

JOINT BASE CHARLESTON (JB CHS)
CONTRACTOR & VENDOR SECURITY REQUIREMENTS HANDOUT

2 March 2026

Due to ongoing threats, we must remain vigilant in protecting our personnel and resources. This requires strict control and monitoring of all installation access. Like other military bases, we conduct background checks, including criminal history reviews and fingerprinting, on all current and prospective contractors, subcontractors, and vendors. We also use a contractor/vendor identification badge system to streamline entry for authorized individuals and support Security Forces in maintaining effective access control. The 628th Security Forces Squadron (628 SFS) collects required information for anyone not otherwise entitled to unescorted entry, including individuals accessing the installation through contracts or agreements. 628 SFS also maintains a list of personnel who are not authorized to enter JB CHS.

These security measures are mandatory. JB CHS reserves the right to deny entry based on background check results or refusal to provide fingerprints. This handbook outlines the requirements contractors must follow to comply with JB CHS security standards. For additional access guidance, refer to DoDM5200.08v3 DAFMAN31-101v3 DAFGM2025-01, *Installation Perimeter Access Control*. Please coordinate closely with 628 SFS and give this process your full attention so we can implement these procedures quickly and efficiently.

1. Assistance Available:

1.1. The 628 SFS provides a 24 hour-a-day Base Defense Operations Center (BDOC) also referred to as the “Law Enforcement Desk”, for JB CHS. The 628 SFS provides normal police functions that are associated with any civilian police force (i.e. traffic control, alarm response, accident and incident investigations, etc.). The BDOC controller is located on JB CHS-Air Base (AB) in Bldg. 254 at (843) 963-3600/8011 and is located on JB CHS-Naval Weapons Station (NWS) in Bldg. 1978 at (843) 794-7555.

1.2. The Visitor Control Centers (VCCs) are under the S5 Plans & Programs section and are responsible for contractor access control. All contractor security related questions should be directed to the VCCs at the numbers listed below:

- **JB CHS-AB VCC (Bldg 1953)**, is located at the intersection of Dorchester Rd and Hill Blvd. They are open 5-days a week, Mon - Fri, 0700 – 1600. They can be reached at **(843) 963-7807/6158**.
 - Badges are issued between 0730 - 1530, Mon - Fri by the Contract Security Manager (CSM).
 - **Note:** The VCC is closed on the first Wed of each month for training from 1200 - 1600.
- **JB CHS-NWS VCC (Bldg. 3)**, is located on Red Bank Rd. They are open 5-days a week, Mon – Fri, 0700 – 1600. They can be reached at **(843) 794-7417/7712**.
 - **Note:** The VCC is closed on the first Wed of each month for training from 1200 - 1600.
- **JB CHS-NWS VCC (Bldg. 3205)**, is located on Tank Rd. They are open 5-days a week, Mon – Fri, 0700 – 1600. They can be reached at **(843) 794-0900**.
 - **Note:** The VCC is closed on the first Wed of each month for training from 1200 - 1600.

2. Entry Requirements during Periods of Increased Security:

2.1. The entry requirements described here are valid under normal security conditions. If the installation shifts to a higher security posture, procedures may change immediately and could limit your ability to enter. Should this occur, notify your base sponsor as soon as possible. **Note:** In periods of increased security, all visitors must follow the instructions of the on-duty Security Forces member. Failure to follow directions may lead to detention, denial of entry, and possible loss of future access privileges.

3. Entry Requirements to JB CHS:

3.1. Legal Authority for Entry: The Joint Base Commander authorizes contractor access to JB CHS. Under

the Internal Security Act of 1950, Section 21, contractors and their equipment may be lawfully searched when entering or leaving the installation.

3.2. Installation Access Control Points (IACPs): Contractor access is limited to activities directly related to contract duties. Be aware that entry procedures can change at any time depending on current security conditions.

