DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

DAFI31-118_DAFGM2025-01

10 January 2025

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: AF/A4
1030 Air Force Pentagon, Suite 4E154
Washington DC 20330-1030

SUBJECT: Department of the Air Force Guidance Memorandum to DAFI 31-118, *Security Forces Standards and Procedures.*

By Order of the Secretary of the Air Force, AFI 31-118, *Security Forces Standards and Procedures* is re-designated Department of the Air Force Instruction (DAFI), and this DAF Guidance Memorandum (DAFGM) immediately changes DAFI 31-118. As such, this publication applies to the Department of the Air Force, including the United States Space Force (USSF), the Regular Air Force, the Air Force Reserve, and the Air National Guard. Any references to the United States Air Force (USAF) and USAF organizations within the underlying publication will apply to the Department of the Air Force (DAF), including the USSF and equivalent USSF organizations, when appropriate. Compliance with this memorandum is mandatory. To the extent its direction is inconsistent with other DAF publications; the information herein prevails in accordance with DAFI 90-160, *Publications and Forms Management*.

This memorandum incorporates civilian police access to mental health services post incident, changes Physical Agility Test standards, corrects Joint Lessons Learned Information System (JLLIS) address and updates Security Forces governance.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of an interim change to, or rewrite of DAFI 31-118, whichever is earlier.

TOM D. MILLER
Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection

Attachment:
Guidance Changes

DAFI 31-118_DAFGM2024-01

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Security Forces Standards and Procedures

Current guidance in Department of the Air Force Instruction 31-118, *Security Forces Standards and Procedures,* remains in effect with the following changes:

3.3. (CHANGED) SECURITY FORCES ENTERPRISE GOVERNANCE (SFEG). The SFEG is a multi-tiered decision-making body comprising senior leaders within the United States Air Force (USAF) and Security Forces (SF) communities from the Headquarters, Department of the Air Force (DAF), United States Space Force (USSF), Major Commands (MAJCOMs), Field Commands (FLDCOMs), Air Force Installation Mission Support Center (AFIMSC), and the Air Force Security Forces Center (AFSFC). The bodies govern AF and SF processes to identify, evaluate, and approve changes to SF organization, training, and equipment in accordance with published policy and AF strategy.

3.3.1. **(CHANGED)** Purpose and Vision. The SFEG provides the structure to create effective and impactful discussions and decisions for Senior DAF and SF leaders affecting the future business and operational needs of the SF Enterprise. The SFEG provides standardized processes designed to fulfil authorities and responsibilities directed and delegated in Mission Directive (MD) 1-38, *Deputy Chief Of Staff, Logistics, Engineering, and Force Protection, 21 June 2021* and Program Action Directive (PAD) 14-04 and achieve coherence across the Enterprise to avoid or mitigate competing, redundant, or overlapping requirements. The purpose of the SFEG is to:

3.3.1.3. **(CHANGED)** Oversee the execution of decisions and their impact on operations.

3.3.2. **(CHANGED)** SFEG Hierarchy. The SFEG is a hierarchical structure, which reports to the A4 Enterprise Council (EC). The SFEG comprises of the following governance bodies: SF Executive Board (SFEB); SF Integrated Leadership Team (SFILT); and SF Standing Working Groups.

3.3.3. **(CHANGED)** SFEG Responsibilities. The SFEG shall:

3.3.3.1. **(CHANGED)** Provide an overarching framework for governing the SF Enterprise by establishing, maintaining, and implementing SF Strategy and policy.

3.3.3.2. **(CHANGED)** Validate alignment of the SF strategic priorities with Department of Defense (DoD) and DAF strategic priorities.

3.3.3.3. **(CHANGED)** Establish initiatives, as needed, in support of SF Strategy.

3.3.3.4. **(CHANGED)** Provide guidance and make decisions, within its scope, in support of SF strategy by setting direction and tracking strategy execution and performance.

3.3.3.6. **(ADDED)** Provide guidance and inform decisions to enhance the SF Enterprise approach to methodically engage innovation activities.

3.3.4. **(CHANGED)** SFEG Roles.

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3.3.4.1.2. **(CHANGED)** Designate AF/A4S Division as SFEG Lead and Secretariat.
3.3.4.2.3. **(CHANGED)** Administer the SFEG.

3.3.4.2.4. **(CHANGED)** Maintain and perform the necessary functional and technical coordination of SFEG policy. Ensure the SFEG guidance and charters are reviewed annually and updated as necessary.

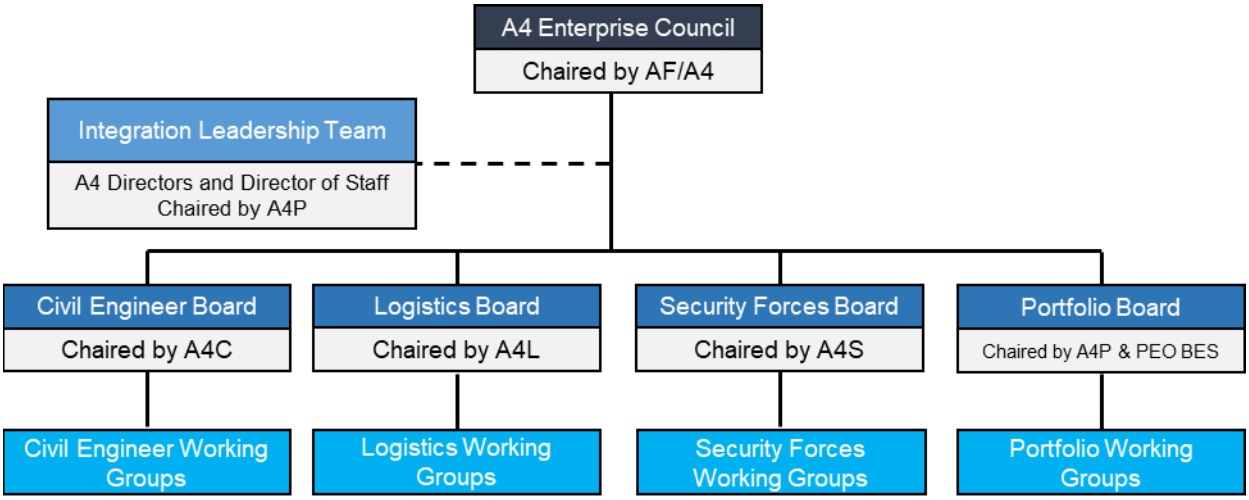
3.3.5.1. **(CHANGED)** A4 Enterprise Council (EC). The A4 EC is the GO/SES level governing body which coordinates and aligns actions across the AF Logistics, Engineering, and Force Protection Enterprise by establishing strategy, creating unity of effort, and making decisions that affect the organization, training, and/or equipping of the Enterprise.

3.3.5.1.1. **(CHANGED)** The A4 EC meets in accordance with the A4 EC Governance Charter. The Council is responsible for setting direction for the A4 Enterprise and ensuring the A4 Enterprise is organized, trained, and equipped to meet current and future force requirements.

3.3.5.1.2. **(CHANGED)** The A4 Enterprise structure and governance is displayed at **Figure 3.1**. It is a three-tiered structure consisting of the A4 EC; the three Functional Executive Boards (Civil Engineer, Logistics, and Security Forces); the Logistics, Engineering, and Force Protection Information Technology Portfolio Board; and supporting Functional Working Groups. The A4 Integration Leadership Team (ILT) consists of the Chairs of the three Functional Boards, as well as the A4P Director and A4 Director of Staff. The A4 ILT coordinates across the governance structure to ensure guidance, decisions, and initiatives from the Council are executed and information flows to and from each level. The details on the establishment, scope of responsibility, governance structure and business rules of the A4 EC are captured within the A4 EC Charter held by the A4 EC Secretariat (AF/A4PY).

3.3.5.1.2.1 – 3.3.5.1.2.2 **(DELETED)**

Figure 3.1. (CHANGED) A4 Enterprise Governance Hierarchy.



3.3.5.2. **(ADDED)** Security Forces Executive Board (SFEB). The SFEB is the SF Senior Leadership (O-6/CMSgt) level governing body chaired by the Director SF. The SFEB coordinates and aligns actions across the SF Enterprise by establishing strategy, creating unity of effort, and making decisions that affect the organization, training, and/or equipping of the Enterprise. The SFEB is the primary face-to-face opportunity for SF senior leaders to determine courses of action regarding emergent and strategic SF issues. The SFEB provides a forum to discuss strategic-level issues that affect the SF Enterprise and decides the correct path for the sustainment of the SF Enterprise by ensuring strategic goals and objectives are planned and executed while also adapting to emergent issues. It takes advantage of the knowledge and expertise of senior SF officers and Senior Non Commissioned Officers to optimize and enhance decision-making. Following DAF strategic priorities, this executive SF senior steering group ensures all SF programs are focused on meeting the CSAF's and A4's intent and priorities. Members provide subject-matter expertise for the development of capabilities, provide information about MAJCOM and AFIMSC programs that contribute to the SF Enterprise, monitor strategic execution, and recommend corrective actions as necessary for the realization of identified capabilities and strategy. The SF Enterprise structure and governance is displayed at Figure 3.2.

Figure 3.2. (CHANGED) SF Enterprise Governance Hierarchy

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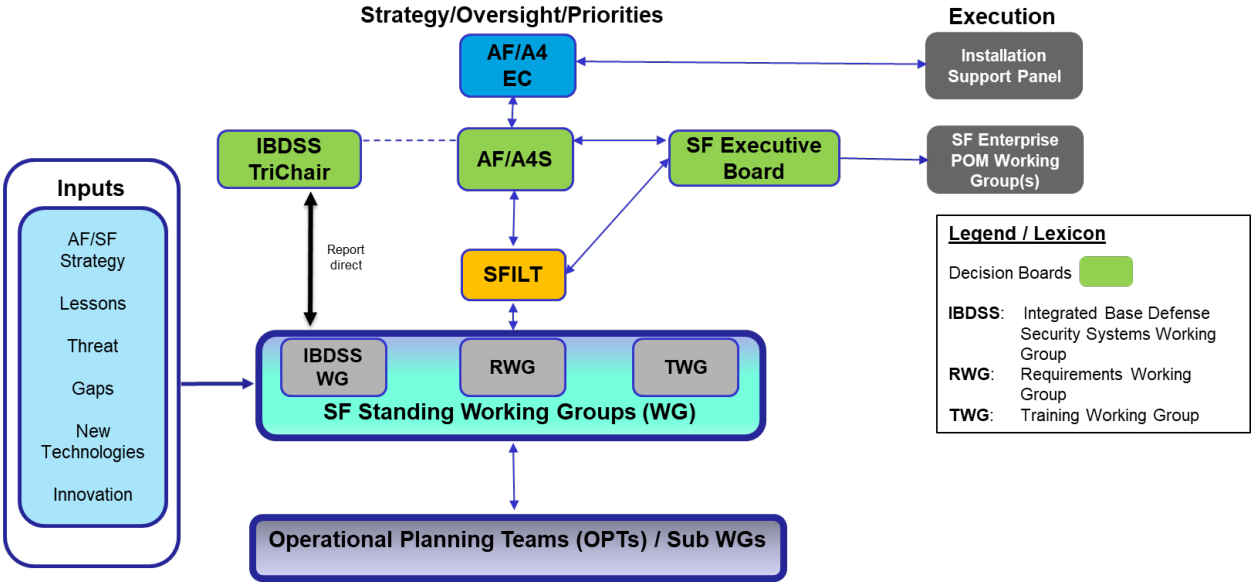

3.3.5.2.1. **(ADDED)** SFEB Responsibilities. The SFEB Shall:

3.3.5.2.1.1. **(ADDED)** Convene twice per year, with a minimum of one SFEB being in person. The length of each SFEB will depend on the meeting's objectives. If necessary, the Chair may authorize out-of-cycle meetings to maintain tempo and ensure the efficient use of resources.

3.3.5.2.1.2. **(ADDED)** Ratify updates to SF Enterprise Plans as required.

3.3.5.2.1.3. **(ADDED)** Approve and validate SF capability gaps identified through the Requirements Working Group (RWG).

3.3.5.2.1.4. **(ADDED)** Provide an annual SF career field 'health check'.

3.3.5.2.1.5. **(ADDED)** Approve SF training solutions identified through the SF Training Working Group (SFTWG).

3.3.5.2.2. **(ADDED)** SFEB Chair. The A4S serves as the Chair of the SFEB. The Chair shall:

3.3.5.2.2.1. **(ADDED)** Approve the meeting minutes/decision sheet and is authorized to call upon other attendees/subject matter experts as necessary.

3.3.5.2.2.2. **(ADDED)** Retain authority over the permanent and non-permanent voting membership.

3.3.5.2.2.3. **(ADDED)** Provide the final vector on all SFEB decisions, has the power to veto decisions, and only votes on issues requiring a deciding vote.

3.3.5.2.2.4. **(ADDED)** Designate the SFEB Secretariat.

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3.3.5.2.3. **(ADDED)** SFEB Secretariat. The SFEB Secretariat shall:

3.3.5.2.3.1. **(ADDED)** Serve as the single point of contact for all SFEB issues and support activities.

3.3.5.2.3.2. **(ADDED)** Establish and promulgate the meeting agenda.

3.3.5.2.3.3. **(ADDED)** Coordinate, collect and organize all briefings.

3.3.5.2.3.4. **(ADDED)** Maintain a list of action items established by the SFEB and the SF Leadership Team and ensure issues presented are ready for action/decision or guidance.

3.3.5.2.3.5. **(ADDED)** Track, monitor, and report on the status of initiatives. The Secretariat will review all actionable items to ensure alignment with SF Enterprise Plans goals and A4 priorities.

3.3.5.2.3.6. **(ADDED)** Produce and distribute meeting minutes. The minutes/decisions will include a list of attendees. The Secretariat will provide the minutes in draft to SFEB representatives for comment within 15-working days following a scheduled meeting. Approved minutes will be published and distributed within 45-calendar days.

3.3.5.2.4. **(ADDED)** SFEB Voting Membership. Each MAJCOM may be represented by the MAJCOM SF Director or Civilian equivalent and the SF Manager (SFM) Chief Master Sergeant. Standing SFEB voting members are AFMC, ACC, AETC, AFCENT, AFDW, AFGSC, AMC, AFRC, AFSFC, AFSOC, NGB, PACAF, and USAFE. Voting members support the HAF staff by identifying links and dependencies between agencies and ensure SF Enterprise priorities are appropriately recognized by their respective leadership chains.

3.3.5.2.5. **(ADDED)** SFEB Non-Voting Membership. USSF, AFIMSC/IZP, AFLCMC HBU, and USAFA are non-voting members of the SFEB. Senior leadership from across the USAF may be invited to participate as advisors or attendees by the SFEB Chair. Other MAJCOM or AFIMSC designated representatives must be approved by the SFEB Chair.

3.3.5.3 **(ADDED)** Integrated Base Defense Security Systems (IBDSS) Tri-Chair. The IBDSS Tri-Chair is a stand-alone Board that consists of the Program Executive Officer (Digital), AFLCMC, the Director Security Forces, AF/A4S, and the Commander AFIMSC. This body provides direction for the management and funding of the IBDSS program of record, strategic priorities of development and configuration management, and the implementation of current/projected IBDSS initiatives, programs, and projects.

3.3.5.4. **(ADDED)** Security Forces Integrated Leadership Team (SFILT). The SFILT is the primary face-to-face opportunity for SF senior leaders to exchange viewpoints and determine courses of action regarding emergent and strategic issues. The SFILT provides inputs to and assists the SFEB in creating and revising SF Strategy and resultant Enterprise plans. The SFILT convenes monthly via teleconference and refines and reviews top-level metrics for SFEB

approval. Additionally, the SFILT ensures implementation of current strategic priorities and initiatives as well as assesses alignment of new internal and external high priority requirements and issues. The SFILT fosters and proposes new concepts and projects for SFEB consideration and provides monthly oversight activities regarding strategic priorities and initiatives through the various SF Enterprise working groups.

3.3.5.4.1. **(ADDED)** SFILT Chair. AF/A4S serves as the Chair of the SFILT. The SFILT Chair shall:

3.3.5.4.1.1. **(ADDED)** Maintain SFEG processes; evaluate feedback from the membership; oversee appropriate follow on actions; and facilitate decision-making processes.

3.3.5.4.1.2. **(ADDED)** Retain authority over the SFILT permanent and non-permanent voting membership.

3.3.5.4.1.3. **(ADDED)** Request the participation of non-member advisors to provide expertise, guidance and assistance in identifying and assessing the impacts or risks of potential decisions

3.3.5.4.1.4. **(ADDED)** Elevate any votes without full voting membership agreement to the SFEB for arbitration from the A4S.

3.3.5.4.1.5. **(ADDED)** Inform the A4S of any SF Enterprise decisions made at the SFILT.

3.3.5.4.2. **(ADDED)** SFILT Responsibilities. The SFILT shall:

3.3.5.4.2.1. **(ADDED)** Assess SF strategy implementation; scope initiatives; drive execution of action items/initiatives; and make recommendations for SFEB elevated decisions.

3.3.5.4.2.2. **(ADDED)** In accordance with SFEB direction, resolve Enterprise-level issues and/or recommend a course of action for SFEB discussion/decision.

3.3.5.4.2.3. **(ADDED)** Advocate for resources to support SF strategy.

3.3.5.4.2.4. **(ADDED)** Ratify SF capability gaps, both current and emerging, across the SF Enterprise and task the appropriate Enterprise working group to identify Enterprise-wide solutions through innovation and/or modernization activities solutions across the Organize, Train and Equipment (OT&E) lines of development.

3.3.5.4.2.5. **(ADDED)** Monitor and provide course correction for solution actions for AF/A4S approved areas of concern as identified by the SF Enterprise Standing Working Groups.

3.3.5.4.2.6. **(ADDED)** Make Enterprise-level decisions as delegated by the A4S.

3.3.5.4.2.7. **(ADDED)** Review the SFEG charter annually, but can propose changes as necessary.

3.3.5.4.3. **(ADDED)** SFILT Voting Membership. SFILT voting members are AFMC, ACC, AETC, AFCENT, AFDW, AFGSC, AMC, AFRC, AFSFC, AFSOC, NGB, PACAF, and USAFE. The SFILT Chair will call upon specialist advisors and working group subject matter expertise as required supporting decision facilitation.

3.3.5.4.4. **(ADDED)** SFILT Non-Voting Membership. AF/A4S Division Chiefs, AFIMSC/IZP, AFLCMC HBU, and USAFA are non-voting members of the SFILT.

3.3.5.5. **(ADDED)** SF Enterprise Standing Working Groups. The SFEG is comprised of the following Standing Working Groups to support Enterprise productivity. The majority of the Standing Working Groups elevate tasks for discussion (Information, Vector or Decision) through the SFILT to the SFEB; however, due to the SF Enterprise construct one working group reports direct to another Board on which the A4S/ Director Security Forces sits; notwithstanding, there is an expectation that this working group will provide information briefs to the SFILT to ensure SF Enterprise coherence (**Figure 3.2**).

3.3.5.5.1. **(ADDED)** Integrated Base Defense Security Systems Working Group (IBDSSWG). The IBDSSWG is a standing SF working group consisting of representation from AF/A4S, AFSFC, and AFLCMC HBU. It is an O-6 level working group designed to execute IBDSS modernization. The working group advises the IBDSS Tri-Chair (consisting of the Program Executive Officer (Digital), the Director Security Forces, and the Commander AFIMSC). IBDSS capabilities deny hostile forces the element of surprise and provide security forces a significant advantage in protecting battlespace. The capabilities provided by the IBDSS program are used to improve the USAF's ability to anticipate, deter, detect, assess, warn, defeat, delay, defend, and recover. The details on the establishment, scope of responsibility, governance structure and business rules of the IBDSSWG are captured within the IBDSSWG Charter held by the AF/A4SR Governance Branch, which is aligned with the IBDSS Program Management Directive (PMD) and Program Control Document (PCD). The Charter shall be reviewed annually.

3.3.5.5.2. **(ADDED)** Requirements Working Group (RWG). The RWG is a standing SF working group of all MAJCOMs. MAJCOMs shall send senior SF action-officer representatives with the appropriate authority and experience to represent their MAJCOM's position on Organize, Train & Equip (OT&E) issues. The purpose of the RWG is to identify and prioritize SF effects gaps for SFILT ratification. Upon ratification, the RWG shall identify solutions and/or mitigation across OT&E lines of development. SFILT-ratified Courses of Action (COA) shall be taken forward into planning and programming to inform the SFEB. RWG decisions and associated tasks will be tracked and presented at the SFILT on request. The RWG is a Joint Capabilities Integration Development System (JCIDS) compliant body. The details on the establishment, scope of responsibility, governance structure and business rules of the RWG are captured within the RWG Charter held by the AF/A4SR Governance Branch. The Charter shall be reviewed annually.

3.3.5.5.3. **(ADDED)** SF Training Working Group (SFTWG). The SFTWG is a standing SF working group of all MAJCOM SFMs and an AFIMSC Functional Manager that will represent their MAJCOM's position on training. The purpose of the SFTWG is to deliberately determine where, when and how training should be conducted from an Enterprise perspective. The SFTWG

will identify and prioritize emerging SF training requirements. The SFTWG shall identify solutions and/or mitigation Courses of Action (COA) to ensure the right training is completed for the right people in the right time and place. The COAs developed by the SFTWG will be presented to the SFILT for onwards progression through SFEG. The details on the establishment, scope of responsibility, governance structure and business rules of the SFTWG are captured within the SFTWG Charter held by the AF/A4SR Governance Branch. The Charter shall be reviewed annually.

3.3.5.5.4. **(ADDED)** All of the aforementioned working groups operate off approved charters. These charters contain detailed information reference the establishment, scope of responsibility, governance structure and business rules of the relevant working group. They are reviewed annually and are held by the AF/A4SR Governance Branch and the requisite Chair.

3.3.5.6. **(ADDED)** Sub-Working Groups and Operational Planning Teams. Sub-working groups and Operational Planning Teams (OPTs) support the SF Standing Working Groups and SF Boards. They can be established by any of the SF Enterprise governance tiers to provide focused research and output to support an SF Enterprise objective. On initiation of the Sub-Working Group or OPT, Terms of Reference must be written by the initiating body to define clear roles and responsibilities. Coordination, frequency, battle rhythm, information flow/management, and timescale must be established with a defined problem statement to bound the sub-working group/ OPT to the designated task.

3.3.5.7. **(ADDED)** SF Innovation. Innovation is essential to the advancement of the SF Enterprise and is to be inculcated in the SF Enterprise. Innovation is an agile process that works best when it adapts at the speed of relevance. Innovation is not purely requirements-based, although it contributes to the requirements process by seeking emergent and future technologies to address current needs. Innovation efforts are aligned into Targeted Innovation (defined as concerted SF Enterprise efforts to find solutions to existing capability gaps and requirements), and Channeled Innovation (defined as tactical-level efforts driven by individual Airmen and SF units to generate and/or garner solutions for day-to-day issues/challenges faced by field units).

3.3.5.7.1. **(ADDED)** Defender Spark. Defender Spark is a function within AFSFC Concepts & Innovation Branch and operates as the Innovation Hub for the SF Enterprise to maintain situational awareness of unit level innovation efforts across the SF Enterprise. Defender Spark is the clearinghouse and collection point for all innovative efforts and coordinates activities with the AFIMSC innovation cell. Defender Spark manages, integrates, and synchronizes SF innovation activities with the goal of elevating unit level ideas that align with Targeted Innovation objectives to enable government and industry partnerships to solve SF requirements, to prepare for SFEG review and potential SF Enterprise adoption. Units and MAJCOMs will inform the Defender Spark of their innovation engagements and sponsorships of industry solution providers and should do so prior to signing any MOUs and/or contracts. This will enable the Defender Spark to de-conflict, share, and facilitate innovation efforts across the SF Enterprise.

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3.3.5.7.2. **(ADDED)** Targeted Innovations. Targeted Innovation is a top-down, concerted, effort of the SF Enterprise to find or develop innovative solutions to address the career field's existing capability gaps and requirements. The goal of Targeted Innovation is to solve SF requirements in the near and intermediate terms.

3.3.5.7.3. **(ADDED)** Channeled Innovations. Channeled Innovations are the bottom-up, individual, unit, MAJCOM, or industry recommended innovations to improve SF operations. They may or may not specifically address one of the specific SF Areas of Interest. Channeled Innovations may be submitted by contacting Defender Spark at: AFSFC.S5F.Innovation@us.af.mil.

3.4. - 3.4.5.7. **(DELETED)**

3.5. – 3.5.2.6. **(DELETED)**

3.6. – 3.6.3.6. **(DELETED)**

3.7. – 3.7.4.6. **(DELETED)**

Figure 3.3. Gap submission/resolution Process. **(DELETED)**

Figure 3.4. SF Training Working Group Training Solution Process. **(DELETED)**

3.10. (CHANGED) Medical Evaluation Program. The purpose of the Medical Evaluation Program is to ensure Civilian Defender personnel are able to safely perform the physical fitness and work condition requirements for their position. The Civilian Defender medical examination program includes a mandatory medical evaluation prior to performing the PAT, pre-placement medical examination, periodic medical examinations, and return to duty or fitness for duty examinations when the employee develops a medical condition that temporarily or permanently impacts their ability to perform the essential functional and work condition elements of the position. All SF leadership and Civilian Defenders in supervisory positions will read and be aware of provisions in Chapter 6 of AFI 36-2710, *Equal Opportunity Program*.

3.10.2. **(CHANGED)** Civilian Defender personnel will complete a medical evaluation upon preemployment, on a periodic basis, and on termination, if there is a reasonable belief the employee was exposed to a job related hazardous material or condition that could adversely affect the employee's health or ability to safely perform the job. **(T-1)**

3.10.7.2.1. **(CHANGED)** Following a use of force incident, DFCs may request Civilian Defenders complete a return to work exam through the Installation Occupational Environmental Medical Consultant (IOEMC). If DFCs have specific concerns regarding Civilian Defenders (e.g. reference 'Suitability Factors' in AFI 31-117, *Arming and Use of Force by Air Force Personnel*), they may request a fitness for duty exam through CPS in accordance with AFMAN 48-146, *Occupational Health Program Management*. DFCs requesting a fitness for duty exam should be aware of potential cost to the unit if personnel to off-installation services. Civilian Defenders

may seek assistance from the local Medical Treatment Facility with regards to mental care following a Use of Force incident. Other mental health care services and/or assistance are available upon request. DFCs will develop standard operating procedures to address assistance provided to Civilian Defenders following a Use of Force situation. **(T-1)**.

7.5. **(CHANGED) Applicant.** Prior to an official offer of employment, the Hiring Manager must advise an applicant Civilian Defender in writing that they are required to pass the PAT and the Civilian Personnel Officer (CPO) will maintain a copy of the Civilian Defender's written acknowledgement. **(T-3)**. Applicants must sign a statement of acknowledgement they have been so advised (see Attachment 2). **(T-1)** Thereafter, the PAT is an annual requirement. The condition of employment standard is met when the applicant successfully passes the established standards for the push-ups and 1.5 mile run.

7.5.1. **(ADDED)** Applicants that do not pass during the first attempt will be authorized to retest within 30 days of the first test. Withdraw the conditional job offer after the second failure.

7.5.2. **(ADDED) New Hire.** Civilian Defenders must complete mandatory formal basic law enforcement training as referenced in paragraph 6.1.1 prior to becoming an incumbent employee.

7.6. **(CHANGED) Incumbent.** Passing the PAT is a recurring, annual requirement to maintain status as a GS-0083 Police Series employee. All Civilian Defenders will require annual physical agility testing. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for push-ups and 1.5-mile run of the PAT. Accomplish these elements of the PAT at each session. The Civilian Defender is authorized to take the test twice; the second PAT must be accomplished within 90 days of the original test date. Civilian Defender personnel must perform the complete sequence of PAT elements for each PAT retest. If the Civilian Defender fails the second PAT, notify the DFC and contact CPO or CPF for advice regarding civilian personnel actions for employees who no longer meet the minimum PAT qualifications for a Civilian Defender position. **(T-3)**

7.7. **(CHANGED) PAT Standards.** PAT standards for applicants and incumbents of GS 0083 Police Series consist of the following:

7.7.1. **(CHANGED) Pushups.** Execute 19 pushups in 2 minutes, followed by a 10-minute break.

7.7.1.1. **(CHANGED)** Demonstrates a measure of the muscular endurance of the upper body (chest, shoulders and triceps). This is an important area for many tasks involving use of force, lifting, carrying and pushing.

7.7.1.2. **(CHANGED)** The participant starts in the front leaning position. Hands are slightly more than shoulder width apart; feet are 12" apart or less. The participant lowers self until the upper arms are parallel to the ground then pushes up again. When an individual does not have arms parallel to the ground, the pushup does not count and the proctor will repeat the same count again. Keep the back straight throughout the exercise. If participant stops to rest, the Civilian Defender may remove their hands or feet from the floor, or bridge or

bow their back, but only in the up/rest position. The body will maintain a rigid form from head to heel. The feet may not be supported or braced (e.g., no crossing of the feet). The test ends when the participant states they are finished or the participant violates proper form (i.e., when the individual fails to maintain proper rest position, stands up, knee(s) touch the ground, etc.).

7.7.1.3. through 7.7.1.6. **(DELETED)**

Figure 7.1. **(DELETED)**

7.7.2. **(CHANGED) 1.5 Mile Run.** Run 1.5 miles in 17 minutes, 30 seconds (17:30), followed by a cool down period.

7.7.2.1. **(CHANGED)** To demonstrate cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (e.g., running on pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

7.7.2.2. **(CHANGED)** At the starting line, on a flat surface, run or walk 1.5 miles as quickly as possible. Participants start at the direction of the timer who will measure the time with a stopwatch and record the result to the nearest second.

7.7.2.3. **(DELETED) Altitude Adjustments.**

7.7.2.3. **(CHANGED) Cool-down.** Typical cool-down for 5 minutes will include walking and stretches of the muscles that were used until heart rate returns to less than 100 beats per minute (BPM) and heavy sweating stops. To determine BPM, place finger(s) on inside of wrist feeling pulse and take the count for 1 minute.

7.7.3. through 7.7.5.4. **(DELETED)**

7.8. **(CHANGE) PAT Alternate Events.** PAT alternate events are designed for incumbent GS 0083 Police Series employees with medical Duty Limited Conditions (DLCs) that cannot perform the PAT, but can otherwise perform the essential functions of the job.

7.8.1. **(CHANGED)** Civilian Defender employees must perform all the primary PAT events in which their medical DLCs permit and also complete any alternate event in the time period specified as referenced in paragraph 7.9.2 Civilian Defender will be exempt from the PAT during pregnancy. NOTE: Reference 7.2 and subparagraphs for guidance regarding pregnancies.

7.8.2.2. **(CHANGED)** The 2 mile walk is the authorized alternate event for the 1.5-mile run. The test proctor must observe the participant during the entire event to ensure the person maintains a walking stride. A walking stride consists of keeping at least one foot in contact with the ground at all time. Running is prohibited. If the participant breaks into a running stride, the test proctor

will terminate the event and record it as a "no go." Civilian Defenders must complete the event in 32 minutes.

7.8.2.2.1. through 7.8.3.1. **(DELETED)**

Figure 7.2. **(DELETED)**

Figure 7.3. **(DELETED)**

7.9. **(CHANGED) PAT Alternate Events – Eligibility Criteria.** A military medical provider as directed by the U.S. Air Force must make the final disposition for any physical limitations in cases where GS 0083 Police Series are seen by non-military providers or when GS 0083 Police Series employees bring recommendations from their PCP. **(T-1)** The military provider will identify the eligibility of the GS 0083 Police Series employees to perform any alternate events based on the medical findings. Pursuant to AFI 48-133, Duty Limiting Conditions AF providers retain final duty, fitness, and mobility recommendation authority. **(T-1)** Limitations will be transcribed by an AF provider to an AF Form 469, Duty Limiting Condition Report per AFI 48-133, *Duty Limiting Conditions*. GS 0083 Police Series employees with chronic medical DLCs preventing them from performing one or more components of the PAT will be reviewed annually by the Commander for continued service based on SCPD and locally documented in personnel files. **(T-3)**

7.9.1. **(CHANGED)** The expiration date on the AF Form 469, Duty Limiting Condition Report represents the date the GS 0083 Police Series employees are medically cleared to resume physical activities previously restricted. For DLCs related to Fitness Restrictions of 30 days or less, personnel are eligible to complete a full, two component PAT when their AF Form 469, Duty Limiting Condition Report restrictions expire, and will be tested within 30 days, if due or overdue. **(T-1)**

7.9.2. For DLCs lasting 31 days or more, the GS 0083 Police Series employees will be eligible to complete the full, two component PAT 42 days after the expiration date of physical limitation, as annotated on the AF Form 469, Duty Limiting Condition Report, if due or overdue. This allows time for reconditioning, if exempted for 31 days or more. NOTE: Reference 7.2 and subparagraphs for guidance regarding pregnancies.

7.9.3 through 7.9.4.6 **(DELETED)**

Figure 7.4. **(DELETED)**

8.2.3.2. **(CHANGED)** Lessons Learned may be found and entered into the JLLIS web sites at https://www.jllis.mil (NIPRNET) or http://www.jllis.smil.mil (SIPRNET).

A2.1.2. **(CHANGED)** Per AFI 31-118, *Security Forces Standards and Procedures*, as a prospective, new hire or incumbent employee; I understand I must meet the physical

requirements. The Physical Agility Test (PAT) is a critical element on my civilian performance plan. I understand the test requires me to run 1.5 miles (2.41 km) in 17:30 minutes and execute 19 push-ups in 2 minutes. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 30 minutes. Prior to taking the PAT, I will undergo a medical examination to ensure I am physically capable of performing my required duties, to include taking the physical agility test.

A2.1.4. **(CHANGED)** Additionally, as an applicant, new hire or incumbent employee, I must sign/complete applicable documentation and pass a drug test; possess a motor vehicle license; meet Lautenburg Amendment requirements; must meet manual dexterity , vision, and heart tests; pass a periodic medical examination; pass the annual PAT; pass initial and annual weapons qualification; graduate from Veterans Administration Law Enforcement Training Course (VA LETC) or accredited academy (or receive a waiver); must pass annual duty position evaluation; must complete initial/annual CPR recertification and first aid; must be able to work shifts, overtime, and weekends as required; must wear the DAF uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with applicable instruction.

A3.1.1. **(CHANGED)** Perform 19 Pushups in 2 minutes

A3.1.2 **(CHANGED)** Run 1.5 miles in 17 minutes and 30 seconds (17:30)

A3.1.3 through A3.1.5. **(REMOVED)**

Figure A3.3. **(CHANGED)** Medical Findings
- Employee is/is not cleared for the pushup assessment.
- Employee is/is not cleared for the 1.5 mile timed run

Table A7.1. **(CHANGED)** Physical Agility Test Readiness Review

The Physical Agility Test evaluates your ability to meet the full range of duties (in an emergency situation) as described in the position description. (**Note:** The supervisor or test proctor: cross out the test(s) that is/are not applicable to this readiness review.)
Administer the following Physical Agility Test(s):

Physical Agility Test (Applicant / New Hire / Incumbent)
Pushups
1.5-mile run
Or
Physical Agility Test (Incumbent only)
25 feet dummy drag
2 Mile Walk

Self-Evaluation (Check one block below):

ATTACHMENT

Security Forces Standards and Procedures

☐ I am capable of taking the physical agility test safely

☐ I am aware of conditions, which would prevent me from taking the physical agility test safely.

Employee Information:
Name: _____ Date: _____
Supervisor / Test Proctor Name: _____
Date: _____

Figure A9.2. **(CHANGED)** PAT Test Qualification Verification

A9.2.1. **(CHANGED)** After a 10 minute warm up, participants are given a 5 minute briefing on the performance of each element proceeding the performance of the element. A 10-minute break will be given between the pushups and the 1.5-mile run. (**Note:** Proctors will inform individuals "if at any time you believe you cannot safely complete the test, inform the test proctors." Water will be made available at any time during the administration of the test. Scores will not be given until the end of both events.)

A9.4. **(CHANGED)** Pushups:

A9.4.1. **(CHANGED)** Complete 19 repetitions in 2 minutes or less:

A9.4.2. **(CHANGED)** Repetitions observed:

A9.4.3. **(DELETED)** Dummy Drag: 25 feet in 15 seconds:

A9.4.3. **(DELETED)** Time observed:

A9.5. **(CHANGED)** 1.5 Mile Run:

A9.5.1. **(CHANGED)** 1.5 Mile Run in 17 minutes and 30 seconds or less:

A9.5.2. **(CHANGED)** Time observed:

A9.5.3. **(CHANGED)** 2 Mile Walk in 32 minutes or less:

A9.5.4. **(ADDED)** Time observed:

A9.6. **(CHANGED)** Signature of lead test proctor:

A9.6.1 through A9.9 **(DELETED)**

Administrative Changes to AFI 31-118, *Security Forces Standards and Procedures*

OPR: AF/A4SO

References throughout to "AF/A4SP" are hereby changed to "AF/A4SO"

References throughout to "AFI 36-401" are hereby changed to "DAFI 36-2670."

References throughout to "Civilian Police Academy from the Veterans Affairs–Law Enforcement Training" are hereby changed to "Federal Law Enforcement Training Accreditation (FLETA)-accredited initial law enforcement officer training or a substantially similar program approved by the Secretary of Defense."

Reference in "**Table A7.1.** Physical Agility Test (Applicants Only)" is hereby changed to "**Table A7.1.** Physical Agility Test (Applicant / Incumbent)"

Reference in "**Table A7.1.** Or Physical Agility Test (Incumbent Only): Push-ups; 1.5 mile run; Or Job Task Scenario Appeals Test (Incumbent Only): Scenario #1, Gate Detail; Scenario #2, Tactical Response; Scenario #3, Chase and Restraints Subject" are hereby changed "**Table A7.1.** Or Physical Agility Test (Incumbent Only): 25 feet dummy drag is the authorized alternate event for the push-up; One (1) of the following authorized alternate events for the 1.5 mile run: 2.0 Kilometer Walk; 6.2-Mile Stationary-Cycle Ergometer Test; 6.2 Mile Bicycle Test Or Physical Readiness (Job Task Scenario Appeals Test (Incumbent Only): Scenario #1, Gate Detail; Scenario #2 Tactical Response; Scenario #3 Chase and Restrain Subject."

Reference in A9.2.1. "Both applicants and incumbents are required to perform all five (5) events." is hereby changed "Applicants/incumbents are required to perform all five (5) events."

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION

31-118

18 AUGUST 2020

Security

SECURITY FORCES STANDARDS AND PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at **www.e-Publishing.af.mil**.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A4SP

Certified by: AF/A4S
(Roy W. Collins, Brig Gen)

Supersedes: AFI 31-118, 5 March 2014,
AFI 31-122, 31 July 2015

Pages: 138

This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It provides guidance on general Security Forces (SF) duties. This publication applies to all civilian employees and uniformed members of the Regular Air Force, Air Force Reserve and Air National Guard. The terms "must," "shall" and "will" denote mandatory actions in this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Any organization may supplement this instruction. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Air Force Instruction (AFI) 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Records Disposition: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974, in accordance with System of Records Notice (F031 AF SP B). The

PA Systems Notices are available at: **https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Air-Force-Article-List/** The authorities to collect and/or maintain the records prescribed in this instruction are Title 10 United States Code (U.S.C.) § 9013; Department of Defense (DoD) Directive (DoDD) 7730.47, *Defense Incident-Based Reporting System (DIBRS)*; and Department of Defense Instruction (DoDI) 5505.17, *Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities*. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the USAF. Any comments or recommendations about this publication may be submitted to **usaf.pentagon.af-a4.mbx.a4s-sf-civilian-career-field-team@mail.mil**. Publications and forms are available for downloading or ordering on the e-Publishing web site at **www.e-Publishing.af.mil**.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Significant changes include: integrating Air Force Instruction (AFI) 31-122, *Department of the Air Force Civilian Police/Security Guard (DAF CP/SG) Program* into this instruction. Further changes include removing all law and order operations and procedures from this instruction and centralizing them into the new AFI 31-115, *Law & Order Operations*. This instruction governs actions at the flight level. It includes information on reporting for duty, guardmount, uniform, equipment and SF enterprise governance.

