HQ, 87 ABW (AMC)
JB MDL, NJ 08641
17 April 2026

APPENDIX 4 TO ANNEX C TO JB MDL BDP
CONTRACTOR SECURITY

1. SITUATION. This annex provides the 87th Security Forces Squadron (SFS) appendix to all statements of work for JB MDL.

1.1. Enemy. See Basic Plan.

1.2. Friendly. See Basic Plan.

1.3. Assumptions. See Annex C of this plan.

1.4. Limiting Factors. Not all members listed below will be monitoring the radio.

2. MISSION. To provide Installation entry control procedures for all contractors.

3. EXECUTION. The following appendix provides information from AFI 31-101, DAFMAN 31-101 V3 and local supplements on requirements for entering and conducting business while on JB MDL, NJ.

3.1. Contract Award. JB MDL requires all visitors/contractors/vendors to conduct a criminal history background check and wants/warrants check prior to being issued an Installation Access Pass/Card. This check is done at no expense to the contractor and will be completed at the Welcome Center or Commercial Vehicle Inspection Area. This will be completed prior to any access credential for JB MDL being issued to the contractor personnel.

3.1.1. All personnel requesting an installation visitor pass must complete the JB MDL request for criminal history form at the Welcome Center or Commercial Vehicle Inspection facility. Failure to provide all required information may result in access to the installation being denied.

3.1.2. If the contractor requires access to the installation for more than 60 days and up to one-year, Welcome Center personnel will conduct a QWA Person Inquiry and criminal record check prior to issuing a card. Prior to issuing another Pass/Card another QWA Person Inquiry and criminal record check will be conducted.

3.1.3. If the contractor requires access for less than a 60-day period, a QWA Person Inquiry and criminal history check will be conducted prior to the contractor/vendor being issued an Installation Access Pass. Any subsequent request for entry will require another QWA Person Inquiry and criminal history background check to be accomplished.

3.1.4. The Contracting Squadron and Project Manager are required to contact Security Forces if a contract or contractor is terminated, and the individual is refusing to return any access control equipment (keys/cards).

3.1.5. The Welcome Center will conduct the required background checks, review the results and determine whether personnel will be authorized to enter JB MDL. The Welcome Center will forward any derogatory/disqualifying information to 87 SFS/S5R for debarment initiation. If no derogatory/disqualifying information is identified, any printed QWA Person Inquiries or criminal background checks will be destroyed immediately.

3.1.6. The Welcome Center will also notify the appropriate Administrative Contracting Office or unit POC of those personnel who are being denied access to the installation due to derogatory information identified in the individual's criminal background investigation. The disposition date (date the charges were finalized in court) is the date used to determine time frames. The list of criminal history findings which will automatically disqualify a person from being granted access to the installation are located in the AUTOMATIC DENIAL DISQUALIFIERS appendix.

3.1.7. The contractor will provide an Entry Authority List (EAL) to the administrative contracting office or installation Point of Contact (POC) (i.e., 87 CONUS, US Army Corps of Engineers (USACE), 87 CES, etc.). The contracting office will provide a copy of the initial EAL to the 87 SFS/Welcome Center. The contracting office will maintain any required documentation until the contract has been completed or terminated for any reason.

3.1.8. The administrative contracting office or installation POC will authenticate and forward the EAL to the 87 SFS Welcome Center, NLT 72 hours prior to contract start date.

3.1.9. If EALs are not accurate or contain fraudulent information, contractor identification badges will not be issued.

3.1.10. Pen and ink changes for deletion purposes may be made to an EAL.

3.1.11. Pen and ink additions to an EAL will not be accepted. All additions must be made by initiating a new EAL.

3.1.12. The Master EAL will be resubmitted with the additions included. Individual letters for long-term employees will not be accepted if the contract exceeds 60 days.

3.1.13. The Welcome Center will maintain a copy of the documents for 90 days after expiration for future reference.

3.1.14. Contractor/vendor Criminal History Record and Background Checks will be valid for a period not to exceed 3 years.

3.1.15. At the one-year mark, the contractor/vendor is required to complete a new check for each individual still employed and working at JB MDL.

