

**LOCAL SECURITY POLICY AND PROCEDURES FOR CONTRACTORS**

---

NOTICE: This handbook is available digitally on the Air Force Portal at: [www.my.af.mil](http://www.my.af.mil) in the 75 SFS publications page. Personnel without access to digital media publications may contact the Installation Security Section (75 SFS/SFOS) at DSN 777-7133.

---

OPR: 75 SFS/SFOS (Mr. Jennings)

Certified by: 75 SFS/SFO  
(Capt Joseph D'Amico, II)

Pages: XX

Distribution: F

---

This handbook lists rules, procedures and policies for contactor access to for Hill Air Force Base, the Utah Test and Training Range and other geographically separated units, which will be referred to collectively as the base. This handbook is developed and issued IAW AFI 31-101, *The Air Force Installation Security Program*, Paragraph 3.8.2. This handbook applies to all organizations including tenants, military, civilian and contractor personnel on Hill AFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**1. General.** Welcome to Hill Air Force Base (AFB). The following information is provided for your reference and information. We will do our best to ensure your stay with us is pleasant. Ensure the information contained in this package is shared with all employees. A list of important telephone numbers can be found on the last page of the handbook.

**2. Entry to Hill AFB.** The installation commander grants authority for you and your employees to enter this installation. Under authority of the Internal Security Act of 1950, Section 21, and 50 U.S. Code 797, the installation commander is held responsible for protection of government resources. You, your employees, and equipment are subject to lawful search and seizure procedures upon entry or exit to the installation.

2.1. You and your employees will enter or exit Hill AFB through the following points during normal work hours and on official business:

2.2. South Gate. Open 24 hours daily, 7 days a week. Visitor and vehicle passes are issued at the Pass and Registration Section (located adjacent to the South and West gates). Parking in the Pass and Registration parking lot is limited to 15 minutes. Personnel on duty at Pass and Registration (75 SFS/SFOXI) will assist you with directions or in contacting your sponsoring activity.

- 2.3. West Gate. Open 24 hours daily, 7 days a week.
- 2.4. Roy Gate. Open 0530 until 1745, Monday to Friday except federal holidays. This gate must be used for heavy trucks and equipment entering Hill AFB.
- 2.5. East Gate. Open 0530 until 1730, Monday to Friday except federal holidays. This gate must be used for heavy trucks and equipment entering Hill AFB.
- 2.6. Southwest Gate. Open 0530 until 1730, Monday to Friday except federal holidays.
- 2.7. MAMS I/II (Munitions Storage Areas). Open 0530 until 1700, Monday to Friday except federal holidays. Access is available 24 hours a day, 7 days a week with prior coordination through the contract administrator and SFCC.

**3. Prohibited Items.** Except as provided for in your contract, you or your employees may not bring or possess any of the following items while on Hill AFB:

- 3.1. Narcotics or drugs in any quantity except for those prescription drugs issued by a licensed pharmacist based on written prescription from a licensed medical doctor for health care purposes.
- 3.2. Knives with blades in excess of 4 inches, switch blade knives, blackjacks, nightsticks, clubs, knuckles, tomahawks, swords, fighting sticks (nun chuks), throwing discs (stars), and chains.
- 3.3. Dynamite, tear gas, firearms, silencers, ammunition of any type, blasting caps or similar items of explosive material.
- 3.4. Refer to HAFBI 31-101, *Installation Security Instruction*, chapter 14 for specific concerns dealing with items not authorized on Hill AFB.

**4. AFI 31-204, 75 ABW Supplement 1, Air Force Motor Vehicle Traffic Supervision.** It is recommended this publication be read to obtain in-depth knowledge of the various traffic requirements on Hill AFB. Portions of this regulation are outlined below for your information.

- 4.1. The Utah Motor Vehicle Law applies to all drivers and is enforced on Hill AFB.
- 4.2. You and your employees are responsible for maintaining current registration requirements. This means your state vehicle registration, emissions standards, drivers license, vehicle insurance, etc., must be up to date at all times. Failure to do so may result in citations and cancellation of your base vehicle registration and pass.
- 4.3. All vehicle occupants (exceptions - special purpose vehicles) will wear seat belts.
- 4.4. Passengers riding in vehicles not equipped with proper seating (i.e., rear of trucks) must be seated on the floor while the vehicle is in motion.
- 4.5. Parking is restricted in marked parking spaces without proper authorization. Do not park in the following parking spaces:
  - 4.5.1. Reserved Parking

4.5.2. Handicapped Parking Space

4.5.3. Reserved parking spaces marked with “X” or “XX”.

4.6. If you have any questions about any aspect of our base traffic rules and regulations, please call the Security Forces Control Center at 777-3056.

