6. Growden ACP (Search 10): Mon-Fri: 0500-1800 hrs, Sat-Sun: 0500-1700 hrs. Closed Federal Holidays.

A2.1.2.2.7. Chapman ACP (Search 1): Opened by request.

A2.1.2.2.8. Tinker ACP (Search 13): Mon-Fri: 0600-1800 hrs. Closed Sat-Sun.

A2.1.2.3. Joint Base San Antonio Randolph (JBSA-RND).

A2.1.2.3.1. East ACP: 0600-0830 hrs (inbound) & 1500-1730 hrs (outbound).

A2.1.2.3.2. West ACP: 0600-1800 hrs. Closed Sat/Sun.

A2.1.2.3.3. South ACP: 0600 - 0830 hrs (inbound only) 0830-1800 hrs both in/outbound (Monday-Friday). Closed Sat/Sun.

A2.2. Visitor Control Centers (VCCs). The VCC is the primary Security Forces facility for the registration and issuance of installation access credentials. The VCCs, phone numbers, contact information and their hours of operation are listed below:

A2.2.1. Joint Base San Antonio Fort Sam Houston (JBSA-FSH). The organizational email address for all JBSA-FSH VCCs is usaf.jbsa.502-abw.list.502-sfs-fsh-visitor-control-center-owner@mail.mil.

A2.2.1.1. Walters VCC: Mon-Sun: 0600-1800 hrs. Closed Federal Holidays. Phone number: (210) 221-2650.

A2.2.1.2. I-35 VCC: 24/7. Phone number: (210) 539-9825.

A2.2.2. Joint Base San Antonio Lackland (JBSA-LAK). The organizational email address for all JBSA-LAK VCCs is lackland.vrc@us.af.mil.

A2.2.2.1. Luke East VCC: 24 hours, Sun-Sat operations. Phone number: (210) 671-6174.

A2.2.2.2. Building 5616, Rm 109: Pass and Registration: Mon-Fri: 0730-1630 hrs. Closed Federal Holidays. Phone number: (210) 671-0635/0677.

A2.2.2.3. Building 171 VCC: Mon-Fri: 0600-1600. Closed Federal Holidays. Phone number: (210) 395-0043.

A2.2.3. Joint Base San Antonio Randolph (JBSA-RND). The organizational email address for the JBSA-RND VCC is 902sfs.vrc@us.af.mil.

A2.2.3.1. Lindsey (Main ACP) VCC: Mon-Fri 0700-1630 hrs. Closed weekends, Federal Holidays and AETC Family days. Phone number: (210) 652-3939.

Attachment 3

SPECIAL EVENT NOTIFICATION WORKSHEET

Figure A3.1. JBSANANTONIO Form 6, Joint Base San Antonio Special Event Notification Worksheet.

JOINT BASE SAN ANTONIO SPECIAL EVENT NOTIFICATION WORKSHEET	
This worksheet documents initial coordination for a special event sponsored or hosted by a Joint Base San Antonio organization. The sponsor/host will work closely with 502 ABW representatives to ensure compliance with applicable local/higher headquarters requirements, including perimeter access control, integrated defense, and anti-terrorism mitigation.	
1. REQ#: 2021-07-001	
2. EVENT NAME Change of Command - Wing Commander	3. EVENT LOCATION (Include specific address: if off installation, provide event details in Block 16) Parade Field - JBSA-Fort Sam Houston
4. EVENT DATES (From/To) 2021-07-28 - 2021-07-28	
5. EVENT TIMES (From/To) 0800 - 1300	6. SPONSOR/HOST ORGANIZATION 502 ABW/PA
7. INITIAL IPR DATE 2021-07-14	8. SPONSOR/HOST ORGANIZATION POC GS-13 Smith, John/502 ABW/PA
9. FOLLOW ON IPR DATE(S) 2021-07-20 and 2021-07-26	10. ORGANIZATION POC PHONE NUMBER (210) 221-9999
11. SUPPORTING DOCUMENTATION INCLUDED Parade field and Change of Command Change of Command layout Traffic Flow Parking Plan	12. SECURITY FORCES POC MSgt Sergeant, Joseph, 502 SFS
	13. SECURITY FORCES POC PHONE NUMBER (210) 221 - 0000
14. IS EVENT OPEN TO NON-ODD ID CARD HOLDERS? ☒ YES ☐ NO	15. SECURITY FORCES RISK ASSESSMENT DATE 2021-07-18
16. ADDITIONAL REQUIREMENTS OR COMMENTS This event will require Entry Authority Lists to be pre-coordinated and delivered to the Walters Gate VCC for proper vetting. Traffic flow and Parking plans will require additional security provided by the 502 ABW staff agencies. Security response forces will be posted throughout the event and remain out of sight but available for emergency response. Medical teams will be on-hand to provide first-aid as needed throughout the event. **FORM MUST BE DIGITALLY SIGNED BY THE REQUESTOR BELOW,**	
17. SIGNATURE OF REQUESTOR	