3.1.16. Background checks older than one year will be updated by accomplishing a new JB MDL Criminal History Request Form. Records older than three years on file will be destroyed.

3.1.17. Holders of other federal credentials must have a validated need for installation access and will not be granted unlimited or unrestrained access to JB MDL. Therefore, identification credentials/tokens issued by other Federal departments, such as the Transportation Workers Identification Credential [produced IAW the *Maritime Transportation Security Act of 2002* and Security and Accountability for Every Port Act of 2006] or other Federal credentials, may be used as identity proofing only and the person must be vetted and issued an Installation Access Pass/Card.

3.2. Contractor Visitor Passes for Entry to JB MDL. Contractors and vendors will be issued a computer-generated visitor pass or Defense Biometrics Identification System (DBIDS) card identifying them as a contractor authorized access to JB MDL. Vendors cannot receive a pass for more than one day.

3.2.1. A criminal history check will be conducted prior to issuing any pass or card.

3.2.2. Contractor visitor passes will be issued at a Welcome Center or the Commercial Vehicle Inspection facility for all contractors who require access to the installation for less than 60 days in a year.

3.2.3. Visitor passes will be issued to contractors who do not access the installation at least three days per week.

3.2.4. Contractors and vendors who access the installation less than three days per week but will access the installation for longer than one month will be included on an EAL with the date the contract expires. These personnel must stop at the Welcome Center each time they are needed to perform work. They will be issued a Visitor Pass each time they need to enter the installation. These personnel will be identified on the EAL as requiring periodic access.

3.2.5. DBIDS Installation Access Cards will only be issued to contractors requiring access at least 3 days a week for more than 60 days in a year. Personnel will only be issued an Installation Access Card after all required Criminal History Checks are completed. Installation Access Passes will only be issued at any of the Welcome Centers or Commercial Vehicle Inspection facilities for the entire JB MDL. These personnel will be identified on the EAL as requiring daily access.

3.2.6. Contractor passes will be updated annually at the Welcome Center or Checkpoint 9 for contracts lasting 1 year.

3.2.7. Contractor passes will be issued for the duration of the contract, or the length of the option period not to exceed 1 year.

3.3. NON-US CITIZENS. IAW Tab D to Appendix 6 to Annex C, all non-US citizens must request access through the Official and Unofficial Foreign Visitor Process prior to issuance of a pass. Visitors must provide a Work Permit Visa, Passport, or Alien Registration Card with an immigration number when requesting entry onto JB MDL. Upon approval from the FDO, SFS, OSI, and completion of an approved Alien Immigration background check, the foreign national will be permitted to be sponsored onto the installation.

3.3.1. Sponsors must meet their Foreign National visitor at the Welcome Center. Sponsors must always remain in control of their escort.

3.3.2. Non-US citizens will not be issued an installation access card for longer than their work permit visa is valid.

3.3.3. Those contractors working under the AF Industrial Security Program will provide an EAL to the Welcome Center.

3.3.4. Those contractors under the AF Industrial Security Program requiring access to the AF computer network may be issued a Common Access Card (CAC) in lieu of the normal contractor visitor pass.

3.3.5. Those contractors under the AF Industrial Security Program who have not been issued a CAC will be issued a contractor visitor pass if they will be on the installation less than 60 days. These contractors will be issued an installation access card if they are on the installation for longer than 60 days.

3.3.6. Those contractors under the AF Industrial Security Program who maintain an active DoW security clearance shall be validated through Defense Information System for Security (DISS) (or successor system).

3.3.7. Installation access cards or temporary visitor / vehicle passes are issued for a specific purpose. It is not intended to allow unrestricted installation access and is to be used only when access is required for the stated purpose. Access cards are the property of the government and must be returned to the issuing office when no longer authorized (termination, retirement, end of contract, expired, etc.) or required. The misuse of an access card or a temporary pass may be cause for confiscation and barment from the installation. All visitors and contractors will be advised that the acceptance of an access card and/or temporary pass will be considered implied consent to inspect passenger(s) and vehicle at any time while on the installation. When an access card, visitor or vehicle pass has expired, renewal is not automatic. The sponsor or requesting individual must resubmit required information.