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Chapter 1

AIR FORCE SECURITY FORCES PROGRAM

Section 1A—Overview

1.1. Purpose. This issuance establishes policy, standards, and assigns responsibilities for arming, carrying of firearms, and the use of force as described in AFI 31-117, *Arming and Use of Force*. This issuance pertains to personnel performing security and protection, investigative, counterintelligence, or law enforcement duties as prescribed in AFI 31-115. This issuance also pertains to those providing personal protection when related to the performance of official duties. It also establishes policy and standards and assigns responsibilities for contractor personnel required to carry a firearm in accordance with applicable DoD contracts. This issuance implements Title 10 USC § 1585, *Carrying of Firearms*, which authorizes civilian officers and employees of the DoD to carry firearms or other appropriate weapons while assigned investigative duties or such other duties as prescribed by the Secretary of Defense. This issuance also implements Title 10 USC § 926A and Title 18 USC § 2672 which, authorizes DoD Components to arm DoD personnel qualified under Title 10 USC § § 926B and 926C, when related to the performance of official duties. This issuance adheres to AFPD 36-1, *Appropriated Funds Civilian Management and Administration* which establishes policy for labor-management relations, civilian conduct, discipline and adverse actions, and agency grievance procedures. This instruction provides guidance to implement that policy and directs that civilian management officials, supervisors, and employees will perform official duties lawfully and comply with ethical standards of conduct. **(T-1)**

1.2. SF Mission Statement. SF protect, defend and fight to enable USAF, joint and coalition missions.

1.3. SF Vision. Mission-ready, resilient and air-minded SF who are organized, trained and equipped to deliver enduring integrated defense against threats to the AF, joint and coalition missions; recognized and respected for air-centric expertise.

1.4. Military Ethics and the SF Code of Conduct. The SF Code of Conduct is located within *Security Forces Training Reference Guide*, Volume 1, Culture and Heritage. The guide is available at **https://cs2.eis.af.mil/sites/10139/SitePages/S3T.aspx**. This guide provides career field specific standards to help SF Airmen and Civilian Defenders understand how to translate AF ethics into their day-to-day job. It is built on the premise that SF fundamental duty is to serve the community. The SF shield and beret is a symbol of public faith and trust. As a public servant, SF airmen and Civilian Defenders have the duty to remain above reproach and a higher standard of conduct is demanded and expected. The SF Pledge (SF Training Reference Guide, Volume 1, Culture and Heritage) captures the spirit and intent of the Code of Conduct. An employee's violation of any provision in this instruction may be cause for disciplinary action, which may be in addition to any penalty prescribed by law.

1.5. SF General Orders. The general orders are listed in *Security Forces Training Reference Guide*, Volume 1, Culture and Heritage.

1.6. SF Enterprise. The integrated base defense mission requires a force capable of responding to dynamic tactical and operational scenarios across the spectrum of conflict. To meet this

mission we embrace the CEO (Civilian, Enlisted, and Officer) Model to address human capital challenges.

1.6.1. Civilian Defenders: Civilian personnel provide integrated defense, law enforcement, force protection, preserve the peace, detect and investigate crimes, arrest/apprehend violators, and respond to emergency situations. To enforce a wide range of federal laws and assimilated local laws for application and enforcement within the jurisdiction of the military installation. **NOTE:** Civilian Defenders (CD) must meet qualification standards for CD positions and conditions of employment found in **Attachment 2**. **(T-1)**

1.6.2. SF Defenders: Enlisted and Officer personnel in this career area may be deployed and employed in sensitive or hostile environments created by terrorism, sabotage, nuclear, chemical, biological, and conventional warfare. **NOTE:** AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted),* contains the procedural guidance for awarding and withdrawing classification codes, and tables that show the grade spread to skill-level relationship used in authorizing UMD positions and AFI 38-101, *Manpower and Organization*, for manpower.

1.7. SF Quick Reference Guide. All Defenders, regardless of rank, need to become extremely familiar with maneuvering through the e-publishing web site in order to access policy and guidance information quickly and efficiently. SF use a multitude of policies and guidance publications, such as; AF Policy Directives (AFPDs), AF Instructions (AFIs), AF Manuals (AFMANs), Career Field Education and Training Plans (CFETPs), AF Joint Instructions, Security Management & Automated Resource Tracking Network (SMARTNet) and many additional types of references and guidance publications. The most up-to-date AF forms and publications can be found on the AF and DoD electronic-publication websites online.

1.7.1. SF use publications for day-to-day operations. Series 10 (Operations), 31 (Security) and 36 (Personnel) are a few examples, but are not all encompassing.

1.7.1.1. Series 10 publications incorporate AF operational policy and guidance, e.g., DoDIO- 2000.16_AFI 10-245-0, *Antiterrorism (AT) Program Implementation.*

1.7.1.2. Series 31 publications incorporate SF policy and guidance.

1.7.1.3. Series 36 publications incorporate policy and guidance affecting AF personnel, e.g., AFI 36-2646.

1.7.2. With regard to the Manual for Courts-Martial, specific areas to understand are: Rules for Courts-Martial, Rule 302; Military Rules of Evidence, Rules 304, 305, 311, 313 - 317, 321; and Uniform Code of Military Justice Articles 2, 5, 7, 31, 32, 77 - 134 (Offense Elements) and 136.

1.7.3. SF will adhere to MAJCOM and local policy and guidance which may not be found at the above listed locations. For MAJCOM and local policies, refer to the local SF squadron operations section.

Section 1B—Roles and Responsibilities

1.8. Headquarters Air Force Director of Security Forces (AF/AFS).

1.8.1. Provides and develops written doctrine, policy and guidance for security forces programs.

1.8.2. Creates, maintains, and aligns security forces strategy with AF and AF Directorate of Logistics, Engineering, and Force Protection priorities through the Security Forces Enterprise Governance.

1.8.3. Serves as the executive agent for the Department of Defense military working dog program.

1.8.4. Establishes a NOTAM process which is a tool used to rapidly deliver information to the Security Forces (SF) enterprise, specifically SF squadrons located at AF/A4S SharePoint site.

1.9. AF Installation & Mission Support Center (AFIMSC) Primary Subordinate Unit (PSU) AF Security Forces Center (AFSFC).

1.9.1. Manages force protection doctrine, programs and policies and assists squadrons with planning and programming resources to execute the missions of nuclear and non-nuclear weapon system security, physical and information security, integrated base defense, combat arms, law enforcement, antiterrorism, resource protection and corrections.

1.9.2. Provides program management of the DAF military working dog program.

1.10. Major Command SF (MAJCOM/A4S; AFGSC/A3S).

1.10.1. Establishes command unique programs and policies (outside the scope of AFIMSC responsibilities).

1.10.2. Provides oversight and evaluates the effective use of Civilian, Enlisted, and Officer Defenders in defense of command installations, personnel and resources.

1.11. AF Personnel Center (AFPC) Career Field Management (CFM) Program Coordinator.

1.11.1. Serves to broaden the identification and development of the civilian workforce.

1.11.2. Provides professional, technical, managerial, and administrative skills to staff key positions to meet current and future AF mission requirements.

1.11.3. Supports the AF/A4S by executing SF strategy and conducting analytic studies with statistical analysis of organizational data, as well as technical or specialized operational data, to initiate appropriate career field actions about organizations and employees/positions in the assigned career field.

1.12. AFPC, Talent Acquisition (TA) Team.

1.12.1. Provides input to the AF Civilian Service (AFCS) workforce planning, marketing and branding, and hiring function.

1.12.2. Provides marketing, acquisition tools and sourcing strategies to operationalize the concepts needed to address short term, long term, and urgent AFCS hiring needs.

1.13. Installation Commander.

1.13.1. Responsible for operations performed by their installation, including integrated defense (ID) operations.

1.13.2. Establish base programs and policies for the Defender program to provide a reasonable level of protection to personnel and resources.

1.14. Defense Force Commander (DFC).

1.14.1. Executes the integrated defense mission by using integrated defense forces to protect the installation, personnel, and resources. Integrated defense forces are defined as any person who performs armed security duties and executes the integrated defense mission. **NOTE:** DFC is interchangeable with Provost Marshal (PM) for joint base units at locations under AF span. Additionally, DFC is synonymous with Chief of Security Forces and Antiterrorism Officer and may be used interchangeably.

1.14.2. Establish procedures to ensure each Civilian Defender acknowledges in writing, a clear understanding of their authority and jurisdiction.

1.14.3. Appoints and oversees a disinterested senior non-commissioned officer (SNCO)/senior civilian (or non-commissioned officer [NCO]) in smaller units) to conduct a self-inspection of the unit civilian defender program annually. **(T-3)**

1.14.4. Ensures standardization/evaluation personnel assist the disinterested party as part of a functional area inspection in accordance with AFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*. **(T-1)**

1.14.5. Coordinates all policies and procedures concerning authority and jurisdiction with the servicing SJA. Review all such policies and procedure at least every two years for adequacy and legal sufficiency.

1.14.6. Ensures NOTAMs are distributed to all personnel within their organization.

1.15. Civilian Personnel Section (CPS).

1.15.1. Provides support to squadrons with advice, train managers and employees on provisions of this instruction, AFI 1-1 *Air Force Standards,* and AFI 36-703, *Civilian Conduct and Responsibility*.

1.15.2. Provides employees procedural guidance on administrative actions consistent with AFI 36-703 and this instruction.

1.15.3. DFCs, in coordination with CPS, provide supervisors and managers with employee management relations advisory services. The CPS will provide a copy of this instruction or provide a current web link for this instruction to new employees.

1.16. Defenders. All Civilian, Enlisted and Officer Defenders will perform official duties lawfully and comply with prescribed standards of conduct in all official matters per Title 5 Code of Federal Regulations **Part 2635** (5 CFR Part 2635), *Standards of Ethical Conduct for Employees of the Executive Branch* and the principles in **Paragraph 1.10** **(T-0)** Enlisted and Officer Defenders have the following additional responsibilities of those noted above:

1.16.1. Lead, manage, and direct integrated defense forces executing SF mission. SF duties may require the use of force, including deadly force.

1.16.2. Ensure combat capability through the functions of installation, nuclear and conventional weapon systems, and resources security; force protection; integrated defense; installation access control; military police services; personnel security; mission assurance; military working dog activities; and combat arms.

1.16.3. Conducts contingency operations.

1.17. General Tenants of Air Force Law Enforcement. All Defenders will follow these basic tenants of Air Force law enforcement:

1.17.1. Discharge assigned duties conscientiously and effectively.

1.17.2. Be present and on time for duty unless authorized to be absent.

1.17.3. Follow AF instructions and comply in a timely manner with proper instructions or orders.

1.17.4. Confer with management (starting with immediate supervisor) to discuss matters or concerns, obtain information, and solve problems related to their job.

1.17.4.1. This does not limit the right of employees to contact the Equal Employment Opportunity Office without first going through supervisors regarding matters of equal employment opportunity, consistent with AF Policy Directive (AFPD) 36-27, *Equal Opportunity (EO).*

1.17.4.2. This also does not limit the right of employees to contact the Inspector General to report fraud, waste, and abuse, or to the CPS or union representative to file grievances or complaints without first going through supervisors.

1.17.5. Comply with safety and health standards set for the job environment.

1.17.6. Shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government. **(T-0)**

1.17.7. Treat individuals with respect and consideration.

1.17.8. Provide continuity necessary to assist the squadron commander.

1.17.9. Protect nuclear and conventional weapons systems and other critical resources.

1.17.10. Perform air base defense functions contributing to the force protection mission.

1.17.11. Protect personnel, equipment, and resources from hostile forces throughout the base security zone of military installations.

1.17.12. Perform mounted and dismounted individual and team patrol movements, tactical drills, battle procedures, convoys, and military operations other than war.

1.17.13. Operate antiterrorism duties, and other special duties.

1.17.14. Operate communication equipment, vehicles, intrusion detection equipment, individual and crew-served weapons, and other special purpose equipment.

1.17.15. Adhere to the AF Core Values of "*Integrity First, Service Before Self, and Excellence in All We Do*."

Section 1C—Defender Job Tasks Functions

1.18. General Essential Functions. Defenders will possess mental, sensorial, and motor skills as required to perform safely and effectively all essential job duties and those additional essential functions derived from the specific job task analysis developed for each Civilian Defender. Submit the specific job task analysis to the examining physician prior to each medical evaluation. The general essential functions include:

1.18.1. The ability to be stable with regard to consciousness and the control of voluntary motor functions, and have the functional capacity to respond appropriately to routine and emergency situations of the job;

1.18.2. The ability to maintain the mental alertness, deductive, and inductive reasoning, memory, and reliable judgment necessary to perform all essential functions without posing a direct threat to themselves or others;

1.18.3. Acuity of senses and ability of expression sufficient to allow essential, accurate communication by written, spoken, audible, visible, or other signals, while using required personal protective or other equipment; and

1.18.4. Motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine and emergency duties.

1.19. Specific Essential Functions. The essential functions are those most Defenders are typically expected to perform during emergency incidents, training drills, and emergency exercises. Supervisors will tailor these to their particular mission (job task analysis) and geographical location.

1.19.1. When medical conditions preclude safe performance on one or more of the essential functions, the examining physician will determine and record why that individual is, or is not, qualified to perform the job.

1.19.2. Operate both as a part of a team and independently at incidents of uncertain duration.

1.19.3. Spend extensive time outside exposed to the elements.

1.19.4. Tolerate environmental extremes while performing duties (dependent on local climate). Employee performs physically demanding work in hot and humid (up to 100% humidity) atmosphere while wearing duty equipment and/or personal protective equipment, which may significantly impair body-cooling mechanisms. Experience frequent transition from hot to cold and from humid to dry atmospheres.

1.19.5. Work, including walking, standing, pulling, and pushing in wet, icy, or muddy areas. Perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, or leaves, and so forth.

1.19.6. Ability to properly and effectively wear or use personal protective equipment, including that to prevent exposure to chemical, biological, or radiological agents. Wear personal protective equipment weighing approximately 30 pounds while performing emergency tasks.

1.19.7. Perform physically demanding work while wearing a protective mask which increases the resistance of inhalation and reduces the efficiency of air exchange.

1.19.8. Perform complex tasks during life-threatening emergencies. Make life or death decisions during emergency conditions.

1.19.9. Work for long periods of time, requiring sustained physical activity and intense concentration.

1.19.10. Freedom from frequent episodes of pain or inability to perform work or sudden incapacitation.

1.19.11. Ability to maintain balance under adverse conditions, weight loads, and at above ground heights, and maintain body flexibility.

1.19.12. Operate in environments of high noise, poor visibility, limited mobility, above ground heights, and in closed or confined spaces.

1.19.13. Rely on sense of sight, hearing, smell, and touch to help determine the nature of the emergency; maintain personal safety; and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.

1.19.14. The ability to identify colors and read placards and street signs or see and respond to imminently hazardous situations in less than standard visual lighting conditions. The ability to continue to perform required duties in the event eyeglasses are broken or displaced when reacting to emergency conditions.

1.19.15. Ability to smell smoke and other odors that might indicate hazardous conditions.

1.19.16. Ability to verbally communicate effectively under noisy circumstances with a potential for voice obstruction by personal protective equipment.

1.19.17. Ability to work in closed or confined spaces.

1.19.18. Ability to judge distances closer than 13 feet demonstrated either by testing of depth perception or by a practical field test.

1.19.19. Ability to patrol an area on foot and/or in a vehicle, apprehend a subject, direct traffic, perform crowd control.

Chapter 2

SELECTION AND HIRING OF CIVILIAN DEFENDERS

Section 2A—Hiring Process Requirements

2.1. Hiring Authorities. The Defense Civilian Personnel Advisory Service, pursuant to the Under Secretary of Defense for Personnel Readiness, has provided the Approval of Temporary Direct-Hire Authority (DHA) for the Department of Defense based on a severe shortage of candidates needed to fill Police Officer (GS-0083) positions at General Schedule grades 5 through 9 (or equivalent) for DoD vacancies worldwide. This temporary DHA is valid for 2 years from the date of the memorandum and will expire September 30th, 2021.

2.1.1. Consequently, for all external hiring actions, and when statutorily available, hiring managers must first use DHA, unless there is a determination that the traditional hiring process will best meet the needs of the organization. This determination must be approved in advance by COCOM and MAJCOM Als **(T-0)**.

2.1.2. According to AFI 36-1401, *Civilian Position Classification*, the AF Standard Core Personnel Document (SCPD) Library is mandatory for use when the SCPD appropriately describes the duties of the position as determined by the AF Personnel Center (AFPC). The Air Force Reserve Command (AFRC) and Air National Guard (ANG) will maintain the position descriptions for their civilian police officers.

2.1.2.1. The SCPD library contains position descriptions (PD) that are for "like" positions across the AF that have been developed by the specific career fields; not all positions are covered by an SCPD. SCPD for GS 0083 police officer and GS 0301 Miscellaneous Administration and Program Series can be found in the SCPD under myPers on the AF Portal. **Note:** Civilian Defenders will not be classified under GS 1811 Criminal Investigator **(T-0)**.

2.1.2.2. The CFM Program Coordinator will validate the use of GS 0083-12 and above SCPDs before they are used to ensure appropriate and balanced integration of these positions into SF units. The SCPDs will be reviewed and coordinated by the CFM Program Coordinator with AF/A4S and the AFPC classifiers. Submit a unit organizational chart denoting the position and a justification to CFM for validation.

2.1.3. When hiring or working with contract security personnel in an overseas contingency operation, refer to Combatant Commander Guidance as outlined in DoDI 3020.50, *Private Security Contractors (PCSS) Operating in Contingency Operations, Humanitarian or Peace Operations, or Other Military Operations or Exercises*.

2.2. Hiring Process Roadmap. The Air Force's most important asset is our people. To attract talented people to the service of the nation, the application process should enable rather than deter job seekers. It is important to note the number of days for each step within the 80-day standard for the hiring process is a suggested timeframe. The hiring process will not exceed the targeted 120 days **(T-3)**.

2.2.1. The hiring process effectively incorporates the full Office of Personnel Management (OPM) End-to-End (E2E) experience, including numerous tasks associated with workforce

planning, recruitment, security and suitability and orientation. AFPC recognizes two models in the execution of hiring for serviced locations those are the Traditional and Expedited Hiring models.

2.2.2. The number of days for each step within the 80-day standard is based on agencies using E2E Roadmap as an integrated strategy and best practices. An additional 40-day suitability/security is based on a set of criteria by which the character and conduct of applicants and employees are assessed to assure their federal employment will protect the integrity and promote the efficiency of the federal service. The security clearance criteria includes investigating and adjudicating the background of applicants and employees to determine their eligibility for access to classified information, as appropriate. Each unit will maintain records of pre-employment evaluations for all applicants both those hired and rejected in accordance with Air Force Manual (AFMAN) 33-363. **(T-1)**

2.2.3. The hiring process consists of some very definitive steps based on legal and regulatory requirements based on clearly described merit principles. With advanced planning, as well as effective use of technology and communication tools, considerable improvement can be achieved. Effectively attracting and evaluating candidates drives many of the components within the hiring process. It is imperative management coordinate and openly communicate with the Human Resources Office and vice-versa. Decisions such as these use of various hiring flexibilities, ranking procedures and assessment instruments should be discussed well in advanced of any job as part of an overall hiring strategy.

2.2.4. Contact AFPC through myPers to request help with your job vacancies through actionable sourcing and recruiting or if no access to myPers, send email request to **AFCS@us.af.mil**.

2.3. Traditional Hiring Model. The procedures for Hiring Managers to standardize and effectively execute civilian hiring of personnel without DHA for AFPC serviced locations only (See **Attachment 8**).

2.4. Expedited (Fast-Track) Hiring Model. The procedures for Hiring Managers to standardize and effectively execute civilian hiring of personnel with DHA for AFPC serviced locations only is depicted below (See **Figure 2.1, Hiring Process Roadmap**).

Figure 2.1. Hiring Process Roadmap

2.4.1. Validate the Need Against the Workforce, Staffing and Recruiting plans. Ownership: Hiring Manager - maximum number of calendar days: 1

2.4.1.1. Review workforce, succession and staff acquisition plans.

2.4.1.2. Review recruitment plan to identify the resources and sources for recruitment.

2.4.1.3. Understand the skills gap in the organization.

2.4.2. Request Personnel Action (RPA) to Fill Job. Ownership: Hiring Manager–maximum number of calendar days: 1. Create RPA (SF-52, *Request for Personnel Action*) to fill the position. Obtain approval of the RPA (SF-52).

2.4.3. Review the Position Description. Ownership: Hiring Manager, Civilian Personnel Section - maximum number of calendar days: 1

2.4.3.1. Review position description for currency and accuracy of the duties and occupation.

2.4.3.2. Identify changes to the position.

2.4.3.3. Verify risk level designation.

2.4.3.4. Verify sensitivity level/clearance eligibility.

2.4.4. Confirm Job Analysis and Assessment Strategy. Ownership: Hiring Manager, Civilian Personnel Section - maximum number of calendar days: 5

2.4.4.1. Confirm Job Analysis:

2.4.4.2. Identify the critical duties and responsibilities of the job.

2.4.4.3. Identify the knowledge, skills and abilities (KSA) or competencies required to perform the duties and responsibilities of the job.

2.4.4.4. Identify KSA/competencies to be included in the assessment strategy.

2.4.4.5. Identify factors important to evaluating eligible candidates.

2.4.4.6. Document the job analysis process for future use.

2.4.5. Use Standard Core Personnel Document (SCPD) library covering frequently filled positions. See HR Manager Checklist (**Attachment 8**), which is designed to assist in navigating the responsibility of the hiring manager. Create and Post a Job Opportunity Announcement including Identifying Career Patterns. Ownership: Civilian Personnel Section–maximum number of calendar days: 2

2.4.5.1. Identify required items for a job announcement:

2.4.5.2. Agency name

2.4.5.3. Announcement number

2.4.5.4. Title of the position

2.4.5.5. Series

2.4.5.6. Grade(s) or equivalent and entrance pay

2.4.5.7. Open and closing dates (including cut-off dates, if any)

2.4.5.8. Duty location

2.4.5.9. Number of vacancies

2.4.5.10. Description of duties

2.4.5.11. Qualification requirements (including KSAs/competencies)

2.4.5.12. Basis for rating

2.4.5.13. How to apply

2.4.5.14. Ensure appropriate/adequate record keeping of all actions/transactions

2.4.5.15. Agency's definition of "well qualified" (Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP) and Reemployment Priority List (RPL)

2.4.5.16. Information on how to claim Veterans' Preference

2.4.5.17. EEO Statement

2.4.5.18. Reasonable Accommodation Statement

2.4.5.19. Identify optional items:

2.4.5.19.1. Recruitment/Relocation incentive opportunities

2.4.5.19.2. Alternative work schedules

2.4.5.19.3. Part-time employment and job sharing opportunities

2.4.5.19.4. Telework options

2.4.5.19.5. Employee benefits

2.4.5.19.6. Work/Life programs

2.4.5.19.7. Transit subsidy

2.4.5.19.8. Employee assistance programs

2.4.5.19.9. Incentive award opportunities

2.4.5.19.10. Development and training opportunities

2.4.5.19.11. Identify security requirements:

2.4.5.19.12. Review the level of security required to perform the duties of the position.

2.4.5.19.13. Identify Career Patterns for applicants based on workforce and recruitment planning process.

2.4.5.19.14. Identify the length of time of process from applying to entering on duty.

2.4.5.19.15. Post Job Opportunity Announcement: Review agency public notice requirement/policy.

2.4.5.19.16. Post job opportunity announcement on OPM's USAJOBS website.

2.4.6. Receive Applications and Notify Applicants. Ownership: Civilian Personnel Section– maximum number of calendar days: 10

2.4.6.1. Use an automated staffing system that provides reasonable accommodation in the application and hiring process for individuals with disabilities.

2.4.6.2. Take into account individuals who do not have internet access.

2.4.6.3. Accept applications with supporting documentation only during the open period of the job announcement.

2.4.6.4. Document receipt of applications by date stamping applications on hard copy applications or with electronic date markers.

2.4.6.5. Notify applicants of receipt of their application.

2.4.7. Close Job Opportunity Announcement. Ownership: Civilian Personnel Section. Job Opportunity Announcement removed from USAJOBS based on the closing date.

2.4.8. Evaluate Applications. Ownership: Civilian Personnel Section–maximum number of calendar days: 15 calendar days.

2.4.8.1. Evaluate Applications:

2.4.8.2. Review applications for minimum qualification determination.

2.4.8.3. Review applications for selective placement factors, if any.

2.4.8.4. Review applications for quality ranking factors, if any.

2.4.8.5. Identify CTAP, ICTAP, or RPL eligibility:

2.4.8.6. Determine application meets "well-qualified" definition identified on job announcement.

2.4.8.7. Review applications for legal requirements (i.e., veterans' preference, citizenship, age, etc.).

2.4.8.8. Review and verify information from selectee for medical requirements.

2.4.8.9. If the job requires an OF-306, *Declaration for Federal Employment* at the time of application, it may be necessary to screen applications to determine if there are issues that warrant referring the case for a suitability determination. If there are, suitability should be adjudicated, based upon a background investigation appropriate to the risk designation for the position. Similarly, it may be necessary to screen applicants to determine if they are eligible for the position, based upon the sensitivity designation, including consideration of requirements for access to classified information.

2.4.8.10. Rate and rank applications:

2.4.8.11. Rate applications based on the assessment tool created for the position.

2.4.8.12. Apply veterans' preference, if appropriate.

2.4.8.13. Place eligible individuals in the appropriate ranking order (i.e., traditional ranking or category rating).

2.4.8.14. Notify applicants of results of the qualification evaluation.

2.4.9. Issue certificate and notify eligible individuals. Ownership: Human Resources Office maximum number of calendar days: 1

2.4.9.1. Issue certificate of eligible individuals to selecting official:

2.4.9.2. Rank eligible candidates based on the ranking procedure identified in the job announcement.

2.4.9.3. Create a list of eligible candidates for review by the selecting official.

2.4.9.4. Notify eligible candidates who were not referred on the certificate:

2.4.9.5. Notify applicants of the status of their applications whether they were determined eligible or ineligible for the position.

2.4.10. Initiate Investigation at the Appropriate Level for the Position to be filled. Ownership: Civilian Personnel Office, Security Office–maximum number of calendar days: 10. Refer to the Security and Suitability Roadmap.

2.4.11. Review Applications, Schedule and Conduct Interviews, Check References, Make Selection and Return Certificate. Ownership: Hiring Manager–maximum number of calendar days: 15

2.4.11.1. Review Applications of eligible candidates on the certificate. Determine the best eligible candidates for the position based on a review of the applications/resumes and all appropriate documents by the selecting official.

2.4.11.2. Schedule and conduct interviews:

2.4.11.3. Determine and follow agency policy on interviewing eligible applicants.

2.4.11.4. Schedule and conduct interviews either by the selecting official or panel.

2.4.11.5. Develop interview questions specific to the position.

2.4.11.6. Train individuals, including supervisor or manager, if a structured interview is being conducted as part of the assessment process.

2.4.11.7. Identify best candidate(s) for the position based on the interview process.

2.4.11.8. Check references, verify current and/or previous employment, conduct reference checks of current and/or previous supervisors and conduct personal reference checks of individuals identified by the candidate.

2.4.11.9. Sign and return certificate:

2.4.11.10. Sign and return certificate identifying the selected applicants for the position.

2.4.12. Tentative Job Offer and Acceptance. Ownership: Civilian Personnel Section, Security Office–maximum number of calendar days: 3

2.4.12.1. Audit certificate for compliance with laws and regulations.

2.4.12.2. Extend a tentative job offer to selectee.

2.4.12.3. Solicit, review and verify information from selectee such as DD-214, *Certificate of Release or Discharge from Active Duty*, college transcripts, OF-306 if not already provided with the initial application.

2.4.12.4. Notify remaining eligible applicants a selection was determined.

2.4.13. Administer physical agility test (PAT) for the Position to be filled. Ownership: Hiring Manager–maximum number of calendar days: 5 Administer PAT to selectee.

2.4.14. Official Offer and Acceptance. Ownership: Civilian Personnel Office–maximum number of calendar days: 2 Allow selectee to accept or decline job offer and make necessary arrangements with current employer.

2.4.15. Enter on Duty. Ownership: Civilian Personnel Office–maximum number of calendar days: 14

2.4.15.1. Allow selectee to return necessary forms for entry on duty such as information necessary for background investigation and the like.

2.4.15.2. Orientation/Onboarding begins. The hiring process, highlighted above, is designed for filling positions with new hires from outside the Federal Government into the competitive service under the agency's delegated examining authority 5 USC §1104(a)(2). It was not designed for filling positions under merit promotion procedures.

Section 2B—Additional Hiring Requirements

2.5. Pre-placement Checks/Inquiries. Individuals that are eligible candidates to civilian defender positions are subject to the below pre-placement checks/inquiries. The SF unit/organization will request checks/inquiries performed by the Information Protection Office in order to meet the minimal National Agency Check Plus Written Inquiries (NACI) standard. **(T-0)** The pre-placement checks/inquiries include:

2.5.1. Local files check. This is normally a check of the case reporting program of record and/ or Defense Central Index of Investigations to determine if unfavorable information has been recorded on individuals covering the time period of age 18 to present.

2.5.2. Reference check. This is a check with former employers, supervisors, and personal references. These checks will include:

2.5.3. Arrest and Criminal History Records Check (except where prohibited by local and state law). This is normally a National Crime Information Center (NCIC) check of the state(s) in which an applicant has resided. A check of criminal history record information contained in the Interstate Identification Index System and the Fingerprint Identification Records System may be made available for the purpose of screening prospective Civilian Defender applicants pursuant to 28 CFR § 20.33 (a) (1), *Dissemination of Criminal History Record Information*, criminal history record information in the Interstate Identification System and the Fingerprint Identification Records System may be available for screening prospective Civilian Defender applicants. These records are available to criminal justice agencies for criminal justice purposes, including the screening of employees or applicants hired by criminal justice agencies. Utilize code "J" (Criminal Justice Employment only) for these checks. **(T-0)**

2.5.4. Responsible officials (See Section 7, National Security Adjudications, *DoD 5200.02_AFMAN 16-1405, Air Force Personnel Security Program*). However, when Civilian Defender positions which are normally categorized as non-critical sensitive positions, and may require completion of a favorable Access National Agency Check with Written Inquiries and Credit Check (ANACI) prior to appointment (See *DoD 5200.02_AFMAN 16-1405*), units

will strive to complete ANACI before actually filling the position. **(T-0)** If absolutely necessary, a pre-placement waiver may be authorized in writing by appropriate authority listed in DoD 5200.02_AFMAN 16-1405. In such cases, the position may be filled only after the ANACI has been initiated, as long as favorable NACI has been completed.

2.5.5. Lautenberg Amendment to the Gun Control Act of 1968, 18 U.S.C. § 922 (g) (9). Suitability for employment based upon the requirements of the Lautenberg Amendment is normally determined through an arrest and criminal history records check and/or local files check. If a favorable determination is made, when hired the employee will be briefed on the Lautenberg Amendment and the briefing will be documented on DD Form 2760, *Qualification to Possess Firearms or Ammunition*, which will be maintained in the employee's Civilian Personnel Office (CPO) and unit personnel files. **(T-0)**

2.5.6. Responsible officials (See Section 7, National Security Adjudications, *DoD 5200.02_AFMAN 16-1405*) will implement a tracking system to ensure records of personnel granted waivers are monitored to ensure results are received. **(T-1)** CPO will share ANACI results with requesting organization upon receipt. **(T-3)**

2.5.6.1. The SF unit/organization where employment is being sought will make the results of the local files check, reference check, and arrest and criminal history records check available to the CPO/Civilian Personnel Flight (CPF) with a recommendation to continue or discontinue processing of the applicant. **(T-3)**

2.5.6.2. Results of the ANACI are normally provided to CPO/CPF by AF Central Adjudication Facility or OPM. Receipt of the ANACI results, the last piece of information, thus makes available all pre-employment information to hiring officials for use in making hiring decisions. Additionally, provisions of HSPD-12, *Policy for a Common Identification Standard for Federal Employees and Contractors*, allow issuance of the Common Access Card (CAC) after a favorable return on fingerprints. This publications is available at (**https://www.dhs.gov/homeland-security-presidential-directive-12**).

2.6. Drug Testing. All Civilian Defenders will be drug tested and will participate in the AF random drug testing program as a condition of employment. Civilian Defenders will participate in health and welfare drug testing (unit sweeps) as directed by the commander of the organization. All applicants must pass a drug test per DoDI 1010.09, DoD *Civilian Employee Drug-Free Workplace Program*, before being hired. **(T-0)**

2.6.1. All civilian defender applicants will receive a letter from the CPO directing the administration of a drug test. The CPO will issue the Condition of Employment for Certain Civilian Positions Identified as Sensitive Positions under the Department of the AF, Drug-Free Federal Workplace Program letter.

2.6.2. Drug testing may also be required as a result of an accident or an unsafe practice and for employees in sensitive positions.

2.7. Medical Requirements Overview. To succeed in the mission of delivering security services and protecting Air Force and DoD personnel and resources worldwide, the Air Force requires a capable and physically fit civilian defender workforce. Any offer of employment is contingent upon medical certification to the appointing officer of the individual's ability to

perform the essential job functions. **(T-1)** The initial medical evaluation will be accomplished during initial pre-placement evaluation of potential selectees.

2.7.1. Units will conduct medical evaluations for civilian defender applicants in accordance with prescribed OPM medical eligibility requirements found in DoD 6055.05M, *Occupational Medical Examinations and Surveillance Manual*. **(T-0) Note:** These medical standards are designed to ensure the applicants for a civilian defender position and current employees are physically capable of performing the required arduous, hazardous duties of integrated defense and national security without creating a threat to the health or safety of themselves or others.

2.7.2. Applicants must obtain a medical clearance from a licensed physician prior to taking the initial physical agility test, as described in **Attachment 2 and 3**. **(T-1)** A civilian doctor can perform the examination, but a Medical Review Officer (MRO) employed at the military treatment facility must review and approve clearance as indicated in **Attachment 3**. **(T-1)**

2.7.2.1. The MRO shall be a currently licensed doctor of medicine (M.D.) or osteopathy (D.O.) assigned to the base military treatment facility. **(T-1)** Ensure the MRO is qualified to provide professional expertise in the areas of occupational safety and health as they relate to the program and policies established under this program.

2.7.2.2. Medical waiver(s) issued to applicants will be sent by the DFC or designee to the AFPC CFM program coordinator for review by SF Qualifications Review Board (SF-QRB) occupational physician as soon as they are received. The SF-QRB will be made available upon the specific request of the applicant.

2.7.2.3. Medical evaluation guidelines and procedures supportive of requirements are found in **Attachment 4 and 5**. A copy of these requirements and OF 178, *Certificate of Medical Examination* will be provided to medical authorities conducting medical evaluation of Civilian Defenders and applicants.

2.8. Physical Agility Test (PAT) Requirements. The civilian defender medical examination program includes a mandatory medical evaluation prior to performing the PAT. Units conducting PAT to a Civilian Defender applicant will conduct it in accordance with **Chapter 7**. **(T-1)**

Section 2C—Interview Procedures

2.9. Interview and Job Compatibility Assessments. Interviews provide further evaluation of referred candidate quality of experience, education and training. Interviews must be properly conducted in an impartial and objective fashion.

2.9.1. During the interview, the hiring manager will ensure the civilian defender applicant is qualified for the position description by assessing the applicant's knowledge, skills and abilities. Additionally, the applicant must demonstrate the ability to speak, read, write, and understand English sufficiently to execute job requirements. It is desirable that only those approved position description documents located in the SCPD Library be used for hiring of Civilian Defenders. Questions asked of candidates must be strictly job-related. The interview process and its results must be well-documented. All, some, or none of the referred candidates may be interviewed, unless otherwise specified in a local merit promotion plan or collective bargaining agreement. For further guidance consult the civilian personnel section (CPS) or career field management program coordinator.

2.9.2. All otherwise qualified applicants will undergo the job compatibility assessments (JCA) as part of the interview/selection process. **(T-1)**

2.9.2.1. The DFC is responsible for the successful completion of the JCA for all applicants as part of the applicant's interview. The JCA provides the DFC/hiring authority a tool for the selection of the best civilian defender applicant. Civilian Defenders will take the JCA survey only once.

2.9.2.2. The SF unit administering the JCA materials will ensure it is accounted for, secured in a container in the unit (training section), handled as FOUO, and treated as sensitive testing material. The JCA Procedures Manual contains the instructions for how the JCA is administered to include scheduling, proctoring, shipping/mailing of answer sheets and how the hiring authority can access the applicant's score. The JCA can be accessed from the AFIMSC/PSU AFSFC SMARTNet. The JCA Procedures Manual also contains POCs for AFPC support. Contact AFIMSC/PSU AFSFC/S3L for AFPT 987 answer sheets and for assistance.

2.9.3. Veterans must provide a Department of Veterans Affairs (VA) certificate as part of the application process if they claim veterans preference as a disabled veteran. **(T-0)** The certificate provides eligibility for the preferential treatment by the personnel community.

2.9.3.1. The VA rating decision is a critical document that not only provides information regarding the percentage of disabilities(s) that have been determined to be service-connected, but also provides an extensive analysis of the medical basis used to support the disability rating.

2.9.3.2. Each veteran who has been awarded veterans preference based on a service-connected disability for hiring will bring their rating decision to all physical examinations. This will allow the medical officer to fully understand the limitations which may be placed on the individual based on the documented rationale for the disability ratings. The veterans affairs ratings decision form does not challenge the right to preferential hiring but merely provides the AF Medical Officer with details of the disabilities.

Chapter 3

CIVILIAN DEFENDER ORGANIZATION AND PROGRAMS

Section 3A—Overview and Governance

3.1. SF Authority. This chapter prescribes the authority of Defenders, both military and civilian employees, performing law enforcement or security functions on Air Force installations.

3.1.1. Civilian Defenders will not carry Air Force weapons while off duty and they are not authorized to store Air Force weapons at a private residence. **(T-1)**. Air Force weapons must be stored in an authorized storage facility as prescribed in AFI 31-101, *Integrated Defense (ID)*. Civilian Defender exercising law enforcement-type activities not in the scope of their duties or within their authorized jurisdiction is potentially unlawful or a disciplinary matter. While on duty, civilian defenders will not carry privately-owned weapons or privately-owned ammunition. **(T-1).** Off-duty civilian defenders, like any military or civilian personnel, will adhere to established policy of the installation commander when carrying privately-owned weapons on base.

3.1.2. Federal Law. SF has the authority to enforce other aspects of federal law not covered by the UCMJ.

3.1.2.1. The Military Extraterritorial Jurisdiction Act authorizes prosecution of certain criminal offenses committed by certain members of the armed forces and by persons employed by or accompanying the armed forces outside the United States. Under the Military Extraterritorial Jurisdiction Act, offenses punishable by confinement of more than one (1) year if committed in the United States, are applicable to personnel who engage in the same conduct outside the United States. These individuals are subject to trial by the federal government if the crime is a felony, the HN fails to prosecute and the US attorney believes prosecution is warranted (see 18 U.S.C. §§ 3261, 3262, 3263, 3264, 3265, 3266, and 3267). Department of Defense Instruction (DoDI) 5525.11, *Criminal Jurisdiction over Civilians Employed by or accompanying the Armed Forces outside the United States, Certain Service Members and Former Service Members*, provides implementing procedures for the Military Extraterritorial Jurisdiction Act.

3.1.2.2. The Internal Security Act of 1950. 50 USC §797 (*Section 21 of the Internal Security Act of 1950*) authorizes the Secretary of Defense to designate military commanders to promulgate orders and regulations to protect property and places under their command. DoDI 5200.08, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB*), designates military commanders as having the authority to issue orders and regulations pursuant to the Act. Additionally, the Act makes it a misdemeanor to violate any order or regulation issued pursuant to the Act. The act applies to both military members and civilians.

3.1.2.3. Assimilative Crimes Act. The Federal Assimilated Crimes Act allows for adoption of state law in the absence of applicable federal law, e.g., many traffic offenses. This Act is not limited to traffic offenses. The Federal Assimilative Crimes Act (18 USC § 13) is an adoption by Congress of state criminal laws for areas of exclusive or concurrent federal jurisdiction, provided federal criminal law, including the UCMJ, has

not defined an applicable offense for the misconduct committed. The Act applies to state laws validly existing at the time of the offense without regard to when these laws were enacted, whether before or after passage of the Act and whether before or after the acquisition of the land where the offense was committed. AFI 31-218, *Motor Vehicle Traffic Supervision*, has further information on the assimilation of traffic laws. The rules for execution of investigative jurisdiction between AFOSI and SF still apply.

3.1.2.4. Civilian Defenders, in the scope of their employment, are considered part of the AF and, as such, are subject to the restrictions on aid to civilian law enforcement imposed by 10 USC § 1385, commonly known as the Posse Comitatus Act. Accordingly, the servicing Staff Judge Advocate (SJA) must review any proposed aid to civilian law enforcement. **(T-1)**

3.1.3. Posse Comitatus Act (18 USC §1385). The Posse Comitatus Act prohibits the use of military forces and equipment for civilian law enforcement purposes, unless a statutory exception applies. This law applies to both SF military Defenders and Civilian Defenders. See also 10 USC § 275.

