



# VIRGINIA DEFENSE FORCE

## CSS 100: Basic Guard/Access Control Duty



# CSS 100 Purpose

***Action: Discuss Virginia Defense Force (VDF)  
Access Control Duties and responsibilities***

***Conditions: Interactive classroom***

***Standard: Be able to understand role of VDF  
sentry and accordingly perform access control  
detail***

- **\*SILENCE CELLPHONES**
- **\*50/10 TIMEKEEPER**
- **\*SIGN IN FOR CREDIT**
- **\*TESTABLE**





# Course Objectives

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**At the completion of this period of instruction, you should be familiar with the following:**

- **Explain and recite the General Orders**
- **Define Special Orders**
- **Describe the proper actions of a VDF sentry performing access control duties**

# MISSION

- **To monitor and control access of all persons attempting entry to any restricted area or facility.**
- **To establish a temporary secured area when a permanent structure is unavailable.**
- **To correctly identify all military and civilian personnel seeking access.**
- **To deny access to those not authorized to enter.**





# ORDERS



- **Classes of Orders - A guard on post is governed by two types of Orders. **General** and **Special**:**
  - **General Orders, outline the fundamental responsibilities of any military guard or sentry.**
  - **Special orders, supplement General Orders, and are realistic, detailed, and mission-oriented orders that are carefully and specifically tailored for the specific guard post and situation, from the viewpoint of security.**



# GENERAL ORDERS



- **General Orders are orders that remain constant regardless of the type of duty performed.**
  - **Condensed from 11 orders**
  - **Expected to be known verbatim**
  - **In effect for the entirety of military career**



# GENERAL ORDER 1

**I will guard everything  
within the limits of my  
post and quit my post  
only when properly  
relieved.**





# GENERAL ORDERS



- **A guard will familiarize himself with his special orders prior to being posted and will obey, execute and enforce same.**
- **Will obey and execute any orders from the Commanding Officer, Field Officer of the Day, Officer of the DAY, and officers and NCOs of the guard only. No others authorized to give orders to the guard. Any special instructions should be issued through the guard chain.**
- **The guard will pass on additional information/instruction to his relief and the commander of the relief.**
- **The guard will perform his duties in a military manner and serve as an example to others and maintaining an erect and soldierly bearing.**
- **The guard is courteous to all and will talk to no one except in the line of duty.**
- **Guards on posts not requiring challenging salute officers and colors not cased.**
- **Guards on posts requiring a challenge will not render salutes.**



# GENERAL ORDER 2

**I will obey my Special  
Orders and perform all  
of my duties in a  
military manner.**





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# GENERAL ORDER 3

**I will report violations of my Special Orders, emergencies and anything not covered in my instructions, to the commander of the relief.**





# GENERAL ORDERS



- **Reports all violations of special orders and apprehends offenders if necessary.**
- **Reports all emergencies on or near his post taking action as prescribed in his special orders and instructions. When in doubt will call the commander of the relief for instruction.**
- **Sounds the alarm in case of fire or disorder. Takes actions may be prescribed in special orders or instruction.**
- **Special Orders – Are established by the commanding officer and differ for various posts.**



# SPECIAL ORDERS



- **Mission-oriented instructions tailored to the specific duty post**
  - **Must be reviewed frequently for utility**
  - **Written in clear language, they must be understood by all on post**
  - **Copies should be posted or carried by the soldier**
  - **Should explain duty post location/limits, any particular orders and ROE (Rules of Engagement)**



# Terminology

- **Officer of the Day – An officer, acting directly under commanding officer or Field Officer of the Day who is responsible on a given day for the execution of all orders of the commanding officer relating to guard duty or other duties as may be assigned.**
- **Commander of the Guard – The senior officer or NCO of the Guard, next junior to the OD.**
- **Sergeant of the Guard – Senior NCO of the Guard.**
- **Relief Commander – The next senior NCO of the guard.**





# Terminology

- **Post** – An area for which the guard is responsible, performing duties required by general and special orders.
- **Supernumerary** – An extra member used as a replacement or to perform duties as prescribed.
- **Guardhouse** – A building, tent or other location occupied by soldiers detailed for interior guard duty. The headquarters of the guard.