**5. Obtaining Entry Credentials/Passes.** Contractors will be permitted to enter Hill AFB by following the procedures set forth in this handbook. Contractors obtaining the proper credentials/pass allowing access to Hill AFB will be permitted to do so through one of the aforementioned entry points. Retired military members and dependents of active duty or retired military members who are employed by your company may use their retired or dependent Armed Forces Identification Card to enter Hill AFB, however, they must still obtain a Contractor’s Pass through the Visitor’s Center located outside of the West gate. Entry credentials are obtained in the following manner:

5.1. Contractor employees must possess a government issued identification card such as a driver’s license. This identification should include, as a minimum, the physical description of the individual (i.e., height, weight, date of birth, eye and hair color), a picture of the individual, and the individual’s signature.

5.2. Upon award of a contract, the contractor will be issued an Entry Authority List (EAL) ([Attachment 4](#)) by the contract administrator. The contractor will need to submit the required information for the EAL, to the contract administrator prior to coming to Hill AFB.

5.3. Upon initial entrance to Hill AFB, contractors shall obtain a contractor’s pass from the Visitor’s Center where the EAL will be filed. Contractor passes will be valid for the duration of the contract. The contractor will be required to resubmit a new EAL upon exercising option years, contract renewals or extensions, or adding names to the EAL.

5.4. If contractors need access to Hill AFB for time(s) outside of the performance period of the contract (i.e., administrative issues, warranty issues, site visits), they will need to be vouched on by the customer, or supporting agency, of the contract they are performing.

5.5. At the time contractors initially come to the Visitor’s Center to obtain their pass, they will be required to fill out the DD Form 1172, which the Visitor’s Center will issue and maintain.

5.6. It is the sole responsibility of the contractor to renew or add employees to the EAL. In order to renew or add names to the EAL the contractor must follow the same procedure used to submit the EAL for the first time.

5.7. For existing contracts that are already in progress, contractors will follow the procedures mentioned above if any employee needs a new or updated pass.

5.8. Any other instances where contractors need access to Hill AFB will be dealt with on a case by case basis. The customer or supporting agency must vouch for contractor entry and accompany them while on base.

5.9. All passes must be returned to 75 SFS at the Visitor's Center upon completion of the contract.

5.10. Vehicles owned by your firm will be permitted entry to Hill AFB if they are conspicuously marked with your firm's name or logo when you have a contract involving the base. If your vehicles are not so marked, it will be necessary for you to obtain a temporary vehicle registration for each vehicle to be operated on Hill AFB. This is done by you or your representative at the Pass and Registration Section. Proof of ownership and a current valid driver's license are required for vehicle registration. You or your representative will be required to certify in writing that your firm carries insurance on your vehicle or vehicles as outlined below:

5.10.1. \$10,000 Property Damage Liability.

5.10.2. \$25,000 Personal Liability for each person.

5.10.3. \$50,000 Personal Liability for each accident.

**NOTE:** Each vehicle must be insured for the above limits if not already covered in your contract.

**6. Emergency Vehicles.** Emergency response vehicles (ambulance, fire/rescue, police, etc.) have the right of way when their lights are flashing or sirens or horns are sounding. You are required to come to a complete stop on the right side of the roadway.

**7. Failure to Obey Traffic Rules and Regulations.** Failure to obey established state, local and installation traffic rules, and regulations may be grounds for the installation commander to suspend or revoke an individual's driving privileges on Hill AFB.

**8. Base Exercises.** Hill AFB has peacetime as well as wartime missions. To ensure we can perform our missions, frequent exercises are conducted. Here are some things you should be aware of:

8.1. No one is automatically exempt from exercises.

8.2. There is someone in charge of each exercise. Contractors are generally exempt from participation. In rare cases a contractor or their employees may inadvertently be involved in an exercise.

8.3. Should you or your employees get stopped at a cordon (exercise perimeter) or told to evacuate an area, you may approach the guard and identify yourself, your purpose, and destination or work location. The guard will pass the information along for an exemption determination. Please be aware this may take some time. (Note: Only company or properly marked vehicles may be allowed to cross a cordon when approved. Privately owned vehicles will be denied access.)