JBSANANTONIO 6 20190821
(Per JBSANANTONIO 31-1131)

OPR: 502 SFG/MAS

**STATEMENT OF UNDERSTANDING FOR POSSESSION OF CONCEALED
PRIVATELY OWNED FIREARM(S)/TEMPORARY STORAGE OF POF IN
PRIVATELY OWNED VEHICLE**

 **DEPARTMENT OF THE AIR FORCE**
502D AIR BASE WING
JOINT BASE SAN ANTONIO 

(date) _____

MEMORANDUM FOR _____ *(First O-6 or GS-15 in Chain of Command)*

FROM: _____ Org/OFF Sym: _____
Duty Phone: _____

SUBJECT: Statement of Understanding (SOU) for Transport of a Privately Owned Firearm(s)/Temporary Storage of POF in Privately Owned Vehicle (POV)

1. I (the undersigned requestor) possess a current and valid License to Carry Permit that allows me to legally carry a concealed weapon in the State of Texas.

2. Storage of Privately Owned Firearm(s) (POF): I understand, while on Joint Base San Antonio, to include any leased property, my POF will be stored in a locked container in a holster out of plain view in my vehicle. I understand my POF, while stored in a vehicle, will follow a two-lock rule. Two locks must be unlocked before access to the weapon is possible.

a. Examples of a locked container would be a lockable pistol box out of plain view and not within reach of vehicle occupants (e.g. under the seat, in a storage compartment or trunk of the vehicle). I must secure and control the vehicle at all times. My vehicle must be locked at all times when unattended.

b. If the vehicle doors cannot be locked, such as on a vehicle with removable doors or a motorcycle, the firearm must be secured in a locked container bolted to the vehicle and must also have a trigger lock installed.

3. Transportation of POF: I understand I must immediately disclose I have a POF in my vehicle (or on my person) while in transport if stopped. If stopped for any reason (e.g. Random Vehicle Installation Entry/Exit Checks (RVIECs), Random Antiterrorism Measures (RAMs), or any traffic stops), with on-duty Security Forces, Office of Special Investigations (OSI), Naval Criminal Investigative Service (NCIS) or Army Criminal Investigations Division (CID) personnel I will immediately inform them of my POF by providing my JBSA issued Orange Transport/Storage Card, Valid License to Carry Permit, and DoD Identification. The only exception to this notice to authorities' requirement is the routine entry/exit to any part or location of JBSA through an Installation Access Control Point (IACP). I will present the JBSA Orange Permit Card to any of the above personnel at the initiation of any interaction.

a. I will not, under any circumstances, retrieve or utilize my POF during an emergency or any other situation while on JBSA or its leased properties.

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b. I understand any open carry of POF is NOT authorized on JBSA or any leased properties. I understand this approval authorizes me to transport my POF onto JBSA in a concealed manner, however does not authorize the concealed carry of that POF on any part of JBSA or leased properties at any time and must be stored IAW this authority, if granted.

c. I understand I may not transport any POF into a Controlled or Restricted Area unless specifically authorized by regulation or instruction and in the official performance of assigned duties.

d. I understand I am not authorized to remove my POF from my vehicle at any time while on JBSA or leased properties with the exception of transporting from my vehicle to the servicing Security Forces (SF) Armory or my assigned unit armory (US Army) or from my vehicle to government housing or privatized housing.

e. I understand I am not authorized to store/secure my POF in an unattended vehicle for more than 12 hours while on JBSA or leased properties.

f. Dormitory residents will NOT store POF in their rooms or in their vehicle for any length of time. Weapons will be secured in the servicing SF Armory or within approved unit armories (US Army).

