

Security



**CONTROLLED/RESTRICTED AREA BADGE
HANDBOOK**

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OPR: 95 SFS/SFAIPR
Mr. Ron Ellis, DSN: 527-4379
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Approved by: 95 SFS/CC (Lt Col Neil E. Rader)

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This pamphlet is designed to assist and familiarize all unit commanders/site managers and security/alternate security managers in accomplishing badge requests and in the completion of associated paperwork relating to delegations of authority, badge issue, loss, replacement, inventory, and accountability. It is not intended to relieve the unit commander/site manager or security manager/alternate security manager of his/her responsibility for being knowledgeable of the chapters in AFI 31-101, Volume I, *The Air Force Physical Security Program*, nor does this replace the need for written procedures, as required. It applies to all organizations assigned to Edwards AFB.

SUMMARY OF REVISION

Updates the referenced publications.

- 1.** Often there are numerous errors in preparing AF Form 2586, **Unescorted Entry Authorization Certificate**, i.e., names misspelled; Social Security Numbers (SSNs) incorrect; requesting official and coordinating official signature elements do not match the DD Form 577, **Signature Card**, on file; reports of investigation on lost badges lack thoroughness and detail. The following procedures were developed to help solve these problems. AFI 31-101 Volume I, paragraph 5.2.1.5 indicates that unit commanders must designate in writing each requesting official and coordinating official. These written designations and a properly completed DD Form 577 for each person will be forwarded to and maintained on file by 95 SFS/SFAIPR (Pass and Registration).
- 2.** Due to these requirements, units and agencies must review their letters of designation for Requesting Officials and submit letters of designation and signature cards as shown in this pamphlet. (See Attachments 3, 4, 5, and 6)
- 3.** As a reminder on how to complete all requests for controlled area badges, all unit security managers and controlled/restricted area monitors will:

3.1. Ensure current letters of designation and DD Forms 557 for all personnel designated as "Requesting and Coordinating Officials" are on file at Pass and Registration.

3.2. Prepare an AF Form 2586 for each person requiring a controlled/restricted area badge. Follow the instructions at Attachment 1 and 2 for accomplishing AF Form 2586.

3.3. Pay particular attention to the Controlled/Restricted Area Listing (Attachment 7) when completing section IV, since area designation may change frequently.

3.4. When the requesting official completes AF Form 2586, hand-carry the form to the individual areas to obtain coordinating officials' signatures. After these signatures are obtained, have the person being issued the badge bring the AF Form 2586 to the Pass and Registration Office for issuance of the badge.

4. Answer these questions before requesting an area to be opened on the AF Form 2586:

4.1. Does individual require daily access?

4.2. Is he/she assigned and working on the installation?

NOTE:

If you answered no to either of these questions, you may not have that area open.

5. Permanent badges will be issued to contractors if the individual:

5.1. Is a full time employee of a contractor on Edwards AFB and requires daily access.

5.2. Has a California Driver's License or for the individual who does not drive a motor vehicle, a California ID Card shall be an acceptable substitute.

5.3. If a contractor employee did not fulfill both of the above requirements, he/she may not have a permanent badge, but will be eligible for a temporary badge, not to exceed one year.

6. The AF Form 2586 may be used up to six times for a badge issue. If a new badge is required due to mutilation, name change, damage/loss, added/deleted areas, ensure there is a block open for reissue in block V. If not, a new AF Form 2586 must be accomplished.

7. Unit Commanders/site managers or their designees must conduct an annual "hands on" inventory of all controlled/restricted area badges of personnel assigned to them and complete the inventory letter shown in this pamphlet (Atch 8). Pass and Registration will provide a printout of all badges issued to each unit.

8. When a controlled/restricted area badge is lost/stolen, the Unit Security Manager will accomplish a report of investigation. The report will be indorsed by the respective unit commander/site manager and forwarded to 95 SFS/SFAIPR (Atch 9).

