

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE (AMC)**

**SCOTT AIR FORCE BASE
INSTRUCTION**



31-101

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Security

INTEGRATED DEFENSE

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This Scott AFB Instruction implements AFI 31-101, *Integrated Defense (ID)*, and describes security support provided to assigned resources, outlines requirements needed to set up and direct normal security operations by the installation commander, and establishes the local requirements for concealed carry, transportation, and storage of LEOSA-authorized privately owned firearms on Scott AFB (SAFB). This instructions applies to all military personnel and family members, civilians, Department of Defense (DoD) employees and all visitors on Scott AFB. This instruction applies to the 932d Airlift Wing (AW) (AFRES) and the 126th Air Refueling Wing (ARW) (ANG). The installation commander has issued this instruction in accordance with the Internal Security Act of 1950 (50 USC 797). Violators of this supplement are subject to disciplinary action under the Uniform Code of Military Justice and/or Federal Law. Ensure all records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC 8013. The applicable Privacy Act SORN F031 AF SF B, *Security Forces Management*

Information System (Electronic Records), applies and is available at <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: updated prescribed Scott AFB Forms 24, 25, and 197. Rescinded Scott AFB Form 10. Added examples of memorandums utilized by SFS included as attachments. Added guidance for the Privately Owned Firearms (POF) and the Law Enforcement Officer Safety Act (LEOSA) Program; Security Forces Automated Check-In Service (SFACS), and the REAL ID Act of 2005. Updated the Visitor Control Center name to Dixon Visitor Center.

Chapter 1

RESTRICTED/CONTROLLED AREA LINE BADGE PROCEDURES

1.1. Security Managers.

1.1.1. It is the responsibility of security managers to provide the 375th Security Forces Squadron Pass and Registration (375 SFS/S5B) with current security manager appointment letters quarterly. All requesting, coordinating, and approving officials will have a current designation letter (see [Attachment 2](#)) signed by their commander or equivalent on file with 375 SFS/S5B. The letter will indicate what section or area the individual is authorized to sign on the AF Form 2586, *Unescorted Entry Authorization Certificate*. Include primary or alternate followed by their name, their DoD ID, a line to which they will affix their written signature, squadron/office symbol, unit mailing address, and duty phone. Write-in changes (pen and ink) will not be accepted.

1.1.1.1. The AF Form 2586 requires an escort approving official to designate escorts for 618th Air Operations Center (AOC). Personnel who sign as coordinating/approving officials can authorize escort authority by initialing the escort “Yes” block. The coordinating/approving official must have escort authority indicated on their designation letter. Currently, 618 AOC is the only area requiring escort authority. Individuals in 618 AOC who are issued badges may escort individuals into areas they have open. Personnel designated as escort officials will have a large letter “E” below their photo of the AF Form 1199, *USAF Entry Control Card*, it will be beside the number of the area they are authorized to escort.

1.1.2. Once 375 SFS/S5B is in possession of a current security manager appointment letter, security managers will be granted access to their respective unit folder via the Enterprise Information Management (EIM) website at URL <https://eim.amc.af.mil/org/375sfs/securitymanager/default.aspx>.

1.1.2.1. Once security managers have access to EIM, they will be able to upload paperwork (AF Form 2586, expiration date extensions, etc.) and have individuals make line badge appointments.

1.2. Line Badge Appointments.

1.2.1. Line badge appointments will be made on the Security Forces Automated Check-in System (SFACS) interface accessible at URL <https://webapp.amc.af.mil/sfacs/default.aspx>. **Note:** This page is only accessible from a computer on the .mil domain.

1.2.2. The customer will work with their security manager in making the appointment to ensure that all necessary documentation is properly completed prior to making the appointment. When this is complete, the customer and their security manager can make the appointment on the Make Appointment tab.

1.2.2.1. Once in the Make Appointment window, fill out all required information. Passwords will be made by the customer.

1.2.2.2. If the user needs to change or cancel the appointment once made, the user will access the Change Appointment tab at URL <https://webapp.amc.af.mil/sfacs/default.aspx> and make the necessary changes. **Note:** Appointments can only be changed or cancelled up to 24 hours in advance of the scheduled appointment time. If the appointment is within 24 hours, the user or their security manager must contact 375 SFS via telephone to cancel the appointment.

1.3. Line Badge Out-Processing Procedures. When the badge bearer departs the installation or separates from the military, unit commanders, or designees, must ensure the individual hand-carries their badge to the badge issuing office at least 1 workday before leaving. Clearance of the Virtual Out-processing Checklist (VOC) will not be cleared unless the individual's badge is turned in to 375 SFS/S5B.

1.3.1. When the badge bearer turns in their badge to 375 SFS/S5B the VOC will be marked complete and the restricted/controlled area badge and AF Form 2586 will then be destroyed.

Chapter 2

ACCESSING ALARMED FACILITIES

2.1. Accessing Alarmed Facilities . Entry or opening/closing authority will be granted based on the Scott Form 197, *Alarmed Facilities Access Authorization* (**Attachment 8**). Each time additional personnel require access to a facility, a new Scott Form 197 is required. Deletions may be made via email through coordination with the NCOIC, Electronic Security Systems (ESS).

2.1.1. The Scott Form 25, *Signature Card*, (**Attachment 7**), is required for all personnel authorized to sign the Scott Form 197 and will remain on file until superseded or outdated (1 year). For detailed information on access to vaults within the headquarters facilities, contact 375 SFS/S5E.

2.1.1.1. Personnel listed in Section IV of Scott Form 197 must have a Scott Form 25 on file with 375 SFS/S5E.

2.1.1.2. Ensure the Scott Form 197 is current by updating personnel changes. Pen and ink changes are acceptable for deletions only. Any additions to the Scott Form 197 will require an updated Scott Form 197.

2.1.1.3. For access to alarmed areas outside the headquarters facilities, the Scott Form 197 must be routed to 375 SFS/S5E. A signed copy of the form will be placed in the BDOC.

2.1.2. In headquarters (HQ) facilities (i.e., US Transportation Command (TRANSCOM), HQ Air Mobility Command (AMC), 18th Air Force), and the 375 SFS may only give access to exterior doors. Security managers will assign a status level that will allow entry or access/secure authority for other areas inside the headquarters facilities.

