

- **Open Areas:**

- 1- Alpha Site
- 2- Hill 170 Complex
- 3- Hill 180 Antenna Field
- 4- Bldg. 1096
- 5- Bldg. 1516
- 6- Bldg. 949 System Control Facility
- 7- CDOC(Combined Defense Operations Center)
- 8- KAO/KCOIC
 - H/Bldg. 935
 - K/Bldg.940
- 9- Pre-Load Area/Delta Site
- 10 &13- AMC Ramp/Base Ops Ramp(13 Foreign Nationals)
- 11- Osan Command Post
- 14 &17- Alpha, Bravo, Charlie Diamond and Third Generation Tactical Parking Area(17 Foreign Nationals)
- 19- 5th RS Parking Area

- **Response Codes:**

- Code **01**: Routine
- Code **02**: Urgent(Lights only)
- Code **03**:Emergency(Lights & Sirens)
- Code **04**: Wants/Warrants
- Code **05**: Traffic Stop
- Code **06**: Latrine Break
- Code **07**: Meal Break
- Code **08**: Suspect in Custody
- Code **08a**: Suspect of the Opposite Gender in Custody
- Code **09**: Change Radio Frequency
- Code **10**: All Secure
- Code **11**: Transporting Suspect

- Code **11a**: Transporting Suspect of the Opposite Gender
- Code **12**: Bomb Threat
- Code **13**: Assistance Needed
- Code **14**: Guard Mount Broke
- Code **15**: Sexual Assault
- Code **Alpha**: Alarm Activation
- Code **Echo**: Escort
- Code **Papa Delta**: Passive Duress

- **Forms:**

- AF Form **52**: Evidence Tag
- AF Form **53**: SF Blotter
- AF Form **1109**: Visitor Register Log
- AF Form **1168**: Statement of Suspect/Witness/Complainant
- AF Form **1176**: Authority to Search and Seize
- AF Form **1199**: RAB (Restricted Area Badge)
- AF Form **1297**: Temporary Issue Receipt
- AF Form **1315**: Major Accident
- AF Form **1361**: BOLO (Pick- Up/ Restriction Order)
- AF Form **1364**: Consent for Search and Seize
- AF Form **3226**: Authority to Apprehend in Private Dwelling- Resident
- AF Form **3545**: Incident Report(SFMIS)
- AF Form **3907**: Field Interview Card
- DD Form **2**: CAC (Common Access Card)
- DD Form **1920**: Alcohol Incident Report

- DD Form **1408**: Traffic Ticket
- DD Form **2701**: Victim/Witness Assistance Program (VWAP)
- DD Form **2708**: Receipt For Inmate/Detained Person
- DD Form **2501**: Classified Courier Card
- DD Form **2504**: Abandon Vehicle Form
- DD Form **460**: Provisional Pass
- USFK CJ **Form 1**: Notice of Incident/Arrest
- USFK CJ **Form 2**: Custody of Receipt (Military Offender)
- USFK CJ **Form 3**: Custody of Receipt (Civilian Offender)
- USFK **37EK**: Korean ID
- USFK **192EK**: Temporary Vehicle Pass
- 51 FW **Form 42**: Minor Vehicle Accident Worksheet
- 51 FW **Form 0-89**: Visitor Log
- 51 FW **Form 33**: Temporary Airfield Vehicle Pass
- 51 FW **Form 0-75**: Promise of Payment (IOU) Private Settlement



- **Protection Level Definitions:**

- Protection Level 1: Assign PL 1 to AF power projection assets for which the loss, theft, destruction, misuse or compromise would result in **Unacceptable Mission Degradation** to the **Strategic Capability** of the U.S. or **Catastrophic Consequences** for the nation.
- Protection Level 2: Assign PL 2 to AF assets for which the Loss, Theft, Destruction, Misuse or Compromise would result in **Significant Mission Degradation** to the **War-Fighting Capability** of the United States.
- Protection Level 3: Assign PL 3 to AF assets for which the Loss, Theft, Destruction, Misuse or Compromise would result in **Mission degradation** to the **War-Fighting Capability** of the United States.
- Protection Level 4: Assign PL 4 to AF to **Operational or Mission Support assets that directly or indirectly support power projection assets and the War Fighting Mission** for which the Loss, Theft, Destruction, Misuse or Compromise would **Adversely Affect** mission capability.

- **Protection Level Resources:**

- PL 1 Open Areas:

- 2 (Hill 170)
- 6 (Bldg. 949 System Control Facilities)
- 8 (KAOC/KCOIC Bldg. 935/940)

- PL 2 Open Areas:

- 4 (Bldg. 1096)
- 5 (Bldg. 1516)
- 11 (CDOC Bldg. 1097)
- 14 (Tactical Aircraft Parking during Mass Generation; Alpha/Bravo Diamonds, 3rd Generation and Flow- Thru areas)
- 19 (5th Reconnaissance Squadron Aircraft Parking Area)

- PL 3 Open Areas:

- 3 (Hill 180)
- 10/13 (AMC Ramp)
- 14 (Tactical Aircraft Parking Area, Southeast/Southwest leg of Charlie Diamond, Door Stop, Hot Cargo pad)

- PL 4 Open Areas:

- 1 (Alpha Site)
- 7 (CDOC Bldg. 1097)
- 9 (Delta Site/Preload Area)

- **FPCONS:**

- FPCON Normal: Applies when a **general global threat** of possible activity exists. Warrants a routine security posture.
- FPCON Alpha: Applies when there is an **increased general threat** of possible terrorist activity against personnel or facilities, the nature, and extent of which are unpredictable.
- 3 ○ FPCON Bravo: Applies when an **increased or more predictable threat** of terrorist activity exists. SFOI 31-101 11 August 2015
- FPCON Charlie: Applies when an **incident occurs or intelligence is received** indicting some form of terrorist action or targeting against personnel or facilities is likely.
- FPCON Delta: Applies in the **immediate area** where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is **imminent**.

- **FPCAM:**

- A Force Protection Conditioning Alerting System, down channeling alerting order, which sets in motion an increase in readiness posture.

- **Eight Pre-Conditions of Deadly Force (Refer to AFI 31-117):**

1. Self Defense
2. Defense of others
3. Serious Offenses Against Persons
4. Inherently Dangerous Property
5. Assets Vital to National Security
6. National Critical Infrastructure
7. Escape

8. Arrest or Apprehension

- **Security 1 Responsibilities**

- KAOC
- KCOIC
- Bldg.949/Systems Control Facility
- Bldg.1097/Osan Command Post

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- **Security 2 Responsibilities**

- 5th RS area
- Hill 170
- Delta Hardstand
- AMC Ramp
- Base Ops Ramp

- **Security 3 Responsibilities**

- Alpha/Bravo/Charlie Diamond
- Third Generation Area
- Follow-throughs
- Doorstop
- Hot cargo Pad
- Bldg. 1516
- 607th Air Communication Squadron

- **4 Different types of high risk traffic stops**

- Oblique
- Double Abreast
- Single File
- Back up off set

- **Major vehicle accidents are classified as:**

- Accidents with disabling damage to a vehicle
- Injuries or fatality involved
- Damage which totals \$10000 or more to vehicles or property
- Accidents which are difficult to explain

- **Defector Situations**

- All Defector Situations will be classified as “Seven Bridges”. Do not use the term defector over the net. Conduct a frisk of the individual for any weapon or devices. If the individual does not want to be searched, do not allow entry, KNP will assume responsibility. BDOC will dispatch all appropriate patrols. Ensure all leadership photos have been removed from the gate. The defector will be told government official (OSI) will be in enroute. If the individual is transported to BLDG.1425, all leadership photos will be removed and guards will be posted at the door. Ensure the most direct route is taken.

- **Gate runner procedures**

- Notify all post and patrols to include BDOC by going over the Radio with “ GATE RUNNER GATE RUNNER GATE RUNNER”
- Immediately activate the barrier system by depressing the red activation button
- If efforts to stop individual with the barrier system prove fruitless utilize Spike strips
- Give “SALUTE” report description of the vehicle, occupants and direction.

- **DBIDS Codes**

- **Archived-** Deros has expired. Access is still granted, however individuals may not escort personnel. Do not take their ID card, do not contact BDOC. Direct personnel to Pass and Registration (BLDG. 765) to update information.
- **Denied for this Area-** not permitted access to Osan AB. Do not allow on the installation without an escort or TDY orders.
- **Not in DBIDS-** This person is not enrolled in DBIDS. Can be verified using the “Manual Lookup” by entering their SSN. Person is still granted Access to the installation and no escort is needed.
- **Defective-**This ID has been declared defective. Do Not Grant access. Do not return ID card to person. Contact BDOC and Detain individual Complete an AF Form 52 and Do not return receipt to individual
- **Barred-**this person is barred! Notify BDOC immediately for additional information. Detain and Do Not Grant Access!

- **Article 5**

- Of the UCMJ States the UCMJ applies in all places. (Where)

- **Article 2**

- Of the UCMJ States who is subject to military jurisdiction. (Who)

- **Curfew Violations**

- If a military member violated curfew, the individual's first sergeant will be contacted to respond. After release, town patrol member will ensure a blotter entry or report is completed as directed by Flight Commander/Chief.

- **Building Alarm Secure/Unsecure**

- ensure all installation gates are notified of the alarm activation
- BDOC will verify the facility status (open/closed) with the alarm panel and alarm sheet.
- Once the patrols are on scene and 360-degree coverage of the facility is obtained, the on-scene Commander will have a patrolman (preferably an MWD team) conduct an exterior walk around to determine the status of the facility.
- If the exterior check revealed all to be in order, the custodian will open the facility and two patrolmen or MWD team (if available) will conduct an initial check for perpetrators. The custodian should remain outside the facility during this initial check.
- If the facility is found unsecured, 360-degree security of the facility will be maintained and observation of the unsecured door or window will be made.

- **Unauthorized aircraft movement operations**

- BDOC will initiate Hijacking QRC and dispatch appropriate patrols. Place vehicle in front and rear of AC to prevent movement, unless fire department has already done so. SF will not go on active runway to prevent movement. Block all avenues of approach, deploy and initiate Challenge.

- **Covered Wagon**

- Covered Wagon reports inform higher-level headquarters that an unusual incident affecting Protection Level 1,2, or 3 resources, probably or actually hostile, occurred at an installation or dispersed site

- **General Orders: FOR OFFICIAL USE ONLY**

- I will take charge of my post and protect personnel and property for which I am responsible until properly relieved.
- I will report all violations of orders I am entrusted to enforce and will call my superior in any case not covered by instructions.
- I will sound the alarm in case of disorder or emergency

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- **M4 Carbine:**

- **Caliber of the M4:**

- 5.56mm

- **Weight of the M4:**

- 7.75/ with sling & loaded mag: 8.63lbs

- **Length of the M4:**

- Closed: 29.75 in. / Open: 33 in.

- **What is the mechanical feature of the M4?**

- Rifling (Right Hand 1/7 twist)

- **Four positions on the Buttstock of the M4:**

- Closed, 1/2 open, 3/4 open, fully open

- **Rates of fire for the M4:**

- Semi: 45 rpm
- Burst/Auto: 90 rpm
- Sustained Rate of Fire: 12-15 rpm
- Cyclic Rate of Fire 700-970 rpm (approx.)

- **Maximum ranges of the M4:**

- Max Range: 3600m
- Max Effective Range: 500m(Point targets) 600m(area targets)

- **Muzzle Velocity of the M4:**

- 2,970 fps **FOR OFFICIAL USE ONLY**

- **Chamber Pressure of the M4:**

- 52,000 psi

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- **What is a stoppage?**

- A stoppage is a failure of an automatic or semiautomatic firearm to complete the cycle of operation.

- **What is a Malfunction?**

- Malfunctions are caused by procedural or Mechanical failures of the rifle, Magazine, or Ammunition.

- **Explain Nature of the Target:**

- The nature of the target affects its perceived range. Examples are: A target that contrasts with its background appears to be closer than it actually is or a partly exposed target appears more distant than it actually is.

- **Explain Nature of the Terrain:**

- The contour of the terrain affects the observer's ability to estimate range. Examples are: As the observer's eye follows the contour of the terrain, they tend to overestimate distant targets. When an observing over smooth terrain, such as sand, water, or snow, it causes the observer to underestimate distant targets. Looking downhill, the target appears farther away/looking uphill, the target appears closer.

- **Explain Light Conditions:**

- Light conditions affect range estimation. The more clearly a target can be seen, the closer it appears. Examples are: When the sun is behind the observer, the target appears to be closer. When the sun is behind the target, the target is more difficult to see and appears to be farther away.

- **What rounds are standard duty issue for the M4 carbine?**

- M855 ball (Green tip) and M856 tracer (Orange tip).

- **The fundamentals of marksmanship?**

- Steady position, aiming, breathe control, and trigger squeeze.

- **What does CLP stand for?**

- CLP: Cleaner, Lubricant, and Preservative

- **What does LSA stand for?** **FOR OFFICIAL USE ONLY**

- LSA: Weapons Lubricant Oil, Semifluid

- **Temperature ranges do you use CLP and LSA:**

- Between 10F and -10F/ Above -10F.

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- **What lubricant must be used for temperature below -10F?**

- LAW only.

- **What are the 5 Methods of Range Determination?**

- 100-meter unit-of-measure method, range card method, front sightpost method, appearance of objects method, and combination method.

- **100-Meter Unit-of-Measure Method:**

- To use this method, the SDM must be able to visualize a distance of 100 meters on the ground. For ranges up to 500 meters, the SDM determines the number of 100-meter increments between the two objects he wishes to measure. Beyond 500 meters, he must select a point halfway to the object, determine the number of 100-meter increments to the halfway point, and then double the number.

- **Range Card Method:**

- SDMs use a range card to quickly determine ranges throughout the target area. Once a target is detected, the SDM determines its location on the card and then reads the proper range to the target.

- **Front Sight post Method:**

- Using the front sight post as a scale is another method of estimating range. This method can be used for a quick on- the-spot estimation and engagement. Ex: If a man-sized target is ½ of the width of the front sight post, he is approx 300 meters away. Ex: If a man-sized target is the width of the front sight post, he is approx 175 meters away.

- **Appearance of Objects Method:**

- This method of range determination is based on the size and visible characteristics of an object.

- **Description:**

- The M4 Carbine is a lightweight, gas operated, air cooled, magazine-fed, shoulder-fired weapon.

- **What is the cycle of operation?**

- Feeding, chambering, locking, firing, unlocking, extracting, ejecting, and cocking.

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- **M9 Pistol:**

- **Caliber of the M9 pistol:**

- 9x19mm (9mm NATO)

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- **Description of the M9 pistol:**

- Magazine fed, semiautomatic, recoil operated, double action pistol.

- **Two modes of fire does the M9 pistol incorporate:**

- Double and single action.

- **What mode of fire is the M9 pistol in when the hammer is fully forward?**

- Double action.

- **The three safety features of the M9:**

- Decocking/Safety lever, Firing pin block, hammer half-cocked.

- **What is the magazine capacity of the M9 pistol?**

- 15 rounds staggered.

- **Maximum effective range of the M9 pistol:**

- 50 meters.

- **Maximum range of the M9 pistol:**

- 1800 meters.

- **Sights affixed to the M9 pistol:**

- Blade front sight and rear notched bar.

- **Length of the M9 pistol:**

- 8.54 inches.

- **Width of the M9 pistol:**

- 1.50 inches.

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- **Barrel length of the M9 pistol:**

- 4.92 inches.

- **Height of the M9 pistol:**

- 5.51 inches.

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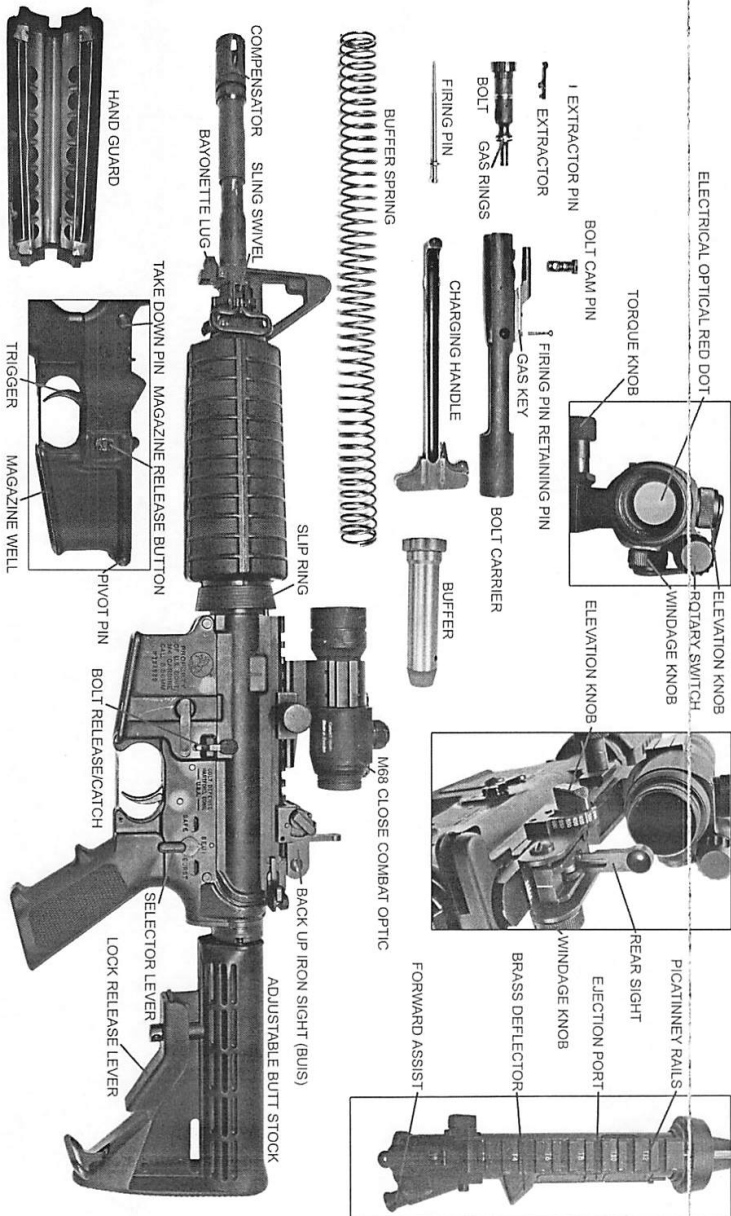
- **Muzzle velocity of the M9 pistol:**

- 1,230 feet per second.

- **M9 pistol with full magazine weighs:**

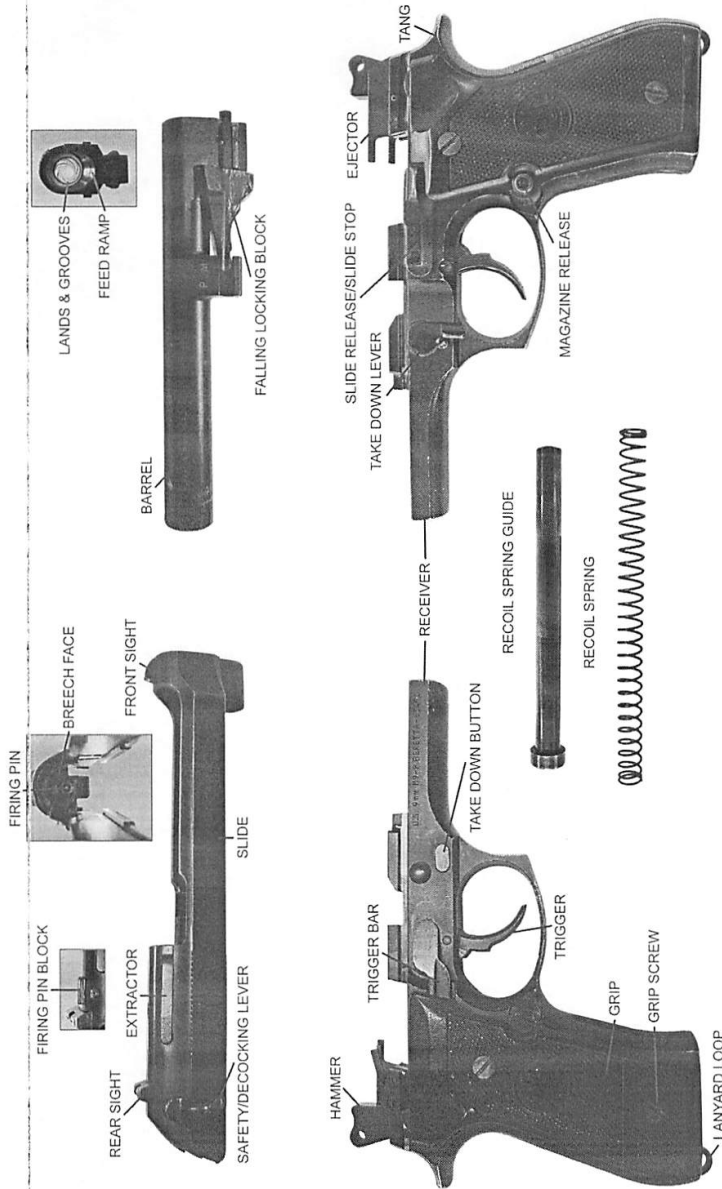
- 40.89 ounces.

M4 CARBINE



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M9 BERETTA



BY ORDER OF THE COMMANDER
101 51st SECURITY FORCES SQUADRON

51 SFS OPERATING INSTRUCTION 31-
11 August 2015

FOR OFFICIAL USE ONLY

Security Forces Operations – Armistice

8 This Security Forces Operating Instruction (SFOI) provides guidance and establishes procedures for the 51st Security Forces Squadron personnel, and others attached in the performance of Security Forces duties during normal and contingency operations.

Supersedes: SFOI 31-101, dated 19 December 2012
Certified by: 51 SFS/CC (Lt Col Christopher M. Neiman)
OPR: 51 SFS/S30
Pages: 125
Distribution: (FOUO) For Official Use Only

SFOI 31-101 11 August 2015

This instruction implements the Osan Integrated Defense Plan (IDP) and provides specific physical protection guidance to the 51 SFS in regards to United States Air Force (USAF) Protection Level (PL) 1, 2, 3 and 4 resources and personnel on Osan AB. It identifies USAF restricted areas, restricted area entry and circulation control procedures. This instruction applies to all personnel assigned permanently or temporarily to the 51st Security Forces Squadron. The capability to provide an adequate 24-hour deterrent against all threats directed against assigned resources must be routinely demonstrated by the effective use of security forces, equipment, and facilities. Additionally, standardized procedures will be employed to detect unusual occurrences, initiate immediate alarms, and provide immediate armed responses to hostile and non-hostile situations that affect installation resources.

SUMMARY OF REVISIONS

This instruction has been significantly revised.

REFERENCES:

AFI 31-101, *Integrated Defense*, AFI 31-117, *Arming and Use of Force by Air Force Personnel*, AFI 31-118, *Security Forces Standards and Procedures*, AFI 31-203, *Security Forces Management Information System (SFMIS)*, AFMAN 31-113, *Installation Perimeter Access Control*, AFMAN 31-116, *AF Motor Vehicle Traffic Supervision*, AFMAN 31-201V3, *Flight Operations*, AFMAN 31-201 V4, *High Risk Response*, AFMAN 31-207 V7, *Security Forces Administration and Reports*, AFMAN 31-219, *USAF Military Working Dog (MWD) Program*, AFMAN 31-222, *Air Force Use of Force Manual*, AFMAN 31-229, *USAF Weapons Handling Manual*, 51 FW OPLAN 31-1, *Osan IDP*, 51 FWI 31-202, 51 FWI 31-204, DODI 1030.2, *Korean Air Operation Center (KAOC)/Korean Combat Operations Intelligence Center (KCOIC)*, OI 93-1, *OSHA Code of Federal Regulations, Title 29, Part 1910.1030, Owner’s Manual TC8500 Series, Owner’s Manual MV45, Owner’s Manual TC3910, PACAF Sup 1 to AFI 31-101, USFKR 1-44, USFKR 190-1, USFKR 190-2, USFKR 190-50, USFKR 190-7, USFKR 27-5, USFKR 60-1, Republic of Korea-United States of America Status of Forces Agreement (SOFA), Article III, and agreed minutes, Individual Conduct & Appearance, USFK Policy #1, Zero Tolerance Policy, USFK Command Policy Regarding Off- Base Curfew; 51 FW Policy Letter for Off-Limit Establishments & Escort Policy.*

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1.1. General Duties and Responsibilities of Posts and Patrols.

- 1.1.1. Immediately upon being posted, read and comply with your Special Security Instructions (SSI), inspect the gate shack and/or vehicle, (IAW post accountability check-sheet or AF IMT 1800, if applicable), and all equipment associated with the post (e.g., map, grid disk, OIs, SSIs, fire extinguisher, etc.). Report discrepancies or deficiencies to BDOC or your Flight Chief prior to relieving off-going personnel. Annotate these discrepancies in the blotter.
- 1.1.2. Report the security status of your post to BDOC twice per shift or when directed by the Flight Leader/Flight Chief.
- 1.1.3. Monitor the SF radio at all times and maintain stringent radio discipline.
- 1.1.4. Know all security deviations and the compensatory measures for your area of responsibility.
- 1.1.5. Know the duress words, FPCON, road conditions, OPSEC/COMSEC procedures, and ground/weapons/vehicle safety policies.
- 1.1.6. Conduct building checks (properly annotate in the building check sheets and attach to daily paperwork at end of shift) and security checks, as they apply to your post, or as directed via Ground Tasking Order(s) (GTO).
- 1.1.7. Consider all incidents/situations hostile until proven otherwise (for PL-1, 2, 3 and 4 Resources). **When responding, the External Security Response Team (ESRT) and Internal Security Response Team (ISRT) must don all Individual Protective Equipment (IPE).** The immediate response ESRT/ISRT begins when the alarm is received at BDOC, not upon dispatch. Maintain ESRT/ISRT integrity when tactically deploying and donning all individual protective equipment.
- 1.1.8. Personnel will render the appropriate courtesies to all U.S. And friendly foreign military officers and civilians to include saluting all officers and warrant officers.
- 1.1.9. Report your post to your squadron Chain-of-Command (Flight Chief, Flight Commander, Ops Supt, Ops Officer, Deputy Commander and Commander), and all personnel whose photos are on the Recognition Board, General Officers, and any Distinguished Visitor, or senior member, who conducts a post visit (i.e. SECDEF, Chaplain, etc...), regardless of uniform or civilian attire.
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- 1.1.10. Ensure your post is 100% clean, to include bathrooms, mopping floors, emptying trash, and sweeping a radius to the extent of your post limits.
- 8 1.1.11. Ensure all outdated Entry Authority Lists (EALs) and paperwork is transported to the **BDOC** for destruction at the end of each mid shift, or more often if necessary.
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- 1.1.12. Confiscate, via AF Form 52, an individual's Restricted Area Badge (RAB) or Common Access Card (CAC) when its condition or use is questionable (i.e. mutilated, fraudulently used, incorrect data, or unreadable). **Note:** Do not confiscate RAB for rank change.
- 1.1.13. Strictly comply with and be knowledgeable of AFI 31-117, *Arming and Use of Force by Air*

Force Personnel. Always use the minimum amount of force, up to and including Deadly Force.

- 1.1.13.1. Should a hostile force succeed in gaining control of a restricted area, the primary objective will be to recapture the restricted area. Capture of hostile personnel is secondary.

1.2. Post and Patrol Prohibited Practices. Do Not:

- 1.2.1. Accept any equipment or package(s) for delivery into the area or for pickup by someone in the area. Notify the BDOC if any unattended or suspicious package(s) are observed.
- 1.2.2. Have personal visitors on post.
- 1.2.3. Have unauthorized newspapers, magazines, and/or other publications in your possession.
Note: SF Members may have study materials (i.e. CDCs, OI, etc...).
- 1.2.4. Have commercial radios or cell phones or electronic entertainment devices in your possession unless at a post where a cell phone has been approved by the Flight Chief or higher.

1.3. Required Equipment.

- 1.3.1. All posted 51st Security Forces Squadron personnel are required to have the following equipment on their person or readily available (in an "A" Bag or Ruck Sack) during daily operations. **Note:** Refer to 51 SFS OPOD 31-1 for Wartime and Recall requirements.

- 1.3.1.1. Helmet w/(with cover if available) and cat eye band

- 1.3.1.2. Carrier (Vest) with plates

- 1.3.1.3. Radio Case

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- 1.3.1.4. Ammo pouches (2)

- 1.3.1.5. Whistle

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 - 1.3.1.6. 1 Qtr. canteen w/functional dispenser and cover SFOI 31-101_11 August 2015

- 1.3.1.7. Handcuff and key with case or flex cuffs

- 1.3.1.8. Earplugs

- 1.3.1.9. Gas mask in carrier w/completed DD Form 1574, waterproof bag, and fit test

- 1.3.1.10. Gloves and inserts (in mask carrier)

- 1.3.1.11. Eyeglass Inserts (if required)

- 1.3.1.12. Flashlight (operational)

- 1.3.1.13. Reflective belt(s) or vests
- 1.3.1.14. Gore-Tex tops and bottoms (weather dictating)
- 1.3.1.15. Leather gloves (weather dictating)
- 1.3.1.16. ABU Patrol Cap
- 1.3.1.17. Tags
- 1.3.1.18. Poly Pro top and bottom (weather dictating)
- 1.3.1.19. Restricted Area Badge
- 1.3.1.20. CAC
- 1.3.1.21. GOV Driver's License
- 1.3.1.22. Flightline competency card
- 1.3.1.23. Pen and paper **FOR OFFICIAL USE ONLY**
- 1.3.1.24. Weapon(s) and radio cards
- 1.3.1.25. All nighttime ISRT/ESRTs, CBSs and at least one mobile patrol will be issued NVGs.

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1.3.2. Wear of Duty Gear.

- 1.3.2.1. Only 51 SFS issued M9 gear and protective vest may be worn while on duty. Additional items/pouches may be attached to the duty gear; however, it must be in a pattern and color consistent with the issued gear.
- 1.3.2.2. All holsters, expandable batons, expandable baton pouches, and ammunition pouches will be 51 SFS issued and consistent with Air Force Security Forces Center (AFSFC) requirements.
- 1.3.2.2.1. The AFSFC approved M9 holster (Safariland model 6004/6005) will be used. At the Commander's discretion, he may authorize the use of a chest, hip or thigh holster, as long as it is within Air Force Standards.

1.4. Vehicle Operation and Care.

- 1.4.1. Each vehicle operator is responsible for ensuring their patrol vehicle is properly inspected and is in safe operating condition. The following procedures govern the inspection, accountability, and utilization of patrol vehicles. Each Flight Leader/Chief is responsible to ensure proper care and utilization of vehicles and will designate a Flight VCNCO responsible for vehicle care and up-channeling issues to the Squadron Vehicle Control Non-commissioned Officer (VCNCO) (51 SFS/S4V).
- 1.4.2. The Flight Leader/Chief is responsible for ensuring each vehicle operator maintains valid authorization to operate Security Forces vehicles.

- 1.4.3. Each vehicle operator must inspect their assigned vehicle at the beginning of each tour of duty. The operator will inspect all areas listed on the AF FM 1800. The inspection will be conducted in the presence of the individual who utilized the vehicle during the off-going shift or their designated representative.
- 1.4.4. All discrepancies will be corrected by the off-going vehicle operator prior to being relieved of their responsibility for the vehicle. Cleanliness, low fluid levels, and other minor discrepancies can be corrected on the spot by the off-going driver. More serious discrepancies such as unreported damage, missing equipment, mechanical malfunction, or abuse, will be reported to the Flight Leader/Chief. The Flight Leader/Chief will initiate a complete investigation. Discrepancies that cannot be corrected by the vehicle operator (such as cleanliness, low fluid, etc) will be annotated on the AF FM 1800 and reported to the VCNCO/S4V. All flights share the responsibility of notifying and, if need be, for turning vehicles into the VCNCO/S4V. All incidents of abuse, unreported damage, theft, vandalism, or other serious discrepancies will be reported to the NCOIC, Operations and VCNCO/S4V.

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- 1.4.5. Each vehicle operator will inventory their assigned vehicle to ensure all emergency equipment is functional and/or accounted for. All vehicle operators will ensure the bloodborne pathogen protective kit, fire extinguisher, patrol kit and SSI are accounted for prior to accepting the vehicle. Missing or inoperative equipment must be reported to BDOC and annotated in the blotter.

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- 1.4.6. Since all Security Force vehicles may at times be utilized to transport detained personnel, the operator of the vehicle will inspect/search the entire vehicle for contraband and weapons at the beginning of each shift, as well as prior to and after any detained personnel transport.
- 1.4.7. When patrol vehicles are left unattended for any period of time, the vehicle will be secured and monitored to the extent feasible.
- 1.4.8. Vehicles will be operated in a safe manner with the vehicle operators obeying all traffic rules during non-emergency patrol operations. All vehicle occupants will wear seat belts. The use of any tobacco product in any government vehicle is prohibited.
- 1.4.9. Vehicles that are dead-lined for maintenance, discrepancies, accident damage, or any other reasons, will have the emergency equipment, except the light bar, siren and fire extinguisher, removed and stored in the storage area of Bldg. 1425, or transferred to a loaner vehicle if one

Is received. All dead-lined vehicles will be recorded in the blotter back and the VCNCO will immediately be notified. The blotter back entry will include vehicle registration number, reason the vehicle was dead-lined, location, ending mileage and the name of the individual who the vehicle was released to.

- 1.4.10. **Standby Vehicles:** Each flight is responsible for the safeguarding of standby vehicles and vehicle keys. Standby vehicle keys will be stored at BDOC, and the standby vehicles will be parked in the GOV parking area in the west side parking lot of Bldg. 1425. Each BDOC controller will account for all standby vehicles on the accountability page of the blotter back.

1.4.11. Vehicles are to be response ready at all times.

- 1.4.11.1. During periods of inclement weather, snow and ice must be removed from all vehicles.
- 1.4.11.2. During ambient or freezing conditions, standby vehicles will be started and cleared of ice and snow occasionally during each shift to ensure response readiness.

1.4.11.3. Flight Leader/Chiefs are responsible to ensure this is conducted during non-duty hours/days. VCNCO/S4V will ensure this is accomplished during normal duty hours.

1.4.12. **Vehicle Operation.** Security Forces vehicles will NOT be driven off the hard surface unless responding to an actual situation, directed by BDOC, flight leadership, or higher authority. Vehicles will be inspected at each shift change and discrepancies annotated on the provided AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

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1.4.12.1. Hard surface is defined as a paved roadway or improved gravel road. **Note:** Dirt tracks, dry or frozen, or unimproved (not graded and/or not improved with gravel) are **NOT** considered a hard surface.

CHAPTER 2

~~Special Security Instructions (SSIs) and Ground Tasking Orders (GTOs)~~

2.1. Special Security Instructions. All Security Forces posts and patrols listed on the post priority chart in the Osan Air Base Integrated Defense Plan will refer to their Special Security Instructions (SSIs) detailing their duties and responsibilities. S3/Operations Officer is granted authority by the DFC to develop, implement and modify SSIs to accomplish daily security operations IAW DFC's intent. All SSIs will be available on each individual post and patrol and filed (on-hand) with S3O. S3O will review all SSIs continuously for accuracy.

2.2. Ground Tasking Orders. S3OP will attend the Intelligence Fusion Cell (IF C) with S5R, S2W, S2I and S5X to assess trend analysis and forecast GTOs that include Directed Runs and Random Antiterrorism Measures. GTOs will be scheduled based on patterns of recent criminal behaviors or misconduct and/or to detect/deter terrorist threats and activities. S3OP will revise the GTO following each meeting and brief S3/S3O on changes/updates. The GTO will be developed by S3 and published weekly by the DFC or delegated per DFC's discretion. Upon approval, S3OP will make current GTO available to all BDOC Controllers and Flight Leadership. Flight Leadership will be responsible for the execution of four (4) GTOs per shift within an eight (8) hour shift or six (6) within a twelve (12) hour shift. These GTOs will be objective based and annotated in the blotter. If the GTO measures were unable to be conducted, the reason for not conducting the measure will be annotated in the blotter.

CHAPTER 3

~~Authentication and Duress Signal Procedures~~

3.1 General. Authentication systems are used to ensure people are secure. The most important part of an authentication system is the correct usage to ensure no duress exists.

3.2. Authentication Procedure.

3.2.1. When requesting authentication, BDOC initials must coincide with a letter of the last name of the corresponding SF member. **Example:** If passed the number three (3) for SMITH, the response will be India.

8 3.2.1.1. Any Security Forces member is authorized to request an authentication of a transmission. SFOI 31-101_11 August 2015

3.3. Duress Recognition and Authentication.

3.3.1. A sentry under duress will pass the duress word in a sentence during normal conversation.

3.3.2. When a sentry fails to make or respond to required communication checks or after three attempts to contact the sentry via radio meets with negative results, a passive duress will be declared and a patrol will be dispatched. If contact is established prior to arrival of the responding patrol, the sentry’s status will be ascertained utilizing the Security Forces authentication procedures. Responding forces will continue their response and make face-to-face contact with the sentry or patrol in question.

3.3.3. If BDOC is considered to be under duress, activate the BDOC evacuation procedures as outlined in **Chapter 5, Section 5.7.**

3.3.4. Upon receipt or notification of a duress indication from any Security Force post or patrol, BDOC will notify all posts and patrols of the situation. The term "Papa Delta" will be used to let Security Forces know there is a duress situation, followed by the post or patrol call sign. BDOC will then direct all posts and patrols to change to the alternate radio channel, as appropriate (may use channels 2-3). BDOC will indicate the alternate channel using the following phrases: Code 9-2, indicating channel 2 or Code 9-3, indicating channel 3.

3.4. Emergency Response Code and Duress Words.

3.4.1. Emergency response code (used for emergency entry) will be distributed by memorandum and are protected as —For Official Use Only. Emergency response codes are changed monthly by the 51SFS/S5A designee.

3.4.2. Duress words are published and distributed every six months by the 51 SFS/S5A designee, unless compromised. They are also protected as “For Official Use Only” information.

CHAPTER 4
Flight Leader/Chief

4.1. General. Flight Leader/Chief is responsible to the Operations Officer, Operations Superintendent and the DFC for compliance with established procedures. Additionally, they are responsible for operational control over all Security Forces activities that take place during their tour of duty. Flight Leaders represent the DFC and will assume command and control of emergencies as the situation dictates until relieved by a senior Security Forces representative. Both will ensure assigned security personnel are being properly supervised, trained, and equipped to meet their peace and wartime missions.

8 **4.2. Flight Leader/Chief General Duties and Responsibilities.** SFOI 31-101_11 August 2015

4.2.1. Lead, manage, and supervise operations and administrative functions for the flight. To be

effective in this capacity, he/she will quickly acquire a thorough working knowledge of all instructions and directives associated with Security Forces operations, to include all unit OIs, policy letters, OPLANS, and USFK Law and Order guidance.

- 4.2.2. Monitor carefully the health, welfare, and morale of flight personnel and seek assistance or referral in areas, as appropriate. The Flight Chief and/or Flight Leader will conduct a walk-through inspection of common areas within dormitories that are dedicated strictly to 51st Security Forces personnel. These inspections will be conducted once per shift and annotated in the blotter.
- 4.2.3. Ensure there is a viable and comprehensive flight training program, covering security, law and order, and wartime operations, is implemented. Training will focus on Osan AB procedures. Appoint at a minimum two flight level trainers to coordinate training with the NCOIC, Training section.
 - 4.2.3.1. Ensure there are an adequate number of qualified personnel in various job positions to meet operational needs and overcome personnel losses. Ensure posting is IAW the Osan AB IDP Post Priority Chart (PPC). Notify S3O on projected manning shortfalls IAW current policy/guidance.
 - 4.2.3.2. Ensure supervisors document personnel training on the AF Form 623A and maintain current AFTR at all times.
- 4.2.4. Ensure all flight administrative requirements and suspense's are met (e.g., recall rosters, reporting official rosters and updates, enlisted performance reports, decorations, etc.). Submit request for supplies to 51 SFS/S3O as required.
- 4.2.5. Be well versed of all post and patrol responsibilities, including BDOC. Ensure only the most reliable and competent personnel are posted/trained on BDOC Controller duties.
 - 4.2.5.1. Ensure that, at a minimum, all ESRTs and ISRTs have NVGs at all times while posted. Flight leaders are responsible for determining whether hours of darkness will be a factor during their shift and will arm additional posts (i.e. Close Bound Sentries, mobile

Patrol, etc...) With NVGs, as appropriate. All issued M-4s from the armory will have PEQ 2s/PEQ 15s, M68s and Air Force approved Blue Force Gear weapon slings.

- 4.2.5.2. The maximum period of time the patrol should utilize the NVG is 30 minutes with at least a 30-minute break in between use to avoid eyestrain and loss of night vision. **Vehicles will not be driven with NVGs on, except in actual hostile situations or training with a certified trainer.**

4.3. Duties and Responsibilities Prior to Assuming Duty.

- 4.3.1. Report at least 30 minutes prior to guardmount. Review all blotters, incident/complaint reports, aircraft plotting boards, messages, bulletins, pass-ons and events since the last tour of duty. Conduct a face-to-face change-over with the off-going Flight Leadership.
- 4.3.2. Ensure only qualified and competent E-4 or above are posted at the clearing barrel during issue and turn-in. To be qualified, a SF member must have a completed Clearing Barrel 797 on file. Appointment will be reflected by being appropriately listed/annotated on the Flight Duty Roster.
- 4.3.3. Conduct guardmount IAW AFI 31-118, Security Forces Standards and Procedures. Use the OPORD format to disseminate information (see Attachment 1). During this period, determine the readiness of flight personnel, to include their appearance and mental and physical conditioning. **Conduct a formal open ranks inspection at least once per a 2-week cycle (14 calendar days)** and ensure that it is annotated in the blotter. Conduct daily checks for proper

dress and appearance, clean, serviceable uniform, appropriate weapon with ammunition, Restricted Area Badge and all required equipment for the duty position that the assigned personnel will perform. Ensure personnel are briefed on current pass-ons, weapons/vehicle/ground safety, COMSEC/OPSEC, FPCONs, road conditions, security status briefings, post assignments, use of force/deadly force, and duress words. Ensure that roll call training is conducted.

4.4. Duties and Responsibilities While on Duty.

- 4.4.1. Ensure early posting is briefed on any issues covered during guardmount, to include changes to post assignments, pass-ons, etc.
- 4.4.2. Attempt to conduct post checks of all posts once per shift; however, at a minimum, all gates and Entry Controller's assigned to RAs, will be checked once per shift to ensure personnel are alert and knowledgeable of assigned duties and responsibilities IAW SSI's.
 - 4.4.2.1. During post checks, inspect Security Forces facilities, vehicles, and equipment for cleanliness and serviceability. Ensure personnel are tasked to clean vehicles, facilities, and equipment when needed. This includes BDOC, Flight Chief/Leaders office, guardmount room, storage room behind Bldg. 1425, and common areas around Bldg. 1425. Notify S4/Facilities NCO of any required work orders.
 - 4.4.2.2. Conduct/critique, as a minimum and as operations allow, two flight level exercises, at least one Gate Runner exercise and one restricted area attempted penetration exercise once every three duty days (per shift) to determine the viability of flight training or to identify individual weaknesses. Ensure the BDOC Controller annotates all flight level exercises in the blotter.
 - 4.4.2.3. Timed responses do not meet this exercise requirement.
- 4.4.3. During force protection incidents (i.e. active shooter, hostage situation, barricaded subject) assume Incident Commander Duties or ensure a competent person is Incident Commander. Fire Chief should assume Incident Commander Duties for non-force protection related incidents (i.e. major accident, HAZMAT spill) upon arrival.

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 - 4.4.3.1. Assume situations are hostile until proven otherwise. The immediate response criterion begins when the alarm is received at BDOC, not when the patrol is dispatched. Ensure BDOC follows the Quick Reaction Checklist (QRC) notifications precisely.
 - 4.4.3.2. The interpreter will work for Flight Leader/Chief during the tour of duty. Use the interpreter to the fullest extent possible when local nationals are involved in security incidents. Ensure the interpreter notifies the ROKAF AP Desk of any Resource Protection alarm activations, unattended packages, security/fire alarm activations and suspicious personnel in the KAO/KCOIC. **Note:** The interpreter is not a Security Forces patrolman. The interpreter will only ask the questions the patrolman asks and provide and interpret the response. (Note: Do not rely on their technical knowledge of Law and Order or Security.)
- 4.4.4. Monitor the radio net, ensuring radio discipline and Security Forces members observe the proper use of communications.
- 4.4.5. Meticulously review the blotter and any other reports or correspondence originating during the tour of duty (e.g., SFMIS Reports, AF Form 1168s, AF Form 52s, etc.).
 - 4.4.5.1 All reports will be completed before the end of shift (do not delay for convenience purposes only). **Exception:** (e.g., Major Traffic Accidents, or other items the patrolman is investigating) when this is not possible due to mission constraints. If the report is not turned in immediately, email the narrative to S3OP. Ensure reports are

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completed within 24 hours or the next duty day. All delays must be approved by S3OP.

- 4.4.6. Ensure BDOC conducts security/communication status checks with all posts/patrols twice per shift.
- 4.4.7. Ensure Protection Level 1 and 2 aircraft not parked in established restricted areas are roped/coned-off and appropriately marked with warning signs and manned appropriately. Aircraft will be checked IAW **Chapter 12** of this operating instruction.
 - 4.4.7.1. Ensure posts have required security lighting, and restricted area signs posted for all aircraft that require it.
- 4.4.8. Handle all personnel concerns first prior to going up the chain of command. Initial verbal notification to the armory is acceptable for a weapon denial, but it must be followed up, in writing, for squadron commander approval within 24 hours. Be prepared to make weapons denial determinations on any individual(s) based on medical, behavioral, or other such agency recommendations.
- 4.4.9. The alternate BDOC is located in Bldg. 1097. In the event the alternate BDOC or Primary BDOC are disabled or placed under duress, ensure the opposite control center directs all posted Security Forces. Activation of the alternate BDOC will be exercised once a quarter and annotated in the blotter.
- 4.4.10. Ensure Random Installation Entry Referral Checks (RE-ONL), Random Anti-terrorism Measures (RAMs), random MWD sweeps and other required checks are conducted and annotated in the blotter. Ensure all Ground Tasking Orders (GTOs) are met and annotated into the blotter.
 - 4.4.10.1. In the event that a check is not conducted, ensure a blotter entry is completed detailing the reason why the check was not conducted. SFOI 31-101_11 August 2015
- 4.4.11. Ensure proper apprehension, search and seizure, disposition of all violators and property received is accomplished in compliance with written instructions. Review all paperwork and ensure the appropriate forms are accomplished.
- 4.4.12. Respond to all serious incidents (to include “Three-Strike” alarms) and assist in patrol functions. If at all possible, ensure the Flight Leader and the Flight Chief are not in the same place at the same time. The Flight Leader and Flight Chief should have separate vehicles, and operate separately.
- 4.4.13. Police Services will review and consolidate designated entries for the Executive Blotter during duty days and will ensure the Executive Blotter is emailed to the appropriate distribution list NLT 0900 hrs. every duty day.
 - 4.4.13.1. The Day Shift Flight Chief will review and consolidate designated entries for the Executive Blotter on the weekends, Family Days, and Holiday’s, and will ensure the Executive Blotter is emailed to the appropriate distribution list NLT 0900 hrs.

4.5. Other Duties and Responsibilities.

4.5.1. Vehicle and Post Check Requirements:

- 4.5.1.1. Ensure only properly trained and licensed personnel operate vehicles. Ensure personnel have the appropriate GOV and flightline license at all times when operating GOV vehicles. Appoint a Flight VCNCO to assist.

- 5.2.6. Use the appropriate QRC(s) for incidents and emergency situations. Identify outdated QRCs to Flight Leadership. Provide suggested changes for revision
- 5.2.7. Ensure all reports and correspondence is correct, neat and initialed off by the Flight

Chief/Leader. Accomplish additional administrative duties as directed by the Flight Chief/Leader.