# AOR/ROE

- **AOR – Area of Responsibility**
  - **AOR defines the limits of one's post, a company's designated operating area, etc.**
- **ROE – Rules of Engagement**
  - **ROE define how an individual or unit may interact with non-personnel with regards to force escalation, aid and assistance, etc.**



# Guard Duty

- **THE GUARD MAY BE ONE OF TWO TYPES; THE INTERIOR OR THE EXTERIOR.**
- **THE INTERIOR GUARD - Detailed by commanders of military installations to protect property and enforce specific military regulations. The Commander prescribes the composition and strength of the guard. (A FORMAL GUARD MOUNT)**
- **THE EXTERIOR GUARD – A guard outside of a military installation. Guards in a potentially combat, hostile, or unfriendly territory. (NOT A FORMAL GUARD MOUNT.)**



# Guard Duty

- **General Orders prescribed for interior guard may not be applicable or practicable.**
- **Composition in no way related to that of the interior guard. No commanders are detailed for that specific role. Guards are from small units and under the control and supervision of the units leaders (chain of command).**
- **May include guards, listening posts, observation posts and patrols and aerial observers.**
- **All exterior guards must have adequate communications.**
  - **1. Radio, wire, arm & hand, sound or any method so determined.**
- **Guards operate in pairs or larger group and rotate watch and rest among themselves.**



# SET UP



- **Proper location**
- **View of approach**
- **Shelter lighting**





# STAFFING

- **Two PAX Per Post Minimum**
- **Higher Flow Posts May require Additional PAX**
- **24 Hour Manning With Relief Considerations**







# TOOLS



- **Entry Authorization List Special Orders**
- **Sign In/Out Roster**
- **Required LBE/LBV**
- **Flashlight**
- **Radio**
- **Traffic Vest**
- **Power Source**





# SUBJECT APPROACH



- **Proper Courtesy**
- **Are They Authorized?**
- **Special Circumstances**
- **Sign In And Out**
- **The “Unauthorized”**
- **Flow Control**





# SUSPICIOUS? OUT OF PLACE?



- **Are they acting strange?**
  - **Do they seem out of place?**
- **Does their clothing match the weather?**
- **What are they carrying?**





# PERSONNEL IDENTIFICATION



- **Critical Mission**
  - **Know Your People**
  - **Do Not Assume**
  - **Always be Professional**
- **Many Different Kinds Of ID**
  - **Use Their ID To ID**
  - **Watch For Altered ID**
  - **Check Signature**
- **Special Access Badges**
- **Temporary ID Badges**





# PERSONNEL IDENTIFICATION



**1. Date of birth:** Make sure that it is reasonable.

**2. Photo:** Compare the customer to the picture. Is this person the same?

**3. Description:** Does the description on the ID match the customer?

**4. Expiration Date:** All forms of identification used to verify age **MUST** be valid. Don't accept an expired ID!

**5. Alteration:**

1. Look at the ID under a bright light to detect flaws and alterations.
2. If the ID has two photos, make sure they match.
3. Make sure the state seal, logo or hologram have not been altered.
4. Check the lamination (if any) for peeling, scratches or bubbles.
5. If "Duplicate" appears on the ID, be cautious. Someone else may be using the original.





# PERSONNEL IDENTIFICATION



## Questions about the ID?

- **Question the individual about information on the ID - birth date, address, etc. Many don't bother to memorize the information or forget it under pressure.**
- **Ask for a 2nd ID if you have any doubts about the first ID they show you.**
- **Follow your orders and special orders; when in doubt, radio your HQ and ask for direction- you are better safe than sorry.**





# ROADBLOCKS

- **Location**
- **Signage**
- **Lighting**
- **Authorized Vehicles**
- **Safety**
- **The Public**
- **Staffing**





**NO MATTER WHAT....**



- **Do Not Attempt To Stop A Moving Vehicle By Standing In Its Way!!!**





**Questions?**