Chapter 3

DIXON VISITOR CENTER

3.1. Security Forces Automated Check-In Service (SFACS). SFACS has the ability to handle visitor passes, special event passes, long term parking permits, and line badge appointments. Visitor passes will be issued to anyone who does not have proper identification to enter the installation. They must be sponsored by DoD personnel, active duty or retired, and DoD credential carrying dependents, 16 years or older. Persons under the age of 16 are prohibited from sponsoring other individuals onto the installation.

3.1.1. Visitors requesting a pass for entry to SAFB are processed at the Dixon Visitor Center (DVC). When the DVC is closed, passes will be processed at the Shiloh gate only.

3.1.2. When a visitor (anyone that does not possess an authorized DoD credential authorizing unescorted base access) arrives at the DVC, the sponsor is required to make contact with the DVC, via physical contact, telephone (if number is registered in SFACS), or email from a .mil account, to verify the visit.

3.1.3. All visitors, age 16 or older, must have an acceptable form of picture identification to verify their identity. Acceptable forms are any state (Real ID Act compliant) or federally issued photo identification card.

3.1.4. Authorized sponsors are able to sign on guests, without physically meeting them at the DVC. For this to occur, the sponsor must first log on to a government computer, go to the following website <https://webapp.amc.af.mil/sfacs/default.aspx>, and register their information on the “Register Personal Phone” tab. They will then be able to request passes on the same website.

3.1.4.1. Telephonic preannouncement to the DVC, Shiloh gate, or Commercial Vehicle Inspection Station (CVIS), when DVC is closed, can be used for short-term visits providing the sponsor has registered their home/cell phone number into the SFACS database.

3.1.4.1.1. Sponsors may request a visitor pass for a visitor prior to their arrival at the base; reducing their wait time. Visitor passes are to be requested if the number of visitors the user is sponsoring is 10 or less.

3.1.4.1.2. Sponsors may set up an account and pre-register up to three phone numbers into SFACS utilizing a .mil computer and their common access card (CAC) card. While registering they will need to provide an on-base address, a cell or home phone number, and a four to six digit pin which will be utilized to verify identity of sponsor.

3.1.4.1.3. If the incoming call originated from a number other than the sponsor’s registered home/cell phone number, the visitor center clerk will advise the caller of this requirement and will not accept the sponsorship request.

3.1.4.1.4. Sponsors shall provide the following information: visitor’s last name, first name, destination, requested start date/time, requested end date/time, sponsor rank,

- sponsor last name, sponsor first name, sponsor phone number which must appear on the caller ID, and optionally the sponsor email address.
- 3.1.4.2. Digital preannouncement to the DVC (or Shiloh gate when the DVC is closed), will be done by the sponsor with a CAC card and a .mil computer utilizing the SFACS customer homepage may request a short term pass for their visitors. **Note:** DVC/gate personnel may accept preannouncements from an email originating from a .mil email address.
- 3.1.4.2.1. Sponsors may request a visitor pass for a visitor prior to their arrival at the base; reducing their wait time. Visitor passes are to be requested if the number of visitors that the user is sponsoring is ten or less.
- 3.1.4.2.2. Sponsor input the following information: visitors last name, first name, destination, requested start date/time, requested end date/time, sponsor rank, sponsor last name, sponsor first name, sponsor phone number which must appear on the caller ID, and optionally the sponsor email address.
- 3.1.5. Law Enforcement Agencies Data System (LEADS) checks will be performed on all personnel who do not possess an authorized DoD credential authorizing unescorted base access.
- 3.1.5.1. In the event all base LEADS terminals are malfunctioning or inoperative, 24 hour passes will be issued, regardless of the requested termination date.
- 3.1.5.2. Personnel listed on entry authorization lists (EALs) provided for unique circumstances/special events will be vetted in LEADS prior to issuance of Special Events Passes and access to the installation. As an authenticator, all EALs/Special Event Passes will be signed by DVC personnel on the reverse side of the pass.
- 3.1.6. Escort authority allows an authorized sponsor to vouch for vehicle occupants/pedestrians entering the installation. For the purposes of vouching for personnel with non-compliant identification, no more than 10 personnel or two vehicles are authorized to be escorted by one person. Guest drivers must follow behind their escort at all times. Escort must announce which vehicle(s) are being escorted to the installation entry controller upon entering the installation. The escort will wait until all vehicles are cleared by the installation entry controller before leaving the gate.
- 3.1.6.1. Sponsors may pass off their visitors to another individual who is authorized to sponsor visitors onto the installation; however, responsibility for escort violations ultimately falls on the person who originally sponsored the visitors onto the installation. If a guest is ever left unattended by a sponsor, that guest will immediately be removed from the installation and the escort may lose sponsor privileges.
- 3.1.6.2. Personnel escorted within the installation must stay within the physical custody of the sponsor, within the sponsor's residence, or the adjacent, immediate public areas of the sponsor's residence.
- 3.1.7. Authorized ID card holders who forget their ID card on the installation will be directed to the DVC for positive identity. Once DVC personnel have positively identified the individual is authorized access, utilizing the Defense Biometric Identification System (DBIDS), the member will be issued a one-time pass to gain entry through the installation

gate, as long as approved identification is provided as stated in **Paragraph 3.9.2.** of this publication.

3.2. Long-Term Visitors. Issued to visitors for up to 1 year for sponsors who demonstrate a unique hardship. Sponsors will provide the DVC written justification and must have their commander endorse the form.

3.2.1. The sponsor must hand carry, or email from a .mil email address, the request to the DVC.

3.2.2. The DVC NCOIC or Assistant NCOIC will review the request and make a determination based on the information provided in order for the pass to be issued.

3.3. Special Events Passes. The DVC issues special event passes which are to be requested if the number of visitors exceeds ten. Examples of special events are weddings, retirements, graduations, etc. Special event passes may be created either at the DVC or through SFACS. It is the responsibility of the sponsor to enter the pass information into the system regardless of which method is used. Assistance is available through the DVC at (618) 256-2008/DSN 576-2008. The site address is <https://webapp.amc.af.mil/sfacs/default.aspx>. Use of this site requires the customer use a .mil domain computer and their CAC card.