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- 5.2.8. Receive information and complaints by phone, radio, or in person. Take immediate action, as prescribed in current directives. For incidents not covered by any guidance, take those immediate actions deemed necessary and then contact the Flight Chief for further guidance.
- 5.2.9. Conduct a test of all radios and other communication devices upon assuming post. Radio Frequency one (1) is the primary frequency; Frequencies two (2), three (3) and four (4) are alternates.
- 5.2.10. Notifications will be made per the notification matrix; the Flight Chief/Leader will be briefed on all incidents, complaints, and dispatches.
- 5.2.11. The BDOC controller will conduct an inventory of all forms and supplies and provide S3OP with a list of needed items during each tour of duty. **Note:** Controllers are responsible to ensure the BDOC is clean and presentable at all times.
- 5.2.12. The BDOC controller will conduct a check with the Provost Marshall Office (PMO) Desk and Command Post for any pass-on information at the beginning of each shift change. If military personnel stationed at Osan AB have been apprehended or jailed within the past 24 hours, obtain all information for a blotter entry and a SFMIS Report.
- 5.2.13. Notify the CE Work Order Desk of any inoperative lights (i.e. street, post, physical security aids, etc...), down or broken traffic signs, or cuts/damage to the perimeter fence. Ensure work orders are obtained and annotated in the blotter as "Work Order # initiated or closed". During non-duty hours contact the Emergency Service Call Number at DSN 784- 6226.
- 5.2.14. Control and issue keys ensuring they are only released to authorized personnel. Account for all keys at shift change. Prior to releasing any keys ensure an AF Form 2432 is accomplished.
- 5.2.15. Transient personnel requesting storage of classified material will be directed to Command Post, with the exception of aircrews who will be directed to Base Operations.
- 5.2.16. Should the primary duress words be compromised, ensure S3O and S5A are notified immediately. S3O will contact all affected agencies and notify them to initiate the alternate duress words. S5A will re-accomplish and disseminate new duress words immediately.
- 5.2.17. Be familiar with Osan AB "physical security deficiencies" and compensatory measures.
- 5.2.18. Be knowledgeable of USFK Reg 190-50 Chapter 7 and Appendix F for JPIC reporting on Serious Incident and Police Information Report requirements. BDOC Controller will contact JPIC if ever in doubt regarding the need for these reports. All reports to JPIC will be reviewed by Flight Leader/Chief and S3/S3O. Reports have strict reporting timelines. If timeline is elapsing, submit the report with all information available at the time and inform JPIC an updated (i.e. Add- on or Correction) report will follow as soon as possible.

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5.2.19. If at all possible limit the use of patrols to actual Security Forces responses. For minor, US POV/US POV accidents, BDOC can direct the individual to report to BDOC to accomplish statements for minor accidents if all other patrols are dispatched (individual(s) have up to 72 hours to report the accident.) Exception: Patrol response is required for off-base minor vehicle accidents involving SOFA members.

5.3. Unsecured Controlled Area Procedures.

5.3.1. 51 SFS/S5S (Resource Protection) will provide a monthly updated listing of all AA&E, Funds Storage and other designated Controlled Area facilities to S3. The Listing will include facility managers immediate contact information (name, rank, duty and mobile phone, DEROS, and unit designation).

5.3.2. If a patrol finds a building unsecured, ensure a back-up patrol is dispatched and the facility custodian responds. The BDOC Controller will establish a blotter entry highlighting the owner/user notification time, number of attempts, and response/arrival time.

5.3.3. If there are signs of forced entry, follow the Quick Reaction Checklists (QRCs) for a burglary and notify the on-call personnel immediately using the on-call book. After the patrol secure the crime scene and accomplish a SFMIS Report before the end of the shift.

5.3.4. If it is determined to be human error on the custodian's part, a blotter entry will be accomplished. 51 SFS/S5S will route an *Unsecured Building Letter* to the appropriate unit Commander.

5.4. Found/Abandoned or Evidential Property Procedures.

5.4.1. Ensure all property received is receipted for via AF Form 52, *Evidence Tag*. Ensure the AF Form 52 is properly completed and the chain of custody is not broken. Accomplish a blotter entry on all property receipted for during the shift.

5.4.2. Found property will be placed in the top property bin and logged into the Found Property Logbook.

5.4.2.1. If the owner of the found property can be positively identified then release the found property to the owner. Do this by completing the reverse side of the AF Form 52 and document the release in the blotters by referring to the original blotter entry. Completed AF Form 52s will be placed in the flight daily paperwork.

5.4.3. Evidence will be receipted for via AF Form 52 and placed in one of the two middle evidence bins. The door to the bin will be secured utilizing the bin key which will be immediately dropped in the very bottom locker. Contact S2I to retrieve evidence if both middle lockers are secured.

5.4.3.1. A blotter entry will be created for all evidence turned over to S2I or any other agency. Entry will include item description(s), agency and individual receipting for items.

5.4.4. If weapons, munitions, flammable material, drugs, or perishable items are received, contact the on-call investigator immediately. If the property is too large to be stored in the lockers, store in a secure area until the property is released to S2I and/or owner.

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5.4.5. Personal property (clothing, keys, etc) found by the clubs, AAFES, dormitories, gym, or any other government activity should be disposed of by that agency IAW DoD Manual 4160.21- M and **NOT** turned over to the BDOC for storage/disposition. Military identification cards

99 (including ration cards, club cards, etc), negotiable instruments (Stocks, money, bonds, etc), jewelry, and other high-value items which are susceptible to pilferage/theft, will be accepted for storage and disposition.

5.4.6. On-duty Security Forces personnel will make a diligent effort to return the property to the owner when the owner's identity is known prior to placing the item(s) in the property lockers.

5.4.7. Expired and mutilated military identification cards and Restricted Area Badges (RABs), **not seized as evidence**, will be placed in the S5P ID Box. Procedures for accepting property are not affected.

5.5. BDOC Communications Procedures.

5.5.1. Conduct a security/communication status check with all post/patrols at least twice per shift, or as directed by the Flight Leader/Flight Chief.

5.5.2. Operate, monitor, and control the radio net, ensuring radio discipline, clear speech communications, and OPSEC/COMSEC rules are being adhered to. Maintain radio/telephone contact with post/patrols and be cognizant of their locations, areas of responsibilities, and status.

5.5.3. The "Crime Stop" (DSN 784-5757) and "911" (Commercial 031-661-9111 from off base) lines will be answered, "Crime Stop" or "911" (as appropriate), do you have an emergency to report?" All legitimate and/or prank Crime Stop and 911 calls will be recorded in the blotter and reflected on any follow-up SFMIS Reports.

5.5.4. Operation Crime Stop.

5.5.4.1. All blotter entries which pertain to "Crime Stop Calls", will have "**CRIME STOP**" listed in the title. There are no exceptions. When a call is received on the crime stop Ext. 5757, immediately ask the caller if they have either an emergency or a crime in progress. If not, refer them to another line. If they do have a crime to report, obtain all information needed and ask them if they want to remain anonymous. "**If so, do not ask their name**". If they do not wish to remain anonymous or they are reporting a crime against themselves, and want to file a report, identify them as normal in the blotter and report.

5.5.5. Operation 911.

5.5.5.1. This is a three-way line with Medical, the Fire Department, and Security Forces. The Fire Department has the lead to answer all 911 calls. The BDOC listens as a third party and dispatches appropriately.

5.6. Alarms, Malfunctions and FOR OFFICIAL USE ONLY.

5.6.1. **Procedures for Open/Access Facilities.** Upon receiving an alarm (unannounced alarm, misauthentication, or intruder report) from resources or personnel protected by law enforcement, the following procedures will be implemented IAW the appropriate QRC.

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5.6.1.1. The controller will ensure all installation gates are notified of the alarm Activation IAW the proper QRC. Immediately upon notification all entry controllers will stop and hold all out bound traffic. Unless otherwise instructed, inbound traffic will be allowed to enter, but ensure installation entry controllers always keep the inbound lane blocked by keeping an incoming vehicle in the traffic lane (i.e. Stop, Check and Pass). Only allow incoming vehicle traffic to enter after there is another vehicle behind it to take its place. Once a description of any suspected vehicle(s) is received, initiate Stop,

Check and Pass on the outbound vehicles per authorization from Flight Chief/Leader. The Flight Chief/Leader will immediately notify the Security Forces Interpreter to notify the ROKAF MP Desk.

5.6.1.2. For KAOC/KCOIC lock down procedures, if the three-strike is self-contained (I. e. subject is in the entrapment area) within the perimeter of the facility, it is not required to initiate a Stop, Check and Pass at the Installation EC points. If not self-contained, run process as identified in 16.13.

5.6.1.3. Advise patrols of which sensor, if applicable, was activated. Responding units are authorized a Code 2 response; however, the situation will dictate what response code is used. Any information learned after the initial alarm activation will be disseminated to the responding patrols immediately. The BDOC will verify the facility status (open/closed) with the alarm panel and alarm sheet.

5.6.1.4. If the facility is open, personnel listed on the Alarm Access Roster will be contacted and will have their identity verified via SSN/ROK ID number prior to stepping outside and contacting the on-scene Commander.

5.6.1.5. If the alarm was due to unexplainable reasons, a blotter entry will be accomplished. If the alarm was due to a human error, a blotter entry will be made and 51 SFS/S5S will initiate a Human Error Letter to the corresponding unit.

5.6.2. Procedures for a closed or secured facility will be the same as those for an open facility with the following exceptions:

5.6.2.1. Once the patrols are on scene and 360-degree coverage of the facility is obtained, the on-scene Commander will have a patrolman (preferably a MWD team) conduct an exterior walk around to determine the status of the facility.

5.6.2.2. The building custodian will be contacted, briefed and directed to respond to the facility. A description of the custodian to include the vehicle information will be obtained and relayed to the on-scene Commander. The custodian will be identified by the on-scene Commander who will question him or her to obtain information such as: who should or should not be inside, whom last had access to the facility, the interior content, etc.

5.6.2.3. If the exterior check concludes to be all in order, the custodian will open the

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Facility and two patrolmen or a MWD team (if available) will conduct an initial check for perpetrators. The custodian should remain outside the facility during this initial check.

99 (Note: For alarmed areas that contain classified material, the custodian must accompany the patrolmen on their initial interior check). If the initial check fails to detect any perpetrators, the patrolmen and the custodian will enter the facility and conduct a thorough interior check. The Flight Chief/Leader will make the determination as to when the outbound traffic at the installation gate(s) will be released.

5.6.2.4. If the facility is found unsecured, 360-degree security of the facility will be maintained and observation of the unsecured door or window will be made. If the unsecured door or window shows any signs of forced entry, a MWD team, if available with an over watch, or at least a two-person team will conduct an interior search of the facility for possible perpetrators before the custodian is allowed to step in. If there are no signs of forced entry, the flight leader/chief will determine the need for a continued 360-degree security until the arrival of the custodian before conducting an interior check of the facility as described in the aforementioned paragraph.

5.6.3. Misauthentication or Invalid Access Code Alarm: Anytime an individual does not complete the

authentication or access code correctly, it is considered a duress situation. Initiate duress/anti-robbery procedures and complete a report. Authentication is done by verifying a SSN/ROK ID number.

5.6.4. Alarm Response Priorities: In the event of multiple alarm activations, priority of response will be IAW the Alarmed Facility Priority Listing. The Priority List will be posted in the Alarm Letter Book at the BDOC.

5.6.5. Probable/Actual Robbery: The actions and responses will be directed by the Incident Commander. Any patrol having contact with a witness will obtain a description, direction of travel, weapons, etc. The Incident Commander will direct the response and actions, ensure the crime scene is protected, and will initiate/terminate all Stop, Check and Pass operations.

5.7. BDOC Evacuation.

5.7.1. If BDOC must be evacuated, or is under duress, initiate the QRC to evacuate to the Alternate BDOC and implement relocation procedures. The alternate BDOC is the Combined Defense Operations Center (CDOC) located in Bldg. 1097. Immediately notify all posts and patrols of the relocation and ensure the Alarm Monitor at CDOC takes control of the net. When evacuating, the controller will take all classified materials to include STE Card and the portable radio. The only notification you should make is to the Alarm Monitor. The Alarm Monitor will assume command of all posts and patrols and make all necessary notifications. Do not delay the evacuation by making further notifications (this should be exercised once a quarter and annotated in the blotter).

5.7.2. Upon assuming control of the net, the Alarm Monitor will ensure a change of radio frequencies is accomplished and broadcasted over the appropriate net. Status checks will be conducted when radio traffic permits to ensure all posts and patrols switch over to the appropriate frequency.

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5.8. Funds, Weapons, and Munitions Escort Procedures.

5.8.1. The BDOC Controller, when notified, will annotate the name of the activity, courier name(s), movement type, location to/from, vehicle, license number, description of the carrier, initiation/termination times and patrolman name in the blotter. Prior to initiating an escort, the BDOC will authenticate with the appropriate patrol utilizing the authentication procedures. The BDOC will keep radio contact with the escorting patrol and conduct a status check every 10 minutes. Upon termination of the escort, the controller will authenticate with the appropriate patrol utilizing the authentication procedures. **Note:** Security Forces will only escort government funds of \$100,000 or more.

5.9. Detention Cell (D-Cell) Procedures.

5.9.1. The 51st Security Forces Squadron D-Cell is for temporary, 8 hours maximum, detention purposes only. When an individual is ordered into confinement, the U.S. Army Regional Correctional Facility-Korea located at Camp Humphreys will be utilized. The Uniform Code of Military Justice, Article 9 (e), permits custody of an alleged offender until the proper authority is notified. Proper authority for this purpose will be the individual's Commander, or designated representative, who has responsibility for proper disposition of the alleged offender.

5.9.2. The D-Cell will be used to control individuals that are apprehended. The period of control will be limited to the amount of time required to fully process and formally release the alleged offender to an appropriate authority.

5.9.3. Procedures prior to placing a subject in the D-Cell:

5.9.3.1. Check and clear the D-cell of all flame producing devices and possible safety hazards.

5.9.3.2. Remove flame-producing devices from the detained person.

5.9.3.3. Remove the individual's shoelaces, belt, and any other items that could pose a threat to his/her health and safety.

5.9.3.4. Record all property acquired from the detained person(s) on a DD Form 2708, *Receipt for Prisoner or Detained Persons*. Attach the signed original DD Form 2708 to the AF Form 3545, *SFMIS Report*.

5.9.4. If the CCTV is not working, then an SF member will keep the detainee under constant surveillance

5.9.5. Tobacco products will not be allowed in the D-cell. For individuals detained for long periods of time, the responsibility of providing food will come from the owning unit. If a request is made by the individual to utilize the latrine, it is up to the patrolman's discretion as to the cooperative nature of the individual. Ensure an additional patrolman assists if the decision is made to assist the requesting individual to the latrine. All care must be taken to ensure all personnel in the vicinity (i.e. hallways) are made aware and have cleared the area and doors have been closed, if possible.

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5.9.6. In the event of a fire within BDOC, the Controller will ensure detainee(s) in the D-cell are evacuated to a safe place IAW established fire egress procedures SFOI 31-101_11 August 2015

5.9.7. Medical treatment will be provided for any detainee requesting it, or when an on-duty medical officer determines the need. A military detainee does not have the right to refuse necessary medical treatment while in custody. A civilian detainee has the right to refuse medical treatment.

5.9.8. If force is used to place a detainee into the D-cell, the type of force used and any injuries sustained, by either the Security Forces or detainee, will be indicated in the report.

5.9.9. To prevent disorders by detainee(s), all visits, other than official, e.g., legal counsel, medical personnel, chaplain, First Sergeant, or Commander, will be approved by the Flight Chief/Leader or higher authority. In the event of a disorder, the following actions will be taken:

5.9.9.1. Remove peaceful detainees from the disturbance area.

5.9.9.2. If detainee(s) become uncontrollable, the Controller will request assistance from base patrols.
Note: Always have a back-up unit on-scene prior to attempting to quell a disturbance in the D-Cell.

5.9.10. The Flight Chief will conduct an investigation to determine the cause of the disorder and initiate action necessary to prevent recurrence. All disorders will be recorded by accomplishing a blotter entry and a report.

5.9.11. If a detained individual placed in the D-cell damages facility, or causes self-injury, the detainee will be physically restrained to prevent further damage to the D-Cell or from harming themselves. All damages or injuries sustained by the detainee will be recorded by accomplishing a blotter entry and a report; all damage and injuries will be photographed by the on-call alert photographer. Medical must also be contacted.

5.9.12. When the detainee's Commander, or designee fails, to respond within one-hour, a second notification will be made to the same individual to ascertain estimated time-of-arrival. If, again, there is no physical response from the detained member's unit, notification will continue through

the detained members chain of command (i.e. First Sergeant, Squadron Commander, Group Commander or sister-service equivalents) in one-hour blocks.

5.9.13. Detainee(s) will clean the D-cell before they are released to their unit. In cases where the detainee is not physically able to clean the D-cell, arrangements will be made with the detainee's First Sergeant, Commander, or designee to have the individual return to the BDOC to clean the D-cell as soon as the individual is fit to do so.

5.9.14. The Controller will ensure suspects are released on a DD Form 2708.

5.9.15. In order to prevent the loss of locks, the detention cell doors will be secured at all times even when not in use.

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5.10. Custody and Release of Offenders.

5.10.1. In all instances when personnel are apprehended, or detained, by Security Forces for offenses, a DD Form 2708 will be used for release of personnel from custody. Always contact the unit's First Sergeant, or Commander, of the person involved. The DD Form 2708 will be prepared in two copies, with the original attached to the report. Give the copy to the person signing for the individual taken into custody.

5.10.2. Handling of Apprehended Military Personnel.

5.10.2.1. Enlisted personnel, who are detained, will only be released to their Unit Commander, First Sergeant, personnel in the grade of E-6 or above, additional duty First Sergeant, identified in writing by the Unit Commander, and sister service equivalents.

5.10.2.2. Officers will only be released to their Unit Commander, or designee, First Sergeant or Field Grade Officer in the member's chain of command.

5.10.2.3. In the event an officer from the U.S. is detained, the on-duty Flight Leader will immediately respond to the scene. If the individual is a ROK officer, the MP Desk will be contacted to dispatch a ROK officer to the scene as well. The officers will brief each other and the representative of the detained officer's service will assume responsibility of the detainee. All detained officers must immediately produce identification to verify they are an officer. **Exception:** When an officer is detained in a restricted/sensitive area, the first priority will be to remove the officer from the area. Once that has been completed, the officer will be turned over to the appropriate service.

5.10.3. Civilian Personnel.

5.10.3.1. U.S. civilian employees may be released to their supervisor, Commander, or appropriate authorities for a serious offense after coordination with the SJA. Civilians protected by the SOFA will be released on their own recognizance for minor offenses.

5.10.3.2. Dependents of U.S. military or civilian personnel may be released to their sponsor for minor offenses. For serious offenses, the individual will only be released to the First Sergeant or higher authority.

5.10.3.3. Korean nationals who are employed by the U.S. government may be released to their supervisor for minor incidents. The controller will coordinate with 51 SFS/S2I (SF Investigations) and KNP for disposition of Korean employees who are detained for incidents of a serious nature.

5.10.3.4. Korean nationals who have no official connection with the U.S. military will be released to

the KNP.

- 5.10.3.5. ROK military members **will only be detained** by Security Forces and the ROKAF will be called to respond and handle the incident.

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5.11. Escort Violations/Late Pass/Lost Pass:

- 5.11.1. For persons who commit an escort violation (e.g., individual returns a pass to the gate without their sponsor or guest), a statement, blotter entry, and report will be accomplished. The sponsor, or person who initiated the escort, is the subject.
- 5.11.2. For persons who fail to return the visitor pass back to the gate on time (late pass), once found, will be given an escort revocation letter and their First Sergeant/supervisor will be notified. A blotter entry is required as well as all pertinent notifications made (see notification matrix).
- 5.11.3. Lost Visitor/Vehicle Passes will require an AF Form 1168 (*Statement of Suspect/Witness/Complaint*) and a blotter entry.

5.12. Private Settlements:

- 5.12.1. Korean Criminal and Civil Laws recognize a unique circumstance concerning certain violations of ROK Criminal and Civil law. In some instances, making or accepting a payment from the party who was at fault for the violation might resolve the matter. These situations are commonly called "Private Settlements". Although private settlements are authorized for accidental damages or minor traffic accidents, it is not recommended and is the sole responsibility of the parties involved.
- 5.12.1.1. Agreeing to a private settlement may be advantageous to USFK personnel who are the subject of a criminal complaint. **Note:** This will not release the USFK member from any potential UCMJ violation they may have committed. Agreeing to a private settlement does not guarantee the ROK government will waive prosecution.
- 5.12.1.2. IAW USFK 190-50, USFK LE personnel will not support or give advice concerning private settlements or make any promises about "dropping charges" or absolving responsibility or civil liability concerning any matter. All USFK LE personnel are to remain "neutral".
- 5.12.1.3. Private Settlements do not absolve military personnel from violations of the UCMJ and the military law enforcement reporting process.
- 5.12.1.4. Private Settlements will not be allowed if a patrolman witnesses the incident, or if a USFK military member subject to the UCMJ is found to have violated an article of the UCMJ. All UCMJ violations will be reported via the appropriate reporting channels.
- 5.12.1.5. A private settlement of less than \$500 will not require a report unless the subject was apprehended for a UCMJ violation. Complete a blotter entry and the 51 FW Form 0- 75EK, *Private Settlement Form*. All settlements valued at \$500 or more will require a report, blotter entry, and a 51 FW Form 0-75EK.
- 5.12.1.6. Prepare the 51 FW Form 0-75EK in three original copies. One copy goes to the individual making payment. A second copy goes to the complainant/victim. The third copy is forwarded to S3O or attached to the incident report. It is imperative that all copies are original because Korean law does not recognize carbon copies.

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5.12.1.7. If both parties agree to payment at a later date, accomplish 51 FW Form 0-74EK, *Promise of Payment (IOU) Private Settlement*. Prepare in three original copies and distribute as the 51 FW Form 0-75EK. Instruct the individual to contact the BDOC prior to making the actual payment. Security Forces will be present at the time of payment to complete the 51 FW Form 0-75EK.

5.12.1.8. Private Settlements are not authorized when any USFK personnel are injured, or if they have already obtained, will seek, or plan to seek medical attention in a USFK medical facility. The U.S. Government will normally attempt to recover medical expenses from insurance companies and or seek “third party liability” where they may attempt to recover medical care expenses from the party that caused the injury. Any questions about compensation for damages or injuries inflicted as the result of any accident or incident should be referred to the Osan Legal Office. Offer no comments or statements of the incident outcome.

5.12.1.9. SFMIS Reports, which have a victim or witness identified will also require a DD Form 2701, *Victims and Witnesses Assistance Program*. Ensure the incident report reflects one or more DD Form 2701s were issued. If KNP assistance was used, provide a name and phone number the individual can use to contact KNP (interpreter or KNP). This issuance will be reflected in the report. Further guidance on this subject may be obtained from **Chapter 19**.

5.12.2. Ensure all reports and blotters contain all the required information (**i.e., who, what, where, when, and how etc.**). Ensure all detained/apprehended persons transported include the vehicle registration, starting/ending time and mileage. The standardized entries will be used to the utmost extent possible. Remember, when in doubt, type it out. This means, if you do not have specific guidance telling you not to type the report, do a report; doing so will save you getting called back in to accomplish one.

5.12.3. During all incidents the current notification matrix and QRCs will be utilized.

5.12.4. If an incident or situation is encountered which was not previously covered in this OI or the QRC checklists, contact the Flight Leader/Chief or S3O for further guidance.

5.13. Standard Blotter Entries.

5.13.1. Refer to the listing provided by S3O for standard entries (posted on the —Q drive Desk folder).

5.13.2. Use of Protected Identity. Protected Identity will be used in blotters under the following circumstances:

5.13.2.1. Whenever juveniles are listed as subjects.

5.13.2.2. Parents, guardians or sponsors of juveniles listed above subjects.

5.13.2.3. Victims of sensitive incidents (e.g., rape, indecent/sexual assault, etc)

5.13.2.4. When a CMSgt, Col, General Officer or civilian GS-15 and above and/or

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99 Family member is the subject of a SF Report, excluding traffic accidents with no injuries.

5.13.3. Standard Abbreviations for Family Members. The following abbreviations will be used when referring to family members of both military and civilian sponsors in paperwork generated by flight personnel:

- 5.13.3.1. Family member wife - FM/W
- 5.13.3.2. Family member husband - FM/H
- 5.13.3.3. Family member daughter - FM/D
- 5.13.3.4. Family member step-daughter - FM/SD
- 5.13.3.5. Family member son – FM/S
- 5.13.3.6. Family member stepson - FM/SS
- 5.13.3.7. Un-remarried Widow- URW
- 5.13.3.8. Parent-In-Law- PL

5.14. Report Requirements. Refer to paragraph 15.18 for report requirements.

5.14.1 If at all possible, limit the use of patrols to actual Security Forces responses. For minor, U.S. POV/U.S. POV accidents, the BDOC can direct the individual to report to the BDOC to accomplish statements for minor accidents, if all other patrols are dispatched. **Note:** Individual(s) have up to 72 hours to report the accident.

5.14.2. Be knowledgeable of USFK Reg 190-50 Chapter 7 and Appendix F for Joint Police Training Center (JPIC) reporting on Serious Incident and Police Information Report requirements. BDOC Controllers will contact JPIC if ever in doubt regarding the need for these reports. All reports to JPIC will be reviewed by Flight Chief/Leader and S3/S3O. Reports have strict reporting timelines. If the timeline is elapsing, submit the report with all the information available at the time and inform JPIC that an updated (i.e. Add-on or Correction) report will follow as soon as possible.

CHAPTER 6

Security Reporting/Alerting System

99 **6.1 General.** Provides guidance on methods and actions to complement the Security Reporting/Alerting system. SFOI 31-101_11 August 2015

6.2. Security Reporting and Alerting General Procedures:

6.2.1. Command Post is the primary command center for up-channel/down-channel reporting for Osan AB, Korea. Contact may be established by using the direct line in the BDOC or by calling DSN 784-7000/4870/2289 on any DSN phone. If all phones are inoperative, a Security Forces patrol will be dispatched to Command Post to assume communications between the BDOC and Command Post. Should it become necessary to bypass Command Post (duress or communications outage, etc.), the Security Forces controller will up-channel reports to HQ PACAF Command Center through the DSN operator, FLASH precedence, HQ PACAF Command Center: DSN 448-8500.

6.3. Up-channel reporting for a Covered Wagon:

6.3.1. Covered Wagon reports apply to Protection Level 1, 2 and 3 resources.

6.3.1.1. When probable, or confirmed, hostile incidents involve Protection Level 1, 2 and 3 resources, it will be up-channeled by the BDOC through the Osan Command Post as a Covered Wagon upon implementation by the Flight Chief/Leader. The appropriate security contingency will be implemented when a Covered Wagon is up-channeled. **Note:** If the Covered Wagon involves the Command Post or the Command Post cannot be contacted, the PACAF Command Post will be notified (DSN: 448-8500).

6.3.1.2. As soon as possible after initiation of a Covered Wagon report, a written follow-up message will be submitted to 7 AF/A7S, HQ PACAF/SF and HQ AFSFC/SFO, and the parent MAJCOM/SF of the resource(s) involved. This will be accomplished by Command Post using the OPREP-3 reporting criteria.

6.3.1.3. Only the Installation Commander or designee may cancel a Covered Wagon.

6.3.1.4. Covered Wagons and other Protection Level Resource incidents requiring response can be reported to the BDOC via 784-4777, Security Forces hot line. The BDOC and Command Post maintain a log of Covered Wagon reports initiated at Osan AB.

6.3.2. Other reports that are up- channeled through the command post are: 1) Loss of Life, 2) Major property damage, 3) Environmental impact, 4) Possible media reaction and 5) Possible chain of command high interest.

6.3.3. Determine if a parallel JPIC report must be completed by referencing USFK 190-50. 51 SFS/S3O will act as JPIC/SAR subject matter expert and will file on behalf of 51 SFS/CC.

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CHAPTER 7

~~Restricted and Controlled Areas/Internal Controls on Osan AB~~

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7.1. General. Provides guidance for entry and circulation control into and within restricted and controlled areas located on Osan AB, Korea.

7.2. Osan AB Restricted Areas. (Refer to Osan AB IDP for additional details)

7.2.1. Protection Level 1.

7.2.1.1. System Control Facility/open area 6 on Restricted Area Badge (RAB). Building 949, rooms 122, 123 and 124 (Tech Control Room), is the actual restricted area. The Entry Control Point (ECP) is located on the East Side of the room. Security 1 provides external response. The OPR for this facility is 51 CS/MOQ.

7.2.1.2. KAOB/open area 8 on RAB. This facility is located in Bldg. 935, near the base of Hill 180. The walls of the facility and the fence on the roof form the Restricted Area (RA) boundaries. RA signs are displayed at the entry point to the facility and on the fence line of the roof. The ECP is located on the north side of the facility. USAF Security Forces control entry for U.S. military/civilian personnel, while ROKAF Military Police control entry for ROK military/civilian personnel to the KAOB. While ROKAF conducts entry for Koreans,

up channel any ROKAF non-compliance with entry control procedures to the BDOC. The 51 FW is ultimately responsible for security and established entry procedures for both U.S. and Koreans entering KAOC and KCOIC. The office of primary responsibility (OPR) for this area is the 607th Combat Operations Squadron.

7.2.1.3. KCOIC/open area 8 on RAB. This facility is located in Bldg. 940, near the base of Hill 180.

The walls of the facility form the RA boundaries to include the rooftop that is also fenced in. RA signs are displayed at the entry point to the facility. The ECP is located on the east side of the facility. USAF Security Forces control entry for U.S. military/civilian personnel, while ROKAF Military Police control entry for ROK military/civilian personnel to the KCOIC. 51 SFS has overall entry control responsibility. The office of primary responsibility for this area is the 607th Air Intelligence Squadron.

7.2.1.4. Hill 170 Complex/open area 2 on RAB. Located at the top of Hill 170, the boundary for this area is an outer chain link fence with RA signs displayed. The ECP is located at the northwest side of the area (Bldg. 328). The OPR for this area is Det 2, 18th Intelligence Squadron.

7.2.2. Protection Level 2.

7.2.2.1. Osan Command Post (CP)/open area 11 on RAB. The CP is located on the first floor in Bldg. 1097, and the ECP is located inside on the southeast corner. The boundaries of this area are the walls of the room. RA signs are displayed on the entry door to this area. Entry is controlled by on-duty CP personnel and a Level II Automated Entry Control System. 51 SFS may control entry during contingencies. The OPR for this facility is 51st Fighter Wing/CP.

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7.2.2.2. Tactical Aircraft Parking Area (During Mass Aircraft Generation) open area "14" on RAB. This area encompasses the Alpha/Bravo Diamonds, 3rd Generation and Flow-Thru areas. The boundaries consist of a chain link fence on the south, west, east and a painted red line on the north. RA signs are placed along the fence line and painted on the ground to the north. The ECPs are located adjacent to Bldg. 1701 (Papa 1) and Bldg. 1644 (Papa 2). The OPR for this area is 51st Operations Group Commander. **Note:** Korean National personnel must be escorted into the area.

7.2.2.3. 5th Reconnaissance Squadron Aircraft Parking Area/open area 19 on RAB. This area encompasses Hangars 843, 849, 851 and Bldgs. 841, 845, 846, 848, 854 and ramp area. The boundary to this area is a chain link fence on the north, east, south, and a painted red line on the west boundary. RA signs are displayed on the fence line and painted on the ground. The ECP is located on the north side of Bldg. 854. The OPR for this area is 5th Reconnaissance Squadron Commander. **Note:** Access may be granted to personnel in possession of Beale AFB issued home base AF Form 1199 with open area 10 or 12.

7.2.2.4. Bldg. 1516, 607th Air Communication Squadron Command, Control, Communication, Computers (C4ISR) support. This facility is located on perimeter road on the southwest corner of the installation. The RA boundary is a security berm and/or revetment wall surrounding the facility. Antennas located on the rooftop are considered part of the RA. The Entry Control Point (ECP) is located on the west side of the facility equipped with Level III AECS. The OPR for this area is 607th Air Communications Squadron (607 ACOMS).

7.2.2.5. Bldg. 1096, 607th Air Communication Squadron Command, Control, Communication, Computers (C4ISR) support/open area "4" on the RAB. This facility is located in the parking lot adjacent to Bldg. 1097. The RA boundary is the chain link fence surrounding the area. The ECP is located on the east side of the facility equipped with Level III AECS. The OPR for this area is 607th Air Communications Squadron (607 ACOMS).

7.2.3. Protection Level 3.

- 7.2.3.1. Hill 180, Antenna Field/open area “3” on RAB. This area is located on the Northeast side of Hill 180, across the street from Bldg. 930 along JeJong Rd. The boundary to the area is a chain link fence. RA signs are displayed along the fence. The ECP is located on the west side. The OPR for the area is the 303rd Intelligence Squadron Commander.
- 7.2.3.2. Tactical Aircraft Parking Area as identified in **Para 7.2.2.2.**/open area “14” on RAB (Area 17 for Korean National personnel).
- 7.2.3.3. The southeast and southwest leg of Charlie Diamond/open area 14 on RAB. Generally, PL 3 resources occupy this area. However, PL 1 and PL 2 resources may occupy the area on occasion, thus changing the protection level of the area. The actual boundaries of the RA will depend on the location of aircraft in the area, but will normally consist of the immediate revetment where the aircraft are parked. Ropes and signs will mark the area when in use. ECPs will be determined by **FOR OFFICIAL USE ONLY** the OPR for this area is the 51st Operation Group Commander.

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- 7.2.3.4. Door Stop (when PL resources are present)/open area 14 on RAB. This area is located on Cargo Apron Alpha. The boundary is a painted red line. RA signs are painted along the boundary and affixed to the fence. The entry point is located on the north and south sides of the area, highlighted by a white painted area with words Entry Control Point in black. The OPR for this area is 51st Operations Group Commander.
- 7.2.3.5. Hot Cargo Pad (when PL resources are present)/open area 14 on RAB. This area is located on the north side of taxiway Bravo. The boundary is a painted red line on all sides. RA signs are painted along the boundary. The entry point is located on the north and south side of the area, highlighted by a white painted area with words Entry Control Point in black. The OPR for this area is 51st Operations Group Commander.
- 7.2.3.6. AMC Ramp (when PL resources are present) open area “10” (Area “13” for Korean National personnel) on RAB. This area is located on Cargo Apron Charlie. The boundary is a painted red line on the north, west, and south sides. The east boundary consists of a painted red line and a portion of Bldg. 668. RA signs are painted on the pavement. The three entry points are located at the south and northwest sides of the area, highlighted by a white painted area with words Entry Control Point in Black. The AMC Ramp will be checked periodically by SF members if three or more aircraft are present. The OPR for this area is 731st Air Mobility Squadron Commander.

7.3. Osan AB Controlled Areas:

- 7.3.1. Alpha Site/open area 1 on RAB. OPR: 51 MUNS Primary/Alternate Security Manager or Squadron Commander.
- 7.3.2. Preload Area/open area 9 on RAB. OPR: 51 MUNS Primary/Alternate Security Manager or Squadron Commander.
- 7.3.3. Delta Site/open area 9 on RAB. OPR: 51 MUNS Primary/Alternate Security Manager or Squadron Commander.
- 7.3.4. Combined Defense Operations Center (CDOC)/open area 7 on RAB. OPR: 51 SFS Primary/Alternate Security Manager or Squadron Commander.

7.3.5. Attempted penetration or unauthorized entry into a controlled area is a serious offense. Entry authorization into the aforementioned controlled areas requires use of the AF Form 1199 (*Restricted Area Badge*) series, or an electronically produced Restricted Area Badge (RAB). Personnel not possessing a valid RAB must be escorted.

7.3.6. Refer to Osan AB Integrated Defense Plan for a complete list of all PL 4 Controlled Areas.

7.4. Duress Response Procedures:

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7.4.1. If personnel entering or departing restricted/controlled area use the duress word, take the following actions:

7.4.1.1. Detain and separate all personnel involved, notify the BDOC of the situation. The BDOC will initiate the appropriate response. SFOI 31-101_11 August 2015

7.4.1.2. Identify the individual(s) who utilized the duress word and separate him or her from all other personnel. A security response force will be dispatched to ascertain the reason for duress and the status of the individual(s) involved.

7.5. Emergency Entry/Exit to Restricted Areas.

7.5.1. During actual emergencies in RAs, fire department, medical, Security Forces and Explosive Ordnance Disposal (EOD) personnel and vehicles will be allowed immediate entry, after the need for such entry is verified, either by notification from the BDOC or firsthand knowledge of the need. Responding units will use the emergency response code in a sign/countersign manner when passing through RA entry control points. Entry is not allowed based solely on audible sirens and flashing emergency lights. Care must be utilized as to not confuse the Distance Recognition Code (DRC) used during contingencies with the emergency response code. The following entry procedures will be used to expedite responding forces into restricted areas.

7.5.1.1. Entry: When fire department, medical, or EOD have a valid emergency response to a restricted area, the responding control center will notify the BDOC and authenticate their response using the emergency response code (**Note:** If notifications are made over the base crash net/direct landlines, authentication is not required). After authentication, the responding agency will state the location and nature of the emergency, number of vehicles responding, number of personnel in each vehicle, and which restricted area entry control point to be used.

7.5.1.2. The BDOC will notify the appropriate ECP of the nature of response, number of vehicles, and personnel in each.

7.5.1.3. Responding patrols will use the emergency response code at the entry control point to verify that duress does not exist. The following procedures are used for personnel on foot and in vehicles:

7.5.1.4. A portion of the emergency response code is passed to responding personnel by the EC either by displaying with their hand or stating the number verbally. The responding individual will respond with a portion of the emergency response code, either by displaying with their hand or stating the number verbally. When the two numbers are added, it will equal the emergency response code. **Note:** The entry controller will ensure the response to the emergency response code challenge can be returned with one hand. However, five will not be used as part of the sign or countersign.

7.5.1.5. If the pre-announcement matches, and the proper emergency response code is given, entry will be granted. If the pre-announcement does not match, or an improper number was given, the security patrol will direct the driver to pull the vehicle off to the side, or detain personnel on

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foot. The BDOC will initiate the up-channel a report and dispatch a patrol to initiate a challenge until proper identification can be made. Security Forces will not delay the remaining responding forces.

- 7.5.1.6. The EC will make a head count of personnel entering the area. This may include momentarily stopping a vehicle to verify the number of personnel (e.g., to check the rear of

An ambulance). This information will be used when the emergency is terminated to ensure everyone entering the area has departed or are accounted for. A security patrol will be dispatched and remain with the emergency responding forces from the point of entry to the affected location. Security Forces and owner/user personnel in the area will keep surveillance over emergency personnel until they leave the area.

- 7.5.1.7. In the event there is a fire and evacuation of the Tech Control Facility is necessary, the EC will relocate outside of Bldg. 949 and control entry to the first floor.

7.5.2. Emergency Entry to the Command Post. Upon notification of an emergency response, Security Forces will be dispatched to the scene. If emergency responders arrive prior to Security Forces, Security Forces will contact the Fire Chief to verify how many personnel have entered the building. Security Forces will control entry into the area from this point on. Upon termination, Security Forces will conduct a purge of the area. **Note:** The emergency response code will not be used for emergency entry **except** during contingencies, or when Security Forces personnel are posted/providing security.

7.5.3. Exit: Upon termination, the emergency response unit(s) will exit via the same EC. The EC will conduct a second head count to verify the number of personnel exiting the area. Any discrepancies noted will immediately be reported to the BDOC and a search initiated. **Note:** All emergency response personnel not in possession of a valid restricted area badge will be logged on the AF Form 1109, Visitor Register Log. Upon termination, Security Forces and supporting forces will conduct a purge of the restricted area for unauthorized personnel and equipment.

7.6. Unescorted/Escorted Restricted Area Entry.

7.6.1. Escorted Entry: Escort officials will give the escort briefing in the presence of the entry controller for all personnel being escorted. The visitor(s) will read the "visitor briefing" prior to entering the restricted area. Beale AFB personnel with an "E" adjacent to open area 10 or 12 may escort into the 5RS area.

7.6.1.1. Escort officials will inspect the visitor's vehicle and verbally certify to the EC that the inspection was conducted.

7.6.2. Distinguished Visitors (DVs) in the grades of Senior Executive Services (SES) and General Officers requiring escort will be logged in on the AF Form 1109 by the EC. General Officers, 51 FW/CC, 51 FW/CV and 51 MSG/CC performing escort duties are not required to sign the AF Form 1109. The EC will print the name of the escort in the signature block.

7.6.3. Personnel who cannot be identified will be detained, pending Security Forces response. **Note:** If in the area of Hill 170, the BDOC will notify 303 IS/SF, Det 2, 18 IS/SF or the On- Duty Mission Commander.

7.6.4. Entry Supporting/Verification Procedures: When it is necessary to verify the identity of an individual authorized unescorted entry into a restricted area, the following identification and verification techniques will be used:

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7.6.4.1. **Personal Recognition:** Use personnel recognition after the EC has initially

Verified the individual's authority to enter the restricted area. **Note:** The EC must still physically check each restricted area credential **every time** someone requests entry. Personal Recognition is a **supporting** technique only, not the sole source of identification.

7.6.4.2. **Signature/Credential Check:** Ask the bearer to produce a personal ID credential (e.g., DD Form 2, U.S. Armed Forces Identification Card or the Common Access Card). Compare this with data on the RAB.

7.6.4.3. **Master Entry Authority Listing (MEAL):** The MEAL for RA Badges is electronically produced by Pass and Registration and is maintained in the BDOC. Compare the information on the RAB with that listed on the MEAL.

7.6.4.4. **Telephone/Radio Verification:** When the BDOC has been notified by a dispatching agency of a person's need to enter an area, the BDOC will call the agency back and verify the notification. After verification, the BDOC will then notify the appropriate ECP.

7.7. Chemical Code Procedures:

7.7.1. During exercises or real world chemical contamination MOPP operations, personnel will utilize the Chemical Code prior to entry into a restricted area. Chemical Code procedures are as follows:

7.7.2. The sentry will pass part of the number by using his fingers.

7.7.3. The person requesting access will then pass the rest of the code.

7.7.4. For example, if the Chemical Code is "5", and if the sentry passes "two" fingers, the person requesting access will pass "three" fingers to complete "5". If the person passes the wrong combination: detain/place the individual at a disadvantage and request for back-up. Deny him/her access.

7.7.5. After the Chemical Code has been given, and a correct response received, verify visible facial features with the ID and restricted area badge (DO NOT have the individual remove their mask) and ask for the last four of the individual's social security number. If a correct response is given, allow entry. If an incorrect response is given, challenge and apprehend. A Protection Level resource response will be initiated.

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CHAPTER 8

External Security Response Team (ESRT)

8.1. General. All Security Forces posts and patrols listed on the post priority chart in 51 FW Integrated Defense Plan will refer to their Special Security Instructions (SSIs) detailing their duties and responsibilities. All SSIs will be available on each individual post and patrol along with the S3. The S3 will review all SSIs continuously for accuracy.

8.2. ESRT Duties and Responsibilities.

- 8.2.1. Primary duties are to tactically provide immediate response to security emergencies involving protection level resources, to patrol for unauthorized individuals and/or suspicious or unusual activities, and to provide immediate back-up for patrols and ISRTs dedicated to restricted areas.
- 8.2.2. The ESRT leader is the Area Supervisor for their assigned area(s) of responsibility. The ESRT leader will be knowledgeable of all duties assigned within his/her area of responsibility (e.g., EC, CBS, alarm monitors, etc.). They will also ensure personnel on patrols and entry control points are knowledgeable and competently performing their assigned duties.
- 8.2.3. The ESRT leader will be held accountable for failure to report missing, broken or damaged equipment and will be held liable for accepting equipment in such a state of condition. The ESRT leader will account for all equipment prior to assuming duties. ESRT leaders are responsible for sanitizing and performing operator maintenance on their vehicles and ensuring posts within their area of responsibility are clean.
- 8.2.4. ESRT leaders will complete reports (AF Form 3545/ SFMIS Report etc.), for incidents under their scope of responsibility. The report will be completed before being relieved, there are no exceptions.
- 8.2.5. ESRT leaders will assume Incident Commander Duties over situations that may occur within their assigned areas of responsibility until properly relieved by the Flight Chief or higher authority.
- 8.2.6. ESRTs must have a working knowledge of all instructions and directives associated with security operations. These include the 51 FW IDP, OPLAN 31-1, USFK/Wing/AFIs, and SSIs pertinent to security affairs.
- 8.2.7. The appropriate ESRT will conduct an aircraft plot in their assigned areas upon assuming post and, as a minimum, every four hours keeping the BDOC aware of any changes throughout the shift.

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- 8.2.8. Night vision goggles (NVGs) will be checked out from the armory by all ESRT patrols and utilized by the patrol during hours of darkness as frequently as possible.

- 8.2.9. The maximum period of time the patrol should utilize the NVG for is 30 minutes with at least a 30-minute break in between use to avoid eyestrain and loss of night vision.

Note: Vehicles will not be driven with NVGs on, except in actual combat conditions or while training with a certified trainer.

8.3. Specific Security Patrol Call Signs, Post Limits, Duties and Responsibilities.

- 8.3.1. **Security-1:** Will patrol within the boundaries of Headquarters Road (Songtan Blvd), Bldg. 901 to the east, Broadway to the north, and South Gate (Millet) Road to the west, while maintaining an immediate response to the Korea Air Operations Center (KAOC), the Korean Combat Operations Intelligence Center (KCOIC), Bldg. 949/Systems Control Facility, Bldg. 1097/Osan Command Post (CP) and Bldg. 1096/607th Air Communication Squadron Command, Control, Communication computers (C4ISR) located in the adjacent parking lot to Bldg. 1097. Do not leave the assigned patrol zone unless directed by BDOC, Flight Leader/Chief, or other proper authority. Security-1 will make periodic checks of clear zones and areas adjacent to the restricted

areas for which they are responsible.

- 8.3.2. **Security-2:** Will patrol within the boundaries of Taxiway Alpha to the north, Terminal Road to the west and Broadway Blvd to the east and south with the exception of Hill 170 area, while maintaining an immediate response to the Hill 170 complex, 5RS, AMC Ramp, Delta Hardstand, Base Operations Ramp. Do not leave the assigned patrol zone unless directed by the BDOC, Flight Leader/Chief, or other proper authority. Security-2 will make periodic checks of clear zones and areas adjacent to the restricted areas for which they are responsible.
- 8.3.3. **Security-3:** Will patrol within the boundaries of Taxiway Alpha to the north (exception of the Hot Cargo Pad), Millet Road to the east, and Broadway Blvd to the south and Alpha Diamond to the west, while maintaining an immediate response to Alpha/Bravo/Charlie Diamonds, Third Generation Area, Flowthroughs, Doorstop, Hot Cargo Pad and Bldg. 1516, 607th Air Communication Squadron C4ISR. Do not leave the assigned patrol zone unless directed by BDOC, Flight Leader/Chief, or other proper authority. Security-3 will make periodic checks of clear zones and areas adjacent to the restricted areas for which they are responsible.
- 8.3.4. **Security-5:** When posted in higher FPCONs, will patrol within the boundaries of the north of Taxiway Foxtrot, on the east by the east end of the Air Mobility Command (AMC) Ramp and Jo Rang Mal Road, bordered on the south by Broadway Blvd and bordered on the east by Terminal and Sabre Roads.

CHAPTER 9

~~System Control Facility, Building 949~~

~~9.1. General.~~ These posts support PL-1 resources and Covered-Wagon reporting and alerting procedures apply. This area is located in rooms 122, 123 and 124. OP 91-16, 14 August 2015

9.2. Building 949 Entry Controller (EC)/Charlie 1.

9.2.1. The call sign for this post is Charlie-1 and the post limit is the first floor ECP, or as necessary to effectively control entry to room 124.

