

SECURITY FORCES STATEMENT

87th SECURITY FORCES SQUADRON (SFS) APPENDIX TO ALL STATEMENTS OF WORK FOR JOINT BASE MCGUIRE-DIX-LAKEHURST, NEW JERSEY INSTALLATION ENTRY CONTROL PROCEDURES FOR ALL CONTRACTORS

The following appendix provides information from Air Force Instruction 31-101 and local supplements on requirements for entering and conducting business while on Joint Base McGuire- Dix-Lakehurst (JB MDL), New Jersey.

1. Contract Award.

1.1. Upon award of a contract, all contractors who will be entering the installation for 30 or more days in one year., including Small Purchase contractors, must initiate a criminal history record information/background check for non-criminal justice purposes on all personnel requiring access to JB MDL to the 87th Security Forces Squadron.

1.2. JB MDL requires all contractors to conduct a criminal history record information/background check prior to being issued an initial long term Installation Access Pass. This check is done at the contractor's expense and not at government expense. This will be completed prior to any permanent access credential for JB MDL being issued to the contractor personnel. Contractors must contact their state of residence State Police or DCJ to verify that states background check procedures. New Jersey, New York, Delaware and Pennsylvania background procedures are included in this instruction, but may change without prior notification from the state.

1.2.1. If the contractor requires access to the installation for less than 30 days in one year, Visitor Control Center personnel will conduct a QA Person Inquiry and issue a pass. Prior to issuing another Visitor Pass another QA Person Inquiry will be conducted.

1.2.2. If the contractor attempts to enter the installation more than 30 days in a year, they will be denied access unless a criminal history check is conducted or appropriately applied for.

1.2.3. A maximum of one 30 day visitor passes will be issued to anyone requesting an Installation Access Pass who is awaiting a criminal history record information/background check.

1.2.3.1. If an individual is still awaiting the results of a criminal history record information/background check after the initial 30 day visitor pass is issued. A copy of the submitted application for the applicable state (Morpho Track Form D for NJ checks) must be presented to Visitor Control Center personnel to receive an additional 30 day visitor pass.

1.2.3.2. A maximum of one additional 30 day pass will be issued to the person showing proof he has submitted the criminal history record information/background check.

1.3.1. This check will require the completed criminal history record/background check results or report be sent by the applicable State Police Department conducting the check to the 87th SFS Visitor Control Center at the following address.

87th SFS ATTN: Visitor Control Center 2301 Vandenberg Ave
Joint Base McGuire-Dix-Lakehurst NJ 08640

1.4. All applicants possessing a current driver's license in PA, DE and NY are required to have a criminal history record information/background check for non-criminal justice purposes from *BOTH* the State of Residence and State of Employment. Applicants with a driver's license issued in any other state need only accomplish a criminal history record information/background check for non-criminal justice purposes in the where they reside.

NOTE: If the applicant lives and works in NJ, then only the NJ check is needed.

1.4.1. General guidance for New Jersey on this process is provided by the NJ State Police and is found

in attachment 1 of this Contractor Security Appendix.

1.4.2. General guidance for Delaware on this process is provided by the DE State Police and is found in attachment 2 of this Contractor Security Appendix.

1.4.3. General guidance for New York on this process is provided by the NY State Police and is found in attachment 3 of this Contractor Security Appendix.

1.4.4. General guidance for Pennsylvania on this process is provided by the PA State Police and is found in attachment 4 of this Contractor Security Appendix.

1.4.5. For guidance from any of the other state or US Territory (i.e. Puerto Rico), contact the state police of that particular state and follow the requirements of para 1.2. and 1.3. above.

1.5. The 87th SFS will not be used to conduct this criminal background check.

1.6. State Police Department background check results must be sent directly from the Investigating Agency to the 87th SFS at the above listed address. Forms sent from the contractor will no longer be accepted.

1.6.1. Contractors and sub contractors may contact the 87th SFS/Visitor Control Center at 609-754- 3197 to determine arrival of and verify status of Criminal History Record and Background Checks.

1.7. Failure to provide the completed check for each contractor individual requesting entry to the 87th SFS will result in that specific individual not being allowed access to JB MDL until the background check has been completed and provided.

1.8. The contractor will provide an initial Entry Authority List (EAL) (see attachment 5 for EAL requirements) to the administrative contracting office (i.e. 87th CONS, US Army Corps of Engineers (USACE), NAS Lakehurst, 87th CES, etc.). The contracting office will provide a copy of the initial EAL to the 87th SFS/Visitor Control Center. The contracting office will maintain any required documentation until the contract has been completed or terminated for any reason.

1.9. Upon receipt of the results of the check, the Visitor Control Center will review the results and determine whether personnel will be authorized to enter JB MDL. The Visitor Control Center will maintain and file a copy of the original documents for future reference.

1.10. The Visitor Control Center will also notify the appropriate Administrative Contracting Office or unit POC of those personnel who are being denied access to the installation due to derogatory information identified in the individual's criminal background investigation. The disposition date (date the charges were finalized in court) is the date used to determine time frames. The below criminal history findings will automatically disqualify the person in question from being granted access to the installation:

1.10.1. There is a reasonable basis to believe, based on an individual's criminal or dishonest history, that issuance of an access credential poses an unacceptable risk to the installation/mission.

1.10.2. Wanted by Federal or civil law enforcement authorities, regardless of offense or violation.

1.10.3 Immigration status is in question or cannot be verified.

1.10.4. US Citizenship or Social Security Account Number cannot be verified.

1.10.5. There is a reasonable basis to believe the individual has submitted fraudulent information concerning his or her identity.

1.10.6. There is a reasonable basis to believe the individual will attempt to gain unauthorized access to classified documents, information protected by the Privacy Act, information that is proprietary in nature, or other sensitive or protected information.

1.10.7. There is a reasonable basis to believe the individual will unlawfully or inappropriately use an access credential outside the workplace.

1.10.8. Barred from entry/access to any Federal installation or facility.

1.10.9. Wanted by federal or civil law enforcement authorities, regardless of offense/violation.

1.10.10. Any conviction of firearms or explosives violation within the last 10 years.

1.10.11. Incarcerated within the past ten years, regardless of the offense or violation unless released on proof of innocence.

1.10.12. Any conviction of espionage, sabotage, treason, terrorism or murder.

1.10.13. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.

1.10.14. The individual's name appears on any Federal or State agency's "watch list" or "hit list" for criminal behavior or terrorist activity.

1.10.15. The individual has been convicted of DUI manslaughter or involuntary manslaughter in the past 10 years.

1.10.16. The individual has been convicted of sexual assault, armed robbery, rape, child molestation, childpornography, trafficking in humans, drug possession with intent to sell or drug distribution.

1.10.17. Any conviction of drug possession, or drug manufacture within the past 5 years, reviewable on a case-by-case basis.

1.10.18. There is a reasonable basis to believe, based on the individual's material, intentional false statement, deception, or fraud in connection with Federal or contract employment, that issuance of an access credential poses an unacceptable risk to the installation/mission.