3.1.3.1. Congress reaffirmed its determination to maintain the principle of the posse comitatus law in 10 USC § 275. The Posse Comitatus Act applies to both prevent military personnel from executing the laws of the states or the laws of the United States except when acting under the authority of the U.S. Constitution, an Act of Congress, and under the direction of the President of the United States. Posse Comitatus governs the use of military personnel only within the Continental United States (CONUS) to include Alaska, Hawaii and the US Territories. The Act does not apply to National Guard personnel performing in Title 32 status under the command of a State governor.

3.1.3.2. There are very limited statutory exceptions to the Posse Comitatus Act which authorize specific types of military support to civilian law enforcement. Always consult with the installation SJA prior to engaging in any support activities.

3.1.4. Federal Tort Claims Act (28 U.S.C §§1346(b), 2671-2680; 28 CFR Part 842; AFI 51-306 *Administrative Claims for and Against the Air Force.* Overview. The general rule is that the United States shall be liable for the negligent or wrongful acts or omissions committed by employees of the government while acting within the scope of their employment in the same manner and to the same extent as a private individual under like circumstances.

3.1.5. Law Enforcement Officer Safety Act (LEOSA). Civilian Defenders need to ensure they are knowledgeable and in compliance with state and Federal laws regarding concealed carry. The LEOSA Credential does not grant any authority to act on the agency's behalf or to exercise any law enforcement authority. Civilian Defenders need to read and be familiar with DoDI 5525.12, *Implementation of the Amended Law Enforcement Officers Safety Act of 2004* (LEOSA) and all other related information. The LEOSA Credential will not be used as the official Civilian Defender identification.

3.1.6. Outside of Continental United States (OCONUS). If there is any question as to the authority of an OCONUS civilian defender seek advice from the servicing SJA.

3.2. Governance of the SF Qualifications Review Board (SF-QRB). The SF-QRB has been established to review cases for incumbent officers who meet the full range of duties contained within their Position Description (e.g., the PAT), but cannot meet the established medical

standards (e.g., color blind in one eye). The SF-QRB serves as an appeals board for incumbents with permanent or long term medical conditions that fall outside of the scope of light duty. The SF-QRB will also consider issues that are not strictly medical (e.g., reasonable accommodation and/or assessment of undue hardship on the Air Force security operations) and issues that are legal (i.e., application of the Rehabilitation Act/ADA with respect to reasonable accommodation).

3.2.1. The AFSFC Commander will appoint the composition of the SF-QRB. **(T-1)** The SF-QRB will consist of: Civilian Defender Career Field Advisor or when designated the AFSFC Deputy Director; AFSFC Operations Division Chief (or Deputy); and Programs and Resources Division Chief (or Deputy). The SF-QRB may also include a MAJCOM Director of Security Forces (or Deputy). HQ AFRC/A4S will have a representative on the SF-QRB when a Civilian Defender assigned to AFRC is being evaluated for continued employment. A legal advisor from the Secretary of Air Force General Counsel's Administrative Law Division (SAF/GCA) or local legal office (installation level) will provide legal advice to the SF-QRB. AF/SG or a local Medical Review Officer (MRO) will support the board to make medical standard qualification/disqualification recommendations. A representative from the civilian personnel community (installation level or AFPC) may also serve as advisor. The Civilian Defender Career Field Advisor or when designated the AFSFC Deputy Director will serve as the SF-QRB Chair. **(T-1)** The SF-QRB may operate virtually or physically.

3.2.2. The waiver process applies to employees who receive a determination of "Not Medically Qualified". The local MRO will inform all employees of the results of their occupational medical examinations as soon as possible following completion of the examination. Do not consider waivers for employees who have a permanent or long term medical disqualification unless they can provide objective medical documentation that demonstrates that they can perform the essential functions of the position with or without reasonable accommodation. Waivers for those employees having "temporary" medical conditions are handled through light duty policy.

3.2.2.1. Once the employee chooses to appeal, he/she will submit the appeal request through their DFC. The DFC will contact the local MRO who determines which medical specialist (e.g., Endocrinologist, Internist) to consult, and what additional information is needed. Inform the individual that the cost of gathering this additional medical information is at their own expense. After the specialist completes the evaluation to provide the additional required data, the specialist will send the information to the MRO. The MRO reviews the specialist's recommendation and determines if the officer is/is not medically qualified based upon the additional information.

3.2.2.2. If the individual remains disqualified, and chooses to continue with the appeal (Official Request for Waiver)--the local MRO will send documentation on the results of the occupational medical examination, the specialist's information and, if appropriate, information regarding potential reasonable accommodations and/or restrictions to a doctor (QRB Medical Advisor) at JBSA Lackland AFB. The QRB Medical Advisor reviews the package and convenes with SJA, HR, and the SF-QRB at the AFSFC (contact Civilian Defender Program Manager for specific QRB process). The SF-QRB can choose to send their recommendation to a specialist at the Air Staff who can provide additional consultation on the determination. Send the SF-QRB's appeal recommendation to the AFSFC/CC to make the final QRB determination.

3.2.2.3. Limit access to protected health information to only qualified healthcare representatives of management with a need to know. Submit the request in time to arrive at the office of the Civilian Defender Career Field Advisor or when designated the AFSFC Deputy Director within 20 calendar days of the employees' written request for a waiver. Requests may be submitted in paper form, via fax, or electronic means and will be immediately digitized or scanned for electronic use, storage and maintenance. The individual requesting the waiver will maintain confirmation records of facsimile and/or electronic delivery (read-receipt), in the event a timeliness issue arises. At a minimum, ensure the request for a waiver contains:

3.2.2.3.1. Date of request for a waiver.

3.2.2.3.2. Name and contact information.

3.2.2.3.3. Unit of assignment and supervisor's name.

3.2.2.3.4. Rationale explaining why he/she is not medically qualified, etc. If employee has veteran's preference as a disabled veteran, submit the VA rating decision form. If medical information is included, a request for a release of medical information may be requested by the SF-QRB.

3.2.2.3.5. Requested action and/or proposals for reasonable accommodation.

3.2.3. In convening the SF-QRB the Civilian Defender Career Field Advisor or when designated the AFSFC Deputy Director will convene an SF-QRB within 30 calendar days, or as soon thereafter as practical, of receiving the request for a waiver. **(T-1)** Normally requesters do not appear in person before the SF-QRB. However, as indicated above, they can communicate to the SF-QRB any information that they believe is relevant. If the SF-QRB has any questions or concerns upon review of the submitted material, the Chair will make arrangements for the requestor to address those areas either in writing, by telephone and/or video conference.

3.2.3.1. In matters heard by the SF-QRB, the board will issue a recommendation under the Chair's signature to AFSFC/CC. **(T-1)** The AFSFC Commander retains the authority to review and modify any SF-QRB recommendation. The decision of the AFSFC Commander is the final official agency decision. The agency will issue a final decision within 60 calendar days of the SF-QRB meeting. **(T-1)** The AFSFC Commander will forward the determination to the DFC for the final disposition.

3.2.3.2. The employee's supervisor is responsible for informing the employee who requested the waiver of the outcome of the QRB. If the employee is represented by counsel, the legal counsel who participated in the meeting will also participate in any explanatory discussions at which the employee is present. The procedures used by the SF-QRB will be developed in a separate standard operating instruction.

3.3. Governance of the SF Enterprise Governance (SFEG). The SFEG is a set of decision making bodies composed of participants from Headquarters Air Force (HAF), Major Commands (MAJCOMs), Air Force Installation Mission Support Center (AFIMSC) and the Air Force SF Center (AFSFC). The SFEG is a multi-tiered governance body that consists of the Effects Working Group (as required), SF Training Working Group, Security Working Group, the SF Executive Council and the Security Board. Each tier of the governance structure meets regularly

to conduct governance activities. Together, the bodies govern Air Force (AF) SF processes by which the career field identifies, evaluates, and approves changes to SF organization, training and equipment in line with published policy.

3.3.1. Purpose and Vision. The SFEG provides the structure to create effective and impactful discussions and decisions for Senior AF and SF leaders affecting the future business and operational needs of the SF Enterprise. The SFEG provides standardized processes designed to mitigate problems such as a fractured approach to governance, lack of integration, sub-optimized decision making, competing or redundant, overlapping requirements and waste associated with attendance and support of multiple meetings. The SFEG guides the development and continuous improvement of SF equipment, tactics, techniques and procedures, training and processes within the framework of SF strategy. The purpose of the SFEG is to:

3.3.1.1. Create, maintain and align SF strategy with AF and the AF Directorate of Logistics, Engineering, and Force Protection (AF/A4, with A4 being used in the rest of the text) priorities.

3.3.1.2. Make timely decisions regarding enterprise SF equipment, tactics, techniques and procedures, and processes.

3.3.1.3. Oversee execution of those decisions and their impact on SF operations.

3.3.2. SFEG Hierarchy. The SFEG is a hierarchical five-tier structure comprised of the following governance bodies: Security Board (SB); Security Forces Executive Council (SFEC); Security Working Group (SWG); Security Forces Training Working Group (SFTWG); and Effects Working Group (EWG). See **A16.3**. for more information on the SFEG bodies. The SFEG is comprised of personnel who serve as senior leaders within the AF and SF communities. The following figures (**3.1, 3.2**) illustrate the SFEG structure and composition.

Figure 3.1. SFEG Hierarchy Structure.

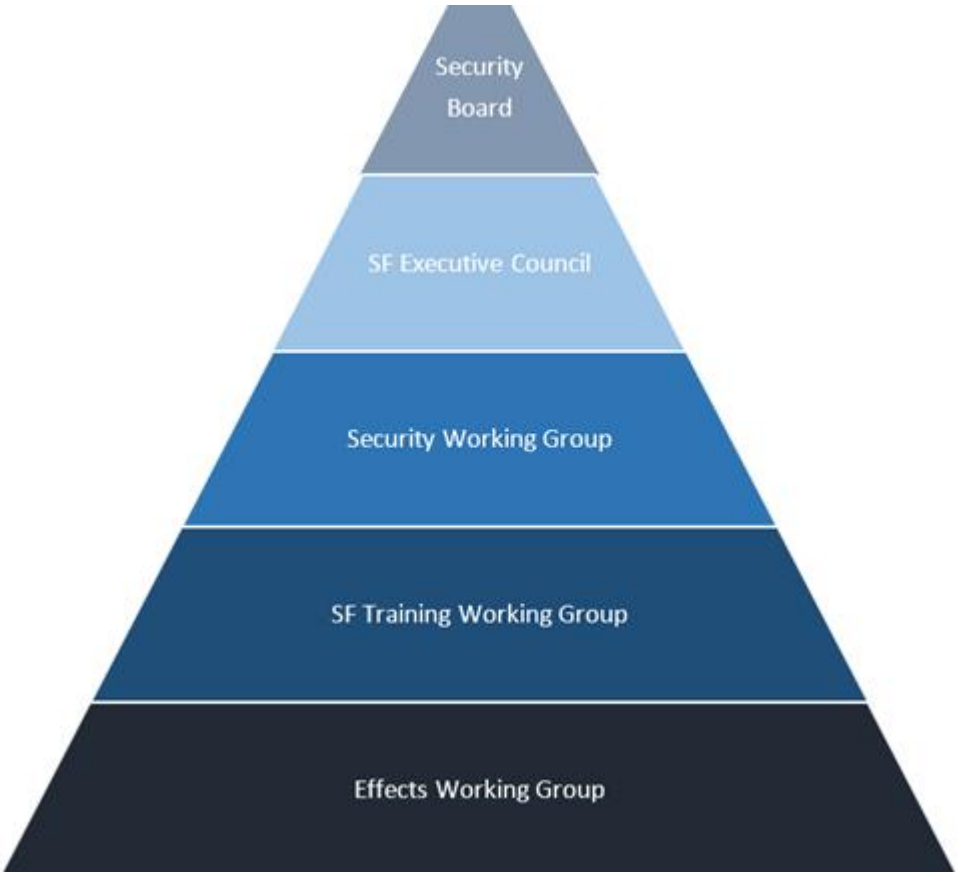


Figure 3.2. SFEG Membership.

Security Board	*Executive Council*	*Security Working Group*	*Training Working Group*	*Effects Working Group*
Chair: AF/A4	***Chair:*** AF/A4S	***Chair:*** AF/A4S	***Chair:*** AF/A4SM	***Co-Chairs: A*** F/A4SR/AFSFC
1. AF/A4S	1. AF/A4S Deputy	1. AFMC/A4S	1. AFMC/A4SM	1. Deputy AFMC/A4S
2. AFMC/A4	2. AFMC/A4S	2. ACC/A4S	2. ACC/A4SM	2. Deputy ACC/A4S
3. ACC/A4	3. ACC/A4S	3. AETC/A4S	3. AETC/A4SM	3. Deputy AETC/A4S
4. AETC/A4	4. AETC/A4S	4. AFGSC/A4S	4. AFGSC/A4SM	4. Deputy AFGSC/A4S
5. AFGSC/A4	5. AFGSC/A4S	5. AFSPC/A4S	5. AMC/A4SM	5. Deputy AFSPC/A4S
6. AFSPC/A4	6. AFSPC/A4S	6. AMC/A4S	6. AFRC/A4SM	6. Deputy AMC/A4S
7. AMC/A4	7. AMC/A4S	7. AFRC/A4S	7. USAFE/A4SM	7. Deputy AFRC/A4S
8. AFRC/A4	8. AFRC/A4S	8. USAFE/A4S	8. PACAF/A4SM	8. Deputy USAFE/A4S
9. USAFE/A4	9. USAFE/A4S	9. PACAF/A4S	9. AFSOC/A4SM	9. Deputy PACAF/A4S
10. PACAF/A4	10. PACAF/A4S	10. AFSOC/A4I	10. ANG/A4SM	10. Deputy AFSOC/A4I
11. AFSOC/A4	11. AFSOC/A4I	11. NGB/A4S	11. AFDW/A4SM	11. Deputy NGB/A4S
12. NGB/A4	12. NGB/A4S	12. AFDW/A4S	12. AFIMSC/MFM	12. Deputy AFIMSC/IZP
13. AFIMSC	13. AFDW/A4S	13. AFSFC	13. AFSFC/SFM	13. AFSFC/FI
14. AFLCMC/HBU*	14. AFSFC	14. AFIMSC/IZP	14. HAF/A4SR	14. USAFA/A4S
15. AF/A4C*	15. AFIMSC/IZP*	15. AFLCMC/HBU*		15. AFLCMC/HBU*
16. AF/A4L*		16. USAFA/A4S*		
17. AF/A4P*				
* Non-voting personnel				

3.3.3. General Guidance. The specific objectives of the SFEG are:

3.3.3.1. Provide an overarching framework for governing the SF Enterprise by establishing, maintaining and implementing an SF Strategy.

3.3.3.2. Validate alignment of the SF strategic priorities with Department of Defense (DoD) and AF strategic priorities.

3.3.3.3. Establish initiatives, as needed, in support of the SF Flight Plan.

3.3.3.4. Provide guidance and make decisions, within its scope, in support of SF Strategy by setting direction and tracking strategy execution and performance toward a strategic vision.

3.3.3.5. Interface with the Air Force Corporate Structure and other Air Force governing bodies as necessary to conduct SFEG responsibilities.

3.3.4. SFEG Roles and Responsibilities.

3.3.4.1. Director of Security Forces (AF/A4S) shall:

3.3.4.1.1. Assume the roles and responsibilities as the Secretariat in order to administer the SFEG.

3.3.4.1.2. Designate AF/A4SR as SFEG Lead.

3.3.4.2. The SFEG Lead shall:

3.3.4.2.1. Serve as the single point of contact for all SFEG bodies and issues.

3.3.4.2.2. Provide expertise to lead SFEG processes and facilitate executive decisions.

3.3.4.2.3. Administer the standard work of the SFEG.

3.3.4.2.4. Maintain and perform the necessary functional and technical coordination of SFEG policy. Ensure the SFEG guidance is reviewed annually by affected working groups and updated as necessary.

3.3.4.2.5. Maintain documentation of SFEG processes.

3.3.4.2.6. Maintain a list of action items for each SFEG body and track items through closure.

3.3.4.2.7. Track, monitor and report to the appropriate governance body, the status of SFEG initiatives on a regular basis.

3.3.5. SFEG Structure.

3.3.5.1. Security Board (SB)

3.3.5.1.1. The SB establishes SF Strategy. The SB convenes quarterly, when necessary the SB may be held in conjunction with the A4 Strategy Summit/Operations and Tactics Board. The SB ensures SF Strategy meets Chief of Staff of the Air Force (CSAF) and A4 intent and associated strategic priorities and initiatives for the SF enterprise. The SB also advocates for resources to support the SF strategy within HAF, Office of the Secretary of Defense (OSD) and the Joint Staff. The SB oversees strategy implementation by providing champions for SF

strategic initiatives. The SB reviews progress to constantly assess current state performance and adjust the SF strategy as required.

3.3.5.1.2. A4 Director serves as the chair of the SB.

3.3.5.1.2.1. The SB chair follows SFEG processes; evaluates feedback from the membership; oversees appropriate follow on actions; and facilitates decision-making processes.

3.3.5.1.2.2. The SB chair retains authority over all SB permanent voting membership changes. The SB chair may also request the participation of non-participant advisors to provide expertise, guidance and to assist in identifying and assessing the impacts or risks of potential decisions.

3.3.5.1.3. Participants of the SB are: AF/A4, AF/A4S, AFMC/A4, ACC/A4, AETC/A4, AFGSC/A4, AFSPC/A4, AMC/A4, AFRC/A4, USAFE/A4, PACAF/A4, AFSOC/A4, NGB/A4, and AFIMSC. SB participants may use specialist advisors to support decision-making.

3.3.5.1.3.1. Air Force Life Cycle Management Center (AFLCMC/HBU), AF/A4C, AF/A4L, and AF/A4P are non-voting participants of the SB.

3.3.5.1.4. The SB shall:

3.3.5.1.4.1. Assess SF strategy implementation.

3.3.5.1.4.2. Provide direction to SFEG representatives within their organizations.

3.3.5.1.4.3. Communicate the SF Strategy across SF enterprise and externally to other functional areas and stakeholders.

3.3.5.1.4.4. Advocate for resources to support the SF Strategy within Headquarters Air Force, Office of the Secretary of Defense, Joint Staff and MAJCOMs.

3.3.5.1.4.5. The SB membership will review the SFEG charter annually but can propose changes as necessary.

3.4. Security Forces Executive Council (SFEC). The SFEC is the primary face-to-face opportunity for SF senior leaders to exchange viewpoints and determine courses of action regarding a myriad of strategic and emergent issues.

3.4.1. The SFEC provide a forum for SF senior leaders to raise and discuss strategic-level issues that affect the SF Enterprise while having the ability to make executive–level decisions on stated issues. The SFEC decides the correct flight path for the sustainment of the SF Enterprise by ensuring strategic goals and objectives are planned and executed while also adapting to emergent Enterprise activities. The SFEC takes advantage of the knowledge and expertise of senior SF officers and Senior Non Commissioned Officers to optimize and enhance decision-making. Using the AF Strategic Master Plan (SMP) and SF Flight Plan, this executive senior steering group ensures all SF programs are focused on meeting CSAF's and A4's intent.

3.4.2. Personnel provide subject-matter expertise for the development of capabilities, provide information about MAJCOM and AFIMSC programs that contribute to the

enterprise, monitor strategic execution and recommend corrective actions as necessary for the realization of identified capabilities and strategy. The EC shall:

3.4.2.1. Convene annually, at a minimum.

3.4.2.2. Ratify updates to the SF Flight Plan as required.

3.4.2.3. Approve SF capability gaps identified through the EWG and SWG.

3.4.2.4. Provide an annual SF career field "health check."

3.4.2.5. Approve SF training solutions identified through the SFTWG.

3.4.2.6. The Director, Security Forces serves as chair of the SFEC.

3.4.3. The SFEC chair will designate the A4SR Division Chief as the SFEC Secretariat.

3.4.4. The SFEC chair will approve the meeting minutes/decision sheet and call upon other attendees/subject matter experts as necessary. Additionally, the chair will retain authority over all SFEC permanent voting membership changes, vote only on issues requiring a deciding vote, and identify attendees/subject matter experts as a voting participant (i.e. SFEC chair invites a former SFEC participant as a subject matter expert and grants the participant rights to vote during a SFEC) when necessary.

3.4.5. The SFEC Secretariat serves as the single point of contact for all SFEC issues and support activities. The Secretariat shall:

3.4.5.1. Establish the meeting agenda. The agenda will include at a minimum: action items to be discussed, an open action items update and a SF career field health check.

3.4.5.2. Coordinate, collect and organize all SFEC briefings.

3.4.5.3. Maintain a list of action items presented to the SFEC and ensure issues presented to the council are ready for action/decision. Action items will be recorded and agreed upon and will include an OPR/OCR and suspense dates when appropriate.

3.4.5.4. Track, monitor and report on the status of initiatives monthly via the SWG. The Secretariat will review all actionable items to ensure alignment with enterprise goals and objectives, as well as USAF priorities.

3.4.5.5. Produce and distribute meeting minutes that reflect issues brought before the SFEC. The minutes/decisions will include a list of SFEC attendees. The Secretariat will provide the minutes in draft to SFEC representatives for comment within 15 working days following a scheduled meeting. Approved minutes will be published and distributed within 45 calendar days.

3.4.5.6. Each MAJCOM may be represented by the MAJCOM A4S or Civilian equivalent and Security Forces Chief Master Sergeant (SFM). Security Forces SFEC voting participants are from AFMC, ACC, AETC, AFGSC, AFSPC, AMC, AFRC, USAFE, PACAF, AFSOC, NGB, AFDW and AFSFC. Voting participants, through the SFEC, support the HAF staff by identifying necessary links and dependencies between agencies. Ensures enterprise priorities are adequately recognized by their respective MAJCOMs or leadership chains.

3.4.5.7. AFIMSC/IZP is a non-voting participant of the SFEC. Senior leadership from across the AF may be invited to participate as advisors or attendees. Other MAJCOM or AFIMSC designated representatives must be approved by the EC Chair.

3.5. Security Working Group (SWG). The SWG provides inputs to and assists the EC in creating and revising SF strategy and resultant flight plans. The SWG convenes monthly via teleconference. The SWG refines and reviews top-level metrics for SFEC approval. Additionally, the SWG ensures implementation of current strategic priorities and initiatives as well as assesses alignment of new internal and external high priority requirements and issues. The SWG fosters and proposes new concepts and projects for EC and SB consideration and provides monthly oversight activities regarding strategic priorities and initiatives.

3.5.1. AF/A4S serves as chair of the SWG.

3.5.1.1. The SWG chair maintains SFEG processes; evaluates feedback from the membership; oversees appropriate follow on actions; and facilitates decision-making processes.

3.5.1.2. The SWG chair retains authority over all SWG permanent voting membership changes. The SWG chair may also request the participation of non-participant advisors to provide expertise, guidance and to assist in identifying and assessing the impacts or risks of potential decisions.

3.5.1.3. Participants of the SWG are: MAJCOM A4Ss, AFDW, AFIMSC/IZP and AFSFC. AF/A4S Division Chiefs, USAFA/A4S and AFLCMC/HBU are non-voting participants. The SWG will call upon specialist advisors and EWG subject matter expertise as required to support decision-making.

3.5.2. The SWG shall:

3.5.2.1. Assess SF Strategy implementation; scope initiatives; drive execution of action items/initiatives; and make recommendations for SFEC and SB required decisions.

3.5.2.2. In accordance with SFEC direction, the SWG resolves enterprise-level issues and/or recommends a course of action for EC discussion/decision.

3.5.2.3. Advocate for resources to support the SF strategy.

3.5.2.4. Ratify the SF effects gaps, both current and emerging, across the SF Enterprise and task the EWG to identify solutions across the organize, train and equipment (OT&E) lines of development.

3.5.2.5. Monitor and provide course correction for solution actions for AF/A4S approved Gaps identified by the EWG.

3.5.2.6. Review the SFEG charter annually, but can propose changes as necessary.

3.6. Security Forces Training Working Group (SFTWG). The SFTWG is a standing body of all MAJCOM SF Managers and an AFIMSC Functional Manager that will represent their MAJCOM's position on training. The purpose of the SFTWG is to deliberately determine where, when and how training will be conducted from an enterprise perspective. The SFTWG will identify and prioritize SF training emerging from the EWGs effects gaps and any emerging training requirements. The SFTWG shall identify solution and/or mitigation Courses of Action

(COA) to ensure the right training is completed for the right people in the right time and place. The COAs developed by the SFTWG will be presented to the SWG and approved by the SFEC.

3.6.1. The SFTWG convenes in-person semi-annually and also by telecon as needed. The semi-annual face-to-face meetings are scheduled to precede/follow the semiannual meetings of the SFM Council. AF/A4SR will distribute the agenda and updated slides to the SFTWG participants.

3.6.1.1. Dates for the in-person semi-annual meetings will be established a minimum of 45 days prior to the workshop and the agenda and location will be published at least 30 days before the meeting to allow representatives adequate meeting preparation time.

3.6.1.2. During the telecon, the SFTWG can make recommendations and present the SFEC COAs electronically. Training solutions will not be delayed for face-to-face meetings.

3.6.2. AF/A4SM serves as chair of the SFTWG.

3.6.2.1. The SFTWG chair maintains SFTWG processes; evaluates feedback from the membership; oversees appropriate follow on actions; and facilitates decision-making processes.

3.6.2.2. The SFTWG chair retains authority over all SFTWG permanent voting membership changes. The SFTWG chair may also request the participation of non-participant advisors to provide expertise, guidance and to assist in identifying and assessing the impacts or risks of potential decisions.

3.6.2.3. The participants of the SFTWG are: MAJCOM SF Managers, AFIMSC Functional Manager, and/or other Functional Managers. There is no limit on non-voting advisory participants, but will usually include AFSFC/S3T representative, Readiness Training Center advisors and participants from the 343rd and 341st Training Squadrons. The SFTWG will call upon specialist advisors and subject matter expertise as required to support decision-making.

3.6.2.4. SFTWG participants assess SF training implementation and execution and resolves enterprise-level issues and/or recommends a course of action for discussion/decision to the SFEC.

3.6.3. The SFTWG Shall:

3.6.3.1. Identify and prioritize training based on emerging training requirements derived from policy, effects gaps, or direction from the HAF/A4S.

3.6.3.2. Identify alternative COAs that offer training locations, outline the enterprise need for training at the appropriate skill-level, and frequency that most appropriately addresses each training gap or need to the SFEC.

3.6.3.3. Track monthly progress towards training challenge and/or gap resolution and any other task directed by the SB, SFEC, or SWG.

3.6.3.4. Identify issues that require urgent decisions on training that can only be resolved by AF/A4S, SB, EC, SWG or AFIMSC.

3.6.3.5. Identify, discuss and reach an SF Enterprise position on strategic training issues and make appropriate recommendations to the SFEG.

3.6.3.6. Review the SFEG charter annually, but can propose changes as necessary.

3.7. Effects Working Group (EWG). The EWG is a standing body of all MAJCOMs that will send senior SF action-officer representatives with the appropriate authority and experience to represent their MAJCOM's position on Organize, Train & Equip (OT&E) issues. The purpose of the EWG is to identify and prioritize SF effects gaps for SWG ratification. Upon ratification, the EWG shall identify solution and/or mitigation across OT&E lines of development. SWG-ratified Courses of Action (COA) shall be taken forward into planning and programming to inform the SP3. EWG decisions and associated tasks will be tracked and presented at the request of the SWG and may be captured formally in the SF Flight Plan, associated annexes and/or subordinate documents. The EWG is a Joint Capabilities Integration Development System compliant body.

3.7.1. The EWG convenes in-person semi-annually and also by teleconference as needed. The semi-annual face-to-face meetings are scheduled to precede the semiannual meetings of the SFEC and to meet policy and programming timelines for the Physical Security Enterprise & Analysis Group Research, Development, Test & Evaluation efforts and the baseline Program Objective Memorandum efforts for SF programs. Meetings that fall on the same month as the SWG will occur at least one week prior to the A4S SWG and updated slides will be provided by the participants to AF/A4SR for distribution two days prior to the teleconference. AF/A4SR will distribute the updated slides to AF/A4SF/A4SP, AFSFC and MAJCOM representatives for discussion on the teleconference.

3.7.1.1. Dates for the in-person semi-annual meetings will be established a minimum of 45 days prior to the workshop and the agenda and location will be published at least 30 days before the meeting to allow representatives adequate meeting preparation time.

3.7.1.2. AF/A4SR and AFSFC serve as co-chairs of the EWG.

3.7.1.3. The EWG chair maintains SFEG processes; evaluates feedback from the membership; oversees appropriate follow on actions; and facilitates decision-making processes.

3.7.1.4. The EWG chair retains authority over all EWG permanent voting membership changes. The EWG chair may also request the participation of non-participant advisors to provide expertise, guidance and to assist in identifying and assessing the impacts or risks of potential decisions.

3.7.2. The participants of the EWG are: Deputy MAJCOM/A4S' or appointed action officers, Deputy AFIMSC/IZP, AFSFC/FI, and USAFA/A4. There is no limit on non-voting advisory participants, but will usually include AF/A4S and AFSFC action officers and representatives from Air Force Research Laboratories (AFRL) and AFLCMC/HBU. The EWG will call upon specialist advisors and subject matter expertise as required to support decision-making.

3.7.3. EWG participants assess SF strategy implementation; scope initiatives; drive execution of action items/initiatives; and make recommendations for SWG required decisions. In accordance with SWG direction, the EWG resolves enterprise-level issues and/or recommends a course of action for discussion/decision.

3.7.4. The EWG Shall:

3.7.4.1. Identify and prioritize effects gaps.

3.7.4.2. Identify alternative COAs across OT&E that most appropriately addresses each gap to the appropriate staff (AF/A4S, AFIMSC, EC, PSEAG, etc.).

3.7.4.3. Track monthly progress towards gap resolution and any other task directed by SB, SFEC or SWG.

3.7.4.4. Identify issues that require urgent decisions on planning, programming and strategy that can only be resolved by AF/A4S, SB, EC, SWG or AFIMSC.

3.7.4.5. Identify, discuss and reach an SF Enterprise position on strategic issues and make appropriate recommendations to the SWG.

3.7.4.6. The EWG membership will review the SFEG charter annually but can propose changes as necessary.

Figure 3.3. Gap Submission/Resolution Process.

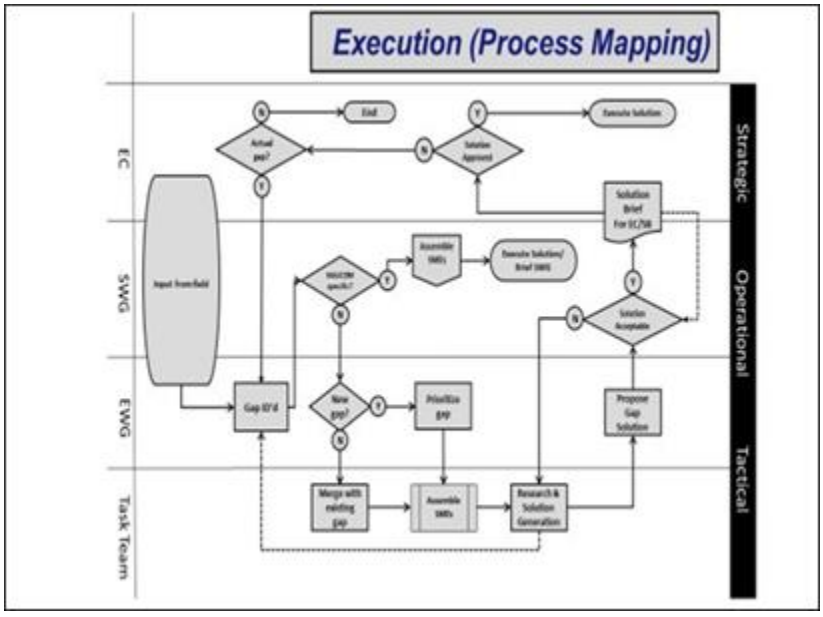
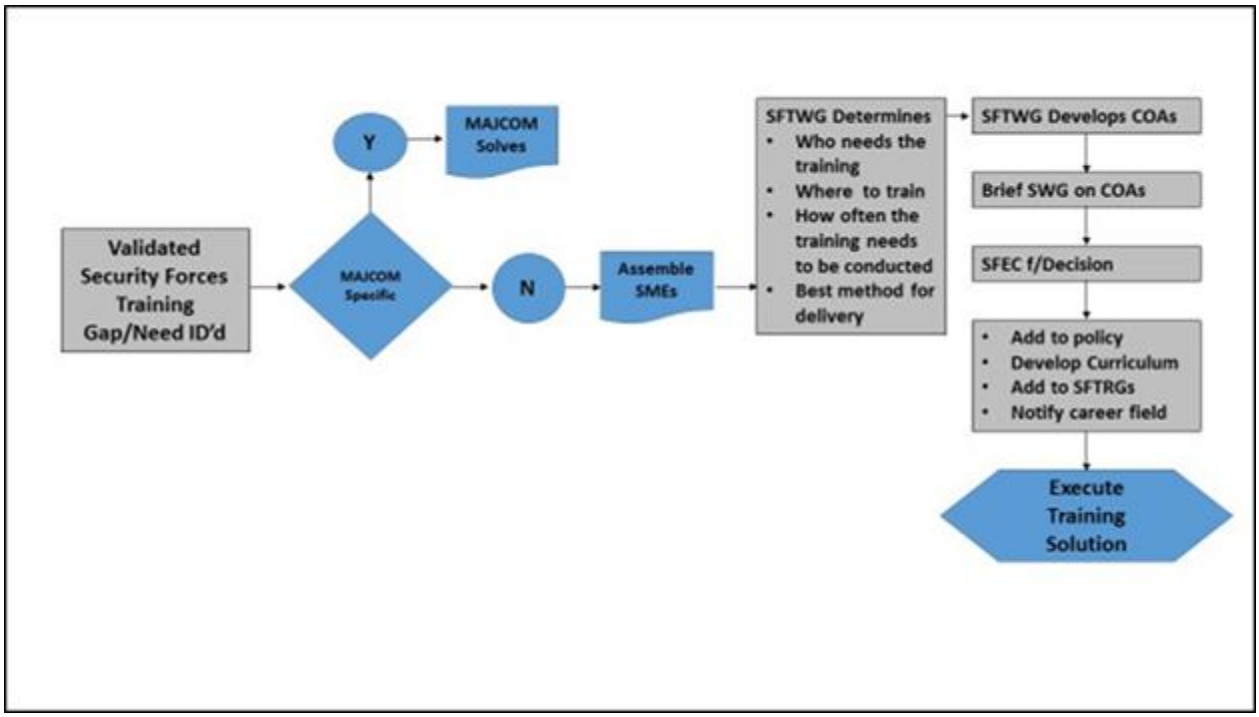


Figure 3.4. SF Training Working Group Training Solution Process



Section 3B—Organization and Programs

3.8. Program Overview. The DFC's responsibility includes the selection, employment, training, certification, management, and supervision of Civilian Defender personnel; the issuance of standing operating procedures which define the scope of their authority (persons, places, and offenses within their security enforcement jurisdiction); and the establishment of written procedures for notifying each Civilian Defender of the extent of their authority (specific empowerment and limitations) as described above, and procedures for suspending and withdrawing their security enforcement authority.

3.8.1. The DFC will establish procedures to ensure review of written Agreement of Condition of Employment for Applicant and Incumbent Civilian Defenders at least once a year and update as necessary. Provide a copy of the signed conditions of employment to all employees and their supervisors. Place the original in the official personnel file (See **Attachment 2**).

3.8.2. Because of potential conflicts of interest and Posse Comitatus Act issues, Civilian Defenders while wearing the duty uniform and/or badge, may not be deputized or exercise any additional authority and jurisdiction other than that given by the installation commander/unit DFC while on duty.

3.8.3. Air Force Professional Liability Insurance (PLI) Reimbursement (DoD 7000.14R, *Financial Management Regulation* Volume 10, **Chapter 12**, Section 1204). Certain civilian employees (law enforcement officer, supervisor, management official, or temporary fire line manager) may be eligible for PLI reimbursement. These civilian employees must submit a completed OF-1164, *Claim for Reimbursement for Expenditures on Official Business*, and

supporting documentation listed below through their chain of command to the MAJCOM. **(T-0)** (See **Attachment 15**)."

3.8.3.1. Coverage. Employees eligible to receive reimbursement for PLI are "qualified employees" under 5 USC **Chapter 59**, Subchapter IV. These "qualified employees" include law enforcement officers, a supervisor or management official, or a temporary fire line manager. Non-appropriated fund (NAF), Contract employees, and military personnel are not covered by the law.

3.8.3.2. Amount. PLI reimbursement is for one-half the cost of a covered premium, not to exceed $150 per year. The reimbursement may be based on either fiscal or calendar year basis, whichever is more efficient to administer.

3.8.3.3. Employee Responsibility for Reimbursement. Employees must submit a completed SF-1164, *Claim for Reimbursement for Expenditures on Official Business*, an Invoice from the Insurance carrier (to verify the cost of the premium), the policy number, the name of the insurance company, and proof of payment to the servicing Civilian Personnel Officer (CPO) or CPO designee. The employee shall maintain a copy of the completed OF-1164 and supporting documentation so that he/she does not inadvertently submit a request for reimbursement that may exceed the maximum allowance of $150 per year. After eligibility has been confirmed, the CPO or CPO designee shall forward the completed OF-1164 and supporting documentation to the paying office. When the package is received by the paying office, if it is not clear from the Invoice that the claim qualifies for PLI coverage, the employee must provide evidence to the paying office that the purpose of the claim is to request reimbursement for a PLI policy. Electronic funds transfer (EFT) for PLI reimbursement is required. Employees must provide the EFT data before payment will be made.

3.8.3.4. CPO Responsibility: Responsibility for determining eligibility may be retained by the MAJCOM Headquarters, delegated to its CPO or delegated to its CPO designee. As indicated above, after eligibility has been determined, the applicable Headquarters, CPO or designee shall forward the completed OF-1164 and supporting documentation to the paying office.

3.9. Flight Organization and Management. To maximize staff availability for Civilian Defender duties, administrative personnel (GS-0083 AF Specialty Code 3P0X1) who have required certifications, training, and physical qualifications, may work schedules which include one or more 8-hour shifts during a pay period. Justification for those administrative personnel to work regularly-scheduled overtime (56 or 60 hour work week) is to fill vacancies in the Operations section. During the 8-hour shift, administrative personnel shall be assigned Civilian Defender duties as a secondary duty, retaining their normal administrative duties as their primary duties but respond to emergencies when needed. **(T-1)**

3.9.1. Civilian Defenders are issued a standardized identification CAC which is the official identification. The duty uniform and Civilian Defender badge are other identification uniform items that may only be worn while on duty or while traveling to and from work as determined by the DFC. While wearing the duty uniform and badge, Civilian Defenders perform law enforcement tasks on their installation (as defined in the Integrated Defense Plan) only. Management and executive level GS 0083 personnel do not wear or display the Civilian Defender badge on a regular basis. For these positions only display the badge in

specific environments where appropriate to enhance esprit de corps, camaraderie and professional pride in the AF police profession. Acceptable circumstances where the badge may be displayed are official ceremonies, graduations, professional police conferences and, where it is customary and widely practiced, to display police affiliation and the person is attending in an official capacity.

3.9.2. Civilian Defenders will be able to operate all unit determined SF vehicles and installed equipment and must possess a valid driver's license. **(T-0)** Notify the DFC and the Civilian Personnel Office (CPO)/Civilian Personnel Flight (CPF) for advice regarding options for personnel whose driver's license cannot be maintained due to suspension or revocation.

3.9.3. At any time prior, during, or after performing armed duty, every defender has an obligation to report any adverse action, behavior, or circumstance that could tend to result in revocation or suitability to maintain employees' security clearance.

3.10. Medical Evaluation Program. The purpose of the Medical Evaluation Program is to ensure Civilian Defender personnel are able to safely perform the physical fitness and work condition requirements for their position. The Civilian Defender medical examination program includes a mandatory medical evaluation prior to performing the PAT, pre-placement medical examination, periodic medical examinations, and return to duty or fitness for duty examinations when the employee develops a medical condition that permanently impacts their ability to perform the essential functional and work condition elements of the position. All SF leadership and Civilian Defenders in supervisory positions will read and be aware of provisions in **Chapter 6** of AFI 36-2706, *Equal Opportunity Program, Military and Civilian*.