3.3.1. For events with ten or less non-affiliated guests, the sponsor will call the DVC (Shiloh Gate during DVC non-duty hours) and normal entry procedures will apply. Customers may also enter the group on the previously mentioned website under the same conditions. Normal entry control procedures will apply.

3.3.2. Events with more than ten guests will provide an EAL to the DVC in a hard-copy format no later than 10 duty days prior to the event. The EAL must include the destination, date, time of the event and the visitors first, middle, last name, and date of birth., driver's license or state identification number and state of issue if they are over the age of 16. Once the visitors have been vetted and the passes have been made, a staff member from the DVC will notify the sponsor that the passes are ready to be picked up. The sponsor will either mail the passes to the guests or will coordinate with the DVC and hand out the pass at the gate on the day of the event to their guests. It is solely the responsibility of the sponsor to distribute the passes to their guests.

3.3.3. In all instances requiring an EAL, the EAL will be hand carried to the DVC by the sponsor.

3.3.4. Distinguished Visitor (DV) Pass Holders. The 375 AMW/Public Affairs (PA), HQ AMC/PA, and USTRANSCOM/PA issue DV passes for events sponsored by the respective commanders. The 375 AMW/PA, HQ AMC/PA, and USTRANSCOM/PA will issue the passes and provide an EAL to the DVC.

3.4. Wings of Eagles Program. SCOTTAFBI 31-102 *Wings of Eagles Program Identification Card*, is an entry program whereby the 375th Air Mobility Wing Commander (AMW/CC) issues installation passes to local dignitaries and others to whom he/she authorizes unescorted entry to the installation.

3.4.1. Procedures.

3.4.1.1. Civic leaders will obtain their Wings of Eagles Identification Cards at the DVC. Cards will be granted only to those civic leaders identified by the 375 AMW/PA as

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

3.4.1.1.1. The Wings of Eagles Identification Card is valid for 364 days, expiring on the 365th day of issue.

3.4.1.1.2. The Wings of Eagles Identification Card grants civic leaders access to unrestricted base facilities. All card recipients must comply with installation entry requirements outlined in AFI 31-101 and its supplements.

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

3.4.1.1.4. Wings of Eagles Identification Card holders are authorized to sponsor other individuals.

3.4.1.1.5. The Wings of Eagles Identification Card will be the sole requirement for base entry under BRAVO Force Protection Conditions (FPCON) and below. The installation commander reserves the sole authority to authorize acceptance of cards for base entry privileges under higher force protection conditions or under heightened security measures.

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

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

3.4.2. Eligibility.

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

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

3.4.2.1.2. Documented record of support to the base, mission partners, or its personnel.

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

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

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

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

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

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

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

3.5. Long Term Parking Permit.

3.5.1. Customers may request a long term parking pass in person at the DVC or may request it online from a .mil domain with their CAC installed. The online site is available at URL <https://webapp.amc.af.mil/sfacs/default.aspx>. The completed pass request must still be picked up at the DVC.

3.5.2. Before the permit will be issued, customers shall provide their identification and contact information, date of request, date of return, owner information, vehicle information and emergency contact information. If the length of absence exceeds 120 days, the customer must provide the DVC with a copy of their TDY orders. If the request was done online, DVC staff will review the information with the customer prior to issue. Under no circumstances will an incomplete permit be issued. After hours, when the DVC is closed, BDOC controllers will issue passes numbered 51-60 to personnel requesting long term parking permits, who meet all pass requirements (passes over 60 may be issued if needed).

3.6. Contractors. It is the primary contractor's responsibility to provide an original signed contractor package to the person responsible for the contract's performance, (i.e., AAFES, 375th Contracting Squadron, AMC Contracting Flight, Defense Information Technology Contracting Organization Contracting, 126 ARW Contracting Flight) and contracts via General Service Administration (GSA) who will in-turn authenticate the service being provided as part of a valid contract. The responsible agencies will hand-carry the original contractor package to the DVC. Commanders will designate persons authorized to sign and submit contractor badge requests in writing and provide said designation letter to the DVC on an annual basis. Contractor packages or sponsor letters will only be accepted from designated active duty, reserve, guard, and civilian DoD personnel; paperwork will not be accepted from contractors. The requesting agency will contact DVC for the current contractor packages; no other format will be accepted.

3.6.1. Primary contractors are responsible for the conduct of all personnel working under that contract, to include subcontractors. A contractor pass is only valid for up to 1 year maximum or the duration of the contract, whichever is sooner. Unauthorized use of the pass by anyone other than the rightful owner will result in the pass being revoked. If a pass is lost, the contractor will immediately report it to Pass and Registration.

3.6.2. Contractor's Consent for Background Checks. DVC will conduct the Criminal History Background Check (CHBC) via the Scott AFB Form 24, *Consent for Background Check*, ([Attachment 10](#)). The CHBC will, as a minimum, cover the individual's places of residency for a 24-month time period. CHBC are considered favorable if they do not contain any of the following eight disqualifiers:

3.6.2.1. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

3.6.2.2. The installation is unable to verify the individual's claimed identity.

3.6.2.3. The individual is wanted by Federal, state, local, or other civil law enforcement authorities, regardless of offense or violation.

3.6.2.4. The individual has any conviction for espionage, sabotage, treason, terrorism, or murder.

3.6.2.5. The individual's name appears on any Federal or state agency's watch list or hit list for criminal behavior or terrorist activity.

3.6.2.6. The individual has been convicted of a firearms or explosive violation.

3.6.2.7. The individual has been convicted of sexual assault, armed robbery, rape, child molestation, child pornography, trafficking in humans, drug possession with intent to sell, or drug distribution within the past 10 years.

3.6.2.8. The individual has knowingly and willfully engaged in acts or activities designed to overthrow the US Government by force.

3.6.3. The DVC will maintain the memorandums for 3 months or when no longer needed at the unit level and destroy them at the 3-month mark.