9.3. Building 949 EC Duties and Responsibilities.

- 9.3.1. Entry requirement for this area is the Osan AB issued Automated Entry Control Card (i.e. Restricted Area Badge) with the number "6" open. If the individual's identity is in question, compare the RAB against the individual's ID card. All personnel desiring unescorted entry into the restricted area must also carry the same ID cards necessary to enter Osan AB.
- 9.3.2. Immediately upon being posted, and prior to relieving the off-going EC, conduct an inspection IAW the Post Accountability Check Sheet. Ensure all operating instructions, forms, logs, and related documents are available. Conduct a security communications and duress alarm check with the BDOC upon being posted. Conduct a security status check twice per shift. Report all discrepancies to the BDOC for action. The off-going EC will not be relieved until the discrepancies, which can be corrected, are.
- 9.3.3. Report all violations of applicable directives to the BDOC.
- 9.3.4. Sign in all visitors on AF Form 1109, *Visitor Register Log*. Contact Communication Control for all visitors who require escorts. Mid-shift will turn in the AF Form 1109(s) to 51SFS/S3O once

completely filled in or at the end of their shift. Only active duty military may escort visitors.

9.4. Building 949 Internal Security Response Team (ISRT)/Charlie 2 and Charlie 2a.

9.4.1. Charlie 2/2A post limits are to be posted within Tech Control, room 124, unless dispatched or performing interior/exterior-building checks. One member may provide brief relief breaks to Charlie-1 if they are EC certified.

9.4.2. Building 949 ISRT Duties and Responsibilities.

9.4.2.1. Maintain an immediate response to all alarms, security situations or hostile actions directed at Bldg. 949.

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9.4.2.2. Patrol your area of responsibility for 45 minutes of every hour to maintain effective observation over avenues of approach, and prevent unauthorized personnel from entering the restricted area or alarm rooms.

9.4.2.3. Ensure all personnel within the restricted area display their RAB or are properly escorted. Unauthorized personnel within the area will be challenged and proper identification determined. SEQI 31-101, 11 August 2015

9.4.2.4. During emergency situations requiring evacuation of personnel working inside, instruct personnel to evacuate the area and indicate the route to be taken to prevent the return of personnel into the affected area.

9.5. External Security Response Team (ESRT).

9.5.1. Security 1/1A will be the Area Supervisor responsible for immediate response.

9.5.2. Night vision goggles will be checked out from the armory and utilized by the patrol during hours of darkness as frequently as possible.

9.5.3. The maximum period of time the patrol should utilize the NVG for is 30 minutes with at least a 30-minute break in between use to avoid eyestrain and loss of night vision. **Vehicles will not be driven with NVGs on, except in actual combat conditions or training with a certified trainer.**

CHAPTER 10

Korea Air Operations Center (KAOC)/Korean Combat Operations Intelligence Center (KCOIC)

10.1. General. Security sentries and teams posted in support of KAOC/KCOIC will be knowledgeable of and responsible for complying with the below procedures. These posts support PL-1

resources. Covered Wagon alerting and reporting procedures apply.

10.2. KAOC/KCOIC Entry Control (EC) Call Signs/Post Limits.

10.2.1. KC-1, within the Entry Control Facility (ECF), Bldg. 935, or as necessary, to prevent unauthorized entry.

10.2.2. KC-2, within the ECF, Bldg. 940, or as necessary, to prevent unauthorized entry.

10.2.3. KAOC/KCOIC EC Duties and Responsibilities

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10.2.3.1. Entry Prerequisites: Osan AB Automated Entry Control Card (i.e. Restricted Area Badge) with area "8" open. Any AF Form 1199 badge from other than Osan AB will be validated against an authenticated EAL. All other personnel must be escorted by an authorized official or be on an EAL authenticated by 51 SFS/S3O supervisor (E-5 or above). ROKAF EC control entry of ROK military/civilian and U.S. personnel contracted by ROKAF. **Note:** All O-6 and above are authorized to enter/exit the facilities during incidents affecting either facility.

10.2.3.2. **Prohibited Items:** The following items are **prohibited** from entering and exiting the KAOC/KCOIC SCIFs unless specifically approved by the 7th AF Special Security Office, or an authorization letter, from the security manager:

- Cameras
- Cell Phones
- Commercial radios
- Computers and computer equipment (removable media devices, e.g. palm pilots)
- Handheld radios that transmit a signal
- Pagers
- Tape recorders
- Weapons (guns, knives with six inch or larger blade)

10.2.3.3. At no time will equipment/items be introduced/removed from a restricted area through, over, or under the restricted area boundary without prior approval/coordination with the BDOC or higher authority.

10.2.4. KAOC/KCOIC metal detectors usage will be implemented during "Budae Bangho Taese II" (ROKAF FPCON) or above, FPCON Charlie or above, and/or when information is obtained associated with terrorist activity. The code word for this equipment is "Cobra". When implemented, transmit this code word over all unsecured telephones or radios.

10.2.5. Distinguished Visitors in the grades of SES, General Officers or higher, requiring escort, will be logged in on the AF Form 1109 by the escort official. General Officers performing escort duties are not required to sign the AF Form 1109. The EC will print out the name of the escort in the signature block.

10.3. Internal Security Response Teams (ISRT) Call Sign/Post Limits.

10.3.1. KC-3 and KC-3A, within the KAOC/KCOIC. ISRTs will remain mobile in their area of responsibility 45 minutes of the hour every hour.

10.3.2. KAOC/KCOIC ISRT Duties and Responsibilities:

- 10.3.2.1. Patrol the interior area and maintain an immediate response capability to the resources within the respective areas. ~~FOR OFFICIAL USE ONLY~~ zone unless directed by BDOC or other competent authority.
- 10.3.2.2. Upon notification of an alarm activation, immediately respond to the incident scene, seal off the affected area, and conduct an assessment of the area to determine whether or not a hostile act exists. Actions upon arrival will consist of the following:
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- 10.3.2.2.1. If the area is secure, and there are no signs of attempted forced entry, request termination of response, resume normal operations and stand by the facility until the custodian arrives to verify security and reset the alarm.
- 10.3.2.2.2. If the area is occupied, personnel in the area will be contacted to determine their status. Once you determine there is no hostile activity, the response will be terminated and normal operations shall resume.
- 10.3.2.2.3. If the area is secure and there are signs of forced entry, or if the area is occupied and the security status of personnel in the area cannot be determined, responding forces will take all measures necessary to neutralize the situation, to include the use of deadly force.

10.4. External Security Response Team (ESRT).

- 10.4.1. Security-1/1A will be the Area Supervisor and is responsible for immediate response.
- 10.4.2. The ESRT will conduct an area of concealment check at the beginning of each shift within their assigned areas of responsibility and report findings to the BDOC. This check consists of a visual check of drainage ditches, avenues of approach, and possible enemy vantage/observation points. Visually check all security facilities, boundary barriers, gates, and structures, for tampering, deterioration, and inoperative equipment.

10.5. Restricted Area Security/Lighting Inspection Procedures.

- 10.5.1. Boundary fencing and gates: Visually and physically check the entire length of fences and gates for discrepancies, e.g., tears, breaks, holes, gaps that exceed two inches from the ground or looseness in the fence fabric, support poles, barbed wire, and outriggers. Check all gates to ensure they open and close properly and that all electrical/key activated locks are working. Day shift will check fencing daily and report discrepancies to BDOC.
- 10.5.2. Lighting: Visually check all boundary lighting, area lighting, and ECP lighting. The mid-shift ISRT will check lighting. Inspections and results are entered in the blotter. S5/S5S will contact CE Job Control and initiate work orders to have any discrepancies repaired. The work order number, description of the discrepancy, date called in, and the CE individual contacted will be tracked/logged by S5/S5S.
- 10.5.3. Grill and culvert checks: All openings (culverts, ditches, drainage systems, storm drains, catch basins, or man hole covers) having dimensions larger than 6.4 inches, and a cross section area of more than 96 square inches, must be covered with grills or equivalent. Locked or welded structures used to preclude unauthorized entry must be checked. ISRTs/ESRT's will conduct grill and culvert inspections daily and report discrepancies to BDOC.
- 10.5.4. If boundary lights are inoperative and an immediate repair of the system cannot be made, the

99 BDOC will contact the 51st Civil Engineering Squadron (CES) to provide light-alls. If sufficient light-alls cannot be obtained, the BDOC will ensure CBSs are posted.

10.5.5. If damage/discrepancies are found, the BDOC will initiate an emergency work order for repairs to CE. **Note:** If the discrepancies appear to be made by a hostile attempt to gain entry, a Covered Wagon report will be submitted and appropriate actions taken to neutralize the threat.

CHAPTER 11

Hill 170 Complex

11.1. General. Security sentries and teams posted in support of the Hill 170 Complex will be knowledgeable of and responsible for complying with the below procedures. These posts support PL-1 resources. Covered Wagon alerting and reporting procedures apply.

11.2. Hill 170 Entry Control (EC).

11.2.1. The EC call sign is Sierra-1 and the post limits are within the ECF, Bldg. 328, or as necessary to prevent unauthorized entry.

11.3. Hill 170 Entry Controller Duties and Responsibilities.

11.3.1. **Entry Prerequisites:** Osan AB Automated Entry Control Card (i.e. RAB with area "2" open). All other personnel must be escorted by an authorized escort official or be on an EAL authenticated by a 51 SFS/S3O supervisor (E-5 or above). Beale AFB issued RABs with area "12" open is also permitted.

11.3.2. Prior to granting entry into the vehicle entrapment area, all personnel will be processed at the ECF. Once the vehicle operator is processed and the vehicle is searched, he/she will be permitted to drive into the vehicle entrapment area.

11.3.3. **Vehicle searches:** The driver will vouch/search his/her vehicle prior to entering the restricted area. If escorting the vehicle, the escort official will search the vehicle.

11.3.4. Except for personnel being escorted, only three (3) personnel will be allowed in the personnel entrapment area at one time.

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11.3.5. Responds with Sierra-3 to alarms not exceeding 3 minutes, forming the second member of the ISRT. The ISRT may assist the ECF with vehicle entry.

11.3.6. When emergency response forces enter the area, maintain surveillance over them if located within the area of responsibility. Ensure all emergency response personnel depart the area upon termination of the emergency.

11.4. Internal Security Response Team (ISRT)

11.4.1. The ISRT call sign is Sierra-3 and, when posted (manning permitting), Sierra-3A; the post limits are within the confines of the Hill 170 Complex. ISRTs will remain mobile in their area of responsibility 45 minutes of the hour every hour.

11.4.2. Hill 170 ISRT Duties and Responsibilities:

- 11.4.2.1. Immediately upon being posted, inspect all equipment associated with your team. Report discrepancies or deficiencies to the BDOC or your Flight Chief/Leader prior to relieving the off-going personnel.
- 11.4.2.2. The ISRT leader will be held accountable if he/she fails to report missing, broken or damaged equipment or will be held liable if he/she accepts equipment in such a state of condition. The ISRT leader will account for all equipment prior to assuming duties.
- 11.4.2.3. Consider all incidents/situations as hostile until proven otherwise.
- 11.4.2.4. The ISRT will respond to the specified exterior door(s) of the buildings, or to designated fence sector(s), to provide visual assessment of all unannounced alarms at these locations.
- 11.4.2.5. Report security status to the BDOC twice per shift, or as directed by the Flight Chief /Leader.
- 11.4.2.6. Monitor the SF radio at all times and ensure radio discipline is strictly maintained.
- 11.4.2.7. Conduct periodic post checks on entry controller and alarm monitor. Patrol for 45 minutes with a 15-minute break. Do not loiter at the ECP.
- 11.4.2.8. Patrol the interior area and maintain an immediate response capability to the resources within the Hill 170 Complex. Do not leave the assigned patrol zone unless directed by the BDOC or other competent authority.
- 11.4.2.9. Be familiar with all security deviations and the compensatory measures for each.
- 11.4.2.10. Upon notification of an alarm activation/hostile situation, immediately respond to the incident scene, seal off the affected area, and conduct an assessment of the area to determine whether or not a hostile act exists. Actions upon arrival will consist of the following:
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- 11.4.2.10.1. If the area is secure, and there are no signs of attempted forced entry, request termination of response, resume normal operations and stand by the facility until the custodian arrives to verify security and reset the alarm.
- 11.4.2.10.2. If the area is occupied, personnel in the area will be contacted to determine their status. Once it is determined that there is no hostile activity, the response will be terminated and normal operations resumed.
- 11.4.2.10.3. If the area is secure, and there are signs of forced entry or if the area is occupied and the security status of personnel in the area cannot be determined, responding forces will take all measures necessary to neutralize the situation to include the use of deadly force.
- 11.4.2.10.4. ISRT leaders will assume Incident Commander Duties over unauthorized situations within their assigned areas of responsibility until properly relieved by higher authority.

11.4.2.11. ISRT personnel will have a working knowledge of all instructions and directives associated with security operations. These include the Osan AB IDP, OPLANS, SFOIs, and USFKR/FWI/AFIs pertinent to security affairs.

11.4.2.12. Assist with the purge of the area of all unauthorized personnel after emergency response terminates.

11.4.2.13. Mid-shift ISRT will check the perimeter and area lighting and notify the BDOC of discrepancies noted. The BDOC will annotate all discrepancies in the blotter.

11.5. External Security Response Team (ESRT).

11.5.1. Security 2/2A will be the Area Supervisor and is responsible for immediate response.

11.5.2. The ESRT will conduct an area of concealment check at the beginning of each shift within their assigned areas of responsibility and report findings to the BDOC. This check consists of a visual check of drainage ditches, avenues of approach, and possible enemy vantage/observation points. Visually check all security facilities, boundary barriers, gates, and structures, for tampering, deterioration, and inoperative equipment.

11.6. Hill 170 Close Boundary Sentry (CBS) Post Limits (when posted).

11.6.1. In the event of an IDS/Alarm failure, three (3) CBSs will be posted: One to cover Sectors 1-4, one for Sectors 5-7, and one for Sectors 8-9. The CBSs will **NOT** go to the ECF, nor enter any facilities, unless properly relieved or directed by BDOC.

11.7. Hill 170 CBS Duties and Responsibilities.

11.7.1. Conduct a joint check of your area of responsibility with the off-going CBS. Report any discrepancies to the BDOC or the Flight Leader/Chief prior to relieving the off-going CBS.

11.7.2. Respond to security incidents within the area as directed by the BDOC or higher authority.

11.7.3. Maintain surveillance over likely avenues of approach, perimeter and interior of the area within your field of vision. Continuously patrol the area boundary and randomly observe the inner portions of the restricted area.

11.8. Restricted Area Security/Lighting Inspection Procedures.

11.8.1. Boundary fencing and gates: Visually and physically check the entire length of fences and gates for discrepancies, e.g., tears, breaks, holes, gaps that exceed two inches from the ground or looseness in the fence fabric, support poles, barbed wire, and outriggers. Check all gates to ensure they open and close properly and that all electrical/key activated locks are working. Day shift will check fencing daily and report discrepancies to BDOC.

11.8.2. Lighting: Visually check all boundary lighting, area lighting, and ECP lighting. The mid-shift ISRT will check lighting. Inspections and results are entered in the blotter. S5/S5S will contact CE Job Control and initiate work orders to have any discrepancies repaired.

The work order number, description of the discrepancy, date called in, and the CE individual contacted will be tracked/logged by S5/S5S.

11.8.3. Grill and culvert checks: All openings (culverts, ditches, drainage systems, storm drains, catch basins, or man hole covers) having dimensions larger than 6.4 inches, and a cross section area of

more than 96 square inches, must be secured by steel grating, grills or equivalent. Locked or welded structures used to preclude unauthorized entry must be checked. ISRTs/ESRT's will conduct grill and culvert inspections daily and report discrepancies to BDOC.

11.8.4. If boundary lights are inoperative and an immediate repair of the system cannot be made, the BDOC will contact the 51st Civil Engineering Squadron (CES) to provide sufficient light- all units to compensate. If sufficient light-alls cannot be obtained, the BDOC will ensure CBSs are posted.

11.8.5. If damage/discrepancies are found, t h e BDOC will initiate an emergency work order for repairs to CE. **Note:** If the discrepancies appear to be made by a hostile attempt to gain entry, a Covered Wagon report will be submitted and appropriate actions taken to neutralize the threat.

CHAPTER 12

Flight Line Security

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12.1. Flight Line Security Inspections.

12.1.1. **Boundary fencing and gates:** Visually and physically check the entire length of fences and gates for discrepancies, e.g., tears, breaks, holes, gaps that exceed 99 inches from the ground or looseness in the fence fabric, support poles, barbed wire, and outriggers. Check all gates to ensure they open and close properly and that all electrical/key activated locks are working. Day shift will check flightline fencing daily and report discrepancies to the BDOC. Annotate new discrepancies in blotter and contact S3O.

12.1.2. **Lighting:** Visually check all boundary lighting, area lighting, ECP lighting, and aircraft shelter lighting in the Alpha/Bravo Diamonds, Third Generation Area, and Flowthroughs. Mid shift ISRT/ESRT will check lighting and report discrepancies to the BDOC.

12.1.3. **Clear zone/vegetation control:** Visually check the inner and outer area to ensure there are no obstructions, except permanent buildings and facilities, and vegetation does not exceed 8 inches in height. Mandatory clear zone/vegetation control inspections will be conducted by the day shift ISRT/ESRT in their respective areas and report discrepancies to BDOC.

12.1.4. **Grill and culvert checks:** All openings (culverts, ditches, drainage systems, storm drains, catch basins, or man hole covers) having dimensions larger than 6.4 inches, and a cross section area of more than 96 square inches, must be secured by steel grating, grills or equivalent. Locked or welded structures used to preclude unauthorized entry must be checked. ISRT/ESRT will conduct grill and culvert inspections daily and report discrepancies to the BDOC.

12.1.5. **Possible concealment area/avenues of approach:** Conduct a visual inspection of all possible concealment areas and avenues of approach adjacent to all restricted areas for signs of use by unauthorized personnel. This will include all ditches, culverts, bunkers, buildings, and areas around buildings and fixed objects that could afford concealment. All ISRT/ESRT will conduct possible concealment areas/avenues of approach checks at least once per shift. Annotate checks on area check sheet, report discrepancies to BDOC who will initiate emergency work orders and compensatory measures.

12.2. Prevention of Unauthorized Aircraft Movement/Operation.

12.2.1. During day-to-day operations, Security Forces patrols operating on the flight line will be alert to identify and challenge persons in the vicinity of aircraft. Pay particular attention to

persons in civilian attire or acting suspiciously.

12.2.2. Upon notification via primary/secondary crash net of an unauthorized movement or suspected hijacking is in progress, the following will be accomplished:

12.2.2.1. BDOC will comply with the QRC for attempted theft/hijacking of aircraft and dispatch the required number of patrols to effectively neutralize the situation.

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12.2.2.2. If the aircraft lane of travel is not already blocked by the fire department, a vehicle will be positioned so as to prevent further movement of the aircraft. If the aircraft is capable of backing up (e.g., C-130, C-17, P-3), ensure a vehicle is positioned at the rear of the aircraft. Security Forces vehicles **WILL NOT** go on the active runway in an attempt to block an aircraft.

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12.2.2.3. Responding patrols will deploy using available cover and concealment, and position themselves to maintain surveillance of the aircraft.

12.2.2.4. If the aircraft is in a hangar/shelter, the patrol will respond to the front of the hanger and position their vehicle to effectively block any movement of the aircraft. Using all available cover and concealment, the responding patrols will deploy in a manner that allows them to keep effective surveillance over the aircraft and establish an inner perimeter. Blocking vehicles will not deploy directly in line with weapons on aircraft equipped with forward firing weapons.

12.2.2.5. The Flight Chief/ Leader will respond to the scene and assume duties as the on- scene Commander until relieved by higher authority.

12.2.2.6. The on-scene Security Forces will detain personnel exiting the aircraft.

12.2.2.7. Block all possible routes of travel for the aircraft until termination of the incident.

12.3. Alternate Landing Surface (ALS)/Taxiway Foxtrot Activation.

12.3.1. If notified by the CP, or the Control Tower, of Taxiway Foxtrot activation, the BDOC will dispatch sufficient personnel to block all access routes to Taxiway Foxtrot – refer to QRC.

12.3.2. Papa-3 and Papa-4 will initially respond. Activate Quick Reaction Checklist (QRC) 8.

12.3.3. The Flight Chief/Leader may redirect/relocate responding personnel to ensure adequate security is provided to Protection Level resources. Should prolonged support of the taxiway become necessary, notification to Operations Officer and/or DFC must be made so that coordination can be made for Wing personnel to relieve in-place SF.

12.3.4. Ensure personnel/vehicles are positioned at least 100 feet from the taxiway to stop traffic. Vehicles will be allowed to exit the taxiway, but only emergency response vehicles (fire department, ambulance, Security Forces, and Supervisor of Flying/SOF) will be allowed entry.

12.4. Security for PL-1 & 2 Aircraft:

- 12.4.1. When aircraft are on public display, air or ground crews must stay with the aircraft.
- 12.4.2. The BDOC will, upon being notified of the arrival of a PL 1 and/or 2 aircraft, dispatch a mobile patrol to the aircraft and obtain the tail number, final parking location, duration of stay, and a copy of the crew orders.
- 12.4.3. Ropes, stanchions, and restricted area signs will be placed around the aircraft immediately, if located outside of an established RA. Place restricted area signs around the aircraft at the nose, tail, and wing tips with an ECP sign at the entry point to the aircraft.
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- 12.4.4. An EC and a sufficient number of CBSs will be posted to maintain 360 degree surveillance of the aircraft. The EC may perform both EC and CBS duties if they can effectively cover/view the boundary. In addition to the EC/CBSs, a one person ISRT must be dedicated to the area. Papa 3/4 may extend their area of coverage to include the Doorstop area. If the Hot Cargo Pad is used, an additional ISRT will be generated. An active runway may separate the response force and the resource. Entry will be controlled by using a copy of the crew orders that has been authenticated by a Security Forces supervisor (E-5 or above). An authorized crewmember will escort all personnel not listed on the crew orders into the area.
- 12.4.5. Security will be removed from the aircraft only at the direction of the aircraft Commander.

12.5. Security for PL-3 Aircraft:

- 12.5.1. Security Forces normally receive a message in advance of a PL-3 logistics/refueling aircraft arrival. Notification may also be received from Base Operations via the daily flight schedule or telephone.
- 12.5.2. Once the aircraft has parked, the area patrol will notify the BDOC of the parking location, aircraft type and tail number. In the event an aircraft is to be parked outside of a Restricted Area (RA), a temporary RA will be established around the aircraft. This will be done with ropes, stanchions, and restricted area signs. Position the restricted area signs at the nose, tail and wing tips of the aircraft. The assigned patrol will conduct checks of aircraft not parked in established restricted areas once every two hours as a minimum.
- 12.5.3. Security for U.S. Navy E-C/EC-130Q TACAMO/NAOC E-4/SAM Aircraft:
- 12.5.3.1. U.S. Navy E-6/EC-130Q TACAMO/NAOC E-4/SAM aircraft priority depends on the aircraft operational status. The aircraft Commander will inform SF of aircraft protection level.
- 12.5.3.2. Upon notification from CP, Base Operations, or message of a TACAMO/NAOC E-4/SAM aircraft arrival, the BDOC will take immediate action to ensure that aircraft is met by a patrol capable of establishing the restricted area.
- 12.5.4. Once the aircraft is parked, the on-duty Flight Chief/Leader will respond to the aircraft

And ensure it has been properly secured with ropes, stanchions, and RA signs.

- 12.5.5. A security patrol will obtain two copies of aircrew orders from the aircraft Commander and will have them authenticated by a Security Forces Area Supervisor (E-5 or above). Provide a copy to the EC to serve as an EAL. The second is kept on file at BDOC until the aircraft departs

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- 12.5.6. The aircrew will notify the BDOC their desire to enter the aircraft. Proper entry control procedures, dependent upon the aircraft status, will be adhered to.

12.5.7. A minimum of two light-all units will be provided during periods of reduced visibility and during the hours of darkness.

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CHAPTER 13

5th Reconnaissance Squadron (Blackcat Area)

13.1. General. Security sentries and teams in support of the Black Cat Area will be knowledgeable of, and responsible for, complying with the below procedures. These posts support PL-2 resources. Covered Wagon alerting and reporting procedures apply.

13.2. Black Cat Entry Control (EC).

13.2.1. The EC call sign is Whiskey-1 and the post limits are within 30 feet of the Entry Control Facility (ECF) or as necessary to prevent unauthorized entry.

13.3. Black Cat EC Duties and Responsibilities.

13.3.1. For unescorted entry into the Blackcat Area, personnel must have an Osan AB Automated Entry Control Card (i.e. Restricted Area Badge) with area "19" open, or a Beale AFB RAB with area "10" or "12" open. Korean national employees will not be allowed in the area unless under proper escort. The maximum number of personnel being escorted by a single escort is 10. All other personnel must be escorted by an authorized escort official or be on an EAL authenticated by a 51 SFS/S3O supervisor (E-5 or above). **Note:** Beale AFB personnel are authorized to escort if they have an "E" stamped next to area "10" or "12".

13.3.2. Prior to entering the area, all personnel will be processed at the ECP. POV operators will have a flightline pass for their vehicle. Once the vehicle operator is processed and searches the vehicle, he/she will be permitted to drive into the area.

13.3.3. Vehicle searches: The driver will vouch/search his/her vehicle when entering the restricted area. If escorting the vehicle, the escort official will search the vehicle.

13.3.4. When requested by the EC, the ISRT will respond to the ECF to assist with vehicle entry.

13.3.5. When emergency response forces enter the area, maintain surveillance over them if located within the area of responsibility. Ensure all emergency response personnel depart the area upon termination of the emergency.

13.4. Black Cat Internal Security Response Team (ISRT)

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13.4.1. The ISRT call sign is Whiskey-3 and, when posted (manning permitting), Whiskey-3a. The post limits are within the confines of the Black Cat area.

13.5. Black Cat ISRT Duties and Responsibilities.

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13.5.1. Patrol the interior area, primarily in front of the hangars, for defense in depth, and maintain an immediate response capability to the resources within the Black Cat area. The ISRT will remain mobile within the Restricted Area 45 minutes of each hour. Do not leave the assigned patrol zone unless directed by BDOC or other competent authority.

13.5.2. Upon notification of an alarm activation/hostile situation, immediately respond to the incident scene, seal off the affected area, and conduct an assessment of the area to determine whether or not hostilities exist. Actions upon arrival will consist of the following:

13.5.2.1. If the area is secure, and there are no signs of attempted forced entry, request termination of response, resume normal operations and stand by the facility until the custodian arrives to verify security and reset the alarm.

13.5.2.2. If the area is occupied, personnel in the area will be contacted to determine their status. Once it is determined that there is no hostile activity, the response will be terminated and normal operations resumed.

13.5.2.3. If the area is secure and there are signs of forced entry or if the area is occupied and the security status of personnel in the area cannot be determined, responding forces will take all measures necessary to neutralize the situation to include the use of deadly force.

13.5.3. Conduct a joint check of the ECP and respective area with the off-going ISRT. Report any discrepancies to BDOC or the Flight Leader/Chief prior to relieving the off going ISRT.

13.5.4. When emergency response forces enter the area, maintain surveillance over them if located within the area of responsibility. Ensure all emergency response personnel depart the area upon termination of the emergency.

13.5.5. Respond to security incidents within the area

13.5.6. Responsible for relief of EC and all CBSs, when posted.

13.5.7. Set a schedule to ensure at least two (2) CBSs are patrolling their respective areas at all times.

13.6. External Security Response Team (ESRT).

13.6.1. The call sign Security 2/2a is the area supervisor and has primary responsibility for immediate response.

13.6.2. The ESRT will conduct an area of control check at the beginning of each shift within their assigned areas of responsibility and report findings to BDOC. This check consists of a visual check of drainage ditches, avenues of approach, and possible enemy vantage/observation points. Visually check all security facilities, boundary barriers, gates, and structures, for tampering, deterioration, and inoperative equipment.

13.7. Black Cat CBS Post Limits (when posted).

13.7.1. In the event of an IDS/Alarm failure, two CBSs will be posted: One to cover from the southwest to southeast corner of the Black Cat Area and one to cover from the northeast to southeast corner of the Black Cat area. The CBSs will NOT go to the ECF, nor enter any structures, unless properly relieved or directed by the BDOC.

13.8. Black Cat CBS Duties and Responsibilities.

13.8.1. Conduct a joint check of your ECP and area of responsibility with the off-going CBS. Report any discrepancies to BDOC or the Flight Leader/Chief prior to relieving the off going CBS.

13.8.2. Respond to security incidents within the area as directed by BDOC or higher authority.

13.8.3. Maintain surveillance over likely avenues of approach, perimeter and interior of the area that falls within your field of vision. Patrol the area boundary and randomly observe the inner portions of the restricted area.

13.8.4. The CBS will remain outside their assigned facility for 45 minutes of each hour.

13.8.5. Remain vigilant for passing distinguished visitors due to proximity of the AMC terminal.

13.9. Restricted Area Security/Lighting Inspection Procedures conducted by Whiskey-3.

13.9.1. Inspections and results are entered in the blotter. S5/S5S will contact CE Job Control and initiate work orders to have any discrepancies repaired. The work order number, description of the discrepancy, date called in, and the CE individual contacted will be tracked/logged by S5/S5S.

13.9.2. If damage/discrepancies are found, BDOC will initiate an emergency work order for repairs to CE.
Note: If the discrepancies appear to be made by a hostile attempt to gain entry, a Covered Wagon report will be submitted and appropriate actions taken to neutralize the threat.

13.9.3. Boundary fencing and gates: Visually and physically check the entire length of fences and gates for discrepancies (e.g., tears, breaks, holes, gaps) that exceed two inches from the ground or looseness in the fence fabric, support poles, barbed wire, and outriggers. Check all gates to ensure they open and close properly and that all electrical/key activated locks are working. All shifts will check fencing daily and report discrepancies to BDOC.

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13.9.4. Lighting: Visually check all boundary lighting, area lighting, and entry point lighting. Mid shift ISRTs/ESRTs will check lighting and report discrepancies to BDOC.

13.9.5. Clear zone/vegetation control: Visually check the inner and outer area to ensure there are no obstructions, except permanent buildings and facilities, and vegetation does not exceed 8

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Inches in height. The clear zone/vegetation control inspections will be conducted by the Day shift ISRT/ESRT in their respective areas and report discrepancies to BDOC.

13.9.6. Grill and culvert checks: All openings (i.e. culverts, ditches, drainage systems, storm drains, catch basins, or man hole covers) having dimensions larger than 6.4 inches, and a cross section area of more than 96 square inches, must be secured by steel grating, grills or equivalent. Locked or welded structures used to preclude unauthorized entry must be checked. ISRT/ESRT will conduct grill and culvert inspections daily and report discrepancies to BDOC.

13.9.7. Possible concealment area/avenues of approach: Conduct a visual inspection of all possible concealment areas and avenues of approach adjacent to all restricted areas for signs of use by unauthorized personnel. This will include all ditches, culverts, bunkers, buildings, and areas around buildings and fixed objects that could afford concealment. All ISRTs/ESRTs will conduct possible concealment areas/avenues of approach checks at least once per shift. Annotate checks on area checksheet, report discrepancies to BDOC. S5/S5S will initiate emergency work orders

and compensatory measures.

CHAPTER 14

Alpha Site

14.1. Alpha Site. Alpha Site Entry Controller (EC) call sign is Echo-5 and the post limits are within 50 feet in any direction, except for safety reasons or unless emergency circumstances dictate otherwise.

14.2. Alpha Site EC Duties and Responsibilities.

- 14.2.1. Alpha Site is a Controlled Area. The entry requirement for this area is the Osan AB automated Entry Control card (i.e. RAB) with the open area "1". If the individual's identity is in question, compare the RAB against the individual's ID card. All personnel desiring unescorted entry into Alpha Site must also carry the same ID cards necessary to enter Osan AB. **Note:** Alpha Site does not require an ~~FOR OFFICIAL USE ONLY~~ **FOR OFFICIAL USE ONLY**
- 14.2.2. Immediately upon being posted, and prior to relieving the off-going EC, conduct an inspection IAW the Post Accountability Check Sheet. Ensure all operating instructions, forms, logs, and related documents are available. Conduct a security communications check with the BDOC upon being posted. Conduct a security status check twice per shift. Report all discrepancies to the BDOC for action. The off-going EC will not be relieved until the discrepancies are corrected. SFOI 31-101, 11 August 2015
- 14.2.3. When warned of an emergency, advise the BDOC of the emergency and lend assistance as appropriate. Responding agencies will be granted immediate access to the area with prior notification. Direct the mobile site patrol to sweep the area for any unauthorized personnel.
- 14.2.4. Report all violations of applicable directives to the BDOC.
- 14.2.5. The pedestrian and vehicle entrance gate will be secured with a padlock and the EC will control the key.
- 14.2.6. Sign all visitors on the AF Form 1109, *Visitor Register Log*. Contact Munitions Control for all visitors who require escorts. The Mid-shift will turn-in the AF Form 1109 to 51 SFS/S3OP once completely filled in, or at the end of their shift. Only Active Duty military may escort visitors (51 SFS/S3OP will forward AF Form 1109s to 51 MXS/MXM).
- 14.2.7. Physical Security Deficiencies: Bldg. S-200 is not protected with an Intrusion Detection System (IDS) and a duress alarm. Security-6 will conduct four hour checks on this facility.
- 14.2.7.1. Compensatory Measures: Since these buildings do not meet Air Force requirements, additional security checks are required. These additional building checks have been placed on the Alpha Site building checklist.

14.3. Alpha Site Patrol.

14.3.1. The call sign is Security-6 and the post limits are within the confines of Alpha Site. This post will be posted with a MWD team when available.

14.3.2 Specific Duties: Monitor avenues of approach to controlled area boundary maintaining an immediate response to the resources. Maintain observation over the controlled area boundary and prevent unauthorized personnel from entering the controlled area. Monitor host nation roadways within close proximity of fence line and ECP, and the numerous ravines, ditches, and heavily wooded areas that can provide concealed routes of travel to resources.

14.4. Alpha Site Patrol Duties and Responsibilities.

14.4.1. Alpha Site Night Vision Goggles (NVG) use:
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14.4.1.1. NVGs will be checked out from the armory by the Alpha Site patrol and utilized by the patrol during hours of darkness, as frequently as possible.

14.4.1.2. The maximum period of time the patrol should utilize the NVGs is 30 minutes, with at least a 30-minute break in between use to avoid eyestrain and loss of night vision. **99** ~~Flight Vision Vehicles will not~~
be driven with NVGs on, except in actual combat conditions or while training with a certified trainer.

14.4.2. Be knowledgeable of the location of all facilities and conduct building checks. These building checks are conducted as a compensatory measure due to the lack of a single level of alarm on the structures.

14.4.3. Ensure all personnel within the area display their RAB, or are properly escorted. Unauthorized personnel within the area will be challenged and proper identification determined.

14.4.4. Do not drive off of the hard surfaces. Speed limit is 15 miles per hour throughout the entire area.

14.4.5. Remain on patrol, returning to the ECP only for official business and latrine breaks. Do not loiter in the ECP.

14.4.6. During emergency situations requiring evacuation of personnel working inside the Alpha Site complex, instruct personnel to evacuate the area and indicate the route to be taken to prevent the return of personnel into the affected area.

14.4.7. Conduct an area of concealment check at the beginning of each shift within the assigned area of responsibility and report findings to the BDOC. This check consists of a visual check of drainage ditches, avenues of approach, and possible enemy vantage/observation points. Visually check all security facilities, boundary barriers, gates, and structures for tampering, deterioration, and inoperative equipment.

14.5. Exterior Security Response.

14.5.1. Police-1, or an available Police unit, will respond to any situation within and around the Alpha Site Complex.

14.5.2. NVGs will be checked out from the armory and utilized by Police-1 during hours of darkness as

frequently as possible.

- 14.5.3. The maximum period of time the patrol should utilize the NVGs is 30 minutes with at least a 30-minute break in between use to avoid eyestrain and loss of night vision. **Vehicles will not be driven with NVGs on, except in actual combat conditions or while training with a certified trainer.**

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CHAPTER 15

Law and Order Patrol

15.1. General. Each patrolman will be knowledgeable of, and responsible for, complying with the below procedures and SSIs. **NOTE:** Any SF member assigned a vehicle patrol function will be fully licensed to operate a GOV on and off installation and must have flight line authorization. Failure to obtain all of these requirements limits or negates the mobility and effectiveness of the patrol.

- 15.1.1. Installation Security Forces patrols will not be used unnecessarily for situations that will take them away from performing their duties of responding to protection level resources. In cases of minor (non-disabling and non-injury) traffic accidents, or minor crimes where there is/are no subject(s)/suspects or evidence to be processed, individuals should be directed to BDOC to do required paperwork. Each patrol will determine if pictures are needed for MINOR vehicle accidents; all Major Accidents will be investigated by a trained accident investigator to include pictures.

15.2. Law and Order Patrol Call Signs/Duties and Responsibilities.

- 15.2.1. **Police 1: Senior Patrolman/Assistant Flight Chief.** Area of responsibility is the entire base, or as directed by BDOC, Flight Leader/Chief, or other proper authority. Police 1 will post early and in-so-doing will brief all other early posts on pass-ons and pertinent information. Police 1 will immediately assume area supervisor duties when their changeover is completed.

- 15.2.2. **Police 2, 3, 4 and Police 5 (when posted):** Will patrol Osan Air Base and the area covering within a 3 kilometer radius around Osan Air Base, unless otherwise directed by higher authority.

15.3. Equipment.

- 15.3.1. The DFC, with consent of the Installation Commander, has determined the need to use the 16 inch or 21 inch expandable police baton as an intermediate use of force weapon in the performance of Security Forces duties. Before utilizing the baton, the individual must be properly trained and certified. TASERS are authorized for use and will be issued to those who are properly certified.

15.4. Law and Order Concepts and Procedures.

- 15.4.1. Patrols will be familiar with the layout of the installation, to include boundaries and specific crime and accident problems or trends and alarmed facilities. Patrols can deter crime by varying their patrol route. In manning shortages, the Flight Chief/Leader will perform duties as patrols and will respond to incidents accordingly.

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15.4.2. Patrols will remain mobile unless cleared to return to Bldg. 1425 by the BDOC or higher authority. Conduct frequent walk-throughs of public areas or high traffic locations.

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15.4.3. Traffic control and issue citations when appropriate.

15.4.4. Conduct traffic and crime scene investigations as directed. Complete all necessary forms as required and follow the format provided by S3OP. **Note:** USFKR 190-50/Law Enforcement Procedures in Korea specifies that Osan AB Security Forces are responsible for responses on Osan AB and a 3K radius off base.) See Osan AB IDP for additional details on jurisdiction.

15.4.5. When responding to an accident/incident using emergency equipment, exercise due caution and obey all traffic laws to limit the danger to yourself and others.

15.4.6. Patrols will respond based on the priority the dispatch given by the BDOC. Korean emergency vehicles utilize their emergency lights at all times when they are "In-Service or On-Duty". **Note:** Do not expect Korean National personnel to respond to emergency vehicle equipment usage as followed in in the U.S.

SF RESPONSE CODES

Code 01: Routine

Code 02: Urgent (Lights Only)

Code 03: Emergency (Lights and Sirens) Code 04: Wants/Warrants

Code 05: Traffic Stop Code 06: Latrine break Code 07: Meal break

Code 08: Suspect in custody

Code 08a: Suspect (opposite sex) In custody Code 09: Change radio frequency

Code 10: All secure

Code 11: Transporting suspect Code 12: Bomb threat

Code 13: Assistance needed Code 14: Guardmount Broke Code 15: Sexual

Assault Code Alpha: Alarm activation

Code Echo: Funds/Munitions Escort Papa Delta: Passive duress

Note: Code 4 will be utilized when wants and warrants information must be transmitted over the radio.

15.4.7. Individuals on patrol will check all parking areas within their assigned sectors and identify all suspected abandoned vehicles. The patrolman must ensure they pay particular attention to signs of vehicle abandonment (i.e., flat tires, expired registration, vehicle in disrepair). If probable cause has been established indicating the vehicle has been abandoned, the patrolman will complete a DD FM 2504, *Abandoned Vehicle Notice*, and place the last copy in a conspicuous place on the vehicle. The vehicle will be cited with a DD FM 1408, *Armed Forces Traffic Citation*, for obvious violations (i.e., expired registration or illegally parked). The DD FM 1408 **WILL NOT** be used to take the place of the DD FM 2504. On the DD Form 2504, instruct the violator(s) to contact S2I at DSN 784-5904/4414 within 72 hours. The DD Form 2504 will be forwarded to S2I. S2I will track all potentially abandoned vehicles. USFK license plates will be researched using the Defense Biometric Identification System (DBIDS) in the BDOC. Forward all citations to S3O. **Note:** SF members do not conduct off-

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base traffic enforcement.

15.4.8. Extend assistance to all victims and witnesses by ensuring they are treated with

Dignity and courtesy. Individuals should be subjected to the minimum amount of interference with personal privacy and property rights. Provide DD Form 2701 (*Initial Information for Victims and Witnesses of Crime*) to all victims and witnesses.

15.4.9. Incident and Accident Investigations: All incidents where personnel are detained/apprehended for a crime require a SFMIS Report. Furthermore, ensure all other pertinent forms are completed (e.g. AF Form 1315, 51 FW 0-42, AF Form 1168).

15.4.10. Portable Breathalyzer Test (PBT): When alcohol influence is suspected (e.g., bloodshot eyes, odor of alcoholic beverage, slurred speech, etc.) during the course of an incident investigation, initiate a DD Form 1920, *Alcohol Incident Report*.

15.4.10.1. Advise the person that you suspect them of an alcohol related offense and ask the suspect if they consent to a PBT. If they do, conduct the test, annotate the result on the DD Form 1920 and always complete the AF Form 1364 (*Consent for Search and Seizure*) as a follow-up to the verbal consent.

15.4.10.2. If they refuse the PBT, contact the on-call SJA and the subject's Commander to determine if the Commander will order the person to provide a sample. Annotate how the order was given on the SFMIS report. Further refusal will be added as Article 92, *Failure to obey a lawful order*.

15.4.10.3. Additionally, should the member refuse the order to provide a breath sample, contact the JAG and the Magistrate who may compel a blood test given legal sufficiency? If the Magistrate compels a blood sample utilize an AF Form 1176 (*Authority to Search and Seize*) to annotate the authority and transport the individual to the hospital for a blood sample.

15.4.10.4. Continue with normal processing of the incident.

15.4.10.5. Advise the suspect of their rights IAW the AF Form 1168 (*Statement of Suspect/Witness/Complainant*). If suspect elects to make a statement/answer questions, accomplish the interview portion of page 2 on the DD form 1920.

15.4.10.6. Release personnel to proper authority utilizing DD Form 2708 (*Receipt for Pre-Trial/Post-Trial Prisoner or Detained Person*).

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15.4.10.7. Forms as needed: SFMIS Report, AF Form 1364, DD Form 2708, DD Form 1920, AF Form 1176.

15.5. On/off-base Pursuit Policy.

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15.5.1. On-base pursuit policy. Patrols are authorized to go 10 MPH over the posted speed limits to pursue any violator that has committed a minor offense or is suspected of committing a crime. If the violator is proceeding faster than 10 MPH over the posted speed limit, patrols are authorized to proceed at a speed that is reasonable and prudent for the pursuit. If this occurs, patrols will utilize other post/patrols as much as possible to block off or route violators into safe areas. Patrols will take into consideration the current road conditions and break off any pursuit that they feel is unsafe.

15.5.2. Off-base pursuit policy. Off-base pursuit is not authorized for minor violations. If there is a chance the pursuit will continue off base, notify the gate guards to secure the installation gates to prevent the vehicle from departing. Notify Korean National Police (KNP) so they can assume off-base pursuit responsibilities. All attempts to stop the vehicle on base should be made before pursuing off-base. Pursuit off-base is only authorized if assistance is requested from KNP. Patrols will obtain prior approval from the Flight Chief/Leader and only pursue at a safe distance to keep the violator spotted until KNP assumes the pursuit and return to base as soon as KNP takes over unless they request assistance.

15.6. Resource Protection.

15.6.1. Conduct and record building or area security checks as listed on the building check sheet in your area of responsibility during your shift. The checks will be conducted at irregular intervals and will consist of a thorough physical or visual inspection of doors, windows and other accessible openings, depending on the requirement. The patrolman will mark the check sheet by (POD) Personnel On Duty; (SEC) secure, if the building is secure; (AIO) All In Order, for area checks; or (UNS) unsecured. The patrolman who checked the facility will place his/her initials, along with the time the building was checked, next to the building number on the building check sheet. All patrolmen who have initials on the check sheet will sign at the bottom of the form. The Flight Chief will initial the check sheet in the appropriate block.

15.6.2. If a building is found unsecured, the patrol will notify the BDOC and await the arrival of a back-up patrol. Once a 360-degree cordon is established, conduct an exterior check of the facility, preferably with an MWD team. If forced entry is noted, **contact S2I immediately**. A search will be conducted upon the arrival of additional patrols. Patrols are reminded that they may be entering a potential crime scene and that they should neither touch nor move anything and, if possible, look closely for possible trace evidence like foot or handprints in dust. If observed, they must be avoided. If there are no signs of forced entry, do not enter the facility until the custodian arrives.

15.6.2.1. If there is evidence of forced entry, robbery or attempted robbery, maintain the cordon, secure the crime scene and protect any evidence. Anyone found in the vicinity will be detained and identified for questioning. The first responding patrols will conduct the initial interviews. Do not allow personnel into the area until the arrival of S2I or OSI.

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15.6.2.2. If there is no indication of forced entry, theft, or robbery, maintain the cordon until the sweep is complete. Conduct a joint interior check with the facility custodian and if all is found in order, terminate the response. Ensure the custodian secures the facility and the patrolman obtains all needed information to accomplish a blotter entry. If the alarm is due to human error, accomplish a report on the incident.

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15.6.3. Investigate suspicious activities and conduct on-scene interviews. Field interviews will not be conducted to harass "known criminals" or any other group or individual and should be handled with tact and diplomacy. Conduct interviews in response to suspicious behavior or when persons are found in a high crime area at unusual times. When conducting a field interview, patrols will notify the BDOC of their location and reason for the interview. Patrols will inform the Controller of their status every 10 minutes. If the patrols do not resume contact within 10 minutes, the BDOC will attempt to make radio contact with the patrol

And, if contact cannot be made, duress procedures will be initiated. The use of AF Form 3907, *Field Interview Cards* to record these types of contacts is an excellent tool to track specific personnel to specific locations at a specific time. All AF Form 3907's will be completed with a duplicate copy. One copy will be kept on file at the BDOC and the other will be forwarded to S2I through S3O. Field interview cards on individuals will be destroyed after 90 days if there is no further contact. All contacts will be annotated in the SF Blotter.

15.7. Funds Escorts.

15.7.1. Upon notification of a funds movement, the Controller, when notified, will annotate the name of the activity, couriers name(s), movement type, location to/from, vehicle, license number, description of carrier, initiation/termination terms and patrolman name in the blotter. Prior to initiating an escort, the BDOC will authenticate with the appropriate patrol utilizing the unit authentication procedures. The BDOC will keep radio contact with the escorting patrol and conduct a status check every 10 minutes. Upon termination of the escort, the Controller will authenticate with the appropriate patrol. **Note:** Security Forces will escort government funds of \$100,000 or more, but may assist with lower amounts, if approved by S3 or the DFC.

15.7.2. Once a transfer/escort is initiated, no stops enroute are authorized, except for emergency reasons.

15.7.3. The escort will be instructed to notify the BDOC immediately upon arrival at the final destination.

15.7.4. On-Base Funds Transfers:

15.7.4.1. On-base and off-base funds transfers of \$99,999.99 or less should be conducted by the owner/user activity. The owner/user activity will notify the BDOC when the escort starts and terminates.

15.7.4.2. On-base funds transfers of \$100,000.00 or more will be conducted by at least one armed Security Force member who will follow the funds escort vehicle in a separate vehicle. The vehicle used by the Security Forces escort will follow the courier's vehicle. Both vehicles will obey all traffic laws. All couriers will be briefed to operate their vehicles in a manner which will allow the escort vehicle to remain behind them, thereby providing the escorting Security Forces member(s) continuous, unobstructed, view of the couriers vehicle at all times.