4. General requirements of understanding.

a. I understand, without the signature of the first O-6/GS-15 in my Chain-of-Command on this Statement of Understanding (SOU), the carry/transport of a POF in a concealed configuration or temporary storage in my POV is prohibited.

b. I understand, I will not be under the influence of alcohol or other intoxicating or hallucinatory drug or substance that may cause drowsiness or impair my judgement while carrying/transporting a firearm.

c. I understand, I must meet all federal, state, and local requirements to carry/transport a firearm, to include being familiar and proficient with the weapon I am carrying.

d. I understand, I will comply with federal, ~~state~~ and local law regarding the possession and use of privately owned firearms, including but not limited to those concerning the reasonable use of deadly force, self-defense, and accidental discharge.

e. I understand, I may be personally liable for the injuries, death, and property damage caused by my negligence in connection with the possession or use of POFs that are within the scope of my federal employment.

f. I understand, that any violation of the requirements set forth in this SOU and/or directives stipulated in JBSANANTONIO Instruction 31-1131 Chapter 4, *JBSA Installation Security Instruction* may result in a permanent denial of current/future requests and possible punitive/non-punitive actions brought against me.

g. I understand, the 502 ABW/CC may suspend this or all approvals at any time with little to no notice in the interest of public safety.

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h. I understand this approval, if granted, is good for a period not to exceed 24 months from the date of signature by the approving official and it is my responsibility to ensure re-submission for continued carry of my POF beyond the 24 months. I understand that I may initiate a re-submission no earlier than 60 days prior to the recorded expiration date.

i. I understand that the 24 month authorization is contingent upon my Texas state issued license to carry is valid for a minimum of 24 months. If my Texas state issued license expires within 24 months of this approval, my approval to transport/temporarily store a weapon on JBSA is only authorized for the period of time remaining on my state issued license.

j. I understand, I will submit to a Security Forces criminal history background check for the purpose of installation access with a weapon and a verification of current and valid License to Carry within the state of Texas. I understand this background check and permit verification must be documented favorably.

k. I understand that if approval is obtained from the first O-6/GS-15 in my chain-of-command, I provide the servicing Security Forces unit signed copies of this SOU and supporting documentation for this program for input into the approved system of record. The approval is not final until all steps are fulfilled. Failure to complete the SFS system input in the approved system of record will result in permanent denial of this and any future requests.

l. I understand this request is not complete until all required signatures are obtained on this statement of understanding, that all necessary registration and authority to possess firearm paperwork has been submitted for Security Forces, and I have been issued my Orange JBSA Concealed Transport/Temporary Storage card has been issued to me.

m. I understand that my privilege to transport and temporarily store a concealed POF in my POV on JBSA may be revoked at any time based on my conduct or derogatory information I fail to disclose if I am approved.

5. Housing Residents Requesting to Transport Concealed. I understand, if approved, I am only authorized to transport directly to and from my home (if I am a government or privatized housing resident) or to the servicing SF Armory (if I am a dormitory resident).

6. I, _____ (*Print Name*), have read and understand the above policy requirements and Chapter 4 of JBSANANTONIO Instruction 31-1131, *Installation Security Instruction*, outlining the rules for temporary storage and transport to and from any location of Joint Base San Antonio (JBSA) or any leased properties thereof and wish to submit a request to transport concealed on JBSA. I understand any deviations of this policy may result in criminal charges under the Uniform Code of Military Justice (UCMJ) and/or Federal Law and permanent revocation of concealed transport on JBSA.

(*Signature & Date of Requester*)

1st Ind,
Command)

(First Colonel [0-6]/Director [GS-15] in Chain of

I have reviewed the member's request to transport and temporarily store a POF in his/her secured POV while on JBSA property. I approve / disapprove this request. My disapproval (if warranted) is provided in a separate memorandum.

(Unit Commander/Director Signature)

2nd Ind, Security Forces Squadron Representative

MEMORANDUM FOR

(Requester's Unit Commander/Director)

I have verified authenticity/currency of the requester's license/credentials and confirm no derogatory information was revealed in his/her criminal justice background check.

(Name, Rank, SFS Representative)

3rd Ind,

(Servicing Defense Force Commander)

I have reviewed the member's request to transport and temporarily store a POF in his/her secured POV while on JBSA property. I approve / disapprove this request. My disapproval (if warranted) is provided in a separate memorandum.