1.10.19. There is a reasonable basis to believe, based on the nature or duration of the individual's alcohol abuse without evidence of substantial rehabilitation, that issuance of an access credential poses an unacceptable risk to the installation/mission.

1.10.20. There is a reasonable basis to believe, based on the nature or duration of the individual's illegal use of narcotics, drugs, or other controlled substances without evidence of substantial rehabilitation, that issuance of an access credential poses an unacceptable risk to the installation/mission.

1.10.21. A statutory or regulatory bar prevents the individual's contract employment; or would prevent Federal employment under circumstances that furnish a reasonable basis to believe that issuance of a access credential poses an unacceptable risk to the installation/mission.

1.10.22. The individual has knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force.

1.10.23. Any person with a pending court resolution will be denied access for any offense listed above. The disposition date (defined as the date the charges were finalized in court) is used to determine the barment period.

1.10.24. Any person with a pending court resolution for an offense not listed above will be issued a pass for two weeks at a time until the case is finalized in court. If the charges are dismissed the person will be considered to have a favorable criminal history.

1.11. The contractor will provide a final listing of personnel on an Entry Authority List (EAL)

in letter format to the requesting Administrative Contracting Office.

1.12. The administrative contracting office (such as the 87th Contracting Squadron, the US Army Corps of Engineers, etc.) will authenticate and forward the EAL to the 87th SFS Visitor Control Center, NLT 72 hours prior to contract start date.

1.13. If EAL's are not accurate or contain fraudulent information, contractor identification badges will not be issued.

1.13.1. Pen and ink changes for deletion purposes may be made to an EAL.

1.13.2. Pen and ink additions to an EAL will not be accepted. All additions must be made by initiating a new EAL.

1.13.2.1. The Master EAL will be resubmitted with the additions included. Individual letters for long term employees will not be accepted if the contract exceeds 30 days.

1.14. The Visitor Control Center will maintain a copy of the documents for 90 days after expiration for future reference. Contractor Criminal History Record and Background Checks will be valid for a period not to exceed 3 years.

1.14.1. At the 3 year mark, the contractor is required to complete a new check for each individual still employed and working at JB MDL.

1.14.2. Background checks older than 3 years will be updated through the NJ State Police or the State Police department for which the contractor resides and/or are employed. Records older than three years on file will be destroyed.

1.16. Contractors who are also required to do Criminal History Background checks for employment purposes and maintain the background per state laws are required to bring the original completed background check and a copy of the check to the 87th SFS Visitor Control Center.

1.16.1. Visitor Control Center personnel will verify the copy of the background check and will stamp both the original and copy.

1.16.2. Visitor Control Center personnel will keep the copy of the background check.

1.16.3. Companies which maintain the original background check will be required to re-verify the status by bringing new original background checks to the Visitor Control Center prior to the expiration of any previous background checks on file.

1.17. Holders of other federal credentials must have a validated need for installation access and will not be granted unlimited or unrestrained access to all USAF installations. Therefore, identification credentials/tokens issued by other Federal departments, such as the Transportation Workers Identification Credential (TWIC) [produced in accordance with the *Maritime Transportation Security Act of 2002* and Security and Accountability for Every (SAFE) Port Act of 2006] or other Federal credentials, may be authorized to support physical access to DoD installations if there is a valid need to enter the installation. The USAF allows for Installation Commanders to issue local access credentials/passes or to grant access based on presentation of these credentials at their discretion. The TWIC and other Federal government identification credentials only alleviate the installation's requirement to identity proof and vet access candidates.

2. Contractor Visitor Passes for Entry to JB MDL.

2.1. Contractors and vendors will be issued a computer generated or hand written Visitor Pass, Installation Access Pass or Defense Biometrics Identification System (DBIDS) card identifying them as a contractor authorized access to JB MDL.

2.1.1. Contractor and vendor visitor passes will be issued at a Visitor Control Center or the Commercial Vehicle Inspection facility for all contractors or vendors who require access to the installation for less than 30 days in a year.

2.1.1.1. Visitor passes will be issued to contractors or vendors who do not access the installation at least three days per week.

2.1.1.2. Contractors and vendors who access the installation less than three days per week, but will access the installation for longer than one month will be included on an EAL with the date the contract expires. These personnel must stop at the Visitor Control Center each time they are needed to perform work. They will be issued a Visitor Pass each time they need to enter the installation. These personnel will be identified on the EAL as requiring periodic access.

2.1.1.3. DBIDS Installation Access Passes will be only be issued to contractors or vendors requiring access at least 3 days a week for more than 30 days in a year. Personnel will only be issued an Installation Access Pass after all required Criminal History Checks are completed. Installation Access Passes will only be issued at any of the Visitor Control Centers or Commercial Vehicle Inspection facilities for the entire JB MDL. These personnel will be identified on the EAL as requiring daily access.

2.2. Contractor passes will be updated annually at the Visitor Control Center or Checkpoint 9 for contracts lasting over 1 year.

2.3. Contractor passes will be issued for the duration of the contract, or the length of the option period not to exceed 1 year, whichever is less.

2.4. Visitor Control Center personnel will review previously provided background investigations on all contractors prior to issuing/updating identification credentials.

2.5. NON U.S. CITIZENS: All non-U.S. citizens must provide a Work Permit Visa or Alien Registration Card with immigration number when requesting entry onto JB MDL. Upon completion of an approved Alien Immigration background check, the foreign national will be permitted to be sponsored onto the installation.

2.5.1. Foreign nationals requesting access onto Lakehurst NAES must be initially authorized access and then be escorted to and from the required location.

2.5.1.1. Sponsors must meet their Foreign National visitor at the Visitor Control Center.

2.5.2. Non US citizens will not be issued an Installation Access Card for longer than their Work Permit Visa is valid.

2.6. Those contractors working under the AF Industrial Security program will provide an EAL to the Visitor Control Center.

2.6.1. Those contractors under the AF Industrial Security program requiring access to the AF computer network may be issued a Common Access Card (CAC) in lieu of the normal contractor visitor pass.

2.6.2. Those contractors under the AF Industrial Security program who have not been issued a CAC will be issued a contractor visitor pass if they will be on the installation less than 30 days. These Contractors will be issued an Installation Access Pass if they will be on the installation longer than 30 days.

2.6.3. Those contractors under the AF Industrial Security Program who maintain an active DoD security clearance shall provide a Joint Personnel Adjudication System (JPAS) printout in lieu of the required background checks.

2.6.4. Installation Access Cards or temporary visitor / vehicle passes are issued for a specific purpose. It is not intended to allow unrestricted installation access and is to be used only when access is required for the stated purpose. Access Cards are the property of the government and must be returned to the issuing office when no longer authorized (termination, retirement, end of contract, expired, etc) or required. The misuse of an Access Card or a temporary pass may be cause for confiscation and barment from the installation. All visitors and contractors will be advised that the acceptance of an Access Card and or temporary pass will be considered implied consent to inspect passenger(s) and vehicle at any time while on the installation. When an Access Card, visitor or vehicle pass has expired, renewal is not automatic. The sponsor or requesting individual must resubmit required information.

