



Security

ADMINISTRATIVE BARMENT ORDERS

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OPR: 75 SFS/SFA (Mike Smith)
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This instruction implements *AFPD 31-1, Physical Security and AFI 31-101, The Air Force Installation Security Program*. The instruction provides policies and procedures whereby individuals may be barred from Hill AFB (including Little Mountain Test Facility and Utah Test and Training Range). It is for the use of unit commanders, 75th Security Forces Squadron (75 SFS), Military Personnel Flight (75 MSS/DPM), Civilian Personnel Division (OO-ALC/DPC), and the Staff Judge Advocate (OO-ALC/JA) in administering barment procedures against those individuals whose presence constitutes a particular or potential threat or detriment to the mission of the installation, or to the personnel assigned thereto. This instruction applies to all military, civilian and contractor personnel assigned or attached to, residing at, working on, or visiting Hill AFB.

SUMMARY OF REVISIONS

This revision changes the terminology from debarment to barment. It adds a section covering issuance of barment letters at the time of serious offenses. It also modifies the procedure and approval authority for granting limited requests for reentry. Office symbols are updated.

1. AUTHORITY: Commanders of military installations may summarily bar persons, military, civilian, or contractors whose presence, in their judgment, might hinder the mission or adversely affect the health, safety, or morale of the persons assigned there. This authority proceeds from, Article 1, Section 3, and Article 2, Section 2, of the United States Constitution, Title 50, United States Code, Section 797, and DoDD 5200.8, Security of DoD Installations and Resources. Under Title 18, United States Code, Section 1382, a person who violates an order not to enter or reenter may be prosecuted in federal court and fined not more than \$500, or imprisoned not more than six months, or both.

2. INITIATION OF BARMENT ACTION: OO-ALC/JA or 75 SFS will initiate barment action.

2.1. OO-ALC/JA will review all administrative discharge packages and courts-martial records of trial to determine whether the discharged or court-martialed member's presence on base would be prejudicial to

the good order and discipline of Hill AFB. If review concludes barment is warranted, OO-ALC/JA will prepare barment package in accordance with paragraph 3.

2.2. OO-ALC/DPCE will review and coordinate on all barment packages of base civilian employees that are being removed for cause, or who resign prior to removal action. If barment is warranted, OO-ALC/JA will prepare package in accordance with paragraph 3.

2.3. Administration Branch (75 SFS/SFA) will review all incident reports of non-base affiliated and non-government subjects who have committed or have been involved in on-base incidents considered prejudicial to the good order and discipline of Hill AFB. If review concludes barment is essential, 75 SFS/SFA will prepare package in accordance with paragraph 3.

2.3.1. In those cases investigated by on-duty Security Forces where the flight chief determines immediate barment is required, the following procedures will be followed:

2.3.1.1. The on-duty flight chief will contact OO-ALC/JA requesting legal guidance and then coordinate with Security Forces Operations (75 SFS/SFO) and the Chief, Security Forces (75 SFS/SF).

2.3.1.2. The Support Group Commander (75 SPTG/CC) and the Wing Commander (75 ABW/CC) must be notified prior to contacting OO-ALC/CC.

2.3.1.3. OO-ALC/JA, the on-duty flight chief and OO-ALC/CC will conduct a conference call to determine if immediate barment is warranted.

2.3.1.4. If immediate barment is warranted, OO-ALC/CC will issue a verbal order of barment. 75 SFS will then forward the barment letter to OO-ALC/CC for signature within 24 hours.

2.4. Any special request for barment, that does not fall within the purview of routine initiation by one of the agencies identified in paragraphs 2.1, 2.2, or 2.3 above, must be forwarded to 75 SFS/SFA for evaluation and action.

3. PREPARATION OF BARMENT PACKAGE: Each barment package will, as a minimum, consist of the following:

3.1. *AF Form 1768, Staff Summary Sheet*, summarizing why barment is warranted, with a recommendation.

3.2. Evidence supporting request for barment.

3.3. Proposed Barment Order. After the order has been signed the package will be forwarded to 75 SFS/SFA for issuance and update of the existing barment list.

4. LEGAL REVIEW OF BARMENT PACKAGE: OO-ALC/JA will review all barment packages for legal sufficiency and make a recommendation as to whether barment is warranted. If OO-ALC/JA finds the discharge package to be legally sufficient and barment is warranted, coordination will be accomplished and package forwarded through channels to the OO-ALC/CC for signature. If OO-ALC/JA finds the package insufficient or does not concur with the originating agency's recommendation, package will be returned to originating agency for further action.

5. BARMENT APPROVAL: After completion of coordination cycle, OO-ALC/CC must review the package and make the final decision on the recommended action. The OO-ALC/CC will sign barment

orders. This authority may not be delegated to subordinates. The signed barment order will be returned to the preparing office for distribution. If the commander does not concur, the package is returned for action per the commander's instructions.