(Servicing Defense Force Commander Signature)

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Attachment 5

SUSPENSION/REVOCATION OF ARMY AIR FORCE EXCHANGE SERVICE (AAFES) AND DEFENSE COMMISSARY AGENCY (DECA) PRIVILEGES

Figure A5.1. Suspension/Revocation of Army Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) Privileges.

	DEPARTMENT OF THE AIR FORCE 502D AIR BASE WING JOINT BASE SAN ANTONIO	
		4 Apr 24
MEMORANDUM FOR _____ (Name of Subject)		
FROM: 502 SFG/CC 1 Washington Circle, Suite 2 JBSA-Randolph, TX 78150-4560		
SUBJECT: Suspension/Revocation of Army and Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) Privileges		
1. On _____ (Date), you were apprehended or detained for suspicion of theft or shoplifting of AAFES or DeCA property valued at \$ _____ from the _____ (Facility) at Joint Base San Antonio (JBSA)- _____ (JBSA Location).		
2. The actions you are suspected of are detrimental to the maintenance of good order and discipline. Therefore, you are required to immediately surrender your military identification card (if issued) that has an expiration date of _____ (Date). Additionally, your AAFES (Main Exchange, ~~Shoppette~~, Class VI, Service Station, etc.) and DeCA (Commissary, etc.) privileges are hereby suspended/revoked for a period of one (1) year from the date of this memorandum. During this period of suspension/revocation, you are prohibited from entering, patronizing, or otherwise doing business with any AAFES or DeCA establishment or entity anywhere in the world. At the end of this suspension/revocation period, your privileges will not be automatically reinstated. To regain your privileges, you must submit a written request for reinstatement to the 502d Security Forces Group Commander in the 1st Endorsement portion of this notice within 10 days of receipt.		
3. To replace your surrendered military identification card, present this memorandum to an identification card issuing agency to have your privileges information updated in the Defense Enrollment Eligibility Reporting System (DEERS) and be issued an identification card designating the suspension/revocation of AAFES and DeCA privileges. Until issuance of your restricted privileges identification card (or until 30 calendar days from the date of this memorandum, whichever comes first), this memorandum and a current photo identification credential (e.g., Driver's License) will serve as your authorization for installation entry and provision of authorized medical care.		
4. If you believe a compelling reason exists to justify modification or termination of this privileges suspension/revocation, you may submit a written rebuttal or request for an administrative hearing to the 502d Security Forces Group Commander within 10 calendar days of the date of this memorandum. Responses not postmarked (if mailed) or received (if otherwise delivered) within 10 calendar days will not be considered. The suspension/revocation will remain in full effect until a determination is made on your rebuttal (if submitted) or administrative hearing (if conducted).		
5. This suspension/revocation of privileges may not be the sole action taken. Any actions of the United States District Attorney's Office, United States Magistrate Court, AAFES Administrative Cost Recovery Program, DeCA Administrative Cost Recovery Program, or other agency are separate. You will be notified by the applicable agency of any additional action taken.		
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6. If you become involved in or are suspected of being involved in any future incidents of misconduct, debarment action may be taken by the Installation Commander revoking your privilege to enter all JBSA locations, to include JBSA-Camp Bullis, JBSA-Fort Sam Houston, JBSA-Lackland, JBSA-Randolph, and all annexes and leaseback facilities, pursuant to Title 18, United States Code, Section 1382, and Title 50, United States Code, Section 797.

First and Last Name, Colonel, USAF
Commander, 502d Security Forces Group

1st Ind. _____ (Printed Name of Subject)

MEMORANDUM FOR 502 SFG/CC

1. I hereby acknowledge receipt of this memorandum and fully understand that my AAFES and DeCA privileges are suspended/revoked for a period of **1 year** from the date of this memorandum.

2. I also acknowledge that I am prohibited from entering, patronizing, or otherwise doing business with any AAFES or DeCA establishment or entity anywhere in the world, and that to regain my AAFES and DeCA privileges at the end of this suspension/revocation period I must submit a written request for reinstatement to the 502d Security Forces Group Commander listed below.

502d Security Forces Group Commander
1 Washington Circle, Suite 2
JBSA-Randolph, TX 78150-4560

3. I further acknowledge that a violation of this suspension/revocation action may result in my debarment from all JBSA locations and/or prosecution pursuant to Title 18, United States Code, Section 1382, and Title 50, United States Code, Section 797.