3. Contractor Vehicle Passes for Entry to JB MDL.

3.1. Contractor vehicle passes will be issued at the Visitor Control Center or Checkpoint 9.

3.2. All vehicles and drivers must have the following documentation prior to being granted access to JB MDL:

3.2.1. Valid state driver's license with photo.

3.2.1.1. Valid state driver's license without photo with another government/state issued form of identification with photo .

3.2.2. Valid vehicle insurance.

3.2.3. Valid vehicle registration.

3.2.4. Bill of Lading (if available).

3.2.5. A JB MDL point of contact with a phone number.

3.3. Contractors will be issued AF Form 75, Vehicle Pass for entry to JB MDL provided the required documentation listed in 3.2 is valid.

3.4. Contractor vehicle passes will be updated annually at the Visitor Control Center or Checkpoint 9 for contracts lasting over 1 year.

3.5. Contractor vehicle passes will be issued for the duration of the contract or 1-year, whichever is less.

3.6. Commercial vehicles must enter the installation through Checkpoint 9.

4. Contractor, Commercial and Oversized Vehicles.

4.1. All contractor, commercial and oversized vehicles must enter JB MDL Main Base through Checkpoint-9 located on Saylor's Pond Road.

4.1.1. All contractor, commercial and oversized vehicles must enter JB MDL Lakehurst through the Commercial Vehicle Inspection (CVI) gate located on CR 547.

4.2. The following are considered "commercial and oversized" vehicles at JB MDL and these vehicles can only enter the installation IAW paragraph 4.1., above.

4.2.1. All vehicles registered and licensed for commercial purposes with "commercial" license plates, regardless of state of issue.

4.2.2. All vehicles, regardless of type, license plate, or size, having more than two (2) axles.

4.2.3. All vehicles used to carry tools, machinery, equipment, or other commercial related equipment onto the installation.

4.2.4. All vehicles displaying a commercial plaque, logo or emblem carrying tools, machinery, equipment, or other commercial related equipment onto the installation.

4.2.5. Pick-up trucks which have not been equipped with storage containers and are not loaded with material in the bed of truck may enter JB MDL through any gate.

5. Contractor vehicle and personnel processing requirements

5.1. Checkpoint - 9 is open for personnel and vehicle processing from 0600-1600 hours Monday through Friday and 0600-1400 hours Saturday, Closed on Sunday and Holidays.

5.1.1. Contractor/Commercial vehicles requesting JB MDL Main Base entry from 1600-0600 will not be allowed entry. Unusual circumstances will be handled on a case by case basis. Contact the Base Defense Operations Center (BDOC) at (609) 754-2001/2002.

5.2. Lakehurst CVI is open for personnel and vehicle processing from 0700-1600 hours Monday through Friday.

5.2.1. Contractor/Commercial vehicles requesting JB MDL Lakehurst entry from 1600-0700 or on weekends must be coordinated with the Lakehurst BDOC at (732) 323-4000.

5.3. Subcontractors.

5.3.1. All subcontractors are required to follow the same instructions listed above for their subcontractor personnel.

5.3.2. Contractors with an immediate access requirement for a short-term subcontractor must coordinate with their Contracting Officer prior to authorization of access without following the normal procedures.

5.3.3. Short term Subcontractors will be issued a pass not to exceed 1 week.

6. Contractors working in USAF Restricted Areas will comply with the following:

6.1. All contractors meeting the standard of visitor groups IAW AFI 31-501 will be issued line badges for working on the flight line and restricted areas. Those contractors must be working 90 or more consecutive days. All other contractors will require escort.

6.2. Each individual contractor (person) will be required to complete a Standard Form 85P - Questionnaire for Public Trust Position before accessing the Restricted Area. This is an investigation to determine the trustworthiness of the individual requiring access to the Restricted Area. This is not the same type of investigation as the NJ or other state background checks required to be conducted to access JB MDL.

6.2.1. Each individual will work with the unit security manager the contractor is supporting to complete the SF 85P.

6.2.2. Upon completion, the contractor will submit to the unit security manager for review.

6.2.2.1. If the 85P package contains errors, the individual will work with the security manager to correct.

6.2.2.2. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

6.2.3. If the SF 85P package contains no errors, the unit security manager will complete an AF Form 2586 - Unescorted Entry Authorization Certificate for accessing the restricted area.

7.3. The unit security manager will make an appointment with 87th ABW/IPP Personnel Security office for contractor processing and turn-in AF Form 2586.

7.3.1. The contractor will meet 87th ABW/IPP personnel and submit the completed SF 85P. 87th ABW/IPP will review SF 85P for accuracy and completion.

7.3.1.1. If the 85P package contains errors, the individual will work with the personnel security office to correct.

7.3.1.2. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

7.3.1.3. If no issues with 85P, the 87th SFS Reports and Analysis will conduct a local files check on the individual.

7.3.2. Upon local files check completion (no issues), contractor will be directed to the Pass & Registration (Bldg 1738) where a restricted area badge can be issued on an interim basis based on submission of the 2586 to S-5B.

7.3.2.1. S-5B will review AF Form 2586 for accuracy and completion.

7.3.2.2. If there are no errors, then an AF Form 1199 - Restricted Area Badge will be produced for the contractor.

7.3.2.3. If there are errors on the AF Form 2586, the contractor will be directed to return to the unit security manager for re-accomplishment of the form.

7.4. If potential disqualifying information is discovered the file is forwarded to the 87th ABW IPP office. The IPP office

will coordinate with the unit and appropriate wing to determine an appropriate status for the contractor. If the determination is unfavorable the IPP office will notify the 87th SFS and unescorted entry privileges to restricted areas and the flightline will be withdrawn automatically.

7.5. Any work on or near the flightline will be coordinated through the JB MDL Installation Constable located in bldg 1738.

7.5.1. The Installation Constable will verify the need to access the restricted area and determine if a Free Zone can be established.

7. Flightline Driving.

7.1. Only authorized contracted or privately owned vehicles with colored cones/placards are authorized on the flightline and/or flightline road unless driving a government vehicle or under authorized escort.

7.2. Contractor personnel who are authorized to drive on the flightline will be issued a colored cone/placard from Airfield Management.

7.2.1. Cones/placards must be visible during operations of the vehicle when driving on the flightline and when parked on the flightline.

8.2.3. The cone/placard must be secured (put away) upon departure from the flightline.

8.3. Restricted Areas: Defined as an area delineated by ropes, red lines or barriers that contain Protection Level resources (i.e. aircraft or equipment).

8.3.1. These areas require a certain level of protection, and entry is only allowed by authorized personnel wearing a restricted area badge or personnel under authorized escort.

