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# 145th Airlift Wing Contractor Security Requirements

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OPR: 145 SFS/S5 – 17 November 2022

**1. General.** Welcome to the 145<sup>th</sup> Airlift Wing, North Carolina Air National Guard. The following information is provided for your reference and information. We will do our best to ensure your stay with us is pleasant. Please ensure the information contained in this package is shared with all employees. **Attachment 3** of this pamphlet contains a list of important telephone numbers.

1.1. All contractors are encouraged to complete the Anti-Terrorism Level 1 training at <https://jko.jten.mil/courses/at1/launch.html>.

**2. Entry to the 145<sup>th</sup> Airlift Wing.** The installation commander grants authority for you and your employees to enter this installation. Under authority of the Internal Security Act of 1950, Section 21, and 50 U.S. Code 797, the installation commander is held responsible for the protection of government resources. You, your employees, and equipment are subject to lawful search and seizure procedures upon entering, while on, or exiting the installation.

2.1. Contractors will use the following locations for processing onto 145<sup>th</sup> Airlift Wing:

2.2. Visitor Control Center: Open 0700-1450 Monday-Friday. Visitor Passes and DBIDS Cards are issued at the Visitor Control Center (VCC) during these hours.

2.3. Contractors that have a current pass or DBIDS card will use Main Gate to gain access onto the installation.

**3. Prohibited Items.** Except as provided for in your contract, you or your employees may not bring or possess any of the following items while on the 145<sup>th</sup> Airlift Wing base:

3.1 Weapons. In the interest of public safety the items listed below are considered dangerous weapons.

3.1.1. Instruments capable of propelling a projectile by compressed air, gasses, springs, or other mechanical or physical means. Such weapons include, but are not limited to, firearms, paint ball guns, pellet guns, BB guns, blowguns, bows and arrows, underwater spear guns, hunting slingshots, and throwing spears.

3.1.2. An instrument, which has the capacity to inflict death and from the manner in which it is used is likely to produce or may easily and readily produce death. The following instruments are included in, but not limited to, this category. Knives in excess of 3 inches, spring-loaded knives (switchblades), swords, blackjacks, metal knuckles, "Nunchaku" fighting sticks, kung-fu stars, boomerangs, chains (wrapped), and billy clubs. Possession of these items is expressly prohibited at all times, except when they are in use as part of the bearer's lawful "tools of the trade," such as

craftsmen (electricians, carpenters, or other such trades).

3.1.3. Explosive Material: Consists of ammunition, gunpowder, firecrackers, and similar items.

32. Narcotics or drugs in any quantity except for those prescription drugs issued by a licensed pharmacist based on written prescription from a licensed medical doctor for health care purposes.

33. Alcohol which includes, but is not limited to, beer in open containers no matter what the quantity, is strictly prohibited from being on base and/or jobsite.

**4. AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*.** It is recommended this publication be read to obtain in-depth knowledge of the various traffic requirements on the 145<sup>th</sup> Airlift Wing, portions of this Supplement are outlined below for your information.

4.1. The North Carolina Motor Vehicle Laws apply to all drivers and is enforced on the 145<sup>th</sup> Airlift Wing.

4.2. You and your employees are responsible for maintaining current registration requirements. This means your state vehicle registration, driver's license, vehicle insurance, etc., must be up to date at all times. Failure to do so may result in citations and cancellation of your base driving privilege.

4.3. If the vehicle you are operating, regardless of the type of vehicle, is equipped with seatbelts, they must be worn at all times while in motion. This applies to all occupants of the vehicle as well.

4.4. You and your employees must abide by base speed limits of 15mph. Failure to do so may result in a citation and cancellation of your base driving privilege.

4.5. If you have any questions about any aspect of our base traffic rules and instructions, please call Security Forces Base Defense Operations Center (BDOC) at (704) 391-4152 or on base extension 391-4152.