3.4. Contractor Vehicle Passes for Entry to JB MDL. Contractor vehicle passes will be issued at any Welcome Center or Commercial Vehicle Inspection Area.

3.4.1. All vehicles and drivers must have the following documentation prior to being issued a Visitor Pass/Card and being granted access to JB MDL:

3.4.1.1. Valid state driver's license with photo.

3.4.1.2. Valid state driver's license without photo with another government/state issued form of identification with photo.

3.4.1.3. Valid vehicle insurance.

3.4.1.4. Valid vehicle registration.

3.4.1.5. Bill of Lading (if available).

3.4.1.6. A JB MDL point of contact with a phone number.

3.4.2. Contractors will be issued Visitor Pass/Card for entry to JB MDL provided the required documentation listed in 3.2 is valid. If the driver or a passenger is a Non-US Citizen that was not previously vetted for an official contract, 87 SFS will follow Foreign National Turnaround procedures and notify OSI, Det 307 immediately prior to taking any action.

3.4.3. Commercial vehicles identified in Appendix 4 and issued a Visitor Pass/Card must enter the installation through a Commercial Vehicle Inspection Area unless identified on the Installation Commercial Vehicle Access list. Checkpoints, Entry Points, and Welcome Centers will maintain an up-to-date copy of the approved vehicles list and redirect any vehicles not on the list to the appropriate commercial screening area.

3.5. Contractor, Commercial and Oversized Vehicles. All contractors, commercial, and oversized vehicles not on the Installation Commercial Vehicle Access list must enter JB MDL Main Base through Checkpoint-9 located on Saylor's Pond Road or through Lakehurst via the Commercial Vehicle Inspection (CVI) gate located on CR 547.

3.5.1. The Installation Commercial Vehicle Access list is for government sponsored organizations (United Communities, PRIDE, etc.) and the vehicles must be registered on the access list to be exempt from Commercial Checkpoint screening. The Installation Commercial Vehicle Access list will be maintained by 87 SFS/S3 and posted at the gates/checkpoints.

3.5.2. The following are considered "commercial and oversized" vehicles at JB MDL and these vehicles can only enter the installation via the commercial vehicle gates:

3.5.2.1. All vehicles registered and licensed for commercial purposes with "commercial" license plates, regardless of state of issue.

3.5.2.2. All vehicles, regardless of type, license plate, or size, have more than two (2) axles.

3.5.2.3. All commercially licensed vehicles used to carry tools, machinery, equipment, or other commercial related equipment onto the installation must go through Checkpoint 9

3.5.2.4. All commercially licensed vehicles displaying a commercial plaque, logo or emblem carrying tools, machinery, equipment, or other commercial related equipment onto the installation must go through Checkpoint 9.

3.5.2.5. Pick-up trucks, without commercial plates, which have not been equipped with storage containers and are not loaded with material in the bed of truck may enter JB MDL through any gate.

3.6. Contractor vehicle and personnel processing requirements. Checkpoint 9 is open for personnel and vehicle processing from 0600-1600 Monday-Friday/0800-1200 Saturday/ closed Sunday and holidays.

3.6.1. Contractor/Commercial vehicles requesting JB MDL Main Base entry from 1600-0600 will not be allowed entry. Unusual circumstances will be handled on a case-by-case basis. Contact the ECC at (609) 754-6001 if emergency access is needed.

3.6.2. Lakehurst Commercial Vehicle Inspection is open for personnel and vehicle processing from 0600-1400 hours Monday-Friday/closed Saturday, Sunday, and holidays.

3.6.3. Contractor/Commercial vehicles requesting JB MDL Lakehurst entry from 1400-0600 or on weekends must be coordinated with ECC and BDOC at (609) 754-6001/ 1730/1731.

3.7. Sub-Contractors. All subcontractors are required to follow the same instructions listed above for their subcontractor personnel.

3.7.1. Contractors with an immediate access requirement for a short-term subcontractor must coordinate with their Contracting Officer prior to authorization of access without following the normal procedures.