3.10.1. Drug testing will be required as a result of an accident or an unsafe practice and for employees in sensitive positions. **(T-3)**

3.10.2. Civilian Defender personnel will complete a medical evaluation upon pre-employment, on a periodic basis, and on termination, if there is a reasonable belief the employee was exposed to a job related hazardous material or condition that could adversely affect the employee's health. **(T-1)**

3.10.2.1. The Civilian Defender periodic medical evaluation will be accomplished at least once every three years. The examining physician will tailor the periodic evaluation as clinically indicated, based upon risk factors, and in accordance with guidance from AF Surgeon General (HQ USAF/SG). Supervisors are responsible for coordinating the evaluation of their personnel.

3.10.2.2. Complete a medical evaluation more frequently if, in the interim, there are medical signs or symptoms suggestive of a medical condition that might interfere with the performance of essential job functions, or at the discretion of the examining physician. Accomplish continuing medical evaluations (including cardiovascular evaluation) of Civilian Defender in accordance with DoD Manual 6055.05M (See **Attachment 4**). These documents assist the examining physician in identifying conditions that ordinarily might interfere with the performance of one or more essential job functions as described in sections 1.18 and 1.19.

3.10.2.3. The MRO uses individual medical information to determine if an individual can perform the essential functions of the job. If a Civilian Defender is restricted from performing duties, the MRO will place the individual on restrictions. A fitness for duty

determination can be made per DoD 6055.5-M. Promptly advise the DFC of any medical condition that may impact the employee's ability to perform the essential functions of the job. The DFC/Supervisor shall notify the servicing CPO when an employee cannot perform assigned duty. **(T-0)** The servicing CPO and the servicing legal advisor will assist the DFC with any appropriate personnel action. A termination exam may be considered. Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

3.10.3. Specific knowledge of the tasks typically performed and the conditions under which the tasks are performed are a crucial component necessary to render an accurate occupational medical opinion. Resources that describe Civilian Defender qualifications include, but not limited to: description of duties, training requirements, qualifications/classification standards, and essential job tasks in sections 1.18 and 1.19. Use the OF 178, to document the medical provider's evaluation and disposition.

3.10.4. Initially and prior to the physical agility test (PAT), a military facility physician or physician extender will complete and sign a medical certificate to verify the individual is able to perform the PAT with minimal risk to safety and health (See **Attachment 3**). **(T-1)**

3.10.4.1. The examining physician will check all items of medical significance necessary to accurately report sufficient medical information. The examining physician will fully describe the individual's current medical condition, including reviewing the individual's medical history. The employee will submit the signed medical certificate to the SF unit prior to performing the PAT. The final approving authority is the MRO when there are questions.

3.10.4.2. Use **Attachment 3** to document medical certification completion prior to the PAT. The local implementation of the PAT action may fall within the guidelines of the collective bargaining agreements and will be staffed through the local Labor Relations Officer for assistance in meeting any local bargaining obligations.

3.10.5. During an incumbent's medical evaluation, the examining physician may identify medical conditions that could interfere with the Civilian Defender's duties. The examining physician will make a medical standard disqualification recommendation. AF/A4S appoints an MRO and creates an AF SF-QRB to make any necessary employment-related decisions.

3.10.6. Conduct all initial and periodic medical screening/examinations, required of applicant and incumbent Civilian Defenders under this instruction. This will be at government expense in government facilities and by an AF designated physician or physician extender, when possible. All required screening/examinations are subject to review and approval by an AF designated physician or physician extender. The examinations are limited to ensuring that the individual meets established thresholds and is fit to perform the duties of the assigned position. If the individual does not meet established thresholds, additional tests, studies and medical assessments are obtained at the discretion and expense of the individual.

3.10.7. Current Civilian Defenders (non-probationary) will, prior to taking their PATs, undergo a medical evaluation in accordance with **Attachment 2**, OPM medical evaluation standards, and the AF Surgeon General cardiovascular examination guidelines found in AFI 48-123, *Medical Examinations and Standards*. (**T-0)** Credentialed Government or civilian

physicians may conduct the medical evaluation. Provide Office of Personnel Management (OF178) to the examining physician to guide them in their evaluation.

3.10.7.1. Civilian Defenders have an obligation to report and provide complete and accurate medical information to the examining and reviewing physicians. They must also disclose any prior health issues or treatments -- including mental health issues or treatment. **(T-1)**

3.10.7.2. Civilian Defenders will adhere to Personnel Reliability Assurance Program (PRAP) as outlined in AFI 31-117 *Arming and Use of Force by Air Force Personnel*. Every SF member has an obligation to report mental, physical or emotional indicators of themselves or another SF member. These indicators may cause a negative impact on people, resources or mission and must be dealt with promptly. **(T-1)**

3.10.7.2.1. Civilian Defenders may seek assistance from the local Medical Treatment Facility with regards to mental care following a Use of Force incident. Other mental health care services and/or assistance are available upon request. DFCs will develop standard operating procedures to address assistance to be provided to Civilian Defenders when involved in a Use of Force situation.

3.10.7.2.2. Weingarten Rights--under Federal law, employees who are part of a recognized bargaining unit are given certain statutory rights. One of these rights specifically impacts upon the manner in which AFSF may conduct an investigation. A copy of these rights will be given to the employee by CPO.

3.10.7.3. Civilian employees at occupational risk for vaccine–preventable disease. In accordance with AFI 48-110, *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*, federal civilian employees at risk of exposure to an infectious disease associated with their occupation will receive appropriate immunizations without charge at military activities. **(T-1)** Administer immunizations upon the recommendation of the responsible occupational medical authority. For Federal employees in a bargaining unit, local management must meet applicable labor relations obligations before implementing any changes to the bargaining unit employees' conditions of employment. **(T-0)** Civilian personnel offices provide guidance on these matters.

3.10.8. DFCs must take appropriate administrative suspension, termination, or retirement action, in consultation with the servicing Civilian Personnel Section and legal advisor. Current Civilian Defenders must report lasting medical conditions. If an examining physician determines the Civilian Defender constitute a threat to the health or safety of themselves or others, the DFC must take action. When an appeal is made, AF/A4S convenes the AF SF-QRB to make the necessary employment-related decisions as described in section 3.2., *SF-QRB*.

3.10.9. Medical Restrictions. Light duty status is assignment to work other than an employee's primary duties and that does not necessarily involve performance of all essential functions. Light duty may be offered to an officer with a medical condition which temporarily restricts the officer from performance of the essential functions of the officer's assigned position, as determined by the officer's supervisor after review of medical evaluations. Failure to pass the PAT indicates an officer cannot safely and fully perform the essential functions of his or her assigned position. Likewise, the temporary inability to take

the PAT due to a medical condition indicates the officer cannot perform the full range of duties of the position. Impose the following restrictions upon employees limited to light duty: (1) employees cannot carry a firearm, (2) prohibit employee participation in field duties, including law enforcement actions, and (3) prohibit employees from direct contact with suspects or prisoners. These restrictions are necessary to ensure there is no misunderstanding that an individual on light duty is not to perform the essential job functions of the position. Employees on light duty may continue to wear the uniform and operate law enforcement vehicles with compliance of the above restrictions.

3.10.9.1. Legal Framework. Under the Rehabilitation Act/Americans with Disabilities Act (ADA), as interpreted by the Equal Employment Opportunity Commission, how the employee became disabled (i.e., on the job vs. off duty) is not relevant to his or her right to accommodation. Provide light duty to the extent it is a reasonable accommodation for the employee's medical condition, it is available within the SF unit and is consistent with mission requirements. Temporary assignment to perform light duty can include a range of technical and administrative areas that include the following: (1) administrative functions (e.g., report review, special projects), (2) clerical or custodial functions (e.g., filing, local area clean-up), (3) report taking (e.g., telephone reports), (4) duty in a visitor control center that does not involve emergency response in support of other posts (e.g., gate back-up, over-watch). If light duty is not available within the SF unit, then determine the available personnel options through coordination with the civilian personnel office.

3.10.9.2. Reasonable Accommodation. The AF is not required to remove an essential function of the job as a reasonable accommodation. Nor is the AF required to lower either qualitative or quantitative standards to make an accommodation. Accommodation requires the employee to still be qualified for his or her position as a Civilian Defender. If the AF offers light duty to employees on worker's compensation, then it will be available to employees with disabilities that are not work-related.

3.10.9.3. Reassignment Policy. Reassignment to a new position is a reasonable accommodation if no other option exists to permit the employee with a duty limiting condition to perform the essential functions of the current position of Civilian Defender. Coordinate any reassignment with the civilian personnel section. **Note:** Units are not required to create new positions or to move employees from their jobs in order to create a vacancy. If no vacant position is available in the SF unit, then conduct a search across the installation and, if needed, AF-wide. The employee must be willing to move at his or her own expense. The employee will be in a permanent position to warrant reassignment. The servicing civilian personnel section will process all reassignment actions to ensure actions are processed according to legal requirements. Ensure the employee is qualified for the position and the position is vacant. The placement of disabled employees anywhere within DoD to a position at the same or lower grade for which he or she can be reasonably accommodated is an exception to the Priority Placement Program (PPP). Please reference AFMAN 36-203 for more information on PPP.

3.11. Application for Light Duty. If any employee is temporarily unable to perform the essential functions of the position (including performance of the PAT), they must provide documentation from a licensed health care professional (i.e., physician, physician extender). **(T-3)** All medical documentation provided from outside health care professionals containing protected health information regarding diagnosis and/or treatment will be sent to the Medical

Review Officer (MRO) employed at the Military Treatment Facility who must review and approve clearance as indicated in **Attachment 3**. **(T-1)** The Operations Manager will review the duty limitations with the assistance of AF medical personnel to ensure there is a full understanding of the nature of the documented disability and the recommended accommodation. HIPAA and Privacy Act directives are observed by supervisors. If an employee needs an accommodation, he or she brings the request to his or her supervisor. In addition, the DFC (or equivalent/designee) may request an evaluation of an employee by AF medical personnel if medical limitation interferes with successful job performance.

3.11.1. Submit requests for employee assignment to light duty to the Defense Force Commander (or equivalent), with recommendations from the first and second level supervisors. The DFC on a case-by-case basis will consult with the AFPC CFM Program Coordinator. Allocate temporary light duty workloads on a first come first serve basis; may be made rotational if more personnel are on light duty status than positions are available. For example, if a unit determines that there are 8 hours per day of light duty work, and two employees are in a light duty status, then the employees may rotate to accomplish the workloads. Collective bargaining agreements can be a means to establish how light duty work is distributed.

3.11.2. Employees must provide a new health care provider note (as described above) at least once each month. This note must state if the employee's condition can reasonably be expected to change within the month. The note must confirm the recommended work limitations are still applicable and related to the initial medical condition. The note will give an estimated date of recovery or achievement of maximum medical improvement. **(T-3)** Light duty as a reasonable accommodation will be offered for the same duration as light duty is made available for individuals on worker's compensation. Process and grant concurrently light duty under workers compensations (where applicable) and as a reasonable accommodation under the Rehabilitation Act/ADA. Consider alternate accommodations where both employee and SF agree or where the alternative accommodation is equally effective in allowing the employee to perform the essential functions of his or her position.

3.11.3. Return from Light Duty. An employee able to return to regular duty from light duty will submit a request to the DFC (or equivalent/designee), with recommendations from the first and second level supervisors. **(T-3)** The request will include a mandatory medical evaluation of the employee's ability to perform the essential functions of the position, with or without reasonable accommodation. The commander will coordinate with the civilian personnel section and ensure the medical documentation is reviewed by a Medical Review Officer (MRO) employed at the military treatment facility. The MRO must review and approve clearance as indicated in **Attachment 3**. **(T-1)**

3.12. Continued Service Agreement (CSA). A CSA is an agreement by the employee to continue in service upon training completion. As a minimum, all training over 80 hours requires a CSA. The period of service obligation begins the first workday after the training ends, and is equal to at least three times the length of the training. Longer periods of required service are set if justified by the costs of training or other factors, such as situations when an employee enters into a period of non-pay status.

3.12.1. The Employee Development Manager/Specialist evaluates each instance of training to justify an agency's substantial investment of resources. Refer to AFI 36-401, *Civilian*

Training, Education and Professional Development, for completion of CSA and use of Standard Form 182, *Authorization, Agreement and Certification of Training*. As per AFI 36-401, Force Development Flights utilize the SF 182 to document all training.

3.12.2. Employees will sign a CSA (See **Attachment 5**) and complete an SF 182 before commencement of training. **(T-1)** Once an employee has signed a CSA and an SF 182, the Employee Development Manager/Specialist (typically the SF Unit Supervisor or Training Superintendent) will ensure a system is in place to monitor the date the obligation service commitment expires, preventing any separation action without consideration of this obligation. **(T-1)**

3.12.3. The Civilian Police Academy from the Veterans Affairs–Law Enforcement Training Center (VA–LETC) fits the requirement for a CSA and completion of the SF 182. Additionally, new hires attend 10 week pre/post formal training and in accordance with AFI 36-401, the training can be considered toward the CSA. Considering the total of local and formal training, a CSA for formal training will be for no less than 6 months. As per AFI 36-401, longer periods of required service can be set if justified by other factors. For locations that are experiencing difficulty hiring (are below 50%), or where applicants receive training and are leaving for other agencies, use a 1 year period for CSA. Subsequently, if more training time is necessary, it can be factored into the obligation period.

3.13. Manpower Programming. AF/A4S will reference Air Force Policy Directive (AFPD) 38-1, *Manpower*. This AFPD delineates how the Manpower Programming and Execution System (MPES) is used. The AFPD discusses how to program, coordinate and execute manpower policies, programs and procedures through the MAJCOMs, Field Operating Agencies and Direct Reporting Units. Civilian Defender requirements continue to expand and permanent positions are gained to replace temporary and term positions. The permanent positions will be GS 0083 Police Series, so the force structure provides the same capability as the military SF force. The USAF has determined that the additional capability of police officers is necessary for the defense of our personnel and resources.

3.13.1. It is the AF's intent to build a program that is comprised of GS 0083 Police Series, which provide increased capability and effectiveness. To meet this intent, all new unit requests for personnel action (RPAs) will be GS 0083 Police Series classifications. When a unit uses GS 0083 Police Series in administrative positions they will regularly rotate the officers among all certified positions.

3.13.1.1. Units will convert existing GS 0085 Security Guard positions to GS 0083 Police Series positions at the earliest opportunity. SF Units will ensure bargaining obligations are honored when converting existing security guard positions to police officer positions.

3.13.1.2. DFCs will work with the local CPO so that through attrition these positions can be immediately flagged and filled as GS 0083 Police Series positions in the future. It is SF policy that both permanent and over hire (non-permanent positions) Civilian Defender personnel working in operational flight positions will be GS 0083 Police Officers Series. **(T-1)**

3.13.1.3. Combat arms instructors will also be in the GS 0083 Police Series, as per AFI 36-2654, *Combat Arms Program*.

3.13.2. Units will evaluate their missions to determine if the security work their police officers perform directly affects national security and request those positions be excluded from Collective Bargaining Agreement (CBA). This is accomplished by conducting a local legal review involving legal, SF and personnel advisors. It is then followed by preparing a package from the installation wing commander to MAJCOM Manpower and Personnel (A1) validating why police officers will be excluded from a CBA. The package includes as a minimum a memo, point paper, referenced authority described above, current position description(s), and any cases with precedent. It is best to request the CBA exemption before hiring the positions. Once exemption is granted, use the Civilian Defenders in the duties directly affecting national security (e.g., Flightline, Commercial Vehicle Search, LE Desk duties).

3.14. Overtime. Civilian Defenders are expected to provide 24-hour SF operations mission coverage. As they prepare for normal shift operations, Civilian Defenders may require overtime to accomplish their mission.

3.14.1. Overtime may be required when transporting the Civilian Defender to and from the marshalling area (where the pre and post-shift activities occur, e.g. Operations Facility, armory). Base any determination of the appropriate amount of overtime on the distances to and from fixed posts, amount and type of equipment being used, number and complexity of checks required, frequency and depth of briefings. Additionally, there may be occasions when an oncoming shift does not have sufficient personnel to meet all mandatory posting requirements. Obtain necessary personnel by holding over off-going shift for minimum time necessary. Units may provide appropriate amount of overtime in such cases.

3.14.2. Overtime can easily become an excessive expense. DFCs and Civilian Defender managers and supervisors will strictly monitor overtime to ensure that the appropriate amount and authorization given is based on factors associated with each post. Generally, the most common time for a post requiring in-place changeover is 1.417 hours (or 85 minutes) per shift.

3.14.3. DFCs may request premium pay consisting of Administratively Uncontrolled Overtime (AUO) pay for substantial amounts of irregular, unscheduled overtime work.

3.14.4. SF civilian detectives may be required to work non-traditional hours for activities such as surveillance, interviews, source meetings, and other operations. This must be approved by the DFC. DFCs should consider schedule adjustments in lieu of overtime.

3.14.5. Before assigning Civilian Defenders to stand-by duty, the DFC or SF representative will consult with Labor Relations Officer and/or the Judge Advocate's office to ensure correct assignment and release. It is necessary to follow this procedure so the DFC/SF representative obtains expert and legal advice before assigning Civilian Defender personnel to stand-by duty.

3.15. Discipline and Adverse Actions of Civilian Defenders. Discipline and adverse actions will be in accordance with AFPD 36-1, *Appropriated Funds Civilian Management and Administration,* AFI 36-704, *Discipline and Adverse Actions of Civilian Employees,* and AFI 51-1102, *Cooperation with the Office of Special Counsel*. Any proposed disciplinary action must be forwarded to SAF/GCA prior to issuing the proposal to the employee. **(T-0)**

3.15.1. The CPS serves as the primary local source for authoritative information, policy, and procedures concerning civilian discipline and adverse actions. The Staff Judge Advocate office and/or the Labor Law Field Support Center provides interpretive opinions of laws, policies, and regulations relating to civilian discipline and adverse actions.

3.15.2. The senior ranking civilian defender will ensure folders for each civilian defender are established and maintained similar to a personnel information file for military personnel. This information will be protected in accordance with privacy protection laws. The folders will include, at a minimum, a copy of their position description, physical agility test history, medical information, any derogatory documentation, and any other information the DFC deems necessary. Derogatory information can only be removed by the DFC. **(T-0)**

Chapter 4

SF UNIFORM AND EQUIPMENT

Section 4A—Uniform Overview

4.1. General Information. Every Airman and Civilian has a responsibility to maintain an "acceptable military image," as well as the right, within limits, to express individuality through his or her appearance. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, provides policy and guidance for all military personnel serving in the United States Air Force, Reserve and Guard components. This provision provides policy and guidance for all civilian personnel in support of the SF Mission.

4.1.1. Our personnel are constantly in the public eye, so they must set the highest standard of dress and appearance. Therefore, it is most important for all civilians to maintain a high standard of dress and personal appearance. The five elements of this standard are neatness, cleanliness, safety, uniformity, and military image. The first four are absolute, objective criteria needed for the efficiency and well-being of the Air Force. The fifth, military image is subjective, but necessary.

4.1.2. A very important part of the military image a Civilian Defender projects and the impression they create is how he/she wears their uniform. As with other personal appearance standards, the Air Force emphasizes a "neat, clean, professional" image. Members have a responsibility to keep their uniform clean, pressed and in good repair. Also, members are responsible for knowing the authorized uniform combinations and the correct placement of ribbons, insignia, badges and other uniform items.

4.2. Purpose of the Uniform.

4.2.1. Employees will wear the prescribed duty uniform for the purpose of identification and as evidence of authority.

4.2.2. There is no dress code for Civilian Defenders when required to wear civilian attire apart from the requirement that they look neat and professional in their working attire. Personnel are free to dress comfortably and in a manner that doesn't interfere with their ability to perform. DFCs can prescribe attire to their command in local policy instructions.

4.2.3. Unless specifically authorized by this instruction, only uniformed Civilian Defenders wear the civilian police/guard badge. Civilian Defenders will not abuse this symbol of authority for personal gain.

4.3. The Security Police/Forces (SP/SF) Shield. Uniformed SF personnel wear the SP/SF shield. AFI 31-115 establishes procedures for display of the shield by SF Investigators not in uniform. Use AF Form 538, Personal Clothing and Equipment Record, or a similar automated product, to record badge issues. The following guidelines apply to the issue and wear of the shield:

4.3.1. Wear the metallic shield only on the blue uniform combinations or as dictated for SF Investigations section personnel in accordance with AFI 31-115. The Law Enforcement Qualification Badge issued to active duty SF Defenders is not authorized for wear by Civilian Defenders.

4.3.2. SF Defenders are issued their shield upon graduation from the Veterans Administration–Law Enforcement Training Center (VA–LETC). SF units may purchase and issue badges to authorized SF personnel. SF units will develop a process to account for all Civilian Defender badges using the numerical badge system. **(T-3)** The following guidelines apply to the issue and wear of the civilian police/security guard badge:

4.3.2.1. Issue metallic shields in accordance with Allowance Standard (016) for Clothing and Equipment.

4.3.2.2. Upon retirement or termination of the bearer, the badge is retrieved by the unit. Civilian Defenders who are retraining or separating from the service turn in their civilian police badge to the badge issuing activity.

4.3.2.3. Reissue serviceable badges turned in by personnel who have separated.

4.3.2.4. Wear the metallic badge only on the outer most garment, primary shirt or jacket.

4.3.2.5. Do not wear or carry the badge while in civilian clothes except as authorized for civilian police investigators performing official duties.

4.3.3. The DFC may elect to present the shield to retiring Defenders. Additionally, the DFC may elect to present the shield to the next of kin of Defenders who have died while on active duty.

4.3.4. To permanently remove an Airman's AF Specialty Code (AFSC), commanders will refer to AFI 36-2626, *Airman Retraining Program*.

4.3.5. If reasonable accommodation is sought by an employee, the employee must request reasonable accommodation for a disability, commanders will refer to AFI 36-205, *Affirmative Employment Programs, Special Emphasis Programs, and Reasonable Accommodation Policy*. The supervisor must reply to confirm receipt within ten business days.

4.4. Force Protection Occupational Badge. The DFC may authorize persons in their command to wear the force protection occupational badge. AF/A4S may authorize appropriate persons to wear the badge. Award the badge to military personnel who acquire certain skill levels and demonstrate honorable service in the SF career field.

4.4.1. Allied nation, other US service and other USAF personnel performing instructor or liaison duty with a USAF SF organization wear the qualification badge commensurate with time requirements listed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

4.4.2. Airmen assigned to the AFRC or ANG are eligible for award of the qualification badge.

4.4.3. Once approved, present the badge at an appropriate ceremony.

4.4.4. The DFC will rescind the badge if the bearer loses their SF AFSC or civilian GS-0083 Series for misconduct.

Section 4B—Wear of the Uniform by Civilian Employees

4.5. Wear of the Uniform by Civilian Employees in GS-0083 Series.

4.5.1. Except when authorized to wear civilian clothes, a Civilian Defender will wear the appropriate Air Force uniform while performing military duties as indicated in this policy.

4.5.2. When attending a military event, either social or official, must wear the appropriate uniform or civilian attire as requested by the host/hostess or directed by the commander.

4.5.3. Commanders will not direct the wear of optional items unless they are provided at no cost. Commanders will not prohibit the wear of optional items, except when uniformity is required.

4.5.4. Defenders may alter uniform clothing to improve fit; however, alterations will not change the intended appearance or required function of the uniform as designed. Individuals may sew down unused pockets but no policy will be established to make it mandatory. ***Note*:** Maternity uniforms may be worn for up to six months after delivery.

4.6. Uniform Procurement and Allowances for CD. Follow SFS Unit specific procurement procedures for police uniform item purchases. Only the items listed are authorized for Civilian Defender wear. If questions arise with regard to uniform issues that cannot be answered by the DFC, contact AFIMSC/PSU AFSFC, Civilian Defender Program Manager.

4.6.1. Initial Allowance. As per DoDI 1400.25, Vol 591, *DoD Civilian Personnel Management System*: *Uniform Allowance Rates for DoD Civilian Employees*, states the authorization of payment for an initial allowance in the amount of $1,800.00, or a lower initial allowance equal to the cost of the uniform, whichever is less. DoDI 1400.25 authorizes DAF civilian police $1,800.00 for initial allowance. DoDI 1400.25 authorizes DAF security guards $1800.00 for initial allowance. Required supporting documentation for Civilian Clothing Allowances Employee (CCAE) payments must be submitted for reimbursement payment. Supporting documentation must contain the Miscellaneous Obligation/Reimbursement Document (MORD), the Standard Form 1034 (*Public Voucher for Purchases and Services Other than Personal*), an itemized uniform list, direct deposit information (if required by DFAS), and DD 577 of the Departmental Accountable Official (DAO) (if required by DFAS). The MORD and SF 1034 must include all the required information outlined in the AF MORD and Miscellaneous Payment guides, respectively. The uniform list should provide the item description, unit price, quantity, and total price of each line item along with the grand total amount, as noted below in **Table 4.1**: These amounts may be reviewed annually with installation level inputs and may receive adjustments based upon inflation, revision and etc. Discontinue the reviews in the event the allowance amount reaches the cap. In lieu of an initial allowance, the unit will furnish the Civilian Defender an initial clothing issue. **(T-3)** All uniform items required are covered as part of the uniform allowance. Executive level staff, management and other 0083 personnel who wear civilian attire are required to maintain uniforms and thus are authorized a uniform allowance. Where an existing CBA specifies uniform standards different from those identified in this instruction, DFCs will ensure the future rewrite of the CBA complies with this instruction and supplement(s).

Table 4.1. Uniform Allowance List.

Item	Price each	Quantity - Person	Total Price
Shirt (Lg. Slv, Dk Navy Bauer	$ 42.95	4	$ 171.80
Trousers (Dk Navy) Bauer	$ 42.95	4	$ 171.80
Boots 5.11 Tactical Standard Insulated Lt weight	$ 79.95	1	$ 79.95
Belt (Black Leather)	$ 14.95	1	$ 14.95
Jacket 5-1 w/removable liner	$ 189.95	1	$ 189.95
Gloves (Gortex, Insulated	$ 27.95	1	$ 27.95
Ball Cap (Summer)	$ 14.95	1	$ 14.95
Tie (Dk Navy) Clip-on	$ 4.95	1	$ 4.95
Initial Cost Per Person (Supplied by Neve's Uniforms and Equipment)			$ 676.30

4.6.2. Replacement Allowance. Civilian Defender personnel who have completed one year of service in accordance with DoDI 1400.25 may receive an $800.00 annual uniform replacement allowance, or a lesser allowance equal to the cost of the uniform, whichever is less. In lieu of an allowance, the unit may annually furnish the Civilian Defender with a replacement uniform. AFRC authorizes an annual allowance not to exceed $800 per year, or equal to the cost of the uniform.

4.6.3. Department of the AF Detectives are issued uniforms and perform their duties in civilian clothes. These personnel must wear issued uniforms as directed by the DFCs. Additional dress and appearance standards such as polo shirts with detective badges will be determined by the DFCs. To avoid confusion with AFOSI agents or local law enforcement personnel, SF detectives conducting investigative activity will clearly identify themselves as "SF Detectives" unless doing so would reasonably compromise operational security.

4.7. Required/Prohibition of Wearing the Civilian Defender Uniform.

4.7.1. All personnel will wear the Civilian Defender standard uniform when on duty unless an exception is granted for wear of civilian clothes for mission reasons as determined by the DFC. All service uniform combinations are authorized for year-round wear. However, use appropriate discretion based on weather conditions and duties. Installation Commander or DFC may authorize Civilian Defenders the wear of an alternate light blue color shirt for extreme hot climatic conditions, but only for the period of the extreme conditions. The alternate shirt will meet same standards of the duty shirt. Unless specifically prohibited, installation or DFCs may authorize Civilian Defenders to continue to wear uniform items changed in design or material as long as the item remains in serviceable condition. The uniform item can be worn up until the date the item is phased out.

4.7.2. Civilian Defender uniforms are prohibited for wear while off duty, except in transit to or from duty. Civilian Defenders are specifically prohibited from wearing their uniform under the following circumstances:

4.7.2.1. In connection with the furtherance of any political activities or commercial interests or when engaged in off-duty civilian employment.

4.7.2.2. When participating in public speeches, interviews, picket lines, marches or rallies, or in any public demonstration unless there is written authority that the AF sanctions the cause for which the activity is being conducted (e.g., a welcome home rally off the installation for returning troops).

4.7.2.3. When attending any meeting or event which is a function of, or is sponsored by, an extremist organization.

4.7.2.4. When participating in civilian court proceedings unless serving as a government witness.

4.7.2.5. When traveling in a foreign country.

4.7.2.6. When wearing the uniform would bring discredit upon the AF.

4.7.2.7. Unless specifically authorized by this instruction, do not wear uniform pieces as part of civilian attire. For example: cap devices, badges and other U.S. or AF insignia and/or distinctive buttons. **Exception:** Tie Tacks and lapel pins when wearing civilian business attire are authorized.

4.7.2.8. Civilian Defenders must follow DoD and Air Force guidance (including DoD 5500.7-R, *Joint Ethics Regulation*) as it relates to attending events sponsored by non-federal entities. If there is any question about the event, contact the servicing SJA.

4.7.2.9. Employees may not wear articles of the primary duty uniform with the utility uniform and vice versa unless specifically authorized. Employees may purchase and wear approved optional items addressed by this directive when authorized by DFCs. Employees will procure sufficient quantities of uniform articles to allow time for garments to be cleaned or laundered, and for making any emergency change in uniform that may be required.

4.7.2.10. For Overseas Contingency Operations (OCO) converted positions use code ‘7C’ when purchasing uniforms. For permanent positions, use the unit funding code.

4.8. Protective/Reflective and Foul Weather Clothing and Equipment. As per DoDI 1400.25, the authorized management official will require the wear of uniform items after a determination has been made that the nature of their work makes the wearing of a uniform necessary. Obtain protective clothing and equipment such as reflective clothing/equipment, safety goggles, safety shoes, hearing protection, bullet resistant vests, helmet and respiratory protection for escape purposes through supply channels according to applicable regulations or instructions. Employees will wear protective clothing and equipment according to the policies set by the Installation Commander and/or DFC. **(T-3)**

4.9. Uniform Composition. The uniforms for male and female to include maternity wear for Civilian Defenders are similar in material, design, and color. Uniform material blend (weight) will match.

4.10. Procuring Uniforms. Employees will procure the prescribed primary duty uniforms [minimum of three] and utility uniforms [minimum of two] as soon as possible upon getting hired and after receiving their initial uniform allowance. SF units may procure the uniforms for new hires in lieu of a uniform allowance if the DFC elects that process. Applicants will wear conservative civilian attire, (e.g. business casual) and attend unit training or work doing tasks out of public view, until receipt of uniform.

4.11. Primary Duty Uniform.

4.11.1. Employees wear this uniform as their primary uniform when performing duties requiring interaction with general public, such as installation access control point, installation law enforcement duties, formal gatherings, etc. (See **Fig 4.2**).

4.11.2. Shirt, Long Sleeved. The long sleeve shirt will be dark navy blue with epaulets, military creases, badge tab, two-button cuff closures, pleated pockets and scalloped pocket flaps. Wear shoulder patches (See **Fig 4.2**) on both sleeves of the shirt, sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Wear police or guard badge (See **Fig 4.3**) on the standard badge tab over the left breast pocket. Wear this uniform with the shirt tucked into the trousers so the shirt button edge is aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.

4.11.3. Shirt, Short Sleeved. The short sleeve shirt will be dark navy blue with epaulets, military creases, badge tab, pleated pockets and scalloped pocket flaps. Wear shoulder patches on both sleeves of the shirt, sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Wear police or guard badge on the standard badge tab over the left breast pocket. Wear this uniform with the shirt tucked into the trousers so the shirt button edge is aligned with the front of the zipper opening and the outside of the belt buckle forming a straight "gig" line.

4.11.4. Pants. The pants for the primary uniform will be dark navy blue, straight leg, no cuff, or cargo pockets. Front of trouser legs will rest on the front of shoe or boot with a slight break in the crease. Back of trouser legs will be approximately 7/8 inch longer than the front of the trousers. Do not blouse pants when worn with the primary duty uniform. Wear pants with a belt and properly positioned on the hips.

4.11.5. Primary Duty Uniform Wear. The standard Civilian Defender uniform is intended for wear during most on-duty occasions (e.g. Installation Access Control Points, posts in constant public view/contact). Sleeve length on the long-sleeve shirt will extend to the center of the wrist bone. Wearing a tie with the long sleeve shirt is optional. When wearing a tie wear the long-sleeve shirt fully buttoned with a tie or over the mock/turtleneck with the collar button open. The short-sleeve shirt may be worn with or without a tie. Ensure trousers are fitted and worn so the center of the waistband is at the natural waistline. The trousers will reach a point approximately midway between the top of the heel and the top of the standard shoe in the back. The trousers may have a slight break in the front.

Figure 4.1. Primary Duty Uniform.

Figure 4.2. Wear of Badges Badge on Duty Uniform.

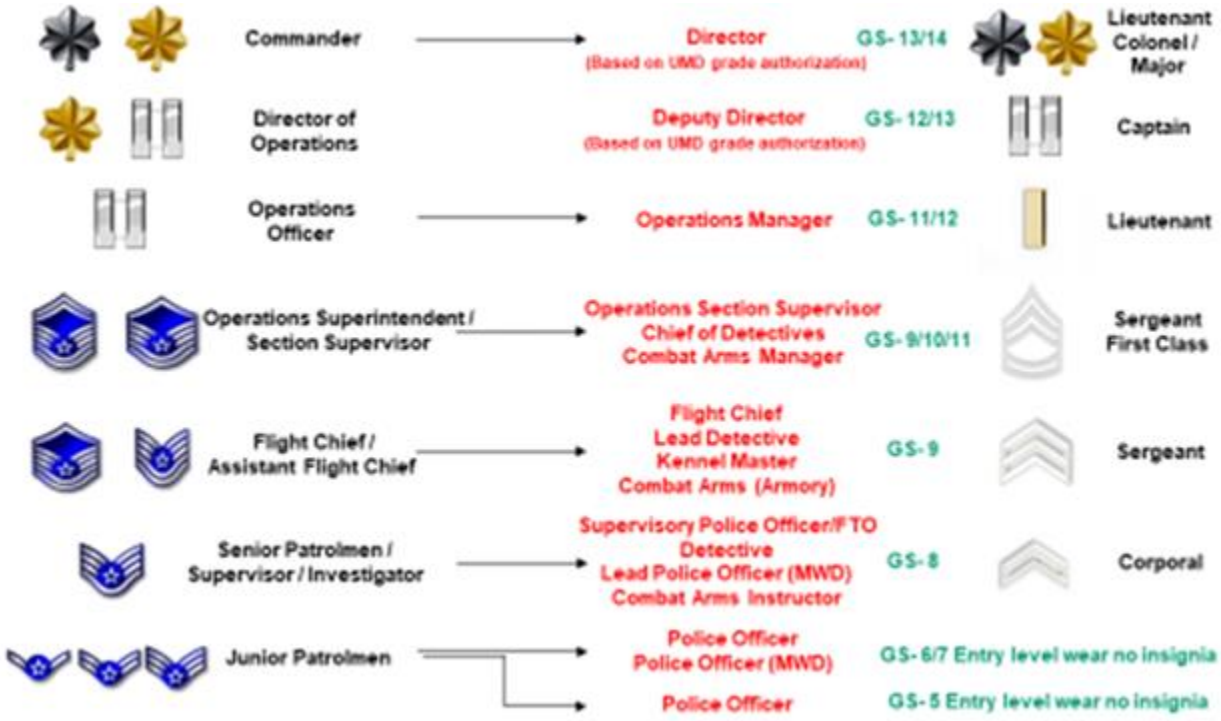
4.12. Nameplate, Patches, Civilian Defender Badges, Medals, Ribbons, Titles and Service Stripes.

4.12.1. Nameplate. Metallic, polished nickel finish name bar, 3” wide by 5/8” high; engraved with last name only, in black text. Wear nameplate centered directly above the right uniform shirt breast pocket, bottom of nameplate even with uppermost seam of the pocket on

the primary duty uniform shirts. Nameplate is authorized on the uniform sweater, worn on the name tab or placed in a similar position as the uniform shirt. Personnel may wear nameplate on uniform sweater, place on name tab or in a similar position as the uniform shirt.

4.12.2. Collar Insignia**.** The rank insignia worn by Civilian Defenders is full size (Pentagon Police type) insignia and continues to be used by personnel in the commensurate rank structure (See **Figure 4.3**).

Figure 4.3. Commensurate Rank Structure.



4.12.2.1. The silver oak leaf and two bar insignia is metallic, made of polished nickel finish. The gold oak leaf and single bar insignia is a metallic gold color insignia. The insignia is worn on BOTH collars. When embroidered or sewn on, collar insignia and chevrons are made of silver/gray and gold thread. Wear chevrons/insignia 1 inch up and centered with bottoms parallel with the collar point. Police Officers are addressed as "Police Officer" or by the military insignia on the uniform (e.g., Major, Captain, Lieutenant, Sergeant First Class, Sergeant, or Corporal).

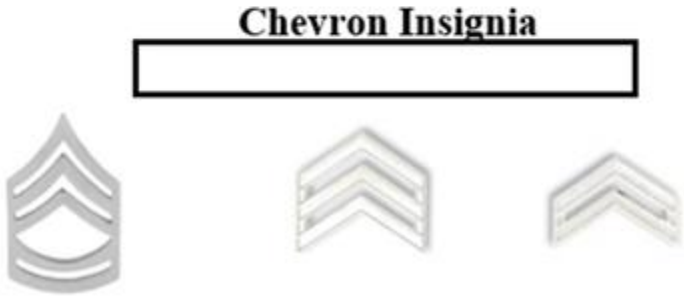
4.12.2.2. In an integrated SF unit organizational structure, the Deputy Director is the civilian next-in-line to the DFC; the Operations Manager is the civilian second to the Operations Officer; and the CD Lead Supervisor(s) are the civilians second to the Superintendent. This applies to all other similar positions. These Civilian Defender positions are second to their active duty (military) equivalents, regardless of the collar insignia they wear. In units with an Operations Manager and in the absence or deployment of the DFC, the next senior military officer, normally the Operations Officer, exercises military command of the unit per AFI 38-101, *Manpower and Organization*. **(T-3)**

4.12.2.3. Civilian Defender Rank insignia cannot be superior to that of their military supervisor. (i.e., a GS-12 assistant operations officer will not wear Captain style rank when their military operations officer is a Lieutenant.) Silver oak leaf (Director) insignia is used only when a Civilian Defender officer is serving as the permanent DFC and the size/mission of the organization justifies a military commander in the rank of Lieutenant Colonel. Wear of silver oak leaf (Lt Col equivalent) is authorized when approved in writing by AF/A4S Functional Manager or designee. SF units are required to meet applicable labor relations obligations of the respective Collective Bargaining Agreement when implementing the use of the rank insignia.

Figure 4.4. Sample Silver Oak Leaf Full Size Collar Insignia and Gold Oak Leaf Collar Insignia for Director (GS-13—14), (Size Is Approximately 5/8 W" X ¾ H").

Sample double silver bar full size collar insignia for Deputy Director (GS-12 thru 13), size is approx. ¾ W" X ¾ H"; and single gold bar collar insignia for Operations Manager (GS-11 thru 12), size is approx. ¾ W" X ¼ H").

Sample three chevron and two rockers for Operations Section Supervisor and Chief of Detectives (GS-9, 10, and 11); sample three chevron full size collar insignia GS-08, Flight Chief, Lead Detective, and Kennel Master equivalent; and two chevron collar insignia GS-07, Police Officer and Police Officer (Military Working Dog) or similar position (size is approximately ¾ W" X ¾ H").

