



452 Security Forces Squadron



Security Forces Requirements
For
Prime/Sub-Contractor Representatives
2020

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**DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND
MARCH ARB CALIFORNIA**

08 Sep 20

MEMORANDUM FOR ALL CONTRACTORS

FROM: 452 SFS/CC

SUBJECT: Information for Civilian Contractors (Non-Classified Contracts)

1. Security of the resources on March Air Reserve Base is a primary concern for Security Forces personnel, requiring an increase in security awareness. We must exercise stringent controls of personnel who have reason to visit or work on our installation. Contractors performing work on the installation are no exception. Contractors, and their employees, will be required to adhere to the security policies and procedures established for the installation and its resources. All personnel will require a local background check prior to starting any contract.
2. The 452 Security Forces Squadron Police Services section is the point of contact for all contractor security related matters. Personnel are available to advise and/or assist you on any matters pertaining to security, law enforcement and installation access. The attached booklet provides important information and guidance to all contractors while they are on the installation. **Compliance with the directives outlined in this booklet is mandatory.** Thank you in advance for your cooperation. This information is for contracted businesses and not for public release.
3. For any other questions, you may contact the 452 SFS Police Services Program Manager at 951-655-7969 or 951-655-4950.

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Date: 2020.09.08 17:27:27 -07'00'

THOMAS D. SEBASTIANI, Maj, USAF
Commander

1. SECURITY FORCES REQUIREMENTS FOR PRIME/SUB-CONTRACTOR REPRESENTATIVES

1.1. During all contract performance, either classified or unclassified, security, law enforcement and/or traffic aspects of the contract will be monitored and enforced by installation Security Forces personnel.

1.2. Government contracts contain provisions for security of tools, equipment or supplies used in the government contract. On base Security Forces share your concern for securing property and are ready to assist you in accomplishing that task. Security Forces provide 24 hour patrol coverage on March Air Reserve Base; however, you should be aware that protection of government property is our primary mission. We highly suggest that you secure all high value items/equipment when not in use. March Air Reserve Base enjoys a relatively controlled/secure environment; however, the potential for loss is present.

2. CONTRACTOR/EMPLOYEES REQUIRING INSTALLATION ACCESS

2.1. Security Forces Pass-Information Sheet, Contractor Identification, is part of this booklet and is located on page 11. It is the Contracting Office's responsibility to identify all primary and subcontractors in writing prior to their entry onto March ARB. The format for identifying all contractor employees is on a Pass-Information Sheet (PIS). The PIS is required to be submitted to the installation Visitor Control Center (VCC) by the sponsor at the installation contracting office at minimum, 10 business days prior to first day of the job. To acquire unescorted installation access, the contractors and employees will undergo identity proofing, vetting of their background and determining fitness for installation access. When an individual has been determined unfit to enter the installation, the sponsor at the contracting office will be notified, who in turn will notify the contractor. The contractor is responsible for notifying the employees. During the vetting process, the Installation Commander (IC) through designated representatives; Defense Force Commander, Police Services, and/or VCC may deny access and issuance of a DBIDS pass or badge, based upon information obtained during the vetting process that indicates the individual may present a threat to the good order, discipline, and morale of the installation. The determined risk tolerance has been documented in the 452 AMW Integrated Defense Plan; situations, crimes, and/or activities that reasonably pose unacceptable risk to allow the individual access to March ARB. Examples of behavior and/or criminal records which pose unacceptable risk are listed on Attachment 2.

3. INSTALLATION ACCESS

3.1. The Visitor Control Center (VCC) will issue a one day pass to contractor officials during all phases of the acquisition cycle up to the day of actual contract work performance. Once the contract begins, contractors and their employees will need to enter the VCC for pass issuance for the individual/vehicle for the duration of the contract, up to one year. Contractors driving on to the installation must be in possession of the following valid credentials and documents: Driver's license, State issued ID, vehicle registration, proof of insurance, and proof their vehicles meet all state smog requirements. Remember, prior to the issuing of any contractor pass/badge, the

individual **MUST** have been vetted with a background check to determine if there is any disqualifying information prior to allowing escorted/unescorted entry onto the installation.