3.7.2. Short term Subcontractors will be issued a pass not to exceed 1 week.

3.8. Contractors. Contractors working in USAF Restricted Areas will comply with the following:

3.8.1. All contractors meeting the standard of visitor groups DoDMAN 5200.02_ DAFMAN 16-1405_DAFGM 2024-01, 26 November 2024, *Department of the Air Force Personnel Security Program*, will be issued line badges for working on the flightline and restricted areas. Those contractors must work 90 or more days consecutively (not counting weekends or holidays). All other contractors will require escorts from the DoW unit associated with the work being conducted.

3.8.2. Each individual contractor (person) will be required to complete a Standard Form (SF) 85 Tier 1 - Questionnaire for Public Trust Position before accessing the Restricted Area. This is an investigation to determine the trustworthiness of the individual requiring access to the Restricted Area. This is not the same type of investigation as the NJ or other state background checks required to be conducted to access JB MDL.

3.8.3. In accordance with DAFI 31-101, AMC Supplement, *"Contractors will not perform entry control to restricted areas containing free zones."*

3.8.4. Each individual will work with the unit security manager the contractor is supporting to complete the SF 85 Tier 1.

3.8.5. Upon completion, the contractor will submit it to the unit security manager for review.

3.8.6. If the SF 85 package contains errors, the individual will work with the security manager to correct.

3.8.7. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

3.8.8. If the SF 85, Tier 1 package contains no errors, the unit security manager will complete an AF Form 2586 - Unescorted Entry Authorization Certificate for accessing the restricted area.

3.8.9. The unit security assistant will make an appointment with 87 ABW Information Protection (87 ABW/IP) Office for contractor processing and turn-in AF Form 2586.

3.8.10. The contractor will meet 87 ABW/IP personnel and submit the completed SF 85, Tier 1. 87 ABW/IP will review SF 85, Tier 1 for accuracy and completion. If the SF 85 package contains errors, the individual will work with the personnel security office to correct.

3.8.10.1. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

3.8.10.2. If there are no issues with SF 85, the 87 SFS Reports and Analysis will conduct local files check on the individual and/or eAgent check.

3.8.11. Upon local files check completion (no issues), the contractor will be directed to the Pass & Registration (ASA Fort Dix Welcome Center) where a restricted area badge can be issued on an interim basis based on submission of the AF Form 2586 to 87 SFS Badging Office.

3.8.11.1. 87 SFS Badging Office will review AF Form 2586 for accuracy and completion.

3.8.11.2. If there are no errors, then an AF Form 1199, Restricted Area Badge will be produced for the contractor.

3.8.11.3. If there are errors on the AF Form 2586, the contractor will be directed to return to the unit security manager for re-accomplishment of the form.

3.8.12. If potential disqualifying information is discovered, the file is forwarded to the 87 ABW IP Office. The IP Office will coordinate with the unit and appropriate wing to determine an appropriate status for the contractor. If the determination is unfavorable, the IP Office will notify the 87 SFS and unescorted entry privileges to restricted areas and the flightline will be withdrawn automatically.

3.8.13. Any work on or near the flightline will be coordinated through the 87 SFS/S5 Office. The 87 SFS Resource Protection section (Bldg. 6049 / Room 8) and Plans Manager (Bldg. 6049 / Room 7) must review prior to the start of any work in or around a Controlled/ Restricted Area.

3.8.14. The 87 SFS Plans Manager will verify the need to access the restricted area and determine if a Free Zone must be established.

3.8.15. The 87 SFS Resource Protection office needs to review all Statements of Work, Blueprints, and Contracts to ensure all JB MDL Force Protection needs are met and any police support is identified.

3.9. Flightline Driving. Only authorized contracted or privately owned vehicles with colored cones/placards are authorized on the flightline and/or flightline road unless driving a government vehicle or under authorized escort.

3.9.1. Contractor personnel who are authorized to drive on the flightline will be issued a colored cone/placard from Airfield Management.

3.9.2. Cones/placards must be visible during operations of the vehicle when driving on the flightline and when parked on the flightline.

