



DEFENSE LOGISTICS AGENCY
DISPOSITION SERVICES EGLIN
210 TRANSPORTATION ROAD, SUITE 1
EGLIN AFB, FL 32542-5212



MEMORANDUM TO DLA DISTRIBUTION SERVICES EGLIN CUSTOMERS

November 10, 2010

FROM: DLA Disposition Services Eglin Security Coordinator

SUBJECT: Procedures for Access to Eglin Air Force Base, Florida for Civilian Individuals

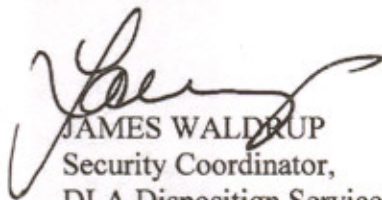
(NOTE: This includes anyone that does not possess a DOD Identification card)

1. Individuals that need access to Eglin Air Force Base, Florida to conduct official business with DLA Disposition Services Eglin will be required to complete a background check, in the form of an affidavit, at least 4 business days prior to the requested date of access and a memorandum requesting a visitor pass at least 24 hours prior to the date of the pick-up/drop-off.
2. Those requesting access will send all paperwork to the DLA Disposition Services Eglin, Eglin Baggage Inspector, via regular mail, fax or scan to email. A legible hard copy is needed for submission to the base security office for processing. If using regular mail please send at least 7 days in advance of access request.
Mail To: 210 Transportation Rd. Bldg 525 Eglin AFB, FL 32542
Email To: lyle.weiszhaar@dla.mil
Fax To: (850) 882-3732 or DSN: 872-3732
3. Once the individual has submitted the affidavit and is authorized on base, they will remain in the base system for 12 months. During those 12 months, if the individual needs to return to the DLA Disposition Services Eglin, they will only be required to submit the "Visitor Memorandum for Official Business" at least 24 hours in advance of the needed access. Once the 12 month period has expired an affidavit will need to be reaccomplished.
4. Commercial carriers are requested to have all drivers that may be used for shipments to or from the DLA Disposition Services Eglin on Eglin Air Force Base, Florida, complete and submit an affidavit as soon as possible, but at least within the requested time frame of 4 business days prior to deliveries. The alternative is that commercial carriers identify a group of personnel for deliveries on to or from DLA Disposition Services Eglin and submit a letter identifying those drivers with their completed affidavits.
5. All information contained in the affidavit and request letters will be protected under the Privacy Act of 1974. Any disclosures of this information follow and are permitted under the 5 U.S.C. 552(b) of the Privacy Act, and these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C.552a(b)(3). Providing the information requested in the affidavit is completely voluntary however, failure to do so will result in denial of access to Eglin Air Force Base, Florida, by the 96 Security Forces and base security function.

6. For LESO customers, uniformed or plain clothes police officers DO NOT need to complete the affidavit. Police Officers are still required to submit the visitor memorandum.

7. The DLA Disposition Services Eglin is a liaison to the Base Security Forces and does not process the affidavit or badge requests we are only here to verify the accuracy of the paperwork and submit it to the base Security Forces. We do not have any control over the processing of the paperwork submitted to Security Forces and cannot expedite processing and do not receive any type of notification when the paperwork is processed. In order to verify that the paperwork has been processed please call Security Forces Customer Service @ (850) 882-9903.

8. Please address any concerns or questions regarding the submission process to Lyle Weiszhaar, (850) 883-4502 or James "Mike" Waldrup, (850) 883-2230. This process/requirement is effective immediately.

A handwritten signature in black ink, appearing to read "James Waldrup", is written over the printed name and title.

JAMES WALDRUP
Security Coordinator,
DLA Disposition Services Eglin

Attached:

Eglin Air Force Base Contractor Access Badge Affidavit

Visitor Memorandum Format (for submission each time access is needed)

EGLIN AIR FORCE BASE ACCESS AFFIDAVIT

AUTHORITY: Section 3101, Title 44, United States Code, AFI 33-332, 5 USC 552A

PRINCIPAL PURPOSE(S): Used for requesting personal information to assist security personnel in developing records to document contractor employee suitability for access to Eglin Air Force Base, Florida to work under Air Force contracts. The Social Security Number (SSN) and Date of Birth (DOB) are necessary to identify the person and records. This information may be used to determine suitability of persons desiring access to Eglin Air Force Base as well as for other lawful purposes including law enforcement and litigation. **INTENDED USE:** All contractors, subcontractors, unit's or sponsoring activities who have employees not authorized a Common Access Card or security clearance and requires access to Eglin Air Force Base in performance of their official duties, and/or whose contract expires in less than one year. **DISCLOSURE:** Disclosure of requested information is voluntary. Failure to provide information could result in access privileges being refused or withdrawn. The Privacy Act Statement will apply throughout the duration of the Air Force contract while serving in the capacity of prime contractor or subcontractor/supplier employee.