4. PASSES

4.1. All passes/badges issued to contractors and employees will be prepared by the VCC. All passes will be issued through the Defense Biometrics Identification System (DBIDS). For contracts less than one month contractors will be issued a DBIDS paper pass with a photograph. For contracts over one month to one year contractors will be issued a plastic DBIDS identification card. An AF Form 75, Temporary Visitor/Vehicle Pass will be used temporarily when the DBIDS system is down for system maintenance or nonoperational. When the DBIDS is restored, the contractor/employees will be required to return to the VCC and have a DBIDS pass/badge issued for the duration of the contract. Contractor officials should ensure employees read and understand the instructions printed on the front and back of the DBIDS pass/badge or AF Form 75. Contractor supervisors are responsible for the recovery of passes/badges/AF Form 75 when employment is terminated and/or prior to the expiration date recorded on the pass/badge. Passes/Badges issued are **NOT** transferable to other contractor employees and are only good for the vehicle(s) registered. Passes are valid during normal work hours as determined by the contracting office. If contractors determine they need to work after normal hours, weekends or holidays this should be coordinated with the contracting office prior to the previous arranged times. The Contracting Office will forward a revised work schedule to the VCC and Police Services office, authorizing the revised work schedule. The DBIDS pass/badge/AF Form 75 will be used for unescorted entry from/to the Main Gate and job work site and must be retained while on the installation at all times.

5. CONTROLLED AREA:

5.1. An area where entry and circulation controls are established: access is based upon official business, and where owner/user personnel maintains entry/exit and circulation control of visitors by escort and constant surveillance. An entry authority list (EAL) is used in most cases. Controlled Area boundaries are usually fenced/gated with one entry/exit point. There are "Controlled Area" signs fixed to the boundary fence. If the contract requires personnel to enter a controlled area there must be an escort provided.

6. RESTRICTED AREA

6.1. **ACCESS IS PROHIBITED** to all Restricted Areas, unless under escort and constant surveillance is maintained by owner/user personnel, or personnel is processed for unescorted entry under the provisions of Air Force Instruction (Personnel Security Instruction). Prior to unescorted entry, personnel must be subject to appropriate personnel security investigation and security clearance eligibility clearly established. Access and the need to know are the two security principles required based on Department of Defense Regulation 5200.1-R/Air Force Instruction 31-401 and Air Force Instruction 31-101. Restricted Area boundaries are delineated by painted **RED LINES OR RED ROPES AND ORANGE STANTIONS**. "Restricted Area" signs are posted every 100 feet around the restricted area. If you are unfamiliar with the area please ask before you cross any **RED LINE**. If the contractor must work in a **RESTRICTED**

AREA, he/she must be escorted at all times or a free zone must be established. If the contractor needs unescorted access in a restricted area then a SF 85P, Position of Trust Questionnaire must be completed and forwarded to the 452 SFS, Police Services for processing. Unescorted Entry will only be allowed upon the return of a favorable clearance.

7. NEW HIRES

7.1. Hiring of contractor employees must be conducted outside the confines of this installation. This includes referrals from Federal/State Employment Offices. Employment candidates who request visitor passes and do not know the location of the work site will be directed off base and told to contact the person who hired him/her. New employees must be identified to security forces, by submitting an additional Pass-Information Sheet and accompanied by a member of the contracting office in charge of the contract to the VCC. The new hire will be identity proofed, vetted, and fitness for entry determination; then issuance of pass/badge.

8. JOB SEEKERS

8.1. Personnel desiring entry to the installation for the express purpose to seek employment with contractors will be directed to the contractors off base address location.

9. ON-BASE DELIVERY TO CONTRACTORS

9.1. Contractor representatives having a need for delivery of goods/materials/equipment to an on-base work site should ensure the personnel making such deliveries know the location (area or building number) and sponsor/point of contact information (POC). The delivery driver should be either pre-announced to the Vehicle Inspection Facility (VIF) by the sponsor/point of contact at (951) 655-6879 prior to arrival or have a bill of delivery/lading that shows the location of the delivery and POC information. The driver will contact his/her point of contact for escort onto the installation. Passes can be issued following the same criteria for entry or the contractor's sponsor is authorized to escort the delivery driver. The sponsor must keep the delivery driver under surveillance/escort at all times. The Main Gate phone number is (951) 655-4200.