15.7.4.3. During on base escorts, the Security Forces escort will maintain radio contact with the Controller during the funds transfer. If the escort fails to make the check, the controller will contact the escort and request the status of the transfer. This action will be accomplished using the unit's authentication procedures.

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15.7.5. Off-Base Funds Transfers:

15.7.5.1. Off-base funds transfers in the amount of \$100,000.00 or more require at least two armed Security Force members. The Security Forces members will perform the escort in a vehicle separate from the vehicle carrying the funds. The vehicle used by the

Security Forces escort will follow, rather than lead, the courier vehicle. Both vehicles will obey all traffic laws. All couriers will be briefed to operate their vehicles in a manner which allows the escort vehicle to remain behind and to observe the courier's vehicle at all times. The Security Forces escort will advise the BDOC of the initiation time and termination time of the escort. Contact with the BDOC will be maintained at all times.

15.7.5.2. Off-base, the Security Forces escort(s) will maintain radio contact with the BDOC as long as possible. Once radio contact can no longer be made, the escort will call the BDOC immediately upon arriving at the destination and authenticate the status of the transfer. When departing a location out of radio range, the escort will call the BDOC and advise the initiation of the escort.

15.7.5.3. The escort will make an attempt to contact the BDOC via radio until radio contact is established. The escort will authenticate the status of the transfer and continue to make checks until the transfer is terminated.

- 15.7.6. Terminate the escort by using the Security Forces authentication procedures. If for any reason the courier/escort misauthenticate(s), is overdue at the destination, or there is doubt as to the security of the courier or escort, initiate the Anti-Robbery/Robbery QRC.
- 15.7.7. Shipment of funds through the postal system valued at \$250,000 or more require armed protection by Security Forces while it is stored in military postal facilities and while being transferred within overseas postal channels. The shipping agency will notify Security Forces to obtain the required protection. Two Security Forces members armed with M-4 rifles and 210 rounds of ammunition will be used to secure these funds. All information concerning these shipments will be annotated in the blotter.

15.8. Munitions Escorts.

- 15.8.1. Upon notification of a pending off-base munitions movement, the controller will ascertain the destination, route of travel, the risk category and the estimated time of arrival. If an escort is required, dispatch a patrol to accomplish the escort. When available, a marked Security Forces vehicle with an operational emergency light bar will be utilized.

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- 15.8.2. Upon arrival of the patrol and initiation of the escort, the Controller will annotate the Funds/Munitions Escort/Movement Log.
- 15.8.3. The patrol will notify the Controller of the escort status. The controller authenticates with the patrol using the Security Forces authentication procedures. The patrol will notify the BDOC when the escort is initiated, when the escort leaves the base and upon arriving at the destination. SFOI 31-101 11 August 2015
- 15.8.4. The patrol performing the escort will remain alert for any hostile action directed toward the convoy. In the event of a hostile act, the patrol will notify the BDOC and protect the convoy, as best as possible, until the arrival of assisting patrols.
- 15.8.5. The patrol will utilize emergency lights while conducting the escort.
- 15.8.6. During movement of medium/high risk munitions (not in supply channels), an armed Security Forces escort is required. User agency personnel need not be armed.

15.9. Munitions Movements – Hill 180/South Gate.

- 15.9.1. 51 MUNS will notify the BDOC of a pending inbound or outbound munitions movement via landline. **Note: The controller may facilitate the flow of information by calling MUNS for any munitions movements daily.** The BDOC will dispatch a patrol to meet the movement.
- 15.9.2 There are three different types of munitions pulls that required different response times.
- 15.9.2.1. **Routine Ops pull** - SFS will respond to open the gate within 30 minutes notice for routine ops.
- 15.9.2.2. **Emergency Ops pull** – SFS will respond to open the gate within 15 minutes
- 15.9.2.3. **Surge Ops** - Munitions Control will coordinate gate openings.

- 15.9.3. The patrol will verify the identity of all personnel departing or entering the installation by checking their military identification card. If all personnel are authorized, the movement will be allowed to enter or depart the installation.
- 15.9.4. Should the identity of any individual be in question, the patrol will notify the BDOC and initiate a challenge.
- 15.9.5. The CDOC will maintain strict accountability of the Hill 180 Gate Key and ensure that periodic check is conducted of the road outside Hill 180 to make sure it is clear for a no-notice use. Contact KNP if any civilian vehicle is on the access road to this gate.

15.10. Weapons Escorts.

- 15.10.1. Firearms are highly susceptible to theft; therefore, when Security Forces are tasked to provide surveillance or movement of weapons, they will maintain security of the weapons/firearms until they are secured in an approved storage facility.

15.10.2. On-Base Weapons Escorts:

- 15.10.2.1. Very high risk requires continuous armed surveillance by the driver and a one-armed owner/user person along with a Security Forces Escort. Weapons must be placed in the custody of a Non-commissioned Officer in the grade of E-6 or above, or an Air Force/DoD civilian equivalent.

15.10.2.2. High risk requires two owner/user personnel, but no armed surveillance.

- 15.10.2.3. Medium or low risk requires two owner/user personnel to be assigned to the shipment continuously.

15.10.3. Off-Base Weapons Escorts:

- 15.10.3.1. Follow the requirements for on-base movements with the following additions:

15.10.3.1.1. Radio contact will be maintained with BDOC.

15.10.3.1.2. When possible, coordinate the off-base movement with the KNP.

- 15.10.4. Firearms will not be left unattended. Security Forces personnel will not provide guards for weapons while they are being prepared for shipments, nor while they are being uncrated.
- 15.10.5. **Emergency Procedures:** During a Security Forces escort, if either the escort or Security Forces are involved in an accident or is disabled, the operational vehicle will be used to complete the escort. One patrolman will accompany and continue the escort while the other patrolman remains to secure the vehicle and accident scene. The patrol will advise BDOC of the situation. The Controller will make the appropriate notifications and dispatch a unit if needed.

15.11. Directed Runs (D-Runs).

- 15.11.1. D-Runs are pre-planned specific patrol strategies used to counter installation crime trends. D-Runs will be assigned to a MWD patrol, if available, and will run for a minimum of 30 minutes. Longer runs are desired if conditions and manning permits. D-Runs will be conducted as follows:

15.11.1.1. D-Runs will be listed in the blotter per format provided by S3OP. In the event a D-Run cannot be conducted, or must ~~FOR OFFICIAL USE ONLY~~ also be annotated in the blotter.

15.11.1.2. The date and place for D-Runs will be provided by S3OP on a weekly basis via the published Ground Tasking Order (GTO) and is based on the monthly crime trend analysis. GTO is developed based on information developed by S2I or OSI. There may also be times when a reverse D-Run occurs; this occurs when units may be told to stay away from a specific area so as not to interrupt surveillance or other investigative activity. All activity of this nature will be coordinated with your Flight Chief/Leader and directed by GTO.

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15.12. Random Detector Dog Searches.

15.12.1. MWDs are used to deter and interdict the introduction of illegal drugs and contraband on the installation. Searches will be conducted as follows:

15.12.1.1. Searches will be conducted in accordance with the monthly schedule provided by the Installation Commander or designated representative. The schedule is "For Official Use Only" and will be released by the Kennel Master only to those personnel with a need to know. The schedule will contain the building or area to be checked, the time block, and the number of buildings to be checked (e.g., buildings #476, 1836, and 884 will be searched between 1830 and 2030).

15.12.1.2. Notify the BDOC of the start and completion time of the search. An entry will be made in the blotter.

15.12.2. Procedures for searching dormitories, officer quarters, and visiting Airman/Officer quarters will be as follows:

15.12.2.1. Unless directed by S3 or the DFC, the detector team will only search common areas (e.g., open latrines, dayrooms, hallways, etc.).

15.12.2.2. The handler will attempt to contact the dorm manager, if available, prior to initiating the search. The handler will explain the reason for the search and ask if they wish to accompany them during the search. At no time will the search be delayed due to the dorm manager's work schedule or for other reasons.

15.12.2.3. If a detector dog responds (i.e., indicates the presence of a controlled substance or explosives) the search will be stopped. The handler will then notify the BDOC of the response and secure the crime scene. Immediately contact S2I to have them respond to the crime scene. If the detector dog responds on a room, attempt to contact the occupants for consent to search. If contact is made, have the occupants depart the room and request the occupants give Consent to Search and Seizure via AF Form 1364. If only one occupant is in the room, they can only give consent to search his/her personal space and the common areas (e.g., kitchen, sink areas). If consent is denied, detain the occupants and contact the Staff Judge Advocate to verify probable cause. If probable cause is confirmed, contact the Military Magistrate to request Authorization to Search and Seize via AF Form 1176. All suspicious substances and/or contraband will be seized and receipted for on the AF Form 52. In the event no occupants are present, use current procedures to obtain a search authority.

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15.12.3. Procedures for searching buildings designated as work centers/areas, will be as follows:

15.12.3.1. The detector team will search the entire area (excluding areas that would provide access to classified information or highly sensitive equipment that could be easily damaged).

- 15.12.3.2. If able, contact will be made with the Section Chief, OIC, or NCOIC prior to conducting the search. They will be advised of the reason for the search and asked to accompany the detector team. The search will not be delayed because of the NCOIC or OIC work schedules however; classified material will be secured prior to the initiation of the search.
- 15.12.3.3. If a detector dog responds, consent or authorization is not required to search an area where an individual maintains no —expectation of privacy. Only request consent and search authorization for personal lockers, desks, etc. maintained by a single individual.
- 15.12.3.4. If a specified building is secured the exterior of the building and adjacent areas will be searched. The blotter entry will reflect the fact that the building was secured and the adjacent area was checked.
- 15.12.3.5. Whenever a search is conducted, the adjacent areas and the exterior of

Vehicles associated with the facility will be searched. If the detector dog responds on a POV, consent or authorization must be obtained prior to searching the interior of the vehicle. If the detector dog responds on a GOV, consent to search is not required prior to an interior search, consent is still required prior to searching any personal property.

- 15.12.3.6. The Flight Chief/Leader may terminate the search when it is determined conducting it would be impractical because of adverse conditions (e.g., weather, traffic jams, etc.), or real world commitment. If searches are not conducted, or terminated early for any reason, it will be annotated in the blotter.

15.13. Traffic Stops.

- 15.13.1. When conducting a traffic stop, attempt to get the violator's attention by turning on the overhead emergency lights. If this fails, use the siren, and as a last resort use the horn. When the violator pulls over, provide the following information to the BDOC via radio. Location, description of vehicle, registration number, number of occupants, reason for the stop and if you request back up. Upon notifying the BDOC of a traffic stop, the patrolman will make contact with the operator only after a check of the vehicle and the registered owner has been made via DBIDS; the barred and revocation/suspension list and information relayed to the patrol person.

- 15.13.1.1. Multiple violations will be written on the same ticket, instead of separate tickets. However, points will be assessed only for the highest single offense. For further guidance concerning traffic points, refer to the Security Forces Reports and Analysis section and/or FWI or AFMAN 31-116. The only exception is when there is a moving violation occurring with an equipment/registration violation, at which time the patrol may issue one ticket for the moving offense and a separate fix-it ticket for the non-moving offense.

- 15.13.1.2. If the issuance of a citation is warranted, the patrolman will fill out the citation in the safety of his vehicle or wherever provides the best vantage point of the vehicle he/she has stopped.

15.13.2. Fix-It Tickets.

- 15.13.2.1. **Defective equipment violations:** Be alert for vehicles being operated with defective equipment. For minor violations issue a DD FM 1408 to the operator of the vehicle. Tell the driver or owner of the vehicle they have 72 hours to correct the deficiency and report to Bldg. 1425/BDOC to have the equipment inspected. Tell the operator if this is done, the ticket will

be processed as a warning. Explain if the deficiency is not corrected and inspected within 72 hours, the ticket will be processed as a violation. Annotate the special instructions section of the violator's copy (pink) to reflect these instructions.

- 15.13.2.2. When a violator enters the BDOC stating the defective item has been repaired, have an available patrol conduct an inspection to validate the correction. Retrieve the white and yellow copy from the "Fix-It" Ticket box located at the BDOC. Annotate in the upper portion of the DD Form 1408 the time and date that the equipment was inspected along with the name/signature of the patrolman who conducted the inspection. Forward the

Yellow and white copies to S5R via S3A for final processing as a warning ticket. Have the violator retain the pink copy of the citation for his personal records.

- 15.13.3. **Citing Taxi Drivers:** When a taxi driver is stopped for a moving violation, the individual is cited via DD Form 1408. On the back of the pink and yellow copy of the DD Form 1408 the taxi driver will be instructed to take the citation to their supervisor within 24 hours or next duty day.

- 15.13.4. **Voiding a citation:** When voiding a citation after it has been issued to the violator, ensure VOID is written on the front of the white copy and on the reverse an explanation why the citation was voided. The person voiding the ticket must sign the back. If an error is made on a citation, void the ticket using the instructions outlined above. Attach the voided citation to the current citation and forward the ticket to S3O. Only the Flight Chief/Leader, or higher may void an already issued citation.

- 15.13.5. **Drunk Driving or Drunken Biking/Scooter/Skateboard/Motorized Forms of Transportation Procedures.** Both are subject to the same rules of the road except "Implied Consent" does not apply to Biking/Scooter/Skateboard/Motorized Forms of Transportation. All drunken driving incidents will normally follow a basic course of action. This is probable cause, identification and detention of suspect, field sobriety test, release or apprehension, implied consent, advisement of rights, release of suspect, and completion of report.

15.13.6. Probable cause:

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- 15.13.6.1. Security Forces members usually detect drivers under the influence of alcohol or drugs by observing unusual or abnormal driving behavior, or by evidence of intoxication detected from an operator stopped at a gate or for a routine traffic violation. Drivers showing such behavior will be stopped immediately. The cause of the unusual driving behavior will be determined and proper enforcement action will be taken.

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- 15.13.6.2. Operating a motor vehicle with an open container is strictly prohibited. An open container is described as transporting an alcoholic beverage in any vehicle, not in the original container unless the opened container is inaccessible to the vehicle operator and passengers. A container is considered open when the seal has been broken.

15.13.7. Identification and Detention of Suspect:

- 15.13.7.1. The following procedures will be used when processing US personnel only.
Note: ROKAF military members/employees will be immediately turned over to the ROKAF and will not be processed by Security Forces. If this situation occurs, SF personnel will obtain sufficient information from ROKAF Military Police to make a detailed blotter entry concerning the matter. All instances of ROK civilians will be turned over to the Korean National Police (KNP). In this situation, sufficient information must be requested to complete a detailed SFMIS Report. The driver will be served a Preliminary Suspension of Driving Privileges Letter as described in USFK Reg 190-1, Para 2-5 and AFI 31-204, Para 2.5.

And Table 5.1.

- 15.13.7.2. If upon making initial contact with the driver you notice signs of intoxication (e.g., bloodshot eyes, odor of alcoholic beverage, slurred speech, etc.), immediately request

The drivers ID and driver's license, then have the individual turn off the ignition, set the brake, and hand you the keys. Notify the BDOC of the situation and request back-up. Upon arrival of back-up have the driver/occupants dismount the vehicle. If the vehicle is blocking traffic ask the driver for permission to move the vehicle. Prior to moving it, conduct a plain view check of the vehicle for elements of the crime, (e.g., open containers). Only those areas within the driver's reach can be checked. If the driver consents, either move the vehicle yourself or have another patrol person move the vehicle. **DO NOT ALLOW THE SUSPECT TO MOVE THE VEHICLE.** Once the vehicle has been moved, secure the vehicle. **Note:** If the driver refuses to give permission to move the vehicle, and the vehicle is blocking traffic, for safety reasons the patrolman will ensure the vehicle is moved out of the flow of traffic and will annotate it in the report. If the vehicle was involved in a major accident and cannot be moved or secured, contact the on-call S2I and have the vehicle impounded.

15.13.8. Standardized Field Sobriety Test (SFST):

- 15.13.8.1. Ask for the individual's consent to a SFST to determine his/her ability to safely operate a motor vehicle. If the individual consents, perform the field sobriety test IAW DD Form 1920/Alcohol Influence Report and/or additional localized forms. The following will be used as guidelines when conducting the FST. In any event, both patrolmen who conduct the field sobriety and the witness will provide detailed, sworn statements via AF Form 1168.

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- 15.13.8.2. There are three SFSTs authorized for use on Osan AB: Walk and Turn, One Leg Stand, and if previously certified at another base, Horizontal Gaze Nystagmus (HGN). Record the results of these tests on the DD Form 1920 in conjunction with any localized forms. **Before starting the test, Security Forces personnel should state the following:** "Mr./Ms. _____, are you physically disabled or do you have an injury that would prevent you from conducting these tests? Are you on any type of medication? I want you to do the best you can, and if at any time you do not understand my instructions, please ask me to repeat them. Do not start until I say begin?"

- 15.13.8.3. For the **Walk and Turn**, state the following: "Put your left foot on the line and then your right foot in front of it, with your right heel touching your left toe. Keep your arms at your sides. **(Demonstrate)** Do not walk until I tell you to. Do you understand? When I tell you to begin, take 9 heel to toe steps. **(Demonstrate)** When you turn, keep your front foot on the line and turn taking a series of small steps with the other foot. **(Demonstrate)** Keep your arms at your sides at all times, watch your feet, and count out loud. Do not stop until you complete the test. Do you understand the instructions? You may begin. Document the actual time the test was started and any discrepancies in your field notes. The over watch takes the notes.

- 15.13.8.4. For the **One Leg Stand**, state the following, —Stand with your heels together and your arms at your sides. **(Demonstrate)** Do not begin the test until I tell you to. When I tell you to, I want you to raise one leg 6 inches off the ground. Hold that position and count out loud 1001, 1002, and 1003, up to 1030 while looking at your raised foot during the test. Do not raise your arms for balance. Do you understand the instructions? You may begin the tests.

- 15.13.8.5. For the HGN, state the following, "I am going to check your eyes. Please remove your glasses. Are you wearing contacts?" If yes, have them remove the contacts.
—Keep your head still and follow this with your eyes only. Do not move your head. Do you

understand the instructions?

- 15.13.8.6. If previously certified by another base or law enforcement agency, and certification is documented, Security Forces may use the HGN. **Note:** This certification should be available here in Korea and documented in your AF Form 623. If it is not documented, consider yourself uncertified and do not conduct HGN tests.
- 15.13.8.7. If the suspect refuses to conduct a SFST and there is reason to believe he/she is intoxicated (e.g., bloodshot eyes, slurred speech, odor of alcoholic beverage, degraded motor skills, etc.), the individual should be detained for further disposition.
- 15.13.8.8. Transport the individual to Bldg. 1425 if there is no flat surface to conduct roadside SFSTs, or weather conditions, safety considerations, or the lighting is insufficient.
- 15.13.8.9. When a Korean national, with the exception of ROK military personnel, is stopped for suspected drunk driving, contact the on-duty interpreter for assistance. KNP or ROKAF will be notified to respond. A blotter entry will be accomplished.

15.13.9. Apprehension/Implied Consent Policy:

- 15.13.9.1. If the individual fails the standardized field sobriety tests, advise them that you suspect them of drunken driving and have them acknowledge the Implied Consent Policy. You must read the Implied Consent Policy to the suspect, however, a rights advisement **will not be** given. Make sure the suspect understands that refusal of the Implied Consent Policy will result in the loss of base driving privileges for one year. If the individual consents to a Blood Alcohol Test (BAT) complete an AF Form 1364 and transport the suspect to the hospital to have the BAT accomplished. Ensure you obtain appropriate information on who and when blood was obtained from the reverse side of the DD Form 1920. **Note:** The faster you complete the AF Form 1364 and obtain the blood sample the better. You will obtain a more accurate BAT than if you wait until you finish all your paperwork like the reverse side of the DD Form 1920 and AF Form 1168.
- 15.13.9.2. If the individual refuses to submit to a BAT, transport him/her to the BDOC. Contact the on-call SJA and the military magistrate to obtain authority to search and seize. Complete an AF Form 1176. Ensure you type a probable cause statement on the back of the AF Form 1176. Ensure you obtain appropriate test information for the DD Form 1920.
- 15.13.9.3. Advise the suspect of their rights IAW the AF Form 1168 (prior to accomplishing the DD Form 1920 due to questions on back).
- 15.13.9.4. Contact MSG/CC or CD to receive permission to serve the “**Preliminary Driving Suspension Notification**” letter for driving privileges to be revoked (give offender a copy unless he/she is too impaired; then give copy to supervisor/parent). The Security Forces member will sign in the witness section of the letter. If the individual refuses to sign, put "Refused to Sign" in the subject's signature block.

15.13.10. Release of Suspect:

- 15.13.10.1. All personnel suspected of drunken driving will be released to their unit command personnel, or KNP, etc., depending on the status of the offender. In all instances, a DD Form 2708 and a Preliminary Suspension of Driving Privileges Letter will be accomplished. The remarks portion of the form will reflect that the individual was issued the —Preliminary Driving Suspension Notification Letter.

15.13.10.2. Release all ROK military personnel, regardless of branch of service, to the ROKAF. All non-SOFA personnel are turned over to KNP.

15.13.11. Completion of Required Reports and

Forms: 15.13.11.1. Accident not involved:

15.13.11.1.1. Blotter entry

15.13.11.1.2. AF Form 1168 (from apprehending patrolman, any SF member who participated in the apprehension, especially the person who initiated contact, whoever conducted the field sobriety test, any witness, and the subject if he/she desires to provide one.)

15.13.11.1.3. SFMIS Report

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15.13.11.1.4. DD Form 2708

15.13.11.1.5. DD Form 1920

15.13.11.1.6. Preliminary Notice of Suspension of Driving Privileges ~~Set for 31 AUGUST 2015~~ **EXCEPTION:** In the event ROK Air Police assume control of the incident only a detailed blotter entry is required.

15.13.11.2. **Accident involved:** Complete a SFMIS Report in addition to an AF Form 1315 with narrative for a major accident and a SFMIS report in addition to a 51 FW Form 42 for a minor vehicle accident.

15.14. Transporting Persons in Custody

15.14.1. To maximize safety of everyone involved, all persons in custody will be searched for weapons prior to transport. Security Forces personnel are prohibited from searching personnel of the opposite sex, unless it is an emergency situation (i.e. hot pursuit, prevent destruction of evidence, prevent the commission of serious offenses, etc...). For safety purposes, a simple "frisk" (i.e. pat-down) may be conducted on the opposite sex with an SF overwatch/witness when a same-sex SF member is unavailable. For minor incidents patrols must rely on judgment and experience to determine the need for handcuffs. Any Security Forces vehicles utilized for transport will be searched prior to placing the offender in the vehicle. The vehicle will also be searched after the offender is safely inside a processing facility. This is to preclude the offender from leaving contraband etc. behind in the vehicle. Security Forces vehicles with MWDs inside will not be utilized to transport offenders.

15.14.2. In a vehicle with a safety screen, subjects will be transported in the right rear seat with the seat belt fastened. In a vehicle without a screen, if a second Security Force member is present, the suspect will be placed in the right rear seat, with seat belt fastened. The second patrolman will sit behind the driver. Unless approved by the Flight Chief, a single patrolman, should never transport a person. A lone Security Forces member will transport individuals in the right front seat of a vehicle, with the seat belt fastened. Advise the BDOC of the vehicle registration, departing and arrival times, odometer readings, and locations. This information will be recorded in the blotter and in the SFMIS Report.

15.14.3. When transporting a member of the opposite sex, a patrolman of the same sex as the offender should be present if possible. As a minimum there should be two Security Force members present. Advise the BDOC of the departing and arrival times, odometer readings, and locations. This information will be recorded in the blotter.

15.14.4. Security Forces have the authority to detain civilian offenders on the installation; however, civilians will not be transported off base while in the custody of the Security Forces. If the situation

warrants, civilian offenders will be released to civilian authorities after coordination with SJA, and an incident report will be accomplished.

15.15. Anti-Robbery Procedures.

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- 15.15.1. When notified of alarm activation, respond to the scene at the code the controller specifies. If none is specified, ask the controller what code to respond, which should usually be Code 2 (urgent/use emergency lights, siren is not authorized). Code 3 (emergency/use emergency lights and siren) may be used to clear intersections; however, once the patrol is in sight of the affected facility, all emergency equipment will be turned off so as not to alert any potential perpetrator(s) of SF arrival. Patrolmen who respond to actual alarm activations will be at the ready pistol position. The controller will be responsible for initiation of these procedures as outlined in the QRC. SFO 31.101.11 August 2015
- 15.15.2. Upon arrival, the patrol will set up at their dispatched position. Positions are numbered clockwise, with position #1 to the immediate left of the main door of the affected building. Then #2, #3 #4, etc., in clockwise order at each corner, to isolate all escape routes within the vicinity of the facility. Once set up, the patrolman should ensure the vehicle keys are removed from the car, proper cover/concealment is taken and the BDOC is informed of the on-scene status.
- 15.15.3. The BDOC will designate the on-scene Commander, usually the highest ranking or most experienced responding patrolman. Do not let any personnel enter or leave the facility. Personnel attempting to leave should be detained and asked to step away from the building to an area where they are safe from any potential harm and yet can still be kept under surveillance by the patrol. Keep the BDOC advised of any changes in the situation. Limit radio transmissions as much as possible.
- 15.15.4. When conducting a sweep of a closed facility, use cover/concealment as much as possible. Look for signs of forced entry or tampering of any doors or windows. If there are signs of forced entry, back away, notify the other patrols and the BDOC and stand-by for further instructions. S2I will be contacted immediately. You do not know who or what may be inside the facility. **Do not** enter unless directed by competent authority.
- 15.15.5. Anytime you respond to an actual robbery, breaking and entering, etc., ensure you do not tamper or make any changes with the crime scene; however, the personal safety of yourself and others takes precedence. Secure the crime scene and detain all suspects or subjects. Ensure all witnesses are fully identified. Do not release anyone if S2I or AFOSI are responding, they will assume control of the incident.
- 15.15.6. When a facility is open, the responding patrols will cover all sides of the building and establish a 360-degree cordon. Once the cordon is established, the on-scene Commander will instruct the BDOC controller to telephone the facility, ascertain the security status of the facility, and authenticate with the manager/custodian. The BDOC will instruct the manager/custodian to keep the telephone line open. This allows the BDOC controller to monitor the sounds from inside the facility. If all is reported to be in order, have the manager/custodian authenticate via normal opening/closing procedures. If proper authentication is received by the BDOC, The BDOC will ensure to obtain and relay all pertinent information concerning the manager/custodian (e.g., name, sex, and description of clothing), and he or she will be instructed to have their ID card in their hand. This information will be relayed to the Incident Commander. If at all possible, the BDOC will direct the manager/custodian to go out the nearest exit closest to the on-scene Commander and make contact. If not practical, the manager/custodian will be instructed to exit the facility and make contact with the nearest Security Forces patrol.
- 15.15.7. If the Incident Commander (or the contacted patrol) is convinced by the manager/custodian no one is under duress and it is safe to enter, a patrolman or MWD team will be selected, enter along with the custodian and verify all is in order. A patrol will remain in the facility until the alarm is reset. If the alarm does not reset, it is owner/user responsibility to remain with the facility and contact on-call S5S personnel to respond and/or initiate a work order. Exception: Bank/Credit Union Alarms that do not reset require armed Security Forces to post on the facility.

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- 15.15.8. If the Incident Commander is NOT convinced by the manager/custodian that the facility is all in order within the interior of the facility, additional patrols should be called to respond. On-scene patrols, to include responding patrols, will be utilized to establish an inner perimeter and outer perimeter. The hostage situation checklist will be initiated; HNT and QRT personnel will be recalled.
- 15.15.9. The gate(s) will remain closed to outbound traffic, until the interior of the facility has been checked. However, the Incident Commander may, open the gates for normal traffic flow after making contact with the custodian.
- 15.15.10. Once it is determined everything is in order, the patrol inside the facility will authenticate with the BDOC. The BDOC will request the Incident Commander to terminate the response. If the alarm was human error, an Alarm Letter will be accomplished. If the alarm was a malfunction and will not reset or for two malfunctions from the same facility within 24 hours, contact the Resource Protection Manager.
- 15.15.11. When more than one alarm is received from separate facilities at the same time, response will be based on the predetermined Alarm Priority Listing (list is posted in the alarm letter book in the BDOC).

15.16. Random Installation Entry/Exit Vehicle Checks (RIEVC).

- 15.16.1. Procedures: S3OP will provide a monthly schedule. The schedule will be designated "For Official Use Only" and maintained at the BDOC. The schedule will contain the following information: The location, direction to check (entering/exiting installation), time the checks will start/stop, and the specifications of which vehicles or pedestrian to check (Refer to **Attachment 2**) (example: every fifth vehicle, etc.). **Note:** The count stops upon identifying/selecting the vehicle or pedestrian. Upon completion of the check on that vehicle or pedestrian and subsequent release, the count will restart (per the previous example, the next fifth vehicle).
- 15.16.2. A RIEVC will be conducted with at least two Security Forces members and a ROKAF MP, if they assist. Military vehicles of both countries, U.S. /ROK privately owned vehicles and contractor vehicles would be jointly inspected by USAF/ROKAF. USAF Security Forces are authorized to conduct these checks on any vehicle entering Osan AB; regardless if a ROKAF MP is available to assist.
- 15.16.3. During a RIEVC, the Security Forces member will look for government property, classified documents, illegal goods and contraband. All individuals departing the installation with government property will have in their possession an AF Form 1297/Temporary Issue Receipt. The AF Form 1297 will have the property in question described on it and will be signed by the squadron representative who can authorize the removal of the property from the installation. If the individual does not have an AF Form 1297, contact his/her organization to find out if he/she is authorized to have the property. Any person found in possession of any classified documents and attempting to depart the base will be detained and the senior on-duty Security Forces supervisor will be summoned to ascertain why classified information is departing the installation. As a minimum, the senior supervisor will verify the parties ID and the DD Form 2501/Courier Authorization card and letter from the Unit Commander.

15.16.4. Vehicle Inspection Checks will be performed as described below:

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15.16.4.1. Have the individual pull over out of the traffic flow.

15.16.4.1.1. Use traffic cones and establish an area adjacent to the gate to have the driver stop his/her vehicle.

15.16.4.1.2. The area will be purged by a MWD team to ensure there are no unauthorized items in the area prior to the vehicle entering the area.

15.16.4.2. Advise the individual that you are conducting a RIEVC by order of the Installation Commander and allow them to review the bilingual RIEVC handout. Also advise them the "barrier" system is in use and it may cause damage to their vehicle if they attempt to drive forward. They will not depart the area until directed to do so.

15.16.4.3. Request the operator of the vehicle to turn off the engine and open all the compartments of the vehicle (i.e. hood, trunk, glove box, etc.). Have all personnel in the vehicle dismount with valuables such as wallets and purses. Also, check the vehicle registration and insurance documentation.

15.16.4.4. Check the entire vehicle for unauthorized items. Ensure you check the spare tire well in the trunk as well as the underneath of the vehicle. At no time will any part of the vehicle be disassembled during the inspection. You are not authorized to remove hubcaps. Use vehicle mirrors and check under the vehicle for any unauthorized items. If a detector dog is on duty they will be utilized and check for appropriate items.

15.16.4.5. Sealed packages inside a vehicle will not be opened. However, you should ask what is in the package. If items obviously belonging to the government are discovered, the vehicle owner will be questioned as to why he/she is in possession of the property and their authorization to have it will be verified.

15.16.4.6. Obtain all the operator's information: name, rank, SSAN, organization, vehicle type, and license plate number. If the check is completed with negative results, annotate it on the form and allow the vehicle to depart. If unauthorized property is discovered, seize the item(s), and detain the individual. Notify the BDOC and request assistance as needed to process the individual.

15.16.4.7. Checks of pedestrians will be limited to their hand carried items. Sealed packages will not be opened.

15.16.5. If a person/vehicle refuses consent when entering or exiting the installation, the following steps will be taken:

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15.16.5.1. For civilians, ask the operator for identification and advise all occupants that they cannot enter the installation unless the vehicle is examined. Also advise the operator that refusal can result in the loss of installation driving privileges, revocation of installation registration, and barment from the installation.

15.16.5.1.1. If the individual still declines consent to search their vehicle, identify the vehicle operator and passengers for subsequent action. Conduct a walk-around examination of the vehicle for probable cause for search authorization (e.g., government property, contraband).

15.16.5.1.1.1. If probable cause is found, contact 51 FW/SJA and 51 MSG/CC for search authorization.

15.16.5.1.1.2. If no probable cause exists, obtain enough information for a blotter entry report and seize all USFK IDs and USFK Safety Sticker displayed on the vehicle via AF Form 52.

15.16.5.2. For military personnel, the same applies, to include violating a lawful order, Article

92/UCMJ offense. If the member declines consent, they will be apprehended under Article 92/UCMJ.

15.16.6. RIEVCs will not be terminated except when directed by the Flight Chief or higher authority, due to inclement weather or other emergencies.

15.17. Processing Shoplifters.

15.17.1. All personnel detained for shoplifting will be advised of their rights in accordance with the 5th Amendment, U.S. Constitution or Article 31, UCMJ, whichever is appropriate. This advisement will be documented utilizing AF Form 1168. Personnel detained will be listed as the subject on an SFMIS Report. Dependents detained for shoplifting will have their Ration Control Plate/Card confiscated via an AF Form 52.

15.17.2. All personnel detained for shoplifting will be issued a Preliminary Suspension of Exchange and Commissary Privileges Letter. This letter has specific instructions concerning privileges; follow the letter's instructions.

15.17.3. Evidence:

15.17.3.1. All evidence taken from non-active duty military members will be taken via AF Form 52 and released to the store detective.

15.17.3.2. All evidence taken from military members will be taken via an AF Form 52 and secured in an appropriate evidence locker. Evidence will be properly marked with the time, date, and initials and that same information annotated on the AF Form 52.

15.17.3.3. All videotaped evidence will be taken on a separate AF Form 52 and secured in an evidence locker. The tape will be properly marked with the time, date, and initials of the patrolman on the AF Form 52 annotated. Evidence taken from a military member and videotaped evidence may be stored in the same locker. If the incident is not recorded on videotape get an accurate statement from the witnesses and complainant. Statements will be taken regardless.

15.17.4. Disposition:

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15.17.4.1. All personnel detained for shoplifting will be released to the appropriate Commander, First Sergeant, or sponsor. If the person is not assigned to Osan he/she may be released as directed by his/her Commander, First Sergeant or sponsor. All personnel will be released via DD Form 2708.

15.18. Report Requirements.

15.18.1. Whenever an incident identifies a military member as a subject/suspect, a SFMIS report will be accomplished. Ensure all description blocks are filled to include **DOB, Race, Sex, and unit information.** **NOTE: For Army personnel, patrolmen will use Provost Marshall Form 5, Military Police Information/Data Worksheet.**

15.18.1.1. All incidents involving Army personnel, in which signs of intoxication are present, will not be advised of their rights and a statement will not be taken. They will be detained and released after all pertinent information is gathered, and will be required to return to Bldg. 1425 within 12 hours.

15.18.2. The following guidelines will be adhered to in the completion of reports (SFMIS Report) and blotter entries on incidents. If the situation is not listed below or in the Security Forces QRCs, the on-duty Flight Chief/ Leader will contact S3O for further guidance.

- 15.18.2.1. Anytime an individual reports a theft of government property whether secure or unsecured, a blotter entry and SFMIS Report is required.
- 15.18.2.2. All private property thefts (secured and unsecured) occurring on base, and/or off base involving a military member, regardless of value, a blotter entry and report are accomplished (IAW NIBRS Reporting requirements). All damage to government and private property require a blotter entry and SFMIS report.
- 15.18.2.3. Persons reporting the loss of their Ration Control Plates will be instructed to report the loss to their Unit Commander or First Sergeant. A statement from the complainant will be accomplished as well as a blotter entry.
- 15.18.2.4. Military personnel, Civilians, and Dependents who lose their ID cards will report to their First Sergeant. The individual will be counseled by the unit Commander and receive a letter signed by the Unit Commander requesting a replacement ID card. The individual will report to the BDOC to accomplish an AF Form 1168; then, the individual will receive a copy of the accomplished statement and report to the MPF to obtain a replacement ID card. A blotter entry is required. S5P will flag lost IDs in DBIDS upon reviewing blotters and will un-flag when member processed new ID card into DBIDS.

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- 15.18.2.5. Minor Vehicle Accidents. Persons involved in a minor vehicle accident (POVs and GOVs) will complete a statement (AF Form 1168). The Security Forces member on- scene will complete a 51 FW Form 42 and a SFMIS report. **Note:** Minor POV accidents may be reported within 72 hours. GOV accidents must be reported within 24 hours.

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- 15.18.2.6. Major Vehicle Accidents. Persons involved in a major vehicle accident (both POVs and GOVs) will complete a statement. A blotter entry and AF Form 1315/Accident Report with narrative will be accomplished. Major accidents are classified as accidents with disabling damage to a vehicle, injuries or fatality involved, damage which totals \$10,000 or more to vehicles or property, or accidents which are difficult to explain. **Note:** All on base major vehicle accidents should be investigated by a certified Traffic Accident Investigator when available. Off base major vehicle accidents involving a GOV should be investigated by a certified Traffic Accident Investigator when available.
- 15.18.2.7. Minor animal bites (pressure bites, superficial wounds) only require a blotter entry and statement from victim. For severe bites and bites from a MWD (on subjects, suspects, and innocent bystanders) a blotter entry and report will be accomplished. Notify S3O for all MWD bites immediately.
- 15.18.2.8. If weapons, munitions, drugs, classified material or documents, US passports, or dangerous materials are involved a report and blotter entry are mandatory.
- 15.18.2.9. Persons reporting lost/stolen Restricted Area Badges will be instructed to inform their unit security manager immediately. They will accomplish a statement and a blotter entry is required. S5 will remove the member from Vindicator until a new badge is issued to prevent fraudulent use. S3O and S5 will develop a policy to alert PL entry controllers immediately on lost/stolen badges.
- 15.18.2.10. **Hit and Run Accidents.** A Hit and Run will ideally have a witness that can confirm one vehicle operator hit another vehicle or object (causing damage) and departed the scene. If a Hit and Run is confirmed, the following will be accomplished: AF Form 1168, (AF Form

1315 if a major accident), SFMIS Report, and a detailed blotter entry. **Note:** A Hit and Run accident does not necessarily have to involve a second vehicle. For example, if a witness observes a vehicle hit a building causing damage and departs the scene of the accident without notifying proper authorities, it is a Hit and Run. If there is no evidence confirming the vehicle operator knowingly damaged another vehicle or property, utilize an incident report titled: Damage to Private Property or Damage to Government Property.

15.19. Release of Information Concerning any Incident on Osan AB.

15.19.1. Security Forces personnel will not release information on any incident to the media or any other personnel. Refer all media requests or questions to the 51 FW Public Affairs office.

15.19.2. Any person who wishes to obtain a copy of a police report, statements, etc., will be referred to Reports and Analysis. They will explain the steps necessary to request the information under the Freedom of Information Act. Commanders/First Sergeants, Legal office and ADC representatives can receive copies of the reports in its entirety.

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15.20. Random BAC/Underage Drinking Enforcement

15.20.1. **Procedures:** S3OP will provide a monthly PBT schedule. The schedule will be designated "For Official Use Only" and maintained at the BDOC. The schedule will contain the specification of person to check. While one individual is being checked, all other pedestrian traffic will be allowed to proceed. Do NOT hold up pedestrian traffic.

15.20.2. During the checks, the Security Force member will look for military personnel under the legal age to consume alcohol (21), via DBIDS. Check will be performed as described below:

15.20.2.1. The member will read 51 FW/CC Underage Alcohol Consumption Inspection memorandum and sign acknowledgement. The Security Forces member will sign the letter as issuing agent. If member refuses to sign, the member will be apprehended for Article 92/Failure to Obey Order or Regulation.

15.20.2.2. Log the member's information in the "Under 21 DBIDS/Alcohol Check" log. This log will be turned in with end of day paperwork for submission into blotter.

15.20.2.3. Administer Portable Breathalyzer Test (PBT) and record results on the log. If the member's PBT reading is .019 or lower, the member will be released on their own recognizance. If member's PBT reading is .020 or higher, the member will be apprehended for underage drinking.

15.21. Light Amplification by Stimulator Emission of Radiation (LIDAR) Use

15.21.1. When installation patrols conduct LIDAR enforcement they will inform the BDOC of the location and LIDAR number. This information must be annotated in the blotter.

15.21.1.1. Only trained personnel will utilize LIDAR for speed enforcement. S3T will train flight trainers on specifics and employment of LIDAR. SF members trained will have their Air Force Training Records annotated on their AF Form 1098, Special Task Certification and Recurring Training.

15.21.1.2. Conduct a calibration check (i.e. a Self-Test) of the LIDAR unit upon assuming post and each time the unit is placed into operation.

15.21.1.3. The patrolman using the LIDAR unit will remain as visible as possible. Do not hide behind

buildings, walls or bushes. Visibility is a key factor in the enforcement of speed limits.

15.21.1.4. The use of GOV speedometers as a speed measuring device (for purposes of pacing) is NOT authorized.

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CHAPTER 16

99 Installation Entry Control (IEC)

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16.1. General. Control of personnel and vehicles entering and exiting the installation is necessary to provide a safe environment in which to live/work and to provide for the protection of government property and operational resources. This is where most people gain their first impression of the installation and the Air Force. The highest standards of appearance, military bearing and performance are a must at all entry control point gates. Only official business will be conducted at the gates. Loitering by off-duty SF or any other personnel is **not permitted**.

16.2. Installation Entry Control (IEC) Call Sign/Post Limits.

16.2.1. Unless for safety reasons, or unless emergency circumstances dictate otherwise, the following IECs must stay within 50 feet in any direction of their Entry Control Facility (ECF) or as necessary to prevent unauthorized entry:

16.2.1.1. Echo-1 and Echo-1A, Main Gate.

16.2.1.2. Echo-2 and Echo-2A, Morin Gate.

16.2.1.3. Echo-3 and Echo-3A, AFOC Gate.

16.2.1.4. Echo-4 and Echo-4A (when posted), Doolittle Gate.

16.2.2. Responsibilities.

16.2.2.1. All individuals entering Osan AB will have their ID card scanned with a DBIDS handheld scanner, unless inoperative; this includes all individuals on a bus, in a van or a taxi. Note: In the case that the DBIDS scanners are inoperative, utilize the Barment Roster to verify personnel access authority prior to entry while ensuring that the DBIDS scanner is still in hand. If only one DBIDS scanner is operational, Flight Commander/Flight Chief discretion is advised when opening up additional lanes and hand-checking IDs in order to assist during traffic hours. Also, IECs must board all buses, walking from the front to back, and scan all IDs with the DBIDS scanners while checking for hidden passengers. The check will consist of physically taking a hold of the ID card and looking at both the front and backside of the identification and then scanning it with a DBIDS scanner. IECs must direct drivers of vehicles with occupants in the back seat(s) to roll down all windows to assist with individual identification. IECs with operational black lights will also check ID cards for proper markings (i.e. holograms). Personnel presenting their ID cards in wallets or ID carriers will be politely instructed to remove their ID card and hand it to the IEC (i.e. "Please remove your ID and hand it to me"). Compare the person standing in front of the IEC and the picture on the identification. Request individuals to remove sunglasses or hats, or anything obstructing facial features (i.e. eyes, hair, etc...), to ensure proper verification of the ID photo to the individual.

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- 16.2.2.1.1. Military members, or DOD civilian employees not assigned to the USFK or residing within Korea, must be registered into DBIDS within 10 consecutive days of their arrival to the installation. DBIDS registration on Osan AB is located in Bldg. 765. Visiting children under the age of 12 do not have to be registered in DBIDS when escorted by a DOD ID card holder.
- 16.2.2.2. Be observant for expired and fraudulent ID cards and confiscate them when detected. If confiscated for being mutilated, an **AF Form 52 must be accomplished with the second copy going to the individual as a receipt.** They will be instructed to have the ID card replaced the next duty day at the Military Personnel Facility (MPF)/Customer Service or the nearest installation serving them. Subsequently, the AF Form 52 is not an authorized form of ID for entry control. Members will need to provide another form of ID to be properly verified in DBIDS for entry until such time as a new ID card is issued. Do not issue the AF Form 52 receipt for ID cards seized for being fraudulent. **Note:** All DOD issued ID cards are U.S. Government property, not private property. The owner does not have the right to refuse to produce and/or relinquish control of an ID card. Call your area supervisor if they refuse to produce or relinquish control, deny them and direct them away from your post.
- 16.2.2.3. If an authorized individual had their ID card lost or stolen, the IEC will contact the BDOC with the individual's name and duty phone number. The IEC will then instruct the individual to report to the BDOC to accomplish a statement. Once the statement has been completed, they will report to their First Sergeant or Commander to receive a lost identification card letter and then proceed to the MPF/Customer Service to replace the ID.
- 16.2.2.4. Contact the BDOC when an agent of the press requests entry onto the base. Remember to be courteous at all times. All news media representatives will enter through the main gate only, unless otherwise authorized. If they arrive at any other gate, redirect them to Echo-1/Main Gate. Ensure the news media is denied entry and remains at the pedestrian gate until a Public Affairs (PA) representative responds to furnish an escort. All requests for information will be referred to PA and Security Forces will not release information.
- 16.2.2.5. Ensure the gate and surrounding areas are clean prior to relieving the off-going IEC. Account for required equipment on the Post Accountability Sheet. If item(s) are missing, contact the BDOC immediately.
- 16.2.2.6. Conduct a telephone and radio check with the controller at the beginning of each shift and report all discrepancies.
- 16.2.2.7. Ensure no personnel are loitering in or around the gate. Do not permit inappropriate behavior in or around the gate. Be courteous at all times.
- 16.2.2.8. Display flight working, road condition, force protection condition, alert conditions, wear of field gear, and MOPP level signs as notified by the BDOC or higher authority.
- 16.2.2.9.

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16.3. Osan AB Installation Entry Control Points (IECPs).

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- 16.3.1 IECs are integral to the defense of Osan AB. They serve as logical points of exploitation

by adversaries in an attack on an installation by a mobile threat, or as a means of entry for a dismounted threat, a combination of both, or as a means of delivery for an Improvised Explosive Device (IED) attack.

16.3.2. IECPs serve as a vital element in the successive lines of defense (defense in depth) that defend our personnel, resources, and our ability to execute airpower operations.

16.3.3. IECPs include those used on a routine basis, day-to-day operations, and those staffed only on a specified day or for a specific period of time.

16.3.4. Osan AB IECPs may be used for motor vehicles only, pedestrians only, or both. See authorization below:

Gate Location	Pedestrian(s)	Motor Vehicle(s)	Bicycles
Main Gate Vehicle	N	Y	Y
Main Gate Pedestrian	Y	N	Y
Morin Gate	N	Y	Y
Doolittle Gate (when operational)	N	Y	Y
AFOC (ROKAF Gate)	Y	Y	Y

16.4. Pedestrian Base Entry Identification Requirements.

16.4.1. The following types of identification are the only authorized forms that allow unescorted access into USFK installations: CAC, DD Form 2 series, DD Form 1173, USFK Form 37EK, and DD Form 2764/2765. No other forms of personal identification will be recognized to permit unescorted access to any USFK Installation.

16.4.2. **Automated CAC (Common Access Card) Geneva Conventions Identification Card.** The CAC is white in color and contains the bearer's photograph in the upper left hand corner of the card. The organizational (Air Force, Army, Navy, Marine Corp and U.S. Coast Guard) seal is located to the right of the bearer's photograph. The only other information on the front of the card is the bearer's name, pay grade, rank, date of issue and expiration date. The back of the card contains a ghost image photograph of the bearer on the left side of the ID. Other information on the back of the card includes the bearer's date of birth, DOD ID number or social security number (SSN) (as of June 2011, SSN will no longer be used on the CAC); and Geneva Convention category (except non-emergency civilian employees and contractors). **Note:** CAC issued to non-U.S. citizen personnel will have a distinct red or blue vertical stripe. This form of CAC is valid as an Installation Access Document to those who have registered. Starting 2015, Korean National Employees will register through attrition to gain installation access via a CAC. Contractors without a 719 will not be authorized to use a CAC as a form of installation access.