3.9.3. The cone/placard must be secured (put away) upon departure from the flightline.

3.10. Restricted Areas. Defined as an area delineated by ropes, red lines or barriers that contain protection level resources (i.e., aircraft or equipment).

3.10.1. These areas require a certain level of protection, and entry is only allowed by authorized personnel wearing a restricted area badge or personnel under authorized escort.

3.10.2. Aircraft hangars are restricted areas when aircraft are present.

3.10.3. Signs are posted every 100 feet on the exterior of restricted area boundaries stating, "Deadly Force is Authorized".

3.10.4. Contractors will never enter restricted areas unless properly escorted or authorized by the JB MDL/CC or designee through the issuance of a restricted area badge.

3.10.5. If Security Forces or a military member detains a contractor or contract employee at any time or for any reason, the contractor will comply with their request and will not become combative or argumentative.

3.10.6. Project Managers or long-term contractors requesting to control entry/exit through a gated/secured flightline ECP for a mission critical need must be in possession of a DoW CAC and must possess a RAB if project/access is near/adjacent to a Restricted Area. CAC/RAB holders must remain at the ECP while the area is open and are responsible for returning the key to the ECC at the end of the day. Entry and exit to restricted areas and free zones are covered in Appendix 8 to Annex C.

3.10.6.1. All contractor controlled, or mission partner controlled, entry concerns must be pre-approved and coordinated with 305 AMW Airfield Management and Security Forces (87 SFS/S5) prior to the contract being awarded.

3.11. Miscellaneous Requirements. All requests for additional contractor personnel must meet the same requirements listed in paragraph A1 above before installation access passes will be issued.

3.11.1. The administrative contracting office will be notified when personnel leave the contractor company for any reason and provide that information to the Welcome Center.

3.11.2. The contractor company is responsible for the return of all contractor identification badges at the end of the contract or when personnel depart for any reason. All badges and passes will be returned to the Welcome Center.

3.11.3. During increased FPCONs, there may be limited entry to the installation.

3.11.4. Retired military or government personnel may be allowed to enter the installation through any gate providing the vehicle operator has a current and valid base entry ID card.

3.11.5. Retired military or government personnel must be listed on the company EAL.

3.11.6. All retired military or government personnel will complete all Criminal History Record Information/Background Check regardless of their military/government retired status.

3.11.7. All contractor vehicles entering must be registered at the Welcome Center or Commercial Vehicle Inspection Facility.

3.11.8. Personnel authorized to receive a long-term Access Pass will not be issued a vehicle pass. The vehicle information will be included in the bar code of the pass. Personnel entering JB MDL who do not qualify for a long-term pass or are using a vehicle temporarily, will be issued an AF Form 75, Vehicle Pass and authenticated by an E-6 or Civilian equivalent or higher.

3.11.9. Non-CAC contractors (green striped DBIDS) are NOT authorized to sponsor personnel on to JB MDL. There are no exceptions to this rule IAW DAFMAN 31-101 V3.

3.11.10. Any contractor found in violation of these requirements will be escorted off the installation. They will be removed from the company entry authority list and will not be allowed to reenter JB MDL without the express written permission of the JB MDL/CC.

3.11.11. Contractors are required to obey all entry requirements, traffic rules and requirements of JB MDL. Failure to comply will result in debarment from the installation.

3.11.12. Contractors are not authorized to utilize cell phones while operating a motor vehicle of any type while on JB MDL unless they can be operated hands free to include turning on, answering, speaking, and turning off.

3.11.13. Headsets are not authorized for use while operating a vehicle on JB MDL.

3.12. Questions or Problems

3.12.1. Questions upon entry to the installation may be directed to any one of the following locations: Checkpoint 9 (609) 562-3938, ASA Fort Dix Welcome Center (609) 562-6603, Lakehurst Welcome Center (732) 323-2693

3.12.2. If a contractor has any problems while on JB MDL in any way related to base entry or security, contractor should contact the Emergency Communication Center. (609) 754-6001/1730/1731.