8.3.2. Aircraft hangars are restricted areas when aircraft are present.

8.3.3. Signs are posted every 100 feet on the exterior of restricted area boundaries stating; "Deadly Force is Authorized."

8.3.4. Contractors will never enter restricted areas unless properly escorted or authorized by the installation commander or designee through the issuance of a restricted area badge.

8.4. If the Security Forces or a military member detains a contractor or contract employee at any time or for any reason, the contractor will comply with their request and will not become combative or argumentative.

8. Miscellaneous Requirements

8.1. All requests for additional contractor personnel must meet the same requirements listed in para A1 above before Installation Access Passes will be issued.

8.2. The administrative contracting office will be notified when personnel leave the contractor company for any reason and provide that information to the Visitor Control Center.

8.3. The contractor company is responsible for the return of all contractor identification badges at the end of the contract or when personnel depart for any reason. All badges and passes will be returned to the Visitor Control Center.

8.4. During increased Force Protection Conditions (FPCONs) there may be limited entry to the installation.

8.5. Retired military or government personnel may be allowed to enter the installation through any gate providing the vehicle operator has a current and valid base entry ID card.

8.5.1. Retired military or government personnel must be listed on the company EAL.

8.5.2. All retired military or government personnel will complete all Criminal History Record Information/Background Check regardless of their military/government retired status.

9.6. All contractor vehicles entering must be registered at the Visitor Control Center or Commercial Vehicle Inspection Facility.

Personnel authorized to receive a long term Access Pass will not be issued a vehicle pass. The vehicle information will be included in the bar code of the pass. Personnel entering JB MDL who do not qualify for a long term pass or are using a vehicle temporarily, will be issued an AF Form 75, Vehicle Pass.

9.7. Contractors are NOT normally authorized to Sponsor any personnel to enter JB MDL.

9.7.1. Exceptions to this rule will be addressed on an as needed basis through the Contracting Officer and the 87 SFS Visitor Control Center Supervisor.

9.7.1.1. The contractor must work through the Contracting Officer who in turn will contact the Visitor Control Center Supervisor.

9.7.1.2. In the event the Visitor Control Center Supervisor is unavailable, the following personnel in the order listed may approve the contractor sponsorship authority:
87 SFS Deputy Air Provost, Operations Officer, Operations Superintendent, or the on-duty flight chief as necessary.

9.7.2. Sponsoring onto the installation is a limited privilege for emergent requirements only and cannot be used as a routine method to get subcontractors onto the installation.

9.7.2.1. Contractors granted sponsorship privileges may only sponsor a visitor pass a maximum of 7 calendar days. If the person being sponsored onto the installation requires a longer pass, the responsible contracting officer or base POC must submit the person on an EAL.

9.7.2.2. Contractors with Installation Access Sponsoring authority must contact the Visitor Control Center Supervisor or Senior Clerk to coordinate each emergent requirement.

9.7.2.3. The sponsoring Contractor will be responsible for all individuals they sponsor onto the installation.

9.7.2.4. Contractor sponsorship privileges will be revoked if it is determined the contractor is attempting to supersede normal installation access requirements.

9.7.2.5. No more than three personnel per prime contract EAL will be granted sponsorship privileges.

9.7.2.6. The Contracting Office or JB MDL point of contact will ensure this privilege is only granted to prime contractors who will not know in advance which personnel will be reporting for work.

9.7.2.7. Personnel granted sponsorship authority must have a criminal history background check completed prior to them authorized to be a sponsor.

9.7.3. Any contractor found in violation of these requirements will be escorted off the installation. They will be removed from the company entry authority list and will not be allowed to reenter JB MDL without the express written permission of the Installation Commander.

9.8. Contractors are required to obey all entry requirements, traffic rules and requirements of JB MDL. Failure to comply will result in barment from the installation.

9.9. Contractors are not authorized to utilize cell phones while operating a motor vehicle of any type while on JB MDL unless they can be operated hands free to include turning on, answering, speaking and turning off.

9.10. Headsets are not authorized for use while operating a vehicle on JB MDL.

9. Questions or problems.

9.1. Questions on entry onto the installation may be directed to any one of the following locations: McGuire Gate Visitor Control Center – (609) 754-3197 or (609) 754-3003
Checkpoint 9 – (609) 562-3938

9.2. If a contractor has any problems while on JB MDL in any way related to base entry or security, the contractor should contact the Security Forces Control Center. (609)754-2001/2002/2003/2004.

Attachment 1 -General guidance for the NJ Criminal History Record Information/ Background Check .

A1.7. Requests for criminal history background checks from New Jersey may be accomplished using the name check only request on the SBI 212B. The SBI 212B Form was developed to provide these entities with the ability to request criminal history record information by submitting a subject's name, date of birth, social security number, and other descriptive information. These forms will be used for conducting name checks only.

A1.7.1. One SBI 212B Form will be used for each request and the required information must be typed or legibly printed. Photocopies will not be accepted since the forms are color-coded and original signatures are required. All necessary forms required for access will be supplied by the Division of State Police upon written request to the address listed above or by calling (609) 882-2000, extension 2884. The fee for submission of an SBI 212B Form name check is \$18.00.

A1.7.2. All fees must be made payable to the Division of State Police-SBI. Acceptable methods of payment are cashiers' check, certified check, business check, or money order. International money orders or checks must be drawn on a U.S. bank.

No personal checks will be accepted.

All SBI 212B forms and payments will be submitted to: Division of State Police Attn.: CIU

P.O. Box 7068

West Trenton, NJ 08628-0068

A1.7.3. The New Jersey State Police NJ 212B will be completed as follows:

A1.7.3.1. Section A (Complete Name and Address of Requestor) of the New Jersey State Police NJ 212B form will reflect the 305 SFS Entry Screening Facility.

87th SFS ATTN: Visitor Control
Center 2301 Vandenberg Ave
Joint Base McGuire-Dix-Lakehurst NJ 08641

A1.7.3.2. Section A (Additional Data Optional) will reflect the company address information. This information is use by Visitor Control Center personnel to identify the company upon return of the record check.

Example: RBC
Management,
LLC 61
Claremont Road
Bernardsville, NJ 07924

A1.7.3.3. Section B – Subject of the Request.

A1.7.3.4. NAME (Last Name), (Maiden Name), (First Name), (Middle Name). A1.7.3.5. ADDRESS: (Number), (Street), (City), (State).

A1.7.3.6. DOB (Date of Birth): (Month), (Day), (Year). A1.7.3.5.

SEX: Male or Female.

A1.7.3.6. RACE: White, Black, Asian, etc. A1.7.3.7. SBI

NUMBER (If known): Leave Blank. A1.7.3.8. FBI NUMBER (If known): Leave Blank.

A1.7.3.9. SOCIAL SECURITY NUMBER: Social Security Number will be furnished. A1.8. Section C. Authority and Purpose of the Request.

A1.8.1. The first block is the only block which will be completed for all requests. (Non- criminal justice purpose by a governmental entity of this State, the federal government, or any other state for any official government purpose, including but not limited to employment, licensing, and the procurement of services).

