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### 5352.242-9000 Contractor Access to Air Force Installations

As prescribed in [AFFARS 5342.490-1](5342_490_1.dita#AFFARS_5342_topic_5) , insert a clause substantially the same as the following clause in solicitations and contracts:

**CONTRACTOR ACCESS TO AIR FORCE INSTALLATIONS (OCT 2019)**

(a) The contractor shall obtain base identification and vehicle passes, if required, 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 Forces 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 *[insert any additional requirements to comply with*[*AFI 31-101*](http://static.e-publishing.af.mil/production/1/af_a4/publication/afi31-101/generic_wms.pdf)*, Integrated Defense, and* [*DODMAN5200.02\_AFMAN 16-1405*](https://static.e-publishing.af.mil/production/1/saf_aa/publication/dodman5200.02_afman16-1405/dodm5200.02_afman16-1405.pdf)*, Air Force Personnel Security Program]* citing the appropriate paragraphs 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) Failure to comply with these requirements may result in withholding of final payment.

(End of clause)