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Security

**THE KADENA AIRFIELD SECURITY
CONSTABLE GUIDE**

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This instruction implements AFD 31-1, *Physical Security*, dated 1 August 1995 and AFI 31-101, *The Air Force Installation Security Program*, dated 1 June 2000 to establish procedures for developing and organizing an effective security education and training program. It establishes procedures and requirements for the Installation Security Constable to implement Phase 1, Orientation Training, and Phase II, Continuation Training. Many of the areas covered in this pamphlet are extracted from the command supplement to AFI 31-101. Requirements established in this pamphlet are directive in nature. It applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

1. Introduction: The Installation Security Constable (ISC) is the key player in implementing an effective wing-level security education and training program that has direct impact on the security of Kadena Air Base protection level resources. The ISC will primarily work hand in hand with a large part of the base population who work on the installation's most valuable real estate--the flight line! Additionally, the ISC's reach extends outside the restricted area to the controlled areas located around the installation that support protection-level resources. Support of force security awareness is critical to providing appropriate protection for our resources.

2. Role of the Constable: An educator, evaluator, motivator, public relations representative, and, above all else, a professional who can be counted on for guidance and assistance. A force multiplier, bringing support forces and security forces together to obtain the overall state of security required for our protection-level resources. Specific duties are determined by the installation Chief of Security Forces (CSF) to meet the following minimum requirements:

- 2.1. Phase I, Orientation Training: Conduct this training during indoctrination to the installation for all newcomers and in conjunction with antiterrorism/force protection level 1 briefings. (Ref. AFI 31-101, paragraph 7.2.2.)

2.2. Phase II, Continuation Training: This training is tailored to the individual job and encompassing detection exercises in restricted and controlled areas. (Ref. AFI 31-101, paragraph 7.2.3.)

2.3. Updates to the Installation Security Council (including exercise ratings and trends).

3. Establishing the Security Education and Training Program. The Installation Security Constable position is established under the authority of AFI 31-101. This is the single most important position in developing the security education and training of personnel assigned to the installation. Without an effective security education and training program, the security awareness of personnel working on or around the installation will be degraded. The ISC must communicate security policy and procedures, establish a relationship of trust with commanders from the entire installation, and provide supervisors with the support and guidance needed to educate and motivate troops assigned to their sections.

3.1. The CSF appoints the Installation Security Constable in writing and informs every commander on the installation of the appointment. The constable will work directly under the NCOIC, Security Forces Validations (18 SFS/SFV).

3.2. The Installation Security Constable's information must be publicized to installation personnel through any visual media deemed appropriate by the CSF.

3.3. The Installation Security Constable must be included by the wing as part of the base indoctrination program. Involvement at this level is paramount!

3.3.1. Phase I, Orientation Training, as listed in AFI 31-101, paragraph 7.2.2., must be accomplished during indoctrination training. Documentation of this training can be accomplished by maintaining sign-in sheets for the indoctrination program.

3.3.2. Phase II, Continuation Training, as listed in AFI 31-101, paragraph 7.2.3., must be accomplished continuously. This includes detection exercises conducted on a recurring basis in restricted and controlled areas. The ISC's role in this phase of training should be focused on detection exercises and continued awareness briefings to unit personnel. The ISC should also work with unit security managers and unit training managers to ensure they have updated information in their phase II security education and training programs.

4. Conducting the Security Education and Training Program. As the Installation Security Constable must be flexible and highly mobile. The job should take you into the work centers and controlled and restricted areas on a daily basis. The ISC must consider becoming a mobile constable, setting up an office outside of the normal security force work center. The ISC cannot effectively complete these responsibilities sitting at a desk in the security forces building day in and day out. The ISC must gather and use available resources to conduct program initiatives. See the following examples for inclusion in the program (not all-inclusive):

Video productions depicting local security conditions.

Power Point briefings for commander's calls and work center briefings.

Bogus credentials for controlled and restricted area penetration exercises.

Military uniform items for use during exercise scenarios.

Handouts containing security education information.