A1.8.2. The second and third blocks are not used. A1.9. Section D. Certification of Requestor.

A1.9.1. This section will be signed by 87th SFS personnel only.

A1.9.2. The Contracting Officer will provide pre-signed forms to the contractor from the VCC.

A1.9.3. Contractors are not authorized to sign this section.

A1.10. Section E (Authorization by Subject of Request and Privacy Act Information). Supervisor, State Bureau of Investigation.

A1.10.1. I hereby authorize the release of any Criminal History Record Information maintained by your agency, meeting dissemination criteria, for the above indicated purpose to 87th SFS / Visitor Control Center .

A1.10.2. The applicant (Subject of the Request) will sign and date the form.

A1.11. The company will submit the completed SBI 212B Form with a company check, money order or certified

check only for \$18.00 to the NJ State Police. Personal checks will not be accepted.

Please Note: The Form SBI 212B (Rev. 06/02), which is pictured below, is included for informational purposes only. The NJ State Police WILL NOT process photocopies/duplicates of this form. An original form is printed on bluish paper and can be obtained at Visitor Control Center or any NJ State Police office.

REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION FOR A NONCRIMINAL JUSTICE PURPOSE (TYPE OR PRINT ALL INFORMATION)

A. COMPLETE NAME AND ADDRESS OF REQUESTER

This will be used as a mailing label - Type/Print legibly

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ADDITIONAL DATA (Optional)

B. SUBJECT OF THE REQUEST

NAME (Including Maiden Name)

SBI NUMBER (If Known)

(Last Name) (Maiden Name) (First Name) (Middle)

ADDRESS

FBI NUMBER (If Known)

(Number) (Street) (City) (State)

DOB

SEX

RACE

SOCIAL SECURITY NUMBER (If furnished)

(Month) (Day) (Year)

C. AUTHORITY AND PURPOSE OF THE REQUEST*(Check appropriate box to indicate the type of request and supply all other required information.)*

- ☐ Noncriminal justice purpose by a governmental entity of this State, the federal government, or any other state for any official governmental purpose, including but not limited to employment, licensing, and the procurement of services pursuant to N.J.A.C. 13:59-1.2(a)(1).
(Authorization By Subject Of Request And Privacy Act Notification; Certification of Requester are required.)
- ☐ Noncriminal justice purpose by a person or non-governmental entity of this State for purposes of determining a person's qualifications for employment, volunteer work, or other performance of services pursuant to N.J.A.C. 13:59-1.2(a)(2).
(Authorization By Subject Of Request And Privacy Act Notification; Certification of Requester are required.)
- ☐ Noncriminal justice purpose by a private detective licensed by the Division of State Police pursuant to N.J.A.C. 13:59-1.2(a)(4) and N.J.S.A. 45:19-8 et seq., for purposes of obtaining information in furtherance of the performance of their statutorily authorized functions, as specifically enumerated by N.J.S.A. 45:19-9(A) 1 to 9.
(Certification Of Requester is required. However, section D (3) and (4) **DO NOT** apply.)

(OVER)

D. CERTIFICATION OF REQUESTER

I hereby certify that:

- (1) I am authorized to receive and use New Jersey Criminal History Record Information pursuant to N.J.A.C. 17:27(a) (1), (2), or (4) as indicated under section 6 of this request.
- (2) A. Any record(s) received shall be used only for the authorized purpose for which it was obtained.
B. Any record(s) received will not be disseminated to persons not authorized to receive the record(s).
C. Any record(s) will be destroyed immediately after it has served its authorized purpose(s).
D. In the case of a request not accompanied by fingerprints, I am not certifying that the record(s) provided relates to the subject of the request.
E. I am aware that the SBI will rely upon the accuracy and authenticity of the information provided in this request.
- (3) The subject of the record request will be provided with adequate notice to complete or challenge the accuracy of record(s) provided by the SBI and, if requested by the subject of this record request, will be provided with a reasonable period of time to correct or complete any information provided by the SBI. (Does not apply to private detective requests)
- (4) The subject of this record request will not be presumed guilty of a pending arrest(s) or charge(s) indicated on any record(s) received from the SBI. (Does not apply to private detective requests)

Signature: [Signature]

Print Name: [Name]

E. AUTHORIZATION BY SUBJECT OF REQUEST AND PRIVACY ACT NOTIFICATION

Supervisor, State Bureau of Identification:

I hereby authorize the release of any Criminal History information maintained by your agency, meeting dissemination criteria, for the above indicated purpose.

(Initials of Subject of Request) [Initials]

Pursuant to the Privacy Act of 1974 (PL 93-579), I realize the disclosure of my social security number is voluntary; I also realize my social security number will be used for the purpose of facilitating the security check authorized by the above referenced authority. Any information released as a result of this authorization, including the furnishing of my social security number, shall be used only for the purpose of processing the above indicated application.

NOTE: The SBI will process photocopies of this form. The current processing fee for this document is \$15.00 pursuant to N.J.S.A. 53:1-20.6A WJd NJA.C. 13:59-BA cashiers check, certified check, or money order payable to the Division of State Police. SBI must be stapled to each SDI 2128 Form.

For fingerprint search is not required. Submit a completed state applicant fingerprint card and SBI 2128 Form with a check for \$2500. Swallow the check to the bottom-left corner of the applicant fingerprint card and then staple the applicant fingerprint card to the SBI 2128 Form.

Attachment 2 -General guidance for the DE Criminal History Record Information/
Background Check *WITH* fingerprints.

A2.1. The Delaware State Criminal History Record Check Authorization form will be used when requesting a Criminal History Background check through the state of Delaware. This form has been scanned into this document; it can be printed, and used for official requests. It can be found in this attachment. Further information concerning Delaware State Criminal History requests can be found by calling (302)739-5871 or on the internet at <http://dsp.delaware.gov/SBIinfo.shtml#CrimHist>.

A2.2. The Delaware State Bureau of Identification provides a Delaware Criminal History Record request for a fee of \$52.50.

A2.2.1. You may use cash, credit or debit Cards, bank checks, money orders, or company checks made out to Delaware State Police. Personal checks are not accepted.

A2.3. This procedure is as follows:

A2.3.1. A Criminal History Background Check is obtained through fingerprints. You will need to bring a photo Identification. A Driver's License, School ID, or State ID would be sufficient. It is not required to be a Delaware License. You do not need to bring a social security card or a birth certificate.

A2.3.1.1. Completed Delaware Criminal History checks will be mailed to

87th SFS

ATTN: Welcome Center 2301

Vandenberg Ave

Joint Base McGuire-Dix-Lakehurst NJ 08641

A2.3.2. To obtain a certified Delaware criminal history you have three options. A2.3.2.1. Kent County

A2.3.2.1.1 Located at 655 South Bay Road, Dover, DE 19901.

A2.3.2.1.2. The building is located in the Blue Hen Mall and Corporate Center, Suite 1B. The Dover location will be the only location available for all services every weekday and does not require an appointment.