3.2.1. JB CHS-AB Gates:

3.2.1.1. Dorchester Gate: Located at the intersection of Dorchester Rd and Hill Blvd, this gate operates 24 hours a day, seven days a week, or as otherwise directed by the Defense Force Commander (DFC). Access through Dorchester Gate is limited to authorized personnel possessing valid identification, contractor badges, or temporary passes. Commercial trucks and any vehicles towing enclosed trailers or equipment are not permitted to use this gate and must enter the installation through Rivers Gate Search.

3.2.1.2. Rivers Gate: Located on South Aviation Ave, this gate is open Monday through Friday from 0530 to 2000 hours, or as otherwise directed by the DFC. Access through Rivers Gate is limited to authorized personnel with valid identification, contractor badges, or temporary passes. Commercial trucks and any vehicles towing enclosed trailers or equipment are not permitted to use this gate and must enter the installation through Rivers Gate Search.

3.2.1.3. Rivers Gate Search: Located on South Aviation Ave, this gate operates 24 hours a day, seven days a week, or as otherwise directed by the DFC. Rivers Gate Search is the designated entry point for all commercial vehicles, oversized vehicles, and any vehicles towing enclosed trailers or equipment. All commercial vehicles must complete the required search process before entering the installation unless granted special access as indicated on the reverse of the Defense Biometric Identification System (DBIDS) card or on an authenticated placard.

3.2.1.3.1. Commercial vehicles include, but are not limited to:

- Semi-tractor trucks, with or without trailers
- Contractor vehicles, except Hunt and Balfour Beatty Housing maintenance vehicles and pickup-type vehicles where the entry controller has clear visibility into the cab and bed of the vehicle.
- Commercial Delivery Trucks (FedEx, UPS, Amazon): When the Z-Portal System is not operational, the following procedures will be conducted. Once inside the search area, the driver of the mail truck will lock the interior portion of the vehicle and exit their vehicle. The driver will enter the driver holding area while the search team conducts an exterior search of the vehicle. Upon completion of the exterior search, the driver will exit the holding area, unlock the interior of the vehicle and observe search personnel as they search the interior of the vehicle.
- United States Postal Service (USPS) vehicles are exempt from search as they are classified as government vehicles.
- Oversized Vehicles: Oversized vehicles, with or without trailers, operated by DoD ID cardholders, including Active Duty, Reserve, National Guard, dependents age 18+, retirees, and DoD civilians, may enter through any gate without search. Recreational vehicles and boats may also enter without search when operated or towed by a valid DoD ID cardholder. All other personnel must use the Commercial Search Area.
- **Note:** Rented trucks, rental trailers, and cargo vans must use the Commercial Search Area regardless of the operator's ID status.

3.2.1.4. Hunley Park Gate: Located at the intersection of Dorchester Rd and Maryland Ave, this gate is manned as directed by the DFC. Access is limited to authorized personnel with valid identification, contractor badges, or temporary passes. Commercial trucks and any vehicles towing enclosed trailers or equipment must first be processed through Rivers Gate Search before entering Hunley Park.

3.2.2. JB CHS-NWS Gates:

3.2.2.1. Red Bank Rd Gate (Gate 1W): Located on Red Bank Rd adjacent to the Redbank Club, this gate operates 24 hours a day, seven days a week, or as otherwise directed by the DFC. Access is limited to authorized personnel with valid identification, contractor badges, or temporary passes. Commercial vehicles are not permitted to enter through this gate unless they have first been cleared at Remount Rd Search.

3.2.2.2. Remount Rd Gate (Gate 4W): Located at the intersection of Remount Rd and Tank Rd, this gate also operates 24 hours a day, seven days a week, or as directed by the DFC. Access is restricted to authorized personnel with valid identification, contractor badges, or temporary passes. Commercial vehicles may not enter through Remount Rd Gate without prior clearance at Remount Rd Search.

3.2.2.3. Remount Rd Search (Gate 4W Search): Located at the intersection of Remount Rd and Tank Rd adjacent to Remount Rd Gate, this gate is manned Monday through Friday from 0530 to 1600 hours, or as otherwise directed by the DFC. 628 SFS will open this gate 24/7 as needed to allow commercial vehicles access to the installation. Remount Rd Search is the designated entry point for all commercial vehicles, oversized vehicles, and any vehicles towing enclosed trailers or equipment, and it serves as the primary entry location for contractor and vendor vehicles. All commercial vehicles must complete the required search process before entering the installation unless granted special access as indicated on the reverse of the DBIDS card or on an authenticated placard.

