

## INSTRUCTIONS TO OBTAIN AUTHORIZATION TO ENTER MILITARY INSTALLATIONS

Methods to gain entry to military installations vary from location to location. This website tries to keep abreast of any changes or deviations to the procedures to help contractors, representatives, and vendors gain entry. Not all contractors will be eligible for a CAC card or to enter military installations.

(a.) If the contractor who needs access to sensitive information or needs to go to multiple installations is in the Dallas/Fort Worth (DFW) area or scheduled to be in the area, they can schedule through AAFES HQ Chief of Staff, Force Protection (CS-FP) to personally come to HQ AAFES with AAFES Form 3900-006 AAFES Background Check for Vendors/Contractors and can get fingerprinted in CS-FP. Contractor employees will need to provide two verifiable and recognizable identification (ID) credentials prior to meeting with ID personnel. CS-FP will input all information into the Joint Personnel Adjudication System (JPAS). CS-FP will direct members to visit the nearest military installation for CAC issuance after approval in the Contractor Verification System (CVS). This process can take from 2 to 12 months for completion.

(b.) If the contractor or their employees need access to sensitive information, go to multiple installations or, for those who cannot come to HQ AAFES to fill out the paperwork, electronic fingerprints and CAC issuance, they must provide i. through vi. below in a complete package. The completed package can be emailed to [zzHQCS-FPCVSCentral@aafes.com](mailto:zzHQCS-FPCVSCentral@aafes.com), faxed to (214)-465-2292, or mail/overnight to the below address:

HQ AAFES  
ATTN: CS-FP (Glenn Smith)  
3911 S. Walton Walker Blvd (CS-FP)  
Dallas, TX 75236-1598

HQ CS-FP will process the application accordingly. Authorization must be received from CS-FP before the contractor can be issued a CAC.

i. A business letterhead, which states the Contract # or PO/DO#. Include AAFES Point of Contact (Contracting Officer, Service Business Manager (SBM) or Sales Directorate (SD) buyer), the Contracting Officer's Letter of Invitation, or contractor's Request for Access and how long access is needed.

ii. A Pre-employment background check from Contractor's employer, which includes Local and National Criminal check. If the company has a policy about releasing their actual report, then a letter on company letterhead will be accepted but verified. The letter must state that the check has been done and it must also state the results. AAFES will then accomplish another investigation for AAFES purposes which will extend the investigation period.

iii. Personal information for invitation to use Electronic Questionnaires for Investigations Processing (e-QIP): full name (Last, First, Middle), social security number, date of birth, place of birth and a valid email address.

iv. Fingerprints, either on AAFES HQ LIFESCAN or on the FD258 fingerprint card for contractors to get finger printed at a local police station.

v. Download and fill out the AAFES Form 3900-006.

vi. Contractor needs to include their contact information just in case clarification is needed in e-QIP. E-QIP is the only way the investigation may be processed.

(c) After the investigation opens, contractor employee information is added into Joint Personnel Adjudication System (JPAS). The Contractor is added to the Contractor Verification System (CVS) and is

sent instructions to update the application. Once the background check is complete and approved, CVS will send the individual instructions to proceed to the nearest military installation to have a CAC issued. The contractor should have two verifiable recognizable, identification credentials prior to meeting ID personnel.

(d.) Where all performance of the contract/concession takes place on one installation, the contractor will be required to submit an AAFES Form 3900-006 to the Exchange (SBM) or General Manager (GM) or their designee who will enter the contractor information into the CVS and will maintain the database of contractors working for the Exchange.

(e.) CAC for Foreign Nationals accessing data and/or accessing multiple installations:

Foreign Nationals will not have access to sensitive information. Foreign Nationals employed by AAFES' contractors whose duties do not require access to classified information, shall be subject to a criminal record check. Foreign Nationals will not be issued a CAC unless they meet certain criteria. He or she should get their country's equivalent of a National Agency Check with Inquiries (NACI) Investigation Background check from their country with fingerprint card FD258 or live scan, which can be obtained from local police. Once they receive a country background check, they should contact the local Exchange (SBM) and provide documentation so background information can be vetted by Pass and ID.

Contractor Theater Entrance Requirements per DoD Instruction 3020.41 "Contractor Personnel Authorized to Accompany the U.S. Forces" directs contractors within the Central Command (CENTCOM) Area of Responsibility (AOR) (Afghanistan, Bahrain, Egypt, Iran, Iraq, Jordan, Kazakhstan, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Turkmenistan, United Arab Emirates[U.A.E], Uzbekistan, and Yemen) that either operate in the AOR or provide contracting support from outside the AOR to input their Contractor Personnel into Synchronized Pre-Deployment and Operational Tracker System (SPOT). The reason is numerous contracting activities that either operate in the AOR or provide contracting support are entering the theater without going through a central reception center. All Contractors employed on DoD-funded service and construction contracts being performed in the CENTCOM AOR, excluding personnel hired under contracts that do not exceed \$25,000 and for which the period of performance is less than 30 days, and embarked contractor personnel must be entered in SPOT. Contractors deploying less than 30 days can use the SPOT generated or the manual formatted Letter of Accountability on the CENTCOM Website:

[HTTP://WWW2.CENTCOM.MIL/SITES/CONTRACTS/PAGES/DEFAULT.ASPX](http://www2.centcom.mil/sites/contracts/pages/default.aspx)

Contractor Personnel will not be granted or allowed to renew (CAC), acquire Biometric identification cards or other credentials, as applicable, until entry of information into the SPOT database is complete. All contractor personnel deploying to Iraq, Afghanistan, the Horn of Africa, Kuwait, Qatar, and the South Asian States must process through the reception centers at Camp Arifjan Kuwait, Camp Lemonier Djibouti, Manas AB Krygyzstan, Manama Bahrain, or Al Udeid AB Qatar. Waiver of this requirement must be approved through USCENTCOM CCJ4, mail to the below address:

USCENTCOM/J4  
7115 South Boundary Boulevard  
MacDill AFB, FL 33621-5101