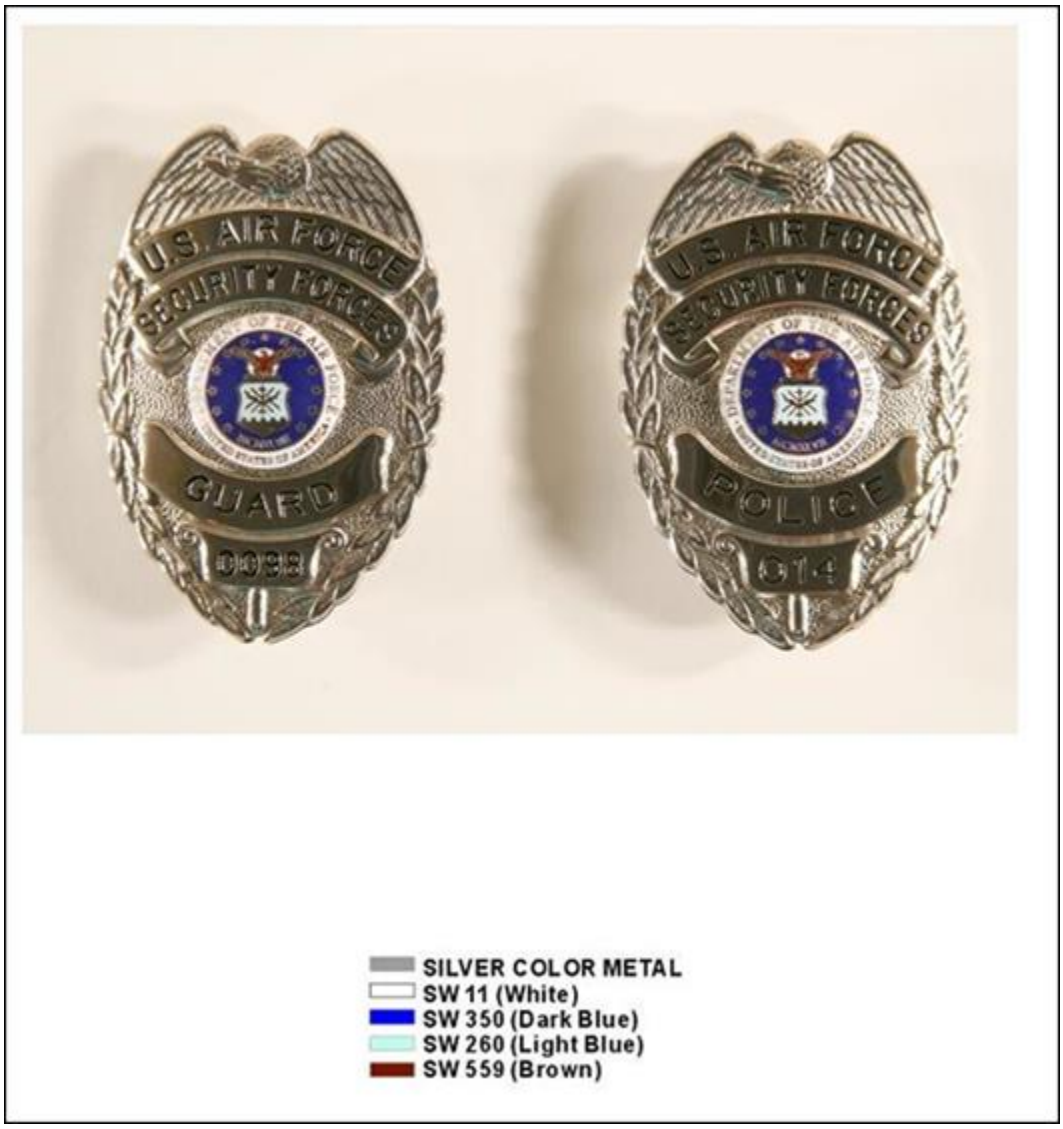


4.12.3. Shoulder Patches. These are worn on both sleeves of the uniform shirt, sweater, parka, and jacket. Sew the shoulder patch onto the sleeve, one half inch (½") below and centered on the shoulder seam. Requisition patches through local supply channels using characteristics listed in **Figure 4.5** below:

Figure 4.5. Shoulder Patches.

4.12.4. Civilian Defender Badge. The Civilian Defender Badge is worn on the left breast badge tab of the outermost garment. Requisition badges through local supply channels using the characteristics listed in **Figure 4.6** When specifically authorized for detectives in the course of their duties, display the badge utilizing a law enforcement badge holder/clip specifically designed for this purpose.

Figure 4.6. Civilian Defender Badges.



4.12.5. Cloth Nametape, Collar Insignia and Badge. Sew or embroider the cloth nametape, collar insignia and badge in place of the nameplate and metal badge on the utility uniform shirt. The cloth badge will be silver or gray in color on dark blue/black background. Use the silver/gray thread number 451 and black thread number 900 illustrated in **Fig 6.5**, for the embroidered or cloth badge. If authorized by the DFC, the cloth badge may be sewn or embroidered on the jacket. Embroider the person's last name on the jacket or use a metal nameplate.

4.12.6. Medals, Ribbons, and Service Stripes. Wear civilian awards in the order of precedence from the wearers right to left, top to bottom, in one or more rows, with 1/8-inch space between rows, each row will not contain more medals than the row below. See AFMAN 36-2806, *Awards and Memorialization Program*, for civilian awards. Wear the medals centered on the left front pocket flap of the shirt in line with the top pocket seam. Do not wear service ribbons when wearing full size service medals. If the service ribbon is worn in place of the service medal, wear it centered 1/8-inch above the nameplate. Medals and

ribbons may be worn with the primary duty uniform for ceremonies, special events and at the discretion of the installation DFC.

4.12.6.1. Service stripes are optional for guard and police wear on the long sleeved primary duty uniform shirt (See **Fig 4.7**). Each service stripe signifies five years of full time service as a military, Federal, state or municipal law enforcement officer. The service stripes will be blue with gold border and sewn on the lower left sleeve of the primary duty uniform shirt with the lower edge of the bottom stripe ½ inch above the top edge of the cuff. The complete stripe will be worn in front of the center crease of the sleeve. The wear of metal military retirement/service pins, metal US flags or any other pins not mandated by this instruction are prohibited.

Figure 4.7. Service Stripes.

4.13. Shoes. Black leather low quarter shoes with plain toe.

4.14. Boots. Black leather police boots (6” to 8” side) that meet the 5.11 Tactical standard. Constructed for comfort but designed to handle the grueling police work. Nylon upper shank is optional.

4.15. Socks. Plain black socks are standard with low quarter shoes and boots. White socks may be worn with boots as long as they are not visible.

4.16. Trouser Belt. The belt for the primary uniform wear will be a 1 1/2 to 2 inch wide plain in design, black leather with a conventional buckle. The conventional buckle will be a plain silver-colored metal buckle.

4.17. Undershirt. The uniform undershirt will be a plain black or dark navy blue crewneck without design or logo. Optional Wear: A black or dark navy blue turtleneck/mock turtleneck, without design or logo, may be worn under the primary duty uniform shirt with approval of the DFC.

4.18. Necktie. Dark navy blue, clip on or quick release type, without logo or design, is optional for wear with the long sleeved duty uniform shirt. DFC may designate the tie as mandatory wear with the long sleeve shirt.

4.19. Necktie Holder. The necktie holder will be a plain metal bar type, nickel finish without design or logo. Wear it attached horizontally and aligned with the bottom of the shirt pocket flap.

Figure 4.8. Civilian Defender Baseball-Type Cap.

4.20. Standard Headgear. The standard headgear for both the primary duty and utility uniforms is a dark navy blue baseball-type cap with respective half-size Police/Guard patch affixed to the front, (See **Fig 4.8)**. Do not wear headgear while performing duties on the flight line around aircraft to prevent Foreign Object Debris damage.

4.21. Formal Headgear and Formal (Single Breasted Dress) Coat. The formal headgear will be a dark navy AF visor-type service cap with black plastic front strap and black patent leather visor; with front eyelet to attach the miniature police/guard cap insignia (See **Fig 4.8 and 4.9).** The cap may be worn with rain cover during wet weather conditions if authorized by the DFC. Wear the service cap with the primary duty uniform and the formal coat only, and for attendance of official or formal events, or as authorized by the DFC. The dark navy single breasted formal coat is an optional uniform item as illustrated in **Figure 4.9** It will be fully lined with a four button front and notched lapels and two lower simulated pockets with plain flaps. Wear it with a white shirt and dark navy necktie, and with the primary uniform dark navy, straight leg pants with no cuffs and black low quarter shoes with plain toe.

Figure 4.9. Formal Cap.

Figure 4.10. Formal Cap Insignia.

Figure 4.11. Formal Coat.

4.22. Utility Uniform. Wear the utility uniform when performing duties appropriate to the utility uniform, such as flight line security, search pit operations, tactical training, weapons firing, waterborne patrol craft operations, etc. (See **Fig 4.11**). Procure a minimum of two sets of the utility uniform as soon as possible upon getting hired and after receiving the initial uniform allowance.

4.23. Maternity Uniform. The authorized maternity uniform is the dark navy maternity pants and shirt. The employee is responsible for obtaining the maternity uniform unless otherwise directed by the DFC.

4.24. Bike Patrol Uniform. When authorized, the bike patrol uniform will be dark navy, zip-off pants/shorts. The shirt will be dark navy with extra-long tail, side vents, epaulets and microphone and badge tabs. Pants/shorts will have reflective tape on the outer seams, and shirts have reflective trim around the sleeves. Rugged dark navy/black tennis shoes are authorized with this uniform only. Wear of this uniform will be at the discretion of the DFC.

4.25. Outerwear.

4.25.1. Waist Length Jacket. The waist length jacket will be worn with the primary duty uniform. Wear shoulder patches on both sleeves of the jacket. Sew patches onto the sleeve, one half inch (½") below and centered on the shoulder seam. The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab. Design the waist length jacket to allow access to the firearm.

4.25.2. Cold Weather Over Pants. Will be dark navy in color and match the waist length jacket or cold weather parka/blizzard coat.

4.25.3. Cold Weather Parka/Blizzard Coat. The need is locally determined for wear with either uniform. Design the parka to allow access to the firearm. If access to firearm is limited, wear the equipment belt and gear on the outside of the parka. Wear shoulder patches on both sleeves of the parka sewn onto the sleeve, one half inch (½") below and centered on the shoulder seam. Sew the DAF Civilian Police/Security Guard Badge over the left breast badge tab.

4.25.4. Cold Weather Coveralls/Jumpsuit. The coveralls/jumpsuit will be dark navy in color and either lightweight or insulated dependent on weather conditions. Wear this outerwear uniform item with shoulder patches on both sleeves of the coverall/jumpsuit sewn onto the

sleeve, one half inch (½") below and centered on the shoulder seam. The DAF Civilian Police/Security Guard Badge is sewn over the left breast pocket. Wear the jumpsuit to conduct commercial vehicle inspections only.

4.25.5. Sweater/Fleece Liner. The sweater will be dark navy blue, with epaulets, badge tab and nametag tab. Optional Wear: The sweater is optional and is worn only over the long sleeved primary duty shirt. Tie is optional. Wear shoulder patches on both sleeves, sewn on one half inch (½") below and centered on the shoulder seam. Wear the metal nametag on the right breast tab. The DAF Civilian Police/Security Guard Badge is worn on the left breast badge tab. The Fleece Liner is dark navy blue in color; Epaulets with integrated mic tab; High quality non-pill micro fleece; Power hook and loop closure on elastic cuff; Shock corded waist draw cord with snap tabs to secure inside the garment; Structured support for reinforcement on shoulders and elbows; Zippered front fly; Zips in/out of Waist Length Jacket; Embroidered Police or Guard badge on left chest using silver/gray thread number 451 and black thread number 900; One cloth custom shoulder patch sewn on each sleeve ½" below and centered on the shoulder seam; and Machine wash/dry.

Figure 4.12. Fleece Liner.

4.25.6. Cold Weather Watch Cap/Cold Weather (Trooper Cap). The cold weather watch cap will be dark navy without logo or design. The Cold Weather (Trooper Cap) will be dark navy with miniature police/guard cap insignia affixed to the front like standard headgear, (See **Fig 4.10**). This is an optional item for wear, as authorized by the DFC.

4.25.7. Cold Weather Gloves. The cold weather gloves will be black, without logo or design. Gloves made of a material or design which interferes with the use of a weapon, are prohibited.

4.25.8. Cold Weather Boots. The cold weather boots will be black full grain water resistant breathable leather boots.

4.25.9. Rain Jacket/Pants. The rain jacket and rain pants will be reversible (dark navy blue/black on one side/Fluorescent yellow on the other side), with front zipper. Waist length rain jacket will have a hood. If full length raincoat is used, design the raincoat uniform to allow access to the firearm. If access to firearm is limited, wear the equipment belt and gear on the outside of the rain gear.

Section 4C—Uniform Accessories

4.26. Comfort Items. Civilian Defender personnel may wear items of clothing essential to their health and comfort, such as long underwear and athletic joint wraps, as long as the uniform conceals those items.

4.27. Standards of Uniform Appearance. Civilian Defender employees will maintain a high standard of dress and appearance at all times. Public views of Civilian Defenders are shaped by their appearance. Personnel will project a professional image at all times while on duty and in uniform dress.

4.28. General Wear of Uniform.

4.28.1. Uniform items not specifically authorized by this chapter are not authorized for wear. However, DFCs may authorize additional apparel required to ensure that employees can perform their full range of duties in harsh or unusual conditions or to improve safety (such as reflective vests). Uniform items will be free of all rips, tears, frays, chips, fading, holes, etc.

4.28.2. Uniforms will be maintained clean, serviceable, and wrinkle-free (purchase of permanent press garments is highly encouraged). Tailoring may be used to improve the fit of the uniform, but it may not alter the general overall appearance of the uniform.

4.28.3. Metal devices and insignia will be free of scratches.

4.28.4. Shoes and boots will be clean and polished (if applicable to the skin of the footwear).

4.28.5. Repairs to uniforms may not be obvious.

4.28.6. Articles carried in pockets (e.g. wallet, checkbook) will not protrude, be visible, or present a bulky appearance. Keys and key chains will not be visible; do not attach to belt loops or belts unless required for duty. A Government issued mobile phone may be attached to the belt.

4.28.7. Button all buttons on the uniform (shirt, cuffs, pockets), whenever possible, with the exception of the collar button.

4.28.8. While in uniform, employees will refrain from placing their hands in their pockets except briefly to place or retrieve an object.

4.28.9. Wrist watches, wrist identification bracelets, including a conservative style POW/MIA identification bracelet (only one item per wrist), and not more than three rings (wedding ring set is considered one ring) are authorized with uniforms unless prohibited for safety or determined by the DFC to be a distraction or of questionable taste.

4.28.10. All duty belt accessories will be plain black leather or nylon.

4.28.11. Civilian Defenders will carry their government issued identification card at all times when on duty.

4.28.12. Female personnel may wear one set of post/stud style earrings attached to the ear lobe and will not rise above the ear canal opening. Dangling and hoop style earrings are not authorized. Male personnel are not authorized to wear any type of earring while in uniform.

4.28.13. No body piercing will be visible while on duty (e.g. tongue, eyebrow and nose).

4.28.14. A necklace may be worn when wearing the uniform; however, conceal it beneath the t-shirt and will not be visible to the public.

4.28.15. Hygiene and Body Grooming. All personnel will maintain good daily hygiene and wear their uniforms so as not to detract from an overall professional appearance. Offensive tattoos as defined by the DFC (including profanity, gang affiliation, nudity, or sexually, religiously, or racially insensitive designs), which will bring discredit or embarrassment upon the AF, will not be visible while on duty. Tattoos on the neck, face, and hands are not permitted. Do not expose excessive tattoos/brands; will not be visible (includes visible through the uniform) while in uniform. Excessive is defined as any tattoo/brands that exceed 1/4 of the exposed body part and those above the collarbone and readily visible when wearing an open collar uniform.

4.28.15.1. Civilian Defenders do not display excessive tattoos that will detract from an appropriate professional image while in uniform. DFCs use these guidelines in determining appropriate image and acceptability of tattoos displayed by Defenders in uniform. Civilian Defenders with tattoos not meeting an acceptable image are required to (a) maintain complete coverage of the tattoos using current uniform items (e.g. long-sleeved shirt/blouse, pants/ slacks) or (b) remove tattoo(s). Defenders failing to remove, cover, or alter excessive tattoos or who choose not to comply with acceptable standards may be subject to involuntary separation.

4.29. Standards of Personal Appearance. Civilian Defenders will maintain a neat, clean, and professional personal appearance while performing their duties in the presence of the general public. (See **Attachment 6**). All exceptions (e.g. religious, gender accommodations) will be consistent with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

4.30. Hair (General). Extreme and fad style haircuts and hairstyles detract from professional appearance, as do lines or designs cut into the hair or scalp, and are prohibited. Dyes, tints, or bleaches will be colors that are natural to human hair and not present an extreme appearance. Personnel may wear a wig or hairpiece in uniform to cover natural baldness or physical disfiguration. These will conform in appearance to the standard hair criteria stated in (See **Attachment 6**). DFCs may ban wigs and hairpieces for employees on duty on the flight line, or when wearing protective gear which relies on secure contact/restraints (e.g. helmets, gas masks).

4.31. Standards for the Male Employee.

4.31.1. Hair. Groom hair to present a neat appearance. Length and bulk of hair will not be excessive so as to detract from an otherwise neat appearance. Hair will present a tapered appearance and when combed will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck. The bulk or length of hair will not interfere with the normal wear of required headgear. Braids, cornrows, micro-braids and dreadlocks are not authorized.

4.31.2. Sideburns. Trim sideburns and make sure they do not extend below the lowest part of the exterior ear opening. Avoid a flared appearance.

4.31.3. Shaving. The face will be clean-shaven with mustaches permitted. When a mustache is worn, it will be neatly trimmed and does not extend beyond the lip and the corner of the mouth. Handlebar mustaches, goatees, and beards may not be worn. When appropriate, medical authority may prescribe beard growth with the length required for medical treatment

specified. Facial hair is neat, conservative and allows proper wear of authorized duty gear (e.g. respirator such as an escape mask). Please see **Table A6.1 Line 7** for information on shaving waivers.

4.31.4. Fingernails. Fingernails will be clean and neatly trimmed so as not to interfere with performance of duty, detract from the professional image, or present a safety hazard.

4.32. Standards for the Female Employee.

4.32.1. Hair. Neatly groomed hair. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Do not wear hair in an extreme or fad style or violate safety requirements. It will not extend below any side of an invisible line drawn parallel to the ground at the bottom edge of the shirt collar regardless of length. Hair will not include the wear of ornaments such as ribbons, beads, or jeweled pins. Hairstyles will not interfere with proper wearing of headgear.

4.32.2. Hair Ornaments. Hair holding ornaments (such as barrettes, pins, clips, and bands), when used, will be plain and similar in color to the hair, and inconspicuously placed.

4.32.3. Cosmetics. Cosmetics are authorized for wear when applied conservatively and in good taste. Do not wear exaggerated or faddish cosmetic styles; they are inappropriate with the uniform. Lipstick colors will not distinctly contrast with natural complexion and will not contrast with the uniform.

4.32.4. Fingernails. All personnel will keep fingernails clean and neatly trimmed not to exceed ¼ inch in length, so as not to interfere with performance of duty, detract from the professional image, or present a safety hazard. If used, nail polish will be a single color to compliment skin tone, or a natural dual-tone. French manicure, polished or natural nails will not include decorations.

4.33. Wearing of Eyeglasses, Sunglasses, and Contact Lenses.

4.33.1. Wear of Eyeglasses and Sunglasses. Prescription eyeglasses are authorized for wear with all uniforms. Eyeglasses will be plain and non-descript so as to not interfere with performance or the professional appearance. Wear of glasses and sunglasses in accordance with current AF policy. Wear eyeglasses/sunglasses in the manner for which they were made. Retainers (cords) for eyeglasses or sunglasses may be worn at the DFC's discretion, but will be of a conservative color and design that is compatible with the uniform. Snuggly tighten retainer cord to give a professional appearance and so that it doesn't hang behind the neck. Civilian Defenders will remove their sunglasses when conversing with the public whenever possible.

4.33.2. Wear of Contact Lenses: Only prescription contact lenses are authorized for wear in uniform. Trendy or extreme-colored lenses, or those that change the contour or appearance of the iris, are not authorized. Opaque lenses prescribed medically for eye injuries may be worn.

4.33.3. Exceptions. Address questions on items not discussed in this directive to the DFC.

4.34. Personnel may deviate from the uniform and personal appearance standards in unusual circumstances, and only after obtaining approval from AF/A4S.

Section 4D—Equipment Overview

4.35. General Equipment. DFCs will make the same equipment item requirement purchases for Civilian Defenders as they make for active duty personnel. When feasible, the color of items purchased for Civilian Defenders will be dark navy or black to complement the uniform and maintain standardization.

4.36. SF Equipment. Authorized SF equipment is contained in the approved SF Equipment List maintained on the AFSFC SMARTNet SharePoint site. AFSFC/S4E identifies and evaluates commercially available and government-developed equipment necessary to support Service-wide needs for SF personnel. S4E conducts a semi-annual USAF SF Equipment Weapons Configuration Board to update equipment listings, provide a forum to work SF-related equipment problems and work logistics detail (LOGDET) issues with MAJCOM SF staff representatives. Equipment List maintained on the AFSFC SharePoint site. SF Squadrons elevate equipment needs through MAJCOM's to AF/A4S. A4S issues requirements to AFSFC/S4E, who identifies and field evaluates commercially available and government-developed equipment necessary to support service-wide needs for SF personnel.

4.37. Military Standardized Uniforms and Equipment. The approved standardized SF daily use (non-LOGDET) equipment listing is found on the AFSFC SMARTNet website. Each Defender will be equipped with body armor. SF personnel conducting law enforcement operations must have lightweight body armor with minimum threat level II or higher. Other protective clothing and equipment may be issued when approved by the Installation/Activity Commander. In the event, the Public Health Emergency Officer recommends utilization of enhanced personal protective equipment (i.e. n-95 mask, respirator, or gas mask), standardization amongst Security Forces members should be achieved, where possible. Equipment must fit snugly but comfortably against the side of the face, allow for breathing without restriction, be able to be laundered and machine dried without damage or change to shape, and colors shall be black (all uniform combinations), coyote brown (OCP), OCP pattern (OCP), or desert tan (ABU/OCP).

4.37.1. SF personnel are required to utilize only approved and standardized duty equipment. The DFC will stipulate unit policy on the configuration of required equipment.

4.37.1.1. When on-duty SF military personnel arm with the standard M9/M18 handgun and/or Taser, only an approved standardized holster may be used. Civilian defenders may arm with the standard M9/M18 handgun and/or Taser in accordance with their jurisdiction and state or local law. Shoulder holsters are not authorized for SF personnel in uniform unless an exception is made in writing by the DFC. This exception is normally for personnel who have a medical waiver or who for other legitimate reasons cannot wear the standard holster. If the DFC has approved this exception in writing, these personnel will wear the authorized holsters listed by the AFSFC in the AF Small Arms and Light Weapons Accessories List. All personnel subject to this exception will complete required training in accordance with AFI 36-2654.

4.37.1.2. SF personnel who are on the on-duty flight posting roster or are considered part of a flight augmentation or contingency response force will wear or carry the following equipment with the M-4/M-4A1 arming configuration: Defensor Fortis Load Carrying System; SF shield or Department of the Air Force (DAF) badge (if required in uniform configuration), CAC, restricted area badge (if applicable), whistle, hearing protection, operational flashlight, operational radio, ammo pouch for assigned weapon, cold/foul weather gear, handcuff with key, protective mask (if required) night vision device in accordance with AFI 31-101; and A4S approved plate carrier. **(T-1)** The DFC will approve, in compliance with the AFSFC SF standardized daily equipment listing, any additional equipment configuration. **(T-3)**

4.37.1.3. The DFC can arm SF staff personnel with a M9/M18 pistol who are not on the on-duty flight posting roster and not considered part of a flight augmentation or contingency response force. The DFC may authorize use of Privately Owned Vehicles (POVs) in local operating instructions. The wear of SF standardized daily required equipment listed in this regulation and AFI 31-101 will be followed. Any SF equipment deviations will be identified in writing by the DFC and placed in the IDP. **(T-3)** When armed in this capacity, SF staff personnel must have, at a minimum, the ability to communicate with the Base Defense Operations Center (BDOC) as well as responding patrols. SF staff personnel must don ballistic vest prior to emergency response. **(T-3)**

4.37.1.3.1. Personnel who are designated to carry concealed firearms are required to be identified in writing by the DFC in accordance with AFI 31-117, *Arming and Use of Force by Air Force Personnel*, as well as complete the appropriate course of fire/training with a concealed holster in accordance with AFI 36-2654. Additionally, the Defender will carry an AF Form 523, *USAF Authorization to Bear Firearms*, in accordance with AFI 31-117, except when circumstances compromise the mission. **(T-1)**

4.37.1.3.2. SF who are not assigned to the installation level base defense force, to include SF assigned to Squadron, Group, PSU, MAJCOM, Numbered Air Force (NAF), Field Operating Agency, Direct Reporting Unit and others, may be authorized to arm by the appropriate arming authority. When armed, and if responding to an incident, these SF Defenders are detailed to the installation level base defense force.

4.37.2. Uniform and equipment wear will be consistent for all SF personnel as required by the type of weapon(s) the Defender carries.

4.37.3. MAJCOM/A4S and installation DFC will specify any additional equipment requirements.

4.37.4. Mourning Bands. Mourning bands may be worn at the discretion of the DFC.

4.38. Land Mobile Radio (LMR) Systems. The LMR system is the primary means of communication used to control SF operations. AFIMSC determines requirements for secure voice equipment (refer to AFI 31-101 for further information).

4.38.1. SF use standard practices to ensure the radio net operates smoothly during routine and contingency situations. Do not use slang language; reference SF Training Reference Guide, Volume 3 Tactics and Communication for SF responses and brevity codes. Installations may identify other brevity codes but must place them within a Squadron

Operating Instruction (SOI). Military radio transmissions must comply with Federal Communications Commission regulations. SF units will follow the Allied Communication Publication (ACP) 125 (F), *Communications Instructions Radio telephone Procedures*, for procedures on using two-way radios. **(T-0)**

4.38.2. Net Control Station. When three or more two-way radios use a single radio net (frequency), establish a net control station according to the local installation communications officer's direction.

4.38.3. Commanders ensure a positive Communications Security program exists for radio communications when they:

4.38.3.1. Use standard response codes to identify the urgency of each radio dispatch. (See SF Training Reference Guide, Volume 3 Tactics and Communication).

4.38.3.2. Devise local duress or signal codes to indicate an emergency or duress situation when they do not wish to alert any unauthorized listeners. Installations will place these codes within a SOI.

4.38.3.3. Decode data encryption system equipped radios before servicing.

4.38.3.4. Decode vehicle radios before releasing the vehicle to any maintenance activity.

4.38.4. Consider equipping the Base Defense Operation Center (BDOC) / Emergency Control Center with a two-way radio capable of communicating on the local civilian police emergency frequency. If a two-way radio is not available or practical, use a mutually agreed upon system that facilitates rapid emergency notification to civilian police like E-911. Negotiate for and fund such equipment at the installation level (unit execution plan) to ensure interoperability with local law enforcement. Coordinate local written policy in conjunction with local civilian police regulations.

4.38.5. Personnel utilizing the E-911 system must be trained in accordance with Federal and state laws. **(T-0)**

4.39. Telephone Systems. Primary and alternate telephone systems augment the LMR. Connect all fixed SF posts to BDOC by dial or direct telephone lines.

4.40. Vehicle Equipment. Table of Allowances (ToAs) and technical orders (TOs) establish authorized equipment. The servicing Vehicle Management activity must be consulted prior to the installation of add-on equipment. See AFI 24-302, *Vehicle Management*, for more information. As a minimum, equipment permanently assigned to non-tactical vehicles will include the following: **(T-3)**

4.40.1. Warning Light System. Use a warning light system in the form of a magnetic or permanent mount-type single or multiple flashers, rotating or strobe light system. Mount the system either on the vehicle roof, on a roof bar, on the dashboard and rear window platform or on the front bumper and the rear window platform. Do not mount lights inside the vehicle front grill. **Note**: Vehicles assigned/used by SF investigations may use covert emergency warning lights that may require the placement behind the front grill.

4.40.2. Siren System. Mount the siren in concert with a roof-mounted warning light system or under the vehicle hood.

4.40.3. Public Address System. Use either a portable system (bullhorn) or a permanent system. Mount the permanent system in concert with a roof-mounted warning light bar system or under the vehicle's hood.

4.40.4. Spotlight. Use either a portable spotlight (battery-operated or cigarette lighter plug-in type) or a permanently mounted spotlight. If a permanent-mount type is used, mount the spotlight on the vehicle roof, roof bar or on the driver's side door frame pillar.

4.40.5. Land Mobile Radio. Use a permanently mounted multi-channel mobile or portable hand-held radio. Install radios so the driver has easy access and does not interfere with safe vehicle operation.

4.40.6. A general purpose first aid kit (NSN 6545-00-922-1200 or equivalent).

4.40.7. Extinguisher. A 2 1/2 pound ABC rated dry chemical fire extinguisher.

4.40.8. Bloodborne Pathogen Protective Kit (required in all SF vehicles. Contents of kits and Bloodborne Pathogen Exposure Control Plan are located in SF Training Reference guide, 2 Volume 4 First Responder. Train those personnel determined to have occupational exposure to Bloodborne Pathogens about how to use kit contents. The DFC and installation medical officer will determine other contents of the kit. Remove unit level equipment before turning in vehicle for maintenance. **NOTE:** Exceptions may include posting/investigation vehicles.

4.41. SF Vehicle Identification Markings. Refer to T.O. 36-1-191 for guidance on marking SF vehicles. The servicing Vehicle Management activity must be consulted prior to the installation of any vehicle decals or markings. **(T-1)** Vehicles assigned to S2/SF investigations may be assigned local state plates in lieu of GSA plates. However, original GSA plates must be maintained within the vehicle.

4.42. Vehicle and Vehicle Equipment Care. Before each tour of duty, inspect vehicles and vehicle equipment for safety and maintenance deficiencies. Test all warning lights, sirens, public address systems, spotlights, etc. Report deficiencies to the on-duty flight chief/commander. Annotate all discrepancies and deficiencies specific to the vehicle on the AF Form 1800, *Operator's Inspection Guide and Trouble Report*, assigned to that vehicle. If the deficiency is a safety issue, do not operate the vehicle until the deficiency is repaired or corrected. Vehicles will always present a clean appearance, weather permitting.

4.42.1. A vehicle load plan is necessary for each type of vehicle operated within the unit. Ensure this load plan is documented in an operating instruction. Some common areas to address in the load plan include; tie down of all loose equipment (ammo cans, speed measuring devices, vehicle patrol kits, foreign object debris cans, etc.); placement of equipment within the vehicle; and procedures for ensuring all equipment stays operational. Reference further vehicle load plan procedures and vehicle operation information in SF Training Reference Guide, 2 *Volume 1 General Knowledge.*

4.42.2. Speedometer Validation. Validate the speedometer of all traffic patrol vehicles in accordance with local laws, if applicable. Patrol vehicle validation is only required if vehicles are used in lieu of a speed detection device such as a LIDAR/RADAR. The process to document vehicle speed can be performed by SF units validating speedometer accuracy using stationary radar. All radar devices require calibration at designated intervals to ensure accuracy. True vehicle speed will be documented in 5-mph increments up to the maximum

speed safe for the installation, but not to exceed 60 mph. Post results in each affected vehicle. If vehicle speedometer readings do not meet standards (+/- 5 mph) or a malfunction is suspected, SF units will contact the servicing Vehicle Management Office for assistance. **(T-0)**

Chapter 5

SF ACTIVITIES

Section 5A—Law Enforcement Activities

5.1. Duty Expectations and Reporting for Duty. SF provide the foundation of the integrated defense concept. All personnel must report for duty fit and prepared to assume their assigned post. Each of the following Paragraphs addresses areas of concern for Defenders reporting for duty.

5.1.1. *Physical and Mental Fitness for Duty*. SF and augmentee personnel must be capable of performing physically demanding tasks under often harsh, unforgiving, unpredictable and sometimes life-threatening conditions. Maintaining proper fitness is essential to mission accomplishment and the survivability of our Defenders. It is each individual's responsibility to maintain appropriate levels of physical conditioning and adherence to USAF fitness standards. Further information can be found in SF Training Reference Guide, 8 Defender Performance Optimization.

5.1.1.1. In addition to physical fitness, personnel must adhere to the following:

5.1.1.1.1. Be mentally alert.

5.1.1.1.2. Abstain from consumption of alcoholic beverages within eight hours of duty or an additional amount of time if the alcohol influences the Defender's capability to perform their duties.

5.1.1.1.3. Inform supervisor of prescription and non-prescription drugs that might impair duty performance.

5.1.1.1.4. Inform supervisor of any mental distractions caused by unusual stress or crisis.

5.1.2. Maintain Proper Qualifications for Assigned Post. Supervisors and their Defenders will ensure individuals possess all qualifications and certifications to perform duties in their assigned post. Examples include: vehicle and weapon qualifications and required duty-position certifications for specific duty posts. **(T-1)**

5.1.3. Arming and Equipping SF. Arming and equipping of SF personnel will be in accordance with AFI 31-117, AFI 31-101, and MAJCOM requirements; as required by the Integrated Defense Council. DFCs will ensure all armed and posted SF personnel carry at least one AF-approved less lethal capability during routine operational conditions. The DFC may temporarily cease issue of AF-approved less lethal when generating response force capability for follow-on forces, when their issuance may delay contingency response to a time-critical incident (e.g. active shooter, etc.).

5.1.4. Duty Schedule. The DFC determines unit flight schedules based upon unit needs. These schedules will be in accordance with AFI 31-101. Consider the following basic requirements when developing flight schedules:

5.1.4.1. The standard flight schedule is the eight-hour shift schedule. Refer to AFI 31-101, if considering 12 hour shifts.

5.1.4.2. Flight schedules will provide Defenders uninterrupted sleep (7-9 hours) while off-duty to prepare for their next shift. **(T-3)**

5.1.4.3. Posts and patrols will be staffed according to the post priority chart listed in the IDP.

5.1.4.4. Scheduling. Post the flight duty roster in a prominent place, but consistent with sound Operations Security (OPSEC) practices. The duty roster will show the schedule and post for at least the next duty day.

5.2. SF Guardmount. Guardmount is an official military function conducted at the start of the SF shift. At a minimum, guardmount will be used to review routines in defense, conduct roll call, announcements, weapons and equipment inspections and post assignments. It may also be used to determine the readiness of personnel, to include their appearance, as well as mental and physical condition.

5.2.1. Conduct open ranks inspections at least once per work cycle in accordance with AFMAN 36-2203, *Drill and Ceremonies*, and annotate it in the SF Case Management System or AF Form 53, *SF Desk Blotter*, when SF Case Management System is unavailable.. Guardmount is also an appropriate opportunity for recognition of deserving personnel. Ultimately, SF commanders will determine the standardization of Guardmount for their unit (i.e., weapons and equipment inspections may be conducted prior to Guardmount). Additionally, the following items will be briefed during Guardmount: current and expected weather conditions, weapons safety, ground safety, Military Working Dog (MWD) safety, vehicle safety, exercise safety, current Force Protection Condition, S2 local and other pertinent threat information, sign/countersign, duress words and current Be On the Look Out bulletins.

5.3. Post Visits. Post visits are a means for Senior Wing/Base Leaders, First Sergeants, Chaplains, etc., to inspect facilities, take questions, ascertain the welfare of personnel and build morale. Post visits will be conducted during both day and night hours and be documented in the SF Case Management System or AF Form 53 when SF Case Management System is unavailable.

5.4. Post Checks. Unit leadership and on-duty supervisory personnel will conduct post checks to ensure posted personnel remain alert and are knowledgeable of assigned duties and responsibilities. Post checks also include inspection of SF facilities and vehicles, as well as individual and post-related equipment. Post checks allow on-duty supervisory personnel the ability to ensure post rotation and chow relief is conducted. Defenders will be relieved from post for a minimum of 15 minutes to get off their feet and consume a meal. **(T-3)** Post checks must be documented in the SF Case Management System or AF Form 53 when SF Case Management System is unavailable. **(T-1)**

5.5. SF Duty Officer Program. The DFC will establish a SF duty officer program. SF SNCOs (NCOs in smaller units) and officers will be appointed to perform post checks, observe exercises, inspect equipment/facilities and provide feedback, in writing, to the commander on unit readiness and areas of concern. The SF duty officer program does not relieve the DFC and SFM from conducting, at a minimum, a monthly post visit on all flights and S-functions while on duty. **(T-3)**

5.6. Post Reporting. Post briefings are a SF tradition and help our defenders verbally articulate their connection to the AF and installation missions. SF Defenders provide post briefings as part

of a formal post check or visit by the chain of command or DVs escorted by the chain of command.

5.6.1. SF Defenders report the status of their post to the senior person conducting the post check or visit. Post briefings will not be provided to personnel sitting in vehicles or within traffic lanes. Additionally, SF Defenders use **Attachment 11** as a template for a standardized Post Briefing. The DFC will determine if any additional personnel will be added to their local post reporting. **(T-3)**

5.6.2. Security must be maintained during a post check or visit and post briefings will not distract posted SF Defenders from their primary duties. If required, additional armed SF will maintain security during post briefings.

5.7. Confinement Activities.

5.7.1. The confinement officer or DFC will ensure confinement activities comport to guidance in AFMAN 31-115V1, *Air Force Corrections System*, and AFMAN 31-127, *Security Forces Armed/Unarmed Transfer Team Procedures*.

5.7.2. Pursuant to DoDI 5525.14, *DoD Law Enforcement Officers (LEOs)Flying Armed*, in order to transfer inmates to another confinement location (upon direction of AFIMSC/PSU AFSFC /FC) on commercial aircraft, the mission may require the SF escort to fly armed. The DFC can authorize an armed SF Defender the unique and specific use of the Civilian Defender badge. The badge can only be used in a credential holder while the escort is under travel orders to transport a confinee.

5.7.3. The confinement officer and DFC will account for the credential wallet, AF Form 688c, *Armed Transfer Agent*, with Civilian Defender or SF badge. **(T-0)** Upon return from an armed transfer mission, the confinement officer or DFC will re-secure the credential wallet, AF Form 688c, and Civilian Defender badge in either a locked drawer or cabinet. At no time will the escort have the issued credential/badge when they are not engaged in confinement escort duties.

Section 5B—Presenting Testimony

5.8. The Importance of Testifying. An SF Defender's may be called to testify about their involvement in an investigation in courts-martial, federal magistrate court appearances, pretrial investigations, and discharge boards. The proper investigative steps taken at the crime scene, preservation of evidence, questioning of witnesses and suspects, as well as detailed incident reporting will serve as the basis of an SF Defender's testimony at the trial or hearing. Note: Prior to testifying and preparing for court or hearing appearances, SF Defenders must consult with the servicing legal office. **(T-3)** Refer to AFI 36-2646 or the SFTRGs located at **https://cs2.eis.af.mil/sites/10139/SitePages/S3T.aspx#** for additional information on testifying.

5.8.1. Truthfulness. Always testify truthfully. The ultimate goal is to ensure a fair and impartial trial or hearing and that is accomplished by testifying truthfully. An SF Defender does not have an interest in the outcome of the trial or hearing.

5.8.2. Preparation. Prior to being interviewed by counsel and testifying, arrange and review original notes, sketches and photographs to recall all details of the case and be ready to use

them while testifying. Careful studying of all materials and facts prior to speaking about them will prevent error, confusion and inconsistencies.

5.8.3. Presenting Testimony.

5.8.3.1. Speak in a natural, unaffected tone. The SF Defender's speech must be business-like, clear and loud enough for all concerned parties to hear. Answers must be directed to the fact-finder. Avoid using police jargon during testimony. Always be frank and courteous and assume an erect but comfortable posture. Slouching or carelessness in posture may suggest an indifference to the issue at hand.

5.8.3.2. Be certain to understand each question before attempting to answer it. If unsure of what is expected, ask to have the question repeated or explained. Always confine answers to the question being asked. Don't ramble or volunteer unnecessary information.

5.8.3.3. Never argue with counsel or any party to a trial or hearing. Additionally, never lose composure or testify to anything not known as fact. If you do not know the answer to a question, say so.

5.8.3.4. Testify to only those matters of personal knowledge. Give opinions, suspicions or conclusions only if asked directly. In most cases personnel will limit their testimony to what they themselves heard, saw, smelled, tasted, did and said.

5.8.3.5. Refer to notes and memoranda. Witnesses may refer to notes and memoranda to recall facts that have become hazy or been forgotten. Reference to notes is usually permitted if individuals request permission to do so. Coordinate use of notes and memoranda with the counsel calling you as a witness.

5.8.3.6. Personal appearance. SF Defenders are professionals and should dress accordingly and testify with a professional demeanor. Always ask what the uniform of the day will be. As a witness, the attention of the court will be directed at the SF Defender.

Section 5C—SF Systems and Administration

5.9. Case Reporting Program of Record. The AFJIS Project Management Office (PMO) is the Office of Primary Responsibility (OPR) for AFJIS implementation, programming, and system administration.

5.10. Defense Biometric Identification System (DBIDS). DBIDS enhances the military law enforcement mission to provide a safe and secure community. DBIDS provides positive identification of individuals requesting access to the installation through the electronic interrogation of access credentials. The use of DBIDS is mandatory.

5.11. National Law Enforcement Terminal System and National Crime Information Center (NCIC). NLETS/NCIC are non-DoD systems used by SF as authoritative databases for criminal investigations. HQ AF Office of Special Investigations is the executive agent for the USAF, but CONUS bases will normally gain access to the system through their respective state.

