CONTRACTOR/VENDOR ACCESS LIST

Complete Name As it appears on identification (Last/First/Middle)	Complete Address (Street, Apt Number, City, State, Zip)	SSAN	DOB (M/D/Y)	Driver's License or Identification Card Number & State	NCIC/ ASTRA	AFLETS	Date Pass Issued	Initials of Issuer

This McConnell AFB access list is for _____ (Company/Vendor Name) Prime/Sub Contractor, Vendor, Base Job Site Phone #: _____ (Circle One)

Prime Contractor's Name _____ (If applicable) Days & Times Access is Required: 24 Aug 04 1400

Company Address: _____ Company Phone #: (___) _____

Contract for/or type of service: Site visit Location of work: airfield Prime Contract #: _____

Start Date: 8/24/04 (M/D/Y) End Date: 8/24/04 (M/D/Y) Base Sponsoring Unit: USACE Sponsor Point of Contact: R. Sawyer ext. 3713 (Rank/Name/Phone)

Is the individual a U.S. citizen? ☐ Yes ☐ No If no, please provide INS Form I-9.

Is this individual going to be an escort for this project? ☐ Yes ☐ No Does the individual require access to the Flightline Maintenance Complex? ☐ Yes ☐ No

Has the individual ever been arrested? ☐ Yes ☐ No If yes, please explain including dates and places: _____

Has the individual ever been on probation? ☐ Yes ☐ No If yes, please list dates and brief explanation: _____

Please list any known aliases: _____

Please list any identifying marks (i.e. birthmarks, tattoos, scars, etc.): _____

NOTE: ORIGINAL MUST BE HAND CARRIED TO THE SECURITY FORCES PASS AND ID (BLDG 1115 RM 105). THE ORIGINAL IS KEPT AT THE VISITOR CENTER. COMPLETE INSTRUCTIONS ARE ON THE REVERSE.

The above information is true and correct to the best of my knowledge. (The Contractor/Vendor or Designated Supervisor will sign/date below. The Contractor/Vendor Sponsor (Base Contractor Representative) must also sign.

Contractor Supervisor	Base Sponsor	Pass & ID Official
Signature/Date: _____	Signature/Date: _____	Signature/Date: _____
Printed Name: _____	Printed Name: _____	Printed Name: _____

This form is subject to the Privacy Act of 1974. Authority: 10 USC 8012 and 5 USC 55a(h)(7)S

CONTRACTOR/VENDOR ACCESS LIST

Instructions/Guidelines for the MCCONNELL Form 114:

1. Fill in the top section of the form with the individual's information (Each individual will have his/her own McConnell Form 114 accomplished):
   a. "COMPLETE NAME" must appear as it does on the individual's driver's license or state identification and must include the individual's full middle name.
   b. "COMPLETE ADDRESS" must be the individual's current address to include street name and number, apartment number, city, state and zip code.
   c. "SSAN" individual's social security number.
   d. "DOB" individual's date of birth in month, day, year format.
   e. "DRIVER'S LICENSE NUMBER & STATE" must contain the individual's driver's license number and state. If the individual does not have a driver's license, "**Identification Only**" must appear in the block with the identification number and state of issue.
   f. "NCIC/ASTRA, AFLETS, DATE PASS ISSUED, INITIALS OF ISSUER" will be filled out by the Pass and ID Officials when the McConnell Form 114 is processed and the pass is issued.

2. Fill in all of the middle information as it appears on the McConnell Form 114:
   a. "THIS MCCONNELL AFB ACCESS LIST IS FOR" This is where the prime company's name should appear. (i.e. If the Subcontractor is Coke, then the Primary Contractor is DECA or AAFES)
   b. "BASE JOB SITE PHONE #" This should be a number that can be contacted in case of questions and should be located on the job site. (Can be the foreman's cellular phone.)
   c. "PRIME CONTRACTOR'S NAME" This should be the name of the prime contractor.
   d. "DAYS AND TIMES ACCESS IS REQUIRED" This should be when the individual needs to have access to the installation. (i.e. Monday-Friday 0800-1600)
   e. "TYPE OF SERVICE" please indicate the type of work to be done. (i.e. Masonry, Stock Product, etc.)
   f. "LOCATION OF WORK", put all the building numbers or site locations. McConnell or the location of morning rally points are not valid entries. If there are five locations that need to be worked at then put them in there. If the job site extends a long stretch of area, such as in the housing area, then put the name of the street(s). If the type of service is landscaping or the number of locations are to many to list then contact the sponsor or the Visitor Control Center for direction.
   g. "PRIME CONTRACT #" This is the contract number issued by the contracting agency.
   h. "START DATE/END DATE" This is the start date and end date in month, day, and year format. This can not extend past 1 year.
   i. "BASE SPONSORING UNIT" This is the base sponsoring unit. (i.e. 22 Cons, etc.)
   j. "SPONSOR/POINT OF CONTACT" This should be the full name of the person that signs the form at the bottom as the base sponsor to include rank and phone number. This individual must appear on the authority to sign McConnell Form 114s on file at Pass & ID.

Note: The purpose of this form is to control access to the base. It is important that we know where everyone is and are suppose to be so that the pass can be written correctly. Questions asked are designed to eliminate any unforeseen problems. Please ensure the answers are complete and answered truthfully to the best of your knowledge. Yellow badge requests will be subject to a full criminal background check (Triple I) and fingerprints taken before issuance of the badge. **MAFB has exclusive rights to deny entry based upon results of this investigation and/or the refusal of taking fingerprints.**

FAXING or COPYING

Faxing or copying this form is authorized however, the sponsor must wait to sign the form until it is completed. The sponsor's original signature must be on the form when taken the Security Forces Control Center (SFCC) building 1115. If by, faxing or copying, this form you lose these instructions or guidelines, it will not be an excuse for not following them.

WHO CAN TURN IN THIS FORM

The sponsor is the only one that can turn in this form, and that person must hand carry this form to the Security Forces Pass and I.D. section in building 1115 room 105.

WHEN DO YOU GET IT BACK AND HOW LONG DOES IT TAKE

You do not get the form back once it has been turned into the Security Forces. The form can take up to 3 duty days to process and will be taken to the Visitor Control Center by Security Forces personnel for issuance of the passes. Planning is the key. It is your responsibility to complete this form in a timely manner.