

▲ Assume your post. Conduct a physical check of your surroundings, to include a complete walkaround of your building. Ensure all other entrances and exits are secured in accordance with the building security plan.

2. Perform building checks. In accordance with local procedures, look for:

- a. Suspicious items. (Refer to local guidance to further define current threat-specific items.)
- b. Boxes, containers, fire extinguishers, and other large items close to the building that aren't normally present.
- c. Correct force protection condition (FPCON) visual aid (VA).

3. Read all posted materials thoroughly. This includes posted instructions, "pass-ons," evacuation procedures, and bulletins.

4. If a telephone is present, ensure it works and you know who to contact in case of an emergency. If no telephone is available, designate an alternate procedure for sounding the alarm in case of emergency.

5. During 100-percent identification checks, use the following to allow people into your facility:

- a. Positive personal recognition.

- b. A valid DoD identification (ID) card. (See Item 6 of this VA.)

- c. An entry authorization list (EAL).

NOTE: If a person does not have a DoD ID or is a visitor, sign him or her into the building on AF Form 1109, **Visitor Register Log**, and provide an escort. Ensure the visitor is escorted for the duration of the stay and brought back to the entry control point to be logged out prior to departing.

6. How to check a DoD ID card (DD Form 2, Armed Forces of the United States – Geneva Conventions Identification Card; common access card [CAC]; etc.):

- a. Physically take the card from the person.
- b. Compare the picture on the card to the person.
- c. Check the expiration date.
- d. Check the date of issue.
- e. Check the holograms on the DD Form 2 (USA and DoD Eagle symbol).
- f. Check to make sure the ID (DD Form 2) is not coming apart or showing signs of tampering (picture outside of lamination, double lamination, two cards glued together, erased or overwritten text, etc.).
 - g. If the ID card is unserviceable (coming apart or damaged) or expired, deny the person entry and direct him or her to the military personnel flight (MPF) to get a new card.

- h. If the ID card has obviously been tampered with, treat it as a suspicious item. Contact your facility manager, immediate supervisor, or security forces for help. Instruct the person to stand by. If the person leaves before help arrives, provide his or her description and route of travel to the authorities.

7. Examine hand-carried items when directed by local procedures to do so, as follows:

- a. For FPCONs Normal and Alpha, any positively identified DoD employee may vouch for his or her hand-carried items.

- b. For FPCONs Bravo and Charlie, as an antiterrorism measure, inspect briefcases, purses, and other hand-carried items entering your building at random.

- c. For FPCON Delta, examine 100 percent of hand-carried items or as directed by base, wing, or unit leadership.

NOTE: It is important to remember that you are not doing a search of the hand-carried items—just a quick examination. Have the person reveal the contents of the hand-carried item by opening the item. If, during the check, you discover an item that may cause a public safety concern, stop the check and notify your immediate supervisor or security forces. If the person refuses to let you examine his or her hand-carried items, deny him or her entry and notify your immediate supervisor.

8. What to look for during examination of hand-carried items (the most obvious):

a. Firearms. It is against Air Force policy to carry firearms onto an installation. This is clearly posted at all installation entry points. Only security forces (including augmentees) and AFOSI agents in the performance of official duties are allowed to carry firearms into government or commercial facilities on the installation.

b. Explosive materials. These include dynamite and other clearly marked explosive items (for example, blasting caps, government C-4).

c. Other dangerous items. Refer to local law enforcement guidance to further define current threat-specific dangerous items.

d. Knives. In general, a knife with a blade longer than 5 1/2 inches is considered an illegal weapon. However, pocket knives, nail files, box cutters, etc., are not considered illegal. If in doubt, request additional guidance from security forces or your immediate supervisor.

e. Personal protective devices. In general, these devices (for example, mace, pepper spray) are not considered illegal weapons. If in doubt, request additional guidance from security forces or your immediate supervisor.

9. During the examination, do not focus on looking for illegal drugs or contraband. However, if you recognize materials or substances that are clearly

illegal (for example, illicit drugs), deny entry, ask the individual to stand by, and contact security forces.

10. What to do if something suspicious is found during the examination of hand-carried items:

a. Deny entry and contact security forces if a person is in possession of a firearm or explosive device.

b. Contact your facility manager, immediate supervisor, or security forces if an item is deemed to be suspicious.

c. If an item is dropped or ends up in your possession, do not handle it. React according to the threat. For example, if the item is a suspected explosive device or biological substance, clear the area, maintain visual surveillance of the area, and contact 911 or security forces. Keep other people away from the immediate area until security forces, AFOSI, or a responding emergency agency arrives.

d. If the person leaves before help arrives, provide his or her description and route of travel to the authorities.

EMERGENCY PHONE NUMBERS

SECURITY FORCES:

FACILITY MANAGER:

AFOSI:



**Building
Entry-Control
Guide**



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