10. ACCESS OF NON-ESSENTIAL VISITORS

10.1. Non-essential visitors are identified as friends, family members, etc., of contractors or contractor employees are **NOT** permitted unless the contracting office sponsors the non-essential visitor(s), which must be coordinated prior to base access.

11. BASE DRIVING PRIVILEGES

11.1. Operation of a privately owned vehicle on March ARB is a PRIVILEGE granted by the installation commander. Persons who accept this privilege must comply with laws and regulations governing motor vehicle operations, and comply with installation pass requirements. Persons accepting installation privileges shall be deemed to have given their consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine when stopped, apprehended, detained, or cited for an offense allegedly committed while driving or in

physical control of a vehicle on the installation while suspected of being under the influence of intoxicants. Any personnel granted the privilege of operating a motor vehicle on this installation, shall be deemed to have given, his/her consent for the removal (towed) and temporary impoundment of the Privately Owned Vehicle (POV) when it is parked illegally for unreasonable periods, by accident, left unattended in a restricted or controlled area, or abandoned at the registered owner's expense.

12. USE OF SEATBELTS

12.1. The use of seatbelts on March ARB is mandatory.

13. TRAFFIC STOP

13.1. When stopped by security forces or other law enforcement officers while operating a motor vehicle on March ARB, the operator must possess and produce on demand the following:

- a. Proof of vehicle ownership or state vehicle registration.
- b. Valid state driver's license.
- c. Valid identification to be on base (DBIDS pass/badge/AF Form 75 or WS-0 PASS) in the case of contractor/employees.
- d. Proof of vehicle insurance or insurance ID card.

14. TRAFFIC ENFORCEMENT

14.1. The speed limit on March ARB roadways is 25 MPH unless otherwise posted. Active patrols and use of speed measuring devices enforce this limit. No vehicle shall be driven at such a speed to impede the orderly and safe movement of traffic on the installation. Speed measuring detectors are not authorized to be used within the confines of March ARB.

15. EMERGENCY VEHICLES

15.1. Emergency vehicles, such as Security Forces, Fire Department, Ambulance and Disaster Response vehicles have the right-of-way over all other vehicles when responding to emergencies. Operators of vehicles are charged with the responsibility to pull to the right of the roadway and relinquish right-of-way to emergency vehicles with lights and sirens.

16. REPORTING INCIDENTS/ACCIDENTS, THEFT AND INJURIES

16.1. All contractors and their employees are required to report incidents, accidents, theft of property and all major injuries to the base Security Forces (951) 655-2981/2982/2983/2984/2985 for non-emergency or (951) 655-2911 in case of emergency. If a call is placed to "911" from a cell phone, this goes to off base emergency services and will delay emergency response to your location. All incidents will be responded to and investigated by security forces. Written

reports/statements will be taken from all personnel involved. To report suspicious activity, call (951) 655-7777.

17. FIREARMS/OTHER DANGEROUS WEAPONS/OBJECTS

17.1. Bringing privately owned firearms onto the installation is strictly prohibited. Other items, such as blackjacks, steel knuckles, slap jacks, knives, straight razors, explosive devices, etc., are considered dangerous weapons and will not be brought onto the installation. Security Forces will confiscate such items and release such items only after approval by proper authority.

18. POSSESSION OR USE OF CONTROLLED SUBSTANCES

18.1. Possession or use of any type of controlled substance, without a prescription is prohibited on this installation. Violators will be detained and released only to local law enforcement officials.

19. POSSESSION OR USE OF ALCOHOL

19.1. Possession or use of alcoholic beverages of any type in work areas of this installation is prohibited. Violators will be detained and released as directed by base officials. Individuals under the influence of alcohol will be detained and released to local law enforcement officials.

