THE

46TH TEST GROUP

746TH TEST SQUADRON

CENTRAL INERTIAL AND GPS TEST FACILITY
(CIGTF)

Customer Handbook

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HOLLOMAN AFB, NEW MEXICO

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14. ABSTRACT
746h Test Squadron operates the Central Inertial and Global Positioning System Test Facility (CIGTF), Holloman AFB NM, the U.S. Air Force center of excellence for guidance and navigation testing of developmental and operational weapon systems. The 746 TS provides expert test and evaluation of INS and GPS equipment and embedded GPS/INS (EGI) navigation and guidance systems. CIGTF performs trade studies, technical oversight consultation services and analysis for GPS platform integration. The 746 TS gives its customers independent and unbiased test and evaluation of various navigation systems and guidance components. Military and non-defense related test items are treated with the same professional methodology which has marked the 746 TS as the mainstay of the guidance and navigation community for almost 50 years. This document is directed primarily to potential 746 TS customers from the government and industry. All technical information and capabilities specifications included in this handbook are accurate at the date of release.

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FOREWORD

The 746th Test Squadron (746 TS) operates the Central Inertial and Global Positioning System (GPS) Test Facility (CIGTF) at Holloman Air Force Base, New Mexico. This premier test facility is the U.S. Air Force center of excellence for guidance and navigation testing of developmental and operational weapon systems. The 746 TS provides expert test and evaluation of inertial navigation systems (INS), GPS user equipment, and embedded GPS/INS (EGI) navigation and guidance systems. In addition, CIGTF performs trade studies, technical oversight consultation services and analysis regarding GPS platform integration. The 746 TS also provides instrumentation support to the 586th Flight Test Squadron and instrumentation and manikin support for the Holloman High Speed Test Track.

The 746 TS gives its customers independent and unbiased test and evaluation of various navigation systems and guidance components. Military and non-defense related test items are treated with the same professional, competent and enthusiastic methodology which has marked the 746 TS as the mainstay of the guidance and navigation community for almost 50 years.

This document is directed primarily to potential 746 TS customers from the government and industry. All technical information and capabilities specifications included in this handbook are accurate at the date of release.

For more in-depth information please direct inquiries to:

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Holloman AFB, NM 88330-7850
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Email: gpstest@46tg.af.mil

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1.0 Introduction

The 746 TS, also known as the CIGTF, is the DoD's designated test organization responsible for test and evaluation of GPS user equipment (UE) and integrated GPS-based guidance and navigation systems. For almost 50 years the 746 TS has established itself as a leader in inertial, GPS, blended GPS/inertial component and system testing. In addition, the squadron's laboratory, field and flight-test capabilities offer the customer a cost-effective means to evaluate their guidance and navigation systems. The 746 TS also manages the tri-service GPS Test Center of Expertise (COE) comprised of Army, Navy and Air Force test agencies chartered to support GPS test and evaluation initiatives and the GPS Almanac/Bulletin Board.

The main purpose of this handbook is to explain the processes and general timelines associated with testing with the 746 TS. There is also helpful information about lodging and dining that will help make a trip to the Alamogordo area as pleasant and painless as possible.

1.1 746 TS Location and Organization

The 746 TS is a tenant unit on Holloman, meaning that the squadron is housed on the base, but is connected to a parent unit on a different base. The squadron operates under the 46th Test Wing, located at Eglin Air Force Base, Florida. Immediate supervision of the 746 TS falls to the 46th Test Group located on Holloman AFB. Also part of the 46th Test Group (46 TG) are the 586th Flight Test Squadron (FLTS), the 846th Test Squadron (Holloman High Speed Test Track, HHSTT), the 781st Test Squadron (National Radar Cross-Section Test Facility, NRTF), the 746th Test Support Squadron (XP), Detachment 1 (the Test Group's liaison with White Sands Missile Range, WSMR) and Operating Location – Albuquerque (46TG OL-AA) which is the Test Groups liaison with the Air Force Research Laboratory (AFRL) Directed Energy facility at Kirtland AFB, NM.

