

National Crime Information Center (NCIC) – Visit Access Request (VAR), Holloman AFB, NM

For contracts awarded/administered by the 49th Contracting Squadron.

Be advised: IAW REAL ID Act, All Identification cards marked "Not Valid for Federal Purposes"; "Federal Limits May Apply" are NOT authorized unescorted access to Holloman AFB. Those individuals will be vetted and need a valid sponsor with escort authority present. Those individuals will receive an ESCORTED visitor pass and the escort official will be responsible for them at all times while on the installation.

Request that a visitor pass be issued to all contractor employees to gain access to Holloman AFB, NM. All employees will be briefed on and shall comply with Holloman AFB security requirements. The VAR will consist of employees FULL Name, Date of Birth, Social Security Number, Place of Birth and Citizenship, and/or a residential alien card. The format for a Visit Access Request Form will be provided upon request. By submitting this information on the VAR the employee is authorizing the U.S. Government (United States Air Force) to conduct a background check to confirm their eligibility or ineligibility to gain access to Holloman AFB, New Mexico. Fitness determinations for civilian contractors will be conducted by vetting these individuals through NCIC, NMLETS, TSDB and HAFB debarment, suspension, revocation roster, and the HAFB Base Access Eligibility Matrix. Contractors will ensure that the VAR is provided to the 49 SFS Welcome Center (Bldg. 1) at least 3-5 business days prior to requested installation access for processing and 7 business days prior for foreign nationals. Foreign nationals will not be granted unescorted entry to the installation. Civilian contractors requiring base access are not, at any time, authorized unescorted access to sensitive areas or access to government information networks.

Delivery drivers will provide a bill-of-lading or delivery receipt at the time of pass issuance; passes will not exceed 6 hours. Routine deliveries require the contracting company to add the driver(s) to a VAR to undergo the appropriate background check. Contractor employees shall report to the 49 SFS Pass and Registration Office (Bldg. 1) with photo identification issued by a federal/state activity. Contractor employees requesting to operate a contractor or privately owned vehicle on the installation shall provide a valid driver's license, current vehicle registration, and proof of current vehicle insurance or car rental agreement. Contractor personnel requesting to operate a motorcycle on Holloman AFB shall provide proof they have completed a motorcycle safety course (i.e. motorcycle safety course certificate/card) prior to being authorized to ride on the installation.

All Contracting Organizations:

(a) Ensure contract provisions are included requiring contractors to return all local access credentials to the WC when contract is completed or when a contractor employee no longer requires access to the installation. The sponsoring organization of the contract will ultimately be responsible for the conduct of contractors. Ensures contracting organizations include commercial vehicle inspection requirements are included in Statements of Work.

End NCIC REQUIREMENTS

Base Access/Contractor Background Checks Inquiry (December 2015)

1. Base access waiver request and instructions documents (Appeal Process/Instruction): If an individual contractor was denied installation access as a result of an unfavorable background check and cross referenced with the attached matrix, the individual and contractor are advised that the individual in question, has received an unfavorable background check and that the information in the check cannot be released outside of Law Enforcement agencies. They are then advised how to obtain information concerning their record and the appeal process and provided written step-by-step instructions on how to do same.

The process is as follows; if past criminal history is unknown: The individual must send a written request to the Federal Bureau of Investigations, Criminal Justice Information Services Division and attach an \$18.00 check. Additionally, they must submit a complete set of (rolled inked fingerprint impressions), with name, date, and place of birth which can be obtained from the local police departments. Once the individual receives the information pertaining to their background from the FBI, they must then submit a letter of memorandum explaining the negative information identified in the background check and justification as to why the decision to be denied access should be reconsidered. Furthermore, a character reference letter will be required by their immediate supervisor along with a letter from the sponsoring unit commander requesting the contractor employee be authorized access.

2. Procedures for contractors to submit access requests for pre-approval (prior to work): Contractors are able to proceed with contractor employee installation access paperwork when given the order to proceed at the final preconstruction meeting. The final preconstruction meeting occurs 14-30 days prior to the project start date. At that time, the contractor is provided all the paperwork and instructions required for their employees to be granted installation access. The background checks are then completed by Holloman AFB (HAFB) Security Forces (SF). The background checks are completed an average of 3 business days upon receipt but will not exceed 5 business days. Contractors will re-submit and vetting re-accomplished at least every 12 months for the duration of the specified contract. Contracting units (CONS/MICC) ensure contractors are aware of the 49 WG contractor vetting requirements and the potential effects of revealed unfavorable information.