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16.4.3. **Department of Defense (DD) Form 2, Armed Forces of the United States – Geneva Conventions Identification Card (Active) (United States Uniformed Services Identification**

Card) [Reserve (green), Reserve-Retired (pink), Retired (blue)]. Note: When the reserve card is used it must be accompanied with properly authenticated orders.

16.4.4. **USFK Form 37EK (AUTO), Application for Installation/Base Pass.** A DBIDS produced installation access pass that is issued to individuals who are authorized access to specific USFK installations, but who do not possess a DOD ID card. This pass will display the time and day(s) the individual is authorized entry/exit to the installation. All cards will have a photograph of the individual. The card also contains a block of restrictions stating which installations they have access to as well as FPCON limitations. These forms come in a variety of different styles and colors:

- 16.4.4.1. A lime green in color photo ID pass provides individual access authorizations for personnel approved for unescorted installation access.
- 16.4.4.2. A red in color photo ID pass provides individual installation access authorizations for personnel who require escort at all times.
- 16.4.4.3. A dark green in color photo ID pass provides individual access authorizations for non-SOFA personnel categorized as Sponsored Guests (formerly known as *Good Neighbors*) and is approved for unescorted installation access.
- 16.4.5. **DD Form 1173/DD Form 1173-1, Uniformed Services Identification and Privilege Card.** A brown/red ID card issued to dependents of active/reserve military, DOD employees, invited contractors/technical representatives and discharged disabled veterans.
- 16.4.6. **DD Form 2764, United States DOD/Uniformed Service Civilian Geneva Convention Identification Card.** Issued to personnel with Geneva Convention status.
- 16.4.7. **DD Form 2765, Department of Defense/Uniformed Service Identification and Privilege Card.** Issued to personnel without Geneva Convention status, to include honorably discharged veterans rated as disabled by the Department of Veterans Affairs (DVA).
- 16.4.8. **Special Circumstances:**
- 16.4.8.1. **Civilian Flight Crew Access:** All civilian flight crew members will utilize their DD Form 489, in conjunction with their passport and civilian flight crew ID badge, onto gain access to the installation.
- 16.4.8.2. **Department of State Credentials:** (when conducting official business)
- 16.4.8.3. **Federal Law Enforcement Officials (i.e. OSI, FBI, Secret Service, etc...)**
- 16.4.8.4. **FAA Credentials:** (when in transit and on official business)
- 16.4.8.5. **Control of Non-SOFA Personnel:** Diplomats of the US and other nations, such as Congressman and Senators who are not with the DOD, will not be issued a visitor pass provided they are pre-announced and in a SOFA registered or US military vehicle.

16.5. Defense Biometric Identification System (DBIDS). Employment of DBIDS is per USFK Regulation 190-7 and established local procedures. For information regarding the operation of DBIDS refer to SFOI 31-215, *Operation and Administration of Defense Biometric Identification System*, and SSIs.

- 16.5.1. DBIDS Access. In the event of a lost identification card, personnel can gain access onto the installation through DBIDS verification.
- 16.5.1.1. If DBIDS is not operational, the member can gain access to the installation with a sponsor, the issuance of a pass after authentication of fingerprints, or the card can be brought to the member prior to being allowed entry.
- 16.5.2. Members of the U.S. Armed Forces are required to present their military ID card and military orders or leave papers when enrolling in DBIDS. Enrollment is accomplished at Bldg. 765, Security Forces Pass and Registration Office.

16.5.2.1. Prior to enrollment in DBIDS, up to the first 10 consecutive days in the ROK, the military ID card may be used in conjunction with military orders or leave papers in lieu of DBIDS for installation access. On the eleventh day and thereafter in the ROK, unescorted installation access is prohibited until DBIDS enrollment occurs.

16.5.3. If there is a question as to an individual's identity, check their ID card against another form of pictured ID or check the individual through DBIDS.

16.5.3.1. If they are not assigned to Osan AB, ask if there is someone on Osan who can vouch for them. The individual's unit will be contacted as a last resort and requested to respond to the gate to verify the individual's identity.

16.5.3.2. If you have any further doubts as to the validity of an entry credential, notify BDOC/Flight Chief/Leader for further guidance.

16.5.4. **DBIDS Inoperable:** In the event the DBIDS handhelds are not operational, unescorted entry onto the installation will be allowed by checking and verifying the aforementioned approved credentials against the Barment Roster.

16.5.4.1. Installation Entry Controllers will use a second means of verification by checking another form of identification, asking a security question from the individuals CAC, personal recognition, or an alternative method as directed by Flight Chief/Leader or higher.

16.6. Visitor Pass Procedures.

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16.6.1. **Inventory and Control of Passes:** At the beginning of each shift, a joint inventory will be conducted by the off-going and on-coming entry controllers IAW the post accountability checklist. Discrepancies will be reported to BDOC immediately. The BDOC will immediately notify S5 Pass & Registration of any missing passes. All visitor, contractor and vehicle passes will expire at curfew. All passes that expire during the entry controllers' shift will

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be monitored. Discrepancies will be reported to BDOC immediately. Only entry controllers will have access to unused passes. All passes will be secured when unattended.

16.6.2. Brief the sponsor on the escort responsibilities and procedures. Prior to issuing the pass, have the sponsor read the "General Rules Concerning Visitor Passes Letter". Advise the sponsor that he/she must escort the visitor off the installation and the pass must be returned before curfew. Also advise the sponsor he/she must exit the same gate from which they obtained the pass. The sponsor must maintain control of the pass while escorting. Dependents must be 16 years of age to sponsor a guest. Inform the sponsor that failure to return the visitor's pass prior to or at curfew will result in a call to their First Sergeant and a blotter entry for an escort privilege violation/revocation.

16.6.2.1. Members/dependents assigned to Osan must be registered in DBIDS to have sponsorship authority. Members/dependents attempting to sign in a guest who have not yet registered into DBIDS will be denied sponsor authority and be directed to Bldg. 765, S5/Pass & Registration.

16.6.3. Main Base Logs: All completed 51 FW Form 0-89s will be turned into the S5 civilian entry controller. Ensure all passes are returned and annotated prior to turning in any log.

16.6.4. Pass Retrieval Procedures: When the sponsor returns the visitor pass it will be logged out of DBIDS prior to returning the ID to the visitor. In the event DBIDS was not utilized, annotate the

departure time in the “out” block of the 51 FW Form 0-89. If the sponsor fails to return the pass, the entry controller will notify the BDOC. The BDOC will attempt to make contact with the sponsor by phone and/or dispatch a patrol where the sponsor resides on base. If contact is not made or if DBIDS was inoperable at the time of turn in, the sponsor will be flagged in DBIDS to report to the appropriate gate.

16.7. Escorted Entry.

16.7.1. **Personnel Category for Installation Access.** There are two categories (DOD/SOFA and non-DOD) used by USFK for access control. Refer to Appendix F1/Appendix F-2 in USFKR 190-7, which list the maximum allowable access authorizations and privileges for each category of personnel.

16.7.2. The procedures listed below will be utilized to escort personnel onto the installation. Guests may be escorted onto the installation by U.S. military personnel, U.S. military dependents (age 16 and above), U.S. citizens entitled to use base facilities and other personnel authorized by the 51 MSG/CC. **Exception:** Refer to the current Designated Countries List (DCL) provided by USFK for the list of countries whose citizens are prohibited or restricted from entering Osan AB.

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16.7.2.1. Non-Korean personnel, including U.S. citizens, must present a valid passport or ROK alien registration card and must exchange another form of valid photo ID, such as a driver’s license. Korean national guests, age 18 and over, must present an official ROK Government photo ID (e.g. KID Card, ROK Driver License, Korean passport, Korean National Police Agency [KNPA] ID Card issued to Korean NPA personnel, ROK Military ID, ROK Ministry of National Defense ID, or any other ROK Government Ministry official ID). Korean nationals between the ages of 6 and above will present their school

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identification card. Children ages 12 and under need not be signed onto the installation, but must be accompanied by an individual with authorized escort privileges to enter the installation. Other guests must present a valid passport along with an additional means of identification IAW USFKR 190-7.

16.7.2.2. Only Korean driver’s licenses, where the 7th number is a 1, 2, 3, or 4, may be accepted as a valid form of identity for visitors (e.g.: xxxxxx-1xxxxxx, xxxxxx-2xxxxxx, xxxxxx-3xxxxxx, or xxxxxx-4xxxxxx). Any Korean driver’s licenses that have a number other than 1, 2, 3, or 4 in the 7th position shall not be used to verify identity or nationality for visitor personnel, as these licenses are issued to non-Korean personnel.

16.7.2.3. The escort and guest must appear together at the Main (pedestrian) Gate or Doolittle Gate visitor control center when requesting, returning or registering passes. The escort/sponsor must show their valid ID card to the entry controller, assume complete responsibility for the conduct of his/her guest(s), and remain with the guest(s) at all times while on the installation. The sponsor will retain the guest pass until they escort and sign their guest(s) off the installation. Failure to return a pass by the required time could result in escort privileges being revoked. The procedures listed below will be utilized to escort personnel onto the installation.

16.7.2.4. Each individual authorized escort privileges may sponsor four guests onto the installation unless otherwise approved by the 51 MSG/CC. For escorts with a 37EK (AUTO), escort privileges will be indicated on the front of the pass in the “ESCORT PRIVILEGES” section.

16.7.2.5. All guests must have an official form of photo identification to enter the installation. **Note: If the only ID the guest has is a passport, entry controllers are authorized to accept a picture ID from the sponsor.** This ID must be other than the one authorizing them onto the installation (e.g. CAC, DD Form 2, USFK Form 37EK or DD Form 1172 *Application for*

Uniformed Services Identification Card-Deers Enrollment will not be accepted to exchange for the pass). The guest will be required to present the passport for identification and to ensure they have a current Visitor Intention to Stay Abroad (VISA) stamp, but the passport will not be kept by entry controllers.

16.7.2.5.1. The BDOC will be contacted in any situation where a questionable form of identification is presented by a visitor for access to the installation.

16.7.2.5.2. Visitors must relinquish their identification to the entry controller to receive a visitor pass. The identification will be maintained at the visitor control center until the pass is returned.

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16.7.2.5.3. The names of all visitors will be checked against the Barment Roster.

16.7.3. The following are three types of guest passes authorized on Osan AB for guests who do not have an official ID card as described above: SFOI 31-101_11 August 2015

16.7.3.1. **Day Pass:** Day passes are available between the following times: Sun-Thurs 0500- 2400 or Fri-Sat 0500-0300. For escorts who are military personnel, these times will be limited to the current curfew policy, if applicable. Visitors must either be reregistered by an authorized escort or deregistered by their escort and exit the installation. Visitors are not

allowed to reside in dormitories, but they may stay in lodging or on-base housing.

16.7.3.2. **72 Hour Pass:** Temporary visitors must be registered and escorted with passes issued up to a maximum of 72 hours (as determined by the time the guest is signed in). Guests on 72 hour passes are PROHIBITED from staying in unaccompanied housing (dormitories).

16.7.3.3. **Short-Term Visitors (60-Day Limited Pass):** Personnel visiting Osan AB personnel may receive a pass valid for up to 60 consecutive days at a time. The pass is issued as a USFK 37EK (AUTO). Renewals will not exceed three months. The visitor in this category is granted access for the purpose of visiting DOD personnel residing in Korea.

16.7.4. USFK Military members or USFK DOD civilian employees may sponsor short-term visitors (24-hrs or more) onto the installation after receiving approval from the 51 MSG, Deputy Commander (51 MSG/CD). Sponsors will submit a completed USFK Form 82E, *Application for Installation/Base Pass*, to the Pass and Registration section, at least 30 days prior to the visit. (**Note:** Short-term visitor 82Es do not have to be routed through the commander. The sponsor can sign-in that block.) A USFK Form 82E that has been approved, but the 37EK ID that has not yet been issued, CANNOT be used as an authorized form of entry control credential. Sponsors must escort their guests as aforementioned until the 37EK is issued.

16.7.5. Sponsoring individuals/organizations will retrieve and return base access credentials to include vehicle registration decals when no longer required, official business relationships have been terminated, or when access documents have expired. The sponsor will return these documents to Bldg. 765 within five days for destruction.

16.7.5.1. Force Protection Condition (FPCON) Restrictions. DOD ID card holders are authorized access during all FPCONs. For non-DOD ID card holders, the highest required FPCON will be requested by the sponsoring organization and, as approved, reflected on the USFK 37EK(AUTO). 51 SFS/SSP will limit FPCON access to BRAVO, if not specified by the sponsoring organization. During FPCON C or D, routine visitor operations will cease. Additional restrictions on installation access may be directed by the 51 FW/CC, Area V Commander. When an Installation, Area, or USFK is at FPCON C or D, only personnel with the corresponding authorized FPCON C or D access may enter an installation.

16.7.6. Commercial, delivery, and/or contract vehicle access. Commercial, delivery, and/or contractor vehicles are defined as vehicles larger than a standard pick-up truck used to introduce items for commercial, construction, delivery, and/or contractor purposes. All vehicles fitting this description will enter Morin Gate to be searched for contraband and explosives after retrieving the appropriate pass from Doolittle Gate.

16.7.7. Installation Entry Access for Designated Country Personnel (DCP) SECRET 11 August 2015

16.7.7.1. IAW USFKR 190-7, access for Designated Country Personnel (DCP) for Osan AB will be granted when the sponsor has an approved access memorandum approved by USFK. Designated countries are those of counterintelligence concern to USFK that may have policies or engage in activities that are contrary to the interest of the United States. For further questions concerning countries of counterintelligence concern, refer to USFKR 190-7 or contact the S5 Section Chief located in Pass & Registration at 784-5594.

16.7.7.2. The only personnel authorized to sponsor a DCP are US military and DoD civilians assigned or attached to USFK, USEMB (US Embassy) personnel designated by

the Embassy RSO, Secretary of Combined and Joint Staff, and United Nations Command Military Armistice Commission (UNCMAC) Secretariat.

16.7.7.3. DCP children who are full-time students at a foreign or international elementary, middle or high school in Korea do not require an exception to policy when participating in a supervised and organized school event, such as participation in school sports, concerts, drama, etc. DCP parents will not be granted similar access for school events unless they have been processed through the USFK J2 to the Deputy Chief of Staff (DCoS) for and exception to policy.

16.7.7.4. SOFA status DOD personnel from the designated countries, U.S. military, invited contractors, or family members of US military or DOD civilians assigned or attached to USFK, will not normally be restricted from accessing USFK installations. As DOD ID card holders, they are granted unescorted access to USFK installations; however, DCP family members will not be granted visitor escort privileges until their sponsor obtains certification from his/her organization's security manager that FKJ2-CIOC-CJ2X has been provided the pertinent Sponsor and DCP personal data, passport and VISA information. In instances where DOD family members need to access an installation to obtain their DOD ID card, their sponsor is authorized to escort them to an ID card issuing facility.

16.7.8. Contractor Escort.

16.7.8.1. Contractors will primarily enter using either Morin & Doolittle Gates and use the following procedures:

16.7.8.1.1. Sign-In: Verify the escort authority, time and the maximum number of personnel to be escorted by checking the reverse of the USFK Form 37EK. Sign the escort and the contractor into DBIDS, as outlined in this instruction.

16.7.8.1.2. Exchange ID: Take the Korean ID for the workers being escorted and verify them by checking each person against the photo on their ID. Issue the escort one USFK Form 37EK to be used as a receipt and place the Korean ID cards in the slot corresponding to the 37EKs issued.

16.7.8.1.3. Sign- Out: When contractors depart the installation, each laborer and the escort will walk through the pedestrian gate and receive their Korean ID cards as they leave. Log the

- 123 laborer out of DBIDS prior to returning the ID to the lab. ~~Site Vehicle Operations August 2015~~
allowed to drive out and pick up laborers in the extreme right outbound lane or in the parking lot in front of the pedestrian gate. All contractor passes will expire at curfew unless other provisions are made (e.g., a letter approved by 51 MSG/CC or designee authorizing extension of hours).

16.7.9. Exceptions to Policy (ETP):

- 16.7.9.1. The 51 MSG/CD or higher authority may approve requests for exception to policies concerning visit or escort procedures, such as wedding parties, orphanage functions, etc., in writing. Any exception is only done with the use of an EAL. In such cases, do not issue USFK Form 37EK, *Visitor Pass*. Allow entry after checking the ID of each person on the EAL.

16.8. Duties and Responsibilities of Installation Vehicle Entry Controllers.

- 16.8.1. Entry Controllers are responsible for checking the identity of the driver and all motor vehicles for proper vehicle access. The vehicles include: Non-SOFA POVs, SOFA POVs, and GOVs. **Utilize the DBIDS scanners to verify all IDs and vehicles.**
- 16.8.2. Ensure all DOD and USFK registered vehicles entering the base have the appropriate decals/license plates authorizing entry and comply with USFK Reg 190-1. If they do not have proper documentation, the vehicle must be signed in.
- 16.8.3. Allow emergency vehicles to enter (after prior notification from BDOC) or depart the base without stopping if they are using emergency equipment. Immediately notify BDOC.
- 16.8.3.1. When host nation emergency vehicles attempt to enter Osan AB, ascertain the destination of the host nation emergency vehicle and, if it is on a genuine response, allow entry. (**Note:** If the IEC is unsure about whether the response is genuine, contact the BDOC immediately for verification. Every attempt will be made to not interrupt an emergency response.) Notify the BDOC immediately. The BDOC will contact the appropriate agency to verify the emergency exists and the vehicle has reached its destination.
- 16.8.4. Direct traffic as follows: As the vehicle approaches the gate, the IEC will ensure the vehicle comes to a complete stop and will only check IDs from the driver's side. (**Note:** Ensure both of the windows nearest the IEC are lowered in the case that there are passengers in the back seat.) Once the IEC observes and physically checks the ID card, front and back, current vehicle safety inspection sticker, decal or pass, verifies passenger restraint devices are being worn and decides to permit the vehicle to enter, a crisp hand signal to proceed will be given. After directing the vehicle to proceed, if the driver is recognized as an officer, a hand salute will be rendered.
- 16.8.5. Personnel are authorized to operate a POV utilizing a valid state driver's license for 30 days after initial arrival in Korea. After 30 days they must possess a valid USFK Form 134EK. Individuals are given up to 10 days to have their POV registered after they are received from port, or POV pickup point, purchased, or otherwise legally acquired. GOV drivers must be in possession of a valid military government driver's license. ~~FOR OFFICIAL USE ONLY~~ SFOI 31-101_11 August 2015
- 16.8.6. Military members, regardless of rank, may sponsor a vehicle onto the installation as long as the driver of the vehicle meets all the requirements to operate a POV.
- 16.8.6.1. Command sponsored military and civilian members of any grade, military members in E-7 and above in Areas I, V, and VI and Korean employees in the grade of KGS-07/KWB-09

and above are authorized to operate POVs on the installation. Military sponsors CANNOT receive a temporary pass for their own vehicle that is not properly registered with USFK (i.e. second vehicle, spouse or relative vehicle, etc.).

- 16.8.6.2. Civilian Employees do not have to have “POV-YES” on the USFK Form 37 EK to drive on base. “POV-YES” or “POV-NO” refers to whether or not the person can escort a vehicle without a USFK Safety Sticker. (**Note:** A small number of lower ranking 37 EK

card holders are allowed to drive with specific permission of the 51 MSG/CC. These personnel will be issued a USFK Safety Sticker at the time that permission is granted. USFK employees will not use Requests for Permission to Drive a POV letters to drive on base.) There may be other exceptions to the policy listed above. Questions should be referred to the Osan Pass & Registration section at DSN 784-4489, during duty hours. During non-duty hours, refer to USFKR 190-1, Para 3-1 and USFKR 190-7, Chap 2 for details).

- 16.8.6.3. Drivers must be at least 16 years of age to operate a motor vehicle on the installation and 18 years of age to operate a motor vehicle off the installation.

- 16.8.7. Organizational Scooters (Hyundai Pony Pick-Up trucks) will not be allowed to exit the installation. **Note:** When being placed in a garage for maintenance, the operator must have a letter signed by the unit Vehicle Control Officer (VCO)/NCO.

16.9. Vehicle Access.

- 16.9.1. Only those personnel possessing a valid U.S. government operator’s permit and valid identification can operate military vehicles.

- 16.9.2. Owners of POVs must ensure the following items are available for inspection at all times while operating the vehicle:

- 16.9.2.1. Permanent SOFA or ROK license plates must be attached to the front and rear of the vehicle. Temporary SOFA cards will be displayed in windshields.

- 16.9.2.2. Current safety sticker

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- 16.9.2.3. USFK Form 207, *Military Registration and Certification of Title of Motor Vehicle*.

- 16.9.2.4. Proof of insurance.

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- 16.9.3. Staff Vehicle/DV Access:

- 16.9.3.1. When a staff vehicle approaches an installation, or restricted area, vehicle ECP, all defenders present will stand at attention while maintaining situational awareness. The controller will check credentials of the occupants IAW established procedures to ensure their security.

- 16.9.3.2. **7 AF/CC:** If the vehicle is the 7 AF/CC, the only ID to be checked will be the driver. The driver is responsible for the 7 AF/CC’s security at all times and is aware of the duress words and security of the vehicle. **Note:** There may be other occupants in the vehicle, to include some of the 7 AF/CC’s ROKAF staff, the driver is empowered to vouch for all of their security.

- 16.9.3.3. Once the identity of the occupant is verified and the opportunity to pass the duress word is provided, report your post to the senior staff person present.

16.9.3.3.1. In the case of the 7 AF/CC, do not report your post if he had his driver vouch. Resume the position of attention and salute, allowing the vehicle to proceed.

You will report your post to the 7 AF/CC if he is driving himself.

16.9.3.4. In the case of O-6 Commanders or DVs that may be occupants in a vehicle, report your post in the general direction of the vehicle.

16.10. Motor Vehicle Decal/License Requirements.

16.10.1. **U.S. Embassy Plates:** Vehicles with U.S. Embassy (USEMB) plates beginning with the numbers "001" will be granted access identical to SOFA plates. These vehicles are not required to have a USFK safety decal. The current license plate colors are White and Blue.

16.10.2. **USFK Safety Sticker (United States Forces Korea Registered Vehicle)** is the only authorized vehicle access document for other non- SOFA and non- Military of Foreign Affairs and Trade (MOFAT) vehicles requiring long term or recurring access. A USFK Safety Sticker must be physically attached to the vehicle. To cover the time between registration and the issue of license plates, the temporary registration is valid on military installations and essential travel between military installations. (**Note:** USFK Reg 190-1 states "All vehicles will be registered within 10 days after they are received from the port, purchased, or otherwise legally acquired".) If there is doubt, the entry controller will issue a DD Form 1408 "Fix It" Citation and make the owner produce his documents to Reports and Analysis (S5). If the person doesn't fix/correct the problem within 72 hours, or three working days, deny the vehicle entry onto the installation.

16.10.2.1. Osan vehicles with expired safety stickers will be ticketed and directed to fix the infraction within 72 hours. **FOR OFFICIAL USE ONLY**

16.10.2.2. **USFK Form 192EK (Temporary Vehicle Pass)** is the only designated access document for vehicles requiring nonrecurring, temporary access.

123 16.11. Motorcycles/Mopeds /Scooters/Bicycles.

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16.11.1. A motor vehicle is any motor driven vehicle manufactured primarily for use on a public street, road, or highway. A moped, bicycle, or scooter with a motor engine, **regardless of engine size**, is considered a motor vehicle. **All motor vehicles** on Osan AB that are owned or possessed by persons are subject to USFK Regulation 190-1 and **will be registered with the 51 SFS Pass & Registration** section within 10 days after they received the vehicle from a port or POV pickup point, have purchased, or otherwise legally acquired a vehicle.

16.11.2. No person will operate or ride upon a motorcycle, motor scooter or moped either on/off base unless wearing protective headgear and impact resistant eye protection (full face shield on the helmet or goggles).

16.11.3. Helmets must meet, as a minimum, Department of Transportation (DoT) standards and be properly worn and fastened.

16.11.4. Eye protection is defined as a "device designed to protect the eyes while operating or riding a motorcycle/moped". It will include a face shield or a snap-on helmet visor made of shatter resistant, transparent material, or goggles not causing color distortion. Prescription glasses/sunglasses are not suitable eye protection.

- 16.11.5. Personnel operating a motorcycle, moped or motor scooter during daylight hours must wear brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garments will be clearly visible and not covered. Additionally, personnel will wear long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, long trousers and sturdy footwear. The only approved reflective vest colors are international orange and lime green. IEC's will not allow motorcyclists access to base unless they are wearing all required PPE. Personnel who fail to wear PPE will be issued a DD Form 1408.
- 16.11.6. While a motorcycle, moped, motor scooter or bicycle is in motion, the operator and passenger will have the chinstrap of their helmet fastened and secured in place. **Note:** Only operators may ride mopeds – no passengers.
- 16.11.7. When riding a bicycle on Osan AB, all personnel must wear a protective helmet/headgear. Headgear will meet the specification set by the Snell Memorial Foundation, the American National Standards Institute, (ANSI Z90.1.19 710) or Federal Motor Vehicle Safety Standard (FORMVSS No. 218). Korean made helmets with equivalent certifications are acceptable, however, the use of the kevlar helmet issued as part of the field gear is prohibited. These helmets do not meet ANSI STD Z90.1. If a cyclist chooses to carry a backpack, a reflective belt or tape must be affixed to the backpack at all times so the rider can be observed by vehicle operators approaching from the rear. Additionally, cyclist will wear a reflective vest at all times, regardless of whether a backpack with an affixed reflective belt is worn or not.
- 16.11.8. The wearing of headphones and earphones is prohibited while operating a motor vehicle or bicycle on Osan AB. This does not negate wearing of hearing protection when conditions and good judgment dictate its use, such as when driving in a noise hazard area or operating heavy machinery.
- 16.11.9. Operators of motor vehicles or bicycles **will not** use cellular telephones while operating a motor vehicle on/off base. Exceptions exist for personnel operating emergency response vehicles authorized to use cellular phones in the performance of their duties. The other exception is when reporting crimes or disasters. Use of a cellular phone utilizing the “hands free” operation is authorized IAW USFK 190-1, Para D-16(1).

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16.12. Temporary Vehicle Pass.

- 16.12.1. Family members/dependents are not authorized temporary vehicle registration. Personnel who are authorized access and operating an unregistered vehicle will be issued a temporary vehicle pass. They must have a valid driver's license, valid insurance, valid ROK registration, and valid military ID card. Inform the individual to return the vehicle pass to the gate of issue, and the vehicle pass will expire in 24 hours from the time of issue. If a temporary pass is required for longer than 24 hours, direct the person to S5, Pass and Registration, in Building 765.

16.13. Alarm Activation Procedures.

- 16.13.1. Immediately upon notification, stop and hold all out-bound traffic, to include pedestrian, and take a position of cover as necessary. Unless otherwise instructed, in-bound

traffic will be allowed to enter, but always keep the inbound lane blocked by keeping an incoming vehicle in the traffic lane, only allowing incoming vehicle traffic to enter after there is another vehicle behind it to take its place. If needed, close the gates to block entry/exit of the installation. Once a description of the suspect(s)/vehicles is received and the BDOC or higher authority authorizes, initiate stop, check and pass on the out-bound lane.

16.14. Gate Runner Procedures.

- 16.14.1. Unauthorized breach of an IECF is defined as any blatant deviation from entry procedures outlined in this instruction through an overt or covert act on the part of the vehicle operator. Examples of overt acts include accelerating past the checkpoint without being checked or a show and/or use of force (e.g., weapon's fire). A covert act could include an attempt to use fraudulent identification and/or upon detection, an attempt to flee the scene.
- 16.14.2. If a vehicle runs the gate, fails to stop, refuses to show proper ID and enters the base, immediately activate the Barrier System by depressing the **red activation button**. Notify the BDOC of a gate runner by stating, "Gate Runner, Gate Runner, Gate Runner at (appropriate gate call sign here)". Give a SALUTE report description of the vehicle, occupants and direction of travel of the vehicle in the event the barrier system was unable to stop the vehicle. **Note:** ROKAF MP IECs are authorized by their HHQ to fire blank shots as a warning, or to sound the alarm, in emergency situations. Always identify the location of ROKAF personnel prior to returning fire, in order to avoid friendly fire.
- 16.14.3. Another instance in which the system may be activated would be when a motorist mistakenly proceeds through the gate due to a miscommunication with the sentry. The overwatch (if posted, will assume a covered position, contact the BDOC, inform them of the situation, and wait for back-up. The BDOC will dispatch patrols and initiate appropriate notifications and/or checklists. All rules governing the Use of Force IAW AFI 31-117 apply.

16.15. Driving Under Influence.

- 16.15.1. Be alert for intoxicated motorists entering/departing the installation. Once an individual is suspected of being under the influence, notify the BDOC and **do not allow the operator to move the vehicle**. Have the operator place the emergency flashers on, seize the vehicle keys and have the operator/occupants dismount the vehicle. Detain personnel pending back up.
- 16.15.2. Monitor the driver suspension/revocation roster and check whenever possible. Ensure anytime a vehicle is stopped for a violation (either moving or non-moving violations) a check of the roster is made.

16.16. Morin Gate Vehicle Search Procedures

16.16.1. Day to day FPCON Bravo search procedures

- 16.16.1.1. All contractor vehicles entering the installation will be searched by SF personnel. MWDs will be utilized, when available. Vehicles will not be searched until they have come to a complete stop, engines have been turned off, all doors and compartments opened and occupants cannot see the inspection area. A spotter will control vehicle movement in the

search area at all times. The spotter will ensure vehicle occupants exit the vehicle and stand out of view of search procedures. The spotter will control vehicle movement out of the search area after complete.

16.17. Over watch Call Signs/Post Limits and Duties (if posted).

- 16.17.1. Echo 1C, Echo 1D (Pedestrian) and Echo 2E within the immediate area, unless for safety reasons or unless emergency circumstances dictate otherwise or as directed by the Area Supervisor.
- 16.17.2. Provide over watch for vehicle entry giving both security and immediate weapons fire to neutralize a **known** threat IAW AFI 31-117. Engage barriers IAW Gate runner procedures.

16.18. MWD Detection at Gate/Bomb Threat Procedures

16.18.1 IEC procedures for MWD alert and or bomb threat at the installation gates is as follows:

- 16.18.1.1. IEC personnel will stop the search, detain the driver, confiscate vehicle keys, but will not move the vehicle. All vehicular traffic will be stopped and diverted away from the gate. All visitor pass processes will cease and personnel will be turned away and cleared from the area.
- 16.18.1.2. Security Force members will immediately notify the BDOC using a telephone or runner in the event telephone lines are down. The BDOC will dispatch patrols and make notifications in accordance with the notification matrix located in the BDOC.
- 16.18.1.3. IEC personnel will immediately clear the affected area of personnel (including vehicle driver) and evacuate to a position designated by the Incident Commander (IC)/BDOC.
- 16.18.1.4. Security Forces personnel will be the IC until properly relieved by higher authority.
- 16.18.1.5. As soon as the IC arrives and assumes command, he/she along with the Senior Fire Officer and EOD will be briefed by the Area Supervisor and Explosive Detection Dog (EDD) Team. Areas to be briefed will include description of the incident, current status of the incident, and actions taken to this point.
- 16.18.1.6. EOD personnel will conduct a check of the vehicle to determine the presence of an explosive device.
- 16.18.1.7. Security Forces personnel will not return to the gate until directed by the IC.
- 16.18.1.8. The IC will **not** terminate the emergency until all Security Forces are back in position at the gate.
- 16.18.1.9. Upon termination, all appropriate paperwork and notifications will be completed dependent on the results of the sweep(s) and investigation.

16.19. Curfew. Refer to current USFK/CC, 7 AF/CC and Korea Readiness Orientation (KRO)/Ready Mustang Program (RMP) policies for curfew hours.

- 16.19.1. US military personnel residing on Osan AB, either permanently or temporarily, will be within the confines of Osan AB at the established curfew hour, or in their domicile for off-base residence.
- 16.19.2. Military personnel in uniform will be permitted access and egress to Osan AB at any time while conducting official business. Military members on-call or on a bona-fide emergency will be allowed access. Refer to base policy for further instructions.
- 16.19.3. Commanders for units assigned at other installations allowing Exceptions to Curfew Policy should notify BDOC prior to the event. Military members granted exceptions must carry a copy of the exception while in Area V. Military personnel within Area V violating the curfew policy will be identified and apprehended, unless they possess written authorization from the first O-6 in their chain of command.
- 16.19.4. Curfew policy applies to all members of the US Armed Forces assigned to Osan AB, or on TDY status. Compliance with this policy is highly encouraged by DOD contractors, DOD civilians and family members within Area V.

CHAPTER 17

Town Patrol

17.1. General. 51 SFS Town Patrol serves as the USFK Area V Force Protection element operating in the Songtan Entertainment District (SED). Their primary mission is to identify and alert SOFA personnel to possible enemy activity and take immediate life-saving steps to counter enemy activity. Their secondary function is to promote and maintain good order and discipline by enforcing law and order/UCMJ policies on SOFA personnel under USFK jurisdiction. Town Patrol will facilitate a safe environment for SOFA personnel and act as a liaison with the local police and the off-base populace.

17.2. Duty Hours and Call Signs.

17.2.1. Duty hours will be dependent on the current USFK curfew status. At a minimum, Town Patrol will be posted in the SED one hour past the established curfew to ensure sweeps are conducted.

17.2.1.1. During weekend and holidays/down days, Town Patrol will be posted until 0500 hours, or until all sweeps have been conducted to ensure all military personnel have complied with the current curfew policy.

17.2.1.2. If no curfew is designated, Town Patrol will be posted until 0100 Sunday through Thursday nights and until 0500 Friday and Saturday nights. On Federal holidays, the NCOIC of Town Patrol will adjust the schedule to make sure adequate coverage exists.

17.2.2. Town Patrol units will use the following radio call signs when communicating with the BDOC: The NCOIC of Town Patrol, Dragon Lead; Team 1/Dragon 1/1A; Team 2/Dragon 2/2A; Team 3/Dragon 3/3A; Team 4/Dragon 4/4A; Team 5/Dragon 5/5A; Team 6/Dragon 6/6A. The Town Patrol frequency is a free net and the channel will be assigned at guardmount. Town Patrol members will clear the net after completion of radio transmissions. The BDOC will conduct hourly radio status checks during hours of darkness with Town Patrol members. Town Patrol members will exercise radio discipline while operating on the Osan radio net.

17.3. NCOIC, Town Patrol Duties and Responsibilities.

17.3.1. Manage all assigned personnel within the Town Patrol Section. Personnel assigned to the Town Patrol Section will be under the direct supervisory control of the NCOIC of Town Patrol, who will report directly to the on duty Flight Chief/ Leader.

17.3.2. Establish and maintain the Self-Inspection Program Town Patrol continuity binder IAW applicable directives and instructions.

17.3.3. **FOR OFFICIAL USE ONLY**
The NCOIC is ultimately responsible for all OJT actions (i.e. skill level upgrade, duty position qualification) and updates to include the development of the annual master training plan for the Town Patrol Flight. The annual master training plan will be developed, coordinated, and approved by the 51 SFS Unit Training Manager.

17.3.4. Ensure all personnel assigned to the Town Patrol section are duty positioned qualified and complete a

Stan Eval within the prescribed timeline as established by the 51 SFS Standard Evaluation section. Personnel will complete Phase II training within 30 duty days after assignment to the section.

17.3.4.1. Training will include law and order procedures, verbal judo, ROK law enforcement familiarization, SOFA provisions, jurisdiction training and all USFK directives.

17.3.4.2.

Members should be Combat Life Saver certified or have similar emergency/first responder training.

17.3.4.3. Members will be ASP qualified and when possible, TASER certified.

17.3.5. All personnel performing duties within the Town Patrol section will be a SrA or above.

17.3.6. Perform duties as the Enlisted Performance Report (EPR)/Decorations monitor for the section. All EPR and Decorations will be coordinated and approved by the NCOIC of Town Patrol.

17.3.7. Attend weekly Orders Group and Flight Chief meetings.

17.3.8. Provide all newly assigned personnel a briefing on expectations, duties and responsibilities within the Town Patrol section. All personnel will be issued the Town Patrol Expectations Policy Memorandum and acknowledge receipt by signing the memorandum. Once signed the memorandum will be maintained in the Town Patrol continuity binder or stored electronically on the 51 SFS secure drive.

17.3.9. Advise the Flight Chief/Leader of all incidents via the BDOC. Notifications of incidents will be conducted as soon as possible after incident(s). Ensure all pertinent information is passed onto the BDOC for a proper blotter entry after each incident.

17.3.10. Proofread and approve all correspondence (reports, statements, blotters) relative to the events transpiring during the shift. All incident correspondence relative to the duty shift will be completed prior to end of shift unless determined otherwise by the Flight Chief/Leader.

17.3.11. Conduct two time hacks with BDOC, one at 00:00 hours and a second at 01:00 hours before curfew sweep.

17.3.12. Ensure blotter entries are completed by the on-duty desk sergeant.

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17.4. Town Patrol Members Duties and Responsibilities.

17.4.1. Be knowledgeable of all assigned responsibilities and comply with all provisions contained in this OI and references listed in **Para 17.1.**

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17.4.2. Maintain patrol coverage outside of Osan AB.

17.4.3. Town Patrol members will patrol in two man patrols at all times unless determined otherwise by the NCOIC.

17.4.3.1. There should be a total of one KNP officer and one KNP interpreter assigned to Joint Town Patrol from 2100 until 0100 hours. **Note:** If KNP is needed outside the Joint Town Patrol hours, Town Patrol members will contact the BDOC to request their response.

17.4.3.2 For Town Patrol purposes, one KNP officer will be assigned to one patrol. **Note:** KNP without Town Patrol members will not be considered to be Town Patrol by 51 SFS personnel.

17.4.3.3. There should be a total of two Korean Augmentation To the United States Army (KATUSA) personnel assigned to joint Town Patrol on Friday and Saturday nights. There should also be at least one KATUSA assigned to joint Town Patrol Sunday through Thursday nights. There will be one KATUSA posted with a joint patrol (KNP and Town Patrol) when available.

17.4.4. Report at the designated time indicated on the duty roster located in the Town Patrol office to the NCOIC or Element Leader, in his or her absence, for the purpose of attending guardmount.

17.4.5. Ensure the BDOC receives pertinent information as soon as possible for blotter entries and notifications when required.

17.4.6. Know all Area V off-limits areas and make periodic checks of off-limits areas IAW USFK Reg 190-2, and 51 FW Off-Limits Areas and Establishments and the USFK Command Policy Regarding Off-Base Curfew.

17.4.7. Periodically patrol areas where large numbers of SOFA personnel reside to deter burglaries and housebreaking. Town Patrol members will vary their patrols and will refrain from setting routine patterns of patrol to avoid predictability.

17.5. Jurisdiction.

17.5.1. Under the U.S.-ROK Status of Forces Agreement (SOFA), Town Patrol members have the right to maintain good order and discipline among U.S. armed forces personnel by patrolling for misconduct by members of the U.S. armed forces. In order to facilitate this task, Town Patrol will have access to off-base areas frequented mainly by the U.S. Armed Forces personnel. Town Patrol members may assist in gathering evidence against DOD civilians and dependents for Wing administrative purposes. In carrying out these duties, Town Patrol shall not substantially interfere with the performance of legitimate business.

17.5.2. Korean authorities have the primary responsibility for public order off-base; therefore, Town Patrol shall act, in liaison with ROK authorities, in cases involving members of the US armed forces.

17.5.3. Korean authorities have exclusive jurisdiction over some offenses, such as treason against the ROK (i.e. sabotage, espionage, etc.)

17.5.4. Town Patrol and Korean authorities has concurrent jurisdiction over other offenses involving U.S. Military SOFA personnel.

17.5.4.1. Korean authorities (KNP) have primary jurisdiction involving any case violating Korean Law, or involving Korean and other foreign nationals, regardless of status (i.e. witness, suspect, etc) except in the case below.

17.5.4.2. Town Patrol may investigate when Korean authorities waive jurisdiction at any time to military authorities (Town Patrol) for cases involving members who are military and/or SOFA affiliated.

17.6. Town Patrol Operations and Patrol Procedures.

17.6.1. Town Patrol members are responsible for responding to incidents/accidents involving SOFA personnel, occurring during their tour of duty within a 3 kilometer radius around Osan AB, as directed by the NCOIC of Town Patrol and/or upon being dispatched by the BDOC. Town Patrol members are primarily responsible for patrols in the Songtan Entertainment District and large off-base living areas of USFK personnel, such as the Life Apartments.

17.6.1.1 Town Patrol personnel will not enter a Korean national's private residence unless accompanied by KNP and there is probable cause an offense has been committed involving a USFK member, or if requested by the occupant to assist with an incident involving a USFK member. Town Patrol will not conduct a search of any private residence off-base. KNP will conduct searches, Town Patrol will observe only. A USFK member's residence may be entered without KNP presence as long as there is consent by the member to do so.

17.6.2. The NCOIC, or Element Leader, will initiate curfew sweeps after the 01:00 hour time hack. Curfew sweeps will be initiated via radio by saying "Initiate curfew sweeps" three times over the Town Patrol net.

17.6.3. Procedures for conducting curfew sweeps will be comprised of 4 main routes/sweeps, to include RAMs, if manning allows, as follows:

17.6.3.1. Click: Begins at the "Last Call" bar and ends at "Christine's".

17.6.3.2. Stereo: Begins at the "Happy Jacks" bar and ends at "Gecko".

17.6.3.3. Beer Bunker: Begins at the Echo-1 Pedestrian Gate and ends at "Apple Sports Bar".

17.6.3.4. Alley's: Begins at the top of "Aragon Alley" and ends at "Circle" bar.

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17.6.3.5. RAM sweeps are to include, but not limited to, the bus terminal bridge, Mr. Chicken's underpass, the train station bridge, Life apartments, etc... RAMs will be based off of the current manning availability.

17.6.4. Patrols will utilize locally generated field interview cards when detaining a subject/suspect. The NCOIC, or Element Leader, will utilize the field interview card to ensure the blotter entries are concurrent with the patrolman's SFMIS report.

17.6.5. If a Town Patrol member deems that a situation requires physical restraint due to safety concerns, they may temporarily handcuff **MILITARY PERSONNEL OR MEMBERS WHO FALL UNDER SOFA**, until the end of transport at Bldg. 1425.

17.6.6. Physical Altercations:

17.6.6.1. Any person, including town patrol members, may use force to protect themselves or others from bodily harm by a hostile individual.

17.6.6.2. There are many different situations Town Patrol members may encounter that could involve USFK personnel and Korean nationals who engage in direct physical contact. Town Patrol members will not provoke or escalate incidents of this nature.

17.6.6.3. If an altercation involving USFK personnel and Korean/foreign nationals cannot be resolved without the escalation of the use of force, Town Patrol members will follow all directives within USFK 190-50, *Law Enforcement Procedures in Korea* and AFI 31-117, *Arming and Use of Force of Air Force Personnel*.

17.6.6.4. Town Patrol members will ascertain if there are any weapons involved and secure the weapons under the protection of self and others provision. Town Patrol will further determine whether there are any physical signs of injuries and request medical response as appropriate.
Town Patrol will obtain all pertinent information for inclusion of a blotter entry/incident report, as required.

17.6.6.5. In the event Town Patrol observes an altercation involving Korean/foreign nationals only, Town Patrol will notify KNP immediately. Town patrols should exercise good judgment whether to get involved under the protection of self and others provision. Town Patrol should otherwise observe the incident only to keep USFK members away from the altercation. Town Patrol members will make all attempts to obtain as much information as possible (both USFK and Korean/foreign nationals identification data) regarding the situation.

17.6.7. Civilians and Juveniles: Town Patrol members have no jurisdiction over civilians on or off base in peacetime. Town Patrol members are not authorized to detain civilian personnel off-base. If the identity of a US civilian or juvenile is in question, Town Patrol will contact the KNP and request KNP identify the person(s) in question. SFOI 31-101_11 August 2015

17.6.8. USFK personnel who are apprehended by Town Patrol in the Songtan Entertainment District will be verbally advised that they are under apprehension.

17.6.8.1. For personal safety, apprehended personnel will not be searched or handcuffed while off-base unless the apprehended personnel poses a potential threat to safety of patrol member or others, in which case the subject will be restrained (handcuffed) on-scene.

17.6.8.2. Apprehended personnel will be escorted by two Town Patrol members to the Osan AB main gate where they will be searched and handcuffed prior to being transported via vehicle to Bldg. 1425/BDOC for processing.

17.6.8.3. All personnel transported in Security Forces vehicles will be searched and handcuffed prior to transport for patrol member safety.

17.6.9. Apprehended military personnel will be formally advised of their legal rights IAW Article 31, Uniform Code of Military Justice (UCMJ) via AF Form 1168 upon arrival at the BDOC.

17.6.9.1. If the use of alcohol is suspected with a subject in connection to any incident or offense(s) (Punitive Articles 77-134 of the UCMJ), a sample of the subject's (breath) may be obtained for the purposes of determining Blood Alcohol Content (BrAC) via AF Form 1364, or in the event of refusal by the subject, via AF Form 1176, prior to withdrawal of a sample of bodily fluids (blood).

17.6.9.2. Town Patrol members obtaining authorization to search and seize will consult with the on-call JAG about the probable cause statement (verbally). If the JAG determines sufficient probable cause exists then, the patrol person will facilitate a conference call with the 51 SFS member, the delegated Military Magistrate (51 MSG/CV), and the JAG. The patrolman will contact the 51 FW/CP to establish the three-way conference call. Upon receiving a verbal seizure authorization, the patrolman must follow-up within 24-hours to accomplish the written authorization, form along with the AF Form 1176.

17.6.9.3. Apprehended USFK personnel, who either consents or is ordered to give a blood sample pursuant to a valid search authorization, will be transported by Town Patrol to Bldg. 777/51 MDG, Emergency Room for the administration of the test. The apprehending patrolman will witness the withdrawal of blood and will obtain the lot number of the test and all pertinent information of the medical technician's information for enclosure in the incident narrative.

17.6.9.4. All violations of the UCMJ require a Security Forces Management Information System (SF MIS) report. **FOR OFFICIAL USE ONLY**

17.6.10. Procedures for checking night clubs: Upon entry of a night club, Town Patrol members will conduct a visual inspection of personnel located within the club to ascertain the welfare of USFK personnel. Town Patrol members will randomly conduct an inspection of fire escapes to ensure ease of access in the event of a fire. Upon completion of the inspection of the night club, personnel will exit the club unless due cause is determined requiring further inspection within the club. Town Patrol will not substantially interfere with the performance of legitimate business without cause, i.e. physical threats to US armed forces members and/or others.

17.6.11. Curfew Violations: If a military member violated curfew, the individual's first sergeant will be contacted to respond. After release, the Town Patrol member will ensure a blotter entry or report is completed as directed by Flight Chief/Leader.

17.6.11.1. Town Patrol will immediately notify the BDOC to relay all information for a Blotter Entry.

17.7. Songtan Entertainment District Safety and Security Measures.

17.7.1. The following safety and security procedures will be implemented in the Songtan Entertainment District. To help ensure the safety and security of U.S. personnel, Town Patrol will check all Songtan Entertainment District bars/nightclubs and hotels where USFK personnel frequent. Town Patrol will avoid setting patterns of routine patrol and vary the time and routes of conducting checks to avoid predictability.

17.7.2. The DFC may place an establishment/area temporarily off-limits to USFK members if an immediate safety or force protection condition exists and cannot be resolved immediately, not to exceed 12 hours.

17.7.2.1. Town Patrol will contact KNP to ensure all available means are made to correct the safety or force protection condition that exists before recommending to the DFC to place an establishment off-limits.