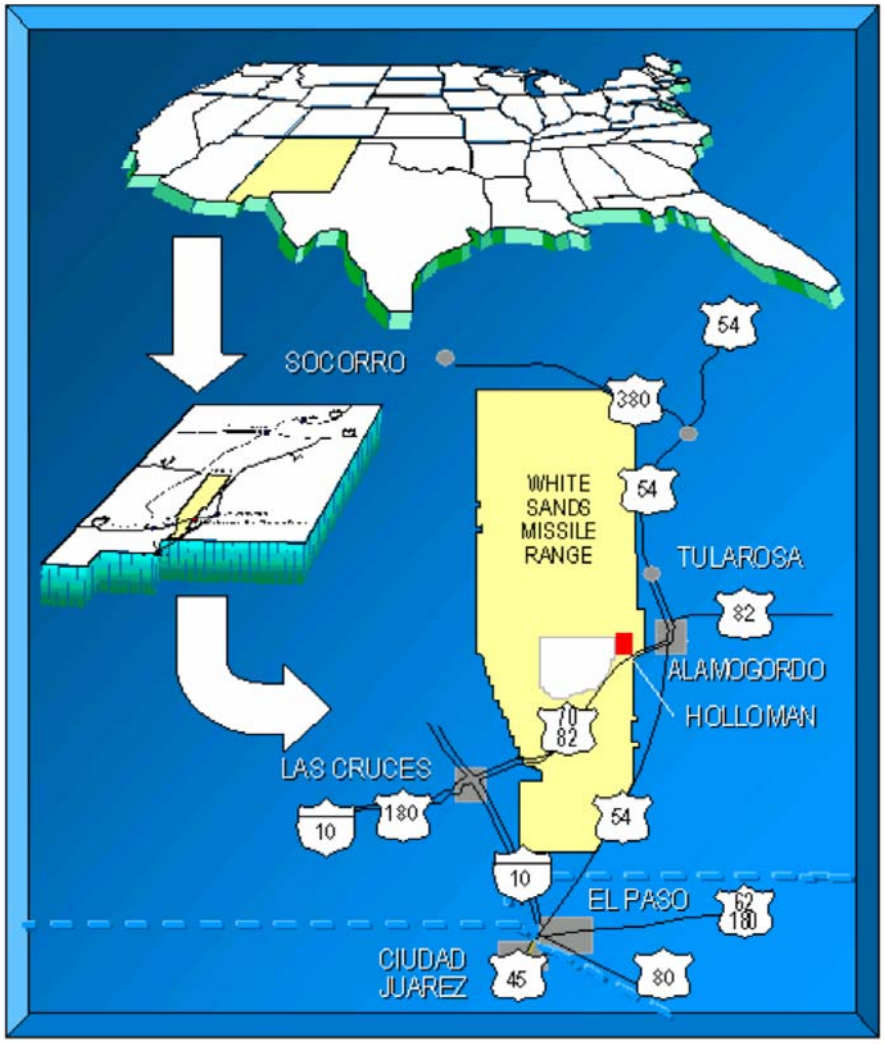

Figure 1: Holloman AFB Location

1.2 Local Area Maps/Charts

This section lists some of the lodging and restaurants in the immediate area. It is recommended that you make lodging arrangements before arriving to the area.

1.2.1 Directions to Holloman AFB and 746 TS

The Holloman Air Force Base Main Gate is located on the north side of US-70, see Figure 1 above. Figure 2 shows directions to the 746 TS from the Main Gate and West Gate (just follow the red line).

Note 1: Section 1.3 outlines the visit request process.

Note 2: The West Gate and La Luz Gate are only open Monday-Friday 0600-1800.

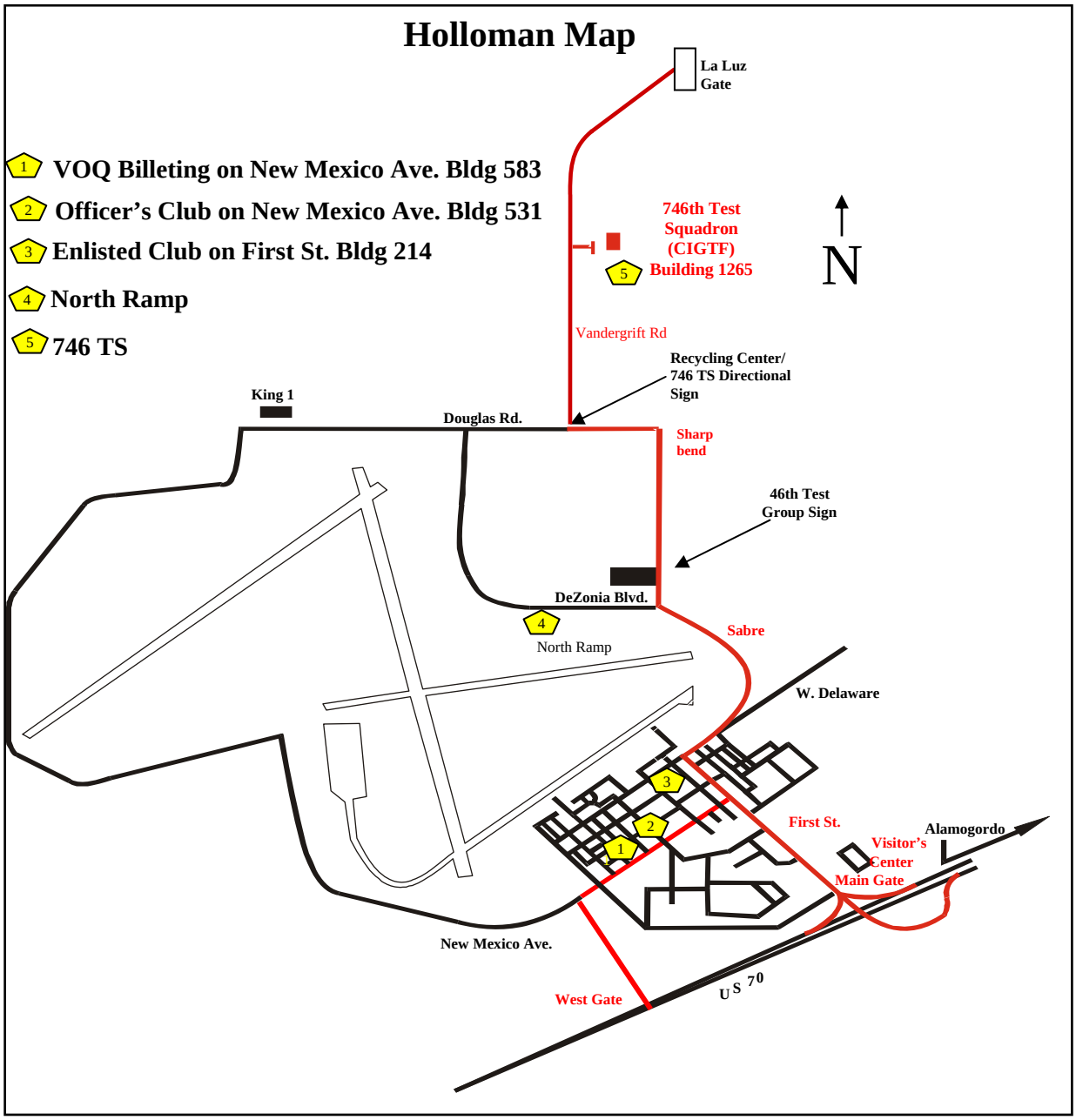

Figure 2: Holloman Air Force Base Map

1.2.2 Alamogordo Area [1]

This section lists some of the options for lodging and restaurants in the Alamogordo area. For further information, visit www.alamogordo.com. Figure 3 shows an overview of Alamogordo. Additionally, the Air Force does not specifically endorse any of the facilities listed in this section; it is provided as a reference of available services only.