8.4. In some cases it may be necessary for you to participate for your safety.

**9. Security Forces.** Hill AFB has a 24-hour a day armed Security Force consisting of two branches that provide particular services.

9.1. Security Forces Operations (SFO):

9.1.1. Installation Security Section (SFOS). This agency provides security force functions that are associated with a civilian police force (traffic control, alarm response, accident investigation, investigation of a minor crime, controlling vehicles and pedestrian traffic entering and departing the installation, and controlled areas). State laws apply on the installation and are enforced by our law enforcement officers. State and local police officers do not routinely patrol the installation; however, they have the authority to enter the installation, make arrests, and enforce state, county, and local laws. This office is responsible for providing armed security forces to protect our priority resources located in specifically designated areas. Should your contract require entry to any of these areas, special coordination will be required (Refer to [Attachment 1](#) & [Attachment 2](#)).

9.1.2. Intrusions Detection System (IDS) Manager (75 SFS/SFOXE): This office is your point of contact for alarm requirements (non-fire alarm) for select facilities. Call 777-5532 for assistance

9.1.3. Pass and Registration Section (SFOX). This agency issues entry credentials upon receipt of documented requests from sponsoring installation agencies and vehicle passes to authorized personnel.

9.2. Security Forces Administration and Reports Flight (SFA):

9.2.1. Industrial, Information Security & Personnel Security (SFAI) Sections. These agencies are responsible for the supervision and administration of physical security of U.S. Government classified material, personnel security, and industrial security programs.

9.2.2. Reports and Analysis Section (SFAR). This office is responsible for maintaining and processing all incidents, tickets, and accidents. If you are involved with any incident or accident and require these reports contact this section so a copy may be prepared for your use. All personnel receiving reports are required to provide picture identification before reports are released.

## **10. Contractor Security Requirements.**

10.1. Your equipment and facilities, located within the boundaries of Hill AFB, will be provided the normal protection you expect from our civilian counterparts. The security of your property, when it is contained within a restricted area, is secondary to that provided for the priority resources located in the area. The government assumes no responsibility for lost or stolen material, equipment, or tools. The security of these items lies solely with the contractor.

10.2. As in the civilian community, you are expected to provide a reasonable degree of protection or “security” for your property stored on the installation. Although the installation is stringent with entry and internal controls, we still experience incidents of vandalism, breaking and entering, burglaries, etc. Should you be a victim or witness a crime or suspicious incident, report it immediately to the Security Forces Control Center (SFCC) located in building 1219. You may do this in person or by phone by dialing 777-3056. For emergencies call 911. If calling from off base or using a mobile (cellular) phone, dial 777-7911.

**11. Security Directives.** The following directives and regulations deal with different aspects of security and are enforced on Hill AFB. These regulations may be made available to you upon request; however, the general aspects are provided in this booklet.

11.1. HAFBI 31-101, *Installation Security Instruction*. This instruction establishes guidance for the protection of personal and company property, installation entry and exit procedures, guidance for controlled areas, restricted areas, installation entry and exit control, and property protection.

11.2. AFI 31-204 / HAFB Supplement 1, *Air Force Motor Vehicle Traffic Supervision*: This supplement provides specific guidance for operation of motor vehicle on the installation.

11.3. AFI 31-401, *Managing the Information Security Program*. This instruction establishes guidance for the handling and protection of classified information. Any contractors working with classified contracts must contact the Information Security Section.

11.4. DoD 5220.22-M (Jan 95), *National Industrial Security Program Operating Manual* (NISOPM). This manual establishes procedures for contractors involved with classified information. Any contractors working with classified contracts must contact the Information Security Section (75 SFS/SFAI).

**12. Customs and Courtesies.** Reveille is played daily at 0730 and retreat daily at 1700. During these ceremonies all outdoor activities will cease until the ceremony is concluded (approximately 4 minutes).

12.1. If driving, pull your vehicle over to the right of the road and stop until the ceremony is concluded.

12.2. If you are outdoors (not in a vehicle), face the closest flagpole or direction the music is coming from and place you hand or hat over your heart until the ceremony is concluded.

**13. Assistance.** If you or your employees request or require assistance in understanding the cited requirements, please contact the contracting office or your sponsor.

DOUGLAS A. BALLINGER, Major, USAF  
Chief, Security Forces

## Attachment 1

### ENTRY AND INTERNAL CONTROLS FOR CONTROLLED AREAS

**A1.1.** Entry and internal circulation within controlled areas is stringent and strictly enforced. Your contract may require you to enter or provide some service within a controlled area on Hill AFB. There are three legal ways to enter a controlled area: unescorted entry, escorted entry, and by establishing free zones.