3.2.2.3.1. Commercial vehicles include, but are not limited to: (See 3.2.1.3.1. above)

3.2.2.4. Naval Nuclear Power Training Command (NNPTC) Gate (Gate 5W): Located at the intersection of Red Bank Rd and 101 NNPTC Circle, this gate operates 24 hours a day, seven days a week, or as directed by the DFC. Access is limited to authorized personnel with valid identification, including contractor badges, Veterans Administration cards, DBIDS cards, or temporary passes. Commercial vehicles are not permitted to enter through NNPTC Gate unless they have first been cleared at Remount Rd Search.

3.2.2.5. Pomflant Gate (Gate 7W): Located at the intersection of Red Bank Rd and Pomflant Access Rd adjacent to Building 302, this gate operates 24 hours a day, seven days a week, or as directed by the DFC. Access is restricted to authorized personnel with valid identification, contractor badges, or temporary passes. Commercial vehicles are not authorized to enter through Pomflant Gate without prior clearance at Remount Rd Search.

3.2.3. Contractor Gates: When a contractor gate is established to support a specific contract, it will be staffed by contractor personnel who have been trained by 628 SFS on entry-control procedures and equipped with a land mobile radio for communication with BDOC. Requests to activate a contractor gate must be coordinated through 628 SFS/S3 Operations. Access through a contractor gate is limited to personnel and vehicles directly supporting the contract and will be validated against an approved Installation Access List (IAL). All entry procedures will comply with Department of the Air Force Instruction (DAFI 31-101_DAFGM2025-01, *Base Defense Operations*, and DoDM 5200.08-V3_DAFMAN 31-101-V3_DAFGM2025-01).

4. Contractor/Vendor Entry Requirements:

4.1. Contractors and vendors requiring access to JB CHS will be issued identification badges by the CSM. While on the installation, contractors must carry valid personal identification, such as a driver's license or company ID, that includes a photograph, physical description, date of birth, and signature.

4.2. All personnel issued contractor or vendor DBIDS cards/badges must display them on the front of their **outermost garment (e.g., shirt or jacket) on the upper torso** while working on JB CHS. If wearing the badge externally creates a safety hazard, it may be secured inside a pocket but must be shown upon request. These badges authorize travel only to and from approved work sites and do not grant access to restricted or controlled areas or to service facilities without prior approval from base authorities. **Note:** Contractors and vendors requiring access to restricted or controlled areas must be escorted.

4.3. JB CHS units or agencies requesting contractor or vendor access (e.g., 628th Contracting Squadron, Navy Exchange, etc.) must submit a JB CHS Form 111, *Contractor Access Worksheet and Pass Procedures*, to the AB VCC (Bldg. 1953) or the NWS VCC (Bldg. 3). The form may be completed by the contractor or vendor, but it must be submitted to the VCC by the sponsoring base agency. The sponsoring agency is the DoD or military organization verifying the need for installation access in support of a contract. Non-U.S. citizen contractors may be required to provide an INS Form I-9, original supporting documents, and confirmation of eligibility IAW 628 ABW/XP (Plans) and Foreign Access Policies. Blank JB CHS Forms 111 are available from the sponsoring agency and at the VCCs. If the contractor or vendor completes the form, a copy must be provided to the sponsoring agency. The CSM will file the original form when the contractor schedules an appointment to receive a badge.

4.4. The contracting office or contract administrator will verify that the contract number is accurate and that the individual is authorized to work under that contract. VCC staff will ensure the form is complete, legible, and properly signed before accepting it.

4.5. DBIDS cards/badges will be issued with an expiration date that matches the duration of the work being performed. Expired cards must be turned in to the foreman, who is responsible for returning them to the issuing VCC.