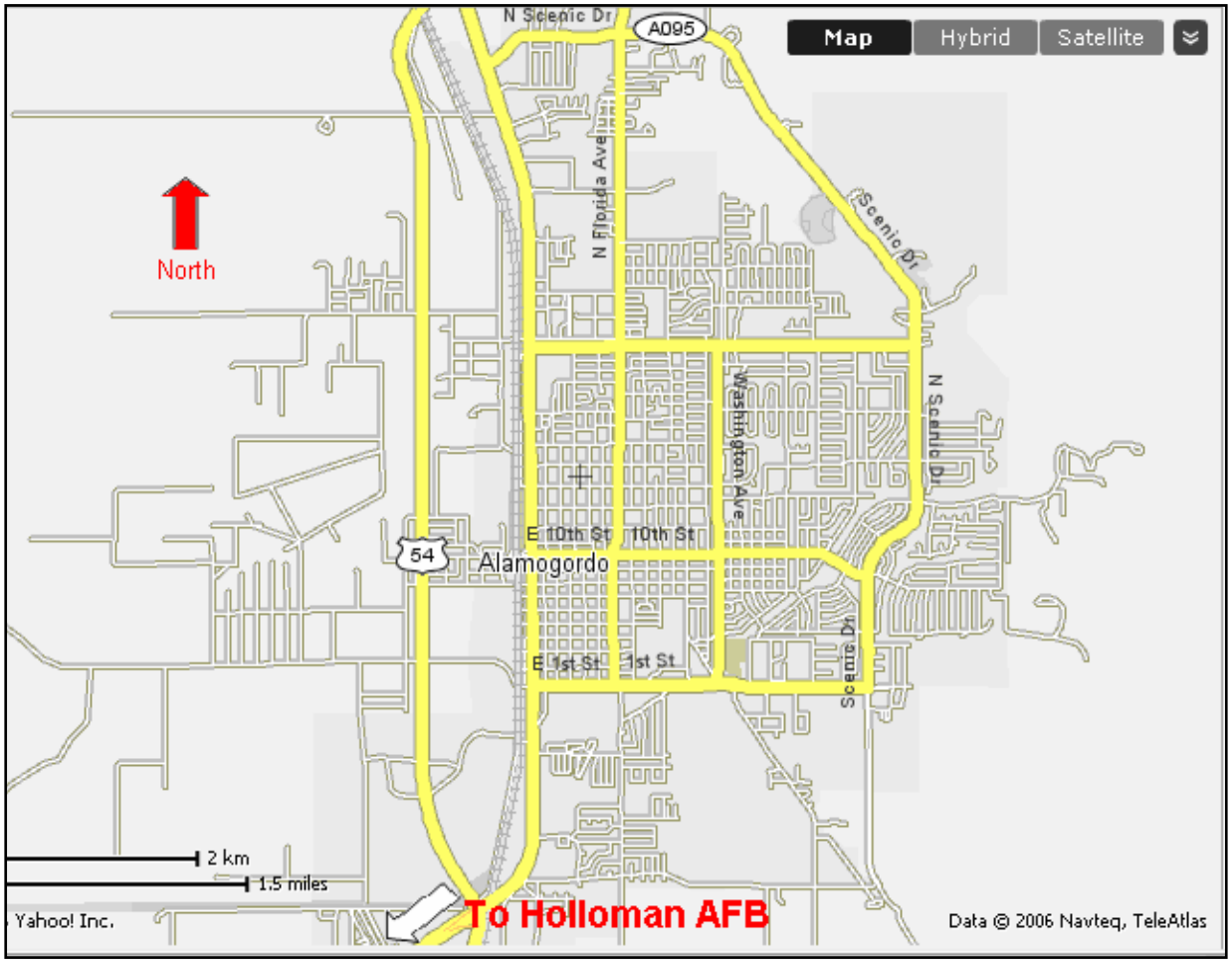

Figure 3: Alamogordo Area Map

Lodging:

BEST WESTERN DESERT AIRE Hotel 1021 S White Sands Blvd. 505-437-2110 or 1-800-565-1988	**COMFORT INN** 1020 S White Sands 505-434-4200 or 1-800-255-5061
DAYS INN OF ALAMOGORDO 907 S White Sands Blvd. 505-437-5090 or 1-800-329-7466	**HAMPTON INN** 1295 Hamilton Rd, 505-439-1782 or 1-800-426-7866
HOLIDAY INN EXPRESS 100 Kerry Ave. Alamogordo, NM 88310 Reservations: 1-800-448-2296 Front Desk: 505-434-9773	**HOLLOMAN INN** Restricted to DOD- ID card holders 1040 New Mexico Ave HAFB 505-572-3311
MOTEL 6 251 Panorama Blvd. 505-434-5970 or 1-800-466-8356	**QUALITY INN** 1401 S White Sands 505-437-7100

Dining: There is a full listing of local dining available at www.alamogordo.com.

Restaurants	Fast Food
CHILI'S BAR & GRILL 202 Panarama 437-5903	**ARBY'S RESTAURANT** 421 S. White Sands Blvd. 505-437-3534
APPLEBEE'S NEIGHBORHOOD GRILL & BAR 1355 S. White Sands Blvd. 505-434-2616	**BURGER KING** 117 S. White Sands Blvd. 505-437-9297
MARGO'S MEXICAN FOOD 504 E. 1st St. 505-434-0689	**LONG JOHN SILVERS** 19 S. White Sands Blvd. 505-434-0330
MEMORIES 1223 N. New York Ave. 505-437-0077	**McDONALD'S** 1223 N. New York Ave. 505-437-0077
PIZZA PATIO 2203 E. 1st St. 505-434-9633	**SONIC DRIVE IN** 504 S. White Sands Blvd. 505-437-6505
PEPPER'S GRILL 3200 N White Sands Blvd. 505-437-9717	**TACO BELL** 201 Panorama Blvd. 505-437-3873

1.2.3 White Sands Missile Range (WSMR) [2]

WSMR offers a broad assortment of test capabilities and infrastructure, from management of the largest open-air/over-land missile range in the hemisphere to environmental test chambers and computer modeling laboratories. Figure 4 below shows the relative location of WSMR within New Mexico.

WSMR is managed by the Army and possesses extensive capabilities and infrastructure used by the Army, Navy, Air Force, NASA and other government agencies as well as universities, private industry and foreign militaries. For more information on WSMR please visit www.wsmr.army.mil.