**A1.2.** Personnel requiring unescorted entry into a controlled area are required to be in possession of approved DoD identification credentials. The installation agency sponsoring or having responsibility of the contract determines if your contract requires you to have unescorted entry into a controlled area. This determination is normally made at the pre-construction conference. **NOTE:** Unique one-time visits will be handled on a case-by-case basis. Owner/user personnel are responsible for contractor personnel in their area.

**A1.3.** Due to the sensitivity of some controlled areas, you may need to be escorted into a controlled area. It is the responsibility of the unit supervising the controlled area to provide the escort official. Normally, a minor delay will be experienced processing into an area. In these cases, there are a few things to expect:

A1.3.1. Your escort must first verify your authority to enter.

A1.3.2. All personnel entering the controlled area may have to sign into the area on an AF Form 1109, *Visitor Control Log*.

A1.3.3. While inside the area, the escort will remain with the contract personnel at all times and keep personnel under observation and control.

**A1.4.** When entering or leaving a controlled area, all hand-carried items are subject to search. This applies even if you have unescorted entry into a controlled area.

**A1.5.** Cameras and other picture taking devices are prohibited from use within certain controlled areas. Check with your contract administrator to see what restrictions apply to your work site.

**A1.6.** A Free Zone can be established within a controlled area to allow you unimpeded movement within a specific area. Two free zone configurations are normally used.

A1.6.1. First, a free zone may be established inside a controlled area. This would require you to pass through a controlled area.

A1.6.2. Second, a free zone may be established by modifying the boundary of a controlled area. This would allow an external entry point into the free zone and the controlled area would not have to be entered. Free zones must be clearly marked in accordance with applicable security guidance. The contractor is responsible for contractor personnel in their area.

**A1.7.** All personnel, regardless of status, will report suspicious or unusual activity in and around all controlled areas.

**A1.8.** While working in a controlled area, we ask that you be especially security conscious. At the pre-construction conference a security forces representative may be available. Any specific or unique security instructions should be briefed at this time. In addition, each unit has a security manager. This person must be contacted for any special security requirements.

**A1.9.** Security is taken seriously. If there are any doubts about an individual's right to be in a controlled area, that individual may be detained, searched, and handcuffed until the situation can be resolved. Please be aware of all security requirements as they may affect the performance of your contract. Remember, do not enter a controlled area unless you are certain you have unescorted or escorted entry privileges or are working in a free zone.

**Attachment 2****ENTRY AND INTERNAL CONTROLS FOR RESTRICTED AREAS**

**A2.1.** The entry control procedures and internal control measures within restricted areas are extremely stringent and vary depending on the type of restricted area. They will be further explained before the contract is awarded or Host-Tenant Agreement is signed. Your contract may require you to work or provide a service in a restricted area.

**A2.2.** Your authority to enter a restricted area is granted by the installation commander which is a separate and distinct action and is never automatic. This stems from section 21 of the Internal Security Act of 1950 (50 U.S.C. 797). There are three legal ways to enter a restricted area: unescorted entry, escorted entry, and by establishing a free zone.

**A2.3.** Unescorted entry is allowed in accordance with DoD 5210.41-M/*AIR FORCE SUPPLEMENT*, 1 Sep 99.

**A2.4.** Escorted entry is when you are being escorted by someone who has escort privileges for the area you are requesting entry.

**A2.5.** The government may establish a free zone within the restricted area to facilitate your work in the area. Please be aware that a free zone must be opened and closed on a daily basis. When the free zone area is closed, it becomes part of the restricted area. We want to work with you in establishing a free zone schedule that meets your needs, but do not expect unlimited access to the area. If a free zone is established, we may establish a free zone within the area and you will be escorted to and from the work area. You will be briefed on the specific procedures that apply to your free zone, if applicable.

**A2.6.** Types of Restricted Areas. There are two types of restricted areas at Hill AFB. They are Protection Levels (PL) 2 and 3.

**A2.6.1.** Entry into PL2 areas, may take 2-5 minutes depending on how many other personnel are entering the area. Two forms of identification are required (one must be a picture ID).

**A2.6.2.** Entry into PL3 areas, once approved or with an escort, is a very quick process and generally only takes a few minutes. Identification is required (a picture ID is preferred).