4.6. The contract foreman is responsible for ensuring all contractor cards, badges, and any other identification issued by JB CHS are returned to the 628 SFS promptly upon contract completion or when an employee is terminated. Items should be returned in person (preferred) or mailed to **628 SFS/S5P, 105 S. Graves Ave., Joint Base Charleston, SC 29404**.

5. Contractor Cards/Badges:

5.1. JB CHS contractors are issued DBIDS cards, each granting specific access privileges as outlined in this section. Questions regarding contractor badges should be directed to 628 SFS/J5P at (843) 963-7807.

5.2. Contractors and vendors **do not** have escort authority unless that authority is explicitly indicated on their DBIDS badge.

5.3. Contractors and vendors may not conduct interviews or gather information about base contracts or events without prior coordination with the 628 ABW Public Affairs Office.

5.4. Contractors who are also retired military members, dependents, or other DoD ID cardholders must still be vetted and issued a DBIDS card to perform contract work on JB CHS. Personal ID cards (e.g., retiree or dependent cards) may not be used to escort personnel while performing contractor duties.

6. Contractor/Vendor Vehicle Entry Requirements:

6.1. Company Vehicles: Contractors and vendors are not required to register each company vehicle for use on JB CHS. However, any vehicle operated on the installation must have proof of ownership (registration), current company identification, and valid insurance. All drivers must hold a current, valid driver's license, which will be verified during processing of the JB CHS Form 111. The contract foreman is responsible for ensuring that individuals with suspended or revoked licenses do not operate vehicles on the installation.

6.2. Privately Owned Vehicles: Contractors may operate privately owned vehicles on JB CHS for the duration of their contract. Driving privileges expire when the contract ends. Drivers must carry proof of ownership (registration), a valid driver's license, and proof of insurance.

6.3. Delivery Vehicles: Contractor or vendor delivery vehicles must carry a computerized delivery slip, commercial bill of lading, or work order identifying JB CHS, by building number and/or street address, as the delivery destination. Including a receiver's phone number is recommended.

6.4. Security Posture Changes: Entry procedures may change with little or no notice during periods of increased security. Contractors should consult their base sponsor with any questions regarding entry requirements.

7. Base Entry Point Checks:

7.1. To protect installation resources and personnel, the Installation Commander has directed random inbound and outbound vehicle inspections at all gates. These inspections help prevent theft, damage to JB CHS property, and the transport of illegal drugs. Inspections may cause delays. Refusal to comply may result in barment from the installation or suspension or revocation of base driving privileges.

8. Traffic Rules and Regulations:

8.1. South Carolina motor vehicle laws apply on JB CHS and are strictly enforced. Failure to comply with state, local, or installation traffic regulations may result in suspension or revocation of base driving privileges. Personnel cited for violations on JB CHS-NWS may receive a Central Violations Bureau Notice, while those cited on JB CHS-AB may receive a DD Form 1408, *Armed Forces Traffic Ticket*. The issuing state will be notified of any suspension or revocation actions. Drivers must present proof of liability insurance, valid state registration, and a valid driver's license upon request.

8.2. Seat belts are mandatory for all vehicle occupants while the vehicle is in motion on the installation. Seat belt violations may result in suspension of driving privileges.

8.3. Motorcycle and moped operators must comply with all applicable base regulations.

8.4. Cellular phones may be used only when the vehicle is parked or when a hands-free device is employed. Talking or texting on a handheld device while driving is prohibited and will result in a citation. All contractors are briefed on this requirement when issued their contractor badge. Violations will result in suspension of base driving privileges.

9. Base Speed Limits:

9.1. Speed limits on JB CHS are strictly enforced.

9.2. Twenty-five (25) MPH unless otherwise posted.

9.3. Twenty (20) MPH in the housing area.

9.4. Fifteen (15) MPH on the flightline, unless otherwise posted.

9.5. Ten (10) MPH in parking lots.

10. Emergency Vehicles:

10.1. Emergency vehicles, including those displaying "Alert Force" signs, flashing yellow lights, ambulances, Security Forces vehicles, fire department units, and civil engineering response vehicles, have the right of way when their lights and sirens are activated. Drivers must pull to the right side of the roadway and come to a complete stop when approached by an emergency vehicle.