**5. Obtaining Entry Credentials/Passes.** Contractors will be permitted to enter the 145<sup>th</sup> Airlift Wing by following the procedures set forth in this pamphlet. Contractors with proper credentials allowing access to the 145<sup>th</sup> Airlift Wing will be permitted to do so through the aforementioned entry point. Retired military members and dependents of active duty or retired military members who are employed by your company should not use their retired or dependent Armed Forces Identification Card to enter the 145<sup>th</sup> Airlift Wing while accessing the base for work purposes. All contractors will obtain a DBIDS Card through the Security Forces Visitor Control Center (VCC). Entry credentials are obtained in the following manner:

5.1. Contractors must provide two acceptable forms of identification used in conjunction with a picture identification and all documents must be current and valid. Identification must meet the requirements outlined by the Department of Homeland Security, U.S. Citizenship and Immigration Service, I-9 Form, Employment Eligibility Verification, List of Acceptable Documents. **See Attachment 2.** Other forms of identification will NOT be accepted.

- 5.2. Upon award of a contract, the contractor will be issued a 145 AW Form 28, **see Attachment 1** and Visitors EAL worksheet, **see Attachment 6**, by the contract administrator in the 145<sup>th</sup> Base Contracting Office. The contractor will need to submit the required information for the Entry Authority List, to the contract administrator in the 145<sup>th</sup> Base Contracting Office prior to coming to the 145<sup>th</sup> Airlift Wing.
- 5.3. Upon initial entrance to the 145<sup>th</sup> Airlift Wing, contractors shall obtain a DBIDS Card from the Security Forces Visitor Control Center (VCC). Where the 145 AW Form 28 will be filed. DBIDS Cards will be valid for the duration of the contract (Not to exceed 1 year). The contractor will be required to resubmit a new 145 AW Form 28 upon exercising option years and contract renewals. Contract extensions will require an MFR from the Contracting Office stating the Name of the Contractor, Contract Number, the original Contract End Date and the new Contract End Date. The MFR must be signed by someone from the Contracting Office. **See Attachment 3.**
- 5.4. If contractors need access to the 145<sup>th</sup> Airlift Wing for time(s) outside of the performance period of the contract (i.e., administrative issues, warranty issues, site visits), they will need to be validated by the customer or supporting agency of the contract they are performing.
- 5.5. It is the sole responsibility of the contractor to add or delete employees to the EAL. Please keep this in mind for employees you may dismiss from your company. In order to add names to the EAL the contractor must follow the same procedure used to submit the 145 AW Form 28 for the first time.
- 5.6. For existing contracts that are already in progress, contractors will follow the procedures mentioned above in 5.3 if any employee needs a new or updated pass.
- 5.7. If an employee loses or misplaces their DBIDS Card, an MFR must be submitted and signed by the Contractors Office in order to receive a new DBIDS Card. **See Attachment 4.**
- 5.8. A Visitors EAL Worksheet must be completed and submitted for vetting for any other instances where contractors (less than 10 days) need access to the 145<sup>th</sup> Airlift Wing. This must be completed prior to their arrival, as all visitors/contractors will be vetted prior to gaining access to the installation.
- 5.9. All passes must be returned to the 145<sup>th</sup> Security Forces Pass & ID upon completion of the contract or change of personnel.
- 5.10. Vehicles owned by your firm will be permitted entry to 145<sup>th</sup> Airlift Wing. It will be necessary for you to obtain a temporary vehicle registration for each vehicle to be operated on the 145<sup>th</sup> Airlift Wing.

5.1.1. The individual will also be checked against the installation debarment, Be On Look Out (BOLO) listings, and the Initial Denial of Contractor Pass database prior to being issued a DBIDS Card. Background checks for proper vetting and a Visitors EAL Worksheet, **see Attachment 6**, are required for all contractor personnel (Prime and Sub-Contractor). Those that need access to the base 10 days or more will need a Form 28, **see Attachment 1**.

5.1.2. All Visitors EAL Worksheets, **see Attachment 6**, and/or Form 28s, **see Attachment 1**, need to be turned in to 145 contracting office, with all required signatures, at least 1 week prior to work beginning. This will give proper time for vetting and expedite entry onto the installation.