20. USE OF CELLULAR PHONES

20.1. The use of a cellular phone while driving is prohibited, unless the vehicle operator is using a completely hands-free device.

21. REVILLE AND RETREAT

21.1. Two times a day you will stop work (if outdoors) and vehicle movement in observation of the flag (0730 and 1630 hours).

22. DISPOSITION OF VIOLATORS

22.1. **Minor Traffic Violators:** Will be released and directed to report to their on-base supervisor. If a traffic citation is issued, the violator will need to forward a copy of the AF Form 1408 Armed forces traffic ticket to the base contracting office to resolve. (NOTE: Depending on the violation, contractors could be barred from entering the installation).

22.2. **Violators of Minor Crimes:** Will be released to the supervisor unless directed otherwise by proper authority.

22.3. **Violators of Major Crimes:** Will be detained and released only to local law enforcement officials.

23. There is other pertinent information contained in this booklet. You are highly encouraged to review this booklet in detail and use it to brief your employees and sub-contractors.

24. The intent of this pamphlet was to outline those requirements which will make your job easier in briefing your employees on security, law enforcement, traffic and safety procedures during your visit to March Air Reserve Base. March ARB Security Forces will assist you in resolving any security or access problems that may be encountered. Please call if we can assist you.

25. For any questions contact Security Forces Police Services at (951)655-7969 or (951) 655-4950.

26. CANTONMENT AREA

26.1. Positive identification is required to enter the installation. The Cantonment Area is an area of buildings, such as office buildings, personnel billeting, warehouses, clubs, etc, where access and circulation control is permitted to personnel to move about freely without restrictions to their movements and where general law and order and good discipline prevails.

27. FREE ZONE / CONTROLLED AREAS

27.1. Some contracts, projects or other similar activities of a one-time nature within a controlled area, make it inappropriate or impractical to use escort procedures. In such cases, a free zone may be established to allow entry to the work project at some point on the boundary.

The following applies:

- a. When a free zone is in use, other protective measures are needed, to include entry controls, physical barriers, and the capability to detect and report unauthorized entry into the controlled area and to the free zone.
- b. Protection of the free zone boundary will be equal to that given to the controlled area.
- c. Owner/User Agency associated most directly with the project will maintain surveillance over the boundary of the free zone as determined by the Installation Commander or his designee and the Security Forces commander.
- d. After normal hours, project personnel (including contractor/contractor employees) will close and secure the free zone.
- e. When a free zone is used, corridors will be set up to and from entry points to the controlled area boundary to help move equipment and personnel. Entry control to the free zone is to make sure only those persons with a right and a need to enter. Personnel will display the WS-01 pass on their outermost garment while working in the free zone.
- f. Remove all sensitive resources from the free zone.

- g. The free zone boundaries will be delineated with temporary red rope, wire barrier or fence. Air Force Visual Aid 31-204, Controlled Area signs will be posted facing the free zone.
- h. If the free zone opens to the exterior of the controlled area, the contractor will provide entry control or owner/user to ensure entry is limited to contractor or base approved personnel. Identification may be by personal recognition, use of an entry authority list (EAL), base entry ID/PASS or military ID card.
- i. Establish procedures to escort visitors, to include delivery of goods, vendors, etc.
- j. When a corridor cannot be set up between the free zone and the boundary of the controlled area, procedures must be established to escort contractor personnel to and from the free zone. Establish circulation control for the free zone to make sure contractor personnel and authorized visitors remain in the designated free zone, and enter and depart under proper escort.
- k. If a contractor performs the project, a letter signed by the installation commander or his designee will be given to the contractor BEFORE THE CONTRACT IS STARTED. It will specifically describe free zones associated with contract performance and the contractor's responsibility. Forward one signed copy of the letter to 452 SFS, Physical Security.