17.7.2.2. If the DFC approves an establishment to be placed temporarily off-limits, the Town Patrol NCOIC/supervisor will ensure a blotter entry is accomplished with all pertinent information pertaining to the incident and notifications will be made IAW the BDOC Checklists.

17.7.2.3. The DFC will confer with the 51 MSG/CC the following day. The 51 MSG/CC will determine further action by initiating the Armed Forces Disciplinary Control Board (AFDCB), if violations continue.

17.7.3. In accordance with Paragraph 8 of Article 6 in the Pyeongtaek City Ordinance for Pedestrian's rights and environmental improvement, the Songtan City Hall has placed bollards within the Songtan Entertainment District to restrict parking between 2000 to 0500 hours. **Note:** Town Patrol members will not enforce parking laws, they will only notify KNP.

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17.7.3.1. The bollards are located at the top of Aragon Alley, adjacent to Baskin Robins, adjacent to Club Click, across from Club Centro, adjacent to the main gate entrance and adjacent to the Joint Town Patrol office.

17.7.3.2. If the bollards are not in place, Town Patrol members will contact India-1, who will contact Songtan City Hall. Songtan City Hall is responsible to respond and replace the bollards. SFQI 31-101-11 August 2015

17.7.3.3. The on-duty supervisor will contact the BDOC and ensure a blotter entry is established for any discrepancies of bollard placement. **Note:** a blotter entry will be accomplished even if City Hall corrects the issue.

17.7.3.4. If vehicles (excluding motorcycles/scooters) are parked in front of establishments or around establishments while USFK personnel are present between 2000 to 0100 hours, the following procedures will be followed:

17.7.3.4.1. Contact KNP to determine the owner of the vehicle.

17.7.3.4.2. If the vehicle's owner is not immediately clear and it appears to be a hazard to USFK personnel or appears to be of a nature to raise suspicion to its safety, Town Patrol will immediately notify KNP and request a response to the hazard. Town Patrol may cordon off the area and make it unavailable to USFK personnel to ensure a safe distance from the possible hazard.

17.8. Town Patrol Walk-Along Program.

17.8.1. Non- SF S NC O personnel may walk-along with on-duty Town Patrol. Personnel participating in the program will provide the NCOIC of Town Patrol a minimum of a 48 hour notice prior to scheduling a walk-along.

17.8.1.1. Personnel participating will be briefed on their responsibilities by Town Patrol prior to the walk-along. If personnel become separated from their Town Patrol escort, they will proceed directly to the Osan main gate and attempt to contact their escort from that location.

17.8.2. Courtesy patrol personnel participating will be briefed on their responsibilities by the Town Patrol NCOIC prior to the walk-along. Courtesy patrols will consist of, at a minimum, two personnel, one of which will be a SNCO or higher, and not to exceed five personnel. If personnel become separated from their SNCO or higher escort, they will proceed directly to the Osan main gate and attempt to contact their escort from that location.

17.9. Shop Disputes.

17.9.1. Town Patrol members will not arbitrate shop disputes. Town Patrol members will only be present to ensure no physical altercation arises as a result of the dispute. If a settlement cannot be reached between the two parties, Town Patrol members will direct the USFK individual to the Pyongtaek-Si City Chamber of Commerce. Town Patrol may also inform the individual that if the Chamber of Commerce cannot resolve the matter, to contact the Base Legal Office.

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17.10. Human Trafficking and Prostitution within Off-Base Entertainment District.

17.10.1. When credible indicators of this illegal activity are present, or when allegations are made against a particular business or activity, the information will be forwarded to S2I, AFOSI and the Armed Forces Disciplinary Control Board. If the allegation is verified, appropriate action will be taken. Authorized Commanders may place businesses "Off Limits" to USFK personnel due to these illegal activities. IAW AFI 36-2921 and DODI 2200.01, USFK and Area V have a zero SFQI 31-101-11 August 2015

tolerance policy on Trafficking In Persons (TIP).

17.11. Camera Microphone Operations and Procedures.

- 17.11.1. Camera microphones that are available will be utilized to provide photograph and audio/video evidence of suspicious individuals and activities, as well as to record video footage of Town Patrol member's interaction with personnel in the Songtan Entertainment District. All patrols **will** utilize the camera microphones, if available.

- 17.11.2. The camera microphones will be utilized IAW the user operating manual.

- 17.11.3. **Video Microphone (VIDMIC) Policy/Utilization.** VIDMIC systems will be worn by all Town Patrol NCOs and, if systems are available, by all patrol units for base operations. Patrolmen will place the VIDMIC on their upper torso to ensure proper footage of all identifiable features of suspects, victims or witnesses. The VIDMICs will not be worn on the duty belt. The exact positioning may be determined by the user for added comfort; however, no member will exchange proper placement for comfort.
 - 17.11.3.1. Due to the camera's limited battery life, two cameras will be issued to the Town Patrol NCOs at the beginning of each shift, allowing on-duty patrolmen to swap out mics at mid shift to ensure all patrols are properly equipped.
 - 17.11.3.2. Patrolmen are directed to immediately turn the VIDMIC to the on/record position upon assuming their post and/or upon departing the base for the Songtan Entertainment District.
 - 17.11.3.3. The secondary VIDMICs will be stored/charged in the Town Patrol office. Four chargers will be made available in the Town Patrol office to assist in recharging.
 - 17.11.3.4. The armory will ensure all VIDMICs in their possession are charged and ready for the next shift.

- 17.11.4. Town Patrol will utilize the laptop located in the Songtan Entertainment District Town Patrol office, or the stand-alone computer located at Bldg. 406/Investigation Office or Bldg. 1425/BDOC, at the completion of their shift, to download video footage and photographs captured utilizing the VIDMIC.
 - 17.11.4.1. All video footage captured of an individual, whose conduct resulted in apprehension by Town Patrol, will be downloaded to a CD-R. The CD-R will be marked with the SFMIS number, subject's rank and name and will be forwarded to Reports and Analysis with the case file.
 - 17.11.4.2. Still photographs of suspicious individuals will be downloaded to a CD-R, which will be marked with time and date of photograph and will be forwarded with a brief synopsis to the appropriate agency (S2I, AFOSI, KNP, etc) via S3O. SFOI 31-101_11 August 2015
 - 17.11.4.3. All video footage and photographs are USAF property and prohibited from dissemination outside official business. Footage not forwarded or retained will be deleted at the completion of the shift.

- 17.11.5. Under no circumstances will captured video footage or photographs be retained by Town Patrol personnel.

- 17.11.6. Under no circumstance will captured video footage or photographs be released by any 51 SFS personnel without the approval of the DFC or his designee.

17.12. Conduct (On and Off-Duty).

- 17.12.1. All members of Town Patrol will conduct themselves in a professional and courteous manner at all times while on-duty. When on-duty, Town Patrol members will receive complaints and answer questions in a tactful, courteous, and respectful manner regardless of the disposition or rank of personnel. Town Patrol members will not engage in arguments with individuals. In the event an individual becomes uncooperative or belligerent, or if a patrolman cannot resolve a complaint or concern, Town Patrol members will contact the NCOIC, Town Patrol or Town Patrol Supervisor in his/her absence, to assume control of the incident. In cases where Senior Enlisted or Officer personnel are involved in an incident, the NCOIC of Town Patrol and on-duty Flight Chief/Leader will be notified and will assume control of the incident.
- 17.12.2. Town Patrol members will not, at any time, receive any form of gratuity (i.e. free drinks, water, soda, alcoholic beverages, food etc.) from club or shop owners, on or off-duty. Violations of this provision will be considered grounds for dismissal from the Town Patrol flight and personnel may be subject to disciplinary action.
- 17.12.3. Town Patrol members, while on-duty will not linger for long periods at a time in night clubs, or engage in social (over-friendly) conversation or behavior (allowing entertainers to display unauthorized forms of affection) which would be perceived as a conflict of interest by the general military or civilian public. Town Patrol members will present themselves in a professional manner at all times when frequenting the Songtan Entertainment District and not engage in any activity which presents a conflict of interest with Club Owners/Management. Town Patrol members will not form personal relationships with any owners or employees of establishments in the SED.
- 17.12.4. Town Patrol members will not engage in any form of behavior off-duty (while frequenting the SED) which could be perceived as prejudicial to good order and discipline. Town Patrol members are prohibited from entering any bars or clubs in the SED, when off-duty. Any misuse of position or authority off-duty by Town Patrol members will result in immediate removal from Town Patrol as determined by the NCOIC of Town Patrol or higher authority.

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CHAPTER 18

Status of Forces Agreement (SOFA)

18.1 General. The SOFA, as outlined in this OI, applies to all U.S. Forces present in the ROK. Specifically included are U.S. Military, whether permanent, TDY, or on leave, and their dependents as defined in Article 1, SOFA; U.S. invited contractor employees, having status under Article XV, SOFA (normally, only employees ordinarily resident in the U.S.) and dependents of such employees. SOFA does not apply to Joint United States Military Affairs Group, Korea (JUSMAG-K) and American Embassy, Seoul personnel and their dependents.

18.2. Accepting Custody of Personnel Arrested by the Korean National Police (KNP). Note: Any time the 51 SFS receipts for someone from KNP authorities IAW the SOFA, an appropriate incident and/or accident report will be accomplished.

18.2.1. **Military Personnel:** U.S. military personnel who are subject to the SOFA will be released to Security

Forces control by using USFK SOFA CJ Form 2, *Custody Request and Receipt*. Military personnel cannot refuse transfer to Security Forces control. **Security Forces will not take military personnel assigned to the US Embassy or JUSMAG (Joint U.S. Military Affairs Group) into custody. U.S. Embassy and JUSMAG personnel will possess an identification card that says U.S. Embassy. Contact JPIC for disposition of these personnel.** Upon release to Security Forces, the individual will be interviewed, under applicable rights advisement, and questioned on the offense(s) for which the KNP arrested them. A SFMIS Report/Incident Report will be accomplished. These personnel will be released via DD Form 2708, *Receipt For Inmate or Detained Person*, to their First Sergeant, Commander or designated representative.

18.2.2. Civilian Personnel: Security Forces will take custody of U.S. civilian personnel who are subject to SOFA by the following process:

18.2.2.1. The subject must complete a USFK SOFA CJ Form 3, *Civilian Request to be taken into Custody By U.S. Military Authorities*. This form requires the civilian to relinquish their passport to the patrolman, who will complete an AF Form 52 and forward it to S2I. Do not take custody until this form is complete. If the civilian refuses to turn over their passport, you will not take custody of them. Security Forces will **NOT** assume custody of the civilian **UNTIL** the passport is turned over via AF Form 52. If the passport is inaccessible at the time, the subject will make arrangements to have the document delivered to the BDOC office by the most expedient means available. In this case, the Security Forces representative will complete the CJ Form 3 and accept custody. If absolutely necessary, Security Forces may escort the individual to recover their passport. The passport will be turned over to the BDOC prior to the suspect's release from Security Forces custody.

18.2.2.2. After the CJ Form 3 is completed, the civilian will be released by KNP to Security Forces.

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18.2.2.3. The BDOC and/or FC/FCC patrols will coordinate with the SF liaisons to obtain a copy of the 123 Korean National Police (KNP) report in order will complete a ~~SFMIS report~~ ~~in August~~ 2015 business/duty day, which will then be sent to S3P, Police Services. S3P will complete the CJ Form 1 and will forward it to the 51 FW/JA to be translated and forwarded to the Pyongtaek district prosecutor's office for his/her signature. The prosecutor's office will either fax the signed CJ Form 1 to S5P or to SJA.

18.2.2.4. Once released by KNP, the subject must be advised of his/her rights under Article 31, UCMJ or the 5th Amendment of the U.S. Constitution using the AF Form 1168 before being interviewed by Security Forces and questioned on the offense(s). An incident/complaint report will be accomplished. These personnel will be released via DD Form 2708 to their First Sergeant or higher authority. **Note: If the subject is a family member, they can be released to their sponsor.** All personnel who are summoned to accept custody of an offender released to Security Forces custody will be reminded of the necessity to seek immediate legal clarification of the imposition of an "International Hold" on the detained person.

18.2.3. Anytime a USFK SOFA CJ Form 2 and/or USFK SOFA CJ Form 3 is accomplished, 51 FW/JA will request a USFK SOFA CJ Form 1/U.S. Notice of Incident, Arrest and Receipt be completed by S3O Law and Order designee. 51 FW/JA will forward a copy of this form to S5R, Reports and Analysis for transmittal to the appropriate SOFA Offices.

18.2.4. NON-SOFA Civilians: Security Forces will not take custody of non-SOFA civilians. If notified by KNP of a non-SOFA civilian arrest, contact the U.S. Embassy at DSN 721-4114.

18.3. Release of Personnel to the KNP.

18.3.1. Personnel under SOFA protection will not be released to KNP, or any other ROK government authorities, without prior coordination with the Staff Judge Advocate.

18.3.2. In addition, SOFA personnel will only be released to Korean authorities upon approval of the DFC. The transfer of SOFA personnel to Korean authorities will be recorded on CJ Form 2 and an SFMIS Report/Incident Report, to include 51 FW Form 0-71(EK), *Notification of Incident and Request for Results on Investigation*, will be accomplished.

18.4. SOFA Status Determination.

18.4.1. The following personnel are covered under the SOFA. The BDOC will contact on-call Judge Advocate for questions or clarification on SOFA status.

18.4.1.1. All dependents, when accompanied by an active duty sponsor or U.S. military member, while stationed or on leave in Korea.

18.4.1.2. Members of the USFK civilian component (GS Grades, not KGS) and their dependents.

18.4.1.3. U.S. nationals who are employees of invited contractors and their dependents.

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123 18.4.2. The following personnel **are not** covered under SOFA: SFOI 31-101_11 August 2015

18.4.2.1. Dependents whose sponsor is not assigned or on leave in Korea.

18.4.2.2. KATUSAs (Korean Augmentee to the U.S. Army), KSCs (Korean Security Contractor), and Korean National employees of the USFK.

18.4.2.3. Civilians, to include retirees and reservists and National Guard not on active duty, who do not qualify under USFK Reg 1-44.

18.4.2.4. Embassy, JUSMAG, and third country United Nations Command personnel and their dependents.

18.4.2.5. DOD civilians and their dependents not assigned to Korea, who are on leave.

18.4.3. Military personnel assigned to the Embassy or JUSMAG are subject to the UCMJ but not SOFA.

18.4.3.1. If Korean authorities arrest military personnel assigned to the U.S. Embassy or JUSMAG, we will not take custody of them using CJ Forms. Their status in Korea is governed by agreements other than SOFA. Absolutely no action will be taken, nor will we assume custody of Embassy or JUSMAG personnel, when they commit a criminal act outside of a U.S. installation. If contacted by KNP concerning the detention of these personnel, notify the Joint Police Information Center (JPIC) as an informational courtesy only.

18.4.3.2. If U.S. Embassy JUSMAG personnel, or their dependents, commit an offense on a U.S. installation, detain the individual and contact the USFK Provost Marshal through the JPIC, who will notify the JUSMAG SDO, Security Officer, or U.S. Embassy Regional Security Officer as appropriate. (See USFK Reg 190-50, Appendix B, for phone numbers.) The Korean authorities will NOT be notified.

18.4.4. If third-country United Nations Command personnel or their dependents are involved, do not take custody of them. Contact the UNMAC-LNO through JPIC.

Chapter 19

Victim/Witness Assistance Program (VWAP)

19.1. General. The 51 FW Staff Judge Advocate (SJA) is the Responsible Official for the VWAP program. The Security Forces Investigations section is the Office of Primary Responsibility (OPR) for our squadron.

19.2. VWAP Application.

The VWAP applies to all cases in which criminal conduct adversely affects victims or in which witnesses provide information regarding criminal activity. Special attention must be provided to victims of a serious violent crime, but to also ensure that all victims and witnesses of crime, who suffer physical, financial, or emotional trauma, receive the assistance and protection for which they are entitled.

19.2.1. Objectives. Within available resources and in accordance with applicable law, the following are objectives of the VWAP:

19.2.1.1. Mitigate the physical, psychological, and financial hardships suffered by victims and witnesses of offenses investigated by U.S. Air Force authorities.

19.2.1.2. Foster cooperation of victims and witnesses within the military criminal justice system.

19.2.1.3. Ensure the best efforts are made to afford to victims of crime certain enumerated rights.

19.3. Terms Defined.

19.3.1. **Serious offense:** A criminal offense that involves personal violence, attempted or threatened personal violence, or significant property loss.

19.3.2. **Victim:** A person that has suffered direct, or threatened, physical, emotional, or financial harm as the result of the commission of a serious offense.

19.3.3. **Witness:** A person who has information or evidence concerning a serious offense, and provides testimony regarding his/her knowledge of that offense to a law enforcement agency.

19.4. Base and Squadron Duties and Responsibilities.

19.4.1. Base Legal Office. The SJA is the local responsible official for the Victim/Witness Assistance Program.

19.4.2. Security Forces Investigations (S2I) will manage and oversee the squadron VWAP; to include the tracking of forms applicable to the program and providing results to SJA annually.

19.4.3. Security Forces Confinement (S3OJ) will oversee the confinement portion of this program.

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19.4.4. S2I is the office responsible, with the assistance of the SJA, to conduct training of squadron personnel.

1239.5. Program Implementation

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19.5.1. The VWAP will be implemented through the issuance of information packets to eligible program participants.

19.5.2. DD Form 2701, *Initial Information for Victims and Witnesses of Crime*, pamphlet will be offered to all personnel identified as crime victims when there is reason to believe that the victim has been subjected to physical, psychological, or financial hardship, or when there is reason to believe the person may be subjected to threats, intimidation or retaliation as a result of their reporting a crime. Mere involvement as a victim does not automatically make a person eligible for the VWAP. The on-duty Flight Chief/Leader will be the initial determining authority on whether a victim/witness pamphlet should be offered. **Note:** Every Security Forces member standing or working a post must carry a supply of DD Form 2701s.

19.5.3. When a victim or witness is identified, ensure they are advised of the Victim/Witness Assistance Act and issue a DD Form 2701. If a victim or witness declines assistance, still provide them with a DD Form 2701. The back of the DD Form 2701 will be annotated with the name and duty phone numbers of an investigator, Victim/Witness Responsible Official and legal office.

19.5.4. Annotate the SFMIS Report, Incident Report. A blotter entry will reflect the individual was informed of the program and indicate if a DD Form 2701 was issued.

19.5.5. At the earliest opportunity after detection of a crime, inform the victim of the services provided by other base agencies.

19.5.6. Victims should be referred to the Base Legal Office (DSN 784-4131) for complete information regarding assistance available to them under the VWAP.

19.5.7. Victims should be informed that emergency medical and social services are available. Victims of violent crimes should be immediately transported to the USAF Clinic for medical treatment.

19.5.8. Some persons may need immediate assistance through family advocacy, mental health, etc. If this is the case, ensure that we provide assistance by contacting any of the below-listed on-call personnel: (**Note:** This may also be handled by the First Sergeant.)

19.5.8.1. 51 MSS/DPF (Family Support Center) – DSN 784-5440

19.5.8.2. 51 MDG/SGOMHF (Family Advocacy) – DSN 784-5010

19.5.8.3. 51 MDG/SGOMH (Mental Health) – DSN 784-2148

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19.5.8.4. 51 FW/HC (Chaplain) - DSN 784-5000

- 19.5.8.5. If a victim/witness requests protection from a subject/offender, immediately notify S2I and SJA for coordination and give temporary protection within Bldg. 1425 until the determination is made.
- 19.5.9. When items are taken as evidence, advise the individual(s) that it is taken from to contact S2I concerning disposition. Explain it will be returned as soon as possible, but that some evidence may be needed longer than others due to courts-martial.
- 19.5.10. For investigations initiated by or through S2I, investigators will comply with the above paragraphs and inform victims and witnesses as appropriate of:
- 19.5.10.1. The status of the investigation of the crime to the extent providing such information does not interfere with the investigation.
 - 19.5.10.2. The arrest of the suspected offender.
 - 19.5.10.3. A decision not to pursue prosecution.
 - 19.5.10.4. The preferral or referral of charges against the suspected offenders.

19.6. Reports of Intimidation, Harassment and Tampering.

- 19.6.1. The on-duty BDOC Controller will receive all complaints of intimidation, harassment, or tampering of victims and witnesses. An investigation into the circumstances will be conducted and a SFMIS Report, Incident Report, will be completed. The Base Legal office will be notified of any report received.
- 19.6.2. Victims and witnesses are informed of their right to receive reasonable protection when their lives, well-being, or safety is jeopardized by their involvement in the military justice process. They will be informed that criminal sanctions may be imposed on individuals who engage in intimidation, harassment or tampering.
- 19.6.3. All requests for protection will be forwarded to S2I. AFOSI will be contacted by S2I, if required.

19.7. Post-trial Notice and Information.

- 19.7.1. When an accused is confined, S3OJ will inform the victim via DD Form 2705, *Victim/Witness Notification of Confinee Status*, of the projected minimum release, parole dates and clemency dates. The victim will also be notified of their rights to submit matters to the parole/clemency board and given the address of the Air Force Personnel Counsel.

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- 19.7.2. Should an inmate escape, die while in custody, or be released at or near the installation, S3OJ will immediately make efforts to contact the victim via certified or registered mail. In the case of an escapee, S3OJ will immediately notify the victim/witness via telephone or in person.
- 19.7.3. To notify a victim/witness via DD Form 2705, S3OJ will send the form using the address provided on the DD Form 2704, using certified or registered mail.
- 19.7.4. S3OJ will maintain accountability of all DD Forms 2704 and 2705.

19.7.5. Security Forces Administration will develop a tracking system to compile end of year reporting requirements.

CHAPTER 20

Bloodborne Pathogen

20.1. General. 51 MDG personnel will be responsible for keeping all medical records of all incidents and occupational exposures according to OSHA Standard 1910.1030. Each individual will utilize universal precautions and assume personal exposure hazard is present or could be present at an accident/incident scene.

20.2. Bloodborne Pathogen Response Procedures.

- 20.2.1. Upon arrival at an accident/incident site where an exposure to bodily fluids could occur, as a minimum, gloves provided in the bloodborne pathogen kit will be worn, as a minimum, prior to handling any person or items which could be contaminated.
- 20.2.2. After initial assessment of the situation, proper Personal Protective Equipment (PPE) will be donned to prevent exposure.
- 20.2.3. Under no circumstances will suspected contaminated sharps (i.e. needles) or other potentially infectious material be handled or collected as evidence without wearing protective equipment. Broken glassware, which may be contaminated, shall not be picked up with surgical gloved hands.
- 20.2.4. Any suspected contaminated materials that must be stored as evidence will be properly stored and marked with biohazard labels and bags IAW OSHA Standard 1910.1030.
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- 20.2.5. Warning labels will be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport or ship blood or potentially infectious materials.
- 20.2.6. Biohazard labels will be fluorescent orange, orange-red or predominately so, with lettering and symbols in a contrasting color.
- 20.2.7. Labels will be affixed to the container, as is feasible, by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
- 20.2.8. Red bags or red containers may be substituted for labels.
- 20.2.9. If an individual believes that they have been exposed to a potentially infectious fluid or contaminated material, the individual will immediately report the incident to their immediate supervisor or control center and will expedite the initiation of post exposure procedures.
- 20.2.10. All suspected contaminated items, not considered evidence, will be properly stored, marked and transported to the 51 MDG emergency room for disposal.

20.3. Post Exposure Procedures. When determining whether a worker has sustained an exposure in the field to a fluid or substance capable of transmitting a bloodborne disease such as HIV or HBV, the process involves two steps. The following questions should be asked:

20.3.1. Is the fluid or substance with which I came into contact one of the following?

- Blood
- Semen
- Vaginal secretions
- Any body fluid or matter visibly contaminated with blood.

20.3.2. Did the fluid (identified above) enter my body through any of the following (portal of entry):

- Needle stick injury
- Any other laceration by a contaminated object, such as broken glass, blade, or sharp object
- Open cut, wound or weeping lesion (non-intact skin)
- Eyes, mouth, nose (mucous membranes)

20.3.3. If the answer to both of the above questions is yes, exposure has occurred.

20.3.4. If the answer to either of the above questions is no, exposure has not occurred.

20.3.5. If it is determined that an exposure has occurred, immediately wash or flush the affected area and other skin areas as soon as possible after exposure. Contaminated clothing should be removed and cleaned as soon as practical. Apply the appropriate first aid for any lacerations or puncture wounds and report to the 51 MDG emergency room for medical processing.

20.3.6. Notifications of the exposure incident will be made to the appropriate Superintendent, Ops manager/officer, CSF, Unit Safety Rep and 51 FW/Safety.

20.3.7. The operations officer will appoint an E-6 or above to conduct an independent review of the incident to determine how the incident occurred, and what actions, training or procedures should be implemented to ensure the incident does not recur. S2I or AFOSI will conduct the investigation for serious incidents.

20.3.8. If the exposure incident occurred when the source individual interfered with a Security Forces member in the performance of his/her duties by biting, scratching, spitting, or transferring blood or other bodily fluids on, upon, or through the skin or membranes of a Security Forces member, that source individual is subject to a court ordered bloodborne pathogens test. The victim or prosecutor may petition the court for the appropriate order.

20.4. Exposure Determination. The following personnel are reasonably anticipated, as a result of performing their day-to-day duties, to have skin, eye, mucous membrane, or direct contact with blood or other potentially infectious fluids or materials:

- Flight Leaders
- Flight Chief
- Security Forces Investigators
- Security Forces patrols
- External/Internal Security Response Teams
- Confinement Facility Guards
- All installation and controlled/restricted areas entry controllers
- Close Boundary Sentries
- All traffic control points and cordon guards during normal/emergency operations.
- Any other person assigned duties elsewhere but performing duties indicated above

20.4.1. Possible Exposure Tasking: The following tasks are reasonably anticipated, as a result of their nature, to have skin, eye, mucous membrane, or parental contact with blood or other potentially infectious fluids and materials:

- Crime scenes (responding, securing or investigating)
- Traffic accidents (responding, securing or investigating)
- All disaster/contingency operations
- Rendering first aid
- Searches
- Animal attack cases
- Drowning or near drowning incidents
- Handling of transients or illegal aliens
- Handling domestic violence cases or sex offenses
- Handling of evidence from above incidents

20.5. S3O/S3T Duties and Responsibilities.

20.5.1. 51 SFS/S3T will conduct initial and annual training on bloodborne pathogen protective equipment, collection of contaminated evidence and disposition of possible contaminated materials.

20.5.2. 51 SFS/S4S & S3OP will supply each Security Forces vehicle with a bloodborne pathogen kit and will be responsible for its maintenance. (Hypo allergenic gloves recommended)

CHAPTER 21

Defector

21.1. General. The possibility of becoming involved in a defector situation at Osan AB is very real and could occur at any time. Events of this type are extremely sensitive and information concerning these situations must be strictly controlled. This instruction is valid only for use during peacetime. If a defector situation arises during a wartime environment, Air Base Defense prisoner of war procedures will be initiated through the Combined Defense Operations Center (CDOC).

21.2. Defector Response Procedures

21.2.1. If defector(s) arrive at Osan AB via aircraft, implement appropriate Quick Reaction Checklist (QRC). Any Security Forces Members making contact will:

21.2.1.1. Immediately notify the BDOC of an actual/possible defector situation.

- 21.2.1.2. Use the term “**SEVEN BRIDGES**” for all communications involving the situation. This includes, but is not limited to, all telephone, radio, and voice transmissions. **NEVER use the term “DEFECTOR.”**
- 21.2.1.3. Ensure no one questions the defector(s), to include ROKAF and ROKAF Air Police personnel.
- 21.2.1.4. Do not engage in unnecessary conversation with the defector(s), or answer any questions they may have. Do not say “AFOSI will be talking to you”; only use the term “Government Representative”.
- 21.2.1.5. Do not allow the defector(s) to **ENTER** the installation without a Security Forces escort. Force may be used to deny them access to the base if he/she/they fail to comply with demands to stop.
- 21.2.1.6. Keep the defector(s) out of public view and under constant surveillance at all times.
- 21.2.1.7. Remember the goal of the Security Force member contacted by a defector(s) is to protect them until an on-duty patrolman transports them.
- 21.2.1.8. Do not discuss the incident or make any written reports without the prior approval of AFOSI.
- 21.2.1.9. Notify ROK authorities if defector(s) decides to depart the installation before being released to AFOSI. If the defector(s) decide(s) to leave, AFOSI will be notified immediately.

21.3. BDOC Actions.

- 21.3.1. Immediately implement the appropriate QRC.
- 21.3.2. Dispatch the Flight Chief/Leader and one additional patrol to the scene to transport the defector(s) to a location designated by AFOSI. The defector(s) should not be taken to the AFOSI office. If AFOSI personnel cannot be immediately contacted, transport the defector(s) to Bldg. 1425 and isolate him/her/they from other personnel until AFOSI arrives and a transfer is completed.
- 21.3.4. Ensure the on-duty interpreter is readily available at Bldg. 1425. If necessary, the interpreter may be dispatched to the scene if requested by the Flight Chief/ Leader.
- 21.3.5. Ensure all notifications IAW the QRC are completed in a timely manner.

21.4. Flight Leader/Chief Actions.

- 21.4.1. Respond to all actual or possible defector situations and assume command and control of the situation until relieved by proper authority.
- 21.4.2. Explain to the defector(s) that he/she/they will be transported to meet a U.S. Government Representative.

- 21.4.3. Inform the defector(s) that you must give them a simple search prior to being transported. First, ask them to relinquish any weapons they may have. If they consent to a search, conduct it to the extent necessary to ensure no weapons or dangerous material is being concealed. If the defector(s) refuse(s) to be searched, he/she/they will not be transported until approval is received from the DFC. Furthermore, if the defector(s) refuse to be searched, ensure AFOSI is briefed immediately. If the defector(s) has/have hand-carried items such as a bag or briefcase, it must be searched by Security Forces or AFOSI. The defector(s) will not leave any items at the gate. The items must stay with the defector(s) but will be searched first for weapons or explosive devices.
- 21.4.4. Transport the defector(s) in a covered vehicle. When transporting, take the most direct route. DO NOT take them near Protection Level resources or into the BDOC.
- 21.4.5. If taken to Bldg. 1425, the defector will be placed in a room determined by the DFC. Ensure the room is clear of all extra personnel and weapons.
- 21.4.6. An armed Security Force member will be placed at the front doors to control entry/exit to the facility. This post will be manned as long as the defector(s) are in the building.
- 21.4.7. Ensure the defector(s) IS/ARE NOT physically restrained or blindfolded.
- 21.4.8. Ensure the defector(s) is/are released only to the proper authority.

CHAPTER 22

Highway Condition Codes/Severe Weather/Natural Disaster Procedures

- 22.1. General.** All personnel who are assigned duties within the Security Forces career field are at times exposed to extremes in climatic conditions for extended periods of time. It is extremely important that procedures established within this instruction be followed during periods of severe weather to prevent over-exposure of posted sentries and provide protection of squadron resources and property with a minimal loss of squadron operability during these situations. Refer to USFKR 190-1, APPENDIX G, Highway/Installation Road Condition Matrix and 51 FWI 31-218, Road Conditions for more detailed information.
- 22.2. Road Condition Change.**
- 22.2.1. Flight Chiefs/Leaders will ensure response authority for designated patrols is obtained immediately upon change of road conditions. Do not wait until an incident occurs to obtain authority to respond.
- 22.2.1.1. Road Condition **Amber** requires notification to, and permission from, the S3/Operations Officer (i.e. Capt.) or higher to operate GOVs in performance of official duties.
- 22.2.1.2. Road Condition **Red** requires notification to and permission from DFC (i.e. Lt Col) or higher to operate GOVs in performance of official duties.
- 22.2.1.3. Road Condition **Black** requires permission from 51 MSG (i.e. Col) or higher authority to operate GOVs in performance of official duties.

22.2.2. Controllers will insert blotter entry for all road condition changes and make telephonic notification to Joint Police Information Center (JPIC).

22.2.3. Patrols that respond to a GOV accident, when conditions require an authorization letter for vehicle operation, will ensure the personnel is in possession of the required letter.

22.3. Severe Weather and Disaster Procedures.

22.3.1. Upon receipt of a severe weather warning, the BDOC will notify the Flight Chief/Leader and all posts and patrols, and record all information in the blotter.

CHRISTOPHER M. NEIMAN, Lt Col, USAF
Commander, 51st Security Forces Squadron

Attachment 1 Guardmount Operations Order

1. SITUATION

a. GROUND:

Road closures: *Road Condition:*

b. WEATHER: *High:* *Low:* *Wind:*

Precipitation: %Operations impacted:

c. ENEMY FORCES: *Updates on activity:*

Criminal activity:
BOLOs

Protest activity:

Quality Control EX:

d. FRIENDLY FORCES: U.S. Army:

KNP AP:
Joint parking enforcement:

ROK Army:

RANDOM INSTALLATION ENTRY/EXIT VEHICLE CHECK SHEET

RANDOM INSTALLATION ENTRY/EXIT VEHICLE CHECK BRIEFING										
Good Morning/ Afternoon/ Evening Sir/ Ma' am, I'm _____ from the 51st Security Forces Squadron and I am conducting Random Installation Entry/Exit Checks that has been authorized by the installation commander. This is not a search, but an examination of your automobile and contents therein. The purpose of this examination is to discover contraband and/or prevent the removal of government property. Failure to submit may result in the loss of your installation driving privileges, banment <u>banment</u> from base, or other actions deemed necessary by the installation commander. Do I have your permission to examine your vehicle? At this time, please turn off your ignition, open all compartments (glove box, trunk, etc...) and have all passengers exit the vehicle. Thank You.										
REFUSALS										
Civilians: Entering the installation: Identify all occupants, conduct a walk around for plain view evidence of contraband, BDOC will complete a blotter entry and incident report will be accomplished (deny entry). <u>Seize all USFK IDs and safety sticker via AF Form 52.</u> Passengers may enter the base if properly sponsored. Exiting the installation: Identify all occupants, conduct a walk around for plain view evidence of contraband. Detain the driver, contact BDOC, and follow instructions provided.										
Military: Entering: <u>Apprehend</u> operator for "Disobeying a lawful order" and contact BDOC to coordinate with SJA to get authority to search from MSG/CC. Exiting: <u>Apprehend</u> operator for "Disobeying a lawful order" and contact BDOC to coordinate with SJA to get authority to search from MSG/CC.										
NOTE: Inform the driver (civilian & military) of the consequences of a refusal and ask the driver a second time for consent for examination. If refused again, proceed with above instructions.										
INSTALLATION ENTRY POINT CHECK SHEET			Date:	Gate Selection (circle one)	E1 E3	E2 E4	Time start:	Time End:	Frequency	In
Num #	Rank/Name (Last, First, MI)	SSN/ROK ID	Unit/Office/Address/DP# & CP#	Vehicle Make/Model	License#	Seatbelts: Y/N (1408)	Time Checked	Results	Out	
Print Rank and Name of Patrol/Gate Guard:			Signatures:			Flight Chief/Lead: (Initials)		Name of MWD if used:		

51 SFS Form #1, Sept 12

PREVIOUS EDITIONS ARE OBSOLETE

1. Changed guidance is summarized in the attachment.
2. This memorandum becomes void upon rewrite of the original publication.
3. My POC for this matter is Captain Laura Diaz, 51 SFS/S3.



CHRISTOPHER M. NEIMAN,
Lt Col, USAF
Commander

Attachment:
SPOI 31-10 I Guidance Changes

ATTACHMENT
*SFOI 31-101 Guidance
Changes*

Add subparagraph 1. 1 .8. 1:

(Add) 1. 1 .8.1. At vehicle ECPs (installation and controlled/restricted areas), Defenders will ALWAYS render a salute if an officer is present in the vehicle, regardless of military branch or if the officer is in or out of uniform.

Change paragraph 1.1.9. To read:

(Change) 1. 1 .9. All Defenders must be able to recognize on-sight the Osan chain of command. This includes all personnel in the SFS chain of command, MSG/CCC, MSG/CC, FW/CCC, FW/CC, 7 AF/CCC, 7 AF/CV, and 7 AF/CC. At any ECP (installation and controlled/restricted areas), these members will ALWAYS be offered a post brief: regardless of whether they are in or out of uniform. Special focus should be given to recognizing 7 AF/CC, 51 FW/CC, 51 MSG/CC, 7 AF/CCC, and 51 FW/CCC.

NOTE: In the case one of the aforementioned personnel are a passenger in a POV, GOV, taxi or Osan sponsored bus, the Entry Controller will retain the individual's CAC and position his/herself where the individual is seated . Return the CAC after the post briefing is offered/given. (i.e. if the individual is in the passenger side seat, the entry controller , holding onto the individual' s CAC, will walk over to the passenger side, salute, offer a post brief and once done, return his/her CAC. If the individual is on a bus or surrey, the entry controller will walk on the bus, position his/herself in front of the highest ranking individual in their chain of command, salute and offer a post brief.)

Add subparagraph 1.1.9.1:

(Add) 1.1.9.1. Defenders, even at indoor ECPs (installation and controlled/restricted areas), will always render a salute when offering a post briefing to any officer in their chain of commander, regardless if the officer is in or out of uniform.

Change paragraph 4.3.3. To read:

(Change) 4.3.3. Conduct guard mount IAW AFI 31-108, Security Forces Standards and Procedures. Use the OPORD format to disseminate information (see Attachment 1). During this period, determine the readiness of flight personnel, to include their appearance and mental and physical conditioning. **Conduct a formal open ranks inspection every Monday or Wednesday, whichever is the first duty day the flight is working that week, ensuring it is completed at least once a week. Swings flight will conduct a formal open ranks inspection every Monday.** Open ranks inspection focus should be on, but not limited to, cleanliness of berets/flashers, names tapes/tags, and grooming standards (to include facial hair for males).

Ensure that the open ranks inspection is annotated in the blotter. Daily checks should still be conducted for proper dress and appearance, clean/serviceable uniforms/equipment, appropriate weapon with ammunition, Restricted Area Badge and all required equipment for the duty position that the assigned personnel will perform. Ensure personnel are briefed on current pass-on, weapons/vehicle/ground safety, COMSEC/OPSEC, FPCONs, road conditions, security status briefings, post assignments, use of force/deadly force, and duress words. Customs and courtesies, especially those by Defenders at the ECPs, will be briefed at every guard mount by a certified entry controller or a Defender in training to become one. Roll call training should also be conducted at least once a cycle.



BY ORDER OF THE COMMANDER SF OPERATING INSTRUCTION 31-211
51st Security Forces Squadron (PACAF) 6 Jan 15

**CONTROLLED AREA SECURITY 51 SFS/BDOC BLDG
1425/CONTROLLED AREA OPERATIONS**

This Security Forces Operations Instruction (SFOI) establishes proper procedures for Controlled Area security to the Base Defense Operations Center (BDOC).

1. REFERENCES: AFI 31-101, *Integrated Defense*; 51 FWI Integrated Defense Plan; AFI 31-101_PACAFSUP_1 dated 10 June 2011 and Osan AB IEMP 10-2.

2. GENERAL: Effective operation of the Base Defense Operations Center (BDOC) located at Building 1425 is vital to the successful day-to-day and emergency operations necessary to protect USAF resources on a short or long term basis. Personnel who supervise or work in the BDOC must be thoroughly knowledgeable, highly motivated, dependable and professional at all times. The requirements of this instruction are paramount to assure an orderly and safe change from normal to emergency security operations.

3. RESPONSIBILITIES: The Controlled Area Monitor will ensure personnel are knowledgeable of and follow these procedures.

4. ENTRY/EXIT CONTROL AND CIRCULATION CONTROL: The unit commander will develop and implement entry/exit and circulation control into the BDOC located at Building 1425.

4.1. Allowing access to the BDOC. The 51 SFS BDOC is a Controlled Area. Unescorted entry into the BDOC is restricted to personnel designated in writing by the 51 SFS/CC on the BDOC Entry Authority List (EAL). Before allowing entry into the BDOC, personnel must first confirm the individual's identity and authority to enter.

4.2. The EAL is maintained in the Controlled Area/Resource Protection folder. A copy is also located at the entry point.

4.3. An addendum to the original EAL can be made by the originator and authorized by the Commander to add new personnel until a new/updated EAL is approved.

4.4. Circulation control in the BDOC. Personnel will ensure only authorized individuals designated on the EAL to enter the BDOC are authorized unescorted access. Any personnel not on the EAL or not under escort found in the BDOC will immediately be challenged, removed from the area and detained by any personnel working within the Controlled Area.

Supersedes: SFOI 31-211 dated 27 Mar 12 Certified by: 51 SFS/CC Lt Col Neiman OPR:
SFS/S3OP Pages: 7

4.5. Visitor Entry. Visitors may be allowed entry into the BDOC for official business only. Personnel listed on the BDOC EAL may grant access to visitors and must keep the visitors under escort. All visitors must be signed in/out using the AF Form 1109, *Visitor Registration Log*, IAW AFI 31-101. The AF Form 1109 is located at the entrance leading into the Controlled Area, along with the EAL.

4.6. A duress alarm test will be conducted on Sundays by the Security Forces (SF) Alarm Monitor day-shift personnel located in the Combined Defense Operations Center (CDOC).

4.7. All assigned personnel will immediately report security threats/vulnerabilities to the Controlled Area Monitor, along with suggestions for improved security of the area. Suspicious activity will be reported to the on-duty flight leadership and the Controlled Area Monitor.

5. EMERGENCY ENTRY/EGRESS PROCEDURES:

5.1. If a fire occurs in the BDOC, personnel will make notifications and accomplish the following:

5.2. If safety permits, put the fire out with an extinguisher.

5.3. If time and safety permits, secure all classified material.

5.4. Close the Controlled Area door, but do not secure the door. This will allow immediate access to emergency response personnel while reducing the chance of the fire spreading.

5.5. Pull the fire alarm and evacuate all personnel from the building at a minimum of 500 feet.

5.6. Send available personnel to the roadway to direct responding fire department personnel to the scene of the fire and aid as directed.

5.7. Upon termination of the emergency, identify all personnel who entered the Controlled Area. Annotate the entry on the AF Form 1109. In the "Escort" block, write "Emergency entry – no escort".

5.8. BDOC personnel will immediately conduct a classified accountability upon termination of the emergency. Notify Unit Security Manager for appropriate actions in the event classified material is discovered missing.

6. BOMB THREAT PROCEDURES:

6.1. A Bomb Threat can be received on any telephone, at any time.

6.2. When received, the person receiving the call must remain calm and non-confrontational.

6.3. Wave the AF Form 440, *Bomb Threat Aid* in the air to alert others while taking the call.

6.4. Call the Alternate BDOC on another line out of earshot. Follow the instructions of the BDOC.

6.5.

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6.5. Keep the caller on the line as long as possible. **DO NOT HANG UP THE PHONE!**

6.6. Listen for clues: gender, age, speech impediment, slang words, language, background

noise, (i.e. aircraft, vehicles, personnel, office machinery, video games, clattering dishes, etc).

6.7. The AF Form 440 will be kept next to every phone in the facility.

6.8. Immediately after receiving the call, write the initiation time on the AF Form 440.

6.9. Ask the caller questions from the AF Form 440. Read the questions as regular interjections to avoid sounding like you are using a list.

6.10. If the caller answers the questions, write the answers on the AF Form 440 verbatim. Mark "No Reply" for questions the caller ignores or refuses to answer and write "N/A" next to questions not asked.

6.11. Evacuate the building as quickly as possible.

6.12. Give the AF Form 440 to responding SF or AFOSI as soon as possible.

7. ANTI-ROBBERY PROCEDURES: Physical safety of all personnel is paramount. Comply with the demands made by the robber, while noticing as many details as possible about the physical appearance, clothing, speech and movement. Remember every area that the robber stood in and every item touched.

7.1. If the perpetrator is requesting entry, make every effort to deny entry into the room and if possible, make every attempt to alert others of the situation.

7.2. Do not jeopardize the lives of those around you to repel a hostile act.

7.3. Use the minimum amount of force necessary IAW AFI 31-117, *Arming and Use of Force*, to neutralize any threat.

7.4. Attempt to pass the duress word to others in the area only if it is possible to do so in a natural manner.

7.5. The duress word is locally developed and is designated "For Official Use Only (FOUO)". All personnel with authority to enter the BDOC will be familiar with the duress words.

7.6. Insert the duress word into regular conversation.

7.7. When personnel recognize the duress word they should contact the Alternate BDOC by dialing 784-5097. Ensure this can be done without raising the suspicion of the robber.

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7.8. Give the robber what he/she asks for, nothing more and nothing less.

7.9. After the robber has departed the facility:

7.10.

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7.10. Stop all routine business activity.

7.11. Notify co-workers and other personnel in the area and request their assistance. Secure the area and allow no one to enter or exit.

7.12. Solicit help to follow the robber and obtain the direction/mode of travel. Ensure this is

done without detection by the robber.

7.13. Solicit help to secure and protect the crime scene and evidence.

7.14. If not already completed, contact the Alternate BDOC via 784-5097. Maintain an open phone line with the Alternate BDOC until they tell you to hang up.

7.15. Complete AF Form 439, *Robbery Checklist*. This will aid in providing valuable information to the responding SF members to better identify the robber.

7.16. After information is received that the robber has departed the building make an announcement in the building to secure all entries/exits. This will preclude the robber from reentering the building, which could cause a hostage situation.

8. CONTROLLED AREA TRAINING: Continuous and effective training is critical.

8.1. The Primary and Alternate Controlled Area Monitors will receive training from the 51 SFS Resource Protection Manager within 30 days of appointment. It is recommended by 51 SFS Resource Protection Manager that the Controlled Area Monitors have a minimum of six months retainability at the time of appointment.

8.2. All new personnel will receive initial Controlled Area training upon assignment to the work center. Training will include at a minimum, alarm activation/entry control procedures, anti-robbery procedures, bomb threat procedures, challenging, emergency egress and inventory procedures.

8.3. Quarterly refresher training will be given to all currently assigned personnel.

8.4. A local exercise will be conducted by the Controlled Area Monitor at least once per quarter. Prior to conducting the exercise, the Control Area Monitor will notify the on duty Flight Leader/Flight Sergeant with the following information: Type of exercise (robbery, bomb threat, etc.), name(s) of evaluators/perpetrators, time and location. **EXERCISES WILL NOT INTERFERE WITH OPERATIONS.** A table top exercise will be conducted for inputs which require evacuation.

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8.5. All training and exercises will be documented via a Memorandum for Record or local form in the Controlled Area/Resource Protection folder and forwarded to 51 SFS Resource Protection Manager.

9. FREE ZONES: All resources will be secured to the greatest extent possible. The use of Free Zones establishes an area less vulnerable to malicious activity. Specifically, these areas separate resources from construction work.



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9.1. 51 SFS/CC will approve free zone request for the BDOC.

9.2. Controlled Area Monitor will determine boundary markings, which will perform entry control duties, how entry is controlled, arming requirements (if necessary) and escort ratio.

9.3. Free zone will be closed and secured after normal work hours.

10. KEY & LOCK PROCEDURES:

10.1. The BDOC entrance door is equipped with a cipher lock.

10.2. The combination will be changed once every 30 days or if the combination is compromised.

11. ACTIVE SHOOTER & WORK PLACE VIOLENCE PROCEDURES:

11.1. An active shooter is defined as "... an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims".

11.2. Execution: Personnel in the immediate area may be alerted to the threat from hearing gunshots or loud voices. Personnel outside the immediate area may be alerted in the same manner or via mass notification system. In the event of an Active Shooter incident, the Installation Commander will direct the CP to alert personnel via the installation Giant Voice, CP will announce three times "LOCKDOWN, LOCKDOWN, LOCKDOWN, the last known threat area is (Affected Area)." This announcement will be repeated every 10 minutes until the Emergency Operations Center (EOC) Director is notified by the Defense Force Commander (DFC) that the threat has been neutralized. All available means will be used to alert personnel of an active shooter incident. All personnel must quickly determine the most reasonable way to protect themselves from the shooter and take action to Escape, Cover, Communicate, and Mitigate. Utilize the BDOC-Crisis Action Team (CAT) direct line IAW QRC and per 51 SFS/S3 direction.