5.1.3. A criminal history background and wants/warrant checks will be conducted using the NCIC/DCI/CJLEADS databases to determine if the individual has a criminal history or active wants/warrants. If the NCIC/DCI check produces any outstanding wants/warrants, or the individual has an additional causes as outlined below and/or in AFMAN31-113 *Installation Perimeter Access Control* will be denied. The Security Forces Pass and Registration Center (PRC) will notify the Contracting Officer, Contracting Specialist or Sponsoring Official who signed off on the 145 AW Form 28, **see Attachment 1**, of the denial. Charlotte Mecklenburg Police Department (CMPD) will be contacted to respond and take custody of any individual with outstanding wants/ warrants.

**Table 1. Negative Fitness Determination Matrix for Installation Access**

OFFENSE TYPE DESCRIPTION	Date (In Years) Since Offense	OFFENSE TYPE DESCRIPTION	Date (In Years) Since Offense
Active Wants/Warrants	Until Cleared	Fraud	3
Aiding Prisoner to Escape	Indefinite	Firearm Felony Offenses	10
Aiding the Enemy	Indefinite	Homicide	Indefinite
Arson	10	Indecent Act with Child	Indefinite
Assault: Aggravated/Battery	5	Indecent Exposure	2
Assault: on Female	3	Kidnapping/Abduction (Adult/Child)	Indefinite
Assault: with Deadly Weapon	7	Larceny < \$1,000 Misdemeanor	2
Assault Simple	1	Larceny > \$1,000 Felony	5
Assault: Mil/Civ LE	20	Larceny of Motor Vehicle	5
Assault: Resist, Delay, Obstruct Mil/Civ LE	1	Manslaughter: Involuntary	5
Bomb Threat	20	Manslaughter: Voluntary	10
Breaking and Entering	3	Murder	Indefinite
Burglary	5	Probation/Parole	Until Sentence Served
Child Pornography	Indefinite	Prostitution	3
Communicating Threats	1	Prostitution: Soliciting	1
Communicating Terroristic Threats	10	Rape	Indefinite
Counterfeiting/Forgery	5	Robbery: Armed	30
Damage to Property	1	Robbery: Unarmed	10
Domestic Violence	5	Sex Offenses, Forcible	Indefinite
Drugs: Manufacture, Sell, Distribute (Sch I-V)	10	Smuggling	10
Drugs: Simple Possession/Paraphernalia (Sch VI)	1	Sodomy of a Child by Force	Indefinite
Embezzlement	5	Spying	Indefinite
Espionage	Indefinite	Trafficking of Humans/Drugs	Indefinite
Financial Card Theft	3	Unauthorized Use of Motor Vehicle	2

vehicle pass at the Security Forces Visitor Control Center (VCC). Proof of ownership, proof of insurance and a current valid driver's license are required for vehicle registration. You or your representative will be required to certify in writing that your firm carries insurance on your vehicle or vehicles as outlined below:

- 5.101. \$10,000 Property Damage Liability.
- 5.102. \$25,000 Personal Liability for each person.
- 5.103. \$50,000 Personal Liability for each accident.

**NOTE:** Each vehicle must be insured for the above limits if not already covered in your contract.

**6. Emergency Vehicles.** Ambulances, Fire Department, and Security Forces vehicles have the right of way when their lights are flashing or sirens or horns are sounding. You are required to come to a complete stop on the right side of the roadway.

**7. Failure to Obey Traffic Rules and Regulations.** Failure to obey established state, local, and installation traffic rules and regulations may be grounds for the installation commander to suspend or revoke an individual's driving privileges on the 145<sup>th</sup> Airlift Wing.