9. All Controlled/Restricted Area Monitors will submit, in writing, a monthly inventory report of the visitor badges under their control to 95 SFS/SFAIPR (Atch 10).

RICHARD V. REYNOLDS, Major General, USAF
Commander

Attachment 1

INSTRUCTIONS FOR ACCOMPLISHING AF FORM 2586 (ATCH 1)

Unescorted Entry Authorization Certificate

(Ink, cross out, erasure, or whiteout not permitted)

1. Section I.

- a. NAME BLOCK: Ensure individual's full legal name is used. (No nicknames):

SCOTT, Jeffrey J.

NOT

SCOTT, Jeff J.

- b. ORGANIZATION OR FIRM BLOCK: The requesting organization should be identified, not sub-contractors.

- c. GRADE BLOCK: **ENL** for enlisted; **OFF** for officers; **CIV** for civilians. Do not enter specific grade or rank.

- d. HEIGHT BLOCK: Do not use feet, use inches only. (i.e. 6' = 72" etc.)

- e. CITIZENSHIP BLOCK: One block must be checked.

2. Section II.

- a. NAME, GRADE AND TITLE BLOCK: Ensure the Requesting Official is authorized to sign and that a current letter and DD Form 577 is on file with 95 SFS/SFAIPR.

- b. SIGNATURE BLOCK: The signature must match the one on file with Pass and Registration.

- c. DATE BLOCK: Must not be over 90 days old.

3. Section III. Describe the duties to be performed on a daily basis that requires entry into the areas.

4. Section IV.

- a. AREA NUMBER BLOCK: Enter the areas requiring entry.

- b. ESCORT OFFICIAL BLOCK: Does not apply at Edwards AFB. If the area is open the individual has escort authority, unless otherwise stated by the Facility/Security Manager.

- c. TYPE AREA BLOCK: Controlled Area/Restricted Area.

- d. CONCUR BLOCK: The Coordinating Official must concur with the entry request to have the area open on the bridge.

- e. DATE BLOCK: The date the Coordinating Official signs off the area and must not be over 90 days old.

- f. COORDINATING OFFICIAL'S SIGNATURE BLOCK: Ensure the coordinating official is authorized to sign and that a current letter and DD Form 577 is on file with 95 SFS/SFAIPR.

5. Section V. (To be completed by Pass and Registration personnel)

Attachment 2
AF FORM 2586

UNESCORTED ENTRY AUTHORIZATION CERTIFICATE						
<i>PRIVACY ACT STATEMENT</i>						
<p><i>AUTHORITY: 10 U.S.C. 8013, 44 U.S.C. 3101, and EO 9397.</i></p> <p><i>PRINCIPAL PURPOSE: To record personal information on an individual whose duty performance requires entry into Air Force restricted and controlled areas in order to coordinate with the appropriate official and determine when and what type of entry credential to issue. SSN is used for further identification of an individual.</i></p> <p><i>ROUTINE USES: None.</i></p> <p><i>DISCLOSURE IS VOLUNTARY: Failure to disclose the information and SSN would result in not being allowed entry into these areas.</i></p>						
I. IDENTIFICATION						
NAME (Last, First, Middle Initial)				GRADE		SSN
ORGANIZATION OR FIRM			HEIGHT	WEIGHT	COLOR EYES	COLOR HAIR
CITIZENSHIP (Check One)		US CITIZEN	ALIEN IMMIGRANT		NON-US NATIONAL	
II. CERTIFICATION OF REQUESTING OFFICIAL						
<p>I certify that the individual whose name appears above has been the subject of a favorable investigation which meets the requirements of AFIs 31-101, 31-209 and 31-501, when applicable, for unescorted entry into restricted or controlled areas. I further certify that, in the event the above named individual is a non-US national, no US national is, or can be made, available to fill this position during the period indicated above, and that the granting of unescorted entry represents an exceptional requirement essential to the proper execution of this Command's mission. Such unescorted entry will not infringe upon the prohibited duties outlined in AFPD 31- series directives, and is clearly consistent with the interest of national security.</p>						
NAME, GRADE AND TITLE (Typed)			SIGNATURE			DATE
III. DUTY						
<i>(Describe duties that require unescorted entry into the areas indicated)</i>						
IV. RESTRICTED/CONTROLLED AREA COORDINATION						
AREA NUMBER	ESCORT OFFICIAL	TYPE AREA	CONCUR		DATE	COORDINATING/APPROVING OFFICIAL'S SIGNATURE
			YES	NO		