1	COMPANY NAME/PHONE NUMBER:								
	WORK SITE LOCATION:								
	TYPE OF WORK (EMPLOYEE):								
	DAYS OF THE WEEK AND HOURS REQUESTING AUTHORIZATION TO ENTER EGLIN AFB FOR BUSINESS PURPOSES ONLY: (Circle all that apply)								
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Earliest entry hour:	Latest entry hour:
2	LAST NAME (ADD SUFFIX (SR., JR.) :								
3	FIRST NAME:				MIDDLE NAME:				
4	OTHER NAMES ALSO USED (if none, write "NONE")				SOCIAL SECURITY NO:				
5	DATE OF BIRTH (MONTH) _____		(DAY) _____		(YEAR) _____				
6	DRIVER LICENSE NO.:				STATE:				
7	STREET ADDRESS (No P.O. BOXES):						HOME PHONE:		
8	CITY:								
9	STATE:			ZIP:					
10	COUNTRY OF CITIZENSHIP:								
11	RESIDENT ALIEN NO. OR IMMIGRATION DOCUMENT NO. AND DESCRIPTION:								
13	BIRTHPLACE (CITY/STATE/COUNTRY):								
14	MALE: _____		FEMALE: _____		RACE:				
15	HAIR COLOR:		EYE COLOR:		HEIGHT:		WEIGHT:		
16	PHYSICAL BODY CHANGES OR TATTOOS:								

The information on this form is being collected in accordance with, federal law permitting the installation commander to limit access to the installation for security reasons (50 U.S.C. Section 797 and DoD Directive 5200.8). This data will be used to screen individuals who have or are seeking access to Eglin Air Force Base, Florida. Failure to provide truthful, complete and accurate responses may be used as a basis to deny entry to Eglin Air Force Base and is also punishable as a criminal offense.

Please answer each of the following questions by circling the correct answer. The information you provide will be verified through state and federal criminal history record checks.

Can U.S. citizenship, immigration status, or Social Security Account Number be verified?	YES	NO
Have you ever been barred from entry/access to any Federal/military installation or facility?	YES	NO
Are you wanted by federal or civil law enforcement authorities, regardless of offense/violation (i.e., an "order to arrest" has been issued by a judge)?	YES	NO
Have you been incarcerated for 12 months or longer within the past ten years, regardless of offense/violation, unless released on proof of innocence?	YES	NO
Have you ever been convicted of espionage, sabotage, treason, terrorism or murder?	YES	NO
Does your name appear on any federal agency's "watch list" or "hit list" for criminal behavior or terrorist activity?	YES	NO
Are you unable to obtain a favorable National Agency Check w Inquiries (NACI)?	YES	NO
Have you been convicted of firearms or explosives violation within the past ten years?	YES	NO
Have you been convicted of sexual assault, armed assault/robbery, rape, child molestation, drug possession with intent to sell, drug distribution, or trafficking in humans?	YES	NO
Are you a registered sex offender?	YES	NO
Have you been convicted of 10 or more habitual felonies within the past ten years?	YES	NO
Are you an undocumented, non-U.S. citizen (Foreign National)?	YES	NO
Have you ever conspired or attempted to commit any of the criminal acts listed above?	YES	NO

NOTE TO APPLICANT: ATTESTATION

I understand that by signing this application, the information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement on this application can be punished by barment from the installation, a fine, imprisonment or both. (18 U.S.C. Section 1001).

Further, I understand that under the authority of 50 U.S.C. Section 797 and DoDD 5200.8, the installation commander has imposed a continuing obligation for me to disclose to Eglin Air Force Base, within 24 hours, if I am convicted or found not guilty by reason of insanity of any of the above criminal offenses that occurs while I have unescorted access authority within Eglin Air Force Base.

I understand if my access privileges are denied I have the right to appeal the decision. Contact Supervisor, Pass and Registration at (850) 882-9903 for guidance.

Applicant Name _____
(Print legibly)

Applicant Signature _____

Date _____

Company Name _____

Company Representative: _____
Printed Name
Signature