**8. Base Exercises.** The 145<sup>th</sup> Airlift Wing has peacetime as well as wartime missions. To ensure we can perform our missions, frequent exercises are conducted. Here are some things you should be aware of:

- 8.1. No one is automatically exempt from exercises.
- 8.2. There is someone in charge of each exercise. Contractors are generally exempt from participation. In rare cases a contractor or their employees may inadvertently be involved in an exercise.
- 8.3. Should you or your employees get stopped at a cordon (exercise perimeter) or told to evacuate an area, you may approach the guard and identify yourself, your purpose, and destination or work location. The sentry will pass the information along for an exemption determination. Please be aware this may take some time. (Note: Only company or properly marked vehicles may be allowed to cross a cordon when approved. Privately owned vehicles will be denied access.) In some cases it may be necessary for you to participate for your safety.

## **9. Contractor Security Requirements.**

9.1. Your equipment and facilities, located within the boundaries of the 145<sup>th</sup> Airlift Wing, will be provided the normal protection you expect from our civilian counterparts. The security of your property, when it is contained within a restricted area, is secondary to that provided for the priority resources located in the area. The government assumes

**NO** responsibility for lost or stolen material, equipment, or tools. The security of these items lies solely with the contractor.

9.2. As in the civilian community, you are expected to provide a reasonable degree of protection or “security” for your property stored on the installation. Although the installation is stringent with entry and internal controls, we still experience incidents of vandalism, breaking and entering, burglaries, etc. Should you be a victim or witness a crime or suspicious incident, report it immediately to the Security Forces Base Defense Operations Center (BDOC) located in Building 45. You may do this in person or by phone by dialing 704- 391-4152 or on base extension of 391-4152. **For on base emergencies from a landline call 911, this will go directly to the Base Defense Operations Center. 911 calls from cell phones will go directly to CMPD and be routed back to BDOC after the appropriate services are dispatched.**

**10. Assistance.** If you or your employees request or require assistance in understanding the cited requirements, please contact the contracting office or your sponsor. **See Attachment 5.**

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## APPLICATION FOR PERSONNEL TO WORK UNDER AIR FORCE CONTRACT

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

PRINCIPLE PURPOSE(S): The purpose for requesting personal information is to assist security personnel in developing records to document contractor employee suitability for access to the Charlotte Air National Guard Base (CANGB) 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 the CANGB as well as for other lawful purposes including criminal background checks and litigation.

INTENDED USE: All contractors and subcontractors working under an Air Force contract through the 145 MSG/MSD requiring regular and frequent access to CANGB in performance of their official duties. Refer to 145AW IDP, Contractor Access Badge Issue and Control, for further guidance.

DISCLOSURE: Disclosure of requested information is voluntary. However, failure to provide information may result in access privileges being refused or withdrawn. The Controlled Unclassified Information expectation will apply throughout the duration of Air Force contract while serving in the capacity of prime contractor or subcontractor/supplier employee.

## INSTRUCTIONS

1. Submit one copy (SFS). Original to Employee. All information must be completed; Spell out First, Middle, and Last Names (no initials).
2. Employee must present two forms of ID that establish Identity and Employment eligibility. (Reference Department of Homeland Security Form I-9, Employment Eligibility Verification, for a list of acceptable documents)

## SECTION I: Contractor must ensure all blocks are complete.

1.1. THRU (CONTRACTING OFFICE/SPONSORING ACTIVITY ADDRESS)		1.2. FROM (PRIME CONTRACTOR'S NAME, ADDRESS, PHONE)	
1.3. CONTRACT NUMBER	1.4. CONTRACT EXPIRATION DATE	1.5. DAYS/HOURS WORKED	1.6. PLACE OF DUTY/WORK/BLDG
Employee Information		Identification Information	
1.7. NAME (LAST, FIRST, MIDDLE)	1.8. SOCIAL SECURITY #	1.9. DATE OF BIRTH	1.10. DRIVER LIC NO/ STATE
			1.11. PASSPORT or VISA NO/ COUNTRY OF ISSUE
			1.12. INS Form 9

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001 OR OTHER APPLICABLE LAWS AND REGULATIONS.

