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OFFICE OF THE CHIEF OF STAFF
UNITED STATES AIR FORCE
WASHINGTON DC 20330

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MEMORANDUM FOR ALMAJCOM/FOA/DRU/CC

FROM: HQ USAF/CV
1670 Air Force Pentagon
Washington, DC 20330-1670

SUBJECT: Air Force Policy for Installation Access Control

USD(I) Directive Type Memorandum (DTM) 09-012, *Interim Policy Guidance for DoD Physical Access Control*, is in final coordination and incorporates the requirements of Section 1069, 2008 National Defense Authorization Act. These documents require commanders to determine the fitness of an individual requesting access to DoD facilities and have methods to verify the identity of an individual that are appropriate to the type of installation, security level, category of individuals, and level of access to be granted. Once published, installation planners will update local instructions for controlling access. As you implement the directive, it is AF policy that:

a. One valid Department of Defense (DoD) credential, other valid Federal credential as approved by the installation commander, or local access credential per vehicle is sufficient for entry to an AF installation as long as authority/necessity for access has been determined.

b. The AF Common Access Card (CAC) or credentials issued IAW AFI 36-3026, *Identity Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel* may be issued for physical access to installations. These credentials grant the bearer escort authority on AF installations. Installation commanders may issue local access credentials for those populations requiring access to a single base and who are ineligible for the CAC or other credentials listed within AFI 36-3026. Installation commanders will determine escort privileges and entry limitations for these populations based on validated needs.

c. Access credentials will only be issued following an approved identity proofing process to include vetting against authoritative government databases. For CONUS local access credentials, the authoritative database for determining fitness for entry is the National Crime Information Center (NCIC). An installation commander may deny an individual access when access is inconsistent with the interests of national security or when access adversely affects the health, safety, or morale of personnel on that installation.

d. Installation access sentries will, at a minimum, visually authenticate access credentials by checking the protective measures built into the credential, matching the bearer's photograph to the person, verifying the credential's expiration date, and if applicable, the

dates/time periods for approved access and escort authority. Electronic authentication measures and biometrics, when available, may be used to supplement these measures and ensure greater identity assurance at the discretion of the installation commander.

e. DoD ID card holders and those with local access credentials (as determined by the installation commander) may vouch for and escort visitors. Installation commanders will determine escorting rules for those issued local credentials. Visitors without a DoD ID card or local credential must be escorted. Passes are not required for visitors under proper escort. Installation commanders will define escort age requirements, maximum number of visitors per sponsor, and escort controls in installation instructions.

f. For special events or other unique circumstances as determined by the installation commander, bases may authorize the use of other mechanisms to grant visitors installation access. For these situations, installations will employ compensatory measures to ensure circulation control and protection of resources.

g. Commercial, delivery, and/or contract vehicles providing authorized services to installation customers may enter AF installations unescorted after Security Forces (SF) have verified a valid need for entry and have identity proofed and received a favorable check from authoritative government databases of the driver and passenger(s) who do not already have an approved access credential. SF will search the vehicle for explosives or other threats to AF resources and personnel. Non-DoD ID card holders will then be provided a pass. Examples include, but are not limited to, moving vans, furniture delivery vehicles and taxi services.

h. Substantiated and approved munitions shipments, due to their sensitive nature, will not be diverted except in emergencies. Transportation Management Office personnel will escort scheduled munitions shipments from base access points to suspect/cargo hold areas pending final disposition.

i. Privately owned vehicles (POVs) must be properly licensed, inspected and insured in accordance with state and local laws. There is no USAF requirement for vehicles entering AF installations to be registered via DD Fm 2220 (vehicle decal). Rental vehicles are considered POVs for purposes of base entry/access control.

j. Commanders are to coordinate and seek to standardize and integrate access control procedures and local credentials with other military installations in their area.

k. Commanders may supplement these access control standards based upon local threats, base vulnerabilities, base asset criticality, and other emerging contingencies (disasters, FPCON escalation, etc.). Random antiterrorism measures and base entry point checks will continue to be utilized as directed.

1. For OCONUS locations, commanders may deviate from the requirements where local conditions, treaties, agreements, and other foreign governments and allied forces require different standards. Commanders will work with local and foreign authorities to identity proof and vet applicants to the greatest extent practical and lawful.

m. Pursuant to DoDD 5230.20, *Visits and Assignments of Foreign Nationals*, MAJCOMs and installation/unit sponsors will implement the Foreign Visit System-Confirmation Module, as practicable, to account for foreign nationals on DoD-sponsored official visits.

n. Special privatized housing categories such as non-DOD occupants (Other Eligible Tenants), project owners (PO), and other service providers will be sponsored by the local Civil Engineering Squadron or Capital Asset Manager and must conform to applicable CAC or local credentialing standards based on their need to access one or multiple installations. Non-DoD residents will have the same access and escort authority as other residents. For other categories, escort authority will be determined locally based on official needs, and more robust access restrictions may apply (time periods for access, etc.).

Once the USD(I) DTM 09-012, *Interim Policy Guidance for Physical Access Control* is published, we will ensure USAF policy alignment and provide further guidance. Thank you for keeping installation protection a high priority.



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