Hours of operation are:

- Mondays, 8:30 a.m. to 6:30 p.m.
- Tuesday through Friday, 8:30 a.m. to 3:30 p.m.
- No appointments are necessary.
- Call 302-739-5871 for information and directions.

A2.3.2.2. Sussex County

A2.3.2.2.1. fingerprinting services at Troop 4, in Georgetown, on the corner of Shortly Road and Route 113, across from Motor Vehicle.

Hours of operation are:

- Every other Wednesday, from Noon to 6:30 p.m.
- by appointment only
- Call (302) 739-2528 for information

A2.3.2.3. New Castle County

A2.3.2.3.1. The office is located in Troop 2, on Rt 40, in Bear, just west of the Fox Run Shopping Center, between Rt. 72, and Rt. 896.

A2.3.2.3.2. Procedure to request services / making an appointment:

A2.3.2.2.1. Call and schedule an appointment utilizing one of the Appointment Help Line contact numbers listed below:

1-800-464-4357 or 302-739-2528

A2.3.2.2.2. Arrive at SBI / North (Troop 2) and report in with the receptionist No Later Than the time set by the appointment desk.

A2.3.2.2.3. The results of the completed Background/Criminal History check will not be returned the same day, but will be forwarded to the recipient as soon as operationally possible.

A2.3.2.2.3. The hours of operation are:

- Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m., closed for lunch from 12 to 12:30.
- Tuesday, 11:30 a.m. to 6:15 p.m., closed for lunch from 4:00 to 4:30

Attachment 3 – General guidance for the NY Criminal History Record Information/
Background Check *WITH* fingerprints.

A3.1. The New York State Office of Court Administration (OCA) Record Search for Conviction of Prosecution and Pending form will be used when requesting a Criminal History Background check through the state of NY. This form has been scanned into this document; it can be printed, and used for official requests. It can be found in this attachment.

A3.2. The New York State Office of Court Administration (OCA) provides a New York Statewide criminal history record search (CHRS) for a fee of \$52.00. The search criteria is strictly based on exact match of Name and DOB (variations of Name or DOB are not reported.) The search includes data from all 62 counties pertaining to convictions and open/pending cases originating from City & County courts.

A3.3. This procedure is as follows:

A3.3.1. Complete the [Criminal History Record Search \(CHRS\) Application Form](#). A3.3.2. Indicate name, address, and phone number of the person or company submitting the form. A3.3.3. Include the individual's full name and date of birth (See Below) you want searched. A3.3.4. Applications with unclear or omitted information will be rejected.

A3.3.5. Each alias and each date of birth is counted as an additional search.

A3.3.6. The results of this process are NOT certified and should not be confused with a "Certificate of Disposition" which can only be issued by a court.

A3.4. PROGRAM FEE: The fee is \$65.00 for Statewide search. Please make checks or money orders payable to the N.Y.S. Office of Court Administration (OCA). Cash will not be accepted. A \$20.00 returned check charge will be imposed on items returned by the bank.

A3.5. You can contact the OCA at (212) 428-2973 between 10:00 and 4:00 pm for a copy of the Criminal History Record Search application or download the form at <http://www.courts.state.ny.us/apps/chrs/>.

A3.6. The form will be completed as follows.

A3.6.1. NAME/COMPANY: 87th Security Forces Squadron ATTN: S3IE/Visitor Control Center.

NOTE: Do not use your company address as the form must come from the state to: 87th SFS Visitor Control Center.

A3.6.2. STREET ADDRESS: 2301 Vandenberg Ave

A3.6.3. CITY, STATE, ZIP: Joint Base McGuire-Dix-Lakehurst NJ 08641

A3.6.4. TELE./FAX NUMBER: This will be your company phone number not the 87th Security Forces Squadron phone number.

A3.6.5. CONTACT/EMAIL ADD.: Company POC and phone number. A3.6.6. STATEWIDE

SEARCH Page: of : NOT USED

A3.6.7. E-MAIL: NOT USED

A3.6.8. MAIL: Place an X in this box. A3.6.9.

PICKUP: NOT USED.

A3.6.10. TYPE OR PRINT IN CAPITALS (Numbered 1 – 20 for up to 20 personnel) LAST NAME, FIRST NAME & INITIAL

All information MUST be in CAPITAL LETTERS. INITIAL.

Information must be in the form of LAST NAME, FIRST NAME, A3.6.11. D.O.B.:

Type in individuals Date of Birth

A3.6.12. For Your Use: NOT USED

A3.6.13. The 87th SFS requests each company list no more than 15 personnel on one sheet. This is so there is space available using line 17 – 20 for your company information. We use your company information as listed on the form to identify your company personnel when the request is returned to our office. Please include the following information on each line.

Line 17: Company Name Line 18:

Address

Line 19: City, State, Zip

Line 20: Company POC Name and Phone number

NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION OF PROSECUTION AND PENDING

Rev 9/28/05

NAME / COMPANY: _____ STREET ADDRESS: _____ CITY, STATE, ZIP _____ TELE/FAX NUMBER: _____ CONTACT/EMAIL ADD: _____				STATEWIDE SEARCH PAGE : _____ OF _____ DATE: _____ E-MAIL MAIL PICKUP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		OFFICIAL USE ONLY	
NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

Email Address: Provide your email address if you like search result: emailed to you

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York. Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212) 428-2943 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application can be made to OCA's CHRS Intake Unit at (212) 428-2810 or you can download the form from the New York State Court's website: www.nycourts.gov

Attachment 4 – General guidance for the PA Criminal History Record Information/
Background Check

A4.1. The Pennsylvania State Police Request for Criminal Record Check form will be used when requesting a Criminal History Background check through the state of Pennsylvania. This form has been scanned and can be printed for use. It can be found as part of Attachment 4.

A4.2. The PA State Police will provide a PA Criminal Record Check for a fee of \$10.00. A4.3. This procedure is as follows:

A4.3.1. Complete the Pennsylvania State Police Request for Criminal Record Check filling out all the applicable areas of Part I (see below for detailed instructions).

A4.3.2. Have fingerprints taken by a Law Enforcement agency.

A4.3.3. Enclose the \$10.00 processing fee: money order or certified check only payable to the Commonwealth of Pennsylvania.

A4.3.4. Send all listed above to:

Pennsylvania State Police
Central Repository - 164 1800
Elmerton Avenue
Harrisburg, PA 17110-9758

A4.4. Questions or further information concerning PA State Criminal History requests can be found on the internet at <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&&PageID=458621&level=2&css=L2&mode=2> or can be directed to the PA State Police Central Repository at (717) 783 – 9973 during Business hours (8:15 – 4:15).

A4.5. The form will be completed as follows.

A4.5.1. NAME/REQUESTER: 87th Security Forces Squadron/Visitor Control Center. A4.5.2. REQUESTER NAME: 87th Security Forces Squadron, S3IE/Visitor Control Center A4.5.3. ADDRESS: 2301 Vandenberg Ave

A4.5.4. CITY, STATE, ZIP: Joint Base McGuire-Dix-Lakehurst NJ 08641.