28. ANTITERRORISM CONTRACTOR IN BRIEFING

28.1. When you contract with the US Government, you become part of our security apparatus; you are a sensor and assume responsibility in helping us secure America's defense assets. As a person working around the site, if you see something [suspicious], say something to law enforcement by calling Eagle Eyes hotline at 951-655-7777. Please do not take photographs of your workspace unless approved by Public Affairs. Do not discuss your worksite with coworkers in open areas such as off base eating establishments, as potential adversaries may solicit or exploit information. Adversaries are clever and will phrase questions in general terms and then onto more specific inquiries. Information gained from conversations combined with other bits of information may provide our adversaries with specific details about our mission and security posture. Also, do not post your worksite on social media, especially photographs of aircraft, departure or arrivals, or mention you are working on a government installation.

Upon receiving the contract and prior to commencing work, all contractors must complete the Joint Knowledge Online (JKO) Anti-Terrorism Level I Awareness Training.

<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

Click "Login. A pop page come up, down toward the bottom select your status; "Military/Government Personnel Registration" if you are a Common Access Card (CAC) Holder.

If your status is a non-government contractor, click “Non-Government/Sponsored Account Registration”. As part of the registration, you will also need your Government Sponsor’s name and official government email address to complete as required.

Help us help you stay safe on March ARB. Security is everyone’s business.

ATTACHMENT 1

MARB Contractor Base Pass Request Sheet

See next page

ATTACHMENT 2

Vetting process/ Fitness Determination for Installation Access

I. Background Checks (Vetting Process). All non-DoD ID card holders (vendors, contractors, day-laborers, volunteers and visitors) will be checked (vetted) through the National Crime Information Center (NCIC/CLETS) or JPAS before being issued an installation entry pass or badge.

1. The 452 AMW Commander has determined that access and credentials for access will be denied based on information obtained during identity vetting that indicates an individual may present a threat to the good order, discipline, morale of the installation, including but not limited to the following:

- a. Individual's name appears on any Federal agency's Watch List or Hit List for criminal behavior or terrorist activity.
- b. Known terrorists, those known to be or reasonably suspected of being a terrorist and those who belong to an organization with known terrorism links/support will be denied access to March ARB.
- c. Inability to verify an individual's claimed identity will result in automatic denial of access to March ARB.
- d. Submission of, or reasonable belief that the individual has submitted fraudulent identity information will result in automatic denial of access to March ARB.
- e. There is a reasonable basis to believe the individual will attempt to gain unauthorized access to classified documents, information protected by the Privacy Act, information that is proprietary in nature or other sensitive or protected information.
 - i. Reasonable suspicion of the above will result in automatic denial of access to March ARB.
 - ii. Various facts and circumstances can create reasonable suspicion to include, but not limited to, when a DBIDS check indicates previous or current debarment from any Federal installation or facility for attempting to gain or successfully gaining access to these types of information.
- f. There is a reasonable basis to believe the individual will unlawfully or inappropriately use an access credential outside the workplace.
 - i. Reasonable suspicion of the above will result in automatic denial of access to March ARB.
 - ii. Various facts and circumstances can create reasonable suspicion to include, but not limited to, when a DBIDS check indicates debarment

from any Federal installation or facility for unlawfully or inappropriately using an access credential outside the workplace.

g. Previous or current/present debarment from any Federal installation or facility will result in denial of access to March ARB.

h. Any individual with outstanding/active warrants or warrants by federal or civil law enforcement authorities, regardless of offense/violation (i.e., an order to arrest has been issued by a judge), will be denied access and may be detained and turned over to appropriate authorities.

i. Incarceration for 12 months or longer within the past ten years, regardless of offense/violation, unless released on proof of innocence.

j. Access will be denied to March ARB for any individual convicted, or found not guilty by reason of insanity, in any jurisdiction, or in any country for any of the following reasons regardless of how long ago the offense was committed.

i. Espionage, sabotage, treason or terrorism.

ii. Criminal homicide in all its forms, to include but not limited to, murder, manslaughter or negligent homicide.

iii. Kidnapping, hostage taking, human trafficking, human smuggling or other similar offenses.

iv. Mayhem.

v. Maiming.

vi. Any conspiracy or attempt to commit any of the criminal acts listed above.

k. Access will be denied to March ARB for any individual with a conviction, in any jurisdiction, for any of the following within the last 10 years:

i. Any felony involving any type of assault.