4. ADMINISTRATION AND LOGISTICS. See Basic Plan.

5. COMMAND AND CONTROL. See Basic Plan.

HQ, 87 ABW (AMC)
JB MDL, NJ 08641
17 April 2026

ATTACHMENT 1 TO APPENDIX 4 TO ANNEX C TO JB MDL BDP
CONTRACTOR ENTRY AUTHORITY LIST (EAL) REQUIREMENTS

1. The EAL must include the following information regarding the contractor:

1.1. Company Name

1.2. Company Address

1.3. Company Point of Contact (POC)

1.4. Company POC Phone number

1.5. Company On Site Contact name

1.6. Company On Site Phone number

1.7. Contract Number

1.8. Purpose of contract

1.9. Duration of contract (Start and End Dates)

1.10. Location where the contract is to be performed

1.11. JB MDL Unit POC Name and Grade

1.12. JB MDL Unit of Sponsor

1.13. JB MDL Unit POC Phone number

1.14. Administrative Contracting Officer POC

1.15. Administrative Contracting Officer POC Phone Number

1.16. Days of the week access is required (i.e., Monday-Friday)

1.17. Hours of the day access is required (i.e., 0600-1800)

1.18. Alphabetical listing of all contractor personnel to include full name (LAST, First Middle Initial)

1.19. Social Security Number of all contractors

1.20. Date of Birth of all contractors

1.21. Alien Registration Number or passport number for all non-US legal immigrants

2. Subcontractors must be processed in the same manner as a prime contractor and are required to submit the following information in addition to the information listed above:

2.1. Subcontractor company name

2.2. Subcontractor company address

2.3. Subcontractor company point of contact (POC)

2.4. Subcontractor company POC phone number

NOTE: Any military ID card holder working as a contractor must be included on the EAL.

DEPARTMENT OF WAR
JOINT BASE MCGUIRE-DIX-LAKEHURST NJ

*****EXAMPLE ONLY*****

17 April 2026

MEMORANDUM FOR 87 SFS WELCOME CENTER

FROM: (Your Company Address Information)

SUBJECT: Entry Authority List (EAL)

1. The (Your Company Name) will be working on Contract Number (Example: F12958-06- C-0092) for the purpose of building the new Temporary Lodging Facility near Bldg. 2717 from 1 May 2009 through 31 May 2011.

2. My onsite POC will be (Example: John J. Johnson) and his on-site phone number is (Example: (123) 456-7890).

3. The JB MDL Unit POC is (Example: Lt Tom T. Thompson) from the (insert unit name Example: 87 SFS, 819 GRS, 87 CES), his phone number is (Example: (456) 789-0123).

4. The Procurement/Administrative Contracting Officer is (Example: Mrs. Joan J. Jett) and her phone number is (Example: (789) 012-3456).

5. The following personnel will be required to access JB MDL on a daily basis for the length of the contract.

LAST, First, MI	***DoW ID***	***Date of Birth***	***Days of Week Access Required***	***Hours of Day Access Required***
THUMB, Thomas J.	XXXXXXX	1 January 1981	M-F	0600-1800
PLUMMER, Patricia M.	XXXXXXX	25 December 1986	Tues only	1200-1600
KRAVER, Gregory A.	XXXXXXX	4 July 1976	Sun-Sat (7 days/week)	24 hours
MORPHIUS, Neo D.	XXXXXXX	31 December 1982	Mon & Wed only	0800-1200

6. If there are any questions, please contact *NAME* at (*phone number*).

7. ADD Signature blocks for the following:

a. 1st Endorsement, Contracting Officer
b. Signature Block of Company Approving Official
c. Signature Block of Procurement/ Administrative Contracting Officer

HQ, 87 ABW (AMC)
JB MDL, NJ 08641
17 April 2026

ATTACHMENT 2 TO APPENDIX 4 TO ANNEX C TO JB MDL BDP
CONTRACTOR FREE ZONE REQUIREMENTS AND PROCEDURES

1. SITUATION. See Basic Plan.

2. MISSION. Provide a handout for contractors to outline the procedures for obtaining and operating a Free Zone within a controlled or restricted area.

