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Security

**ADMISSION OF VISITORS ON BASE DURING
NON-DUTY HOURS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 31-2, *Law Enforcement*. It prescribes uniform policies and procedures for the admission of visitors on base during non-duty hours. It applies to all personnel either assigned or attached to Westover ARB and visitors.

SUMMARY OF REVISIONS

This revision deletes references to DD Form 2AF series (paragraph 1); deletes members of the Westover club or guest being referred to as visitors (formerly paragraph 1.1); and changes Law Enforcement Desk to Security Police Operations (paragraph 1.3). A (I) indicates revision from the previous edition.

1. Procedures. Visitors are normally permitted access to the base when they are in possession of a valid identification card (i.e., valid picture or state driver's license, etc.) for the following reasons:

1.1. To pick up a spouse or sponsor who is on shift work.

1.2. To attend a special base function. Visitors are permitted on base if escorted, vouched by name, or listed on a guest list provided to Security Police by the sponsor. These lists are typewritten, listing the guest names in alphabetical order, and signed by the requesting sponsor. Three copies of the list are delivered to Security Police Operations, building 1520, two days prior to the event.

1.3. Personnel sponsoring guests assume responsibility for their actions and ensure that all guests exit the confines of the base immediately after a function has concluded.

1.4. Law enforcement (i.e., Federal Bureau of Investigation, Office of Special Investigations, Defense Investigative Service (DIS), Naval Investigative Services (NIS), etc.) and correctional personnel conducting official duties or attending recurring on-base training courses are exempt from the

above and are admitted upon presentation of their credentials. Personnel requesting entry to conduct official investigations are directed to 439th Security Forces Squadron Commander (439 SFS/CC).

1.5. City and state inspections (building, electrical, water, etc.) must be met by the appropriate agency (Civil Engineering, Contracting, etc.).

1.6. Credit agency representatives are not permitted entry to the installation until such requests are validated and actions approved by the 439 Support Group Commander.

1.7. Off base wreckers are not allowed on the installation to pick up a disabled vehicle without the owner. The owner will have proof of ownership and vehicle registration.

2. General:

2.1. Employees of Westover ARB are not considered visitors of the base as stated above. Employees are required to carry and present on demand an AF Form 354, **Civilian Identification Card**, or DD2(RES), **Armed Forces of the United States - Geneva Convention Identification Card (Reserve)**.

2.2. Entrance to the base to facilities that are known to be closed will be denied.

2.3. Loitering on any part of the base is prohibited.

2.4. During periods of expanded security (Threatcons) 100% identification checks may be implemented. During these periods sponsors may be required to report to the installation entry control point to personally authenticate all visitors.

2.5. Base agencies who are hosting personnel categorized as DVs or VIPs ensure that notification is made to the Installation Commander, Protocol Office, Public Affairs Office, and 439 SFS/CC no later than 48 hours prior to the visit.

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Commander