Incentive programs sponsored by wing and unit commanders for security awareness actions.

4.1. Phase I, Orientation Training: The ISC will get involved with the military personnel flight's base individualized newcomer treatment and orientation (INTRO) monitor and develop a briefing that will

grab the attention of the newly assigned personnel. The ISC must conduct this training as part of the installation's indoctrination program. It will include as a minimum:

Local threat conditions and how the threat applies to the individual.

Information from the installation security instruction concerning restricted area entry, controlled area entry, and other pertinent installation-specific security information.

Escort procedures for restricted areas. Duress word procedures.

Locations and designations of protection-level resources Security Reporting and Alerting System information.

HELPING HAND/COVERED WAGON hot lines to the security forces control center TERRORIST or CRIME STOP hot lines to the security forces control center.

4.1.1. The key here is to get their attention! Include information on recent security incidents or events in your presentation. Talk about scenarios from HELPING HAND situations at your installation or across the command. Also, discuss the exercise scenarios that were conducted in their work centers, citing good and bad examples. If the installation commander has established an incentive program at the installation, this would be a good time to inform new personnel of how it works.

4.1.2. Document phase I training as determined by the CSF. As a minimum, you should maintain a list of all personnel who attended the training sessions for a period of 1 year. Establish procedures to have personnel sign the sheet, acknowledging completion of the training. Consider briefing the Installation Security Council on numbers trained.

4.2. Phase II, Continuation Training: This phase of training will be conducted in two distinct parts. The unit as part of their ancillary training program conducts part 1. This training should be tailored to the specific duties of their work centers. For instance, training a flight of crew chiefs should include procedures to detect, detain, and report intruders found in the restricted area. The Installation Security Constable should work closely with each unit to ensure they have current training materials and tests to evaluate their personnel. The Installation Security Constable should physically go to the work centers to visit with personnel before and after training to continue awareness training and validate the effectiveness of the unit-level training. Phase II training must include as a minimum:

Information on threats to USAF protection-level resources.

Security procedures for restricted and controlled areas (i.e., circulation and entry control).

Duress words and authentication procedures.

Written knowledge tests. Test results should be forwarded to the Installation Security Constable on an annual basis as determined by the CSF.

4.2.1. The Installation Security Constable will conduct part 2 of continuation training. This will be completed by:

Visits to each restricted area work center twice per year (can be accomplished through roll-call training or by briefing the unit at a commander's call).

Detection exercises (designated as security education and training exercises) to determine the effectiveness of the training program.

4.2.2. Documentation of phase II training will be accomplished on a locally devised form (computer database is acceptable). When knowledge tests are administered as part of the training, document the number tested, number of failures, and heavily missed (trend) items. The Installation

Security Constable should use the trend information to tailor future briefings and exercise scenarios for personnel assigned to the work center. Consider reporting this information to the Installation Security Council through the 18 WG/IGI.

4.2.3. The Installation Security Constable will conduct continuation training separate from units by planning, conducting, and evaluating detection exercises in restricted areas and controlled areas that support protection level resources. Design these exercises to determine the effectiveness of the installation security program. The CSF must establish complete exercise guidelines. The CSF will locally determine the number and frequency of detection exercises. Evaluate the number needed based on the size and number of restricted and controlled areas and the number of personnel assigned to these areas on a regular basis. Conduct sufficient exercises to develop trends and report that trend data to the 18 WG/IGI.

4.2.3.1. SET exercises should be designed to test the security awareness of nonsecurity personnel assigned to controlled and restricted areas. Specific exercises to test the security awareness of security forces personnel should be coordinated with the security forces standardization and evaluation element and meet the standards established by AFI 36-2225, *Security Education & Training*, dated 1 March 2001. The ISC should be highly experienced at conducting exercises prior to initiating this program. Keep in mind that exercise objectives should never take precedence over safety of personnel, equipment, or resources. Using actual perpetrators is authorized. However, exercise perpetrators **WILL NOT** simulate any action that could be interpreted as hostile by support or security forces. Additionally, perpetrators will explicitly follow any and all directions given by the exercise participants unless it causes a potential safety hazard or would violate the law. Consider implementing an exercise safety briefing (sample listed at attachment 1).