11. Prohibited Items:

11.1. Items prohibited under South Carolina law are also prohibited on JB CHS. Such items are subject to confiscation, and individuals found in possession may face administrative or judicial action, including possible barment from the installation. When in doubt, do not bring the item on base; contact 628 SFS for guidance. Examples of prohibited items include, but are not limited to:

- Illegal drugs of any kind.
- Firearms and explosive-related items, including shotguns, handguns, machine guns, silencers, ammunition, blasting caps, flare or starter pistols, pellet or BB guns, dynamite, tear gas and dispensing devices, and similar items. Construction tools requiring explosive charges are permitted only when necessary for contract duties. Contractors who require otherwise prohibited items (e.g., for wildlife management) may bring them onto the installation only when explicitly authorized in the contract.
- Weapons and dangerous instruments, including knives with blades over four inches, switchblades,

underwater spear guns, bows and arrows, crossbows, slingshots, blowguns, throwing knives, blackjacks, nightsticks, clubs, brass knuckles, tomahawks, swords, bolas, fighting sticks, throwing discs, chains, and similar items capable of being used as weapons.

12. **Base Exercises and Retreat:**

12.1. JB CHS conducts frequent exercises to support both its wartime and peacetime missions. During these exercises, the following conditions may occur:

- Gate Delays: Entry or exit may be slowed due to temporary gate closures or increased traffic. These closures are typically brief, and planning travel during off-peak hours can reduce delays.
- Exercise cordons: If you or your employees are stopped at an exercise cordon or instructed to evacuate a work area, identify yourselves as contractors and explain the need to remain in the area. The cordon guard will relay the request through their chain of command, and approval may take several minutes. If approved, only company vehicles or properly marked vehicles may remain inside or cross the cordon. The cordon guard's final decision must be followed. If an exercise affects contract performance, notify the contract administrator or sponsoring agency immediately.
- Retreat: When the National Anthem (Retreat) is played, all drivers must stop their vehicles until the final note has sounded, then resume movement.

13. **Contractor's Security Requirements:**

13.1. Although JB CHS maintains strict entry and internal controls, incidents of vandalism and theft still occur. Contractor equipment on the installation receives the same level of protection provided by a civilian police agency; however, contractors are expected to take reasonable measures to secure their own property. The government is not responsible for lost or stolen materials, tools, or equipment, regardless of location. Protection of JB CHS resources takes priority over safeguarding contractor property within restricted or controlled areas. Any crime or suspicious activity should be reported immediately to BDOC at (843) 963-3600 (AB) or (843) 794-5000 (NWS).

14. **Flightline Operations (JB CHS-AB):**

14.1. For job sites on or near the flightline, the Airfield Manager at (843) 963-3024 maintains all required flightline operating instructions. Work locations near restricted or controlled areas may require an escort. Procedures for flightline-adjacent job sites may also change depending on the current security level.

15. **Restricted Areas (JB CHS-AB):**

15.1. JB CHS-AB contains several areas with high-value or sensitive resources, marked with Restricted Area signs and further identified by red ropes, stanchions, or red painted lines. Contractors may not enter these areas unless authorized unescorted entry or is being escorted by an authorized individual. If contract work must occur inside a restricted area, the contract administrator or sponsoring unit, together with the Airfield Manager, will coordinate with 628 SFS to establish a Free Zone. A Free Zone allows contractors controlled entry, movement, and exit for the duration of the work. See paragraph 17 for Free Zone procedures.

16. **Free Zones Operations:**

16.1. When a Free Zone must be established, the following guidelines apply:

16.1.1. Free Zones may be required when special projects or construction make normal circulation controls impractical. A Free Zone is a designated area within a restricted or controlled area where compensatory security measures allow limited deviation from standard access procedures.

16.1.2. Escorts are required for visitors or contractors working short-term inside restricted or controlled areas. The organization most closely associated with the project must provide escorts. Escorts control entry and exit, maintain visual oversight of project boundaries, and ensure compliance with security requirements.

16.1.3. Contractors must possess a red-background DBIDS card to access the Industrial Maintenance Complex (IMC). Access will be denied without this badge.