A4.5.5. CONTACT TELEPHONE NUMBER: Type your company phone number here.

A4.5.6. REQUESTOR IDENTIFICATION: Mark an X in the Individual/NonCriminal Justice Agency

A4.5.7. REQUESTOR IDENTIFICATION: Leave the Fee Exempt NonCriminal Just Agency box blank
– this section is not used.

A4.5.8. NAME/SUBJECT of RECORD CHECK – FIRST, MIDDLE, LAST A4.5.9. MAIDEN
NAME AND/OR ALIASES

A4.5.10. SOCIAL SECURITY NUMBER

A4.5.11. DATE OF BIRTH (DOB): Month, Day, Year A4.5.12.

SEX

A4.5.13. RACE

A4.5.14. REASON FOR REQUEST: Check OTHER. Type in the following statement: Requires access to
JB MDL in performance of contract with (your company name and address information).

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.
Warning: A person commits a misdemeanor of the third degree if he/she makes a written false statement, which he/she does not believe to be true.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

NAME/ REQUESTER	87th Security Forces Squadron/Welcome
ADDRESS	6049 8th Street
CITY/STATE/ ZIP CODE	Fort Dix, NJ 08640

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

NAME/SUBJECT OF RECORD CHECK (FIRST)		(MIDDLE)	(LAST)
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER		DATE OF BIRTH (MM/DD/YYYY)
		SEX	RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only

REASON FOR REQUEST: All requests \$10.00
MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA
◀◀◀◀CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶

☐ **INTERNATIONAL ADOPTION** - INTERNATIONAL ADOPTION MUST BE NOTARIZED.

- | | | |
|---|---|--|
| <input type="checkbox"/> ADOPTION (DOMESTIC) | <input type="checkbox"/> EMPLOYMENT/SCREENING | <input type="checkbox"/> PASSPORT |
| <input type="checkbox"/> ATTORNEY | <input type="checkbox"/> FOSTER CARE | <input type="checkbox"/> PRIVATE INVESTIGATIONS |
| <input type="checkbox"/> BANKING | <input type="checkbox"/> HEALTHCARE | <input type="checkbox"/> SOCIAL SERVICES |
| <input type="checkbox"/> BAR ASSOCIATION | <input type="checkbox"/> HOUSING | <input type="checkbox"/> TENANT CHECK |
| <input type="checkbox"/> CHURCH | <input type="checkbox"/> INSURANCE LICENSE | <input type="checkbox"/> VISA |
| <input type="checkbox"/> CHILD CARE | <input type="checkbox"/> MENTAL HEALTH | <input type="checkbox"/> VOLUNTEER AMBULANCE/FIREFIGHTER |
| <input type="checkbox"/> EDUCATION | <input type="checkbox"/> NURSE AID TRAINING | <input type="checkbox"/> VOLUNTEER |
| <input type="checkbox"/> ELDER CARE | <input type="checkbox"/> OTHER _____ | |
| <input type="checkbox"/> EMERGENCY MANAGEMENT | | |

☐ **ACCESS & REVIEW** - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY.)

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919

**FOR CENTRAL REPOSITORY USE ONLY
CONTROL NUMBER**

AFTER COMPLETION MAIL TO:
PENNSYLVANIA STATE POLICE
CENTRAL REPOSITORY – 164
1800 ELMERTON AVENUE
HARRISBURG, PA 17110-9758

Local Number 717-425-5546
1-888-QUERYP (1-888-783-7972)

**DO NOT SEND CASH OR PERSONAL
CHECK**

CHECK ONE BLOCK

- ☐ INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
- ☐ FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

A4.5. PA has the capability to request a Criminal History background check through the CRIMINAL HISTORY (PATCH) System which is through the Internet.

A4.5.1. PATCH requests must be applied for by accessing the PA PATCH website at <https://epatch.state.pa.us/Home.jsp>.

A4.5.2. Click on [Submit a New Record Check](#) (*requires a credit card*)

A4.5.3. The application will be completed as follows: A4.5.3.1.

Reason for request – Employment Screening A4.5.3.2. Name – First, Middle, Last

A4.5.3.3. Address – 87th SFS ATTN: Visitor Control Center

2301 Vandenberg Ave

Joint Base McGuire-Dix-Lakehurst NJ 08641 A4.5.3.4.

Phone number – Phone number you can be reached at.

A4.5.4. The cost for a PATCH request is \$10.00, which must be paid with a credit card at the time the application is submitted.

Attachment 5 Contractor Entry Authority List (EAL) Requirements A5.1. The EAL must include the following information regarding the contractor: A5.1.1. Company Name. A5.1.2. Company Address.

A5.1.3. Company Point of Contact (POC). A5.1.4. Company POC Phone number.

A5.1.5. Company On Site Contact name. A5.1.6.

Company On Site Phone number. A5.1.7.

Contract Number

A5.1.8. Purpose of contract.

A5.1.9. Duration of contract (Start and End Dates) A5.1.10.

Location where contract is to be performed. A5.1.11. JB MDL

Unit POC Name and Grade, A5.1.12. JB MDL Unit of Sponsor

A5.1.13. JB MDL Unit POC Phone number A5.1.14.

Administrative Contracting Officer POC

A5.1.15. Administrative Contracting Officer POC Phone Number

A5.1.16. Alphabetical listing of all contractor personnel to include full name (LAST, First Middle Initial).

A5.1.17. Social Security Number of all contractors. A5.1.18.

Date of Birth of all contractors.

A5.1.18. Driver's license number and state of all contractors.

A5.1.19. Alien Registration Number or passport number for all Non-U.S. legal immigrants.
A5.2.. Subcontractors must be processed in the same manner as a prime contractor.

A5.2.1. Subcontractors require all the above listed information and the following additional information which must be submitted:

A5.2.1.1. Sub contractor company Name, A5.2.1.2.
Sub contractor company Address,

A5.2.1.3. Sub contractor company Point of Contact (POC), A5.2.1.4. Sub
contractor company POC Phone number,

NOTE: Any military ID card holder working as a contractor must be included on the EAL.

YOUR COMPANY LETTERHEAD

DATE

FROM: (Your Company Address Information)

MEMORANDUM FOR 87th Security Forces Squadron Visitor Control Center SUBJECT:
Entry Authority List (EAL)

1. The (Your Company Name) will be working on Contract Number (Example: F12958-06- C-0092) for the purpose of building the new Temporary Lodging Facility near bldg 2717 from 1 May 2009 through 31 May 2011.

2. My onsite POC will be (Example) John J. Johnson, and his on site phone number is (Example: (123) 456-7890).

3. The JB MDL Unit POC is (Example: Lt Tom T. Thompson) from the (insert unit name Ex: SFS, 819 GRS, 87th CES), his phone number is (Example: (456)789-0123).