5.12. SF Forms

5.12.1. AF Form 52, *Evidence Tag*. Use this two-part form to record evidence and maintain a chain of custody, as prescribed in AFI 31-115.

5.12.2. AF Form 53, *SF Desk Blotter*. Use this form only when the SF Case Management System is unavailable to record a chronology of SF activities during a shift. This documents often contains sensitive investigative or Privacy Act information and must be controlled, as prescribed in AFI 31-115. **NOTE:** Use of the SF Case Management System is mandatory.

5.12.3. AF Form 75, *Visitor/Vehicle Pass*. A pass issued to visitors of installations. The AF Form 75 is generally computer generated.

5.12.4. AF Form 1109, *Visitor Register Log*. Provides a log of visitors/and or personnel entering areas which the entry and/or exit is controlled.

5.12.5. AF Form 1168, *Statement of Suspect/Witness/Complainant*. Use this form to take a written statement from a suspect or accused person, witness or complainant, as prescribed in AFI 31-115. Also, the AF Form 1168 is used to advise an individual of their Article 31/Fifth Amendment privileges.

5.12.6. AF Form 1176, *Authority to Search and Seize*. Use this form to obtain authorization to search and seize, as prescribed in AFI 31-115.

5.12.7. AF Form 1315, *Accident Report*. Use this form to record investigations of major traffic accidents, as prescribed in AFMAN 31-116.

5.12.8. AF Form 1361, *Pick Up/Restriction Order*. Use this form to record facts and provide SF with information about pick-up orders or to place a restriction order on military personnel.

5.12.9. AF Form 1364, *Consent for Search and Seizure*. Use this form to document when an individual consents freely and voluntarily to a search of his/her person or property, as prescribed in AFI 31-115.

5.12.10. AF Form 3226, *Authority to Apprehend in Private Dwelling*. Use this form when acquiring authority to make an apprehension in a private on-base dwelling.

5.12.11. AF Form 3907, *Security Forces Field Interview Data*. Use this form only when the SF Case Management System is unavailable to collect information on suspicious people or individuals contacted during routine operations who do not require any other administrative action, as prescribed in AFI 31-115.

5.12.12. DD Form 460, *Provisional Pass*. Use this form to assist military personnel in returning to their unit, as prescribed in AFMAN 31-115 VI.

5.12.13. DD Forms 2708, *Receipt for Pre-Trial/Post Trial Prisoner or Detained Person*. Use this form to transfer prisoners between confinement facilities or to release a detained person to his or her unit commander or representative, as prescribed in AFI 31-115.

5.12.14. AF Form 3545 and 3545/A, *Incident Report*. The use of the SF Case Management System AF Form 3545A complies with 34 USC § 41303, *Uniform Federal Crime Reporting Act of 1988* and is mandatory for all incidents that are NIBRS/DIBRS reportable **(T-1)**. Use this form to record facts about an incident or complaint for the proper military authority, as prescribed in AFI 31-115. Include in the report all available facts, names of personnel involved and a summary of the initial on-scene investigation

Chapter 6

CIVILIAN DEFENDER TRAINING AND EVALUATION

6.1. General Information.

6.1.1. Standardized training, certification, evaluation and perpetual updating are the apex to a professional police training program. Civilian Defenders will attend the formal basic law enforcement/security guard or approved equivalent school (designated by the HQ AF/A4S/CFM, Security (Law Enforcement)) to earn formal basic law enforcement/security guard training credit. **(T-1)** Each unit training section will complete the local pre and post formal home station training when scheduling a Civilian Defender to attend the formal basic police officer/security guard course. **(T-1)** Use the Civilian Defender CFETP and SF Home Station Training (HST) Program for the local pre/post training.

6.1.2. Minimum training standards for Civilian Defenders were established and can be found in DoDI 5525.15, *LE Standards and Training in the DoD*. These standards serve as minimum training standards for all Civilian Defenders. The training standards can be found in the Civilian Defender CFETP and HST. **Exception:** AF/A4S must individually approve any modifications to these training standards for staff level management and executive level GS 0083 Police Series positions and document in the individual employee training record. Electronic e-learning course e-enrollment by Civilian Defenders is available for use by Civilian Defenders and is highly recommended. Understanding all aspects of SF operations, including unique military employment tasks, helps civilian employees recognize the challenges of their military SF counterparts. It also helps civilian employees consider all aspects of complex integrated defense procedures that could be encountered in a crisis and generally improves civilian supervision of military personnel. SF unit leadership will encourage completion of the CDCs by SF civilians, especially those interested in advancement.

6.2. Unit Training Sections.

6.2.1. Unit training sections will use the minimum training standards found in the HST and CFETP to establish a Civilian Defender Standardization and Evaluation (stan/eval) Program using the existing active duty training program as a guide. The program will require each Civilian Defender to receive training and certification followed by a Duty Position Evaluation(s) in accordance with AFI 36-2646. When mission dictates, Civilian Defenders may be certified in more than one position. When an individual fails a duty performance evaluation (DPE), the S-3/Operations Officer and S-3/Operations Superintendent will determine remedial training requirements based on the recommendations from the individual's immediate chain of command. The employee can be removed as a Civilian Defender since passing the duty position evaluation is a requirement in the position description and a condition of employment. Brief the DFC on the failure and the recommended course of action.

6.2.1.1. Civilian Defenders must successfully complete their assigned unit's standardized training program which will include initial training, certification, evaluation and sustainment/recurring training requirements in accordance with AFI 36-2646. **(T-3)** Maintain training records per AFI 36-2646 and AFI 33-363, and disposed of in

accordance with the AF Records Disposition Schedule (RDS) located at in the AF Records Information Management System (AFRIMS). Document training requirements using training records first and when not possible utilize the following forms:

6.2.1.2. AF Form 55, *Employee Safety and Health Record*, to document safety training.

6.2.1.3. AF Form 522, *USAF Ground Weapons Training Data*, to document individual weapons training.

6.2.1.4. AF Form 623, *Individual Training Record Folder*, to record individual training. AF Form 623a, *On-The-Job Training Record-Continuation Sheet*, to record supplementary information in individual training records.

6.2.1.5. AF Form 797, *Job Qualification Standard Continuation/Command JQS*, to document qualification training.

6.2.1.6. AF Form 1098, *Special Task Certification and Recurring Training*, to document SF recurring and sustainment training.

6.2.1.6.1. All electronic forms generated by training record.

6.2.1.6.2. When using the above forms for training documentation ensure you upload the documented training into training record at the earliest possible date.

6.2.2. Qualify with assigned weapons. Train in accordance with AFI 31-117 which provides that DoD military, civilian, and contract personnel performing law enforcement, security or force protection duties or personnel serving in an AFSC that specifies qualification to bear firearms as a mandatory requirement in accordance with AFI 36-2654 or as identified in the AF Officer Classification Directory or AF Enlisted Classification Directory.

6.2.2.1. Group "A" personnel will complete weapons qualification training once every 12 months on all weapons with which they are armed. **(T-1)** Training consists of classroom and live-fire qualification. SF, Battlefield Airmen AFSCs, and others directed by their AF Career Field Manager (AFCFM) are additionally required to complete mandatory unit live-fire sustainment training five to seven months after completion of qualification training on their primary weapon(s). Unit sustainment training is at the option of the HQ AF/A4S/CFM, Security (Law Enforcement). For Group "A" individuals who require unit live-fire sustainment training, their qualification will expire on the first day of the eighth month after qualification training if unit sustainment training is not accomplished and documented by unit training officials.

6.2.2.2. Per unit Standing Operating Procedures, Civilian Defenders will wear appropriate law enforcement equipment and duty belt placement with either M-9/M-18 and/or M-4/M-4A1 arming configurations.

6.2.3. Weapons firing for applicants that are qualifying for pre-employment will be the AFQC course of fire; thereafter, Group "A" Civilian Defenders will fire the prescribed course(s) of fire on all weapons with which they are armed as per AFMAN 36-2655, *USAF Small Arms and Light Weapons Qualification Programs* to maintain their annual weapons qualification. **(T-1)** During weapons qualification, if an employee (applicant/incumbent) is unable to qualify on the required weapon(s), supervisors must place the employee on light duty as weapons qualification is a requirement to perform the employee's assigned duties. **(T-3)** The Civilian Defender can be re-instated when they qualify on the required weapon(s).

If an applicant fails the weapons qualification, they are referred to CPO for processing as weapons qualification is a requirement to perform the assigned duties and a condition of employment. For weapons training by other than AF Combat Arms Personnel and for Unit Live-Fire Proficiency/Sustainment Training, see AFMAN 36-2655.

6.2.4. Unit stan/eval sections will maintain written documentation of DPEs and qualifications using prescribed forms or computer generated products as per AFI 36-2646. **(T-3)**

6.2.5. New hire awaiting the attendance to Formal Training. The DFC will assign a new hire who does not meet waiver requirements and is in "awaiting formal training status" only to posts that have a certified Civilian or Military SF Defender as overseer of the new hire, i.e., Installation Access Control, Security Response Team patrol. Ensure the new hire has received all appropriate local training required for the assigned posts.

6.2.6. Waiving Mandatory Training Requirements. Requests for waiver by Military personnel is delineated in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted),* and AFI 36-2646, *Security Forces Training and Standardized Evaluation Programs,* for future personnel who may meet the training waiver requirement. Policies where waiver authority is not otherwise defined will be processed and coordinated with HQ AF/A4S/CFM, Security (Law Enforcement). Mandatory requirements for the AF Civilian Service (AFCS) may be waived in extremely rare instances for individuals possessing exceptional qualifications determined to be equivalent to the mandatory requirements. Approval authority and procedures to request waivers are outlined below in **Tables 6.1 and 6.2** A waiver request must start with the individual or the individual's immediate supervisor. Waiver requests must be fully justified and documented. Only requests that are recommended for approval will be forwarded to the next review level (see **Table 6.2** for processing instructions). **NOTE:** Previously approved waivers remain honored.

6.2.6.1. Experience: Consider waivers for individuals who have had experience in a closely related AF service, or who have had civilian experience considered a counterpart of the specialty being considered. The length of like civilian or related experience must equal the time required for upgrade to the appropriate skill level or qualified level in the AFCS.

6.2.6.2. Training: Consider waivers of training (formal, Career Development Course (CDC), etc.) for individuals who have performed exceptionally well in the specialty over an extended period or have gained the required knowledge through other avenues.

6.2.6.3. Other Mandatory Requirements. Waiver requests must be justified and documented. Use **Table 6.2**to determine approval authorities for waivers of mandatory requirements. Consider requests for individuals who have a sustained record of outstanding performance and identify the specific rationale for supporting the waiver. Commanders will screen each waiver and only forward those justified and recommended for approval.

Table 6.1. Waiver Authority for Mandatory Training Requirements--Civilians.

R	A	B	C

U L E	**If the requirement is (**see ***Note 1*****)**	**If the civilian employee's waiver is for (**see ***Note 1*****)**	**then approval authority is (**see ***Note 2*****)**
1	education	mandatory training as listed in the specialty description	CFM (See ***Note 2.***)
2	experience	experience or other training which equates to that in the AFS	
3	a prerequisite AFCS (see **Note 5**)	experience in assigned Career Field that equals or exceeds the experience requirement shown for the immediate prerequisite and completed training requirements shown as mandatory in the GS-0083 Police Series specialty description (see **Paragraph 6.2.6.)**	
4	training	completed other training or has extensive experience which can be equated to the training requirement	
5	other mandatory requirements (not specified above) in the Standard Core Position Description	provided justification	HQ AFPC/CFT (see ***Notes 3, 4, and 5***).

NOTES:
1. The CPS will ensure the individual requesting the waiver provides rationale and justification why the waiver is warranted and include appropriate supporting documentation (i.e., transcripts, training records, performance reports, test results, letters of recommendation, medical evaluations, or other documents justifying the request).
2. Approval authority for AFCS GS-0083 is HQ AF/A4S/CFM, Security (Law Enforcement).
3. If a waiver is requested for physical reasons, forward only those recommended for approval by base medical authority.
4. A copy of the waiver decision is forwarded to the HQ AF/A4S/CFM, Security (Law Enforcement) at usaf.pentagon.af-a4.mbx.a4s-sf-civilian-career-field-team@mail.mil.
5. Prerequisite AFCS requirements may be listed in the "experience" or "other" Paragraph of the SCPD. In either case, the HQ AF/A4S/CFM, Security (Law Enforcement) is the approval authority. ANG and AFR employees requesting waiver under this rule will complete waiver requests IAW the respective Classification Waiver Guide and send to NGB/AFR CFM for review and coordination.

Table 6.2. Processing of All Training Waiver Requests. ***(Note 1)***

If the individual requests a waiver, then the (see **Note 2)**	**of organization**	**must:**
Supervisor	Unit	decide whether a waiver is appropriate. Weigh documentation and circumstances. If supportable, provide the individual's commander the request in Air

		Force memorandum format, include rationale and attach documentation to support request. If applicable, coordinate with the AFSFC Program Manager to evaluate the request and identify any deficiencies in the training or to request a recommendation and provide detailed rationale for the recommendation. If request is not appropriate, document why and return to individual.
Commander	Unit	review the request and determine whether further evaluation is necessary. If recommended for approval, include appropriate endorsement and forward complete request to the CPS.
CPS	Unit	review the request for completeness and forward to HQ AF/A4S/CFM, Security (Law Enforcement) at usaf.pentagon.af-a4.mbx.a4s-sf-civilian-career-field-team@mail.mil.
Training Manager (A4SF)	HQ AF/A4S	if needed, evaluate request and identify any deficiencies in the training or the request. Provide a recommendation and coordinate it with the MAJCOM Functional Manager (MFM), if applicable (see **Table 6.1.**). **Do not** forward incomplete cases or cases lacking rationale or justification. Return disapproved requests to the Unit for disposition. (See ***Notes* 3**).
A4S/CFM, Security (Law Enforcement)	Air Force	evaluate request and either approve or disapprove those that are within your approval authority (see **Table 6.1.**).
NOTES: 1. *AFR and ANG members/units will use the respective classification waiver guide for processing.* 2. All waiver requests must use the AF Form 679 *Air Force Publication Compliance Item Waiver Request/Approval.* 3. Requests to waive mandatory training, education, or CDCs will be forwarded by email to HQ AFPC/DPSIC for further staffing to the AFPC Education and Training Branch, as necessary.		

Chapter 7

PHYSICAL FITNESS STANDARDS

7.1. Mandate. After the attacks of 9/11, AF installations have been operating under sustained anti-terrorism/force protection operations; preparing for attacks which can be both unpredictable and catastrophic. Successful completion of the AF Physical Agility Test (PAT) is applicable to all civilian applicants/incumbents in the OPM occupational GS 0083 Police Series (includes but not limited to Police, Detectives, Combat Arms, Training, Standardization Evaluation, Armorer, Alarm Monitor, Dispatcher, Military Working Dog (MWD) Police, Equipment/Resources, Visitor Control Center and other GS 0083 Police Series positions developed in the future).

7.2. Physical Agility Test (PAT) Applicability.

7.2.1. Passing the PAT is a condition of initial and continuous employment, similar to weapons qualification, and the successful passing of standardization evaluation. It is a minimum requirement of the position. Conduct PATs on a regular recurring basis (at least annually). Conduct pre-participation screening/medical clearance of each individual prior to the PAT. Civilian Defenders will be exempt from the PAT during pregnancy; their medical provider will include information on physical activity during prenatal counseling. The screening/medical clearance remains valid for one year, unless other health/medical issues are identified in the interim, in which case a new clearance is required prior to the subsequent PAT (see **Attachment 3**).

7.2.2. The PAT serves to provide a measure of the individual's preparedness to successfully accomplish the essential functions of the position. A Physical Training Leader (PTL) or specific supervisor will conduct the PAT for standardization. PTL/Supervisor will complete the physical agility test readiness review (**Attachment 7**) prior to conducting the PAT. If block 2 of **Attachment 7** is marked, advise the participant that they are now in a light duty status, and will follow the procedures outlined in **Paragraph 4.4.9** of this instruction. Use the PAT test record (**Attachment 9**) for PAT documenting.

7.2.3. Pregnancies lasting 20 weeks or more are also Exempt from PAT for 12 months after discharge from the hospital upon completion of pregnancy (delivery, miscarriage, etc.). The Civilian Defender must test by the last day of the 12th month. On the 1st day of the 13th month after the discharge from the hospital of pregnancies lasting 20 weeks or more the Civilian Defender becomes non-current. Pregnancy-related exemptions apply to the PAT and do not exempt them from participating in an approved physical fitness program.

7.3. Condition of Employment. The AF expects that Civilian Defenders will be able to fulfill a full range of activities under sometimes arduous and unforgiving conditions, performing ID tasks which may be life threatening. The physical agility standards that the AF is implementing quantify the AF's expectations. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for each of the elements of the PAT. (**T-1)**

7.4. Frequency. The SF unit for Civilian Defender personnel will conduct an annual PAT, with a minimum of four months separating the tests, and document the results. **(T-3)** If a unit conducts all PATs in a single month, do not require a new hire to complete the test again for at least 4

months from entry-on-duty date (e.g. officer hired in December will not be required to test until March of the following year). The DFC designated representative/PTL conducts the PAT for all Civilian Defender personnel for continuity. Job descriptions, performance plans, performance standards, and position descriptions contain the PAT requirements, including running events. Conduct the PAT no later than 12 months from the date of the last Record PAT.

7.5. Applicant. Prior to an official offer of employment, the Hiring Manager must advise an applicant Civilian Defender in writing that they are required to pass the PAT and the Civilian Personnel Officer (CPO) will maintain a copy of the Civilian Defender's written acknowledgement. (**T-3)**." Applicants must sign a statement of acknowledgement they have been so advised (see **Attachment 2**). **(T-1)** Thereafter, the PAT is an annual requirement. The condition of employment standard is met when the applicant successfully passes the established standards for the vertical jump, Illinois agility run, 300 meter run, push-ups and 1.5 mile run. Authorize each applicant to take the test twice. Withdraw the conditional job offer after the second failure. Civilian Defender employees must pass the PAT within one year from their entry on duty date.

7.6. Incumbent. Passing the PAT is a recurring, annual requirement to maintain status as a GS 0083 Police Series employee. All Civilian Defenders will require annual physical agility testing. In order to meet the condition of employment standard, the individual tested must successfully pass the established standard for vertical jump, Illinois agility run, 300 meter run, push-ups and 1.5 mile run of the PAT. Accomplish these elements of the PAT at each session. The Civilian Defender is authorized to take the test twice; the second PAT must be accomplished within 90 days of the original test date. Civilian Defender personnel must perform the complete sequence of PAT elements for each PAT retest. If the Civilian Defender fails the second PAT, notify the DFC and contact CPO or CPF for advice regarding civilian personnel actions for employees who no longer meet the minimum PAT qualifications for a Civilian Defender position. **(T-3)**

7.7. PAT Standards. PAT standards for applicants/incumbents of GS 0083 Police Series consist of the following:

7.7.1. Vertical jump test. After a 10 minute warm up, successfully jump 16.5" with the Vertec Jump Measurement System or yard stick, followed by a 10 minute break.

7.7.1.1. The vertical jump demonstrates explosive leg power which is used in self-defense and high intensity arrest or other law enforcement activities. Further, this is important for performing tasks involving the use of force.

7.7.1.2. When using the Vertec jump measurement system, start by standing under the apparatus and reaching one hand (hand nearest the apparatus) as high as possible, placing the bicep against the ear; move the stack of movable tabs to a point immediately above the tips of the fingers. Civilian Defender steps back with either foot, then steps forward and jumps as high as possible and strikes the tabs or the Civilian Defender may jump with both feet and not take a step. Three attempts are allowed. Each attempt is scored to the nearest half inch.

7.7.1.3. The vertical jump may also be conducted with a yard stick attached to a wall. It may be easier for the test proctor to conduct the test while standing on a safe object opposite the yardstick on the wall; this will allow a clear view of the numbers on the

yardstick. A half step away from the wall is taken so that the Civilian Defender cannot use the wall to gain leverage to assist them in the jump.

7.7.1.4. The test starts with the Civilian Defender standing straight and tall with one side of their body flush against the wall from the outside of the ankle to the tip of the fingers at the end of the same side arm stretched over head. Place the palm of the hand and fingers (hand nearest the wall) flat against the yardstick. Record the number reached on the yardstick to the nearest half inch.

7.7.1.5. The Civilian Defender then takes half a step away from the wall to begin the test. The Civilian Defender steps back with either foot, steps forward and then jumps as high as possible and touches the yardstick (with hand nearest the wall) or the Civilian Defender may jump with both feet and not take a step back. Three attempts are allowed. Each attempt is scored to the nearest half inch. Test is terminated when both feet are back on floor.

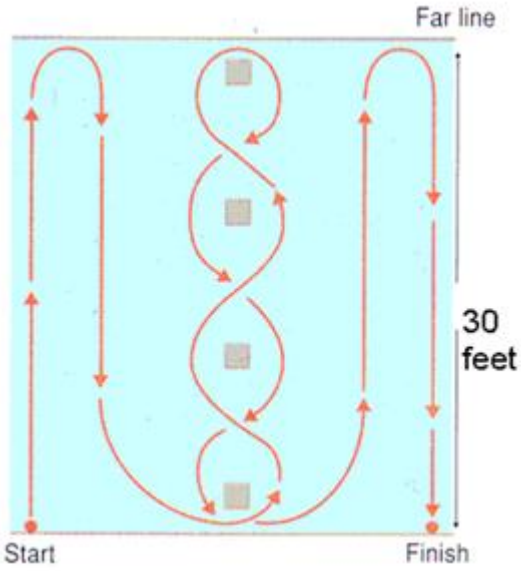
7.7.1.6. The vertical jump is calculated by subtracting the reaching height from the jumping height and is expressed to the nearest half inch.

7.7.2. Illinois Agility Run. Successfully complete the course in 18.1 seconds, followed by a 10 minute break.

7.7.2.1. The Illinois Agility Run demonstrates the coordinated movement and speed necessary to successfully move around objects and people, for instance, in a foot pursuit.

7.7.2.2. Illinois agility run course: Use a straight line, as on a court or a track as the start/finish line; place one cone on the line, then place three more cones on a straight line 10 feet apart for a total of 30 feet. The width will be 20 feet, 10 feet to either side of the line of cones (see **Fig 7.1 below**).

Figure 7.1. Illinois Agility Run Description.



7.7.2.3. The Civilian Defender lies on the ground with fingertips behind the start line. At the 'Go' command, Civilian Defender gets up, sprints to the far line (30' away), places one

foot over the line, then sprints back to the start line. Civilian Defender then makes a left turn around the first cone then zig-zags in a **Figure 8** fashion around four cones, 10' apart on a straight line, then zig zags back to the start line. Civilian Defender then turns left at the first cone, sprints up to the far line, places one foot over the line and sprints back across the finish line. Civilian Defender will be provided instructions throughout the test: "Go. Sprint up to the line. Place one foot over the line, turn around and sprint back. Go around the bottom cone. Slalom up through the cones, go around the top cone; slalom back down through the cones. Go around the bottom cone. Sprint up to the line; place one foot over the line; sprint back. Run through the finish line." Score is timed in seconds and tenths. Allow one walk through, and two practice runs. When ready, two trials are allowed and the best (lowest) time is scored.

7.7.3. 300 meter run. Complete the distance in 66 seconds or less; followed by a 10 minute break.

7.7.3.1. Demonstrates anaerobic capacity used in high intensity baton and defensive tactics training, and is important for performing short, intense bursts of effort such as foot pursuits, rescues and use of force situations.

7.7.3.2. At the starting line, on a flat surface, run 300 meters as quickly as possible. Participants will start at the direction of the timer and are recorded with a stopwatch to the nearest second.

7.7.4. Pushups. Execute 32 pushups with no time limit, followed by a 30 minute break.

7.7.4.1. Demonstrates a measure of the muscular endurance of the upper body (chest, shoulders and triceps). This is an important area for many tasks involving use of force, lifting, carrying and pushing.

7.7.4.2. The Participant starts in the front leaning position. Hands are slightly more than shoulder width apart; feet are 12" apart or less. The participant lowers self until the upper arms are parallel to the ground then pushes up again. When an individual does not have arms parallel to the ground, the pushup does not count and the proctor will repeat the same count again. Keep the back straight throughout the exercise. If participant stops to rest, the Civilian Defender may remove their hands or feet from the floor, or bridge or bow their back, but only in the up/rest position. The body will maintain a rigid form from head to heel. The feet may not be supported or braced (e.g., no crossing of the feet). The test ends when the participant states they are finished or the participant violates proper form (i.e., when the individual fails to maintain proper rest position, stands up, knee(s) touch the ground, etc.).

7.7.5. -1.5 Mile Run. Run 1.5 miles in 16 minutes, 17 seconds (16:17), followed by a cool down period.

7.7.5.1. To demonstrate cardio-respiratory endurance (or aerobic capacity) used in extended control and defensive tactics training. This is important for performing tasks involving stamina and endurance (e.g., running on pursuits, searches, prolonged use of force situations, etc.) and for minimizing the risk of cardiovascular health problems.

7.7.5.2. At the starting line, on a flat surface, run or walk 1.5 miles as quickly as possible. Participants start at the direction of the timer who will measure the time with a stopwatch and record the result to the nearest second.

7.7.5.3. Altitude Adjustments. For geographical areas that vary in altitude, make altitude adjustments for the 1.5 mile run. At an altitude of 5000 feet, a 30 second time adjustment is made. Add an additional 10 seconds for every subsequent 1,000 feet of altitude up to 8,000 feet (for a total of 60 seconds). At 9,000 feet in altitude the time increases by an additional 15 seconds (to 75 seconds total). The time adjusts by 15 seconds for every subsequent 1,000 ft. up to 12,000 ft. (120 seconds total). For example, at 5,000 feet the time criteria will be 16:47 min vs. 16:17 below 5,000 ft. An altitude adjustment is not required for the other test items as they are not aerobic in nature and therefore not affected by the different altitude levels.

7.7.5.4. Cool-down. Typical cool-down for 5 minutes will include walking and stretches of the muscles that were used until heart rate returns to less than 100 beats per minute (BPM) and heavy sweating stops. To determine BPM, place finger(s) on inside of wrist feeling pulse and take the count for 1 minute.

7.8. PAT Alternate Events. PAT alternate events are designed for current GS 0083 Police Series employees with medical Duty Limited Conditions (DLCs) that cannot perform the PAT, but can otherwise perform the essential functions of the job.

7.8.1. Civilian Defender employees must perform all the primary PAT events in which their medical DLCs permit and also complete any alternate event in the time period specified as referenced in **paragraph 7.8.2** Civilian Defender will be Exempt from the PAT during pregnancy. **NOTE:** Reference **7.2** and subparagraphs for guidance regarding pregnancies.

7.8.2. Alternate events assess the cardio respiratory and muscular endurance of Civilian Defenders with medical DLCs that cannot perform the run or pushup events. **(ADD)**

7.8.2.1. The 25 feet dummy drag is the authorized alternate event for the pushup.

7.8.2.1.1. The dummy must be of average proportionate height and weight of an adult and weigh between 140 and 150 pounds. When picking up and putting down the dummy, participants must bend their knees to protect lower back. Stand behind the dummy and hold it under its arms.

7.8.2.1.2. At the starting line, participants must move the dummy in a controlled manner for 25 feet and place the dummy on the ground safely at the completion of the event (dummy's feet must pass the 25–foot line). Participants start at the direction of the timer who will measure the time with a stopwatch and record the result to the nearest second. Must complete the event without dropping the dummy in order to successfully pass this event. Must complete the event in 15 seconds.

7.8.2.2. The 6.2-Mile Stationary-Cycle Ergometer Test, 6.2-Mile Bicycle Test, or the 2.0 kilometer walk are the authorized alternate events for the 1.5 Mile Run. These test are a pass or fail assessment.

7.8.2.2.1. The 6.2-mile stationary-cycle ergometer and 6.2- mile bicycle test measures cardio respiratory (aerobic) and leg muscle endurance. The stationary-cycle ergometer test site can be any location (usually a gym) where there is an approved

cycle ergometer. The test station should be two yards wide and four yards deep. The bicycle test site must be a relatively flat course with a uniform surface and no obstacles must be used. The course must be clearly marked. Quarter-mile tracks are not authorized for use. The participant being tested must be in view of the scorers at all times. The course should be free of walkers and runners.

Figure 7.2. Alternate (Cycling) Aerobic Event Standards.

Alternate Aerobic Event Standards											
EVENT	GENDER	AGE									
		17-21	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62+
6.2. MILE CYCLE ERGOMETER and BICYCLE TEST	MEN WOMEN	24:00 25:00	24:30 25:30	25:00 26:00	25:30 26:30	26:00 27:00	27:00 28:00	28:00 30:00	30:00 32:00	31:00 33:00	32:00 34:00

7.8.2.2.2. The 2.0 kilometer (2,000 meters) walk test measures cardio respiratory (aerobic) and leg muscle endurance. Participants must walk as quickly as possible but not run, keeping at least one foot in contact with the ground at all times.

7.8.3. **PAT Alternate Events – Eligibility Criteria.** A military medical provider as directed by the U.S. Air Force must make the final disposition for any physical limitations in cases where GS 0083 Police Series are seen by non-military providers or when GS 0083 Police Series employees bring recommendations from their PCP. **(T-1)**. The military provider will identify the eligibility of the GS 0083 Police Series employees to perform any alternate events based on the medical findings. Pursuant to AFI 48-133, *Duty Limiting Conditions* AF providers retain final duty, fitness, and mobility recommendation authority. **(T-1)**. Limitations will be transcribed by an AF provider to an AF Form 469, *Duty Limiting Condition Report* per AFI 48-133, *Duty Limiting Conditions*. GS 0083 Police Series employees with chronic medical DLCs preventing them from performing one or more components of the PAT will be reviewed annually by the Commander for continued service based on SCPD and locally documented in personnel files. **(T-3)**. **(ADD)**

7.8.3.1. The expiration date on the AF Form 469, *Duty Limiting Condition Report* represents the date the GS 0083 Police Series employees is medically cleared to resume physical activities previously restricted. For DLCs related to Fitness Restrictions of 30 days or less, personnel are eligible to complete a full, five component PAT when their AF Form 469, *Duty Limiting Condition Report* restrictions expire, and will be tested within 30 days, if due or overdue. **(T-1)**. For DLCs lasting 31 days or more, the GS 0083 Police Series employees will be eligible to complete the full, five component PAT 42 days after the expiration date of physical limitation, as annotated on the AF Form 469, *Duty Limiting Condition Report*, if due or overdue. This allows time for reconditioning, if exempted for 31 days or more. **NOTE:** Reference 7.2 and subparagraphs for guidance regarding pregnancies.

Figure 7.3. Alternate (Walking) Aerobic Event Standards.

Alternate Aerobic Event Standards						
EVENT	GENDER	< 30	30-39	40-49	50-59	60+

2 KM WALK TEST	MEN WOMEN	16:16 17:22	16:18 17:28	16:23 17:49	16:40 18:11	16:58 18:53

7.9. Physical Readiness (Job Task Scenario) Appeals Test. If a Civilian Defender believes the administration of his/her PAT or his/her PAT score was in error or unjust, he/she may submit an appeal to the SF Squadron Commander, or equivalent. The DFC will document and take corrective action for unexcused failures or grant either a retest on all non-exempt PAT components within five duty days from original PAT test date or a Physical Readiness Appeals Test will be scheduled as noted below. **(T-3)**

7.9.1. The Physical Readiness Appeals Test is for incumbents who fail the second exercise battery PAT and request to appeal the result. Conduct this test at Veterans Affairs-Law Enforcement Training Center, a single and unbiased location; and schedule when funding is approved by the requesting MAJCOM or unit. Schedule the incumbent to arrive the day before the test and depart the evening of the test day. The incumbent brings a current medical clearance/screening and a completed (See **Attachment 7**), signed by their supervisor to the test. When the Physical Readiness Appeals Test is performed, the incumbent must successfully complete each of the three scenarios within the required time. **(T-1)** Give this test the third Wednesday of the month (generic VA-LETC scheduling availability). The proctor will use **Attachment 9** to record the results of the test and may re-accomplish (See **Attachment 7**). The appeals test is only offered to incumbents. The appeals test is offered only once during employment period. The AF appeals test is the equivalent of alternate event in DoDI 5525.15.

7.9.2. Physical fitness preparation following the Physical Readiness Job Task Scenario Appeals Test. Throughout the subsequent annual period following the successful accomplishment of the appeals test, the incumbent prepares themselves to pass the annual PAT through a committed physical fitness program. If the incumbent is unable to pass the subsequent PAT, notify the DFC and contact CPO or Civilian Personnel Flight (CPF) for advice regarding options defined by applicable Federal and/or agency instructions for personnel who no longer meet the minimum PAT qualifications for a Civilian Defender position. (Mimic AF timelines for consistency)

7.9.3. General. Give the appeals test as a unit in one period of time. There will be a break of no more than an hour, and no less than 40 minutes between each scenario. Do not debrief the individual being tested as to the passing score of an individual test until the end of the session. Give an individual only three scenario tests (i.e., no retest) unless there are very unusual circumstances beyond the control of the test proctors (e.g., lightning in the area).

7.9.3.1. Safety. Upon test proctor determination that the person taking the test is not operating in a proper manner (e.g., mishandling weapons, running during the patrol walk) the proctors may stop the scenario being tested and restart the same scenario from the beginning with no time penalty. Complete **Attachment 9** at the base. Maintain test results on the form in **Attachment 10**.

7.9.3.2. Warm-up. Typical warm-up for 3 minutes will include slow jogging-in-place or walking in place and slow joint rotation exercises (e.g., arm circles, knee/ankle rotations)

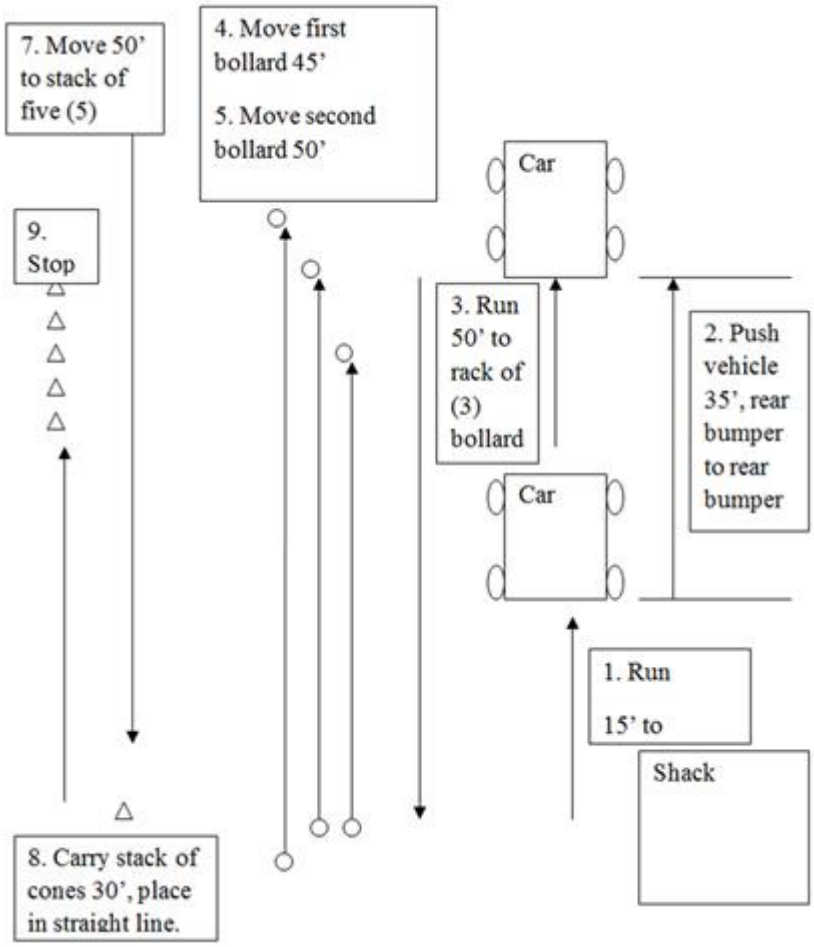
to gradually increase the joints' range of motion, and slow, static stretching of the muscles to be used during the upcoming activity.

7.9.4. Three Scenarios of Physical Readiness Appeals Test.

7.9.4.1. Scenario #1 (Gate Detail), read this script: "In the first scenario, you report to your duty station at the main gate to the base immediately before the start of the morning rush hour. There is a disabled vehicle in one lane of traffic; bollards and cones have to be quickly put in place after the vehicle is pushed out of the way for safety. The scenario starts with you standing (in a simulated gate building). Watch this demonstration." (See **Fig 9.4 Gate Detail Description**)

7.9.4.2. Execute Scenario #1: Civilian Defender starts in a standing position, on a flat asphalt course. On the command go, exit the shack, run 15 feet to the rear of the (disabled) vehicle (vehicle: front wheel drive, curb weight of 3500 lbs. +/- 10%, one person in the vehicle, in the driver's seat), push the vehicle 35 feet to the side. Immediately move 50 feet to a rack of (simulated) bollards (nylon sacks with handles, loaded with 50 lbs. of sand). Pick up one bollard, run 45 feet and place the bollard in position. Run back, retrieve another bollard, run 50 feet and place the bollard in position. Return to the rack a third time, pick up a bollard, run 55 feet and place the bollard in position. Move quickly 50 feet to a pile of cones, pick up five (5) large cones, walk 30 feet, place the cones in a straight line, creating a lane of traffic for entrance onto the base. Time stops. Complete the Gate Detail scenario in 125 seconds or less.

Figure 7.4. Gate Detail Description.



7.9.4.3. Scenario #2 (Tactical Response), read this script: "In the second scenario, you are on routine patrol and receive a call of a shooting in a base building. There are casualties (a 160 lb. dummy) and the shooter is actively moving through the building. You will overcome the threats as quickly and efficiently as possible. Please keep in mind the emphasis in this scenario is on physical ability, not specific techniques or tactics. The scenario starts with you seated and seat belted in position in a vehicle. Watch this demonstration. On the command go, exit the vehicle and move to the rear of the vehicle. Don your protective gear (i.e., helmet, vest, gas mask, etc.) stored in the trunk while maintaining a position of cover. Run 75 feet, maintaining a crouch position to simulate cover to the entrance of the building. Immediately enter the stairwell and climb two (2) flights of stairs. Tactically enter the hallway and run 30 feet to a down officer (the dummy 160 lbs.), drag the officer 30 feet back to the stairwell. Run 40 feet to a classroom/office, enter the room visually inspect the room, exit the room, run 30 feet to the next room, enter the room, engage the shooter with verbal commands. Time stops."

7.9.4.4. Execute Scenario #2: Civilian Defender starts from a seated and seat-belted position: Scenario begins seated in vehicle. On the command 'Go', exit the vehicle and move to the rear of the vehicle. Don protective gear (i.e., helmet, vest, gas mask, etc.) stored in the trunk while maintaining a position of cover. Run 75' maintaining a crouch

position to simulate cover to the building entrance. Immediately enter stairwell and climb two (2) flights of stairs. Tactically enter the hallway and run 30 feet to a downed officer (dummy, commercially available, weighing 160 lbs.–the weight may need to be adjusted with a vest secured to the trunk of the dummy; dummy will be clothed in a jumpsuit with extraction loop), drag the officer 30 feet back to the stairwell. Run 40 feet to a classroom/office; enter the room, visually inspect the area. Exit the room, run 30 feet to the next room, engage the shooter with verbal commands. Time stops. Complete the Tactical Response scenario in 140 seconds or less.

7.9.4.5. Scenario #3 (Chase and Restrain Subject): read this script: "In the third and final scenario, you are charged with controlling a disturbance when one of the personnel involved runs from the scene. Pursue and restrain the subject. The various obstacles are simulations of barriers or obstacles you may need to surmount in a pursuit situation. You will begin the scenario here. Watch this demonstration. Begin walking 400 meters at a deliberate pace as if on patrol. At the end of the walk (point to cone) you get a call to respond to a nearby dormitory; run 262 feet (indicate cones demarking distance). Go around three cones (identify the cones), run 30 feet to the simulated drainage ditch (four cones spaced four feet apart in a square), jump the ditch and run 45 feet to the dormitory entrance. Enter the stairwell, run up one flight of stairs, exit the stairwell, run 45 feet, turn around, run back to the stairwell, run up one more flight of stairs. Exit the stairwell, run 30 feet to engage the subjects, issue a verbal command, step to the side, withdraw your baton and deploy the baton. Strike the impact bag with two forehand strikes, step to the side and execute two backhand strikes. Run 30 feet back to the stairs, run down two flights of stairs, exit the building. Run 45 feet to the simulated four foot ditch, jump the ditch (point to the cones), run 75 feet through these cones (point out cones and direction to run). Go to the ground to simulate being struck or falling to the ground. Recover. Roll the dummy forward four times (four half turns–front to back) and roll the dummy back four times. Bring the dummy's hands together to simulate prone handcuffing. Time stops."