6. DISTRIBUTION AND FILE OF BARMENT ORDER: Whenever possible, the original barment order will be personally delivered to the subject of the order by the agency that prepared the order. If the subject is not available for personal delivery, the original order must be mailed.

6.1. Personal Delivery. The subject will acknowledge receipt of the order by signing and dating a prepared indorsement on the bottom of the barment order. All copies of the order must contain this indorsement. If subject refuses to sign the barment order indorsement, the issuing activity must complete a certificate of service.

6.2. Mailing Barment Order. Order will be sent to the subject by certified mail with envelope marked "Deliver to Addressee Only." In every case of mailing, a certificate of service must be completed. When the *PS Form 3811, Domestic Return Receipt*, is returned to the sender and reflects delivery made, the *PS Form 3811* will be attached (stapled) to the file copy of the barment order. If *PS Form 3811* is returned with the remarks "unclaimed," a recheck for proper address, etc., must be accomplished and a second mailing completed. If the second notice is returned "unclaimed," both *PS Forms 3811* must be attached to the original copy of the order and placed in the barment package. No further attempts will be made to locate the subject unless new verified data becomes available. Regardless, subject's name will be added to the master barred list for record. Should the subject attempt to enter or is detected on base, an apprehension must be executed and barment order issued at that time by 75 SFS.

6.3. Barment File. 75 SFS/SFA is responsible for maintaining barment files. When actions stipulated as referenced in this instruction have been completed, the originating agency will compile the barment package, and forward it to 75 SFS/SFA. The barment package must contain:

6.3.1. A copy of the barment order

6.3.2. Certificate of service (if used)

6.3.3. Certified mail receipt (if appropriate)

6.3.4. *AF Form 1768* with all coordination and reason for barment

6.3.5. Other documentation used as a basis for barment. Files will be maintained by 75 SFS/SFA in accordance with AFMAN 37-139, Records Disposition.

7. BARMENT PERIOD: Barment is for a three-year period unless egregious acts warrant a longer duration. In these cases 75 SFS and OO-ALC/JA will coordinate on duration and propose to OO-ALC/CC. The barment period will automatically expire when the duration runs the length of the term.

8. BASE BARMENT LIST: All persons barred from Hill AFB will be placed on a master base barment list (computerized) updated monthly by 75 SFS/SFA. Copies of this list will be provided to OO-ALC/JA, Labor and Employee Management Relations Branch (OO-ALC/DPCE), Classification Branch (OO-ALC/DPCC), Affirmative Employment Section (OO-ALC/DPCF), Resource Management Flight (75 SPTG/SVF), Human Resource Office (75 SPTG/SVX), 75th Range Squadron (75 RANS), Little Mountain Test Facility (Continental Ballistic Missile (ICBM) System Program Office (OO-ALC/LM) and Test Branch (OO-ALC/LMET)), Pass and Registration (75 SFS/SFAP), Operations Flight (75 SFS/SFO), and Chief, Security Forces (75 SFS/SF). Recipients and users of the list are responsible for ensuring

persons thereon are not granted entry to the base unless approved by the appropriate authority. Organizations such as OO-ALC/DPCC and OO-ALC/DPCF must be especially alert to ensure barred individuals are not employed on the base unless the barment is rescinded. The barment list will be coded (as applicable) to depict modified barment and individuals that have not been served a barment order. An explanation of codes (when used) will be identified on the list. The barment list will be marked "For Official Use Only" (FOUO). Each recipient agency must follow safeguarding and control rules for FOUO and Privacy Act protected information.

9. REQUESTS FOR REENTRY. Barred persons may request permission to reenter Hill AFB. Such requests will be submitted to the 75th Air Base Wing Commander (75 ABW/CC) in writing. 75 ABW/CC is delegated the authority to administratively review and act on requests to reenter on a limited, case-by-case basis, submitted by anyone previously and henceforth barred from the installation. 75 ABW/CC does not have the authority to reconsider signed barment orders, but is delegated the authority to consider requests for emergency and other reentry at own discretion. The 75 SFS/SFA will process request for entry by preparing and forwarding a staff package to the 75 ABW/CC through OO-ALC/JA. Any base agency receiving a request for reentry from a barred person must send the request to 75 SFS/SFA for processing. The package must contain:

- 9.1. *AF Form 1768* summarizing the request and cause for barment
- 9.2. Letter of request
- 9.3. A proposed reply to the requester
- 9.4. Any other data considered appropriate

10. MODIFICATION OF BARMENT ORDERS. OO-ALC/CC may modify barment orders if situations warrant. The originating agency or OO-ALC/JA may recommend modifications.

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Commander