3.6.4. Contractor Short-Term Pass. Normal visitor entry requirements apply to contractors requesting a short-term pass.

3.7. Long-Term Passes for College Professors and Students. All on-base colleges and universities will be required to provide an EAL to the DVC of non-military affiliated teachers, professors and students who wish to attend classes on SAFB. The non-military affiliated teachers, professors, and students will also be required to complete a Scott AFB Form 24 which will be used to perform a CHBC. Provided their record is clear of serious offenses and there are no outstanding wants or warrants, the personnel will be processed for a pass which allows them to enter SAFB during the hours and days required. Upon presentation of a valid photo driver's license verified against the listing of authorized individuals, those individuals will be granted entry onto the installation, provided they are teaching or attending classes. Non-military affiliated personnel are never authorized to sponsor another individual onto SAFB. All personnel and vehicles are subject to search at any time while on SAFB. In addition, DVC staff will conduct random monthly CHBC of names given by the colleges and universities and delete

names of personnel deemed unsuitable for installation access. The sponsoring university/college will be notified of any personnel who are no longer allowed on the installation.

3.7.1. The long-term pass will be marked “Non Sponsor” to indicate students cannot sponsor anyone onto the installation.

3.7.2. All students must use the Shiloh Gate, unless otherwise directed by the Security Forces Operations Section.

3.7.3. A student pass is only valid for the person to whom it was issued to within the stated authorized dates and times.

3.7.3.1. Use of the pass by anyone other than the rightful owner, will result in the pass being revoked.

3.7.3.2. The pass will only be valid 30 minutes before allotted time and 60 minutes after the scheduled class.

3.7.3.3. The pass is only to be used to travel to and from the class location and the base exit

3.7.4. The 375 AMW/Education Office will provide a list of base college employees who are authorized to sponsor students onto base so the students may initially register for courses. Passes will only be issued for the minimum time necessary to complete the enrollment process.

3.7.5. Long-term DBIDS passes issued by the DVC will allow the holder access to the installation during increased FPCONs up to and including FPCON Bravo. Student and faculty members will be issued a DBIDS card with all pertinent information.

3.8. Background Checks. DVC will conduct the CHBC. This CHBC will, at a minimum, cover the individual’s places of residency for a 24-month time period. A CHBC is considered favorable if they do not contain any of the disqualifiers listed in **Paragraph 3.6.2.**

3.9. REAL ID Act of 2005.

3.9.1. Passed by Congress in 2005, the REAL ID Act enacted the 9/11 Commission’s recommendation that the Federal Government “set standards for the issuance of sources of identification, such as driver’s licenses.” The Act established minimum security standards for state-issued driver’s licenses and identification cards and prohibits Federal agencies from accepting for official purposes licenses and identification cards from states that do not meet these standards.

3.9.2. All IDs (to include driver’s licenses) not compliant with the REAL ID Act will no longer be used as a source for ID vetting to gain unescorted access to the installation. Personnel with noncompliant driver’s licenses can still gain access, but only if they have an alternate acceptable form of ID or if they are escorted. Refer to the Department of Homeland Security (DHS) website for the most current status of which states are compliant and which are not, <https://www.dhs.gov/current-status-states-territories>. Alternate acceptable forms, include:

3.9.2.1. United States Passport or Passport Card.

- 3.9.2.2. An ID card issued by Federal, state or local government agencies with the all the required REAL ID Act information.
- 3.9.2.3. Personal Identification Verification (PIV) card issued by Federal Government.
- 3.9.2.4. Veterans Health Identification Card issued by US Department of Veterans Affairs.
- 3.9.2.5. Interoperable (PIV-I) cards issued by No-Federal Government entities.
- 3.9.2.6. Form N-550, *Certificate of Naturalization/Certificate of Citizenship*
- 3.9.2.7. Form I-551, *Permanent Resident Card/Alien Registration Receipt Card*.
- 3.9.2.8. DHS “Trusted Traveler” Cards (Global Entry, NEXUS, SENTRI, FAST).
- 3.9.2.9. Form DSP-150, *Border Crossing Card*.
- 3.9.2.10. Form I-766, An employment authorization document that contains a photograph.
- 3.9.2.11. US Coast Guard Merchant Mariner Cards Credentials.
- 3.9.2.12. Form I-551, *US Permanent Resident Card*.
- 3.9.2.13. US Refugee travel document or other travel document or evidence of immigration status issued by DHS containing a photograph.
- 3.9.2.14. A Foreign Government Issued Passport.
- 3.9.2.15. Transportation Worker Identification Credential (TWIC).

Chapter 4

PRIVATELY OWNED FIREARMS (POF) AND THE LAW ENFORCEMENT OFFICER SAFETY ACT (LEOSA) PROGRAM

4.1. General. Installation commanders are directed to develop and implement on-station guidance governing use and control of POFs in accordance with AFI 31-101, AFI 31-117, *Arming and Use of Force*, any MAJCOM guidance, local conditions, and Federal, state, and local laws. Additionally, installation commanders are directed to take reasonable, necessary, and lawful measures to maintain good order and discipline and security. This includes the authority to deny access, and detain or remove individuals who threaten the safety or orderly administration of an installation.

4.1.1. Law Enforcement Officers Safety Act (LEOSA) is a Federal law passed in 2004 that allows Qualified Law Enforcement Officers and Qualified Retired Law Enforcement Officers (QLEOs/QRLEOs) to carry Privately Owned Firearms (POF) concealed, regardless of state or local laws. In 2013, this law extended to individuals who are, or were, granted the authority authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest or to make apprehension under Article 7b of the Uniform Code of Military Justice.

4.1.2. QLEO/QRLEO are individuals who have/had apprehension authority and are identified as qualified law enforcement officers, active, retired, or separated with 10 or more years of aggregate service in a position as a qualified law enforcement officer.

4.1.3. All LEOSA credentialed personnel are authorized to conceal-carry their POF onto the Installation. This policy applies to qualified law enforcement officers and qualified retired law enforcement officers under **Section 926B** and **Section 926C** of Title 18, United States Code (USC).

