

Control Entry to and Exit From a Restricted Area
191-376-4114

Conditions: You are assigned to control entry to and exit from a restricted area. You are given special orders, identification cards or badges, local standing operating procedures (SOPs), access rosters, communications equipment, locally produced forms, and the current duress code.

Standards: Prevent unauthorized personnel, packages, and/or vehicles from entering or leaving the restricted area.

Performance Steps

1. Identify personnel before allowing them to enter or exit the restricted area.
 - a. Ensure that only one individual is processed in or out at any given time.
 - b. Verify the person's identity by comparing the person's face with the photograph on the identification card.
 - c. Ensure that the name of the person attempting to enter is on the access roster. The site commander or custodian must authenticate the roster.
 - d. Obtain authority to enter, if applicable, for personnel whose names are not on the access roster. Call the sergeant of the guards, the security officer, or the vouching officer.
 - e. Ensure that personnel entering the facility know the most direct route to their destination.
2. Use the following card and badge systems:
 - a. Single card or badge system. Permission to enter is shown on the card or badge by letters, numerals, or colors.
 - b. Card or badge exchange system.
 - (1) The individual entering the area presents the badge or card to the guard and the guard exchanges it with the card or badge kept at the entrance.
 - (2) The individual again exchanges the card or badge when leaving the area.

NOTE: Always keep the second card or badge in the area.

- c. Multiple card or badge system.
 - (1) Exchange the card or badge at the entrance to each security area within the installation.
 - (2) Keep cards and badges at each area only for those personnel who have the appropriate card or badge.
 - (3) Brief the badge holder that the badge must be displayed at all times when in the controlled or restricted area.

NOTE: For comparison purposes, card and badge data are identical.

3. Obtain an escort for visitors with authority to enter the restricted area according to special orders.
4. Use challenges, passwords, and code words in tactical areas.
5. Use a duress code.
6. Check the authorization for vehicle entry and exit.
 - a. Log all vehicles entering or leaving the area. Include in the log the description of the vehicle, the identity of the driver, the purpose of the visit, and the destination.
 - b. Arrange an escort for all vehicles entering the area according to special orders.
7. Prohibit entry (into the restricted area) of harmful materials, such as matches, cameras, and any other items prohibited by the special orders.
 - a. Be alert for the wrongful appropriation, pilferage, or compromise of materials or recorded information.
 - b. Make periodic spot checks of personnel.
 - c. Search all packages.
 - d. Search vehicles before allowing them to enter or exit. Refer to Task 191-376-5122.
8. Take the appropriate actions in the event of a security violation.

Performance Steps

- a. Detain the suspect until help arrives.
- b. Report a discovery of security violations.
- c. Apprehend the suspect.
- d. Prepare a detailed, written report.

Evaluation Preparation: Setup: Create scenarios using the various control techniques and provide the materials and equipment necessary for each. Have other soldiers role play the part of authorized and unauthorized personnel.

Brief soldier: Tell the soldier being evaluated the challenge word, password, code word, or duress code to be used.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Identified personnel before allowing them to enter or exit the restricted area.	—	—
2. Used the card and badge systems.	—	—
3. Obtained an escort for visitors with authority to enter the restricted area according to special orders.	—	—
4. Used challenges, passwords, and code words in tactical areas.	—	—
5. Used a duress code.	—	—
6. Checked the authorization for vehicle entry and exit.	—	—
7. Prohibited entry (into the restricted area) of harmful materials, such as matches, cameras, and any other items prohibited by the special orders.	—	—
8. Took the appropriate actions in the event of a security violation.	—	—

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

References**Required****Related**

AR 50-5
FM 22-6