Attachment 3

SAMPLE LETTER OF AUTHORITY/REQUESTING OFFICIAL

USE YOUR ORGANIZATION LETTERHEAD

MEMORANDUM FOR 95 SFS/SFAIPR

FROM: YOUR ORGANIZATION AND ADDRESS

SUBJECT: Authorization to Sign AF Form 2586

1. The following individuals are authorized to authenticate AF Form 2586, **Unescorted Entry Authorization Certificate**, IAW AFI 31-101, Volume I, Paragraph 5.2.1.4, as Requesting Officials:

NAME	RANK	DUTY PHONE	BUILDING
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Primary: (Unit Commander/Site Manager)

Alternate: (Unit/Company Security Manager)

Alternate: (Unit/Company Alternate Security Manager)

2. This letter superseded all other letters, same subject.

UNIT/SITE COMMANDER'S SIGNATURE

Attachment

DD Form 577 (3)

Attachment 4

SAMPLE AFT FORM 577 (FOR REQUESTING OFFICIAL)

1. Name (<i>Type or print</i>)	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER (<i>Type or print</i>)	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

DD FORM 577, May 88 (EG) Previous edition may be used until exhausted **SIGNATURE CARD**

Designed using Perform Pro, WHS/DIOR, Oct 97

TYPE OR PRINT LEGIBLY: “Delegated Authority as a Requesting Official and sign Section II of AF Form 2586”.

NOTE:

If there is not enough room to type the entire statement on the front of the card, type “SEE REVERSE” and put the statement on the reverse side of the card.

Attachment 5

SAMPLE LETTER OF AUTHORITY/COORDINATING OFFICIAL

USE YOUR ORGANIZATION LETTERHEAD

MEMORANDUM FOR 95 SFS/SFAIPR

FROM: YOUR ORGANIZATION AND ADDRESS

SUBJECT: Authorization to Sign AF Form 2586

1. The following individuals are authorized to authenticate AF Form 2586, **Unescorted Entry Authorization Certificate**, IAW AFI 31-101, Volume I, Paragraph 5.2.1.5, as Coordinating Officials for Area _____:

<u>NAME</u>	<u>RANK</u>	<u>DUTY PHONE</u>	<u>BUILDING</u>
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Primary:

Alternate:

Alternate:

2. This letter superseded all other letters, same subject.

UNIT/SITE COMMANDER'S SIGNATURE

Attachment

DD Form 577 (3)

Attachment 6

SAMPLE DD FORM 577 (FOR COORDINATING OFFICIAL)

1. Name (<i>Type or print</i>)	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER (<i>Type or print</i>)	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

DD FORM 577, May 88 (EG)

Previous edition may be used until exhausted

SIGNATURE CARD

Designed using Perform Pro, WHS/DIOR, Oct 97

TYPE OR PRINT LEGIBLY: “Delegated Authority as a Requesting Official and sign Section II of AF Form 2586”.

NOTE: If there is not enough room to type the entire statement on the front of the card, type “SEE REVERSE” and put the statement on the reverse side of the card.