4.1.4. Individuals who are authorized to conceal-carry a firearm under LEOSA must comply with the provisions of AFMAN 31-125, *Security Forces Implementation of the Law Enforcement Officers Safety Act (LEOSA)*. Security Forces (SF) and Department of the Air Force Police Officers (DAFPO), posted on the duty roster and armed with a government-owned firearm, are not permitted to conceal-carry a POF. Members are not authorized to take a POF into facilities with signs indicating “no firearms allowed” or as designated by the commander of the facility and coordinated through the Integrated Defense Council and installation commander, IAW AFI 31-117 and AFI 31-101.

4.1.4.1. Anyone wishing to concealed carry under LEOSA must comply with all installation requirements, to include:

4.1.4.1.1. Mandatory registration with 375 SFS.

4.1.4.1.2. Valid LEOSA Credentials.

4.1.5. Weapons listed under the Class 3, National Firearm Act are prohibited.

4.1.6. All firearms must be holstered, including when carried in a purse, backpack, handbag, or case. The holster must be specifically designed for the handgun being carried to protect against accidental discharge.

4.1.7. Armed QLEO/QRLEO will not be used as an augmentation force.

4.1.8. Individuals must have their valid LEOSA credentials immediately available at all times when they have a firearm in their POV or on their person while on SAFB. Acceptable LEOSA forms include:

4.1.8.1. USAF LEOSA 926B Credential.

4.1.8.2. USAF LEOSA 926C Credential.

4.1.8.3. AFOSI Form 59A, *AFOSI Credential (Signature Portion)*.

4.1.8.4. AFOSI LEOSA ID Card.

4.1.8.5. Other Federal/State/Local Law Enforcement Officer Credentials that meet the definition of a “qualified law enforcement officer” as defined in Illinois State Law.

4.1.9. For a LEOSA credential to be valid, it must be accompanied by proof of weapons qualification within the last 12 months.

4.1.9.1. Active QLEOs at squadron level and below:

4.1.9.1.1. Must be qualified on the M9 pistol.

4.1.9.1.2. Must not be on the unit “Do Not Arm” roster.

4.1.9.1.3. Must have proof of handgun weapons qualification (AF Form 522, *USAF Ground Weapons Training Data*, or AF Form 629, *Small Arms Hand Receipt*).

4.1.9.2. Active QLEOs above squadron level:

4.1.9.2.1. Must be qualified on the M-9 pistol, if required by duty position or complete the USAF SF handgun qualification course conducted by a state certified civilian firearms instructor using the member’s privately owned firearm and personally procured ammunition.

4.1.9.2.2. Must have proof of handgun weapons qualification (AF Form 522 or AF Form 629) or documentation from state certified firearms instructor.

4.1.9.3. Retired or Separated QLEOs:

4.1.9.3.1. Must complete a state firearm certification within the last 12 months.

4.1.9.3.2. Must have proof of handgun weapons qualification signed by a state certified firearms instructor.

4.1.10. LEOSA credentialed personnel shall not carry a firearm while under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

4.1.11. LEOSA credentialed individuals stopped for base entry point checks, traffic violations, or for any other reason by a law enforcement or command official (commanders and first sergeants):

4.1.11.1. Must immediately inform law enforcement or command officials there is a firearm in the vehicle or on their person.

4.1.11.2. Must be able to produce their LEOSA credentials and proof of firearms qualification.

4.1.11.3. If credentials cannot be produced, individual will be escorted off the installation. If the member wishes to return to base, they will secure their POF IAW **Paragraph 4.6.** of this instruction.

4.1.11.4. Transient personnel (not assigned to SAFB) carrying concealed must declare to the law enforcement officer if stopped for a traffic violation or random installation entry point check. At this time, they will be afforded the opportunity to register with the 375 SFS, or they will have to follow normal weapon handling procedures.

4.2. Authorized Storage Locations.

4.2.1. LEOSA credentialed Airmen that reside in SAFB dormitories will store their privately owned firearms in the 375 SFS Armory for long-term storage.

4.2.2. QLEOs may temporarily store their firearms in their privately owned vehicles (POV).

4.2.2.1. When firearms are stored in a vehicle.

4.2.3.1.1. The vehicle must be locked at all times and POF stored in a locked container.

4.2.3.1.2. For purpose of this subsection, "locked container" includes a lockable glove box or center console, the trunk of a car, a locked firearm carrying box, locked shipping box, or other locked container concealed from public view IAW Illinois Law.

4.2.4. Personnel arriving at SAFB during non-duty hours may store POFs with the 375 SFS Armory if staying in lodging, Temporary Living Facility (TLF), or dormitory residences.

4.3. Prohibited Storage Areas. Storage of POFs is prohibited in Distinguished Visitor Quarters (DVQ), Visiting Airmen Quarters (VAQ), Temporary Lodging Facility (TLF), and dormitory residences. **Exception:** Residents of the Scott Family Camp are authorized to retain their firearms and ammunition.

4.4. Prohibited POFs Areas. POFs are prohibited from the following locations:

4.4.1. US Air Force Medical Facilities IAW AFI 31-117.

4.4.2. Restricted/Controlled Areas.

4.4.3. US Post Office.

4.4.4. All facilities with signs indicating no POFs as designated by the commander of the facility and coordinated through the Integrated Defense Council/Installation Commander.

4.4.4.1. All facilities that prohibit POFs will display the Pursuant to 430 Illinois Compiled Statutes (ILCS) 66/65 sign.

4.5. Concealed Weapons. Carrying concealed firearms or concealed dangerous weapons on SAFB is strictly prohibited with the exception of LEOSA credentialed personnel.

4.6. Transportation of Weapons. Personnel may transit on/off Scott AFB with a POF as long as the weapon is configured to the following guidelines prior to entering, and at all times while within, the installation's boundaries.

4.6.1. Under no circumstances will personnel have a loaded weapon on the installation or remove weapons from their vehicles while on the installation.

4.6.2. All personnel must declare their firearms to Security Forces (SF) personnel during a traffic stop, vehicle inspection, Random Antiterrorism Measure, or Random Installation Entry Vehicle Check.

4.6.3. IAW AFI 31-101, **Paragraph 8.4.2.1.2.**, and Illinois State Law, transported privately owned weapons/firearms will be completely unloaded (no magazine or ammunition in the weapon) and POF must be in a locked container.