4.2.3.2. In order to plan effective and safe exercises, you must completely plan and execute SET exercises with a “cradle-to-grave” philosophy. Use the following guidelines when developing SET exercises:

PLANNING PHASE:

- Schedule a time and location for the exercise.
- Develop an exercise scenario with at least one specific objective.
- Determine equipment, uniform, and perpetrator needs.

NOTE: All exercises involving airfield and aircraft movement areas need prior coordination with 18 OSS/OSA or Chief, Airfield Management.

IMPLEMENTATION PHASE:

- Notify appropriate control center(s) (central security control, wing command post, etc.).
- Brief perpetrators on their responsibilities and safety guidelines.
- Initiate the exercise (follow local authentication procedures as determined by the CSF).

EXECUTION PHASE:

- Obtain a position where you can observe all actions of the perpetrators/exercise participants.
- Control the actions as needed (step in if problems arise or safety is in question).
- Terminate the exercise when objectives are met or when it is clear that the objectives will not be met.
- Gather exercise participants and conduct a critique of the exercise (make every effort to leave

the critique with positive lessons even if the exercise is graded as a failure).
Allow exercise participants to evaluate what they saw that was wrong.

AFTER-ACTION PHASE:

Obtain names of participants for an exercise report.
Notify the attending control center of the termination (record in the blotter).
Debrief perpetrators, gather equipment, and release them to their work center.
Complete a report of the exercise and send it for review as determined by the CSF.
Consider sending the report to the commander of the exercise participants for review.
Compile information for formal reporting to the Installation Security Council.

NOTE: The use of civilians in SET exercises should be discouraged. However, if the installation considers this as an option, coordination with your local staff judge advocate and the wing safety office must be accomplished. Military members may be used to dress and act like civilians while performing perpetrator duties. Consider designing scenarios with military and civilian perpetrators.

4.2.3.3. Develop an exercise grading scale for use during SET exercises. This grading scale must be approved by the Installation Security Council and should be included in your installation security instruction. As a minimum, assign a grade of pass or fail to each exercise conducted. More elaborate systems may be developed to give better insight into the outcome of the exercises. A scale with 3 or 5 levels (i.e., Unsatisfactory, Satisfactory, or Outstanding) may be adopted by the Installation Security Council.

4.2.3.4. Exercise failure procedures must be developed to ensure correct lessons are learned from the exercises being conducted. If a unit or work center fails a SET exercise, a reevaluation with similar circumstances must be conducted after 30 days, but no longer than 60 days from the date of the failure. While it is realized that the same personnel may not be involved during the reevaluation, the intent is that the exercise results and lessons learned will be shared by personnel throughout their organization.

4.2.3.5. Document your SET exercises as directed by the CSF. Consider a formal report for any exercise that resulted in a failure (attachment 2). Some form of notification to the CSF and commander of the exercise participants should be developed. Consider face-to-face briefings with supervisory personnel, phone calls, or e-mail notifications. Track and log all exercises on locally developed exercise logs. Annotate the time, date, and location of the exercise. Additionally, a brief summary of the scenario, personnel involved, and the outcome of the exercise should be included. This log should look similar to the HELPING HAND and COVERED WAGON logs maintained by the security forces control center. Maintain a log of exercises by calendar year. Maintain SET exercise logs for a period of 1 year after close out.

4.3. Written knowledge tests: Develop a test bank of questions. This will allow you to tailor the tests for the work center being visited. Make questions specific to restricted area security and separate questions for controlled area security. Make additional questions that apply to those non-security personnel who don't work in restricted or controlled areas, but who require security awareness training.

4.3.1. Questions should be multiple choice or true/false. Do not design questions to trick or stump the participants. Written tests should be aimed at determining the level of comprehension from your training sessions. Consider taking tests with you when you visit work centers and commander's calls. Inform supervisory personnel that pretests are available and can be used before training to identify the unit's actual training needs. Most supervisory personnel will appreciate you

targeting the training to what they actually need rather than a general training session that may waste valuable mission time.