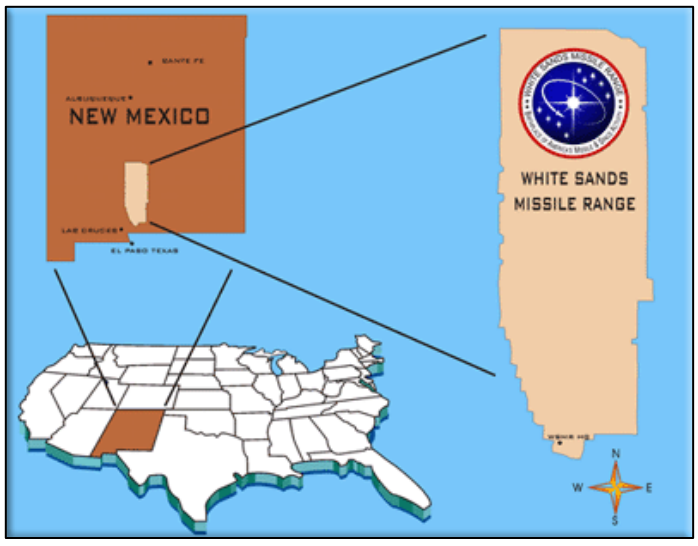

Figure 4: WSMR Location

The 746 TS and WSMR are two different entities. The 746 TS uses the range for most of the test programs conducted due to its large size and remoteness. Since WSMR is a separate entity we must coordinate with them for access to the range. The 46 TG Detachment 1 serves as the liaison between the squadrons of the Test Group and WSMR. This allows for a single point of contact to coordinate scheduling and/or test range issues for both sides. For more information on WSMR scheduling see Section 3.2.

1.3 Holloman Visit Request Process

Holloman Air Force Base is a restricted access facility, limited to DoD ID card holders and approved visitors with a pass. The following sections outline the process for visit requests specific for DoD personnel, contractor personnel and foreign nationals. Your test manager will help you with a visit request if a visit to the 746 TS for meetings or testing is required.

1.3.1 DoD Personnel

For DoD personnel with a valid DoD ID card (military and DoD civilians), you do not need to submit a visit request to access the base. Present your ID card to security just as you would at your home base. The squadron does keep track of its visitors, and even though it is not needed to access the base, we ask that you submit a visit request through your security monitor using JPAS. The SMO code for the 746 TS is HS1MFVHC6. If JPAS is not available, an *AFMC IMT 97* should be filed with your test manager; see Appendix A.

1.3.2 Contractor Personnel

For contractor personnel, including non-DoD government agencies, a visit request is required to visit, discuss issues or conduct tests with 746 TS. A visit request must be submitted to the test manager who will forward it to the 46 TG Security Office for final processing.

For a contractor visit, Holloman AFB requires that the visit request be in their prescribed format; see Appendix B for an example. Holloman AFB will not accept a JPAS visit request from a contractor. If you do not use the prescribed format your visit request will not be processed. It is very important you get in touch with your visit point of contact (test manager) if you have any questions. A minimum of 10 days is required to process domestic visits. The request letter must be signed by your company's security office.

1.3.3 Visit Request by Foreign Nationals

Visits by foreign nationals must be properly sponsored, initiated through approved channels and processed according to prescribed procedures. All foreign visits will be initiated at least 60 days in advance by the visitor through their embassy. If they are foreign military representatives, they are required to wear their country's military uniform and the issued foreign visitor's badge. A foreign national is defined as any person not a citizen of, not a national of or an immigrant alien to the US. A foreign representative is defined as anyone, regardless of nationality, acting as an agent, representative, official or employee of a foreign government, firm, corporation or person. An authorized representative is defined as a person or agency designated by a foreign government or international (governmental) organization to act as its agent for requesting and receiving military information.

2.0 746 TS Test Process and Timelines

The 746 TS uses a structured process for each test conducted. This process involves writing a series of documents, scheduling organizational meetings and making necessary arrangements for an organized, time conscious and cost effective test. Efforts are taken to ensure that customers are satisfied with the level of service provided and that all their scheduled test objectives are completed.

2.1 Planning

Figure 5 shows the sequence of events that are conducted in the planning phase. This figure may help to visualize the effort that goes into program planning.