NOTE: "CONTRACTOR AND EMPLOYEE" SHALL RETURN BADGE TO SFS PRC UPON EXPIRATION OR TERMINATION OF CONTRACT

1.13. EMPLOYEE PRINT & SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

1.14. PRIME CONTRACTOR'S CERTIFICATION: Employer certifies that employee is working on the above contract.

PRIME CONTRACTOR PRINT & SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

1.15. IF EMPLOYEE IS A SUBCONTRACTOR EMPLOYEE: Complete below

1.15.1. Sub-Contractor Company Name \_\_\_\_\_

1.15.2. Sub-Contractor's Address and Phone \_\_\_\_\_

## SECTION II: To be completed by Contracting Office/Sponsoring Activity (same as Section I, Block 1.1. THRU)

THIS IS TO CERTIFY: I have verified that the individual above is performing in an official capacity on referenced contract and/or requires a badge in the performance of their official duties on CANGB in accordance with the contract terms and conditions.

2.1. NAME/PHONE # OF CONT OFFICER/CONTRACT \_\_\_\_\_ 2.1.1 SPONSORS'S DoD or SOCIAL SECURITY NUMBER \_\_\_\_\_

2.2. DESCRIBE IN DETAIL WHY THE CONTRACTOR WOULD REQUIRE ONE OF THE FOLLOWING OR A COMBINATION OF THE THREE: COMMAND POST ACCESS, FPCON C, OR AIRFIELD ACCESS. YOUR RECOMMENDATION WILL BE REVIEWED BY THE NCOIC OF PASS AND REGISTRATION AND/OR THE STAFF. THE FINAL DETERMINATION WILL BE MADE WHEN THE CONTRACTOR PROCESSES FOR HIS/HER BADGE.


2.3. SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION III: To be completed by Security Forces Pass &amp; Registration Center

3.1. <b>Approved</b> <b>Denied</b>	3.2. ACCESS GRANTED Command Yes No Airfield Yes No FPCON C Yes No Yes No	3.3. FOREIGN NATIONAL Yes No Controlled by: 145 AW Controlled by: 145 SFS CUI Category: PRVCY Distribution/Dissemination Controls: FEDCON POC: MSgt Travis L. Jones (704) 398-4833
NCIC/DCI Check conducted on: CJLEADS (as applicable):		
3.4. DATE DBIDs CARD ISSUED	3.5. DATE DBIDs CARD EXPIRES	

145 AW FORM 28, 20221230 PREVIOUS EDITION IS OBSOLETE

ALL SIGNATURE BLOCKS MUST BE SIGNED

CUI



## INSTRUCTIONS FOR COMPLETING 145 AW 28

### SECTION I: Contractor and contractor employee information:

Completed by Contract Officer for (1) employee and (or) a subcontractor employee who will require access to the NCANG for more than 10 cumulative days in a year.

#### CONTRACT INFORMATION:

**Block 1.1. THRU:** Enter the sponsoring Contracting Office or Sponsoring Activities, name and address. This is the same office or activity that will complete this section on the form.

**Block 1.2. FROM:** Enter the name, address and phone number of the Prime Contractor that has the contract with the sponsoring Contracting Office or Sponsoring Activity, (found in ref block 1.1.)

**Block 1.3. CONTRACT NUMBER:** Enter the contract number that the Prime Contractor (in Block 1.2.) has with the sponsoring Contracting Office or Sponsoring Activity.

**Block 1.4. CONTRACT EXPIRATION DATE:** Enter the contract's performance period's end date.

**Block 1.5. DAYS AND HOURS WORKED:** Enter the working duty hours and days for the contract employee. (Example: Monday – Friday, 0700 – 1600)

**Block 1.6. PLACE OF DUTY, WORK, BUILDING:** Be as specific as possible, if limited to one location, state the specific facility or building number. If it is in a geographic area of NCANG, give location.

#### EMPLOYEE INFORMATION:

**Block 1.7. NAME:** Enter the employee's LAST name, FIRST name, and MIDDLE name.

**Block 1.8. SOCIAL SECURITY NUMBER (SSN):** Enter the employee's SSN. If the employee does not have a social security number, refer to Form I-9, list of acceptable documents, list A, and record the provided documentation.