7.9.4.6. Execute Scenario #3: Civilian Defender is positioned outdoors at the start of the 400m walk. Scenario begins standing at a cone. On the command 'Go', begin walking 400 meters at a deliberate pace. At the end of the walk you get a call to respond to a nearby dormitory building. Run 262 feet. Run around three simulated vehicles (three cones simulate the vehicles), run 30 feet to simulated drainage ditch. Jump over the 4 foot simulated ditch and run 45 feet to the dormitory entrance. Enter the stairwell, run up one flight of stairs. Exit the stairwell, run 45 feet, turn around, run back to the stairwell, run up one more flight of stairs. Exit the stairwell, run 30 feet to engage the multiple subjects involved in an altercation. Issue verbal command, step to the side, withdraw your baton and deploy the baton. Issue a verbal command, execute two (2) forehand strikes to the impact bag, step to the side and execute two (2) backhand strikes to the impact bag. One of the other subjects runs for the stairs. Run 30 feet back to the stairs, run down two flights of stairs, exit the building. Run 45 feet, jump the 4 foot ditch, run 75 feet dodging four (4) obstacles (four cones spaced 15 feet apart). Go to the ground to simulate being struck or falling to the ground. Roll the dummy (commercially available dummy weighing 160 lbs.) over four (4) times in one direction, then four (4) times in the other

direction. Bring the arms together to simulate a prone handcuffing, time stops. Complete the Disturbance Call Scenario in 375 seconds or less.

7.10. Temporary Medical Restrictions for the PAT. Exempt the GS 0083 Police Series personnel who are temporarily medically restricted from performing the functions of their job, to include taking the PAT, from taking the PAT for the duration of the temporary medical restriction. Once the temporary medical restriction has been lifted and the individual has been medically cleared to return to full duty, he/she has 90 days to complete the PAT. Successful completion of the PAT is achieved before returning to duty.

Chapter 8

LESSONS LEARNED (L2) AND AFTER ACTION REPORTS (AARS)

Section 8A—Lessons Learned Process

8.1. SF L2. The L2 process exists to enhance readiness and improve combat capability by capitalizing on the experiences of Airmen. It is vital for the current and future operational capability of the career field that a robust process for L2 exists within SF and that it retains command focus at all levels. SF is a large, dynamic career field that undertakes a wide range of operations to counter a number of sophisticated threats. It is essential that all SF ensure that any deficiencies be identified immediately and are raised and disseminated so that action can be taken to mitigate them across the AF. L2 are observations that, when validated and resolved, result in an improvement in military operations or activities. L2 are used at the strategic, operational or tactical level and result in long-term, internalized change to an individual or an organization.

8.2. SF L2 Responsibilities.

8.2.1. AF/A4S Director has overall authority for the AF SF L2 Program. The Director provides L2 guidance and represents the SF career field at the annual L2 General Officer Steering Group.

8.2.2. Air Force SF Center (AFSFC) serves as the AF/A4S L2 program manager. The AFSFC will manage and share SF-related L2 issues with the SF enterprise, AF/A9L, MAJCOMs, NAFs, DRUs and 422d Joint Tactics Squadron. AFSFC will follow and provide L2 guidance and information to SF in accordance with AFI 10-1302, *Air Force Lessons Learned Program*. (**T-3)**

8.2.3. AFSFC S2 provides administrative, tasking and resource support to the AFSFC for L2. All MAJCOM SF staffs will ensure that courtesy copies of all observations AARs are forwarded to SF L2, **afsfc.sfp@us.af.mil** or **usaf.jbsa.afsfc.mbx.sf-lessons-learned@mail.smil.mil.** AFSFC S2 will act as the central repository for all SF L2 and as the primary Gatekeeper for data entry and management into the Joint Lessons Learned Information System (JLLIS) for the SF career field. SPC will validate, disseminate and resolve/track all L2-related observations (e.g., in a monthly newsletter, Community of Practice and/or SMARTNet). This does not impede the MAJCOM or an individual's ability from entering information into JLLIS. **(T-3)**

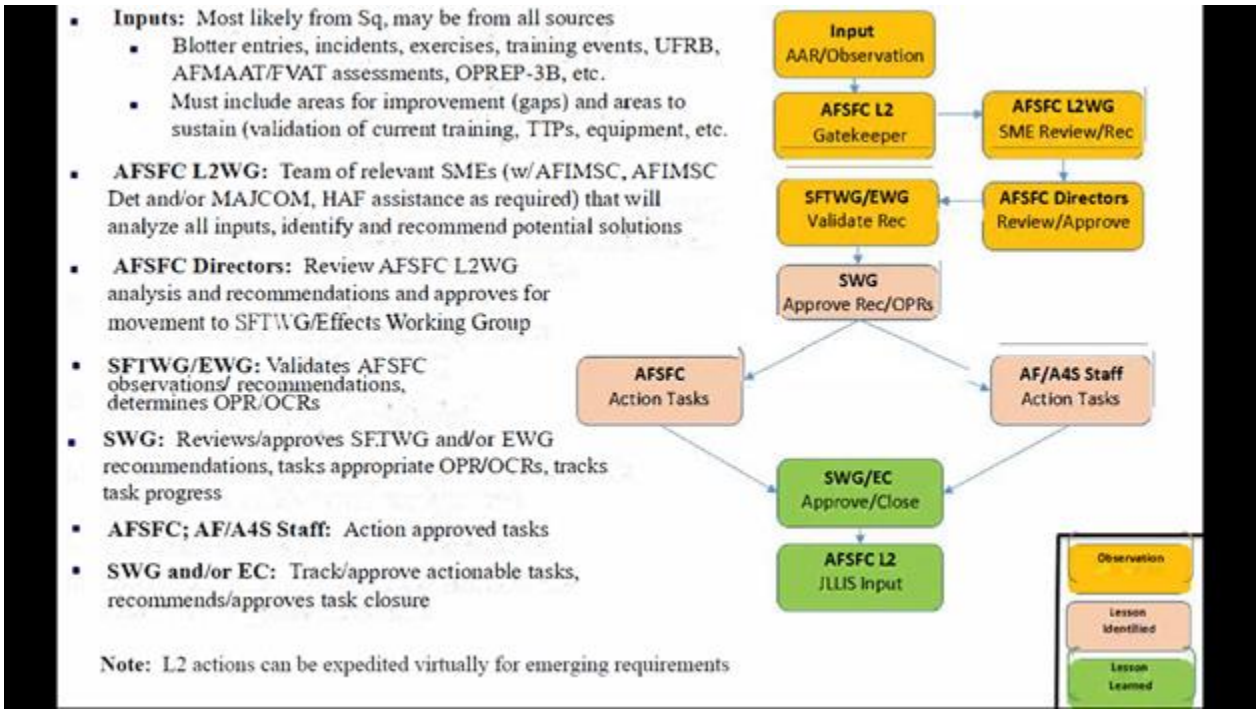
8.2.3.1. JLLIS is the automated solution supporting implementation of the Chairman's Joint Lessons Learned Program (JLLP) in accordance with guidelines established in CJCSM 3150.25B, *Joint Lessons Learned Program*. JLLIS facilitates the collection, tracking, management, sharing, collaborative resolution and dissemination of L2 to improve the development and readiness of the Joint Force. The validated information contained in this database enables actionable Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF) and Policy changes to improve joint and combined warfighting capabilities. JLLIS is the system of record for the DoD and the JLLP. JLLIS is the only vehicle used to implement the Air Force Lessons Process (AFLP). **(T-0)**

8.2.3.2. Lessons Learned may be found and entered into the JLLIS web sites at **https://www.jllis.mil/USAF(NIPRNET)** or **http://www.jllis.smil.mil/USAF(SIPRNET)**.

8.2.4. The L2 process is not intended to bypass the chain of command. L2 is a command responsibility. **Fig 11.1** depicts the L2 Process. The process begins with the writing of the AAR. At this point, the AAR goes to MAJCOM for validation. If the MAJCOM validates the AAR (this is an enterprise wide issue and not a base or MAJCOM specific issue), the AAR moves to the Effects Working Group (EWG). The EWG will validate the AAR and send to Security Working Group (SWG). The SWG will assign an OPR to the AAR. If this is a policy issue it will be worked by AF/A4S Lessons Learned Integrated Program Working Group or if it is a funding and resourcing issue it will be worked by the AFIMSC. Once the issue is resolved, it will go before the SWG or the SF Executive Council for approval/closure. After official closure, the AFSFC S2 will input into JLLIS.

8.2.4.1. Commanders will ensure L2 collection processes are established and implemented at the unit level. DFCs, SF/CCs and Joint Expeditionary Tasked (JET) team leaders (e.g., Tactical Security Elements, Police Training Teams, etc.) will ensure observations/AARs are captured from major operations, contingencies, key exercises, experiments and other significant events and topics identified by leadership.

Figure 8.1. L2 Process.



Section 8B—After Action Reports Process

8.3. After Action Reports (AAR).

8.3.1. The primary vehicle for identifying observations and potential lessons identified is the AAR. Timely submissions of AARs (and individual observations which comprise them) are a MAJCOM responsibility.

8.3.2. The AAR is a consolidated report that includes an executive summary covering the event information (e.g., dates, locations and participants) together with observations which could result in improvements in military operations. AARs enable deploying Airmen to benefit from reports submitted by those who have gone before and help the Airmen fight a smarter more capable fight.

8.4. AAR Submission Timelines.

8.4.1. Unless otherwise stated, AARs will be submitted within 30 days of the event to which it refers. In addition to submitting AARs up the chain-of-command, a copy of all AARs and observations will be forwarded to AFSFC/S2 at NIPR address: **afsfc.sfp@us.af.mil** or SIPR address: **usaf.jbsa.afsfc.mbx.sf-lessons-learned@mail.smil.mil** **(T-3)**

8.4.2. DFCs, SF/CCs, JET team leaders or SNCOs responsible will submit AARs under the following circumstances: **(T-3)**

8.4.2.1. Deployed Operations. At a minimum, submit two AARs: the initial AAR will be submitted 45 days into the deployment and the final AAR will be submitted 15 days prior to the end of the deployment. The initial AAR will focus on those urgent items that can positively impact pre-deployment training and/or the deployment process for follow-on forces. **(T-3)**

8.4.2.2. During Operations. Within 3 days of an SF mission encompassing an engagement or incident where a significant change in enemy Tactics, Techniques and Procedures (TTPs) has been encountered, or within 5 days of identifying any equipment shortcomings or communication equipment problems. In addition to submitting AARs up the chain-of-command and to AFSFC, also forward a copy to the 422 Joint Tactics Squadron (JTS) at NIPR address: **422jts.ttp@us.af.mil** or SIPR address: **422jts.ttp@mcguire.af.smil.mil**. **(T-3)**

8.5. Required Reporting.

8.5.1. The following list of incidents requires AARs. This list is not all encompassing as other situations will arise for which an AAR will need to be accomplished. **(T-3)**

8.5.1.1. Terrorist Acts. Terrorist attacks at an AF base or its resources, bombings/rocket attacks and significant threats from known terrorist groups.

8.5.1.2. Shooting Incidents. Any peacetime government firearms discharge or less lethal device employment meeting the reporting requirements outlined in AFI 31-117. Report all instances where SF used deadly force in the performance of their duties.

8.5.1.3. Security Incidents. This category of serious security incidents includes, but is not limited to, unlawful entry to aircraft, sabotage or attempted sabotage to AF aircraft, a breach of aircraft security, acts of vandalism directed at AF priority resources, hijacking

or attempts, unauthorized entry into a launch facility, damage to aircraft and robberies or attempted robberies involving weapons, munitions or large sums of money.

8.5.1.4. Military Corrections Incidents. Inmate escapes and inmate disturbances, and inmates that experience serious injury while in custody.

8.5.1.5. Combat Arms or Training Incidents. Unusual combat arms/training incidents that result in death or injury to participants or bystanders. Catastrophic damage has occurred to equipment, weapons or facilities during Combat Arms Operations or Training Exercises. Damage occurred by natural causes does not relieve the reporting requirements if negligence by individual(s) contributed to the damage. Report any incident involving weapons when an accidental/negligent discharge has taken place.

8.5.1.6. Miscellaneous. This category provides an avenue for an installation DFC to analyze and report any incident that may be of educational value for the SF career field. Examples of the types of incidents would be domestic disturbance response; loss of an SF weapon; base defense training accident; death of an SF Defender; injury of a SF Defender while making an apprehension; SF response to a potential suicide; and use of electronic control devices, e.g., TASERS, etc.

8.5.2. Security Classification. The overall classification of the AAR must be identified as well as the classification of each Paragraph in accordance with AFI 16-1404, *Air Force Information Security Program*. **(T-3)**

8.5.3. **Attachment 12, "SECURITY FORCES LESSONS LEARNED/AAR FORMAT" describes what information is required on the AAR.** Organizations may use **Attachment 13**, AF Form 4329, *AF Observation, Issue or Lessons Learned* (for use on the NIPRNET); AF Form 4329A, *AF Observation, Issue or Lessons Learned* (for use on the SIPRNET); or **Attachment 14**, AF Form 4330, *After Action Summary Report* (for use on the NIPRNET), to record their observations and e-mail them directly to the appropriate L2 office within their MAJCOM and AFSFC. All forms are available online at **http://www.e-publishing.af.mil.(T-3)**

WARREN D. BERRY, Lt Gen, USAF
DCS/Logistics, Engineering & Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 36-2654, *Combat Arms Program*, 13 January 2016

AFI 36-2706, *Equal Opportunity Program, Military and Civilian*, 5 October 2010

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AFI 44-110, *The Cancer Surveillance Program*, 19 June 2019

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AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFPD 31-1, *Integrated Defense*, 21 June 2018

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5 CFR Part 339, *Medical Qualifications Determinations*, 1 January 2012

5 CFR Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch*, 3 February 1993

5 CFR § 339.202 *Medical Standards*, 1 January 2012

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AF Form 52, *Evidence Tag*

AF Form 53, *Security Forces Desk Blotter*

AF Form 55, *Employee Safety and Health Record*

AF Form 75, *Visitor Pass*

AF Form 522, *USAF Ground Weapons Training Data*

AF Form 523, *USAF Authorization to Bear Firearms*

AF Form 538, *Personal Clothing and Equipment Record*

AF Form 623, *Individual Training Record Folder*

AF Form 623a, *On-the-Job Training Record-Continuation Sheet*

AF Form 688c, *Armed Transfer Agent*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 1109, *Visitor Register Log*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

AF Form 1176, *Authority to Search and Seize*

AF Form 1313, *Driver Record*

AF Form 1315, *Accident Report*

AF Form 1361, *Pick Up/Restriction Order*

AF Form 1364, *Consent for Search and Seizure*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AF Form 3226, *Authority to Apprehend in a Private Dwelling*

AF Form 3545, *Incident Report*

AF Form 3907, *Security Forces Field Interview Data*

AF Form 4329, *AF Observation, Issue or Lessons Learned (for use on the NIPRNET)*

AF Form 4329A, *AF Observation, Issue or Lessons Learned (for use on the SIPRNET)*

AF Form 4330, *After Action Summary Report (for use on the NIPRNET)*

AF Form 4330A, *After Action Summary Report (for use on the SIPRNET)*

DD-214, *Certificate of Release or Discharge from Active Duty*

DD Form 577, *Appointment/Termination Record–Authorized Signature*

DD Form 2708, *Receipt for Prisoner or Detained*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

DD Form 460, *Provisional Pass*

OF 178, *Certificate of Medical Examination*

OF 306, *Declaration for Federal Employment*

OF 345, *Physical Fitness Inquiry for Motor Vehicle Operators*

SF 52, *Request for Personnel Action*

SF 182, *Authorization, Agreement, and Certificate of Training*

SF 1034, *Public Voucher for Purchases and Services Other Than Personal*

Abbreviations and Acronyms

AAR—After Action Report

ADA—The Americans with Disabilities Act

AF/A4S—Headquarters Air Force Director of Security Forces

AFCS—Air Force Civilian Service

AFECD—Air Force Enlisted Classification Directory

AFCFM—Air Force Career Field Manager

AFECD—Air Force Officer Classification Directory

AFI—Air Force Instruction

AFIMSC/PSU AFSFC—Air Force Installation & Mission Support Center/Primary Subordinate Unit, Air Force Security Forces Center

AFJI—Air Force Joint Instruction

AFLP—Air Force Lessons Process

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSFC—Air Force Security Forces Center

ANACI—Access National Agency Check with Written Inquiries and Credit Check

ANG—Air National Guard

ATO—Antiterrorism Officer

AUO—Administratively Uncontrolled Overtime

BDOC—Base Defense Operations Center

BPM—Beats Per Minute

CAC—Common Access Card

CBA—Collective Bargaining Agreement

CFETP—Career Field Education and Training Plans

CFM—Career Field Manager

COA—Courses of Action

CONUS—Continental United States

CPF—Civilian Personnel Flight

CPO—Civilian Personnel Office

CPS—Civilian Personnel Section

CP/SG—Civilian Police/Security Guard

CSA—Continued Service Agreement

CSAF—Chief of Staff of the Air Force

CTAP—Career Transition Assistance Program

DAF—Department of the Air Force

DBIDS—Defense Biometric Identification System

DCII—Defense Clearance and Investigations Index

DFC—Defense Force Commander

DF—LCS—Defensor Fortis Load Carrying System

DIBRS—Defense Incident Base Reporting System

DMDC—Defense Manpower Data Center

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DPE—Duty Performance Evaluation

DRU—Direct Reporting Units

ECC—Emergency Control Center

ECG—Electrocardiogram

EEG—Electroencephalogram

EWCB—Equipment Weapons Configuration Board

EWG—Effects Working Group

FCC—Federal Communications Commission

FIRS—Fingerprint Identification Records System

FPCON—Force Protection Condition

FOA—Field Operating Agency

HAF—Headquarters Air Force

HDL—High-Density Lipoprotein

HL—Hearing Loss

HSPD—Homeland Security Policy Directive

IAC—Installation Access Control

ICTAP—Interagency Career Transition Assistance Program

ID—Integrated Defense

IDC—Integrated Defense Council

IDP—Integrated Defense Plan

III—Interstate Identification Index

JCA—Job Compatibility Assessment

JCIDS—Joint Capabilities Integration Development System

JLLIS—Joint Lessons Learned Information System

JOA—Job Opportunity Announcement

JTS—Job Training Standard

KSA—Knowledge Skills Assessment

L2—Lesson Learned

L2IPWG—Lessons Learned Integrated Program Working Group

LE—Law Enforcement

LEO—Law Enforcement Officer

LEOSA—Law Enforcement Officer Safety Act

LMR—Land Mobile Radio

LWOP—Leave Without Pay for Personal or Compassionate Reasons

MAJCOM—Major Command

MCM—Manual for Courts-Martial

MI—Myocardial Infarction

MRE—Military Rules of Evidence

MRO—Medical Review Officer

MWD—Military Working Dog

NACIC—National Agency Check Plus Written Inquiries and Credit Check

NAF—Numbered Air Force

NCIC—National Crime Information Center

NCO—Noncommissioned Officer

NLETS—National Law Enforcement Terminal System

NOTAM—Notice to Airmen

OCO—Overseas Contingency Operations

OCONUS—Outside of Continental United States

OPF—Organization Personnel Folder

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

OSD—Office of Secretary of Defense

OT&E—Organize, Train and Equipment

PACS—Physical Access Control System

PAT—Physical Agility Test

PD—Position Descriptions

PM—Program Manager

POC—Point of Contact

POM—Program Objective Memorandum

POST—Peace Officer Standards and Training

POV—Privately Owned Vehicles

PPD—Purified Protein Derivative

PRAP—Personnel Reliability Assurance Program

PSEAG—Physical Security Enterprise & Analysis Group

PTL—Physical Training Leader

QLEO—Qualified Law Enforcement Officer

RCM—Rules for Courts-Martial

RDT&E—Research, Development, Test & Evaluation

RPA—Request Personnel Action

RPL—Reemployment Priority List

RTC—Readiness Training Center

SB—Security Board

SCPD—Standard Core Personnel Document

SF—Security Forces

SFEC—Security Forces Executive Council

SFEG—Security Forces Enterprise Governance

SF—QRB—Security Forces-Qualification Review Board

SJA—Staff Judge Advocate

SMP—Strategic Master Plan

SNCO—Senior Noncommissioned Officer

SOI—Squadron Operating Instruction

SOP—Standing Operating Procedures

SRT—Security Response Team

SWG—Security Working Group

TA—Talent Acquisition

TO—Technical Orders

TOA—Table of Allowances

TTP—Tactics, Techniques and Procedures

UCMJ—Uniform Code of Military Justice

UoF—Use of Force

US—United States

USAF—United States Air Force

USC—United States Code

VA—LETC—Veterans Affairs Law Enforcement Training Center

Terms

Access Control—A principle of environmental design; effective access control prevents unauthorized entry into protected areas.

Active—A status of a Lesson Identified indicating that the lesson is currently being worked to resolution by an OPR.

After Action Report (AAR)—The AAR is a consolidated report that includes an executive summary covering the event information (e.g., dates, locations and participants) and observations. Observations to be documented are those which result in improvements in military operations. AAR observations will describe how the mission could be/was improved, potential risks to mission degradation and how to mitigate those risks.

Applicant—An applicant is someone who is formally seeking a job or admission.

Apprehend—Apprehension is the taking of a person into custody. (MCM, Rule 302)

Arrest—In military terminology, arrest is the restraint of a person by oral or written order, not imposed as punishment, directing the person to remain within specified limits. Distinguish from the civilian concept of "arrest."

Collection—Collection is a method by which observations enter the AFLP and involves formal and informal methods. Observations can be "pulled" into the process through formal collection efforts or they can be "pushed" into the process by organizations, units and service members. In a learning culture, every Airman, civilian and contractor contributes to the AFLP.

Desk Blotter—A 24 hour, chronological record of significant events during an SF tour of duty.

Dissemination—Dissemination is the distribution of Lessons Identified to organizations for action, along with making lessons available for wider use. The goal of dissemination is to get lessons to decision makers when needed to make more informed decisions.

Duress—Threats, violence, constraints or other action brought to bear on someone to do something against their will.

Evidence—Something legally submitted in a legal proceeding to ascertain the truth of a matter.

GS 0083 Police Series, (Department of the Air Force Police Officer)—This series includes positions with the primary duty of law enforcement that work in the preservation of peace; the prevention, detection and investigation of crimes; the arrest or apprehension of violators; and the provision of assistance to citizens in emergency situations, including the protection of civil rights. The purpose of police work is to ensure compliance with Federal, state, county and municipal laws and ordinances, and agency rules and regulations pertaining to law enforcement work.

GS 0085 Security Guard, Department of the Air Force Security Guard—This series includes positions with the primary duty of protective services who work in guarding federally-owned or leased buildings and property; protecting government equipment and material; and controlling access to Federal installation/activities by employees, visitors, residents and patients. The purpose of guard work is to protect and prevent loss of materials or processes that are important for national defense, for public health or safety, or national treasures.

GS-0301: Miscellaneous Administration and Program—This series covers positions the duties of which are to perform, supervise, or manage two-grade interval administrative or program work for which no other series is appropriate. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Guardmount—An official military function conducted at the start of the SF shift. At a minimum, guardmount will be used to review routines in defense, conduct roll call, announcements, weapons and equipment inspections and post assignments. It may also be used to determine the readiness of personnel, to include their appearance, as well as mental and physical condition.

Incumbent—A person who holds a particular position or place.

Jurisdiction—The power, right or authority to interpret and apply the law.

Law Enforcement Operations—A core capability of Air Force SF. These operations include active and passive defense measures, employed across the legally-defined ground dimension of the operational environment, to mitigate potential risks and defeat adversary threats to promote public order and efficient military operations. These operations directly contribute to an installation's Integrated Defense and encompass many special disciplines. These include crime prevention, criminal investigations, corrections, traffic enforcement, access control and military working dogs.

Lesson Identified—A validated observation that represents a matter (e.g., capability, concept, process, procedure) to be sustained, improved or developed. A Lesson Identified contains a better way to accomplish a mission or task for learning by a broader organization.

Lesson Learned—An insight gained that improves military operations or activities at the strategic, operational or tactical level and results in long-term, internalized change to an individual or an organization.

Observation—An input from any source into the AFLP. Observations contain information regarding specific events, activities, circumstances or outcomes and will include sufficient factual and contextual information to support their validation.

Resolution—Process to ensure Lessons Identified are staffed for action. Resolution actions will be captured in JLLIS or appropriate documents and tracked to closure.

Search—An examination of a person, property or premises to uncover evidence of a crime or criminal intent.

Subject—A person about whom credible information exists that would cause a reasonable person to suspect the person may have committed a criminal offense or otherwise make a person the object of a criminal investigation.

System of Record (SoR)—An information storage system (commonly implemented on a computer system), which is the authoritative data source for a given data element or piece of information. The need to identify systems of record can become acute in organizations where management information systems have been built by taking output data from multiple source systems, re-processing this data and then re-presenting the result for a new business use. Where the integrity of the data is vital, a data element must either be linked to or extracted directly from its system of record. The integrity and validity of any data set is open to question when there is no traceable connection with a known System of Record.

Validation—Process to ensure an observation is reviewed by staff functional and/or operational experts to confirm an observation contains an identifiable lesson to be processed through the AFLP.

Attachment 2

EMPLOYMENT CONDITIONS

A2.1. General.

A2.1.1. This attachment mandates employment statements, portions of job description requirements, agility tests and pre-hiring training requirements. The primary purpose of the example below is to ensure we are communicating clearly:

Figure A2.1. Header Information

MEMORANDUM FOR DEPARTMENT OF AIR FORCE
APPLICANT:
FROM: [ ] SFS
SUBJECT: Conditions of Employment for Applicant

A2.1.2. Per AFI 31-118, *Security Forces Standards and Procedures*, as a prospective or incumbent employee, I understand I must meet the physical requirements. The Physical Agility Test (PAT) is a critical element on my civilian performance plan. I understand the test requires me to run 1.5 miles (2.41 km) in 16:17 minutes, execute 32 push-ups, run 300 meters in 66 seconds, perform the Illinois Agility test in 18.1 seconds, and perform a vertical jump of 16.5 inches. I understand the total time allotted for the test, including warm-up, cool-down, and event performance times, is approximately 70 minutes. Prior to taking the PAT, I will undergo a medical examination to ensure I am physically capable of performing my required duties, to include taking the physical agility test.

A2.1.3. I understand I must obtain a medical clearance before permission is granted for me to take the physical agility test. I will obtain a note from my physician clearing me to take the test, and this note is subject to the reviewing medical officer approval. I must also undergo a medical examination to ensure I am capable of performing my required duties. I also understand it is my responsibility to report any changes in health history or health status that may impair my ability to perform my job. I understand that I will exercise only the authority and jurisdiction described in **Chapter 3** of AFI 31-118 and all written guidance directed to me by the Installation Commander/Installation Defense Force Commander (DFC). Should I fail to exercise only the authority and jurisdiction as described in **Chapter 3** and written guidance from the DFC, I understand that it will be grounds for my suspension or for withdrawal of my law enforcement authority.

A2.1.4. Additionally, as an applicant or incumbent employee, I must sign/complete applicable documentation and pass drug testing; possess a motor vehicle license; meet Lautenberg Amendment requirements; must meet manual dexterity, vision, and hearing tests; pass a periodic medical examination, pass the annual PAT; pass initial and annual weapons qualification; graduate from Veterans Administration Law Enforcement Training Course (VA LETC) or accredited academy (or receive a training waiver); must pass annual duty position evaluation; must complete initial/annual CPR recertification and first aid; must be able to work shifts, overtime, weekends as required; must wear the DAF uniform, and maintain a high state of appearance and hygiene; must be able to wear chemical protection equipment in accordance with applicable instructions. As an applicant, I must take the Job Compatibility Assessment (JCA) as part of the pre-employment process.

A2.1.5. As an applicant for this position, I understand I will not be selected for the position if I decline to sign this form. If I sign this form and cannot meet any of the requirements as specified in the Paragraph above during the conditions of employment period, it serves as a basis for my removal in accordance with applicable Federal and/or agency regulations. If I sign this form and later decline to take the PAT, it also is a basis for my removal in accordance with applicable Federal and/or agency regulations.

A2.1.6. A copy of the signed Conditions of Employment will be given to me and to my supervisor. The original will be placed in my Electronic Official Personnel File and Supervisor's Employee Work Folder (971).

A2.1.7. This is to certify that I understand the contents of the policy described above and the reasons therefore, and that I agree to adhere to the terms of this policy as a continuing condition of my employment.

Figure A2.2. Content Certification

Prospective Employee Signature
Date: *dd/mmm/yyyy*
Commander Signature
Date: *dd/mmm/yyyy*

Attachment 3

MEDICAL CLEARANCE CERTIFICATE

Figure A3.1. Medical Clearance Certificate

((Applicant Only)
MEMORANDUM FOR MEDICAL PROVIDER (Federal Status)
SUBJECT: Medical Evaluation of Department of the Air Force Civilian Police Series, (Applicant Only).
FOR: (applicant's name);
UNIT:
SUPERVISOR:

A3.1. This individual has been made an offer of employment as an Air Force Civilian Police Officer or Security Guard. Prior to being considered for placement, the individual is required to successfully accomplish a Physical Agility Test that consists of the Following:

A3.1.1. Perform a 16.5" vertical jump

A3.1.2. Complete the Illinois Agility Run in 18.1 seconds or less

A3.1.3. Run 300 meters in 66 seconds or less

A3.1.4. Perform 32 push-ups (no time limit)

A3.1.5. Run 1.5 miles in 16 minutes, 17 seconds or less (16:17)

A3.2. Based upon your knowledge/review of the individual's medical record or a medical evaluation, is the individual able to perform the physical requirements of the fitness test with minimal risk to health and safety.

A3.3. If applicable, please review known VA rating decision information available as per AF Instruction 31-118, Security Forces Standards and Procedures, Paragraph 2.9.3.1 .

A3.4. Recommendations should be based on an assessment of physical limitations and identification of risk factors for potential adverse effects during physical exercise. Recommended guidance could include the 10 year risk for myocardial infarction and coronary death as estimated by the Framingham Risk scoring that considers total cholesterol, HDL cholesterol, systolic blood pressure, and treatment of hypertension and tobacco use. A Framingham Risk score greater than 15% should be considered as a factor for not medically clearing the individual for the 1.5 mile run.

A3.5. Upon completion of the medical record review or medical/evaluation, please complete the endorsement below and return to the individual.

Figure A3.2. Medical/Evaluation Endorsement

TO: (Human Resource Department)_____
I medically evaluated (employee's name) on (date).

A3.6. Medical findings are as follows:

Figure A3.3. Medical Findings

- Employee is/is not medically cleared for the vertical jump assessment.
- Employee is/is not medical cleared for the Illinois Agility Run.
- Employee is/is not medically cleared for the 300 meter sprint.
- Employee is/is not medically cleared for the push-up assessment.
- Employee is/is not medically cleared for the 1.5 mile timed run.

_____

(Signature//Phone Number of Provider, (MD, DO, PA or NP))

Attachment 4

CIVILIAN DEFENDER MEDICAL EVALUATION GUIDELINES

A4.1. Conduct these guidelines by the considerations set forth in DoD Manual 6055. 05M, which requires special occupational medical examinations for Civilian Defenders. Listed below are some examples of medical conditions and/or physical impairments that may interfere with the safe, efficient, and expected performance of the essential duties and responsibilities of Civilian Defender personnel. Prior to placement, Civilian Defender employees will have Optional Form 178 signed by a military affiliated physician to identify individuals who are medically qualified for performing the essential physical and working condition requirements of the position. **(T-3)** The Air Force medical examinations will include:

A4.1.1. Pre-placement exams.

A4.1.2. Fitness for duty exams.

A4.1.3. Required periodic medical surveillance examinations and medical evaluation of workplace injury/illness.

A4.1.4. Chemical, breath, blood, or urine tests prescribed by AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, and existing laws.

A4.2. Disclosure of these and similar medical examinations and the resulting medical records and information are prescribed by AFMAN 41-210, Tricare Operations and Patient Administration, and do not fall under confidentiality requirements.

A4.2.1. If a disease, condition or impairment develops in a Civilian Defender employee it is the responsibility of the individual to notify the unit of their change in status. The unit in coordination with the Human Resource department will then coordinate with the MRO to ensure appropriate restrictions are in place, and schedule a Fitness For Duty determination as appropriate per DoD Manual 6055.05M.

A4.2.2. The MRO may request that the individual provide additional information/documentation from their private physician prior to signing the OF 178, *Certificate of Medical Examination*, or equivalent.

A4.3. Periodically assess Civilian Defender employees to confirm the individual's ability to meet the performance-related requirements of positions covered by these guidelines. If any condition is present that could compromise an essential job function, per **Attachment 2**, the MRO will place the individual on appropriate duty restrictions until the condition has been resolved, or a Fitness For Duty determination completed as required per DoD Manual 6055.05M. **(T-0)**

A4.4. Medical Evaluation: Intent

A4.4.1. Certify the individual is medically fit to perform the essential job functions, with or without reasonable accommodation, without posing a direct threat to the health or safety of themselves or others

A4.4.2. Identify any health condition that may be substantially aggravated by the job.

A4.4.3. Evaluate an individual's health and fitness to safely initiate or maintain a regular exercise program and take the Physical Fitness Test; identify individual cardiovascular risk

factors and provide advice and assistance in controlling risk factors, including referral to the individual's personal physician.

A4.4.4. Serve as a baseline for tracking occupational health trends.

A4.5. Medical Evaluation: Frequency and Follow-up:

A4.5.1. Complete a medical evaluation on all Department of the Air Force Civilian Defender personnel upon employment, periodically, and on termination. The offer of employment may be contingent on medical certification of the ability to perform the essential job functions. Accomplish the initial medical evaluation during initial pre-placement evaluation of tentative selectees.

A4.5.2. Periodic monitoring examinations are conducted at scheduled intervals. The Civilian Defender will ensure periodic medical examination does not exceed a three year period. Periodic examinations may include an interval history, a physical examination, and/or clinical and laboratory screening tests, as described in DoD Manual 6055.05M. Medical evaluation may be accomplished more frequently if, in the interim, there are medical signs or symptoms suggestive of cardiovascular disease or another condition that might interfere with performance of essential job functions or at the discretion of the examining physician.

A4.6. Evaluation Instructions

A4.6.1. Accomplish initial and continuing medical evaluations of Civilian Defenders in accordance with this guidance. This document will assist the examining physician in identifying conditions that ordinarily might be expected to interfere with one or more essential job functions.

A4.6.2. Individual medical information such as hospital records, specialized tests, or an examination by another medical specialist may be required to determine if an individual can safely perform the essential functions of the job.

A4.6.3. Periodic medical evaluation will assess interval medical history and changes in health that might affect the individual's ability to perform essential job functions. It will follow up previously identified problems including cardiovascular risk factors and interventions, and evaluate for the presence of newly acquired/developed risk factors or relevant conditions. Except for baseline studies, such as electrocardiography, components of the periodic exams are essentially the same as the initial exam as described below. Termination exams include evaluations prompted by potential work exposures or as otherwise clinically indicated.

A4.7. Medical History: The medical history will cover the person's known health problems, such as major surgeries, illnesses, medication use, allergies, and alcohol or drug dependence, family history, and a symptom review that might suggest early signs of illness. Attention will be paid to findings suggestive of cardiovascular disease, such as angina pectoris or suspicious chest discomfort, dyspnea, syncope, precordial palpitation, hypertension, a history of myocardial infarction, and heart murmur(s). An occupational history also will be obtained to collect information regarding the person's past occupational and environmental exposures.

A4.8. Medical Examination: The medical exam will focus on the eyes, ears, nose, and throat, the respiratory, musculoskeletal, and neurological systems. Attention will be paid to signs and symptoms suggestive of inability to maintain mental alertness and control of voluntary motor

functions. Acuity of the senses, range of motion, and motor strength required to perform essential job functions will be considered. Document the examination on OF 178, or equivalent.

A4.9. Cardiovascular Risk Factors:

A4.9.1. Civilian Defenders have to respond to emergency situations that may impose significant physical and psychological stress. Such stress may trigger sudden death or myocardial infarction in the presence of underlying heart disease. For this reason, cardiac risk evaluation is most appropriate.

A4.9.2. The Framingham 10-year risk calculator is probably the most useful single tool to characterize the risk to a Civilian Defender of a cardiac event. The Framingham Risk score uses independent risk factors (age, gender, total cholesterol, HDL cholesterol, systolic blood pressure, treatment of hypertension, and cigarette smoking) to assess an individual's absolute risk for developing a cardiac event, such as MI or new onset angina.

A4.9.3. Generally, those individuals with a high 10-year risk, and those with coronary artery disease or coronary artery disease equivalent (peripheral arterial disease, abdominal aortic aneurysm, symptomatic carotid artery disease, diabetes) are candidates for additional testing (usually a treadmill stress test, stress thallium, or stress echo). The medical review officer will consider temporarily disqualifying these individuals from strenuous duties and/or duties that require wearing a respirator (except a mask for escape purposes only), pending the results of evaluation by the workers' private physician.

A4.10. Diabetes: Fasting blood sugar will be obtained because diabetes mellitus frequently can interfere with safe performance of essential Civilian Defender functions, such patients will be carefully evaluated. The examinee will have a history of being under excellent control for an extended period of time, with a glycosylated hemoglobin less than 8.0. The examinee will have a history of an absence of end organ damage (nephropathy, neuropathy, proliferative retinopathy), an absence of uncontrolled hypertension, and no history of ketoacidosis, hyperosmolar nonketotic coma, nor severe hypoglycemia in the previous year.

A4.11. Lipids: Serum cholesterol, high density lipoprotein, low density lipoprotein, and triglycerides will be evaluated for cardiovascular risk and referral to the individual's private physician when intervention is indicated.

A4.12. Arrhythmias: Arrhythmias that predispose to or have a risk of cerebral hypoperfusion and impaired consciousness are generally not compatible with safe performance of the duties of Civilian Defenders. Security Force personnel with pacemakers may be qualified if the underlying disease does not pose a significant risk; they will be evaluated on a case-by-case basis. Implanted defibrillators are generally not compatible with safe performance of the duties of Civilian Defenders. The pre-placement exam will include a resting electrocardiogram for initial evaluation and then as clinically indicated thereafter.

A4.13. Hypertension: Blood pressure (the average of at least two independent measurements taken after 15 minutes of rest) will be used in evaluating cardiovascular risk. Refer the individual to their private physician when intervention is indicated.

A4.14. Hearing:

A4.14.1. Civilian Defenders require a pre-placement audiogram to determine if they can safely perform their duties. Audiometry testing is conducted using audiometers (manual or

microprocessor) calibrated to the current ANSI S3.6 standards. Pure tone unaided air conduction hearing threshold levels will not exceed 30 dB hearing loss (HL) on average for each ear at 500, 1000, and 2000 Hz, with no level greater than 35 dB HL at these frequencies; and thresholds will not exceed 55 dB at 4000 Hz in each ear. If the hearing is worse than these thresholds, it is questionable whether or not that individual can function as a Civilian Defender. If one ear is deaf or has extremely poor hearing, it is likely the individual would be unable to safely perform Civilian Defender duties.

A4.14.2. Field "use" tests are neither as reliable nor valid as the speech-in-noise test used by the audiologist. Speech-based "use" tests invoke a large number of variables such as the content of the message, context, accent, background noise, and so forth. The speech-in-noise test controls for these factors. The "Whispered Voice Test" is no longer valid and will not be accepted by medical professionals.

A4.14.3. Civilian Defender personnel identified as being occupationally exposed to noise levels requiring placement in the Hearing Conservation Program, will undergo initial, annual, and termination audiometric evaluation in accordance with AFI 48-127, *Occupational Noise and Hearing Conservation Program.* **(T-1)**

A4.15. Vision:

A4.15.1. Screening may be performed by the examining physician if they have the capability to perform these tests; optometry referral is not required unless indicated by poor vision or an inability to properly assess the vision. When an examinee's vision is worse than indicated below, it is likely the individual may not be able to safely perform the essential job functions; the examining physician will consider this in his/her assessment. Determine individual limitations on a case-by-case basis.

A4.15.2. Using the individual's best optical correction, distance vision will be at least 20/30 in one eye and 20/100 in the other, or 20/40 in one eye and 20/70 in the other, and near vision will be correctable to 20/40 binocularly (both eyes open). Uncorrected binocular visual acuity will be at least 20/100. Do not limit successful soft contact lens wearers to any uncorrected distance standard as long as they can be corrected to the standards listed above. Personnel wearing soft contact lenses will provide evidence from their eye care professional affirming their successful use of soft contact lenses.