4.3.2. Grade the tests on the spot and give immediate feedback to the test takers. When completed, give an overall summary of the items missed. If areas were highly missed, provide the group with the correct information immediately. Do not let personnel leave the training session with incorrect information.

4.3.3. Document results of the tests. Individual documentation of test results is not required. Brief the CSF on overall testing results. The CSF should determine the format for reporting this information.

5. Day-To-Day Installation Security Constable Activities: The ISC is not required to be armed to perform daily duties. However, during periods of increased operations tempo and decreased manpower, the CSF should consider arming the ISC to augment available patrols in the restricted areas or on the installation. While armed, the ISC may continue to complete phase II awareness training and detection exercises within assigned post limits as long as they do not detract from your ability to carry out assigned responsibilities. Your CSF should develop guidelines on the ISC's actions when you are assigned to patrol duties.

5.1. Entry control point checks: The ISC can quickly spread the word on security awareness by getting out on the flight line and conducting entry control point checks. Ask a series of security education questions as you check the badges of those entering. This is a great way to determine knowledge on duress words and entry control procedures. Once again, this is great information to report to the Installation Security Council. It is also a good way to provide feedback to supervisors and commanders. Call a superintendent from the maintenance squadron and tell him that 12 out of 20 troops tested did not know the duress words and this will get their attention. Conversely, if the ISC tells them that 18 out of 20 knew the correct duress words, thank them for their support of the security education and training program.

5.2. The Installation Security Constable should be assigned under the 18 SFS/SFV. The CSF should give high priority to providing the constable with a vehicle for daily use. Rather than dedicating an otherwise usable patrol vehicle, consider using one of the following:

Motor pool U-drives.

All-terrain vehicles.

Bicycle.

Golf cart.

Step van (could be converted into a mobile control center).

5.2.1. Constables should conduct daily operations as directed by the CSF and local directives. The following list suggests the DO's and the DON'Ts of conducting constable operations:

Table 1. Constable Duties.

| DO | CONSTABLE DUTIES | DON'T |
|-----------|---|--------------|
| X | Conduct face-to-face meetings with security managers and superintendents. | |
| X | Attend quarterly security manager meetings. | |
| X | Attend commander's calls for all units on the installation. | |
| X | Walk-around and conduct face-to-face meetings in restricted/controlled areas. | |
| X | Review HELPING HAND and COVERED WAGON logs weekly. | |
| X | Publish security education handouts and distribute to the installation. | |
| | Act like an inspector. | X |
| | Create security rules and regulations. | X |
| | Keep personnel from accomplishing mission-essential tasks. | X |
| | Be late for meetings, briefings, and commander's calls. | X |
| | Allow personnel to downplay the security education and training program. | X |

5.2.2. The above list is not all-inclusive. The Installation Security Constable should be an extremely professional security force member selected to perform these duties based on maturity level, experience, and proven performance.

5.2.2.1. The Installation Security Constable must be the security education and training expert for the entire installation. Thorough knowledge of Air Force instructions governing security of the installation is a must. Additional knowledge on antiterrorism procedures, intrusion detection systems, and security force training and evaluations is critical to the proper execution of the constable's duties. The ISC should study and become well versed on the following publications:

DoD Regulation 5200.8, *Security of DoD Installations and Resources*.

AFI 31-101, *The Air Force Installation Security Program and AMC Supplements*.

AFI 31-201, *Security Police Standards*.

AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

AFI 31-210, *The Air Force Antiterrorism/Force Protection Program Standards*.

AFJI 31-102, *Physical Security (also known as Army Regulation 190-16)*.

AFPD 31-4, *Information Security*.

AFPD 31-6, *Industrial Security*.

5.3. Keep in mind that the ISC is the lone representative of the CSF and your entire unit during many encounters around your installation. Your professional conduct and bearing must remain above

reproach at all times. The effectiveness of your installation's security awareness is highly dependent upon your success.

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