11.2.1. Unless otherwise directed, "LOCKDOWN" is base-wide. Personnel in the immediate area of the shooter will need to take different actions as opposed to those away from the shooter. If in doubt, act with caution and assume you are in the shooter's immediate area and take the appropriate actions until directed otherwise.

11.3. Escape: Evacuate the immediate area, if possible. Identify an escape route and a primary and alternate rally point beforehand. In a customer service environment, customers will follow the lead of the office personnel. While moving, personnel should alert others by shouting "LOCKDOWN, LOCKDOWN, LOCKDOWN!".

11.3.1. Evacuate whether others agree to follow or not.

11.3.2. Leave belongings behind.

11.3.3. Help others evacuate if possible.

11.3.4.

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11.3.4. Prevent others from entering an area where the shooter may be located.

11.3.5. Keep your hands visible.

11.3.6. Follow the instructions of Security Forces when encountered.

11.3.7. DO NOT attempt to move wounded personnel.

11.3.8. Conduct personnel accountability as they arrive at the rally point.

11.3.9. Call 9-1-1, if or when safe to do so.

11.4. Attempts to rescue people or treat the injured should be made only if it can be done without further endangering yourself or others. If shots are heard or "Lockdown" is ordered, disregard fire alarms unless instructed to evacuate by other mass notification systems or a known/credible

source. EXCEPTION: If an actual fire or smoke threatens lives, evacuation may be the only alternative.

11.5. Cover: If evacuation is not possible, personnel in the immediate area must find a place to hide where they are less likely to be discovered by the shooter. Take immediate cover to minimize exposure. Move quickly away from the threat and seek shelter inside the nearest room or building that can be locked.

11.5.1. Communicate: When in a safe location, call 9-1-1 and relay the following information if available:

11.5.2. Incident/shooter location

11.5.3. Number of shooters

11.5.4. Number and type of weapon (handgun, shotgun/rifle, etc.)

11.5.5. Shooter's physical description and direction of travel
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11.5.6. Number of casualties, explosive devices, chained doors, etc.

11.6. Mitigate: This means to take action against the shooter. Take this action only as a last resort, if the opportunity presents itself and only when your life (or others) is in danger. Personnel should use whatever means possible to overpower the subject to save further lives. Use the minimum force necessary to subdue the threat, however, deadly force is authorized when an individual reasonably believes he/she, or others in the area, is/are in immediate danger of death or serious bodily harm. EXAMPLE: When the shooter is reloading the weapon or when the shooter has his/her back turned to you.

11.7. Actions personnel should take when encountering responding SF personnel:

11.7.1. Remain calm and follow instructions.

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11.7.2. Place items in your hands on the ground.

11.7.3. Raise your hands and spread your fingers.

11.7.4. Keep hands visible at all times.

11.7.5. Do not make any quick movements toward Security Forces personnel.

11.7.6. Provide any information that may assist them in countering the threat.

11.7.7. Avoid pointing, screaming and yelling.

CHRISTOPHER M. NEIMAN, Lt Col, USAF
Command
er



Department of Defense

INSTRUCTION

NUMBER 5505.14
December 22, 2015

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Incorporating Change 1, March 9, 2017

IG DoD

SUBJECT: Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, Law Enforcement, Corrections, and Commanders

References: See Enclosure 1

1. PURPOSE. This instruction:

5. Reissues DoD Instruction 5505.14 (Reference (a)) in accordance with the authority in DoD Directive 5106.01 (Reference (b)).

6. Updates policy, assigns responsibilities, and prescribes procedures in accordance with the guidance in section 1565 of Title 10, United States Code (U.S.C.); section 28.12(b) of Title 28, Code of Federal Regulations; and sections 14132, 14135, and 14135a of Title 42, U.S.C. (References (c), (d) and (e)), for DNA sample collection requirements for criminal investigations, law enforcement, corrections, and commanders.

7. Recognizes DoD and the Coast Guard as “agencies of the United States” for the collection of DNA samples pursuant to References (d) and (e).

8. Does not eliminate other legal or policy requirements to provide DNA, fingerprints, or criminal history data, including submissions to the Defense Incident-Based Reporting System pursuant to DoD ~~Directive Instruction~~ 7730.47 (Reference (f)).

5 Does not regulate DNA or other biometric data collected from non-U.S. persons who are detained or held by DoD or the Coast Guard during combat or operational activities.

6 Does not regulate DNA or other biometrical data collected pursuant to DoD Directive 8521.01E and Public Law 108-458 (References (g) and (h)).

7 Does not regulate DNA samples maintained for identification of human remains, referred to in section 1565a of Reference (c).

8 Assigns shared funding responsibility to the DoD Component heads and the Commandant of the Coast Guard for the collection of DNA samples pursuant to References (d) and (e).

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6. Recognizes the United States Army Criminal Investigation Laboratory (USACIL) as the DoD’s Combined Deoxyribonucleic Acid Index System (CODIS) participating laboratory.

7. Prohibits the collection of DNA samples from juveniles. For the purposes of this instruction,

a “juvenile” is a person who has not attained his or her eighteenth birthday unless the individual is a Service member on active duty.

8. *Updates the protocol for DNA expungement from CODIS.*

7. APPLICABILITY. This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the “DoD Components”).

8. POLICY. It is DoD policy that DNA samples will be taken from Service members, DoD and non-affiliated DoD civilians, and contractors who are suspects of criminal investigations under the conditions in sections 3 and 7 of Enclosure 4.

9. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 4.

7 RELEASABILITY. **Cleared for public release.** This instruction is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8 EFFECTIVE DATE. This instruction is effective December 22, 2015.

Jon T. Rymer
Inspector General of the
Department of Defense

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Enclosures

- 8. References**
- 9. Responsibilities**
- 10. Uniform Code of Military Justice (UCMJ) Offenses**
- 11. Procedures**

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ENCLOSURE 1

REFERENCES

- 8 DoD Instruction 5505.14, “Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations,” May 27, 2010, as amended (hereby cancelled)
- 9 DoD Directive 5106.01, “Inspector General of the Department of Defense (IG DoD),” April 20, 2012, as amended
- 10 Title 10, United States Code
- 11 Section 28.12(b) of Title 28, Code of Federal Regulations
- 12 Title 42, United States Code
- 13 DoD Instruction 7730.47, “Defense Incident-Based Reporting System (DIBRS),” January 23, 2014
- 14 DoD Directive 8521.01E, “~~Department of Defense-DoD~~ Biometrics,” ~~February 21, 2008~~
January, 13, 2016
- 15 Public Law 108-458, “Intelligence Reform and Terrorism Prevention Act of 2004,” December 17, 2004
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- 16 *DoD Directive 5205.15E, “DoD Forensic Enterprise,” April 26, 2011*
- (ij) DoD Directive 5400.11, “DoD Privacy Program,” October 29, 2014
- (jk) DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007 (kl)
Title 37, United States Code
- 9. ~~Section 1707 of Public Law 113-66, “National Defense Authorization Act for Fiscal Year 2014~~
- 10. Title 18, United States Code
- 11. Manual for Courts-Martial, United States, current edition
- 12. Commandant Instruction M5527.1 (series), “Coast Guard Investigations Manual,” current edition
- 13. DoD Instruction 1325.07, “Administration of Military Correctional Facilities and Clemency and Parole Authority,” March 11, 2013

1 This is a restricted U.S. Coast Guard document. A list of offenses that are investigated (see paragraph 3a of Enclosure 3) may be obtained by contacting the U.S. Coast Guard Freedom of Information Act Office, from the Internet at <http://www.uscg.mil/foia/>

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ENCLOSURE 1

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ENCLOSURE 2

RESPONSIBILITIES

10 INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE. The Inspector General of the Department of Defense oversees and evaluates compliance with this instruction.

11 DoD COMPONENT HEADS. With respect to the criminal investigative and law enforcement organizations, correctional facilities, and commanders under their control, the DoD Component heads:

11.1. Issue procedures, as may be necessary, to implement and comply with this instruction.

11.2. ~~Program, budget, and allocate funds for DNA collection and processing in coordination with the Secretary of the Army through their respective resource channels. Coordinate with the Army (Defense Forensic Science Center) for the required programming and allocating of funds for DNA collection and processing as required by DoD Directive 5205.15E (Reference (i)).~~

11. Require that:

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11.1. Commanders coordinate closely with the appropriate Defense Criminal Investigative Organization (DCIO), other DoD law enforcement organizations, DoD correctional facilities, or Coast Guard Investigative Service (CGIS) to ensure DNA samples are taken and processed as required by section 3 of Enclosure 4.

11.2. Commanders and Directors of the DCIOs, other DoD law enforcement organizations, DoD correctional facilities, and CGIS provide appropriate Privacy Act statements to persons from whom DNA samples are taken as required by DoD Directive 5400.11 and DoD 5400.11-R (References (i j) and (j k)).

(3) DCIOs, other DoD law enforcement organizations, DoD correctional facilities, CGIS, and commanders will provide instructions concerning expungement rights and procedures to all persons from whom they collect DNA samples in accordance with this instruction. Such instructions will be included, in the form of a notice, in the USACIL DNA collection kits.

12. SECRETARY OF THE ARMY. In addition to the responsibilities in section 2 of this enclosure and through the Director, Defense Forensic Science Center, the Secretary of the Army:

12.1. Designates the Director, Defense Forensic Science Center, to serve as the CODIS program manager for DoD. USACIL will be responsible for conducting DNA analyses and

submitting the results to the Federal Bureau of Investigation (FBI) for entry into the National DNA Index System.

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12 Ensures a DNA collection kit is developed and provided to locations designated by the DoD Components with law enforcement organizations and correctional facilities. The collection kit will include a notice of general expungement rights.

13 Analyzes all DNA samples submitted in accordance with this instruction and forwards the results to the FBI for inclusion in CODIS.

14 Expunges profiles and destroys samples as required by this instruction.

15 Provides annual funding requirements to the DoD Component heads and Commandant of the U.S. Coast Guard for the implementation requirements in this instruction.

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ENCLOSURE
3

UNIFORM CODE OF MILITARY JUSTICE (UCMJ) OFFENSES

The offenses listed in this table are found in the punitive articles of chapter 47 of Reference (c) (referred to in this instruction as the UCMJ), wherein the collection and analysis of an individual's DNA is mandated (~~includes any offenses for all offenses~~) that constitute a felony under the U.S.C. for which a sentence of confinement for more than 1 year may be imposed), and requires the DCIOs, other DoD law enforcement organizations, DoD correctional facilities, CGIS, or commanders to submit offender DNA profiles through USACIL to the CODIS Division, FBI (see section 3 of Enclosure 4). If an accused is convicted of a lesser offense under one of the listed articles where more than 1 year of confinement may not be imposed, do not collect the individual's DNA.

Table. UCMJ Offenses Requiring DNA Sample Submission

Article No.
Article 78 – Accessory after the fact (for crimes listed in this table for which the maximum confinement exceeds 2 years)
Article 80 – Attempts (for crimes listed in this table)

Article 81 – Conspiracy (for crimes listed in this table)
Article 82 – Solicitation
Article 83 – Fraudulent enlistment, appointment, or separation
Article 84 – Effecting unlawful enlistment, appointment, or separation
Article 85 – Desertion
Article 86 – Absence without leave for more than 30 days and terminated by apprehension only
Article 87 – Missing movement by design only
Article 90 – Assaulting or willfully disobeying a superior commissioned officer
Article 91 – Striking or assaulting a warrant officer or superior noncommissioned or petty officer or disobeying the lawful order of a warrant officer only
Article 92 – Failure to obey a lawful general order or regulation; or dereliction in the performance of duties through neglect or culpable inefficiency resulting in the death or grievous bodily harm; or willful dereliction of duty resulting in death or grievous bodily harm only
Article 93 – Cruelty and maltreatment
Article 94 – Mutiny and sedition
Article 95 – Escape from post-trial confinement only
Article 96 – Releasing prisoner without proper authority – or suffering a prisoner to escape through design only
Article 97 – Unlawful detention
Article 98 – Noncompliance with procedural rules – Knowingly and intentionally failing to enforce or comply with provisions of the code only
Article 99 – Misbehavior before the enemy <small>USEK PAM 385-2, 7 August 2012</small>
Article 100 – Subordinate compelling surrender
Article 101 – Improper use of countersign
Article 102 – Forcing a safeguard

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ENCLOSURE 3

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Table. UCMJ Offenses Requiring DNA Sample Submission, Continued

Article 103 – Captured or abandoned property. - Failing to secure public property taken from the enemy; failing to secure, give notice and turn over, selling, or otherwise wrongfully dealing in or disposing of captured or abandoned property of a value of more than \$500.00 or any firearm or explosive or looting or pillaging only
Article 104 – Aiding the enemy
Article 105 – Misconduct as a prisoner
Article 106 – Spies
Article 106a – Espionage
Article 107 – False official statements
Article 108 – Military property of the United States, i.e., sale, loss, damage, destruction, or wrongful disposition. - Selling or otherwise disposing of military property of a value of more than \$500.00 or any firearm or explosive; or willfully damaging, destroying or losing, or willfully suffering to be lost, damaged, destroyed, sold or willfully disposed of military property of a value or damage of more than \$500.00, or of any firearm or explosive only
Article 109 - Property other than military property of the United States, waste, spoilage, destruction, or damage of a value or damage of more than \$500.00 only
Article 110 – Improper hazarding of vessel
Article 111 – Drunken or reckless operation of vehicle, aircraft, or vessel, resulting in personal injury only
Article 112a – Wrongful use, possession, etc., of controlled substances

Article 113 – Misbehavior of sentinel or lookout, in time of war or while receiving special pay under Section 310 of Title 37, U.S.C. (Reference (k)) only
Article 115 – Malingering. - Feigning illness, physical disablement, mental lapse, or derangement in a hostile fire pay zone or in time of war, intentional self-inflicted injury, or intentional self-inflicted injury in a hostile fire pay zone or in time of war only
Article 116 – Riot or breach of peace – riot only
Article 118 – Murder
Article 119 – Manslaughter
Article 119a – Death or injury of an unborn child – Injuring an unborn child where the bodily injury would have been punishable by confinement for <i>more</i> than a year had the injury occurred to the unborn child’s mother, killing an unborn child, attempting to kill an unborn child, or intentionally killing an unborn child only
Article 120 – Rape, sexual assault, aggravated sexual contact, or abusive sexual contact for offenses committed on or after June 28, 2012
Article 120 – Rape, sexual assault, and other sexual misconduct for offenses committed on or between October 1, 2007 and June 27, 2012
Article 120 – Rape and carnal knowledge for offense committed before October 1, 2007
Article 120a – Stalking
Article 120b – Rape of of a child, sexual assault of a child, or sexual abuse of a child for offenses committed on or after June 28, 2012
Article 120c – Other sexual misconduct for offenses committed on or after June 28, 2012 – indecent visual recording, broadcasting or distribution of an indecent visual recording, and forcible pandering only

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ENCLOSURE 3

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Table. UCMJ Offenses Requiring DNA Sample Submission, Continued

Article 121 – Larceny and wrongful appropriation. – Larceny of military property of a value of more than \$500.00 or of any military motor vehicle, aircraft, vessel, firearm or explosive; larceny of property other <i>than</i> military property of a value of more than \$500 or any motor vehicle, aircraft vessel, firearm, or explosive; or wrongful appropriation of any motor vehicle, aircraft, vessel, firearm, or explosive only
Article 122 – Robbery
Article 123 – Forgery
Article 123a – Making, drawing, or uttering check, draft, or order without sufficient funds – For the procurement of any article or thing of value, with the intent to defraud, in the face amount of more than \$500.00 only
Article 124 – Maiming
Article 125 – Forcible sodomy; bestiality
Article 126 – Arson – Aggravated arson or simple arson where the property is of a value of more than \$500.00 only
Article 127 –Extortion
Article 128 – Assault. – Simple assault when committed with an unloaded firearm, assault upon a commissioned officer of the armed forces of the United States or of a friendly foreign power, not in the execution of office; assault upon a warrant officer, not in the execution of office; assault upon a sentinel or lookout in the execution of duty, or upon a person who, in the execution of office, is performing performing security police, military police, shore patrol, master of arms, or other military or civilian law enforcement duties; assault consummated by a battery upon a child under 16 years; aggravated assault with a dangerous weapon or other means of force likely to produce death or grievous bodily harm; or aggravated assault in which grievous bodily

harm is intentionally inflicted only
Article 129 – Burglary
Article 130 – Housebreaking
Article 131 – Perjury
<p>Article 132 – Frauds against the United States, knowing it to be false or fraudulent, making any claim against the United States or any officer thereof, knowing it to be false, presenting to any person in the civil or military service of the United States, for approval or payment, any claim against the United States or any officer thereof; for the purpose of obtaining the approval, allowance, or payment of any claim against the United States or any officer thereof, making or using any writing or other paper knowing it to contain any false or fraudulent statements; for the purpose of obtaining the approval, allowance, or payment of any claim against the United States or any officer thereof, forging or counterfeiting any signature upon any writing or other paper or using any such signature knowing it to be forged or counterfeited; having charge, possession, custody, or control of any money, or other property of the United States of a value more than \$500 furnished or intended for the armed forces of the United States, knowingly delivering to any person having authority to receive it, any amount thereof less than that for which he receives a certificate or receipt; or, being authorized to make or deliver any paper certifying the receipt of any property of the United States of a value more than \$500 furnished or intended for the armed forces of the United States, making or delivering to any person such writing without having full knowledge of the truth of the statements therein contained and</p>

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Table. UCMJ Offenses Requiring DNA Sample Submission, Continued

with intent to defraud the United States only
Article 133 – Conduct unbecoming an officer and gentleman – if the military judge determines that the offense was punishable by confinement for longer than 1 year
<p>Offenses pursuant to Article 134:</p> <p>12 Indecent assault for offenses committed before October 1, 2007</p> <p>13 Assault – with intent to commit murder, voluntary manslaughter, rape, robbery, sodomy, arson, burglary, or housebreaking</p> <p>14 Bigamy</p> <p>15 Bribery and graft</p> <p>16 Burning with intent to defraud</p> <p>17 Child endangerment for offenses committed on or after October 1, 2007. – Child endangerment by design, endangerment by culpable negligence resulting in grievous bodily harm or endangerment by culpable negligence resulting in harm only</p> <p>18 Child pornography offenses, to include possession, distribution, production, receipt, and viewing</p> <p>19 Disloyal statement</p> <p>20 False or unauthorized pass offenses. – Possessing or using with intent to defraud or deceive, or making, altering, counterfeiting, or tampering with, or selling only</p> <p>21 Obtaining services under false pretenses of a value of more than \$500.00 only</p> <p>22 False swearing</p> <p>23 Fraternalization</p> <p>24 Negligent homicide</p> <p>25 Impersonating a commissioned, warrant, noncommissioned, or petty officer, or an agent or official with the intent to defraud only</p> <p>26 Indecent acts or liberties with a child for offenses committed before October 1, 2007</p> <p>27 Indecent language communicated to any child under the age of 16 years only</p> <p>28 Indecent acts with another for offenses committed before October 1, 2007</p> <p>29 Kidnapping</p> <p>30 Taking, opening, secreting, destroying, or stealing mail</p> <p>31 Depositing or causing to be deposited obscene matters in mail</p>

32 Misprision of serious offense
33 Obstructing justice
34 Wrongful interference with an adverse administrative proceeding
35 Pandering, if the pandering is “compelled,” it becomes an Article 120 offense, on or between October 1, 2007 and June 27, 2012, and Article 120c offense on or after June 28, 2012
36 Subornation of perjury
37 Altering, concealing, removing, mutilating, obliterating, or destroying public records
38 Self-injury without intent to avoid service
39 Sentinel or lookout: offenses by or against - Loitering or wrongfully sitting on post by a sentinel or lookout in the time of war or while receiving special pay under section 310 of Reference (k) only
40 Soliciting another to commit an offense (for crimes listed in this enclosure)
41 Knowingly receiving, buying, or concealing stolen property of a value of more than \$500.00 only
42 Wrongful refusal to testify

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Table. UCMJ Offenses Requiring DNA Sample Submission, Continued

12 Threat or hoax designed or intended to cause panic or public fear
13 Communicating threat
Any Federal statutes charged as a violation of Article 134 of the UCMJ with a maximum punishment including confinement exceeding 1 year.
Any State criminal offenses pursuant to section 13 of Title 18, U.S.C. (Reference (m)) (also known as the “Federal Assimilative Crimes Act”) charged as a violation of Article 134 of the UCMJ, with a maximum punishment including confinement exceeding 1 year.

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12 The purposes for DNA collection are similar to those for taking fingerprints. They include making positive identification and providing or generating evidence to solve crimes through database searches of potentially matching samples.

13 DNA samples required by this instruction will be collected only with the USACIL DNA collection kit and submitted utilizing the USACIL DNA collection form. Kits may be requested from USACIL through its CODIS Branch at DSN 797-7258, (404) 469-7258, or usarmy.gillem.dfsc.mbx.codis@mail.mil. The kit will include the Privacy Act statement in the

appendix to this enclosure as well as instructions for collecting DNA samples and for requesting expungement. The Privacy Act statement and notice of the general rights for requesting expungement will be provided when the sample is collected.

14 The DCIOs, other DoD law enforcement organizations, DoD correctional facilities, CGIS and commanders will take DNA samples from Service members and expeditiously forward them to USACIL in accordance with Reference (e) and the Manual for Courts-Martial (Reference (n)) when:

14.6. DNA is taken in connection with an investigation, for offenses identified in Enclosure 3 of this instruction and Commandant Instruction M5527.1 (Reference (o)), conducted by a DCIO, other DoD law enforcement organization, or CGIS, and in which the investigator concludes there is probable cause to believe that the subject has committed the offense under investigation. The investigator must consult with a judge advocate before making a probable-cause determination. DNA samples may be collected, but not forwarded, before consultation. DNA will be taken from all drug suspects, except those who are apprehended or detained for the offenses of simple possession and personal use. However, *DNA* will be taken from those excluded suspects when charges are preferred for or the subject is convicted at special or general court-martial of simple possession or use.

14.7. Court-martial charges are preferred in accordance with Rule for Courts-Martial 307 of Reference (n) for an offense referenced in Enclosure 3 if a DNA sample has not already been submitted.

14.8. A Service member is ordered into pre-trial confinement for an offense referenced in Enclosure 3 by a competent military authority after the completion of the commander's 72-hour memorandum required by Rule for Courts-Martial 305(h)(2)(C) of Reference (n) if a DNA sample has not already been submitted.

14.9. A Service member is confined to a military correctional facility or temporarily housed in civilian facilities as a result of any general or special court-martial conviction for an offense referenced in Enclosure 3 if a DNA sample has not already been submitted in accordance with DoD Instruction 1325.07 (Reference (p)). This also applies to those instances where a Service

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member does not receive confinement as a result of any general or special court-martial conviction for an offense identified in Enclosure 3, if a DNA sample has not already been submitted.

e. A commander conducts or directs a command-level investigation or inquiry when no criminal investigation was conducted by a DCIO, other DoD law enforcement agency, or CGIS, nor processed through DoD corrections authorities (e.g., no previous DNA collection), for all offenses identified in Enclosure 3. In those instances, after consultation with his or her supporting Staff Judge Advocate, the commander is responsible for collecting DNA samples from the Service member. The commander is responsible for ensuring that the Service member's DNA sample is collected in accordance with the commander's specific Military Department or U.S. Coast Guard procedures and in accordance with the DNA collection kit instructions.

Commanders may obtain kits from local military law enforcement offices.

12 If a commander conducts or directs a command level investigation or inquiry for offenses

identified in Enclosure 3 of this instruction and Reference (o), the collection of DNA samples from Service members is not mandated if the Service member is punished via non-judicial punishment (e.g., Article 15 of the UCMJ) or found guilty by a summary court-martial. A commander is only mandated to collect a DNA sample if the Service member was convicted of a qualifying offense by a general or special court-martial.

13 Current Service members from whom samples are taken but who are not convicted of any offense by general or special court-martial (including action generally inconsistent with such a conviction, such as administration of non-judicial punishment, administrative separation, or referral to a summary court-martial) may request in writing that their DNA records be expunged in accordance with the procedures in this section.

13.7 Requests for expungement will be forwarded through the first commanding officer in the grade of major or lieutenant commander, or higher, in the Service member's chain of command. Such requests will include adequate proof that the charges have been dismissed, withdrawn, disposed of in a manner not resulting in prefferal of charges pursuant to Rule for Courts-Martial 307 of Reference (n), or otherwise have not and will not result in a conviction of any offense (including proof of any action by a general or special court-martial convening authority that has the effect of a full acquittal).

13.8 The first commanding officer in the grade of major or lieutenant commander, or higher, will review and confirm the information and then submit the request through the relevant DCIOs, other DoD law enforcement organizations, or CGIS. The DCIOs, other DoD law enforcement organizations, or CGIS will then validate that the Service member has no convictions that would prohibit expungement.

13.9 If the first commanding officer in the grade of major or lieutenant commander, or higher, after consulting with a legal advisor, determines that expungement is not authorized, the commander should notify the requestor in writing with a copy furnished to the servicing DCIO, other appropriate DoD law enforcement organization, or CGIS. If the Service member has no

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convictions that would prohibit expungement, the commander will coordinate with a legal advisor and may authorize expungement.

12 The DCIOs, other DoD law enforcement organizations, and CGIS will send appropriate requests for expungement to USACIL. Requests will be on letterhead and bear the title, signature, and telephone number of the special agent or law enforcement officer forwarding the request. Requests will clearly state that the Service member concerned is entitled to expungement and list the Service member's full name, social security number, and mailing address. Requests will include all documents submitted by the Service member along with any additional relevant documents in the possession of the commander or official receiving the request. The DCIOs, other DoD law enforcement organizations, and CGIS should maintain a copy of all requests in the case file, including those requests not forwarded to USACIL because expungement was not authorized.

13 USACIL will review requests for expungement to ensure they contain all of the required information. Incomplete requests will be returned to the submitter. When a request for expungement that is complete and complies with one or more of the criteria set forth in section 5

of this enclosure is received, USACIL will expunge the DNA records, destroy the submitted sample, notify the Service member of its actions, and maintain documentation of that notice.

6. Former Service members from whom samples were taken but who were not convicted of any offense by a general or special court-martial, *or can provide a certified copy of a final court order documenting the charge has been dismissed or resulted in an acquittal*, may request in writing that their DNA records be expunged in accordance with the procedures in this section.

a. Requests for expungement will be submitted to the Clerk of Court of the Military Department's Court of Criminal Appeals and include all reasonably available proof showing that none of the offenses giving rise to the collection of DNA resulted in a conviction at a general or special court-martial (including a final court order establishing that such a conviction was overturned, or establishing action by the convening authority that has the effect of a full acquittal). A court order is not final if time remains for an appeal or application for discretionary review with respect to the order. Such former Service members must include their name, social security number, current contact information, date of alleged offense, and contact information of the unit that the former Service member belonged to when the sample was taken. Requests that do not provide adequate information to identify the alleged offense or to confirm the alleged offense did not result in a conviction will be returned by "return receipt requested" with an explanation of the deficiency.

b. The Clerk of Court of the Military Department's Court of Criminal Appeals will search his or her records for any conviction pertaining to the former Service member and determine whether the former Service member is entitled to expungement. The Clerk of Court of the Military Department's Court of Criminal Appeals will send appropriate requests for expungement by former Service members to USACIL. Requests will be on letterhead and bear the title, signature, and telephone number of the Military Department Clerk of Court (or similar appropriate official) forwarding the request. Requests will clearly state that the Service member concerned is entitled to expungement and list the Service member's full name, social security

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number, and mailing address. Requests will include all documents submitted by the Service member along with any additional relevant documents in the possession of the official receiving the request.

c. USACIL will review all requests for expungement that it receives to ensure they contain all the required information. Incomplete requests will be returned to the submitter. For complete requests, USACIL will ~~coordinate with the FBI to~~ expunge the DNA profile from the CODIS database.

7. DCIOs, other DoD law enforcement organizations, and CGIS will take DNA samples from civilians whom they detain or hold and who remain within their control when it is determined there is probable cause to believe the civilian has committed a qualifying federal offense as defined by Section 14135(d) of Reference (e) or the equivalent to the offenses identified in Reference (o) and Enclosure 3 of this instruction, except for the listed violations that are exclusively military offenses. For the purposes of this instruction, DNA will be taken from all alleged civilian drug offenders, except those who are arrested or detained for the offenses of simple possession and personal use. DNA samples may also be taken by civilian law enforcement organizations; however, an individual DNA sample does not need to be taken more than once.

a. DNA samples taken by the DCIOs, other DoD law enforcement organizations, and CGIS will be forwarded to USACIL. The DCIOs, other DoD law enforcement organizations, and CGIS

will document in the appropriate case file when civilian law enforcement organizations handle any aspect of the DNA processing and whether the civilian law enforcement agency forwarded the DNA sample to the FBI Laboratory. This instruction does not require DCIOs, other DoD law enforcement organizations, or CGIS to take samples from a civilian not in their control at the point when a probable-cause determination is made.

b. Civilians whose samples are taken and forwarded pursuant to section 7 of this enclosure, but who are not convicted of any offense, *or provide a certified final court order documenting the conviction has been overturned*, may request in writing that their DNA sample be expunged.

(1) To request expungement of DNA records for civilians pursuant to Reference (e), the requestor or legal representative must submit a written request to:

FBI
Laboratory Division
Attention: Federal Convicted Offender Program Manager 2501
Investigation Parkway
Quantico, VA 22135

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USACIL
ATTN: CODIS Branch
4930 N. 31st Street Forest
Park, GA 30297

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(2) If the request is for expungement of DNA records resulting from an arrest pursuant to the authority of the United States, the requester must include, for each charge for which the DNA record was or could have been included in the national DNA index, a certified copy of a final court order establishing that such charge has been dismissed or, resulted in an acquittal, or that no charge was filed within the applicable time period.

(3) The copy of the court order must contain a certification that it is a true and accurate copy of the original court order and be signed and dated by an appropriate court official, such as a court clerk. The copy of the court order itself must be signed by a judge, be dated, and include sufficient identifying information (at a minimum the person's full name, social security number, or date of birth) to determine the identity of the person and that the conviction offense was overturned, the charge was dismissed, the charge resulted in an acquittal, or no charges were filed within the applicable time period.

c. DNA samples will not be taken from juveniles.

8. Expungement is not authorized under any of the conditions in paragraph 6 of this enclosure if the individual seeking expungement has a Federal conviction for a separate offense that should have but did not result in the collection and forwarding of DNA to USACIL in accordance with this instruction.



Appendix
Privacy Act Statement for DNA Sampling



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APPENDIX TO ENCLOSURE 4

PRIVACY ACT STATEMENT FOR DNA SAMPLING

See the figure for the Privacy Act statement for DNA sampling.

Figure. Privacy Act of 1974 Statement

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a, which requires that Federal agencies inform individuals who are requested to furnish personal information about themselves as to certain facts regarding the information requested.

The collection of a sample of an individual's deoxyribonucleic acid (DNA) by the U.S. Department of Defense is authorized by and conducted pursuant to 10 U.S.C. § 1565; 42 U.S.C. § 14135a et seq.; and 28 C.F.R. § 28.12. Collection is authorized for all offenses investigated pursuant to 42 U.S.C. § 14135a(a)(1)(A) and for all qualifying military offenses, as defined in 10 U.S.C. § 1565(d), including offenses that constitute a felony under the United States Code and offenses for which a sentence of confinement for more than one year may be imposed under the Uniform Code of Military Justice.

The purpose of the Department of Defense's collection of a sample of an individual's DNA is to allow for positive identification and to provide or generate evidence to solve crimes through database searches of potentially matching samples.

It is mandatory that United States persons who are arrested,

facing charges, or convicted and non- United States persons who are detained by the Department of Defense or Coast Guard in non- combat or operational activities cooperate in the collection of a sample of his or her DNA. Failure to do so may result in samples taken by the minimum force necessary and/or disciplinary action for a violation of Article 92, Uniform Code of Military Justice, or a determination that the individual is guilty of a class A misdemeanor and punishment in accordance with Title 18 (Crimes and Criminal Procedure), United States Code.

Analysis conducted on DNA samples collected by the Department of Defense will be forwarded by the U.S. Army Criminal Investigation Laboratory (USACIL) to the Federal Bureau of Investigation for entry into the Combined DNA Index System (CODIS).

Pursuant to 42 U.S.C. § 14132(d) and 10 U.S.C. § 1565(e), an individual whose DNA is collected and analyzed in the above manner may request that his or her DNA analysis be expunged from USACIL records and CODIS if the individual is (i) not convicted of an offense in a Federal court, or in the case of a current or former Service member, not convicted of an offense by general or special court-martial (including action generally inconsistent with such a conviction, such as administration of non-judicial punishment, administrative separation, or referral to a summary court), and (ii) meets certain conditions set forth in DoD Instruction 5505.14, “Deoxyribonucleic Acid (DNA) Collection Requirements for Criminal Investigations, *Law Enforcement, Corrections, and Commanders.*”

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APPENDIX TO ENCLOSURE 4



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GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CODIS	Combined Deoxyribonucleic Acid Index System
DCIO	Defense Criminal Investigative Organization
DNA	deoxyribonucleic acid
FBI	Federal Bureau of Investigation
UCMJ	Uniform Code of Military Justice
USACIL	United States Army Criminal Investigation Laboratory
U.S.C.	United States Code

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

commander. A commissioned or warrant officer who, by virtue of rank and assignment, exercises primary command authority over a DoD organization.

DCIO. U.S. Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations, and DCIS.

DoD law enforcement organizations. An agency or activity, or any subdivision thereof, chartered and empowered to enforce the criminal laws of the United States on DoD property or during DoD functions anywhere in the world. A traditional DoD law enforcement organization that employs recognized law enforcement officers are those organizations designated for the security or protection of DoD property, personnel, or places that are subject to the jurisdiction or administration, or are in the custody of, the DoD.

juvenile. A person who has not attained his or her eighteenth birthday unless the individual is a Service member on active duty.

non-judicial punishment. Disciplinary punishment, as listed in section 815 of Reference (c), imposed by a commander or other authorized officer for minor offenses without the intervention of a court-martial.

criminal history data. The information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests; detentions; indictments;

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information or other formal criminal charges; and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release of criminal history record information.

Privacy Act statement. Defined in Reference (j).

qualifying military offense. Defined in section 1565(d) of Reference (c).
probable cause. As defined in Reference (n).



Department of Defense INSTRUCTION

NUMBER 5505.11

July 21, 2014

Incorporating Change 2, March 30, 2017

IG DOD

SUBJECT: Fingerprint Card and Final Disposition Report Submission Requirements

References: See Enclosure 1

1. PURPOSE. This instruction:

9. Reissues DoD Instruction (DoDI) 5505.11 (Reference (a)) in accordance with the authority in DoD Directive 5106.01 (Reference (b)).

10. Updates established policy, assigns responsibilities, and prescribes procedures in accordance with part 20 of Title 28, Code of Federal Regulations and section 534 of Title 28, United States Code (U.S.C.) (References (c) and (d)) for defense criminal investigative organizations (DCIOs) and other DoD law enforcement organizations to report offender criminal history data to the Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation (FBI) for inclusion in the National Crime Information Center (NCIC) criminal history database.

2. APPLICABILITY. This instruction:

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9 Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

10 Is not intended to eliminate other requirements to provide criminal history data, including those concerning the Defense Incident Based Reporting System.

11 Does not apply to the collection of fingerprints for other than law enforcement activities, to include fingerprints collected in support of wartime activities.

3. POLICY. It is DoD policy that the DCIOs and other DoD law enforcement organizations

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submit to the CJIS Division of the FBI, as prescribed in this instruction and based on a probable cause standard determined in conjunction with the servicing Staff Judge Advocate (SJA) or other legal advisor, offender criminal history data for all:

9. Members of the Military Services investigated for offenses listed in Enclosure 2 of this

instruction by DCIOs or other DoD law enforcement organizations.

10. Civilians investigated for offenses equivalent to those listed in Enclosure 2 of this instruction by or whose investigations were made available to the DCIOs or other DoD law enforcement organizations. This includes foreign nationals, persons serving with or accompanying an armed force in the field in time of declared war or contingency operations, and persons subject to chapter 212 of Title 18, U.S.C. (Reference (e)) (also known as the “Military Extraterritorial Jurisdiction Act of 2000”) in accordance with the Deputy Secretary of Defense Memorandum (Reference (f)).

11. Military Service members, their dependents, and DoD employees and contractors investigated by foreign law enforcement organizations for offenses equivalent to those listed in Enclosure 2 of this instruction and made available to the DCIOs or other DoD law enforcement organizations.

4. RESPONSIBILITIES. See Enclosure 3.

5. PROCEDURES. See Enclosure 4.

6. RELEASABILITY. **Cleared for public release.** This instruction is available on ~~the Internet~~ [from the DoD Issuances Website at http://www.dtic.mil/whs/directives](http://www.dtic.mil/whs/directives).

7. EFFECTIVE DATE. This instruction is effective July 21, 2014.

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- Enclosures
 - 10.** References
 - 11.** Uniform Code of Military Justice Offenses
 - 12.** Responsibilities
 - 13.** Procedures
- Glossary

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REFERENCES

- 9 DoD Instruction 5505.11, “Fingerprint Card and Final Disposition Report Submission Requirements,” July 9, 2010, as amended (hereby cancelled)
- 10 DoD Directive 5106.01, “Inspector General of the Department of Defense (IG DoD),” April 20, 2012, *as amended*
- 11 Part 20 of Title 28, Code of Federal Regulations
- 12 Title 28, United States Code
- 13 Title 18, United States Code
- 14 Deputy Secretary of Defense Memorandum, “Responsibility for Response to Reports of Alleged Criminal Activity Involving Contractors and Civilians Serving with or Accompanying the Armed Forces Overseas,” September 10, 2008
- 15 Chapter 47 of Title 10, United States Code
- 16 Section 1707 of Public Law 113-66, “National Defense Authorization Act for Fiscal Year 2014,” December 26, 2013
- 17 DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- 18 DoD Instruction 5505.17, “Collection, Maintenance, Use, and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities,” December 19, 2012, *as amended*
- 19 *Middendorf v. Henry*, 425 U.S. 25 (1976)
- 20 DoD Instruction 5505.03, “Initiation of Investigations by Defense Criminal Investigative Organizations,” March 24, 2011, *as amended*
- 21 DoD 7730.47-M, Volume 1, “Defense Incident-Based Reporting System (DIBRS): Data Segments and Elements,” December 7, 2010

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ENCLOSURE 2

UNIFORM CODE OF MILITARY JUSTICE OFFENSES

The offenses listed in this enclosure are pursuant to the punitive articles of chapter 47 of Title 10,
 • (also known and referred to in this instruction as the “Uniform Code of Military Justice”

(UCMJ)) (Reference (g)) and require the DCIOs and all other DoD law enforcement organizations to submit offender criminal history data to the CJIS Division, FBI.

- Article 78 - Accessory after the fact (for crimes listed in this enclosure)

b. Article 80 - Attempts (for crimes listed in this enclosure)

c. Article 81 - Conspiracy (for crimes listed in this enclosure)

d. Article 82 - Solicitation

e. Article 85 - Desertion

f. Article 90 - Striking or assaulting a superior commissioned officer

g. Article 91 - Striking or assaulting a warrant, noncommissioned, or petty officer

h. Article 94 - Mutiny and sedition

i. Article 95 - Resistance, flight, breach of arrest, and escape

j. Article 97 - Unlawful detention

k. Article 106 - Spies

l. Article 106a - Espionage

m. Article 107 - False official statements

17 Article 108 - Military property of the United States, i.e., sale, loss, damage, destruction, or wrongful disposition

18 Article 109 - Property other than military property of the United States, i.e., waste, spoilage, or destruction

19 Article 111 - Drunken or reckless operation of vehicle, aircraft, or vessel

q. Article 112a - Wrongful use, possession, etc., of controlled substances

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r. Article 116 - Riot or breach of peace

s. Article 118 - Murder

t. Article 119 - Manslaughter

u. Article 119a - Death or injury of an unborn child

v. Article 120 - Rape and sexual assault for offenses committed on or after June 28, 2012

14. Article 120 - Rape, sexual assault, and other sexual misconduct for offenses committed on or between October 1, 2007, and June 27, 2012

15. Article 120 - Rape and carnal knowledge for offenses committed before October 1, 2007

y. Article 120a - Stalking

z. Article 120b - Rape and sexual assault of a child for offenses committed on or after June 28, 2012

aa. Article 120c - Other sexual misconduct for offenses committed on or after June 28, 2012

ab. Article 121 - Larceny and wrongful appropriation

ac. Article 122 - Robbery

ad. Article 123 - Forgery

ae. Article 123a - Making, drawing, or uttering check, draft, or order without sufficient funds

af. Article 124 - Maiming

ag. Article 125 - Forcible sodomy; bestiality, in accordance with section 1707 of Public Law 113-66 (Reference (h)), which repealed the offense of consensual sodomy under the UCMJ

ah. Article 126 - Arson

ai. Article 127 - Extortion

aj. Article 128 - Assault

ak. Article 129 - Burglary

al. Article 130 - Housebreaking

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am. Article 131 - Perjury

an. Article 132 - Frauds against the United States

ao. Offenses pursuant to Article 134:

12 Indecent assault for offenses committed before October 1, 2007

13 Assault - with intent to commit murder, voluntary manslaughter, rape, robbery, sodomy, arson, burglary, or housebreaking

14 Bribery and graft

15 Burning with intent to defraud

16 Child endangerment for offenses committed on or after October 1, 2007

17 Child pornography offenses, to include possession, distribution, production, receipt, viewing, and accessing

18 Correctional custody - offense against

19 False or unauthorized pass offenses

20 Obtaining services under false pretenses

21 False swearing

22 Willfully discharging a firearm under such circumstances as to endanger human life

23 Fleeing the scene of an accident

24 Negligent homicide

25 Impersonating a commissioned, warrant, noncommissioned, or petty officer, or an agent or official

26 Indecent acts or liberties with a child for offenses committed before October 1, 2007

27 Indecent exposure for offenses committed before October 1, 2007

28 Indecent language

29 Indecent acts with another for offenses committed before to October 1, 2007

30 Kidnapping

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12. Taking, opening, secreting, destroying, or stealing mail
13. Depositing, or causing to be deposited, obscene matters in mail
14. Misprision of serious offense
15. Obstructing justice
16. Wrongful interference with an adverse administrative proceeding
17. Pandering and prostitution. Having someone commit an act of prostitution is still an offense pursuant to Article 134 of the UCMJ, but if the pandering is “compelled,” it becomes an Article 120 offense, on or between October 1, 2007 and June 27, 2012, and Article 120c offense on or after June 28, 2012.
18. Subornation of perjury

records

13. Altering, concealing, removing, mutilating, obliterating, or destroying public
14. Reckless endangerment
15. Destruction, removal, or disposal of property to prevent seizure
16. Self-injury without intent to avoid service
17. Soliciting another to commit an offense (for crimes listed in this enclosure)
18. Knowingly receiving, buying, or concealing stolen property
19. Wrongful refusal to testify
20. Threat or hoax designed or intended to cause panic or public fear
21. Communicating threat
22. Unlawfully concealing or carrying a weapon

ap. Specific federal statutes charged as a violation of Article 134 of the UCMJ:

16 Aggravated identity theft pursuant to section 1028A of Reference (e)

17 Fraud and related activity in connection with computers pursuant to section 1030

of Reference (e)

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43 Fraud and related activity in connection with identification documents, authentication features, and information pursuant to section 1028 of Reference (e)

44 Sabotage pursuant to chapter 105 of Reference (e)

aq. Any state criminal offenses pursuant to section 13 of Reference (e) (also known as the “Federal Assimilative Crimes Act”) charged as a violation of Article 134 of the UCMJ.

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ENCLOSURE 3

RESPONSIBILITIES

1. IG DoD. The IG DoD:

14 Develops and establishes overall policy and provides guidance for DoD organizations to report offender criminal history data to the FBI for inclusion in the NCIC criminal history database.

15 Oversees and evaluates DCIO and other DoD law enforcement organizations’ compliance with this instruction.

2. DoD COMPONENT HEADS. The DoD Component heads:

15 Issue procedures, as may be necessary, to implement and comply with this instruction.

16 Ensure that commanders and directors of DoD organizations establish and follow procedures to promptly notify the appropriate DCIO or other DoD law enforcement organization:

16.6. When a military judicial proceeding is initiated or command action is taken in military non-judicial proceedings pursuant to the UCMJ against a military subject for one or more offenses listed in Enclosure 2 of this instruction, or an other than honorable discharge is based on an investigation conducted by a DCIO or other DoD law enforcement organization of one or more offenses listed in Enclosure 2 of this instruction.

16.6.1. Offender criminal history data is not reported in accordance with this instruction unless the subject is investigated by a DCIO or other DoD law enforcement organization for an offense listed in Enclosure 2 of this instruction.

16.6.2. For example, if a military unit investigates an alleged offense noted in Enclosure 2 of this instruction and initiates a judicial or non-judicial proceeding without a DCIO or another DoD law enforcement organization having investigated the subject, then the reporting requirements of this instruction do not apply.

16.7. When the DoD Component becomes aware that a non-DoD or foreign law enforcement organization initiated an investigation against a Service member, military dependent, or DoD civilian employee or contractor, for the equivalent of an offense listed in Enclosure 2 of this instruction or punishable pursuant to the UCMJ.

16.8. Of the final disposition of cases under the circumstances discussed in subparagraphs 2b(1) and 2b(2) of this enclosure.

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ENCLOSURE 4

PROCEDURES

1. GENERAL PROVISIONS

14 The FBI implemented the Integrated Automated Fingerprint Identification System (IAFIS) to process criminal and civil fingerprint submissions electronically. As of April 15, 2012, all fingerprints must be submitted to the FBI electronically.

15 Fingerprints and all information required for completion of an FD-249, "Arrest and Institution Fingerprint Card," will be obtained from military subjects under investigation by a DCIO or other DoD law enforcement organization for offenses listed in Enclosure 2 of this instruction, and electronically submitted to the FBI. Electronically submitted fingerprints and additional required information pertaining to civilian subjects are obtained for offenses punishable pursuant to the U.S.C. equivalent to those listed in Enclosure 2 of this instruction. Where required, a Privacy Act statement is provided to each suspect whose personal data is collected in accordance with DoD 5400.11-R (Reference (i)).

16 Offender criminal history data records required in accordance with this instruction are initiated by preparing and submitting fingerprints electronically to the CJIS Division. Organizations with locations that do not have the electronic capability to submit fingerprint cards will have to develop procedures to convert the fingerprints collected on hardcopy FD-249s in order to submit them electronically. Final dispositions not completed at the time of submission and recorded on an FD-249 will be subsequently recorded and submitted to the FBI on an R-84, "Final Disposition Report," either hardcopy or electronically, in accordance with each agency's standard operating procedures.

16.7 Using an FD-249, fingerprints are submitted electronically to the CJIS Division of the FBI for military subjects investigated by an agent or law enforcement official from a DCIO or other DoD law enforcement organization when probable cause (as defined in the Glossary) exists to believe that the person has committed an offense listed in Enclosure 2 of this instruction, following coordination with the servicing SJA or legal advisor (in no case earlier than apprehension (military), arrest (civilian), or the subject interview) in accordance with the policy in this instruction. As applicable, such coordination is documented in the investigative file.

16.8 Approval from the convening authority of a request for discharge, retirement, or resignation in lieu of court-martial, or delivery of an other than honorable discharge based on an investigation conducted by a DCIO or other DoD law enforcement organization of one or more offenses listed in Enclosure 2 of this instruction; or a finding of lack of mental competence to stand trial, will be recorded as “final disposition” in the agency electronic fingerprint database for submission on an FD-249 or R-84 as appropriate.

16.9 Disposition information will be reported by the DCIO or other DoD law enforcement organizations in their agency electronic fingerprint database within 15 calendar days after:

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- (a) Final disposition of military judicial or non-judicial proceeding.
- (b) Approval of a request for discharge, retirement, or resignation in lieu of court-martial.
- (c) Discharge resulting in an other than honorable characterization of service that is based on an investigation by a DCIO or other DoD law enforcement organization of one or more offenses listed in Enclosure 2 of this instruction.