**Block 1.9. DATE OF BIRTH:** Enter the employee's birth date.

#### IDENTIFICATION INFORMATION:

**Block 1.10. DRIVERS LICENSE # AND STATE:** Enter the employee's drivers license number and the state in which the license was issued. If employee does not have a drivers license, refer to Form I-9, List of Acceptable Documents, List B, and record the provided documentation.

**Block 1.11. PASSPORT OR VISA NO/COUNTRY OF ISSUE:** Enter passport or visa number and the country the document was issued from.

**Block 1.12. INS NUMBER (I-9):** Enter INS number from Employment Authorization Card.

**Block 1.13. EMPLOYEE SIGNATURE:** Employee does not sign immediately; employee will sign and date the application in the presence of Security Forces when they receive their badge.

**Block 1.14. PRIME CONTRACTOR'S SIGNATURE:** Must be signed by an authorized contractor representative of the prime contractor in block 1.2. This prime contractor is responsible for validating all information in blocks 1.1. thru 1.13.

**Block 1.15.1. SUB-CONTRACTOR COMPANY NAME:** Enter company name if employee is working for a subcontractor under the prime contractor.

**Block 1.15.2. SUB-CONTRACTOR'S ADDRESS AND PHONE:** Enter subcontractor company's address and phone number.

#### SECTION II: Contractor and contractor employee information

**Block 2.1.** Enter the name and phone number of Sponsoring Contracting Officer or Activity: Enter the name or point of contact (from Block 1.1.) who is responsible for certifying the employees' information provided in Section I and II.

**Block 2.1.1.** Enter the DoD number or the Social Security Number of the appointed sponsor.

**Block 2.2. IAW Wing Plan:** Contractors are not authorized to escort visitors. If you fail to give a brief explanation on why the contractor requires specific access or privileges, the contractor will not be given that access or privilege and we will not re-accomplish another badge.

**Block 2.3. SIGNATURE:** The sponsoring Contracting Office or Activity (Block 2.1.) validates the information on the form by appropriately signing.

#### SECTION III: To be completed by SFS PRC

**Blocks 3.1.-3.5.** SF Pass & Registration Clerks will complete, authorize access privileges, and issue appropriate badge.

**NOTE:** All issued DBIDs credentials interact with IMESA (Identity Matching Engine for Security and Analysis) which continuously tracks NCIC Felony Wants and Warrants; Credential Revocations; Shared Law Enforcement and/or personnel statuses; and other shared alerts to include Base Debarment and Service LE alerts.

## **Attachment 2**

\*REAL ID ACT deadline is 1 October 2021. Until then a state issued Drivers License (Non Real ID) is solely an acceptable form of identification for base access.\*

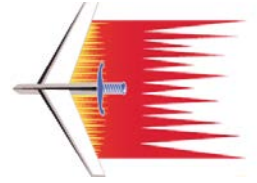
### **List of Acceptable Documents**

- (1) REAL ID-compliant driver's license, enhanced driver's license, or non- driver's identification card issued by a State, territory, possession, or the District of Columbia.
- (2) TWIC used in conjunction with a driver's license issued by a State, territory, possession, or the District of Columbia that is not REAL ID-compliant bearing the same name and similar photograph. In this situation:
  - (a) The TWIC is the credential used to establish identity for the purpose of access control.
  - (b) The non-REAL ID-compliant driver's license is used to establish identity for the purpose of force protection.
- (3) VHIC used in conjunction with a driver's license issued by a State, territory, possession, or the District of Columbia that is not REAL ID-compliant bearing the same name and similar photograph. In this situation:
  - (a) The VHIC is the credential used to establish identity for the purpose of access control.
  - (b) The non-REAL ID-compliant driver's license is used to establish identity for the purpose of force protection.
- (4) Original or certified true copy of a birth certificate bearing a raised seal, social security card, and driver's license issued by a State, territory, possession, or the District of Columbia that is not REAL ID-compliant. All three documents must bear the same name or a former name as documented on acceptable name change documentation such as a court order, marriage certificate, or divorce decree. In this situation:
  - (a) The birth certificate and social security card are used to establish identity
  - (b) The non-REAL ID-compliant driver's license is used to establish identity