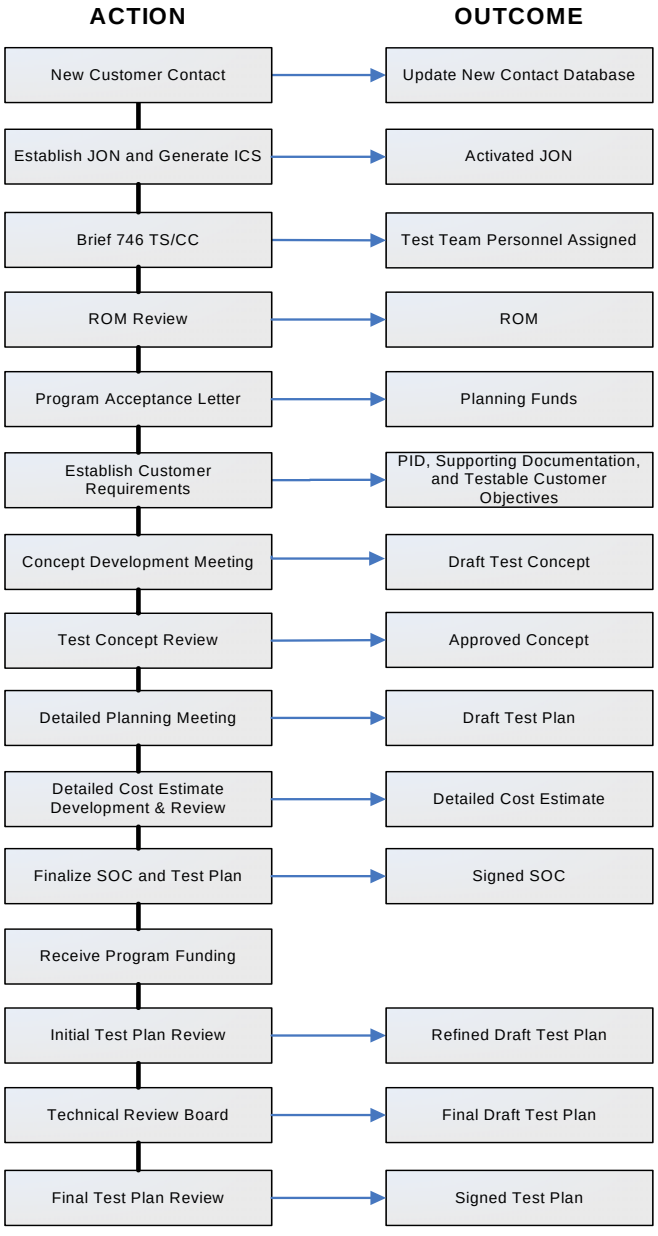

Figure 5: Planning Phase Sequence of Events

Planning for your test will begin as soon as we are notified of your intentions to perform a test with the 746 TS. First we create a Job Order Number (JON) for your test. This will be an identification number used to identify your test when dealing with financial matters and correspondence. Depending on the circumstances, the first document you will receive from us will be either a Rough Order of Magnitude (ROM) or a planning letter. The planning letter states the JON, your assigned test manager including contact information and our estimate of initial planning costs. The ROM is a "ballpark" estimate of what we expect your test to cost based on similar tests done in the past. This estimate will become more accurate as the program requirements, scope and test objectives are refined. If your program requires a ROM to be created, you will receive the ROM, followed by the Planning Letter. You will be asked to respond to the planning letter by sending funds to our

financial office to cover the cost of initial planning. The customer will then provide the test manager with a Program Introduction Document (PID) that outlines the basic requirements, overall test objectives and a preliminary test and reporting schedule. All major test requirements, however, must be received at least 10 weeks prior to the first scheduled test. Under certain circumstances this process can be expedited for high-priority tests. Once all the objectives, requirements and any remaining details have been worked out, the Statement of Capabilities (SOC) will be drafted. The SOC is a formal agreement between the customer and the 746 TS providing detailed cost, schedule and roles and responsibilities for the test program and its participants. It defines what testing will be conducted and when. The SOC is the squadron's response to the customer's PID. When the SOC has been signed, the customer will fund the test program. The costs charged to the customer are direct costs incurred by the squadron; there is no profit made. The SOC provides a cost estimate, but the actual amount required will be based on logged labor hours and resource expenses. For information on scheduling, frequency and special clearances see Section 3.2.

2.1.1 Timeline

The planning phase takes at least 45 working days depending on test complexity. This allows time for the test team to be established, the test planning details to be completed and all document review processes to take place. As mentioned above, the process can be expedited for high-priority tests.

2.1.2 Customer Responsibilities

The customer responsibility in the planning phase is to provide the test manager with the requirements for testing their system, in the form of a PID, and respond to the planning letter and SOC by sending the required funds to our financial office. This is the minimum involvement required by the customer. However, the more the customers are involved in the planning phase, the more likely they will receive the desired final product.

2.2 Provisioning

This phase will begin in parallel with the planning phase. The key to success to this phase is to identify customer requirements and take delivery of customer system specifications and hardware as early as possible. Figure 6 shows an outline of the processes in this phase. Following receipt of the system specifications and hardware, the test engineer will begin to work with ground, laboratory, sled and/or flight test buildup personnel to formulate an initial test rack design. Preliminary mechanical and electrical load analysis will take place on the initial rack that is specific to the type(s) of test(s) being conducted to ensure it is safe for operation in all necessary vehicles/test beds. The data acquisition system is also finalized in this phase. If the test requires open air testing, frequency clearance from WSMR may also be required.