4.6.3.1. For purposes of this subsection, "locked container" includes a lockable glove box or center console, the trunk of a car, a locked firearm carrying box, locked shipping box, or other locked container.

4.6.3.2. The proper storing of the POF must be done before entering the installation. Additionally, POF must be secured in a completely enclosed vehicle (no motorcycles or convertibles with top down).

LESLIE A. MAHER, Colonel, USAF
Commander

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

AFI 31-101, *Integrated Defense (ID)* (FOUO), 5 July 2017

AFI 31-117, *Arming and Use of Force By Air Force Personnel*, 2 February 2016

AFMAN 31-125, *Security Forces Implementation of the Law Enforcement Officers Safety Act (LEOSA)*, 22 April 2014

AFMAN 33-363, *Management of Records*, 1 March 2008

SCOTTAFBI 31-102, *Wings of Eagles Identification Card Program*, 19 October 2009

Prescribed Forms

SCOTTAFB24, *Consent For Background Check*

SCOTTAFB25, *Signature Card*

SCOTTAFB197, *Alarmed Facilities Access Authorization*

Adopted Forms

AF Form 522, *USAF Ground Weapons Training Data*

AF Form 629, *Small Arms Hand Receipt*

AF Form 1199, *Air Force Entry Control Card*

AF Form 2586, *Unescorted Entry Authorization Certificate*

AFOSI Form 59A, *AFOSI Credential (Signature Portion)*

Abbreviations and Acronyms

AFOSI—Air Force Office of Special Investigations

AFRES—Air Force Reserves

AMC—Air Mobility Command

AMW—Air Mobility Wing

ARW—Air Refueling Wing

ANG—Air National Guard

AOC—Air Operations Center

AW—Airlift Wing

BDOC—Base Defense Operations Center

CAC—Common Access Card

CHBC—Criminal History Background Check

CVIS—Commercial Vehicle Inspection Station
DAFPO—Department of the Air Force Police Officers
DBIDS—Defense Biometric Identification System
DHS—Department of Homeland Security
DSP—Department of State
DV—Distinguished Visitor
DVC—Dixon Visitor Center
DVQ—Distinguished Visitor Quarters
EAL—Entry Authorization List
EIM—Enterprise Information Management
ESS—Electronic Security Systems
FPCON—Force Protection Condition
GSA—Government Services Administration
HQ—Headquarters
ID—Identification
ILCS—Illinois Compiled Statutes
LEADS—Law Enforcement Agencies Data System
LEOSA—Law Enforcement Officer Safety Act
PA—Public Affairs
POF—Privately Owned Firearm
POV—Privately Owned Vehicle
QLEO—Qualified Law Enforcement Officers
QRLEO—Qualified Retired Law Enforcement Officers
S5B—Dixon Visitor Center
S5E—Security Forces Electronic Security Systems
SAFB—Scott AFB
SFACS—Security Forces Automated Check-in System
SF—Security Forces
SFS—Security Forces Squadron
TDY—Temporary Duty
TLF—Temporary Living Facility
TLF—Temporary Lodging Facility

TWIC—Transportation Worker Identification Credential

USC—United States Codes

USTRANSCOM—United States Transportation Command


VAQ—Visiting Airman's Quarters

VOC—Virtual Out-processing Checklist

Attachment 2

**APPOINTMENT OF SECURITY MANAGER (USE APPROPRIATE LETTERHEAD
FROM UNIT)**


Figure A2.1. Unit Security Manager Appointment Letter.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)</p>	Date
MEMORANDUM FOR 375 SFS/S5B		
FROM: Unit/Office Symbol Address Scott AFB IL 62225		
SUBJECT: Appointment Letter—Unit Security Manager		
1. The following personnel are authorized to sign AF Forms 2586 for the areas indicated below:		
a. Section II, Requesting Official:		
Primary: Rank Full Name, Unit/Office Symbol, DSN, DoD ID Number		
Alternate: Rank Full Name, Unit/Office Symbol, DSN, DoD ID Number		
b. Section IV, Restricted/Controlled Area Coordination:		
Primary: Rank Full Name, Unit/Office Symbol, DSN, DoD ID Number, Area XX		
Signature:		
Alternate: Rank Full Name, Unit/Office Symbol, DSN, DoD ID Number, Area XX		
Signature:		
2. Rank, Full Name is no longer authorized to sign AF Forms 2586.		
3. This letter supersedes all previous letters, same subject. Please contact Rank/Grade First Last Name, duty title, at XXX-XXXX, if you have any questions or require additional information.		
<p align="right">FULL NAME, Rank/Grade, USAF Unit Program Coordinator</p>		
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p> <p align="center">ENABLING RAPID GLOBAL MOBILITY</p>		

Attachment 3

REPORT OF LOST AF FORM 1199 (USE APPROPRIATE LETTERHEAD FROM UNIT)


Figure A3.1. Report of Lost or Stolen AF Form 1199.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)</p>	Date
MEMORANDUM FOR 375 SFS/S5B		
<p>FROM: Unit/Office Symbol Address Scott AFB IL 62225</p>		
SUBJECT: Report of Lost AF Form 1199, <i>Air Force Entry Control Card</i>		
<p>1. Restricted Area Badge Number XXXXX was lost or misplaced by Rank, Last Name, First Name, Middle Initial, SSN 000-00-0000, on or about DD MMM YY. Rank, Name reported he/she lost his/her badge while give a brief description on how the badge became lost. The member conducted an extensive search of their quarters and workplace, but was unable to locate their Restricted Area Badge.</p> <p>2. Member has been counseled about the importance of safeguarding their Restricted Area Badge. Please reissue Rank, Name a new line badge.</p> <p>3. Please contact Rank/Grade, First Last name, duty title, at XXX-XXXX, if you have any questions or require additional information.</p>		
<p>FULL NAME, Rank/Grade, USAF Unit Program Coordinator</p>		
<p>Attachments: 1. AF Form 2586, <i>Unescorted Entry Authorization Certificate</i> 2. AF Form 1168, <i>Statement of Suspect/Witness/Complaint</i> from Rank and Full Name</p>		
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p>		
<p>ENABLING RAPID GLOBAL MOBILITY</p>		

Attachment 4

REQUEST ADDITION/REMOVAL OF AREA NUMBERS TO AF FORM 1199 (USE APPROPRIATE LETTERHEAD FROM UNIT)

Figure A4.1. Request Addition/Removal of Area Numbers to AF Form 1199.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)

Date

MEMORANDUM FOR 375 SFS/S5B

FROM: Unit/Office Symbol
Address
Scott AFB IL 62225

SUBJECT: Request Addition/Removal of Area Numbers to AF Form 1199, *Air Force Entry Control Card*

1. Rank, Full Name, Badge XXXXXXXX, requires adding/deleting Areas XX, XX and XX to their Badge.
2. Please contact Rank/Grade First Last name, duty title, at XXX-XXXX, if you have any questions or require additional information.