## ATTACHMENT 3



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 145TH AIRLIFT WING  
CHARLOTTE NORTH CAROLINA



Date

MEMORANDUM FOR: 145 SFS/S5

FROM: 145 MSG/MSC

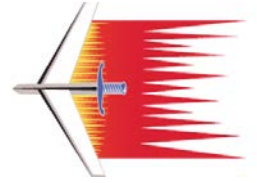
SUBJECT: Extension of Existing Contract

1. Throguh the authorization of the Contracting Office, this Memorandum is to inform you that the existing contract with (**Contractors Name and Contract Number**) will be extended from (**Current End Date**) to (**New End Date**).
2. Please reissue all contractors affiliated with the contract new DBIDS Cards or AF Form 75's with the new expiration date.
3. If you any questions regarding this matter, please contact (**Contract Officer Names & Number**).

NAME, RANK, USAF  
Office Symbol



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 145TH AIRLIFT WING  
CHARLOTTE NORTH CAROLINA



Date

MEMORANDUM FOR: 145 SFS/S5

FROM: (Unit/Office Symbol):

SUBJECT: Lost/Misplaced DBIDS Card

1. On **(Date)** **(First Name, Middle Initial, Last Name)**, reported that their DBIDS Card is missing/lost. **(Name)** stated that the last place they know for certain they saw their DBIDS Card was **(Location)**. **(Name)** searched their house, vehicle, and clothing and was unable to locate their DBIDS Card. The loss of **(Name)** DBIDS Card was not a result of a security violation and I recommend reissue of their DBIDS Card.
2. **(Name)** was retrained on the proper procedures for safeguarding their DBIDS Card on **(Date)**.
3. Any questions or comments concerning this memorandum can be directed to **(Unit Office Symbol)** at **(Duty phone number)**.

Contracting Officer Signature Block  
Duty Title

## Attachment 5

### DIRECTORY - POINTS OF CONTACT

SECTION	TELEPHONE NUMBER
Contracting Office (LGC)	704-391-4209/4207
Civil Engineering Office (CES)	704-391-4140
Environmental	704-391-4327
Fire Department (Non-Emergency)	704-391-4242
<b>(EMERGENCY - ON BASE LANDLINE) 911</b>	
Safety Office	704-398-4751
Security Forces Information Security Section (S5)	704-398-4833
Security Forces Administration and Reports (S5)	704-398-4833
Security Forces Base Defense Operations Center (BDOC)	704-391-4152

**(EMERGENCY – ON BASE CELL PHONE) 911 or 704-398-4911**

**\*\*As noted earlier, dialing 911 from a base landline will send the call directly to SFS BDOC. Dialing 911 from a cell phone will go directly to CMPD 911 Center. CMPD will route the call back to SFS BDOC after dispatching the requested emergency services.**

**CRIMESTOPPERS HOTLINE: 398-4933 or (704)398-4933**

**PRINCIPLE PURPOSE(S):** To conduct National Crime Information Center (NCIC) check, on non-DoD affiliated civilian visitors. **DISCLOSURE:** Disclosure of requested information is voluntary. However, failure to provide information may result in access privileges being refused or withdrawn. The Controlled Unclassified Information Statement will apply throughout the duration of the visitor's visit to the 145 AW Installation.

