

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



**SCOTT AIR FORCE BASE
INSTRUCTION
31-102
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Security

***WINGS OF EAGLES IDENTIFICATION
CARD PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 375 AMW/PA

Certified by: 375 AMW/PA
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This instruction implements AFI 31-101, *Integrated Defense (ID) (FOUO)*, and AFI 35-101, *Public Affairs Operations*. This instruction establishes procedures for the Wings of Eagles Identification Card Program and is applicable to all units and/or personnel sponsoring distinguished civic leaders onto Scott AFB. This instruction is not applicable to the 932d Airlift Wing (AFRES) or to the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include changing the name of the Scott AFB's Visitors Center to the Dixon Visitor Center. Updated the requirement for REAL ID compliant credentials to process the Wings of Eagles ID card for eligible recipients. The eligibility criteria has been updated to reflect that the 375th Air Mobility Wing Public Affairs office (375 AMW/PA) will determine eligibility with approval by the installation commander.

1. Overview. The Wings of Eagles Identification Card Program facilitates base entry for distinguished civic leaders to attend on-base events, meetings, and special functions hosted by the installation commander.

2. Responsibilities. The Wings of Eagles Identification Card Program is a cooperative effort between the 375th Security Forces Squadron (375 SFS) and 375 AMW/PA. Both units are responsible for maintaining and executing the program successfully.

2.1. The 375 AMW/PA will:

2.1.1. Educate all civic leaders on the Wings of Eagles Identification Card Program.

2.1.2. Identify civic leaders and provide a list of their full names to 375 SFS Pass and Registration. This list will be updated annually and maintained on file for a period of 1 year.

2.1.3. Notify 375 SFS Pass and Registration of any additions, deletions, or changes to the civic leaders list.

2.1.4. Coordinate all logistics for civic leaders to receive their Wings of Eagles Identification Cards.

2.1.5. Amend and/or update the Wings of Eagles Identification Card Program policy supplement, as needed. All changes must be reviewed and approved by 375 SFS.

2.1.6. Act as the sponsor for eligible Wings of Eagles Identification Card recipients. Identify alternate valid sponsors for Wings of Eagles Identification Card recipients granted as an exception by the installation commander.

2.1.7. Enforce base security measures by maintaining positive control of the recipient list for the Wings of Eagles Identification Card limiting the issue of cards to approximately 100 individuals or less.

2.2. The 375 SFS will:

2.2.1. Provide eligible civic leaders with Wings of Eagles Identification Cards. These cards will be entered into the Defense Biometric Identification System (DBIDS).

2.2.2. Ensure civic leaders understand installation entry requirements and procedures during normal and increased force protection conditions affecting Scott AFB.

2.2.3. Provide opportunities for civic leaders to obtain passes. These opportunities are to consist of walk-in appointments at the Dixon Visitors Center during the facility's normal operating hours.

2.2.4. Maintain and update the database of civic leaders' personal information for installation entry requirements in accordance with IAW AFMAN 31-101V3, *Installation Perimeter Access Control (FOUO)*, the AMC Supplement, and Scott AFB Instruction 31-101, *Integrated Defense*.

2.2.5. Ensure all SFS members are trained on the entry procedures for the Wings of Eagles Identification Card Program.

2.2.6. Immediately notify 375 AMW/PA of any changes to installation entry requirements that impact the Wings of Eagles Identification Program.

3. Procedures. Civic leaders will obtain their Wings of Eagles Identification Cards through walk-in appointments with the 375 SFS Pass and Registration Office at the Dixon Visitors Center. 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.

3.1. The Wings of Eagles Identification Card is valid for a 1-year period effective from date of issue.

3.2. 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 Scott AFB Instruction 31-101, and must sign their consent to vehicle searches upon the request of 375 SFS. The Wings of Eagles Identification Card is not valid without recipient's signature.

3.3. The Wings of Eagles Identification Card will be the sole requirement for base entry under normal force protection conditions. 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. Civic leaders must show a REAL ID compliant credential, such as a REAL ID compliant, valid driver's license or U.S. passport 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.

3.5. 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.

3.6. 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 cards or decals to gain base entry will be referred to 375 AMW/PA.

4. Eligibility.

4.1. 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.

4.2. Individuals who do not meet the eligibility criteria must direct requests for base entry privileges to 375 SFS.

- 4.3. Wings of Eagles Identification Cards will not be granted to individuals to conduct business solicitation on base or for those who wish to do so.
- 4.4. Individuals who work with private organizations affiliated with the installation and require base entry privileges must direct their requests to the applicable private organization. A representative with base access privileges from the private organization may be required to sponsor the civic leader onto the installation.
- 4.5. 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.
- 4.6. 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.
- 4.7. Eligibility criteria are subject to change per the installation commander's direction or to meet community relations objectives.
- 4.8. 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 is reserved to the installation commander.

JEREMIAH S. HEATHMAN, Colonel, USAF
Commander

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

AFI 31-101, *Integrated Defense (ID) (FOUO)*, 8 October 2020

AFI 31-101, AMC Supplement, *Integrated Defense (ID) (FOUO)*, 25 August 2020

AFI 35-101, *Public Affairs Operations*, 20 November 2020

AFMAN 31-101, Volume 3, *Installation Perimeter Access Control (FOUO)*, 17 February 2020

AFMAN 31-101 Volume 3, AMC Supplement, *Installation Perimeter Access Control (FOUO)*, 26 August 2020

SCOTTAFBI 31-101, *Integrated Defense*, 21 June 2020

Abbreviations and Acronyms

AMC—Air Mobility Command

AMW—Air Mobility Wing

DBIDS—Defense Biometric Identification System

PA—Public Affairs

SFS—Security Forces Squadron