3. EXECUTION

3.1. Free zones are temporary work zones free of protection level resources that are created within restricted areas when construction projects and similar activities make normal circulation controls inappropriate.

3.1.1. Requests to establish free zones must be coordinated with those agencies involved in the project, including the unit commander or staff agency chief having immediate responsibility for the operational resources of the area, the 87 SFS/CC and 87 SFS/S5.

3.1.2. Free zones are limited in size to the minimum necessary for the contract work to be completed. The free zone must seclude the construction area from the restricted area, cannot be adjacent to resources (within 50 ft.).

3.1.3. The FPC or JB MDL/CC approves free zone establishment and concept of operations. Free zone approval must be in writing and is maintained by 87 SFS/S5 and the organization most responsible for the project.

3.2. Requests to establish free zones will be submitted IAW Tab C to Appendix 7.

3.2.1. Projects within or adjacent to flight-line controlled areas must be routed through 305 OSS/OSAM and Flight Safety (87 ABW/SE) prior to submittal to the BDC.

3.2.2. The JB MDL/CC is the final approving authority.

3.2.3. Written requests for free zone establishment must contain the following information:

3.2.4. Estimated start and completion dates of the project.

3.2.5. Physical description of the area.

3.2.6. Prohibited areas.

3.2.7. A map indicating the requested free zone area and access routes to or from the free zone.

3.2.8. An outline of security procedures to be used to ensure restricted area integrity.

3.2.9. As per DAFI 31-101, 5.7.3.2.1., a PL 1-3 Aircraft will not be allowed in or within 50 feet of the freezone without a deviation signed by the JB MDL/CC.

3.3. If a contractor is completing the work, the installation contracting officer gives the contractor a letter signed by the installation commander or the group commander responsible for the security of the area, outlining the contractor's security responsibilities.

3.4. The organization or agency most directly associated with the project must watch the free zone boundary, provide escorts, and prevent unauthorized entry into the restricted area. Ensure sufficient personnel are available to provide constant surveillance for the entire free zone boundary.

3.5. Entry control to restricted areas containing free zones cannot be delegated to contractors regardless of RAB.

3.6. The organization or agency most directly associated with the project ensures the free zone boundary is clearly marked with an elevated rope, barrier, fencing, or other suitable material, clearly delineating it from the restricted area. Normally, the provision and placement of boundary materials and markers are included in the contract as a contractor's responsibility.

3.6.1. Signs identifying the free zone should face away from the free zone, so that they are visible upon approaching the free zone.

3.6.2. Restricted area signs will be placed every 100 feet on the inside of the free zone boundary, visible to workers inside the free zone, clearly marking the restricted area boundary where it adjoins the free zone.

3.6.3. Security forces will provide technical assistance in marking and maintaining the free zone boundary. Note: Free zones WILL NOT be granted to replace, or granted as a convenience in place of, the need for escort officials and escorts.

3.6.4. The free zone will be closed and secured at the end of working hours each day.

3.6.5. ECC will be notified by owner/user prior to opening/closing/securing the free zone.

3.6.6. Security forces must conduct a sweep of the free zone area when closed for the day in areas containing PL 1 and 2 resources.

3.7. <u>Free Zones for PL 4 Resources (Controlled Areas)</u>

3.7.1. Free zones are established within controlled areas when construction projects and similar activities make it inappropriate/impractical to apply normal circulation controls.
3.7.2. Establish a free zone corridor from some point on the controlled area boundary to the work project to aid in moving personnel and equipment.

3.8. Controlled Area Free Zones. Establish free zones when construction projects or other temporary work activities make escort procedures impractical. Follow these general guidelines.

3.8.1. Allow entry to the project work area at some point on the boundary of the controlled area with a free zone corridor.

3.8.2. Ensure that the responsible activity maintains surveillance over the boundary of the free zone.

3.8.3. Close the free zone and secure the controlled area after normal project work hours.

3.8.4. If the temporary free zone inside a critical asset (CA) requires contractors to complete work around sensitive equipment or materials, owner/user personnel will be present any time contractors are in the area or will have the sensitive equipment or materials removed from the area.