## 1. INSTRUCTIONS

***All information must be completed; First, Middle, and Last Names (no initials). Email worksheet to [145MSG.S5Pass.ID@us.af.mil](mailto:145MSG.S5Pass.ID@us.af.mil)***

**SECTION I: Ensure all blocks are complete.**

[illegible]

**SECTION II: To be completed, signed, and dated by Security Forces.**

2.1. DISTRIBUTION INSTRUCTIONS APPROVED and DENIED ON FITNESS CRITERIA.

Ensure all information is loaded into the Main Gate Database and completed worksheet is sent to the originator, sponsor (if different than the originator), and [145MSG.S5Pass.ID@us.af.mil](mailto:145MSG.S5Pass.ID@us.af.mil)

2.2. INFORMATION NEEDED FOR DENIAL ON FITNESS CRITERIA AND/OR MISCELLANEOUS COMMENTS, I.E. MAY NOT DRIVE.

Ensure full name, company, and reason for denial is placed below and/or comments if needed:

Date:

## INSTRUCTIONS FOR COMPLETING VISITOR REQUEST WORKSHEET

### **SECTION I TO BE COMPLETED BY SPONSOR:**

**Block 1.1.** Enter the sponsor's Rank/Name and DOD or Social Security Number.

**Block 1.2.** Enter sponsor's contact number and unit.

**Block 1.3.** Enter company's name or visitors purpose of visiting 145th AW Installation.

**Block 1.4.** Enter the visitors allowed destination or destinations by sponsor and a brief description of the visitor's purpose for visit.

**Block 1.5.** Enter Full Last Name, Full First Name, and Full Middle Name (No Initials).

**Block 1.6.** Visitor's Social Security Number.

**Block 1.7.** Enter visitor's issued driver's license or state issued ID number and state of issue.

**Block 1.8.** Enter visitor's Date of Birth.

**Block 1.9.** Ensure to enter the requested dates and times of the visitor.

(Note: Contractors that will need access for more than 10 cumulative days will need to complete an 145 AW Form 28.)

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### **SECTION 1.10. & 1.11.: TO BE COMPLETED BY SFS:**

**Block 1.10.** Ensure personnel are vetted via NCIC and CJLEADS. Vetting results will be annotated by APPROVED or **DENIED**.

**Block 1.11.** SFS personnel conducting the vetting will place their initials in this block.

### **SECTION II: TO BE COMPLETED, SIGNED, AND DATED BY SFS:**

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**Block 2.1.** Ensure all information is loaded into the Main Gate Database and completed worksheet is sent to the originator, sponsor (if different than the originator), and [145MSG.S5Pass.ID@us.af.mil](mailto:145MSG.S5Pass.ID@us.af.mil)

**Block 2.2.** This section will be used to annotate the reason for the denial, if visitor is denied, and/or any other pass-on information on the visitor, i.e. may not drive due to invalid driver's license etc.

(Note: SFS member conducting the vetting will need to sign and date the completed form, Section II, Block 2.2.)



145TH AIRLIFT WING NORTH CAROLINA AIR NATIONAL GUARD

## ANTI-TERRORISM OFFICE



We understand the concerns facing today's Air Guard Community. The Eagle Eyes Tip Line provides service members and civilians with a safe, discreet, and anonymous option to report criminal information, counterintelligence indicators, or Force Protection Concerns.

### What happens if I phone the Tip Line?

When you contact the TIP Line and state you have an Eagle Eyes Report you will always communicate with an active SF Base Defense Operations Center controller. You will never be asked for your name or personal information.

### What happens if I submit a Tip through email?

When you submit a TIP via email your tips are confidential and are securely transferred to our S-2 Investigations Office. A response will be sent to you if a request for more information if it is needed.

### How should I describe what I have observed?

When you call or email in your TIP, please be as detailed about what you observed as possible. Please include at a minimum, a **Who, What, Where, Why and How.**

In the event of a life threatening emergency, please call 911



# U.S. AIR FORCE Eagle Eyes

WATCH. REPORT. PROTECT.

### Suspicious Activities

Unusual Surveillance

Solicitation of Information

Damage to Base Perimeter

Suspicious Individuals  
Walking or Driving  
Around Base

Unusual Flying Equipment  
or Drones

### HOW TO REPORT A TIP



Call Eagle Eyes Tip Line  
704-391-4152.



Email Eagle Eyes Tip Line  
145.AW.BDOC@us.af.mil

**IF YOU SEE SOMETHING, SAY SOMETHING! HELP PROTECT OUR SERVICE, WHILE REMAINING ANONYMOUS.**