FULL NAME, Rank/Grade, USAF
Unit Program Coordinator

Attachments:
1. AF Form 2586, *Unescorted Entry Authorization Certificate*


The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

ENABLING RAPID GLOBAL MOBILITY

Attachment 5

**REQUEST FOR REPLACEMENT OF DAMAGED AF FORM 1199 (USE
APPROPRIATE LETTERHEAD FROM UNIT)**


Figure A5.1. Request for Replacement of Damaged AF Form 1199.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)</p>	Date
MEMORANDUM FOR 375 SFS/S5B		
FROM: Unit/Office Symbol Address Scott AFB IL 62225		
SUBJECT: Request for Replacement of Damaged AF Form 1199, <i>Air Force Entry Control Card</i>		
<p>1. Rank and Full Name, Badge Number: XXXXXXXX, requires a new badge due to normal wear and tear. Please reissue their new badge with the same authorized areas.</p> <p>2. This letter supersedes letter, dated DD MMM YY. If you have any questions, please contact Rank Full Name, XXX-XXXX.</p>		
<p>FULL NAME, Rank/Grade, USAF Unit Program Coordinator</p>		
<p>Attachments: 1. AF Form 2586, <i>Unescorted Entry Authorization Certificate</i> (Original)</p>		
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p> <p align="center">ENABLING RAPID GLOBAL MOBILITY</p>		

Attachment 6

LOST/MISPLACED ORIGINAL AF FORM 2586 (USE APPROPRIATE LETTERHEAD FROM UNIT)

Figure A6.1. Lost/Misplaced Original AF Form 2586.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)

Date

MEMORANDUM FOR 375 SFS/S5B

FROM: **Unit/Office Symbol**
Address
Scott AFB IL 62225

SUBJECT: Lost/Misplaced Original AF Form 2586, *Unescorted Entry Authorization Certificate*

1. The original AF Form 2586 for **Last Name, First Name, Middle Initial** has been lost/misplaced. A new AF Form 2586 has been accomplished.
2. If you have any questions, please contact **Rank Full Name, XXX-XXXX**.

FULL NAME, Rank/Grade, USAF
Unit Program Coordinator

The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

ENABLING RAPID GLOBAL MOBILITY

Attachment 7

SCOTT AFB FORM 25, *SIGNATURE CARD* (CAN BE FOUND ON E-PUBS)Figure A7.1. SCOTT AFB Form 25, *Signature Card*.

SIGNATURE CARD		
1. NAME (Primary) (Type or print):	2. PAY GRADE:	3. DATE:
4. OFFICIAL ADDRESS:		
5. NAME (Primary's official signature block) (Type or print):	6. PRIMARY'S SIGNATURE:	
7. NAME (Alternate) (Type or print):	8. PAY GRADE:	9. DATE:
10. OFFICIAL ADDRESS:		
11. NAME (Alternate's official signature block (Type or print):	12. ALTERNATE'S SIGNATURE:	
13. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED:		
14. NAME AND RANK OF COMMANDING OFFICER (Type or print):	15. COMMANDING OFFICER'S SIGNATURE:	
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Attachment 8

SCOTT AFB FORM 197, *ALARMED FACILITIES ACCESS AUTHORIZATION*


Figure A8.1. SCOTT AFB Form 197, *Alarmed Facilities Access Authorization*.

ALARMED FACILITIES ACCESS AUTHORIZATION					
<i>Privacy Act Statement</i>					
AUTHORITY: 5 U.S.C. 4501 and 10 U.S.C. 1124					
PURPOSE: To document personnel authorized to perform various functions.					
ROUTINE USES:					
DISCLOSURE: Voluntary. Failure to provide requested information will result in denied access to alarmed facilities.					
TO:			FROM:		
PERSONS LISTED BELOW ARE AUTHORIZED TO PERFORM FUNCTIONS INDICATED					
PERSONS TO CONTACT IN CASE OF AN EMERGENCY					
1. GRADE AND NAME:	2. ADDRESS	3. HOME PHONE:	4. DUTY PHONE		
CUSTODIANS					
1. GRADE AND NAME:	2. ADDRESS	3. HOME PHONE:	4. DUTY PHONE		
AUTHORITY TO ACCESS FACILITY					
**DENOTES AUTHORITY TO ACTIVATE/DEACTIVATE FACILITY ALARMS					
1. INDIVIDUAL:	2. IDEPI/BADGE NUMBER	3. PHONE:	1. INDIVIDUAL:	2. IDEPI/BADGE NUMBER	3. PHONE:
+					
RECEIPT FOR AUTHENTICATION CODES					
NAME/GRADE OF AUTHORIZING OFFICIAL:			NAME/GRADE OF AUTHENTICATING OFFICIAL:		
SIGNATURE:			SIGNATURE:		
DATE:		DATE:			
ALARMED AREA:	ROOM & BLDG NOs.:	TELEPHONE EXT.:	SECURITY HOURS:	MONTH:	OFFICE SYMBOL:
SCOTT AFB FORM 197, 2018MMDD			ALL PREVIOUS EDITIONS ARE OBSOLETE		Page 1 of 1
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Attachment 9

LONG TERM VISITOR PASS REQUEST (USE APPROPRIATE LETTERHEAD FROM UNIT)

Figure A9.1. Long Term Visitor Pass Request.