Attachment 7

CONTROLLED/RESTRICTED AREA LISTING

<u>AREA</u>	<u>LOCATION</u>
1	General Flight Line
2	F-15 Hangers
4	F-16 Area
6	Air Force Research Laboratory (AFRL)
7	F-22 Area
10	North Base Compound
11	IFAST/ANECHOIC Chamber
12	NASA Area
13	SR-71 (Restricted)
15	South Base (Restricted)
A	South Base (Restricted)

Attachment 8

SAMPLE ANNUAL INVENTORY OF CONTROLLED/RESTRICTED AREA BADGES

USE YOUR ORGANIZATION LETTERHEAD

MEMORANDUM FOR 95 SFS/SFAIPR

FROM: YOUR ORGANIZATION AND ADDRESS

SUBJECT: Annual Inventory of Controlled/Restricted Area Badges

1. The following is the result of an inventory taken as of (date) of AF Forms 1199, USAF Restricted Area Badge, for which this office has responsibility for accountability:

Balance Sheet - AF Form 1199

- a. Number of Badges accounted for on last inventory: 8000
- b. Number of badges issued to this unit/company: 4000
- c. Total accountable forms (add lines a-b): 12000
- d. Number of badges reported lost as of this inventory: 100

2.Recommendation and/or discrepancies: (Provide any recommendations of explanations of noted discrepancies.)

SIGNATURE AND SIGNATURE BLOCK
OF PERSON CONDUCTING INVENTORY

Attachment

Computer Generated Report from Pass and Registration

Attachment 9

SAMPLE FORMAT, REPORT OF INVESTIGATION

USE YOUR ORGANIZATION LETTERHEAD

I. AUTHORITY: AFI 31-101, Volume I, The Air Force Physical Security Program, paragraph 5.3.6.3.

An investigation was conducted on (date) at (duty location), Edwards AFB CA 93524 by (Name, Rank and Title), USAF, for (unit or company) Edwards AFB CA 93524.

II. MATTERS INVESTIGATED:

This was an investigation of the circumstances surrounding the loss of an AF Form 1199, USAF Restricted Area Badge issued to (Name, Rank, and SSAN of badge holder).

III. FACTS:

(Badge Holder) was issued an AF Form 1199 (hereafter referred to as badge), card number (from back of badge), on (date from AF Form 2586).

On or about (date), (badge holder) became aware that his/her badge was missing.

IV. PERSONS INTERVIEWED:

During the course of this investigation, several persons were interviewed: (List all names and ranks of those interviewed.)

V. FINDINGS:

(Where was the badge lost? details of area searched, etc.)

VI. CONCLUSIONS:

VII. RECOMMENDATIONS:

Note: When a person reports their badge as lost/stolen, the unit security manager must complete a report of investigation then have the person bring the report along with their original AF Form 2586 to the Pass and Registration Office. If their AF Form 2586 is missing, a letter of explanation must be accomplished. A new AF Form 2586 must be accomplished and coordinated to receive another badge.

SIGNATURE AND SIGNATURE BLOCK
OF PERSON CONDUCTING INVESTIGATION

1ST Ind, Unit Commander

SIGNATURE AND SIGNATURE BLOCK
OF UNIT COMMANDER

Attachment 10

SAMPLE MONTHLY INVENTORY OF "VISITOR BADGES"

USE YOUR ORGANIZATION LETTERHEAD

Memorandum for 95 SFS/SFAIPR

FROM: YOUR ORGANIZATION AND ADDRESS

SUBJECT: Monthly Inventory of "Visitor Badges"

1. The following is the result of an inventory taken as of (date) of AF Forms 1199, Visitor Badges, for which this office has responsibility for accountability:

Balance Sheet - AF Form 1199, Visitor Badges

- a. Number of badges accounted for on last inventory: 50
- b. Number of badges received from Pass and Registration after last inventory.
 - (1) Shipment of (date received): 25
- c. Total accountable forms (add lines a-b): 75
- d. Number of badges in stock: 15
- e. Number of badges in issue: 58
- f. Number of badges reported lost as of this inventory: 2
- g. Total forms accounted for: (Note 1) 75

2. Recommendations and/or discrepancies: (Provide any recommendations or explanations of noted discrepancies.)

SIGNATURE AND SIGNATURE BLOCK
OF PERSON CONDUCTING INVENTORY

Notes:

- 1. Line c and g must match. If not, explain in paragraph 2.