A4.15.3. Individuals will be able to discriminate vivid red/green color.

A4.15.4. Individuals will have normal muscle balance, defined as the lack of strabismus (greater than 15 diopters), nystagmus, and diplopia.

A4.15.5. Additionally, individuals will have at least a total horizontal visual field of 120 degrees and at least a total vertical visual field of 40 degrees (20 above the horizontal meridian and 20 below the horizontal meridian) in each eye.

A4.15.6. Individuals will not have a history of abnormal night vision.

A4.16. Respirators: Units must medically clear individuals who need to wear/use a respirator. **(T-3)** Ensure medical clearance for respirator use is in accordance with current applicable guidance on the AFI 48-137, *Respiratory Protection Program*.

A4.17. Immunizations: Agencies may establish periodic immunization programs by written policies or directives to safeguard the health of employees whose work may subject them or

others to significant health or safety risks due to occupational or environmental exposure or demands. Make a review of Civilian Defender immunization status to ensure personnel have received tetanus, purified protein derivative, hepatitis B, and other appropriate immunizations.

A4.18. Psychiatric:

A4.18.1. A history or diagnosis of a psychiatric disorder, which could affect safe and efficient job performance, require additional evaluation to determine whether the individual is able to safely and successfully perform the essential job functions. The presence of any of the following specific psychiatric disorders, or a history of such, warrants further evaluation by a psychologist or psychiatrist before a Civilian Defender is deemed fit for duty. Other psychiatric disorders not listed here also may warrant further evaluation. A particular diagnosis need not necessarily have previously been made; rather if there appears to be signs associated with any of the listed diagnoses, this may warrant further evaluation:

A4.18.2. Delirium, dementia, and amnestic and other cognitive disorders

A4.18.3. Major depressive disorder

A4.18.4. Manic-depressive disorder (bipolar)

A4.18.5. Dissociative disorders

A4.18.6. Kleptomania

A4.18.7. Panic disorder and other anxiety disorders (depending upon etiology, duration and severity of clinical expression)

A4.18.8. Pyromania

A4.18.9. Schizophrenia and other psychotic disorders

A4.18.10. Personality disorders

A4.18.11. Alcohol or drug dependence

A4.18.12. Neurological: A history of chronic headaches, head trauma, cranial defects, and epilepsy are among the neurological disorders that can interfere with Civilian Defender functioning. Since epilepsy can be particularly dangerous, ensure the likelihood of an on-the-job seizure is assessed. To evaluate this risk, the recommended method is described in the Medical Screening Manual for California Law Enforcement located on the California Police Officer Standards and Training website. In such cases, the physician will assess non-seizure related impairments, such as interictal electroencephalogram discharges (which can cause transient cognitive impairment) or anti-epileptic drug side effects (about 30% of patients may experience moderate to severe side effects to include cognitive impairment, visual effects, and ataxia).

Attachment 5

AIR FORCE CONTINUED SERVICE AGREEMENT (CSA) FOR CIVILIAN EMPLOYEES

A5.1. I agree that upon completion of the Air Force sponsored training described below, I will work for the US Air Force (see AFI 36-401, Civilian Training, Education and Professional Development, Chapter 2, for CSA requirements), in accordance with the US Air Force CSA policy. (The length of full-time training is 8 hours for each day of training, up to a maximum of 40 hours a week.) I understand that if I voluntarily enter a period of non-pay status during the period of service obligation (e.g., Leave Without Pay for Personal or Compassionate Reasons to accompany a spouse moving to a new duty location), the period of obligated service may be extended by length of time in a non-pay status.

A5.2. If I voluntarily leave the Air Force before completing the period of service shown in item 7 below, I AGREE to reimburse the Air Force for the tuition, travel, per diem, books, materials, fees, administrative overhead costs, and other related expenses (EXCLUDING SALARY) paid in connection with my training as shown in item 8 below. However, the amount of the reimbursement will be reduced on a pro-rated basis for the percentage of completion of the obligated service. (For example, if the cost of training is $3,000 and I complete two-thirds of the obligated service, I will reimburse the Air Force $1,000 instead of the original $3,000.)

A5.3. I FURTHER AGREE that if I voluntarily leave the Air Force to enter the service of another Federal agency or other organization in any branch of the government before completing the period of service agreed to in item 7 below, I will give my servicing civilian personnel office written notice of at least 10 workdays, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (Title 5 U.S.C. 4109(a) (2), Expenses of Training) incurred by the government in this training.

A5.4. I understand that any amounts which may be due the Air Force as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the government, or may be recovered by such other methods as are approved by law.

A5.5. I FURTHER AGREE to obtain approval from the employee development manager responsible for authorizing training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or in-completions, and increased costs. If I fail to complete Air Force sponsored training I AGREE to reimburse the Air Force training and related costs as in item A5.8 below.

A5.6. I acknowledge that this agreement does not in any way commit the government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the government, the agreements in items A5.1 A5.2., and A5.3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

A5.7. Period of obligation service is from _____ to _____ beginning on or about_____.

A5.8. Projected costs are:

A5.8.1. Tuition:

A5.8.2. Books and materials:

A5.8.3. Fees:

A5.8.4. Other related costs and administrative overhead:

A5.8.5. Travel:

A5.8.6. Per Diem:

A5.8.7. Total:

A5.9. Course title:

A5.10. Training facility:

A5.11. Projected dates of attendance:

A5.12. Employee's signature:

A5.13. Date:

A5.14. Training Office representative signature:

A5.15. Date:

A5.16. DISTRIBUTION: Original--Employee's Organization Personnel Folder, Training File, Employee, Employee's Supervisor, HQ AFSLMO/DPD (if appropriate), HQ AFPC/DPK (if appropriate)

Attachment 6

DAF CIVILIAN DEFENDER GROOMING STANDARDS

Table A6.1. Personal Grooming Standards (see notes).

	A	B	C
LINE	Item of Grooming (M-Men, W Women) (see Notes 1, 2, 3, 4,5,6,7 listed below).	Ensure compliance with AFI 31-118 requirements.	Will not
1	Hair, Overall Standard (M & W)	Clean, well-groomed and neat.	Contain excessive amount of grooming aids, touch eyebrows. Hair color/highlights/ frosting (cannot be faddish). Examples of natural looking for human beings: Blonde/Brunette/Red/Black/Grey.
2	Hair Style (M)	A tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut permitted with tapered appearance.	Be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Protrude below the front band of properly worn headgear. Extend over the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Contain or have any visible foreign items attached to it.
3	Hair Style (W)	Styled to present a professional appearance. Allow the wear of conservative hairpins, combs, headbands, elastic bands and barrettes. Hair pins and bands will match hair color. Secure long hair with no loose end. Bangs, if worn, cannot touch the eyebrows. Braids, micro-braids and cornrows are authorized. However, will be solid color similar to the individual's hair color; conservative and not present a faddish appearance.	Be worn in an extreme or fad style or violate safety requirements. Extend below any side of an invisible line drawn parallel to the ground at the bottom edge of the shirt collar regardless of length. Include hair ornaments such as ribbons, beads, jeweled pins or hair scrunchy. Cannot prevent proper wear of headgear, including helmet or chemical mask. Synthetic hair not authorized when not permitted by safety/mission requirements. Dreadlocks are not authorized. **Note**: Length/bulk should not prevent proper wear of headgear,

			including helmet or respirator. (See Note 3)
4	Wigs and Hairpieces (M & W)	Will meet this instruction's requirements (safe, functional, professional for all). In conformance with the same standards required for natural hair, be of good quality and fit properly. While on duty/in uniform.	Exceed limits stated for natural hair. Be worn by personnel engaged in aircraft flight line or in-flight operations. **Exception:** Can be worn for medical reasons related to baldness.
5	Hairnets (M & W)	Worn per requirement for health and safety reasons. Made of cotton or a synthetic material; be of a conservative, solid color similar to the individual's hair color; be strong enough to support and control hair; and contain no metal fasteners.	Be worn when not performing related duties.
6	Mustache (M)	Neatly trimmed.	Extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth.
7	Beards (M)	Intentionally left blank.	Be worn except for health reasons when authorized by a DFC on the advice of a medical official. If DFC authorizes, personnel will keep facial hair trimmed not to exceed 1/4 inch in length. DFCs and supervisors should monitor progress in treatment to control these waivers.
8	Sideburns (M)	Neatly trimmed and tapered in the same manner as the haircut. Is straight and of even width (not flared) and end in a clean-shaven horizontal line.	Extend below the lowest part of the exterior ear opening.
9	Cosmetics (W)	Conservative and in good taste. While on duty/in uniform.	Be worn in field conditions.
10	Nail Polish/Lipstick (W)	Single color (compliment skin tone) and French manicure. While on duty/in uniform.	Include decorations; exceed ¼ inch; wear shades of lipstick and nail polish that distinctly contrasts with their complexion, that detracts from the uniform or that are extreme.

			Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire-engine) red and fluorescent colors
11	Fingernails (M & W)	Clean and well-groomed.	Exceed 1/4 inch in length past tip of finger. Interfere with duty performance or hinder proper fit of prescribed safety equipment or uniform items. Males are not authorized to wear nail polish.

Notes:
(All notes apply)
1. The items listed represent common appearance issues and are not all-inclusive.
2. DFCs do not have the authority to waive appearance and grooming standards except as identified.
3. Installation commanders will determine what is extreme or faddish. The installation commander may delegate this authority to subordinate commanders to the squadron commander level.
4. If due to a temporary medical condition (i.e., radiation/chemotherapy and resulting in baldness), DFCs will authorize wear of the American Cancer Society-approved cap (black/tan).
5. (Women) will not apply designs to nails or apply two-tone or multi-tone colors on duty excluding French manicure.
6. (Women) Medical waivers are necessary for situations that require baldness as a medical necessity while in uniform.
7. The intent of this item is that long hair will be styled in a manner that prevents loose ends from extending upward on the head. (For example: when using the claw clip or hairpins, hair will not present the appearance of a rooster tail; when hair is in a bun, tuck in and secure all loose ends; when hair is in a ponytail, pull all the way through the elastic band and it may hang naturally downward, not extending below the bottom of the collar). As with all hairstyles, a neat and professional image is essential.

Attachment 7

PHYSICAL AGILITY TEST READINESS REVIEW

Table A7.1. Physical Agility Test Readiness Review.

The physical agility test evaluates your ability to meet the full range of duties (in an emergency situation) as described in the position description. (**Note**: To supervisor or test proctor; cross out the below test(s) that is/are not applicable to this readiness review). Give the following physical tests:
Physical Agility Test (Applicants Only):
Vertical Jump
Illinois Agility Run (Short run with weaves)
300 meter run
Push-ups
1.5 mile run
Or
Physical Agility Test (Incumbents Only):
Push-ups
1.5 mile run
Or
Job Task Scenario Appeals Test (Incumbents Only): scenario #1, Gate Detail Scenario #2, Tactical Response, Scenario #3, Chase and Restrain Subject

Self-Evaluation (check one block below):

☐ I am capable of taking the physical agility test safely.

☐ I am aware of conditions which would prevent me from taking the physical agility test Safely.

Employee: _____
Name_____ Date_____
Supervisor/test proctor: _____
Name_____
Date

Attachment 8

SF HIRING MANAGER CHECKLIST

A8.1. Hiring Manager Checklist. This document is designed to get you thinking about the hiring process and actions you will need to take. It will help prepare you for conversations with your HR Professional and provide a better understanding of your role and accountability in the hiring process, with the goal of improving the quality of candidates and reducing the overall time to hire.

A8.2. Prepare to Hire–Identify Talent Requirements

A8.2.1. Determine if there is an approved Job Request Cover Sheet in which the duties, responsibilities, and core competencies described are accurate for the position.

A8.2.2. Identify the major responsibilities/duties/tasks the person in this position will perform.

A8.2.3. Capture the skills and competencies needed to perform the duties of this position.

A8.2.4. Rank these skills in terms of importance for success in this position.

A8.2.5. Identify examples of specialized experience that would be required to successfully perform the duties of this position.

A8.2.6. Identify any degrees/certifications/clearances that are required for this position.

A8.2.7. Determine if this position should be filled at the full performance level or is it better to fill it at the entry level with room for career progression.

A8.3. Recruit Top Talent

A8.3.1. Use a Job Opportunity Announcement (JOA)

A8.3.1.1. If applicable, identify and refer to any prior successful postings for this position. (Your staff may have insight for this.)

A8.3.2. Decide on the Area of Consideration

A8.3.2.1. Determine whether you want to use an internal JOA (Government-wide) or an external JOA (All U. S. Citizens). (A discussion with CPO may help determine the most efficient and successful option.)

A8.3.3. Determine Length of Time the JOA Should be Open

A8.3.3.1. It is preferable to post for 5 days in order to meet OPM’s 80-day hiring timeline; consult with your CPO Specialist if you believe a different timeline is needed.

A8.3.4. Complete and Submit an RPA

A8.3.4.1. Determine that all the appropriate documents required have been attached prior to approving the RPA action.

A8.4. JOA Draft Review

A8.4.1. Review specialized experience and minimum qualifications statements.

A8.4.1.1. Review the Qualification Requirements section of the JOA to ensure the minimum experience a person needs to enter into this position is accurately represented.

A8.4.2. Review Occupational Questionnaire

A8.4.2.1. Determine if any of the competencies listed in the SCPD should carry more importance than others. If so, these may be given greater consideration when CPO determines the scoring of the questionnaire.

A8.5. Select the Best

A8.5.1. Prepare for Interviews (while the JOA is still open)

A8.5.1.1. Decide if you will conduct interviews alone or by panel. (When a panel is used, the interview must be in a structured format.)

A8.5.1.2. Determine if there is a CPO-developed interview available. (If you decide to use a CPO-developed interview, that interview must be used without modification.)

A8.5.1.3. In the absence of a CPO-developed interview, you may choose to develop a structured interview. For guidance in developing a structured interview, refer to the CPO and/or the Office of Personnel Management (OPM) publication, Structured Interviews: A Practical Guide at **https://www.opm.gov/policy-data-oversight/assessment-and-selection/structured-interviews/Note:Locally-developed** interviews must be reviewed and approved by CPO prior to their use (allow 10 business days).

A8.5.1.4. If you are using a panel, decide who the panel members will be, and verify that each panel member meets the requirements identified by your local CPO. Also confirm the panel members' availability for résumé review and interviews.

A8.5.1.5. Ensure you set aside time to review résumés and conduct interviews by marking your calendar.

A8.5.1.6. Receive and Review the Certificate of Eligibles

A8.5.1.6.1. Take note of the certificate expiration date and plan to complete the résumé review, interview, and selection processes accordingly.

A8.5.1.7. Conduct Interviews

A8.5.1.7.1. Ensure each candidate is aware of their requirement to maintain discretion in discussing the interview questions (or any other information related to candidate evaluation) with other candidates so as not to give an actual or perceived advantage to any candidates.

A8.5.1.8. Conduct Reference Checks

A8.5.1.8.1. If you will be conducting reference checks, refer to CPO for guidance.

A8.5.1.9. Make Your Selection Decision

A8.5.1.9.1. If making an external selection, confirm that you have adhered to Veterans' Preference rules. (Refer to the OPM Vet Guide at **http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/**, or contact a CPO Specialist, if you have questions regarding the proper order of selection.)

A8.5.1.9.2. For efficiency, consider identifying alternate selectees (1st, 2nd and 3rd) in case your initial selectee declines or is unable to meet pre-employment requirements.

A8.5.1.9.3. Ensure the certificate of eligible applicants is annotated and returned to the CPO Specialist by selecting a disposition for each candidate. Return all interview materials, notes, etc. to your HR representative.

A8.5.2. A prospective employee (applicant) must meet all conditions of appointment described in the CONDITIONS OF APPOINTMENT/OTHER SIGNIFICANT FACTS section, usually box number 33 on the reverse side of a PD to include:

A8.5.2.1. Subject to the AF random drug testing program.

A8.5.2.2. Pass an initial pre-placement medical examination and periodic medical examinations. Immediately report to supervisor any significant medical threshold shifts in health status and/or medication requirements **(T-1)**

A8.5.2.3. Pass a required initial and annual PAT that includes running events (see **Chap 9**). **(T-1)**

A8.5.2.4. Meet established hearing standards and discerns colors, contrast, and depth. **(T-1)**

A8.5.2.5. Undergo initial job compatibility assessment. **(T-1)**

A8.5.2.6. Qualified in the use of required weapon(s). **(T-1)** Applicants will conduct weapons qualification after such a person is accepted as an AF employee, rather than during the conditional employment phase. This policy measure is recommended in the legal review by the Labor Law Field Support Center/Labor Relations Law Branch. If an employee (applicant/incumbent) is unable to qualify on the required weapon(s), the employee can be removed as a Civilian Defender as weapons qualification is a requirement to perform the employee's assigned duties.

A8.5.2.7. Wear a uniform and meet applicable Civilian Defender dress and appearance standards contained within this instruction. **(T-3)**

A8.5.2.8. Subject to annual duty position evaluation (DPE) on a pass/fail standard in accordance with AFI 36-2646. See AFI 36-2646 for course of action upon failed DPE. **(T-1)**

A8.5.2.9. Possess an automobile drivers' license currently valid in the State in which they are domiciled or principally employed and must complete OF Form 345, *Physical Fitness Inquiry for Motor Vehicle Operators*, as per AFI 24-301, *Ground Transportation.* **(T-1)**

A8.5.2.10. For Federal employees in a bargaining unit, local management will meet applicable labor relations obligations before implementing any changes to the bargaining unit employees' conditions of employment.

A8.5.2.11. Must successfully complete formal LE training school as determined by Functional and obtain Peace Officer Standardization and Training (POST) Certification.

Attachment 9

PAT TEST RECORD

A9.1. Record to PAT Test

A9.1.1. Date (DD/MMM/YYYY): __/___/___

A9.1.2. Name of Individual Being (Last, First, MI):_____

A9.1.3. Home Station:_____

A9.1.4. Grade and Full Name of Lead Test Proctor:_____

A9.1.5. Unit of Assignment:_____

A9.1.6. Work Phone:_____

A9.1.7. Other(s) Proctoring:_____

A9.1.8. Date / Version of AF Instruction being used for this test:_____

A9.1.9. Was Test documented on Video (Optional): Yes/No

A9.2. I have been briefed on the following:

A9.2.1. After a 10 minute warm-up, participants are given a five (5) minute briefing on performance of each element in order to meet the condition of employment standard. The individual must successfully pass the established standard delineated in AFI 31-118 *SF Standards and Procedures* for the: Vertical Jump, Illinois Agility Run, 300 Meter Run, and the Push-ups. A 30 minute break is provided prior to the 1.5 mile run; a brief warm-up period will be provided. Both applicants and incumbents are required to perform all five (5) events. **Note:** Proctors will inform individuals "if at any time you believe you cannot safely complete the test, inform the test proctors." Water will be made available at any time during the administration of the test. Scores will not be given until the end of all events.

A9.2.1.1. Individual Name:_____

A9.2.1.2. Individual Signature:_____

A9.2.1.3. Date Signed (DD/MMM/YYYY):__/___/____

A9.3. Testing conditions:

A9.3.1. Temperature:_____

A9.3.2. Relative Humidity:_____

A9.3.3. Partial clouds/rain/sunny: _____

A9.4. Vertical Jump:

A9.4.1. Standard required for passing:_____

A9.4.2. Standard observed:_____

A9.5. Agility Run:

A9.5.1. Time required for passing:_____

A9.5.2. Time observed:_____

A9.5.3. Ineffective/improper behavior observed:_____

A9.6. 300 Meter Run:

A9.6.1. Time required for passing:_____

A9.6.2. Time observed:_____

A9.7. Push up:

A9.7.1. Standard required for passing:_____

A9.7.2. Standard observed:_____

A9.8. 1.5 Mile Run:

A9.8.1. Time required for passing:_____

A9.8.2. Time observed:_____

A9.9. Signature of Lead Test Proctor: _____

Attachment 10

JOB TASK SCENARIO APPEALS TEST RECORD

A10.1. Record to Job Task Scenario Test

A10.1.1. Date (DD/MMM/YYYY): ___/____/_____

A10.1.2. Name of Individual Being (Last, First, MI):_____

A10.1.3. Home Station:_____

A10.1.4. Grade and Full Name of Lead Test Proctor:_____

A10.1.5. Unit of Assignment:_____

A10.1.6. Work Phone:_____

A10.1.7. Other(s) Proctoring:_____

A10.1.8. Date / Version of AF Instruction being used for this test:_____

A10.1.9. Was Test documented on Video (Optional):_____

A10.2. I have been briefed on the following:

A10.2.1. You will be provided a break of 40 minutes to one (1) hour between each of the three scenarios, at the 40 minute point, you have the option of resting for an additional 20 minutes (or any amount of time less that, at your choosing), or testing immediately. For each scenario you walk through the event prior to the test. Test proctors guide you; this is not a memorization test, it is an evaluation of your physical abilities. You may ask any questions about a scenario prior to starting it. Water will be made available at any time during the administration of the test. Scores will not be given until the end of all events.

A10.2.1.1. Individual Name:_____

A10.2.1.2. Individual Signature:_____

A10.2.1.3. Date Signed (DD/MMM/YYYY):__/___/____

A10.3. Testing conditions:

A10.3.1. Temperature: Relative Humidity:_____

A10.3.2. Partial clouds/rain/sunny:_____

A10.4. Scenario 1:

A10.4.1. Make/Model/Year of vehicle used:_____

A10.4.2. Time required for passing:_____

A10.4.3. Time observed:_____

A10.4.4. Ineffective/improper behavior observed:_____

A10.4.5. Restart(s):_____

A10.5. Scenario 2:

A10.5.1. Time required for passing:_____

A10.5.2. Time observed:_____

A10.5.3. Ineffective/improper behavior observed:_____

A10.5.4. Restart(s):_____

A10.6. Scenario 3:

A10.6.1. Time required for passing:_____

A10.6.2. Time observed:_____

A10.6.3. Ineffective/improper behavior observed:_____

A10.6.4. Restart(s):_____

A10.7. Scenario Review:

A10.7.1. Scenario 1: Pass / Fail

A10.7.2. Scenario 2: Pass / Fail

A10.7.3. Scenario 3: Pass / Fail

A10.7.4. Overall Test: Pass / Fail

A10.8. Signature of lead test proctor: _____

Attachment 11

STANDARD POST BRIEFING

Figure A11.1. Standard Post Briefing

Sir/Ma'am: (Rank/Name) reports (Post Name) is secure, do you request a post briefing?
Sir/Ma'am: SF detect and defeat threats to protect and enable Air Force, Joint and Coalition missions.
I am posted as a (Provide post type such as…Access Controller for Ramstein Air Base…an Internal Security Response Team to Ramp 1). My primary duties are to (Provide duties such as…control entry and exit on and off the installation…provide an immediate armed response to my assigned area) in support of XXX (Fighter/Air Base/Missile…) Wing whose mission is to (Provide wings mission such as…generate and recover combat sorties).
My post limits are (Provide post limits: …in the immediate vicinity of the gate…within a three minute response time to my assigned resources) unless directed otherwise by the Flight Sergeant or higher authority.
I am armed with an (state all weapons you are armed with such as: M-4/M4A1 with XX rounds of ammunition, M-9 with XX rounds of ammunition, M-18 with XX rounds of ammunition, M249 with XX rounds of ammunition, M203 with 18 rounds of ammunition, or M240 with XX rounds of ammunition). (Rounds carried will be locally mandated in a Squadron Operating Instruction)
My primary means of communication is land mobile radio; secondary means is telephone. If these fail, other methods are voice, landlines, whistle, flashlight, hand and arm signals and as a last resort my weapon fired three times straight into the air.
We are currently in Force Protection Condition _____.
My supervisor is (Rank/Name) and my on duty Flight Chief is (Rank/Name).
This concludes my post briefing, do you have any questions?

Attachment 12

SF LESSONS LEARNED/AAR FORMAT

Figure A12.1. SF Lessons Learned/AAR Format

Overall Classification

Operation/Event Name: The formal name of the military operation or a brief description of the event.

Dates/Times: Self-explanatory.

Point of Contact (POC): Name and contact information.

Office of Primary Responsibility (OPR): Name and contact information.

Title: (U) Name of the incident. Example: Murder of a SF Defender or contact with enemy forces at grid coordinates xyz.

Observation: (U) A precise, factual description of the entire incident in narrative format. This section will include the known background information on the subject.

Discussion: (U) A critical review of the procedures used and actions accomplished during the incident. The intent is to highlight potential problem areas so readers can prevent similar mistakes or to prompt a review of policy or procedures.

Lessons Learned: (U) What lessons were learned, if any? Make sure to be specific but do not regurgitate information if there were no new lessons learned.

Recommended Action: (U) A synopsis of a "better way" or "best business practice" to handle similar events in the future. Use this section to outline suggested review actions by higher headquarters.

OPR Comments: (U) OPR may add any additional comments.

Date and Time AAR completed:

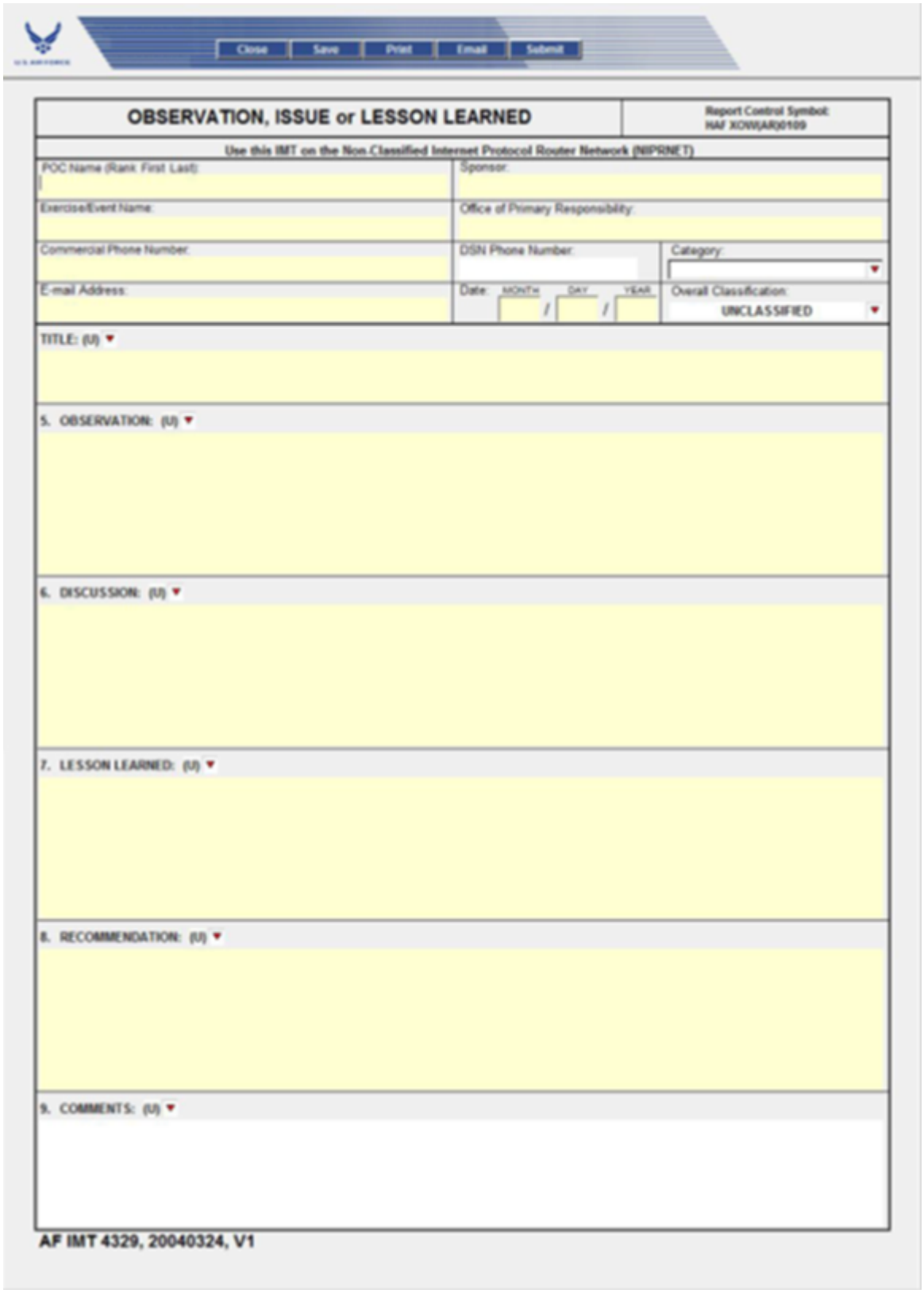
JANE Q. AIRMAN, Capt, USAF
Operations Officer

Classification Note: The overall classification of the AAR must be identified as well as the classification of each paragraph in accordance with AFI 16-1404.

Attachment 13

AF FORM 4329, OBSERVATION, ISSUE OR LESSON LEARNED FORM

Figure A13.1. AF Form 4329, *OBSERVATION, ISSUE OR LESSON LEARNED* FORM



Close Save Print Email Submit

OBSERVATION, ISSUE or LESSON LEARNED

Report Control Symbol: HAF XOW(AR)0109

Use this IMT on the Non-Classified Internet Protocol Router Network (NIPRNET)

POC Name (Rank First Last):	Sponsor:	
Exercise/Event Name:	Office of Primary Responsibility:	
Commercial Phone Number:	DSN Phone Number:	Category:
E-mail Address:	Date: MONTH / DAY / YEAR	Overall Classification: UNCLASSIFIED

TITLE: (U)

5. OBSERVATION: (U)

6. DISCUSSION: (U)

7. LESSON LEARNED: (U)

8. RECOMMENDATION: (U)

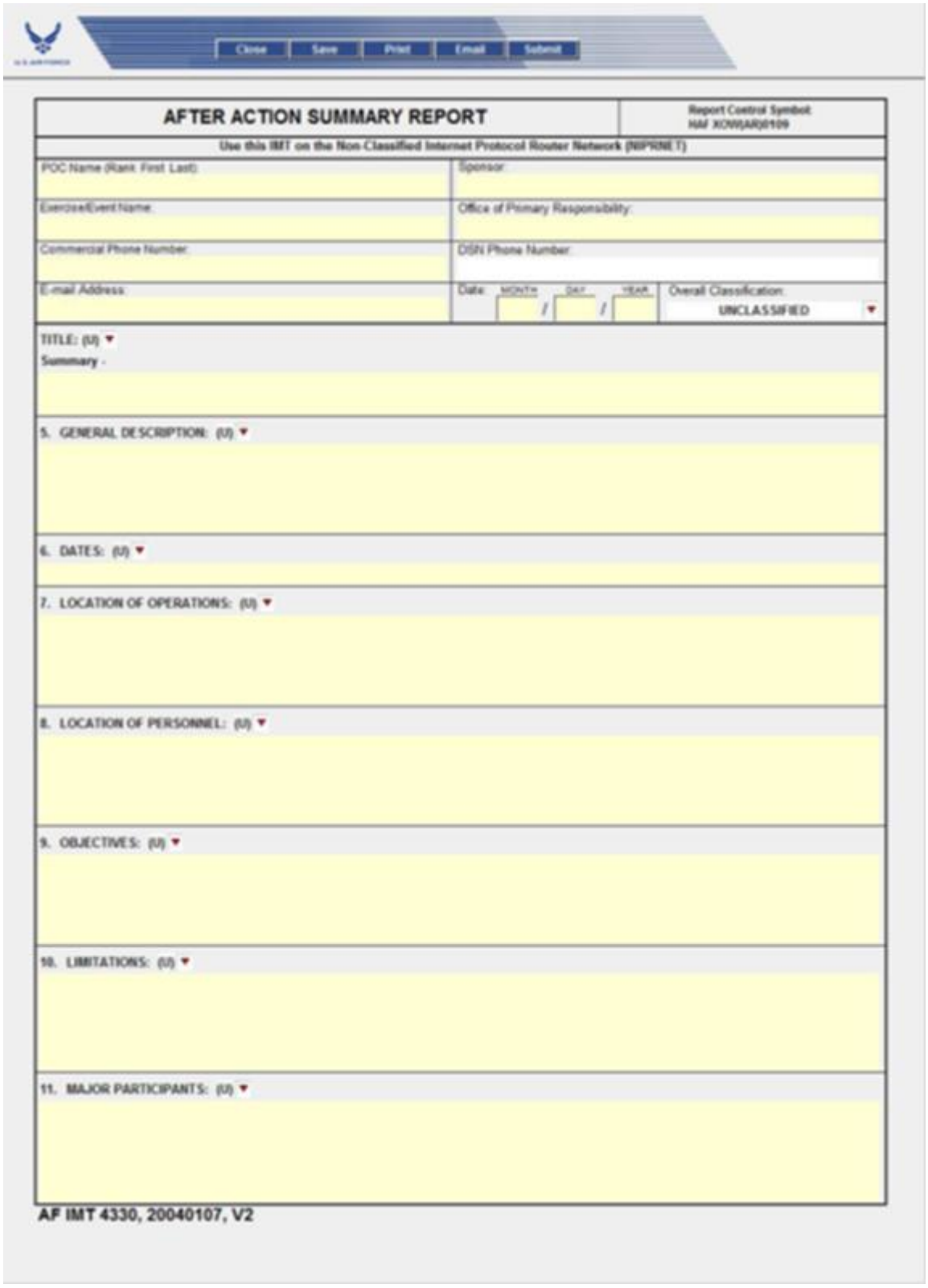
9. COMMENTS: (U)

AF IMT 4329, 20040324, V1

Attachment 14

AF FORM 4330, AFTER ACTION SUMMARY REPORT

Figure A14.1. AF Form 4330, After Action Summary Report



Close Save Print Email Submit

AFTER ACTION SUMMARY REPORT	Report Control Symbol: HAF XOWI(AR)0109
Use this IMT on the Non-Classified Internet Protocol Router Network (NIPRNET)	
POC Name (Rank First Last):	Sponsor:
Exercise/Event Name:	Office of Primary Responsibility:
Commercial Phone Number:	DSN Phone Number:
E-mail Address:	Date: MONTH / DAY / YEAR — Overall Classification: UNCLASSIFIED

TITLE: (U)

Summary -

5. GENERAL DESCRIPTION: (U)

6. DATES: (U)

7. LOCATION OF OPERATIONS: (U)

8. LOCATION OF PERSONNEL: (U)

9. OBJECTIVES: (U)

10. LIMITATIONS: (U)

11. MAJOR PARTICIPANTS: (U)

AF IMT 4330, 20040107, V2

Attachment 15

PROFESSIONAL LIABILITY INSURANCE REIMBURSEMENT INSTRUCTIONS

A15.1. The following blocks must be completed on OF-1164 for PLI reimbursement consideration:

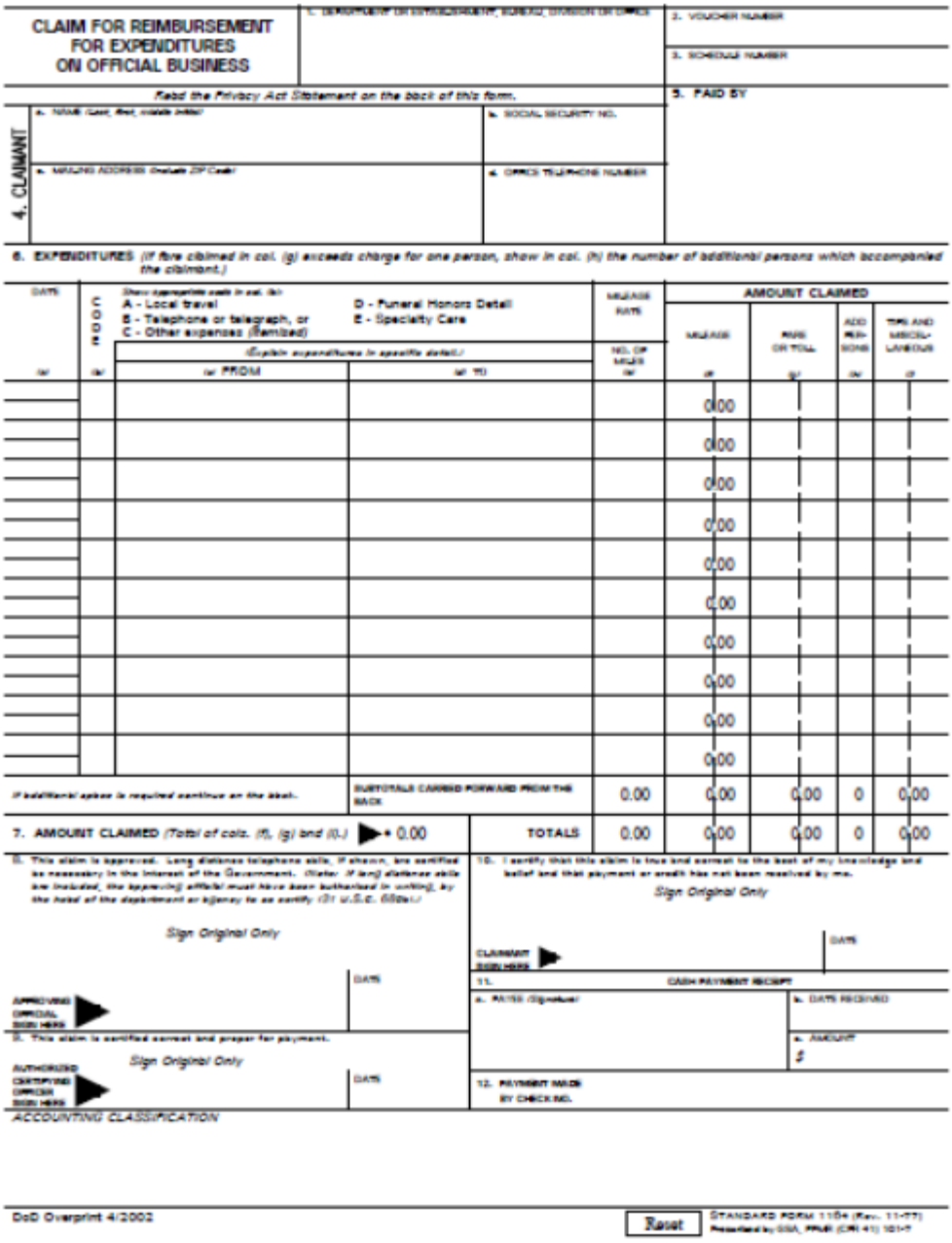
Figure A15.1. Required Block Completion

4(a) your name
4(b) social security number (SSN)
4(c) mailing address
6(a) date of claim
6(b) type Code C. for Other Expenses
6(c) type PLI Reimbursement
6(i) type the amount

A15.2. Block 8 must be signed by an Approving Official within your chain of command, block 9 must be left blank for the Financial Management Division (FMD), Director, to authorize funds, and block 10 must be signed by the Claimant, the individual that is being reimbursed. Please make sure all mentioned blocks are completed before forwarding to FMD office for final approval.

A15.3. Original signatures are required for reimbursements.

Figure A15.2. Standard Form-1164, *Claim for Reimbursement for Expenditures on Official Business* Form.



CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

Read the Privacy Act Statement on the back of this form.

2. VOUCHER NUMBER

3. SCHEDULE NUMBER

5. PAID BY

4. CLAIMANT

a. NAME (Last, First, Middle Initial)

b. SOCIAL SECURITY NO.

c. MAILING ADDRESS (Include ZIP Code)

d. OFFICE TELEPHONE NUMBER

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE (a)	CODE (b)	Show appropriate code in col. (b): A - Local travel; B - Telephone or telegraph, or C - Other expenses (Itemized); D - Funeral Honors Detail; E - Specialty Care. Explain expenditures in specific detail. (c) FROM	(d) TO	MILEAGE RATE / NO. OF MILES (e)	AMOUNT CLAIMED: MILEAGE (f)	FARE OR TOLL (g)	ADD PER-SONS (h)	TIPS AND MISCELLANEOUS (i)
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
					0.00			
If additional space is required continue on the back.			SUBTOTALS CARRIED FORWARD FROM THE BACK	0.00	0.00	0.00	0	0.00
			TOTALS	0.00	0.00	0.00	0	0.00

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) ▶ + 0.00

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

Sign Original Only

APPROVING OFFICIAL SIGN HERE ▶ DATE

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶ DATE

ACCOUNTING CLASSIFICATION

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE ▶ DATE

11. CASH PAYMENT RECEIPT

a. PAYEE (Signature)

b. DATE RECEIVED

c. AMOUNT $

12. PAYMENT MADE BY CHECK NO.

DoD Overprint 4/2002

Reset

STANDARD FORM 1164 (Rev. 11-77) Prescribed by GSA, FPMR (CFR 41) 101-7