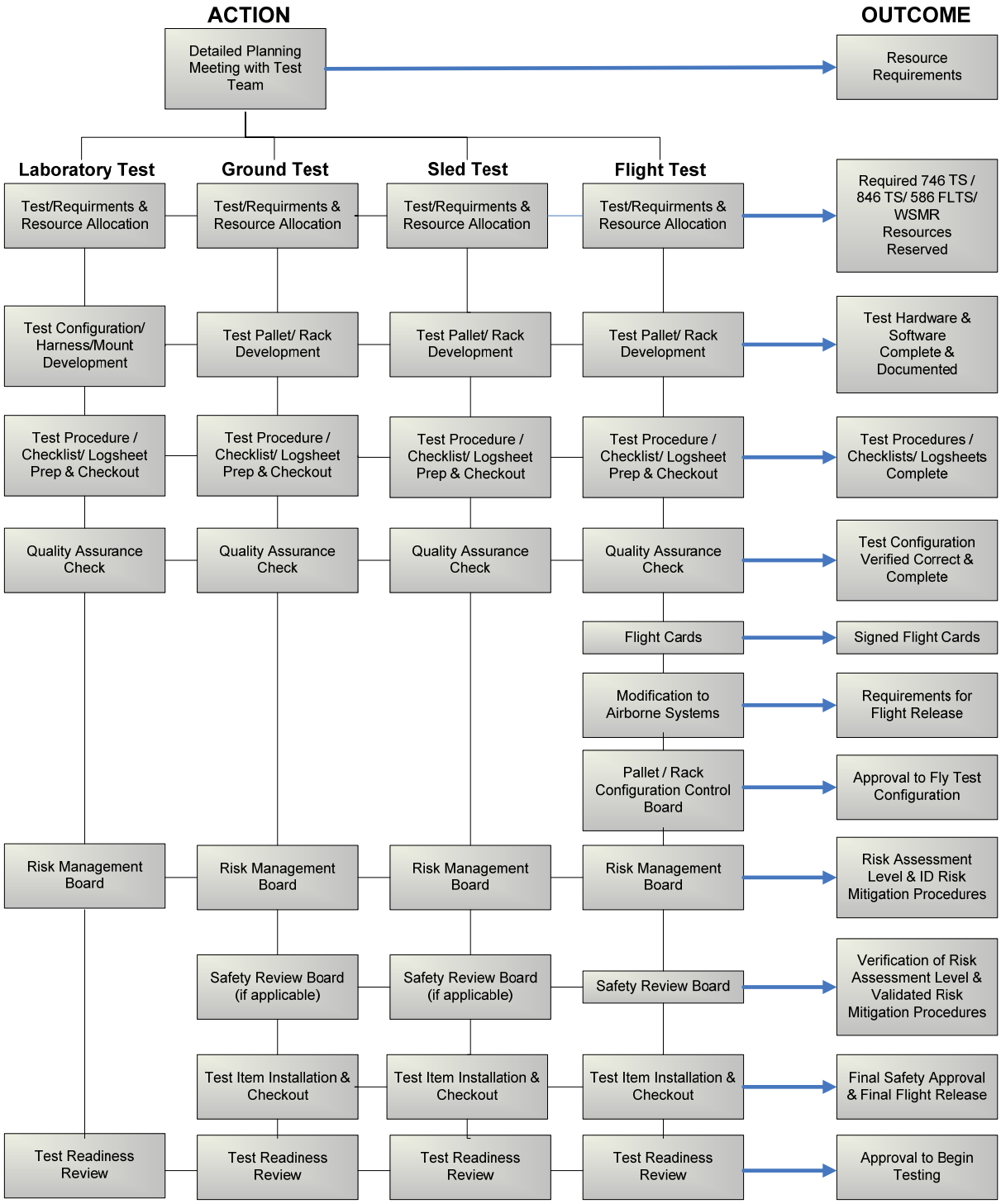

Figure 6: Provisioning Phase

Additionally, during this phase all of the necessary test resources are identified and reserved for test execution. This process will require some flexibility in test times and dates due to limited resource availability. If your test requires more than one type of testing (ground, lab, sled and flight) there will be additional work involved to coordinate all phases of testing and ensure system compliance for all test vehicles.

2.2.1 Timeline

There is no universal timeline that covers all tests conducted by the 746 TS. Each test is different and requires different resources. Throughout this phase there are several administrative checks that help limit risk, improve test safety and help ensure test success.

2.2.2 Customer Responsibilities

There are several things the customer can do to expedite the completion of the provisioning phase. The first is to have the system specifications readily available to provide to the test manager when requested. The second is to begin making arrangements with the test manager to send the test system to the 746 TS and secure it in our facility as soon as possible. The sooner the test team has the system to be tested, the sooner they can integrate it with the data acquisition system and test beds and conduct final test preparations.

2.3 Conduct

Test conduct is the responsibility of the 746 TS test team. The customer is welcome to have their own team on site during testing to assist with specific test system questions that may arise, however, the actual test will be conducted by 746 TS personnel. The test manager is responsible for coordinating the execution of testing in accordance with the approved test plan. Any significant deviations from the test plan will require a test plan amendment and approval by the 746 TS Commander. Figure 7 shows the sequence of events that are accomplished in the conduct phase.

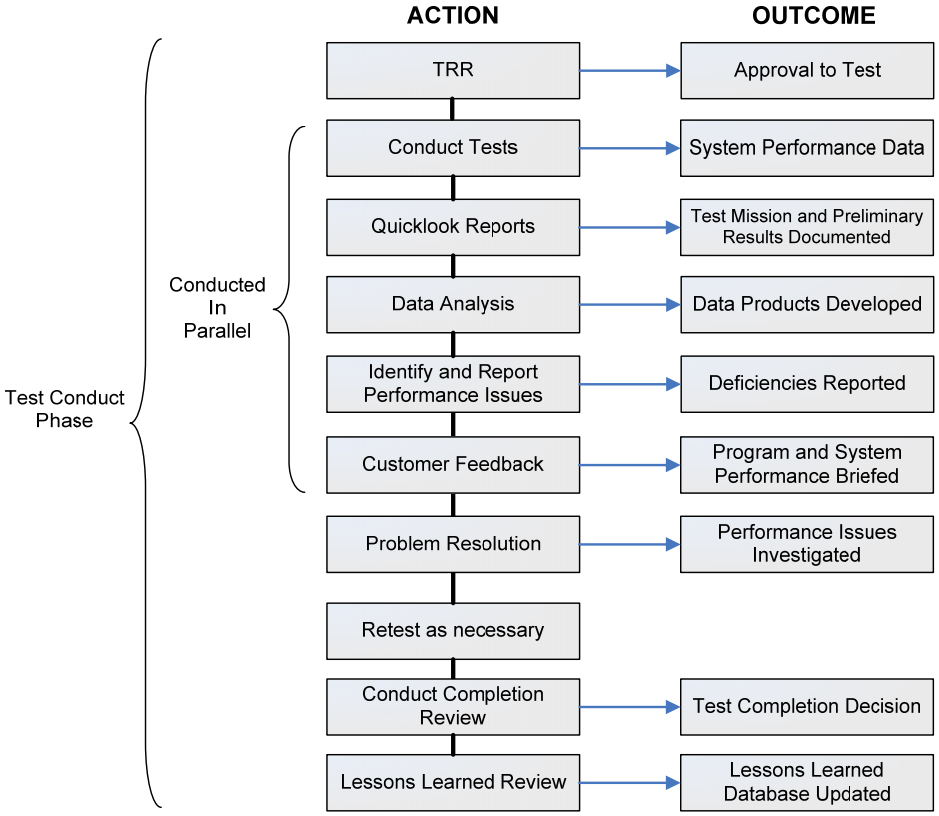

Figure 7: Conduct Phase

The test manager is responsible for ensuring that all necessary test resources are scheduled as needed and that the test execution remains on track with the pre-determined schedule. The test schedule will be arranged such that the test team analyst has time to review test data during the execution phase to ensure that useful data are being collected. This data inspection process helps reduce the need for re-testing due to data acquisition problems.

A Test Readiness Review (TRR) is conducted three working days prior to the start of each new test series (lab, van and flight) to show test readiness to the 746 TS Commander and request approval to start the test. Each member of the test team is represented at the meeting. The 746 TS Commander is briefed on the results of the installation and checkout of the system in the intended test bed, the results of the safety/risk management review, the results of electromagnetic compatibility testing and the test manager's opinion of the test team's preparedness for testing. The 746 TS Commander will provide final approval of test readiness.