ii. Any felony involving any type of arson.

iii. Any felony involving any type of burglary or robbery.

iv. Any felony involving possession or distribution of stolen property.

v. Any felony involving any type of willful destruction of property.

vi. Any felony involving violence at an airport.

vii. Any felony involving any type of threat or disruption to the public (e.g., terroristic threat, inciting a riot, etc.).

viii. Any conspiracy or attempt to commit any of the criminal acts listed above.

l. Access will be denied to March ARB for any individual with a felony conviction, who has been found not guilty by reason of insanity, in any jurisdiction within the past ten (10) years or any conspiracy or attempt to commit unlawful distribution, sale, use, possession, manufacturer of an explosive, explosive device, or weapon within the past ten (10) years.

m. Access will be denied to March ARB for any individual convicted, found not guilty by reason of insanity, in any jurisdiction, in any country for any of the following regardless of how long ago the offense was committed.

i. Rape, forcible sodomy, sexual abuse or sexual assault.

ii. Any sexual offense involving a minor or child, including child molestation or child pornography.

iii. Child abuse involving serious bodily injury to a child or minor.

iv. Any conspiracy or attempt to commit any of the criminal acts listed above.

n. There is a reasonable basis to believe, based on the individual's material, intentional false statement, deception, fraud in connection with Federal or contract employment, that issuance of an access credential poses an unacceptable risk to the installation/mission. Access will be denied to March ARB for any individual with a felony conviction in any jurisdiction involving any of the following within the past ten (10) years:

i. Any type of extortion or bribery.

ii. Any type of theft, deception, fraud, misrepresentation or falsehood.

iii. Any conspiracy or attempt to commit any of the criminal acts listed above within the past ten (10) years.

o. Access will be denied to March ARB for any individual with three (3) or more driving under the influence (DUI) convictions in any jurisdiction within the past ten (10) years.

p. There is a reasonable basis to believe, based on the nature or duration of the individual's illegal use of narcotics, drugs, Controlled substances without evidence of substantial rehabilitation, that issuance of an access credential poses an unacceptable risk to the installation/mission. Access will be denied to March ARB for any individual with a felony conviction in any jurisdiction for any of the following within the past ten (10) years:

i. Importation or manufacture of a Controlled substance.

- ii. Distribution of or intent to distribute a Controlled substance.
- iii. Illegal possession or use of a Controlled substance punishable by a maximum term of imprisonment of more than one (1) year.
- iv. Any conspiracy or attempt to commit any of the criminal acts listed above within the past ten (10) years.

q. Access will be denied to March ARB for any individual with a misdemeanor conviction in any jurisdiction for any of the following within the past five (5) years:

- i. Importation or manufacture of a Controlled substance.
- ii. Distribution of or intent to distribute a Controlled substance.
- iii. Illegal possession or use of a Controlled substance.

r. Access will be denied to March ARB for any individual who has knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force, in any jurisdiction, or in any country, regardless of how long ago the offense was committed.

s. There is a reasonable basis to believe based on an individual's criminal or dishonest history, that issuance of an access credential poses an unacceptable risk to the installation/mission. Access to March ARB will be denied based on an individual's criminal or dishonest history when there is consistent evidence of criminal or dishonest history that does not meet any of the other basis for denial identified in this regulation and/or supplement. The 452 SFS/DFC or higher authority, must make the decision whether to deny access to March ARB for criminal or dishonest history not provided for in this regulation and/or supplement.

t. Appearance on Federal or State agency watch lists or hit lists for criminal behavior will not constitute sufficient cause for denial of access to March ARB unless those lists include convictions for crimes or activities included in this policy. Access to more secured areas can be denied for appearance on such a list.

2. An individual denied access to the installation for one or more of the above reasons may be issued a letter acknowledging the denial and informing the individual that he or she may appeal that denial by submitting a memorandum detailing the basis of their appeal to the 452 SFS Reports and Analysis Section, who will coordinate the appeal through 452AMW/JA to the Installation Commander (452 AMW/CC).