

[VDF ACT 4 v4]

Task: Control Access to a Military Installation

Prevent unauthorized personnel or vehicles from entering the installation

Conditions: You are on duty performing installation access control. You are in seasonal duty uniform. You are given an Access Roster and or a barred person(s) list, reflective vest, the local standing operating procedure (SOP), and a directive to check all pedestrians and persons in vehicles without proper identification (ID) and vehicles without a Department of Defense (DOD) decal as a condition for entry onto the installation.

Standards: Prevent unauthorized personnel and vehicles from entering the installation.

Performance Steps

1. Determine if the person attempting entry is a pedestrian or is in a vehicle.

NOTE: If the individual is a pedestrian, skip to step 6.

2. Perform a visual check of the vehicle as it approaches.
 - a. Be aware that some vehicles may have DOD license plates or decals.
 - b. Observe the approach of the vehicle for anything that would arouse suspicion and indicate foul play or terrorist activity.
3. Stop the vehicle by using hand-and-arm signals.

DANGER: ALWAYS POSITION YOURSELF SO THAT YOU ARE HIGHLY VISIBLE TO TRAFFIC WITH GOOD APPROACH SIGHT DISTANCE, AND WEAR A REFLECTORIZED VEST SO THAT THE VEHICLE DRIVER CAN SEE YOU EASILY. NEVER STEP INTO THE PATH OF AN APPROACHING VEHICLE TO DIRECT MOVEMENT OR STOP THE VEHICLE.

- a. Position yourself so you are on the driver's side of the approaching vehicle.
- b. Assume a basic stance.

(1) Stand with your feet about shoulder width apart so that your weight is evenly distributed. Do not lock your knees or tense your body.

Performance Steps

- (2) Let your arms hang naturally.
- (3) Hold your head and body erect, but not stiff.
- c. Direct the vehicle to stop.
 - (1) Look toward the vehicle.
 - (2) Extend your left arm up and out to the front, parallel to the ground. Ensure that your hand is straight and fingers extended, with the palm of the hand facing the oncoming traffic.
4. Identify the driver and vehicle occupants.
 - a. Identify each occupant by physically taking possession of and looking at their military or DOD ID card, state driver's license, or another form of a state or federal government-issued photo ID card and verify it against the Access Roster.
 - (1) Compare the photo to the person and inspect the ID card to ensure that it is valid and has not been tampered with. Check expiration date, photo manipulation, etc.
 - (2) Notify your supervisor and the military police (if present) if the photo does not match the person, if you are unsure that the ID card you are being shown is valid, or if you suspect that the ID card has been tampered with.
 - b. Maintain eye contact with the driver and observe all occupants throughout the interview, and report suspicious behavior to your supervisor.
5. Grant or deny the vehicle and occupants access to the installation by using hand-and-arm signals.
 - a. Grant access if the vehicle and occupants are authorized access to the installation.
 - (1) Extend your right arm up and out to the right side parallel to the ground. Ensure that your hand is straight, palm up, and fingers extended and together.

Performance Steps

(2) Rotate your right forearm across the front of your body so that your hand stops just below your chin with the palm facing down, your elbow is a fixed axis. Do not move any other part of your body.

(3) Complete the signal by dropping your arm smartly and resuming the basic stance.

b. Deny access to the installation if the occupants do not have proper ID. Notify your supervisor and the military police (if present) of any suspicious activity.

6. Perform a visual check of the person approaching the pedestrian gate.

a. Look to see if the person is carrying a briefcase, box, or any item that should be checked according to the local SOP.

b. Observe the person for unusual bulges in clothing and for being dressed inappropriately for the time of year or season (for example, a long jacket in hot weather).

c. Observe the person approaching for anything that would arouse suspicion or indicate terrorist activity.

7. Stop the person by using a verbal command and/or hand-and-arm signals.

8. Interview the person.

a. Identify each person by physically taking possession of and looking at their military or DOD ID card, state driver's license, or another form of a state or federal government-issued photo ID card.

(1) Compare the photo to the person and inspect the ID card to ensure that it is valid and has not been tampered with. Check expiration date, photo manipulation, etc.

(2) Notify your supervisor and the military police (if present) if the photo does not match the person, if you are unsure that the identification you are being shown is valid, or if you suspect that the ID card has been tampered with.

b. Inquire about the contents of any briefcase, package, or container.

Performance Steps

c. Maintain eye contact with the person throughout the interview and report suspicious behavior to the supervisor.

9. Determine if the person is authorized access.

a. Determine if the unidentified person can produce an authorized form of a state or federal government-issued photo ID card. If not, direct them to the access control operations center to be checked against the barred persons list, to be vouched for by an authorized person on the installation, or to be denied access to the installation.

b. Direct any unidentified person that has a briefcase, package, or another container to the access control operations center, to have them and the carried package checked.

10. Grant or deny the person access to the installation by using a verbal command and/or hand-and-arm signals.

a. Grant access if the person is authorized access to the installation.

(1) Extend your right arm up and out to the right side parallel to the ground. Ensure that your hand is straight, palm up, and fingers extended and together.

(2) Rotate your right forearm across the front of your body so that your hand stops just below your chin with the palm facing down, your elbow is a fixed axis. Do not move any other part of your body.

(3) Complete the signal by dropping your arm smartly and resuming the basic stance.

b. Deny the person access to the installation if they do not have proper ID. Notify your supervisor and the military police (if present) of any suspicious activity.

Evaluation Preparation: Setup: Provide the soldier with a training site that is suitable for access control operations and is well-lit. recommend using vehicles in the DOD/VDF inventory if no civilian vehicles are available. Identify role players to act as either a driver or a pedestrian attempting entry onto the installation. If role players are in a vehicle, ensure that they are authorized to operate the equipment prior to beginning this task. Instruct role players to comply with instructions given

by the soldier being tested. The tester will determine what type of ID card the role players use.

Brief soldier: Tell the soldiers they can familiarize themselves with the local SOP before they perform the task and refer to the SOP during the task, if needed. The tester will play the role of the supervisor or military police, if needed. Tell the soldier to conduct this task as outlined in the performance steps and that the role players are compliant and will obey their instructions.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined if the person attempting entry was a pedestrian or was in a vehicle.	--	--
2. Performed a visual check of the exterior front of the vehicle as it approached.	--	--
3. Stopped the vehicle by using hand-and-arm signals.	--	--
4. Identified the driver and vehicle occupants.	--	--
5. Granted or denied the vehicle and occupants access to the installation by using hand-and-arm signals.	--	--
6. Performed a visual check of the person approaching the pedestrian gate.	--	--
7. Stopped the person by using a verbal command and/or hand-and-arm signals.	--	--
8. Interviewed the person.	--	--
9. Determined if the individual was authorized access.	--	--
10. Granted or denied the person access to the installation by using a verbal command or hand-and-arm signals.	--	--

Evaluation Guidance: Score the soldier a GO if all measures are passed (P). Score the soldier NO-GO if any measure is failed (F). If the soldier fails any measure, show him how to do it correctly.