2.3.1 Data Review

Data analysis is conducted in parallel with ongoing testing. As stated in section 2.3 this helps ensure adequate data quality and identify system performance issues, helping eliminate the need for re-testing. The analyst will maintain a log of analysis activities to track test problems and document test item performance. The log will also provide inputs to the test report and document important decisions or requirements requested by the customer.

The analyst will provide timely quick-look analysis of the data after completion of each test mission (each day). The analysis will be sufficient enough to determine if the test was successful or if changes need to be made prior to the next mission.

The analyst will perform detailed analysis required by the test plan and special requirements identified during testing. Detailed analysis may also involve a comprehensive performance evaluation of the test item compared to the required customer performance specifications. At this time it will be noted if there are any performance issues or system deficiencies.

2.4 Reporting Options/Timelines

At the completion of all tests, the test results will be documented. This documentation can take the form of a Test Report (TR) or Data Package (DP). It is possible to have multiple forms of documentation. The type of report your test program generates will be agreed to in the SOC.

The TR constitutes a formal report based on the test plan. A TR includes detailed test results, conclusions and recommendations. The TR must be completed and signed off within 60 working days after the Conduct Completion Review (CCR). The CCR is convened to ensure that the data collected are sufficient to fulfill all test objectives outlined in the test plan.

A DP is used when the customer requires less than a TR but more than basic raw data or jammer truth data. A DP may include processed data with graphs or plots, summary results and/or observations about the data. It does not include conclusions or recommendations. A DP will be completed within 30 working days after the CCR if required.

2.5 Test Program Closeout

At the completion of a test the 746 TS will conduct a series of in-house meetings and briefings to ensure that all test requirements have been met and that the data are complete, accurate and useful.

2.6 Funds Remaining

After all testing is completed and all costs incurred are covered, any remaining customer funds will be returned to the customer.

2.7 Test Team Composition and Responsibilities

Test teams may vary depending on specific test requirements; however, in general there will be four key players: the test manager, test engineer, analyst and instrumentation personnel. The test manager is responsible for keeping the project on track in terms of finances and schedule. The test manager is also responsible for writing the TP, TR and all supporting documents. The test engineer has the responsibility of ensuring the safety of the test, creating flight cards (if necessary) and directing the actual test conduction. The test team analyst is involved in every aspect of the test. They provide input into the types of testing required, the amount of data needed and whether or not the data collected are usable. Upon test completion the analyst will analyze the data and characterize the performance of the test system against requirements or published performance data. The Instrumentation flight is an organization within the 746 TS made up of civilians and contractor personnel that provides instrumentation to the test. They are responsible for provisioning test equipment, building test racks and conducting laboratory and field tests. Instrumentation personnel help design jammer lay downs and signal configurations. In addition, they operate the jammers during test conduct. Pilots from the 586th Flight Test Squadron will be needed for test equipment requiring flight testing. If the test requires use of the high speed test track capabilities, members of the 846 TS will join the test team.

3.0 Scheduling Test Resources

Test resource availability is based on the number of tests currently being conducted in the 746 TS, as well as the priority of the test. Your test manager will coordinate with all appropriate parties to schedule all necessary resources as close to the proposed time line as possible.

3.1 Scheduling Within the 46 TG

If your test requires the use of resources from the 586 FLTS or the 846 TS, your test manager will coordinate with those squadrons. In many cases, using resources from these squadrons will also require coordination with WSMR for airspace and/or frequency clearance. Scheduling between squadrons of the 46 TG can be done relatively easily depending on work load and the test timeframe. WSMR is highly utilized and scheduling can present difficulties.

3.2 Scheduling Time on WSMR

All test organizations requiring time on WSMR compete for their desired test time at a monthly scheduling meeting. This meeting is held mid-month to schedule activities for the following month. Many programs do not get their desired test days. Because of this, your test schedule requires flexibility. WSMR scheduling is based on DoD priority; lower priority tests can be cancelled at anytime for a higher-priority test. The 746 TS will lobby for the customer's proposed test schedule, but ultimately the range schedule is determined by WSMR. GPS jamming frequency clearances are issued annually. The standard jamming hours for the 746 TS are from 1500-0300 local time Monday through Friday. Any change to the standard jamming hours, locations or frequencies must be coordinated at least 90 days prior to testing.

4.0 Customer Feedback

The 746 TS works very hard to provide its customers with the best service possible. One way to improve our performance is through customer feedback. You can provide feedback through your Test Team, and by filling out an end-of-test survey. A sample survey is provided below. You can request a survey to provide feedback at any point during the test. At a minimum your test manager will provide you with the official survey when your test or current phase of testing is complete.

746 Test Squadron
1644 Vandergrift Road
Holloman AFB, NM 88330
Phone: (505) 679-2123 DSN: 349
Fax: (505) 679-2794

Customer Satisfaction Survey

Customer Information			
Program:		Date:	
POC:		JON:	
Review Period:	to		

746 TS Performance Ratings						
	(1) = Poor	(2) = Marginal	(3) = Fair	(4) = Good	(5) = Excellent	(6) = Superior
Requirements	☐	☐	☐	☐	☐	☐
(Initial Contact, Program Introduction, Test Requirements Assistance)						
Comments:						
Planning	☐	☐	☐	☐	☐	☐
(Statement of Capability, Test Plans, Test Design, Test Manager Conferences)						
Comments:						
Provisioning	☐	☐	☐	☐	☐	☐
(Manpower, Aircraft, Range, Test Assets, and Facilities)						
Comments:						
Conduct	☐	☐	☐	☐	☐	☐
(Scheduling Effectiveness and Flexibility, Conduct Rate and Quality, Customer Focus)						
Comments:						
Analysis	☐	☐	☐	☐	☐	☐
(Data Processing, Review, and Analysis)						
Comments:						
Reporting	☐	☐	☐	☐	☐	☐
(Preliminary, Interim, and Final Reports)						
Comments:						
Stewardship	☐	☐	☐	☐	☐	☐
(Cost Estimates, Use, and Accountability of Funds)						
Comments:						
Overall Rating (1 – 6):						

Evaluation
How can we improve our services?
Additional Comments:

Appendix A: Visit Request Form (DoD)

VISIT REQUEST

Reference DoD 5200-1R, CH C6.2., DoD 5220.22-R, CH C3.2 and C8.1.5.1.3., DoD 5220.22-M, para 6-103 , AFI 31-401, CH 5.7.1. and AFI 31-601/AFMCS 1, CH 7.3.4. Mark applicable items NA. Continue on reverse, identify by number/column. All entries must be typed.