4. Received and acknowledged at _____ (Time) on _____ (Date).

(*Signature of Subject)

(Mailing Address of Subject)

(Signature of Issuing SF Member)

(**Signature of Witness)

(Printed Rank/Name of Issuing SF Member)

(Printed Rank/Name of Witness)

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*Note 1: If subject is unable or refuses to sign, write "Unable to Sign" or "Refused to Sign" instead of signature, or have the person accepting custody of the subject sign.

**Note 2: If the subject is under 18 years of age, a parent or legal guardian must be the witness.

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Attachment 6

SIX MONTH SUSPENSION OF ESCORT/SPONSORSHIP PRIVILEGES FOR VISITORS ONTO JOINT BASE SAN ANTONIO**Figure A6.1. Six Month suspension of Escort/Sponsorship Privileges For Visitors Onto Joint Base San Antonio.**

	DEPARTMENT OF THE AIR FORCE 502D AIR BASE WING JOINT BASE SAN ANTONIO	
		(date)
 MEMORANDUM FOR _____		
FROM: _____ (Servicing Defense Force Commander)		
SUBJECT: Six (6) Month Suspension of Escort/Sponsorship Privileges for Visitors onto Joint Base San Antonio.		
 1. Security Forces records indicate that on _____ (date) a visitor/escort under your control acted in a manner prejudicial to the good order and discipline of the Joint Base San Antonio community. Additionally, this occurrence revealed this was the second instance in which a visitor or escort under your charge failed to abide by the standards of conduct expected of the JBSA community.		
 2. As a result of this repeated trend in poor judgement of escort and/or sponsorship responsibilities, effective immediately, you are hereby suspended from escorting and/or sponsoring visitors onto any JBSA property (leased or owned) for a period of no less than 6 months from the date of this memorandum. Your suspension of escort/sponsorship will be entered into the Defense Biometrics Identification System (DBIDS) upon this issuance.		
 3. Further attempts to escort or sponsor guests and/or visitors onto JBSA during this period will result in a one-year suspension of escort/sponsorship privileges onto JBSA. Additionally, if a third occurrence within one year of this memorandum occurs where a visitor/escort under your charge violates established standards of conduct, a suspension of these privileges will extend for a period of one year.		
 4. You may submit a request for re-consideration/re-instatement to the signatory Defense Force Commander. All matters submitted on your behalf will be weighed and a determination made based on facts submitted your request.		
 _____ (Servicing Defense Force Commander)		
 <i>Mission – Wingman – Partners</i>		

Attachment 7

ONE YEAR SUSPENSION OF ESCORT/PRIVILEGES FOR VISITORS ONTO JOINT BASE SAN ANTONIO.

Figure A7.1. One Year Suspension of Escort/Privileges For Visitors Onto Joint Base San Antonio.

	DEPARTMENT OF THE AIR FORCE 502D AIR BASE WING JOINT BASE SAN ANTONIO	
		(date)
MEMORANDUM FOR _____		
FROM: 502 SFG/CC 1 Washington Circle Suite 2 JBSA-Randolph, TX 78150-4560		
SUBJECT: <u>One Year</u> Suspension of Escort/Sponsorship Privileges for Visitors onto Joint Base San Antonio.		
1. Security Forces records indicate that on _____ (date) a visitor/escort under your control acted in a manner prejudicial to the good order and discipline of the Joint Base San Antonio community. Additionally, this occurrence revealed this was the third instance within one year in which a visitor or escort under your charge failed to abide by the standards of conduct expected of the JBSA community. 2. As a result of this repeated trend in poor judgement of escort and/or sponsorship responsibilities, effective immediately, you are hereby suspended from escorting and/or sponsoring visitors onto any JBSA property (leased or owned) for a period of no less than one year from the date of this memorandum. Your suspension of escort/sponsorship will be entered into the Defense Biometrics Identification System (DBIDS) upon <u>this issuance</u>. 3. Further attempts to escort or sponsor guests and/or visitors onto JBSA during this period may result in additional punitive or administrative actions. 4. You may submit a request for re-consideration/re-instatement to the 502 Security Forces Group Commander. All matters submitted on your behalf <u>will be weighed</u> and a determination made based on facts submitted in your request.		
_____ (Group Commander Signature Block)		
Mission – Wingman – Partners		