**A2.7.** Please ensure that you follow all of the instructions given to you. We take security procedures very seriously. You may be searched, handcuffed, and transported to SFCC if there is any doubt of your intentions or need to enter the area. This should only occur if proper procedures are not followed.

**A2.8.** Cameras and other picture taking devices are strictly prohibited within restricted areas.

**A2.9.** Escorted Entry. Procedures for escorted entry will be explained in detail by the responsible security manager and or security forces during contract design reviews.

**A2.10.** Every individual working within a restricted area, to include contract personnel, shares a responsibility for physical protection and security of the priority resources and associated resources located within the area. Anyone working in these areas must be alert and conscious of their actions and the actions of individuals nearby that area. The objective of this awareness is to prevent sabotage or deliberate actions that could damage, hamper, or otherwise affect the combat capability of our priority resources. When possible or actual hostile events occur involving priority resources, specific protective and alerting actions are required. These specific actions will be provided or briefed to your employees. From time to time, procedures and policies are changed or modified by directives. Every effort will be made to advise you of the change; however, the best way to keep up to date with the requirements is to maintain a close liaison (ask questions) with your sponsoring activity's security manager or the contracting officer.

**Attachment 3****ANTITERRORISM INFORMATION**

**A3.1.** Pertinent information for the protection of Air Force personnel and property is listed in AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards*. The following information is provided by the Installation AT/FP section in order to help you identify and prevent possible terrorist acts from occurring and who you should notify if you witness a terrorist act.

**A3.2.** Force Protection Conditions (FPCONS):

A3.2.1. FPCON NORMAL: This condition applies when there is a general threat of possible terrorist activity exists warrants only a routine security posture

A3.2.2. FPCON ALPHA: This condition applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCONS resulting from intelligence received or as a deterrent. The measures in this FPCON must be capable of being maintained indefinitely

A3.2.3. FPCON BRAVO: This condition applies when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities

A3.2.4. FPCON CHARLIE: This condition applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent. Implementation of measures in this FPCON for more than a short period probably create hardship and affect the peacetime activities of the unit and its personnel.

A3.2.5. FPCON DELTA: This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely. Normally, this FPCON is declared as a localized condition.

**A3.3.** If you as a contractor ever notice anything suspicious while working here on Hill AFB, you should contact SFCC at 777-3056 immediately. If you have any further questions on your immediate actions on FPCON actions you may contact the AT/FP section at 775-2709.

## Attachment 4

## GENERAL CONTRACTING ENTRY AUTHORITY LIST (CEAL)

MEMORANDUM FOR 75 SFS

EFFECTIVE DATE: DD/MONTH/200X

FROM: CONTRACTOR

SUBJECT: General Contracting Entry Authority List (CEAL) for Hill AFB

COMPANY NAME: \_\_\_\_\_

CONTRACT

EXPIRATION: \_\_\_\_\_

1. The personnel listed below have been verified and will require *unescorted* entry onto Hill AFB to perform official contractual duties. These contractors do require vehicle searches in increased Force Protection.

NAME (Last, First MI)	SEX	SSAN (last 6)	Residence Address	Date of Birth	Height	Weight	Eye Color	Hair Color
Joses, Mark A.	M	11-2222	1234 Main St. Anytown, UT 84011	1 Jan 60	72"	165	Blue	Brown

2. If there are any questions please contact PROJECT MANAGER at (xxx) xxx-xxxx

CONTRACTING OFFICER  
SIGNATURE BLOCK

INFORMATION CONTAINED HEREIN IS PERSONAL AND  
WILL NOT BE DISCLOSED TO THE PUBLIC  
WITHOUT THE CONSENT OF THE INDIVIDUAL.  
**AFI 33-332, AIR FORCE PRIVACY ACT PROGRAM APPLIES.**

**Attachment 5****POINTS OF CONTACT**

Contracting Office (75 ABW/PK)	
Civil Engineering (75 CEG)	
US Army Corp of Engineers	
Security Forces (75 SFS)	
• Security Forces Control Center	777-3056
• Installation Security	777-7133
• Pass & Registration	777-6614
• Information Security	777-7811
• Reports & Analysis	777-6615
• Chief, Security Forces	777-6671
Hill Consolidated Command Post (75 ABW)	777-3001
Air Field Operations (75 OSS)	
Fire Prevention/Inspection (775 CES)	
Safety Office (75 ABW/SE)	
Communications	

**For all EMERGENCIES**

(Fire, Medical, Police)

**call 911**

If calling from a mobile (cellular) phone,  
dial 777-7911