16.1.4. Contractors must use the designated route between the flightline fence and the Free Zone work site. The first person arriving each day must notify BDOC at (843) 963-3600/2695 and report the area open.

16.1.5. Unknown or unauthorized personnel in the Free Zone must be reported immediately to BDOC at (843) 963-3600/2695 or 911, including location, description, and direction of travel.

16.1.6. The last person leaving the Free Zone must conduct a full sweep to ensure all personnel have departed, equipment is shut down and secured, and the site is closed with approved barriers (e.g., orange snow fence). BDOC must then be notified that the Free Zone is secure.

16.1.7. If after-hours or overnight work is required, the site supervisor or contract administrator must notify 628 SFS/S3 or BDOC in advance.

16.1.8. Any changes to Free Zone operations, work hours, duration, or procedures, must be coordinated with 628 SFS/S5 at least three days in advance.

16.1.9. Notify the 628 SFS/S5 Physical Security Manager when the Free Zone is no longer required.

17. **Weekend/Holidays/Off-Hours Contractor Work:**

17.1. Weekend, holiday, and off-hours work (1700 – 0700) requires a request letter submitted to the sponsoring agency. The letter must list the work location/building number, names of all personnel needing access, a description of the work, and the dates/times it will occur. The sponsoring agency must sign and mark the letter “Approved” before work may begin.

17.2. The approved letter must be submitted to SFS/S5Z at the Dorchester Gate VCC no later than 1200 on the Thursday before the scheduled weekend/holiday/off-hours work.

17.3. If temporary workers without a valid contractor badge will be used, a legible copy of each worker’s driver’s license or state ID must also be submitted by Thursday to allow SFS/S5Z to complete a criminal history check. No DBIDS pass or electronic AF Form 75 will be issued without this check.

17.4. Contractor DBIDS badges and passes are issued only by SFS/S5P personnel. **Gate guards may issue passes only under emergency conditions.**

18. **Photography Equipment:** Cameras, camcorders, etc., are not normally permitted on JB CHS unless vetted and approved through Public Affairs.

Acronyms:

AB – Air Base

ABW – Air Base Wing

BDOC – Base Defense Operations Center

CC - Commander

CSM – Contract Security Manager

DAFGM – Department of the Air Force Guidance Memorandum

DAFMAN – Department of the Air Force Manual

DBIDS - Defense Biometric Identification System

DFC – Defense Force Commander

DoD – Department of Defense

DODM - Department of Defense Manual

FEDEX – Federal Express

IACP – Installation Access Control Point

IAL – Installation Access List

IAW – In Accordance With
 ID – Identification
 JB CHS – Joint Base Charleston
 MPH – Miles Per Hour
 NNPTC - Naval Nuclear Power Training Command
 NWS – Naval Weapons Station
 SF – Security Forces
 SFS – Security Forces
 UPS – United Parcel Service
 USPS – United States Postal Service
 VCC – Visitor Control Center

628 SFS/S5 POINTS OF CONTACT			
OFFICE	NAME	PHONE	EMAIL
AB VCC Supervisor	Mr. Sugar Ray Smith	(843) 963-7807	sugar.smith@us.af.mil
AB Contract Security Manager	Ms. Donna Leggett	(843) 963-6158	donna.leggett@us.af.mil
NWS VCC Supervisor	Mr. Andrew Hoffman	(843) 794-7417	andrew.hoffman.5@us.af.mil
NWS Contract Security Manager	Mr. Dean Center	(843) 794-7712	dean.center@us.af.mil
Superintendent, Plans and Programs	MSgt Brandon Spears	(843) 963-2159	brandon.spears.3@us.af.mil
Chief, Plans and Programs	Mr. Albert (Randy) Watts	(843) 963-3623	albert.watts.1@us.af.mil

WATTS.ALBERT
 .R.1055384912

Digitally signed by
 WATTS.ALBERT.R.1055384912
 Date: 2026.03.02 11:00:37 -05'00'

ALBERT R. WATTS, Civ, DAFC
 Chief, Plans and Programs, 628 SFS