4. The Procurement/Administrative Contracting Officer is (Example: Mrs. Joan J. Jett) and her phone number is (Example: (789) 012-3456).

5. The following personnel will be required to access JB MDL on a daily basis for the length of the contract.

<i>LAST, First, MI</i>	<i>SSAN</i>	<i>Date of Birth</i>	<i>Days of Week Access Required</i>	<i>Hours of Day Access Required</i>
THUMB, Thomas J.	123-45-6789	1 Jan 1981	M-F	0600-1800
PLUMMER, Patricia M.	456-78-9012	25 Dec 1986	Tues only	1200-1600
KRAVER, Gregory A.	789-01-2345	4 Jul 1976	Sun-Sat (7 days/week)	24 hours
MORPHIUS, Neo D.	123-98-7654	31 Dec 1982	Mon & Wed only	0800-1200

6. If there are any questions, please contact me at (098) 765-4321.

1st Endorsement, Contracting Officer

Signature Block of Company
Approving Official

Signature Block of Procurement/
Administrative Contracting Officer

A6.1. Free zones are temporary zones without protection level resources that are created within restricted areas when construction projects and similar activities make normal circulation controls inappropriate.

A6.1.1. Requests to establish free zones must be coordinated with those agencies involved in the project, including the unit commander or staff agency chief having immediate responsibility for the operational resources of the area, the 87th SFS/CC and 87th SFS/S-3ISR.

A6.1.2. Free zones are limited in size to the minimum necessary for the contract work to be completed. The free zone must seclude the construction area from the restricted area.

A6.1.3. The Integrated Defense Council (IDC) approves free zone establishment and concept of operations. Free zone approval must be in writing and is maintained by 87th SFS/S-3ISR and the organization most responsible for the project.

A6.2. Requests to establish free zones will be submitted by letter to the IDC voting membership after routing through the unit commander having immediate responsibility for the operational resources of the area, the restricted area OPR, and the 87th SFS/CC.

A6.2.1. Projects within or adjacent to flight line controlled areas must be routed through 305 OSS/OSAM and Flight Safety (87th ABW/SE) prior to submittal to the IDC.

A6.2.2. The 87th ABW/CV is the final approving authority.

A6.2.3. Written requests for free zone establishment must contain the following information: A6.2.4. Estimated start and completion dates of the project.

A6.2.5. Physical description of the area. A6.2.6. Prohibited areas.

A6.2.7. A map indicating the requested free zone area and access routes to or from the free zone. A6.2.8. An outline of security procedures to be used to ensure restricted area integrity.

A6.3. If a contractor is completing the work, the installation contracting officer gives the contractor a letter signed by the installation commander or the group commander responsible for the security of the area, outlining the contractor's security responsibilities.

A6.4. The USAF organization or agency most directly associated with the project must watch the free zone boundary, provide escorts, and prevent unauthorized entry into the restricted area. Ensure sufficient personnel are available to provide constant surveillance for the entire free zone boundary.

A6.5. Entry control to restricted areas containing free zones will not be delegated to contractors.

A6.6. The USAF organization or agency most directly associated with the project ensures the free zone boundary is clearly marked with an elevated rope, barrier, fencing, or other suitable material, clearly delineating it from the restricted area. Normally, the provision and placement of boundary materials and markers are included in the contract as a contractor responsibility.

A6.6.1. Signs identifying the free zone should face away from the free zone, so that they are visible upon approaching the free zone.

A6.6.2. Restricted area signs will be placed every 100 feet on the inside of the free zone boundary, visible to workers inside the free zone, clearly marking the restricted area boundary where it adjoins the free zone.

A6.6.3. Security forces will provide technical assistance in marking and maintaining the free zone boundary. (Note: Free zones WILL NOT be granted to replace, or granted as a convenience in place of, the need for escort officials and escorts.)

A6.6.4. The free zone will be closed and secured at the end of working hours each day. A6.6.5.

BDOC will be notified by owner/user prior to opening/closing/securing the free zone.

A6.6.6. Security forces must conduct a sweep of the free zone area when closed for the day in areas containing PL1 and 2 resources.

A6.7. Free Zones for Protection Level 4 Resources (Controlled Areas).

A6.7.1. Free zones are established within controlled areas when construction projects and similar activities make it inappropriate/impractical to apply normal circulation controls.

A6.7.2. Establish a free zone corridor from some point on the controlled area boundary to the work project to aid in moving personnel and equipment.

A6.8. Controlled Area Free Zones. Establish free zones when construction projects or other temporary work activities make escort procedures impractical. Follow these general guidelines.

A6.8.1. Allow entry to the project work area at some point on the boundary of the controlled area with a free zone corridor.

A6.8.2. Ensure that the responsible activity maintains surveillance over the boundary of the free zone.

A6.8.3. Close the free zone and secure the controlled area after normal work project hours.

A6.8.4. If the temporary free zone inside a CA requires contractors to complete work around sensitive equipment or materials, owner/user personnel will be present any time contractors are in the area or will have the sensitive equipment or materials removed from the area.

ANTI-TERRORISM STATEMENT

ANTI TERRORISM

Reference:

- **Department of Defense Instruction (DoDI) 2000.16, DoD Antiterrorism (AT) Standards, 02 OCT 2006, paragraph E3.18, DoD Standard 18**
- **Defense Federal Acquisition Regulation Supplement (DFARS) (Reference (r)) reflects current DoD AT security requirements for defense contractors**
- **Joint Publication 3-07.2 Antiterrorism**

Terrorism is defined as:

The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological. See also **antiterrorism; combating terrorism; counterterrorism; force protection condition; terrorist; terrorist groups.**

Antiterrorism - As a prelude and during performance of any contract, it is critical that the Contractor be supportive of all Department of Defense (DoD) requirements to protect personnel and their families, installations, facilities, information, and other resources from terrorist acts. All **Contractors** and **Sub-Contractors** are responsible for providing their personnel information on the JB MDL Antiterrorism Program. During performance of work, personnel security and protection of resources is critical for the installation to maintain a safe work environment. Contractors and contracted personnel will be alert for any suspicious activities while on the installation. If any situation appears to be suspicious, immediate actions must be taken to properly notify the 87th Security Forces Squadron (SFS) Emergency Control Center at **609-754-6001**. Contractors must ensure that contracted personnel and vehicles are strictly controlled during performance of duty. For instance, Contractors shall use reasonable efforts to prevent any personnel or equipment from being placed in harm's way or in a position that could aid or abet terrorists. It is strongly recommended that all contracted personnel take the computer-based training (CBT) for the DoD-approved Antiterrorism Level I Training at <https://atlevel1.dtic.mil/at/>. Contractors are encouraged to contact the JB MDL Antiterrorism Office at 609-754-1397 for information regarding the installation Antiterrorism Program.

**REMEMBER IF YOU SEE SOMETHING – SAY SOMETHING
REPORT SUSPICIOUS ACTIVITY TO 87 SFS AT 609-754-6001**