HAFB ACCESS ELIGIBILITY MATRIX	
ALL OFFENSES LISTED IN RED ARE ACCESS DENIED. ACCESS DENIED: DENIES ACCESS TO THE INSTALLATION NOT EMPLOYMENT.	
REF: AIR FORCE MANUAL 31-113v3, 22 July 2021, Para. 2.12. FITNESS DETERMINATION HAFB IDP, 31 Jan 2020 & 49 SFS OI 31-3, 01 Oct 2020	
OFFENSE/REASON	DESCRIPTION/NOTES
ANY FELONY CONVICTION OR CHARGES Felony crimes include but are not inclusive of: ACTIVE PAROLE, PROBATION OR CASE PENDING AGGRAVATED ASSAULT ARMED ROBBERY ARSON BLACKMAIL BRADY ACT VIOLATIONS BRIBERY CHILD ABUSE CHILD MOLESTATION CHILD PORNOGRAPHY CONTRIBUTING TO DELINQUENCY OF A MINOR DOMESTIC ASSAULT/ABUSE DRUG POSSESSION WITH INTENT TO SELL, OR DRUG DISTRIBUTION EMBEZZLEMENT ESPIONAGE EXTORTION FIREARMS/EXPLOSIVE VIOLATION FORGERY FRAUD GANG MEMBER HABITUAL DRUG OFFENDER HOMICIDE HUMAN SMUGGLING HUMAN TRAFFICKING INVOLUNTARY MANSLAUGHTER KIDNAPPING LARCENY (THEFT OFFENSES) MANSLAUGHTER MURDER ORGANIZED CRIME PROSTITUTION PUBLIC INDECENCY RACKETEERING RAPE REGISTERED SEX OFFENDER SABOTAGE SEXUAL ASSAULT/SEX OFFENSES	<ul style="list-style-type: none"> THIS INCLUDES STATE AND FEDERAL FELONIES FOR FELONY OFFENSES THAT OCCURRED WITHIN THE LAST 10 YEARS IF DISPOSITION/FINDINGS OF OFFENSE IS: "UNKNOWN" "PENDING" "DEFERRED" "NO CONTEST/NOLO CONTENDE" OR THE DISPOSITION IS NOT LISTED IN ANY MANNER IN THE CRIMINAL HISTORY: <p>THE BDOC CONTROLLER/FLIGHT SGT OR FLIGHT CHIEF WILL UPCHANNEL THE BASE ACCESS DETERMINATION TO THE WELCOME CENTER STAFF DURING DUTY HOURS AND AFTER HOURS CONTACT OPERATIONS SUPT OR HIGHER</p>