PRIVACY ACT STATEMENT

AUTHORITY: *DoD 5200.1-R, CH C6.2.*
PRINCIPAL PURPOSE: *To identify persons seeking approval to visit DoD Activities, and U.S. and Foreign Contractor facilities when access to classified information is, or may be, involved.*
ROUTINE USES: *Information contained hereon is used for reviewing the request for official visits for the purpose of approving or disapproving the visit. Also, used for certification of individual's security clearance and access authorization. The information on the form may also be used for other lawful purposes including law enforcement and litigation.*
DISCLOSURE IS VOLUNTARY: *Failure to provide the information will result in disapproval of visit request.*

TO (*Name and address of Activity/Contractor Facility*)

FROM (*Official address of requesting activity*)

1. VISIT APPROVAL IS REQUESTED FOR THE PERSONNEL LISTED BELOW. VISIT WILL BE CONSIDERED APPROVED UNLESS OTHERWISE NOTIFIED

NAME, GRADE, POSITION, AND SSN A	CITIZENSHIP *(Alien registration number, if applicable)* DATE AND PLACE OF BIRTH B	OFFICE/ACTIVITY OF ASSIGNMENT, ADDRESS AND TELEPHONE NUMBER C	EMPLOYER OR SPONSOR D	LEVEL OF SECURITY CLEARANCE/ DATE OF INVESTIGATION E

2. NAME AND LOCATION OF ACTIVITY TO BE VISITED	3. DATE(S) OF VISIT	4. DURATION OF VISIT	5. NAME(s) OF PERSON(s) TO BE VISITED

6. PURPOSE AND JUSTIFICATION OF VISIT (*Include contract number, project, program, if applicable*)

7. *SPECIAL ACCESS AUTHORIZED (Level of access and authority for access to Critical Nuclear Weapons Design Information (CNWDI); North Atlantic Treaty Organization (NATO) or special accces programs)*

8. TYPE, NAME, GRADE, AND TITLE OF CERTIFYING OFFICIAL	9. SIGNATURE	10. PHONE *(Area Code, DSN, No., Ext)*	11. FAX *(Area Code, DSN, No., Ext)*	12. DATE

AFMC IMT 97, 20000412, V2 **PREVIOUS EDITION IS OBSOLETE**

Appendix B: Visit Request Form Format (Contractor)

HOLLOMAN AFB
VISIT ACCESS REQUEST
(VAR-3)

MEMORANDUM FOR 46 TG SECURITY
49 SFS/S5SN (Industrial Security)
49 SFS/S5AV (49 SFS Pass and Registration)
IN TURN

FROM: **(COMPANY NAME)**

SUBJECT: Contractor Visit Access Request (VAR)

References:

a. Contract Number: (Required) Contract Title: (Required)

b. Contract Start Date: (Required) Contract End Date: (Required)

c. Contracting Office: (Contracting unit that awarded and/or administers the contract)

d. Contracting Official/Phone: (or 46 Test Wing, Eglin AFB FL)

e. Point of contact/phone at HAFB: Point of contact/phone at HAFB: (Unit Point of Contact #1, Unit POC #2, and Unit Secretary) and 46 TG/XPP (679-1397, 679-1391, or 679-2897)

Request that a visitor pass be issued to the contractor employees listed below. All employees will be briefed on and shall comply with Holloman AFB and 46 TG security requirements. All employees have signed the government provided consent form 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.

FULL NAME	SSN	DOB	POB	CITIZENSHIP	CLEARANCE & DATE

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 101 and E.O. 9397
Principal Purpose: For granting access to a military (Federal) installation.
Routine Use: Record access approval; use of SSN, DOB, POB &Citizenship is necessary to make positive identification of the individual and records.
Disclosure is Voluntary: Failure to provide the information could result in approval being denied.

HOLLOMAN AFB
VISIT ACCESS REQUEST

ONLY contractors identified on a VAR and approved for escorted entry by the 49 SFS/CC may be escorted onto Holloman AFB. ONLY the contractor site manager, foreman or superintendent (designated by asterisk on a VAR) may escort contractors approved for escorted entry; contractor escort authority is limited to ONLY those contractors approved for escorted entry. **Exception:** The contractor site manager, foreman, or superintendent may escort non-routine deliveries. Delivery drivers will provide a bill of lading at the time of pass issuance; passes will not exceed 6 hours. Routine deliveries require the contractor 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.

CONTRACTOR VISIT INFORMATION:

* Visitor passes will NOT exceed contract performance period or 1 year, whichever is less.

Period of visit: _____ to _____

Reason for visit: _____ (Brief description of work)

Visit location: _____ (Be specific; bldg/room #s, etc.)

Previous VAR Tracking Number(s): _____ **(**List all tracking numbers issued in the past to personnel listed on this VAR)

Upon completion of visit and/or contractual requirements, all government issued credentials/passes shall be immediately returned to 49 SFS Pass and Registration.

Please direct any questions to me at (XXX) XXX-XXXX.

I certify the attached employee information is true and correct.

Signature of Company Official (Required) Date _____ (Required)
Typed/Printed Name
Job Title/Company Name

I have reviewed and approved/disapproved this visit access request.

_____ Date _____ (Required)
JAMES R. DARBY
Chief, Physical Security

References:

(1) Most of the Alamogordo information is from http://www.alamogordo.com/
(2) This section is compiled from information available on the WSMR website: http://www.wsmr.army.mil/

Additional Reading:

Central Inertial and GPS Test Facility (CIGTF) Capabilities Handbook.