DEPARTMENT OF THE AIR FORCE

HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

14 January 2002

MEMORANDUM FOR CONTRACTORS ACCESSING ROBINS AFB

FROM: WR-ALC/CC

SUBJECT: Contractor Employee Access to Robins AFB

1. I have increased security vigilance at Robins Air Force Base as a result of the 11 Sep 01 terrorist attack on our nation. I insist on your strict adherence to contract requirements pertaining to control of contractor base identification and vehicle passes.

2. Your attention is drawn to the requirements set forth in Air Force Federal Acquisition Regulation Supplement (AFFARS) 5352.242-9000, attached hereto. You are required to ensure that you recover your employees' badges and destroy vehicle decals that allow access to Robins AFB upon employment termination or the end of the contract performance period, whichever comes first. Final payment for work performed will not be made until verification of compliance is received. Any evidence of falsification of these records is subject to submission to the Office of Special Investigation (OSI) for investigation and may result in criminal charges and fines.

3. My point of contact for Force Protection issues is Colonel Daniel P. Woodward, 78 SPTG/CC, at (478) 926-3441. For contractual information, contact Kim McDonald, WR-ALC/PKPB, at (478) 926-1922.

DENNIS G. HAINES
Major General, USAF
Commander

Attachment:
AFFARS 5352.242-9000

cc:
78 SPTG/CC
WR-ALC/PK
WR-ALC/JA
AFOSI Det 105

5352.242-9000 Contractor Access to Air Force Installations.

As prescribed in 5342.490-1, insert a clause substantially the same as the following clause in solicitations and contracts:

CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS (MAY 1996)

(a) The contractor shall obtain base identification and vehicle passes for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

(b) The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or security police for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, valid vehicle insurance certificate, and [*insert any additional requirements to comply with local security procedures*] to obtain a vehicle pass.

(c) During performance of the contract, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials and vehicle passes for any employee who no longer requires access to the work site.

(d) When work under this contract requires unescorted entry to controlled or restricted areas, the contractor shall comply with AFI 31-209, the Air Force Resource Protection Program, and AFI 31-501, Personnel Security Program Management, as applicable.

(e) Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

(f) Prior to submitting an invoice for final payment, the prime contractor shall obtain a clearance certification from the issuing office which states all base identification passes have been turned in, accounted for, or transferred to a follow-on contract. This certification shall be submitted to the contracting officer prior to submission of the final invoice for payment.

(g) Failure to comply with these requirements may result in withholding of final payment.

(End of clause)