SOLICITING A MINOR TAX EVASION TREASON TERRORISM VEHICULAR HOMICIDE VOYEURISM (PEEPING TOM OFFENSES)	
ACTIVE WARRANT	INDIVIDUAL WANTED BY FEDERAL, STATE, LOCAL OR OTHER CIVIL LAW ENFORCEMENT AGENCIES
ANTI-GOVERNMENT ACTIVITIES	KNOWINGLY AND WILLFULLY ENGAGED IN ACTS OR ACTIVITIES DESIGNED TO OVERTHROW THE U.S. GOVERNMENT BY FORCE
PROTECTION ORDER/RESTRAINING ORDER	IF THE PROTECTED PERSON(S) LIVE OR WORK ON HOLLOMAN AFB AND/OR WITH OTHER HISTORY OF CONVICTED CRIMES
NAME LISTED ON A FEDERAL/STATE "WATCH LIST" OR "HIT LIST"	ON ANY FEDERAL OR STATE AGENCY'S WATCH LIST OR HIT LIST FOR CRIMINAL BEHAVIOR OR TERRORIST ACTIVITY
TERRORIST THREATS/ACTIVITIES	REASONABLY SUSPECTED OF BEING A TERRORIST OR BELONGS TO AN ORGANIZATION WITH KNOWN TERRORISM LINK/SUPPORT
UNABLE TO VERIFY INDIVIDUAL'S CLAIMED IDENTITY	THE NAME, DOB AND/OR SSAN DO NOT MATCH THE RECORD IN NCIC
LISTED ON ANY US MILITARY INSTALLATION BARMENT	THIS IS GENERALLY FOUND DURING DBIDS CHECKS
MISDEMEANOR OFFENSES IN WHICH THERE ARE THREE OR MORE OFFENSES WITHIN A TEN YEAR TIMEFRAME SEE NOTE 3	
NOTE 1: All individuals who are Denied Access to HAFB can appeal their entry status. The individual will receive an appeal process briefing and documentation from a member of the HAFB Welcome Center Staff. Once the appeal has been reviewed, installation entry will be determined on a case by case basis.	
NOTE 2: Federal government defines a felony as a crime punishable by death or imprisonment in excess of one year. In New Mexico, felony crimes are categorized into five classes: capital felonies and first degree to fourth degree felonies. A capital felony is the most serious crime in New Mexico, a first degree felony is the second most serious felony crime, and fourth degree felonies are the least serious felonies.	
NOTE 3: IF MISDEMEANOR CASES ARE LESS THAN THREE OFFENSES AND/OR LESS THAN TEN YEARS, HOWEVER, THE BDOC CONTROLLER HAS CONCERNS ABOUT THE TYPE OF OFFENSE(S) BRIEF FLIGHT SERGEANT OR ABOVE FOR A FINAL DETERMINATION	
WELCOME CENTER PERSONNEL, BDOC CONTROLLERS AND FLIGHT SERGEANTS AND ABOVE IN THE CHAIN OF COMMAND MAKE BASE ACCESS/DENIAL DETERMINATION (ENTRY CONTROLLERS DO NOT MAKE DETERMINATION)	



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 49TH WING (AETC)
HOLLOMAN AIR FORCE BASE NEW MEXICO

11 2019

MEMORANDUM FOR APPELLANT

FROM: 49 SFS/CC

SUBJECT: Appeal Process

1. This memorandum is to explain the appeal process for personnel requesting access to Holloman AFB after an initial decision has been made giving them access other than unescorted. The 49th Security Forces Squadron Welcome Center processes all visitors and conducts a Federal Interstate Identification Index (III) background check through the National Crime Information Computer (NCIC). The information obtained for NCIC is for law enforcement use only and cannot be released to personnel outside law enforcement agencies.

2. To obtain information concerning your record, send a written request to the Federal Bureau of Investigation (FBI) Criminal Justice Information Services Division. The process requires a fee of \$18 U.S.D. made payable to the Treasury of the United States by money order or check. The FBI will verify the record and advise you of the appropriate state agency to contact. If it is a federal record, the FBI will advise you to comply with procedures set forth in Attorney General Order 556-73. Written requests must be submitted with a complete set of rolled inked fingerprint impressions, name, date, and place of birth. All written request must be sent to:

Federal Bureau of Investigation, CJIS Division
Attention: Special Correspondence Unit, Module D-2
1000 Custer Hollow Road
Clarksburg, West Virginia 26306-017112

3. Per HAFB IDP 101, HAFB Integrated Defense Plan Identification Vetting and Fitness Determination. Appeals Process. All individuals denied access to the installation will be provided an appeal letter and may appeal the decision. They will be required to provide a letter of memorandum explaining the negative information identified in the background check and justification as to why the decision to be denied access should be reconsidered.

a. For contractors, a character reference letter will be required to be provided by their immediate supervisor along with a letter from the sponsoring unit commander requesting the contractor employee be authorized escorted or unescorted access to the installation. Upon receipt of all three letters, 49 SFS/S5AV will forward the letters to the 49 WG/CC for the final determination.

b. Visitors will be required to provide a letter of memorandum explaining the negative information identified in the background check and supporting documentation. Background information is not authorized to be released to the individual. Visitors denied access must send a request to the FBI along with fingerprints to obtain their background information.

4. Any questions regarding this memorandum please contact Holloman AFB Welcome Center at 575-572-5920.

CAMERON MAHER, Maj, USAF
Commander, 49th Security Forces Squadron