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 375TH AIR MOBILITY WING (AMC)	Date
<p style="text-align: center;">MEMORANDUM FOR 375 SFS/S5B ATTN: Dixon Visitor Center</p>		
<p>FROM: Unit/Office Symbol Street Address Scott AFB IL 62225</p>		
<p>SUBJECT: Long Term Visitor Pass Request</p>		
<p>1. Please issue a Long Term Visitor Pass for Name. Explain what the long term pass is needed for and where they are needing to go on base.</p>		
<p>Visitor Name: Last 4 of SSAN: Address: Drivers License Number: State of Issue: Date of Birth: Date of Expiration that will appear on pass: FPCON Level: Times and days authorized on base: (example M-S, Sat & Sunday only, 0600-1900hrs) Non-Sponsor or Authorized Sponsor (circle one)</p>		
<p>2. I understand I am responsible for the conduct of my visitors and I am liable for their actions while on Scott AFB.</p>		
<p>FULL NAME, Rank/Grade, Service Title</p>		
<p>The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.</p>		
<p>ENABLING RAPID GLOBAL MOBILITY</p>		

Attachment 10

SCOTT AFB FORM 24, **CONTRACTOR CONSENT TO BACKGROUND CHECK (CAN BE FOUND ON E-PUBS)**

Figure A10.1. SCOTT AFB Form 24, *Contractor Consent To Background Check*, Pg 1 of 2

CONSENT FOR BACKGROUND CHECK					
<i>Privacy Act Statement</i>					
AUTHORITY: 10 Unit States Code (U.S.C.) 8013, Executive Order 9397 as amended by Executive Order 13478.					
PRINCIPLE USES: Criminal History Background Checks on individuals attending courses on federal installations.					
ROUTINE USES: Information may be disclosed to local county, state, and federal law enforcement/investigative authorities of investigation. Information extracted from this form may be used in other related criminal proceedings.					
DISCLOSURE: Mandatory. Refusal to provide require information or sign this form will prevent access to federal installations.					
SECTION I. ACKNOWLEDGEMENT					
1. I have been advised and I understand the US Air Force has an obligation to require a criminal history background record check before allowing escorted access to an installation in order to provide security for personnel and property under it's control. I have been further advised that I have a right to obtain a copy of any report and to challenge the accuracy and completeness of any information included in such report.					
2. I understand a records check may include the following: a. A state criminal history repository check in the state where I currently reside and in states I previously resided. b. A National Agency Check with inquiries that includes a Federal Bureau of Investigation and finger print check.					
3. I hereby authorize any federal, state, or local agency/office to release any record relating to me that is necessary to complete the records checks.					
SECTION II. PERSONAL IDENTIFICATION (PRINT OR TYPE):					
NAME (Last Name, First Name, Middle Initial):			MAIDEN NAME (Last Name, First Name, Middle Initial):		
FORMER NAME (Last Name, First Name, Middle Initial):		SEX:	DOB:	DRIVER'S LICENSE NO.:	STATE ISSUED
CURRENT ADDRESS:			PREVIOUS ADDRESS:		
STATE:	ZIP CODE:	STATE:	ZIP CODE:		
SECTION III. BACKGROUND CHECK QUESTIONNAIRE:					
4. FELONY OFFENSES: Have you ever been charged with or convicted of any felony offenses? (Include those under the Uniform Code of Military Justice). For this item, report information regardless of whether the record in your cases has been "sealed" or otherwise stricken from the record. The single exception to this requirement is for certain convictions under the Federal Controlled Substance Act for which the course issued an expungement order under the authority of 21 U.S.C. or 18 U.S.C. 3607.					
REPLY:	IF YES, TYPE OF OFFENSE:			DATE OF OFFENSE:	
LAW ENFORCEMENT AUTHORITY/COURT:					
CITY:	COUNTY:	STATE:	ZIP CODE:		
5. FIREARMS/EXPLOSIVES OFFENSES: Have you ever been charged with or convicted of a firearms or explosive offense? For this item, report information regardless of whether the record in our case has been "sealed" or otherwise stricken from the record. This single exception to this requirement is for certain conviction under the Federal Controlled Substance Act for which the court issued an expungement order the authority of 21 U.S.C. or 18 U.S.C. 3607.					
REPLY:	IF YES, TYPE OF OFFENSE:			DATE OF OFFENSE:	
LAW ENFORCEMENT AUTHORITY/COURT:					
CITY:	COUNTY:	STATE:	ZIP CODE:		
6. PENDING CHARGES: Are there any charges pending again you for any criminal offense? Form this item, report information regardless of whether the record in your case has been "sealed" or otherwise stricken from the record. This single exception to this requirement is for certain convictions under the Federal Controlled Substance Act for which the court issued an expungement order the authority of 21 U.S.C. or 18 U.S.C. 3607.					
REPLY:	IF YES, TYPE OF OFFENSE:			DATE OF OFFENSE:	
LAW ENFORCEMENT AUTHORITY/COURT:					
CITY:	COUNTY:	STATE:	ZIP CODE:		
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Figure A10.2. SCOTT AFB Form 24, Contractor Consent To Background Check, Pg 2 of 2

7. OTHER OFFENSES: In the last 7 years, have you been arrested for, charged with, or convicted of any offense(s) not previously listed? (Leave out traffic fines of less than \$150.)			
REPLY:	IF YES, TYPE OF OFFENSE:	DATE OF OFFENSE:	
LAW ENFORCEMENT AUTHORITY/COURT:			
CITY:	COUNTY:	STATE:	ZIP CODE:
8. I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct. Pursuant to 28 U.S.C. Part V., Chapter 115, Section 1746.			
NAME OF APPLICANT (Print or type First MI Last Name):	APPLICANT SIGNATURE:	DATE EXECUTED:	
SECTION IV. RESERVED FOR 375TH SECURITY FORCES SQUADRON PERSONNEL.			
DATE CHECK COMPLETED:	<input type="checkbox"/> RESULTS FAVORABLE	<input type="checkbox"/> RESULTS UNFAVORABLE (Attach record)	
CHECK COMPLETED BY (Print or type First MI Last Name):	SIGNATURE:		
SCOTT AFB FORM 24, 2018MMDD		PREVIOUS EDITIONS ARE OBSOLETE	Page 2 of 2
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