14 The DCIO or other DoD law enforcement organizations will not hold the electronic fingerprint submission (i.e., FD-249), or R-84, pending appellate actions. Appellate action affecting the character of an initial disposition must be reported. Dispositions that are exculpatory in nature (e.g., dismissal of charges, acquittal) must also be documented in the agency electronic fingerprint database and submitted on an R-84.

15 For civilian subjects investigated by a DCIO or other DoD law enforcement organization:

15.7 The DCIO or other DoD law enforcement organization must submit electronic fingerprints within 15 calendar days of the subject interview, arrest, indictment, or required information, as applicable, for offenses punishable pursuant to the U.S.C. that are equivalent to those listed in Enclosure 2 of this instruction.

15.8 The DCIO or other DoD law enforcement organization must update information electronically within 15 calendar days after sentencing.

15.9 In cases investigated jointly with another law enforcement organization when that organization agrees to obtain and forward fingerprints and criminal history data to the FBI, the DCIO or other DoD law enforcement organization must document this in the case file. The documentation will identify each subject and the law enforcement organization collecting and forwarding the data. A current memorandum of understanding or agreement at the organizational level, addressing the requirement to obtain fingerprints and associated data and to forward said information to the FBI, will suffice in lieu of case-specific documentation in the case file. However, copies of the submitted data must be obtained for the case file.

7. Fingerprint cards and final disposition reports will be maintained in accordance with Reference (i) and DoDI 5505.17 (Reference (j)), as applicable. The FBI number associated with the electronically submitted fingerprints and associated by the offense will need to be maintained by the DCIO or other DoD law enforcement organization.

8. The DCIO or other DoD law enforcement organization will receive a transaction control number (TCN) from the FBI on acceptance of the fingerprints into CJIS. TCNs must be retained and retrievable by the organization that submitted the fingerprint cards in the event it becomes necessary for the organization to retrieve a particular set of fingerprints. The TCN is in addition to the FBI number associated with the submission in accordance with paragraph 1d of this

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enclosure.

f. FD-249s must be electronically submitted to CJIS. DoD Components must provide their DCIOs and other DoD law enforcement organizations with the capability to electronically submit FD-249s to CJIS, in accordance with section 1 of this enclosure.

2. INFORMATION REQUIREMENTS

8. The FBI provides materials and guidelines for submission of criminal history data. Address requests for the guidelines for preparation of CJIS Division fingerprint cards to:

Federal Bureau of Investigation
Criminal Justice Information Services Division
Attention: Fingerprint Supply Center
1000 Custer Hollow Road
Clarksburg, WV 26306

9. Questions regarding supplies may be directed to the Fingerprint Supply Center (FSC) at (304) 625-3983.

a. The 1-178, "CJIS Supply Requisition Form," for ordering fingerprint supplies, and the 1-178a, "CJIS Fingerprint Training Aids Supply Form," for ordering training materials, may be completed and submitted electronically at <http://www.fbi.gov/about-us/cjis/fingerprintsbiometrics/ordering-fingerprint-cards>.

b. The completed forms may also be printed and faxed to the CJIS Division, FSC, at (304) 625-3984.

c. Additionally, the FBI offers training on fingerprinting and completion of the forms required in accordance with this instruction.

d. Organizations requiring training should contact the Training and Records Testimony Team (TRTT) at (304) 625-5279 between 8:00 AM and 5:30 PM, Eastern Time Zone. Organizations may also access training information at Law Enforcement Online at www.leo.gov in the Biometric Service Section-TRTT Special Interest Group.

10. To request fingerprint assistance and training aids, DCIOs and DoD law enforcement organizations must have an FBI originating agency identification (ORI) number. The DCIOs and DoD law enforcement organizations requesting an ORI number should contact the FBI, CJIS Division, Computerized Contributor Abbreviated Name and Address File Unit, at (304) 625-

4543. All fingerprint-related questions should be directed to the organization's CJIS Systems Officer prior to contacting the FBI.

11. When submitting the FD-249 and R-84 as appropriate, charges must be described in commonly understood descriptive terms (e.g., murder, rape, robbery, assault, possession of a

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controlled substance) or by a commonly understood title. Offenses are not described solely by references to a UCMJ punitive article or to the U.S.C. or other statutory provision. Investigators must ensure that the charges annotated in the electronic fingerprint database reflect the actual charges being pursued through court-martial or non-judicial punishment.

(4) The disposition reflected on the FD-249 or the R-84 must also be described in common language (e.g., conviction (include offenses), dishonorable discharge, reduction in grade, forfeiture of pay, charges dismissed). The disposition of "conviction" is only reported for crimes prosecuted by general or special court-martial yielding a finding of guilty.

- Adverse findings resulting from a summary court-martial should be recorded: "Subject found guilty by summary court-martial." Although action by summary courts-martial is disciplinary in nature for a violation of military law, the Supreme Court ruled in the case *Middendorf v. Henry* (Reference (k)) that a summary court-martial is not a criminal proceeding.

- Adverse findings resulting from non-judicial proceedings pursuant to Article 15, UCMJ, are recorded as "non-judicial disciplinary action." An adverse finding or punishment pursuant to Article 15, UCMJ, is a disciplinary action, but does not constitute a criminal proceeding or conviction.

- Administrative discharges are recorded as "administrative discharges." An administrative discharge not affiliated with an offense listed in Enclosure 2 of this instruction is not considered a disciplinary action and does not constitute a criminal proceeding or conviction. CJIS will only accept fingerprints into IAFIS if the original offense is associated with an article identified in Enclosure 2 of this instruction and Reference (c).

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GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CJIS Criminal Justice Information Services

DCIO Defense Criminal Investigative Organizations
DoDI DoD Instruction

FBI Federal Bureau of Investigation

FD-249 (Federal Document) Arrest and Institution Fingerprint Card FSC
Fingerprint Supply Center

IAFIS Integrated Automated Fingerprint Identification System IG
DoD Inspector General of the Department of Defense

NCIC National Crime Information Center ORI
originating agency identification

R-84 (Resolution) Final Disposition Report Form SJA
Staff Judge Advocate
TCN transaction control number
TRTT Training and Records Testimony Team

UCMJ Uniform Code of Military Justice
U.S.C. United States Code

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

DCIO. U.S. Army Criminal Investigation Command, Naval Criminal Investigative Service, Air Force Office of Special Investigations, and Defense Criminal Investigative Service. See DoDI 5505.03 (Reference (l)).

DoD law enforcement organizations. An agency or activity, or any subdivision thereof, chartered and empowered to enforce the criminal laws of the United States on DoD property or

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during DoD functions anywhere in the world. A traditional DoD law enforcement organization that employs recognized law enforcement officers are those organizations designated for the security or protection of DoD property, personnel, or places that are subject to the jurisdiction, administration, or in the custody of the DoD. See Reference (j).

military judicial proceeding. A summary, special, or general court-martial, pursuant to the UCMJ.

military non-judicial proceeding. Proceedings in accordance with Article 15, UCMJ.

offender criminal history data. The information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests; detentions; indictments; information or other formal criminal charges; and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release of criminal history record information.

Privacy Act statement. Defined in Reference (i).

probable cause. Determination that there are reasonable grounds to believe that an offense has been committed and that the person to be identified as the offender committed it. See DoD 7730.47-M (Reference (m)).

TCN. The TCN is a unique number associated with the set of fingerprints submitted to CJIS. The TCN allows organizations to retrieve fingerprints associated with a particular subject.

**Headquarters United States Forces Korea
United States Forces Korea Pamphlet 385-2
Unit #15237
APO AP 96205-5237**

7 August 2012

Safety

GUIDE TO SAFE DRIVING IN KOREA

***This pamphlet supersedes USFK Pamphlet 385-2, dated
30 May 2007.**

FOR THE COMMANDING GENERAL:

BRIAN T. BISHOP
Major
General,
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Chief of
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OFFICIAL:



GARRIE BARNES
Chief,
Publications
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Management

Summary. This pamphlet provides essential information for United States Forces Korea (USFK) personnel operating motor vehicles in the Republic of Korea (ROK).

Summary of Change. This pamphlet has been substantially changed. A full review of its contents is required.

Applicability. This pamphlet applies to all USFK personnel operating motor vehicles in the ROK.

Supplementation. Supplementation of this pamphlet and issuance of command and local forms by subordinate commands is prohibited without prior approval of the Commander, USFK Command Safety Office (FKSF), Unit #15237, APO AP 96205-5237.

Forms. USFK Forms are available at <http://www.usfk.mil/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil/>.

Suggested Improvements. The proponent of this regulation is the USFK Command Safety Office (FKSF). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK Command Safety Office (FKSF), Unit #15237, APO AP 96205-5237.

Interim Changes. Interim changes to this pamphlet are no official unless authenticated by the Command Safety Office. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Distribution. Electronic Media Only (EMO).

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Chapter 1

Introduction

1-1. Purpose

This pamphlet provides essential information for United States Forces Korea (USFK) personnel operating motor vehicles in the Republic of Korea (ROK).

1-2. References

- a. USFK Regulation 201-1, Environmental Governing Standards
- b. USFK Regulation 190-1, Motor Vehicle Traffic Supervision
- c. Korean Road Traffic Laws

1-3. Explanation of Abbreviations

Abbreviations used in this pamphlet are listed in the glossary.

Chapter 2

Vehicle Safety Inspection Requirements

All Private Owned Vehicles (POVs) will undergo a safety inspection--

- a. All POVs will undergo a safety inspection before registration. Vehicle Emission Testing will be

incorporated as a component of the Safety Inspection IAW USFK Regulation 201-1, paragraph 2-3g. The POVs will be inspected each time the vehicle is re-registered, unless otherwise exempted by this regulation. Vehicles not complying with this regulation will not be registered or issued a USFK Vehicle Registration Decal until necessary repairs are made.

b. Before registration, POVs must pass a safety inspection conducted within the last 30 days, at a facility designated by the United States (U.S.) Army Area Commander or United States Air Force (USAF) Support Group Commander and at least biennial from date of initial registration. Invited contractors, their U.S. and third-country national employees, and their family members must obtain a vehicle inspection certificate issued by the ROK Government in lieu of the safety inspection.

c. Vehicle inspection facilities will inspect POVs in accordance with (IAW) the vehicle standards in this regulation and for general mechanical fitness and safety. Vehicles must be equipped with a warning device (warning triangle or traffic flares) prior to registration. Vehicles requiring repair will be provided an inspection certificate stamped "REJECTED". This certificate will show any required repairs and that re-inspection must be done within 15 days. An additional 30 days may be granted on a one-time basis in accordance with procedures established by the Area Commander.

d. The safety inspection of the POV will be conducted during the same month as the initial inspection. Inspection certificates will remain with the vehicle except to present it to the Vehicle Registration Office for re-registration.

Licenses

All Status of Forces Agreement (SOFA) members of USFK-

a. All SOFA members of USFK military, the civilian component (including technical representatives), and their family members who drive POVs on U.S. installation and in the ROK must possess a USFK Form 134EK. The aforementioned personnel must also possess a valid

U.S. state driver's license, ROK driver's license or international driver's license permit prior to issuance of a USFK 134EK.

USFK Invited Contractor and USFK third-country national employees and their family members are authorized, but not required, to obtain a USFK 134EK as long as they are first in possess of a ROK driver's license or valid international driver's permit prior to issuance of a USFK Form 134EK. (Ref USFK Reg 190-1)

b. The USFK 134EK is valid for—

(1) Military and their family members, Department of Defense (DOD) civilians and their family members, and technical representatives and their family members - Five (5) years.

(2) Invited contractors (including third-country national employees) and their family members - Until DEROS established by contract or termination of contract, whichever comes first.

(3) Chauffeurs - same as sponsor.

Chapter

4

Driving Rules

4-1. Traffic Signals and Directions

a. Drivers must obey traffic signals and directions.

(1) Drivers must obey signal lights, traffic signs, and directions given by a traffic police officer or assistant traffic controller.

(2) When a police officer is directing traffic, drivers should follow the hand signals or the flashlight signal by the police officer even if they are contradictory to traffic signals. Manual control by the police takes priority.

b. Traffic signal lights and their meaning.

(1) Red signal -

(a) Vehicles must come to a complete stop before reaching the stop line, pedestrian crosswalk, or intersection.

(b) A vehicle may turn right, provided it will not interfere with a pedestrian or right-of way vehicle.

(2) Yellow signal - A driver must come to a complete stop before reaching the stop line, a pedestrian crosswalk, or an intersection. If a driver is already in the intersection, he or she must proceed as quickly as possible when safe.

(3) Green signal - Driver may either go straight ahead or turn right.

—No left turn may be made unless otherwise directed

(4) Green arrow signal - Driver may go in the direction of the green indicator.

(5) Lane direction and control signals - when lane direction control signals are placed over separate lanes of a street or highway, vehicular traffic may travel in any lane over which

a green signal is lighted but will not enter or travel in any lane where a red signal is displayed.

(6) Reversible Lane Signals - Within certain areas of major cities, the overhead X and downward arrow signal devices are used where the direction of heavy traffic volume changes during certain peak hours of the day. These signals override the lane marks/centerline on the pavement.

- (a) Red X Light - Vehicles will not use the lane shown with red X signal.
- (b) Green Downward Arrow - Vehicles may proceed in the lane shown with green arrow

light.

(7) Flashing red (stop signal). Drivers of vehicles must stop at the marked stop line. If there is no line, a stop must be made before entering the crosswalk on the near side of the intersection, or at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway. The right to proceed is subject to the rules applicable after making a stop.

(8) Flashing yellow (caution signal). Drivers of vehicles may proceed through the intersection while exercising due caution.



Figure 4-1. Traffic Signal

4-2. Traffic Lanes

- a. When traffic lanes are marked, drivers must stay in the lane for the type of vehicle is permitted. Drivers may not drive over the lane divider line.
- b. Examples of improper driving involving traffic lane markings are -

(1) Violation of lane usage.

(2) Straddling the lane divider line.



Figure 4-2. Example of Improper Lane Change 1

(3) Zigzagging over the lane divider.

(4) Changing lanes suddenly.



Figure 4-3. Example of Improper Lane Change 2

(5) Squeeze play.

(6) Crossing multiple lanes.

(7) Changing lanes where prohibited. Yellow dotted or solid lines are centerlines. Vehicles may not cross the solid lines. Where solid and dotted lines are shown together, a vehicle on the

side of dotted lines may cross the lines to pass. White dotted or solid lines are lane dividers. A vehicle may not cross a solid lane divider to change lanes.

c. Changing lanes -

(1) Drivers must use directional signal at least 30 meters prior to turning (100 meters on the expressway).

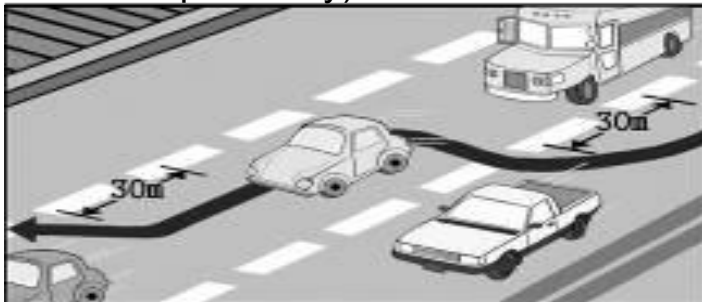


Figure 4-4. Use of Directional Signal (City Driving)

(2) Drivers must not change directions where prohibited by traffic signs.

(3) Changing lanes is prohibited when--

- (a) There is insufficient distance to do so safely.
- (b) Within 70 meters from the stop line at an intersection.

d. Bus lane:

(1) The bus lane (in cities) has been established to limit traffic. It is marked by a blue line and it designates a lane to be used only by buses. Supplemental signs normally show the time when no vehicles other than buses will travel in the lane. At intersections the bus lane will have a broken or dash lines, vehicles other than buses may enter this bus lane to make a right turn or to immediately exit the main street.

(2) Median (center) bus lane in Seoul is marked in red around the bus stop areas only and it designates a lane to be used only by buses 24 hours a day. Do not use this lane for any reason. Drivers can only make U-turns at intersections where designated signs are posted. Caution should be exercised around bus lanes as the buses will be traveling at a much higher rate of speed than normal city traffic.

(3) Bus lanes on the Gyeongbu expressway (Highway #1) have been designated to be used only by buses and 9-passenger vans having at least 6 passengers. It is marked by a blue line.



Figure 4-5. Bus lane

e. Unprotected left turns.

(1) An unprotected left turn is allowed only where the pertinent sign is installed.

(2) An unprotected left turn is allowed when your signal is green and when there is sufficient clearance between you and the opposing traffic.

Figure 4-6. Unprotected left turn

f. U-turns. Drivers will not drive on or cross the median unless specifically authorized. U-turns are prohibited on divided highways, expressways, and other places so designated.

g. A vehicle must travel over the lane designated by the type of vehicle. The example given below is a road with 3 lanes (one-way).



	1st Lane	Sedans, station wagons, 1.5 ton and below pickup trucks and vehicles of similar design and function.
3 Lanes (One-way)	2nd lane	Sedans, station wagons, 1.5 ton and over, pickup trucks, trucks, and buses.
	3rd lane	Motorcycles, bicycles, carts, and trucks towing trailers or other construction trucks.

Figure 4-7. Lane by The Type of Vehicle

NOTE: First lane (closest to the center line) then number to the right curb.

4-3. Right-of-Way

a. When an authorized emergency vehicle approaches, with a siren or a flashing light **on** post, or siren **and** flashing light **off** post, all traffic is required to yield the right-of-way by moving as far to the right or far left side of the road as possible (depends upon your location) and stopping until the emergency vehicle has passed. However, ensure you don't stop at the intersection. Remember it is normal in off post traffic for On-Duty Emergency vehicles to travel with their emergency lights on.

b. Right-of-way laws define who has the right of way. **NEVER INSIST ON TAKING THE RIGHT-OF-WAY.** Wait until it is yielded to you. All drivers have a moral and legal responsibility to avoid a collision. Courtesy and cooperation among drivers helps

prevent accidents and makes driving more pleasant.

c. At intersections without STOP or YIELD signs or traffic signals--

(1) The first vehicle in the intersection should be allowed to go ahead.

(2) If two drivers reach an intersection from different streets at the same time, the driver of the vehicle on the left must give the right-of-way to the vehicle on the right.

(3) When you see a vehicle crossing or beginning to cross the road you are driving on, slow down, prepare to stop, and let it go ahead.

d. Yield the right-of-way to faster moving vehicles. Regardless of the speed at which you are traveling, you must not obstruct another driver so he cannot pass. When driving on a roadway wide enough for more than one line of vehicles in your direction of travel, you must move out of the left hand lane when another vehicle is close behind you and trying to pass. Vehicles which must

move at slower speeds must travel in the lane farthest to the right or in a lane marked for them by signs.

e. Right-of-way is defined by road condition.

(1) On a narrow inclined road, the descending vehicle has right-of-way. Ascending vehicle must pull over to the right.



Figure 4-8. Right-Of-Way (Descending Vehicle)

(2) On a narrow road, a vehicle with passengers or cargo has the right-of-way. Unloaded vehicle must pull over the right.

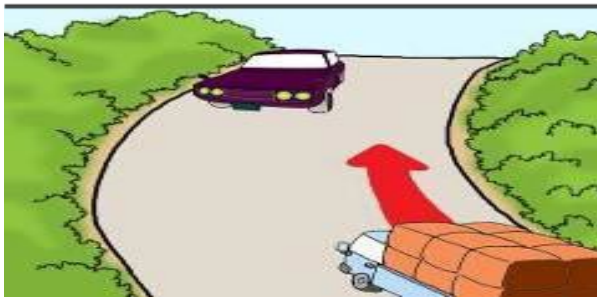


Figure 4-9. Right-Of-Way (Loaded Vehicle)

4-4. Speed Limits

a. Speed limits in this paragraph do not apply to official USFK vehicles. (See chapter 7 for official USFK vehicle speed limits.) Speed limits established by the law must be observed. Often the speed limit is set by individual traffic signs. When these signs are used, the posted speed limits must be observed.

(1) Speed reduction during inclement weather. Vehicle operator should reduce speed by 20 to 50 percent when driving in snow, fog, ice, or rain.

(2) Speed and force of impact. (Pictorial comparison)

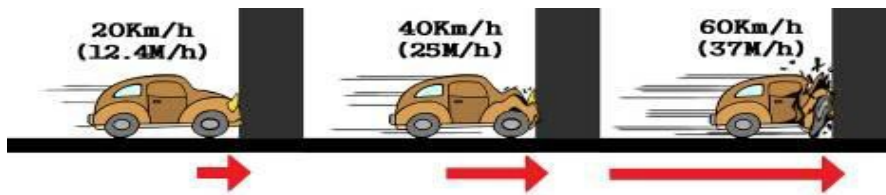


Figure 4-10. Speed and Force of Impact

b. Metric System. The metric system is used in Korea. Speed limit or distance is shown in meters or kilometers rather than feet or miles. For a quick mental conversion, multiply kilometers by .6 for approximate miles, or multiply miles by 1.6 for approximate kilometers (e.g., 40 km x .6 = 24 miles, or 30 miles x 1.6 = 48 kilometers). The table below shows approximate equivalents of common measurements used in driving.

**Table 4-1
Approximate Equivalents of Common Measurements
Used in Driving**

FEET	METERS	MILES	KILOMETERS
1	0.3048	1	1.6093
10	3	10	16
15	4.6	15	24
100	30	19	30
200	61	25	40
300	91	31	50
400	122	37	60
500	152	43	70
		50	80
		55	88
		62	100

4-5. Passing

a. Method of passing.

(1) To alert vehicles ahead, driver must indicate in advance the intention to pass.

(2) Driver must pass to the left of a vehicle traveling in the same direction. Safe passing must be accomplished after insuring adequate clearance and the speed of vehicles in front of, to the rear of, and on-coming traffic.

b. Places where passing is prohibited.

(1) On or near the top of steep grades.

(2) On curves.



Figure 4-11. Prohibited Passing

(3) Descending lane on a steep incline.

(4) Inside a tunnel.

(5) Intersections.

(6) Where prohibited by traffic signs.

Figure 4-12. Traffic Sign – Do not Pass

4-6. Driving through Intersections

a. Method of entering.

(1) Vehicles turning right must first move slowly to the lane nearest the right hand curb.

(2) Vehicles turning left must do so from the left hand edge of the lane closest to the centerline and from the center point of the intersection.

(3) Vehicles turning or going straight must move slowly to the appropriate lane at least 70 meters prior to the white line at the intersection.

b. Pedestrians. Pedestrians have the right-of-way at intersections and marked pedestrian

crosswalks.

(1) Drivers will yield to pedestrians crossing at green crossing signals.

(2) Drivers will yield to pedestrians crossing the road at or near intersections where traffic is not being controlled.

c. Extreme caution must be employed when

entering into intersections after a traffic signal has changed from red to green.

4-7. Vehicle Lights

a. Requirements.

(1) Vehicles must have headlights, clearance lights, taillights, and license plate light lit when driving at night. (Night is defined as a half hour after sunset until a half hour before sunrise.)

(2) When objects cannot be seen within 100 meters during the day due to inclement weather, lights must be turned on the same as if driving at night. When driving through fog, it is best to use low beams.

b. Use of low beams.

(1) When traveling through a high density traffic area at night, low beams must be continuously used.

(2) When encountering on-coming traffic at night, dim the headlights to prevent other drivers from being blinded.

(3) When a vehicle is stopped or parked on the roadway at night, parking lights or clearance lights must be on.

4-8. Driver Responsibilities

a. Drivers are responsible to abide by Korean Law and posted speed limits and restrictions. Speed limits and designated bus lane established by the law must be observed.

b. According to USFK Regulation 190-1, paragraph 2-4, and its rule titled: —Implied Consent to Blood, Breath or Urine Tests, Persons who operate a motor vehicle, motorcycle, moped or

bicycle on a military installation/garrison automatically give their consent to chemical tests for alcohol or drug content of their blood, breath or urine. It is implied that, if lawfully stopped, apprehended or cited for an offense committed while driving or in control of a motor vehicle, motorcycle, moped or

bicycle, the individual has given "implied consent" to the search of his/her person. An individual's refusal under the "Implied Consent" provision will automatically result in a one-year revocation of driving privileges.

c. Splashing. When driving in wet areas, drivers must not splash mud or water on pedestrians.

d. Protection of children and the blind. When an unaccompanied child or a blind person with a white cane is walking on the road, the vehicle must come to a complete stop.



Figure 4-13. Crosswalk

e. Protection of pedestrians at crosswalks. When a pedestrian is in a crosswalk, vehicles must stop completely. Slow down and prepare to stop when approaching a stopped or parked vehicle near a crosswalk. Pedestrians may be crossing in front of the stopped or parked vehicle.

f. On U.S. Installations: Do not pass or overtake a school bus or shuttle bus when buses are

loading or unloading passengers, as indicated by flashing lights or directed observation. Vehicles traveling in either direction of a stopped school bus/shuttle bus must stop.

g. Driver attendance. When leaving a vehicle, drivers must make sure that the motor is turned off, the parking brake is set, and the vehicle is locked so that it cannot be driven by another person.

h. Use of horns. The use of horns is prohibited in designated areas within major cities.

i. Alcohol and drugs. Driving while under the influence of drugs or alcohol is prohibited. The legal limit of intoxication is 0.5mg (0.05%) or more of alcohol per 1ml of blood.

j. Safety restraint usage.

(1) All occupants of Government-owned vehicles, privately owned vehicles used for official business, or any vehicle operated on a Federal installation, will wear manufacturer-installed restraint systems.

(2) All USFK personnel will wear manufacturer-installed restraint systems at all times while driving or riding in a POV, both on and off any USFK installation.

(3) Individuals will not ride in seats from which manufacturer-installed occupant restraint systems have been removed or rendered inoperative.

(4) Drivers are responsible to have front and rear seat passengers wear seat belts.

(5) No vehicle operator will transport an infant/child under 4 years of age and/or under 45 pounds without being properly secured in an infant/child

restrain device (car seat). If either requirement (age or weight) is not met, then the infant/child must be transported in a car seat.

k. Distractions:

(1) Vehicle operators must pay strict attention while driving. As such, vehicle operators are prohibited from the wear of commercial headsets/headphones or earplug radios. Drivers should not eat or smoke while driving.

(2) Vehicle operators are restricted from using a Mobile Personal Electronic Device (MPED) on or off military installations such as a hand held cellular phones, I-Phone, Blackberry, Personal Digital Assistant (PDA), or other similar devices for the specific purpose of sending or reading text or e-mail messages while driving unless the vehicle is safely parked or they are using a hands-free device. Earphones versions of hand free devices are prohibited.

(3) Vehicle operators are prohibited from watching entertainment media capable devices, such as but not limited to video machines, while the vehicle is in motion. An entertainment media capable device is defined as having a device displaying videos or video feed visible to the vehicle driver that may distract the driver from paying full attention while driving. This means that in car dash mounted, in dash, or portable devices displaying anything other than a navigation mapping system are prohibited to be viewed by the driver while they are driving. (This is inclusive of GPS devices mounted on the dash board or in the dash that are also equipped with multi-media players where the driver can watch TV, Video, DVD Recordings, or other visual media other than a navigational map while the vehicle is in operation.)

4-9. Parking

a. Illegal parking significantly contributes to congestion and impedes the traffic flow on and off military installations. All persons who have registered a vehicle are responsible for the proper use of that vehicle, including parking. Accordingly, any individual whose registered vehicle has accumulated more than two DD Form 1408 (Armed Forces Traffic Ticket) for parking violations during a 60-day period may have his/her driving privileges suspended for a period of up to six months at the discretion of the installation commander. .

b. Prohibited parking. Except when necessary to avoid conflict with other traffic or to comply with law or the direction of law enforcement personnel or an official traffic control device, no person will park a vehicle--

- (1) On a sidewalk.
- (2) In a crosswalk.
- (3) In front of driveways.
- (4) On a bridge or other elevated structure upon a roadway.
- (5) Within a highway tunnel.
- (6) On railroad or streetcar tracks.
- (7) At any place narrow enough to make passing difficult, dangerous, or impossible.
- (8) On a roadway or shoulder within 100 feet (30 meters) of the crest of a hill.
- (9) Beside another vehicle parked parallel to the curb or on a roadway shoulder.
- (10) Where official signs prohibit parking, where

installation signs reserve parking, when the curbing is painted yellow, or when the roadway is marked in yellow or white.

(11) Within 20 feet (6 meters) of a fire hydrant, crosswalk, bus stop or intersection.

(12) Within 20 feet (6 meters) of a driveway to any fire station or similar emergency facility, on the side of the street opposite the entrance to any fire station or similar emergency facility, or within 75 feet (23 meters) of the entrance.

(13) Within 30 feet (9 meters) of the approach to any flashing signal, stop sign, yield sign, or traffic control signal located at the side of the roadway.

(14) On a grassed or seeded area on U.S. military installations unless directed by proper authority.

(15) Stop, park, or leave a vehicle attended or unattended where it is prohibited. In any event, an unobstructed width of the highway opposite a vehicle must be left for the free passage of other vehicles, and a clear view of the stopped vehicle must be available from a distance of 200 feet (60 meters) in each direction.

4-10. Passenger and Cargo Limitations

a. Passenger limitation. The number of passengers will not exceed the designated seating capacity.

b. Cargo limitation.

(1) Do not exceed manufacturer's recommended cargo weight limitation of the vehicle.

(2) Contents of the cargo should not extend beyond one tenth of the vehicle length.

(3) Width of cargo should not block or impair the rearview mirror.

c. Warning signs for cargo that exceeds the length limit.

(1) Daylight. A red cloth, 30cm x 50cm or larger, must be affixed to the farthest protruding

edge.

(2) Night time. A light or reflector must be fastened to the farthest protruding edge.

Chapter 5

Special Provisions for Expressway Driving 5-1.

Rules for Travel

a. Right-of-way.

(1) An emergency vehicle has the right-of-way.

(2) A vehicle already on the expressway has the right-of-way.

b. Passing.

(1) When passing, drivers must turn on the directional signal, and then pass safely using the left lane (passing lane). Upon completion of passing, he must return to the traveling lane using the right turn signal.

(2) The following figure depicts the use of directional signals when passing. When passing on the expressway, directional signals are used to indicate a change, either to enter the passing lane or the traveling lane. When in the passing lane, the directional signal must be turned off.

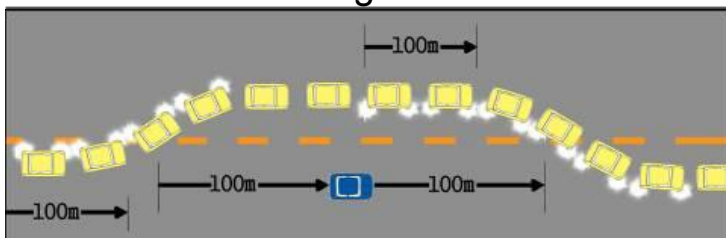


Figure 5-1. Use of Directional Signal (Highway Driving)

5-2. Vehicle Breakdown

When a vehicle is disabled and unable to travel on the expressway, move the vehicle to the right side of the roadway and place a triangular warning sign 100 meters (daylight) and 200 meters (night time) or more behind the vehicle. Turn on the vehicle's hazard lights (flashers) to provide additional visibility. Flashers may also be used by other motorists to warn of emergency conditions (accident on or near the roadway, disabled vehicle, etc.) Flashers must be visible up to 500 meters.

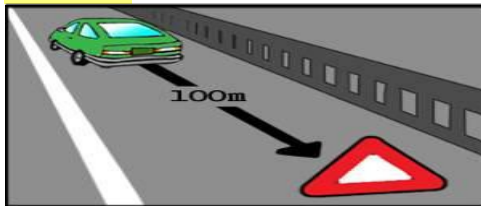


Figure 5-2. Location of Warning Sign

5-3. Drivers Responsibilities on The Expressway

- a. Drivers will ensure their passengers wear installed seatbelts.
- b. Warning devices (warning triangular or traffic flares) must be carried at all times including expressway traveling. (Exception: Vehicles carrying flammable or explosive materials will not use or carry flares.)
- c. If you travel on the Kyongbu expressway (Highway #1) observe the bus lane rule. The bus lane is reserved for the buses and the 9-passenger vans with minimum 6 personnel on board. See

paragraph 4-2d, bus lane, for further information.

d. Don't drive along the side or shoulder of the expressway and be aware of stalled and emergency vehicles in this area.

e. Slow down when going in and out of a tunnel because your vision needs to adjust to the change in lighting.

f. Maintain a safe distance between your car and any car in front of you. Allow at least one car length for each 10 MPH / 16 KPH (e.g., three car lengths if you are driving 30 MPH / 48 KPH). Apply the —3-Second Rule.

g. When you are in need of help from a Korean, and you cannot communicate, use Appendix B of this pamphlet to point out the messages you wish to convey.

Chapter 6

Traffic Accidents

6-1. Korean Motor Vehicle Laws

a. All USFK members, including military members, DOD civilians, and family members, are subject to Korean motor vehicle laws. Korean law requires that the driver of a motor vehicle exercise a high degree of care to avoid an accident. A driver who fails to exercise that duty of care and causes an accident is subject to civil and criminal liability.

b. Criminal liability:

(1) Under Korean criminal law, any driver of a motor vehicle is considered a professional driver. Consequently, a driver involved in an accident resulting in death or injury may be found guilty of occupational negligence and subject to

imprisonment for a maximum of five (5) years or a fine of 20 million Won. If a driver flees the scene of an accident, the penalty is increased and could result in imprisonment for life.

(2) Under a special statute, a driver found at fault in an accident resulting in injuries or property damage may be relieved from criminal liability if the driver enters into a private settlement agreement or has an open-ended comprehensive insurance policy covering bodily injuries and property damage without a limit. However, in the following cases, drivers are not relieved from criminal liability, whether or not they enter into a settlement agreement or hold an open-ended comprehensive insurance policy:

- (a) Causing a fatal accident.

- (b) Leaving the accident scene without taking necessary measures to aid an injured person.

- (c) Violating a traffic signal or an instruction by a police officer.

- (d) Crossing a center-dividing line, making an unauthorized U-turn or initiating an unlawful backing maneuver.

- (e) Exceeding the speed limit by 20 kilometers per hour.

- (f) Passing in an unsafe or illegal manner.

- (g) Violating railroad crossing procedures.

- (h) Disregarding driver's duties to protect pedestrians at crosswalks.

- (i) Driving without a driver's license.

- (j) Driving under the influence of alcohol or drugs.
- (k) Trespassing on the separated sidewalk or improper crossing.
- (l) Neglecting duties to protect passengers from falling out of vehicles.

c. **Civil Liability:** A driver is liable for any deaths, personal injuries and all property damage resulting from an accident for which the driver is responsible.

Entering into a private settlement agreement, however, is a mechanism for resolving the matter between the parties rather than relying upon the courts to do so. As explained above, civil liability is closely connected to criminal liability because a private settlement may also relieve the driver from criminal liability, except when there are aggravating circumstances as described in paragraph 6-1b above. Even when the driver is not relieved of criminal liability, a private settlement could still significantly reduce the criminal penalty.

d. Sufficient insurance is essential for protection from both civil and criminal liability.

6-2. Procedures after an Accident

- a. Driver responsibilities.
 - (1) Stop immediately.
 - (2) Aid the injured and take other necessary emergency measures.
 - (3) Report the following information to the nearest police officer:
 - (a) Location, time, and date of accident.

(b) Degree of injuries, to include fatalities.

(c) Type and degree of property damage.

(d) Other necessary information.

(4) Document the scene with photographs if possible. Recommend carrying a camera or cell phone camera.

b. A police officer may order drivers to do the following:

(1) Aid the injured.

(2) Remain at the scene of the accident if needed to prevent traffic hazards.

(3) Take other measures necessary for maintenance of traffic safety.

c. Drivers leaving the scene of the accident without taking necessary actions will be subject to severe punishment.

d. If you encounter language problems with Koreans involved, show your USFK FL 1EK (HQ USFK SOFA card) or appendix B of this pamphlet, and point out items that you desire to express.

Chapter 7

Additional Requirements for Military Vehicles 7-1.

Vehicle Movement

a. Road clearances. When there is any question of road clearance, or in the absence of a sign indicating measured clearance (width and height), the driver will stop the vehicle and determine if there is sufficient clearance for the vehicle and its load before attempting to negotiate an

underpass, highway, or bridge.

b. Toll booths. All drivers of military vehicles will come to a complete stop at all toll booths upon entry and exit from expressways and toll roads.

c. Eating, drinking, or smoking. Drivers of **military** vehicles will not eat, drink, or smoke while operating a vehicle.

d. The wearing of portable headphones, earphones, or other listening devices while operating a motor vehicle, on or near the roads and streets of the installation is prohibited while the vehicle is operating.

e. The use of cell phones. Personnel subject to USFK Reg 190-1, MOTOR VEHICLE TRAFFIC SUPERVISION, are restricted from using hand held cellular phones while operating a motor vehicle on or off military installations. Use of a cellular phone utilizing the hands free operation is authorized. A hands free device is a speaker that is audible from within the vehicle compartment. Earphones or headphones have the potential to cause the driver to be unable to hear approaching emergency vehicles and therefore are not authorized for use while driving or operating any vehicle.

7-2. Highway Condition Codes

Highway conditions are color coded as follows:

a. **Green** - road conditions are normal.

b. **Amber** - only vehicles essential for official business will be allowed to exit the installation.

c. **Red** - only vehicles on emergency missions are authorized to exit the installation. An emergency mission is one which meets one or more of the

following:

(1) Protection of life and property.

(2) Emergency road repair crews or communication repair crews.

(3) Military police missions.

(4) Transportation regulating missions.

d. **Black** - road is not passable.

NOTE: Information on current road conditions can be obtained at <http://www.usfk.mil>.

e. Highway Condition Codes and Installation Traffic Codes.

Highway condition codes pertain to MSR and ASR roads. Installation traffic codes pertain to the overall road network on an installation.

7-3. Maximum USFK Vehicle Speed Limits (USFK Reg 190-1)

* Vehicle operators will not drive at a speed greater than is reasonable or prudent under the road and weather conditions and with regard to the actual and potential hazards. The maximum speed limits are shown below. Military vehicles operators will not exceed maximum speed limits.

a. When passing a marching unit-- 10 MPH / 16 KPH

b. On military installations--

(1) Residential Areas 15 MPH / 24 KPH

(2) School Zones (when yellow flashing light on) 15 MPH / 24 KPH

(3) Parking Area 5 MPH / 8 KPH

(4) Maximum speed limit (unless posted otherwise) 25

MPH / 40 KPH

c. Off-Military Installations--

(1) Within a city, community, or built-up area 35 MPH/56
KPH (or as posted)

(2) Outside a city, community, or built-up area 40
MPH/64 KPH (or as posted)

(3) School Zones 20 MPH / 32 KPH

d. On expressways and toll roads--

(1) For sedan type military vehicles, the speed
limit will be as posted.

(2) Tactical vehicle -- 40MPH / 64KPH

(3) All other military vehicles are considered cargo vehicles
and speed limit for these types
of vehicles is 50 MPH / 80 KPH regardless of the time of day.

7-4. Traffic Point System

a. USFK Reg 190-1, Appendix C describes Points
Assessment for Moving Traffic Violations
and applies to all military personnel, civilians, contractors,
and their family members.

b. The revocation authority will immediately suspend the
driving privileges of an individual who
commits a serious driving offense (defined as an offense
assessed more than 3 points under AR
190-5/OPNAV 11200.5C/AFR 31-204/MCO 5110.1C/DLAR
5720.1) while awaiting adjudication.

c. Individuals whose driving privileges are suspended or
revoked, to include those individuals
with an accumulation of 12 traffic points within 12
consecutive months or 18 traffic points within 24

consecutive months, will be notified in writing through official channels. Revocation based on traffic points will be for a minimum of six months. The unit's Master Driver will certify that the remedial driving has been completed and report this information to the Unit Commander.

d. Points assessed against an individual will remain in effect for point accumulation for a consecutive 24-month period or until separation from the service. This does not include cases involving immediate reenlistment, change of component, military retirement, or continuation of SOFA registration as a civilian employee of the U.S. Armed Forces in the ROK. Extension of tours by civilian and military personnel does not constitute separation from the service or termination.

e. Military members must attend remedial driver's training upon the accumulation of six or more traffic points in six months.

Chapter 8

Motorcycle and Bicycle

Safety Rules and Devices 8-1.

Motorcycle/Moped

- a. Personnel who operate motorcycles/mopeds (regardless of engine size) on a public street or highway must be licensed IAW USFK Reg 190-1, Chapter 2.
- b. While operating any of above modes of travel, safety must be exercised at all times. Compliance with ROK motorcycle standards is mandatory. Refer to USFK Reg 190-1, Appendix B- 19, Special Rules for Motorcycles.
- c. Motorcycles will not be operated on Korean expressways or prohibited highways.
- d. All motorcycles/mopeds regardless of engine size must be registered at the Area Vehicle Registration Office. All motorcycles/mopeds must

have headlights on at all times when operating.

e. Motorcycles/mopeds operators will wear:

(1) Safety Helmet certified to meet Department of Transportation (DOT) standards properly fastened under the chin.

(2) Shatterproof eye protection. Plastic or hardened safety glasses, wraparound glasses, goggles, or a full-face shield are required even if the motorcycle/moped is equipped with a windshield. Non-safety prescription glasses and sunglasses are not considered suitable eye protection.

(3) Full-fingered gloves.

(4) Sturdy footwear that provides over the ankle coverage of the foot.

(5) Full-length trousers and long-sleeved shirt or jacket.

(6) High-visibility outer upper-body garments are strongly encouraged. Reflective vests or belts are encouraged at all times when riding and reflective clothing is strongly encouraged for night time travel. Outer upper-body garment should be clearly visible and uncovered at all times.

NOTE: If a backpack is worn, a reflective vest needs to cover the backpack to provide the visibility to the drivers from behind.

f. Motorcycles, regardless of engine size, used exclusively for off-road sporting and recreational purposes are not classified as a POV. These vehicles will never be operated on a public street or road.

g. Mopeds are two-wheeled motorized vehicles with an engine size of 49 cubic centimeters and

below. All mopeds are required to be registered on base, will be issued a license plate by the ROK and display a USFK Vehicle Decal. Note in order to obtain a ROK License plate, all mopeds must also have valid insurance.

8-2. Bicycle Safety

Whether in uniform or out of uniforms, a bicycle safety helmet will be worn at all times. Bicyclist will wear high visibility upper body garments for day time travel and reflective material for night time travel in order to be clearly visible at all times. When crossing through a crosswalk, it is a good practice to walk the bike across to the other side.

Appendix A Korean Road Traffic Signs

Korean Road Traffic Signs 교통안전표지일람표

WARNING SIGNS 주의 표지	101 Cross Intersection +자형교차로	101-1 T-Intersection T 자 형교차로	102-2 Y-Intersection Y 자형교차로	101-3 Right Side Road └자형교차로
101-4 Left Side Road ┌자형교차로	102 Priority Road 우선도로	103 Right Merge 우합류도로	103-1 Left Merge 좌합류도로	104 Traffic Circle 회전형교차로
105 Railroad Crossing 철도건널목	106 Right Curve 우로굽은도로	106-1 Left Curve 좌로굽은도로	107 Right Double Curve 우좌이중굽은도로	107-1 Left Double Curve 좌우이중굽은도로
108 Two-way Traffic 2 방향통 행	109 Upgrade 오르막경사	109-1 Downgrade 내리막경사	110 Road Width Reduced 노폭감소	110-1 Road Width Reduced-Right 우차선감소

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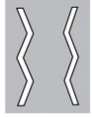

110-2 Road Width Reduced-Left 좌차선감소	111 Keep Right 우측방통행	112 May Travel Either Lane 양측방통행	113 Divided Road Begins 분리도로시작	113-1 Divided Road Ends 분리도로끝
114 Traffic Signal Ahead 신호기	115 Slippery Road 미끄러운도로	116 Wharf/ River Bank 강변도로	117 Bumpy Road 노면요철	117-1 Speed Bump Ahead 과속방지턱
118 Falling Rocks 낙석도로	119 Loose Gravel/Mud 돌, 흙탕물튀는도로	120 Pedestrian Crossing 횡단보도	121 Children Protection 어린이보호	122 Bicyclist Ahead 자전거
123 Road Under- construction 도로공사중	124 Low-flying Aircraft 비행기	125 Cross Wind 횡풍	126 Tunnel Ahead 터널	127 Wild Animal Protection 야생동물보호
128 Danger 위험	PROHIBITARY SIGNS 규제 표 지	201 Road Closed 통행금지	202 No Entry for Passenger Cars 승용자동차 통행금지	203 No Entry for Cargo Vehicles 화물자동차 통행금지

204 No Entry for Buses 승합자동차 통행금지	205 No Entry for Motorcycles 2륜자동차 통행금 지	206 No Entry for Passenger Cars/Motorcycles 승용자동차, 2륜 자동차 통행금지	206-1 No Tractors /Cultivators 트랙터 및경운기 통행금지	207 No Entry for Animal Drawn Vehicles 우마차통행금지
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208 No Entry for Hand Carts 손수레 통행금지	209 No Entry for Bicycles 자전거 통행금지	210 Do Not Enter 진입금지	210-1 No Through Traffic 직진금지	211 No Right Turn 우회전금지
211-1 No Left Turn 좌회전금지	212 No Crossing 횡단금지	212-1 No U-Turn 횡단회전금지	213 Do Not Pass 앞지르기금지	214 No Parking or Stopping 주정차금지
215 No Parking 주차금지	216 Weight Limit 중량제한	217 Height Limit 높이제한	218 Width Limit 폭제한	219 Distance Limit 차간거리제한
220 Maximum Speed Limit 최고속도제한	221 Minimum Speed Limit 최저속도제한	223 Slow Down 서행	224 Stop 일시정지	225 Yield 양보

226 Pedestrian Crossing Prohibited 보행자횡단금지	226-1 No Pedestrian Walking 보행자보행금지	227 No Entry for Vehicle Carrying Dangerous Material 위험물적재 차량통행금지	MANDATORY SIGNS 지시 표지	301 Road Reserved for Motor vehicles 자동차 전용도로
302 Road Reserved for Bicycles 자전거 전용도로	302-1 For Bicycles And Pedestrian 자전거 및 보행자 겸용도로	303 Traffic Circle 회전교차로	304 Direction of Travel 직행	305 Right Turn 우회전
305-1 Left Turn 좌회전	306 Straight or Right Turn 직행 및 우회전	306-1 Straight of Left Turn 직행 및 좌회전	307 Right or Left Turn 좌우회전	308 U-Turn 횡단회전

309 May Travel Either Direction 양측방향통행	310 Keep Right 우측면통행	310-1 Keep Left 좌측면통행	310-2 Proceeding Direction 진행방향별 통행구분	310-3 Bypass 우회로
312 Use Snow tires or Chains 스노우 타이어 또는 체인사용	313 Safety Zone 안전지대	314 Parking Permitted 주차허용	314-1 Parking for Bicycle 자전거 주차장	315 Road Reserved for Pedestrians 보행자 전용도로

316 Pedestrian Crossing 횡단보도	317 Children Protection 아동 보호	318 Bicycle Crossing 자전거 횡단도	319 One-way Traffic 일방통행	319-1 One-way Traffic 일방통행
319-2 One-way Traffic 일방통행	320 Unprotected Left Turn 비보호좌회전	321 Regular Services Bus Only 버스전용차로	322 HOV Lane 다인 승차량 전용차로	ROAD POSTING 노면 표시
Speed Limit (Children Protection)  속도제한 (어린이보호구역안)	Slow 서행  서행	Exclusive Bus Lane 버스전용차로 	No U-turn 유턴금지 	No Parking 주차금지  주차금지
SUPPLEMENTARY SIGNS 보조 표 지	Towing zone 견인지역 	Cancellation 해제  해제		

