

**YOUR UNIT HEADER  
GOES HERE**

ORGANIZATION OFFICE SYMBOL

DATE

MEMORANDUM FOR 502D SECURITY FORCES SQUADRON  
2150 WINFIELD SCOTT RD  
FORT SAM HOUSTON TX 78234-0039  
ATTN: VISITOR CENTER (S5B)

SUBJECT: Application for Contractor/Vendor Installation Access Credential (AIAC)

1. The following company/organization is providing either vendor's service or holds a contract with our organization. The individual is required to enter Joint Base San Antonio, Fort Sam Houston in an official capacity on a regular basis. Request the issuance of an access credential.

<i>Company/Organization</i>	<i>Contract/Service Number</i>	<i>Required Times/Days of Week</i>	<i>Required Dates</i>
<i>Full Address of Company/Organization</i>			

2. The below listed individual understands that this is an identification credential, not a sponsoring credential and that it will not allow entry into any facilities other than the installation gates. Use of this credential is strictly for business purposes only. Individual also agrees to adhere to all vehicle regulations and guidelines set forth by AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and those set by the installation commander.

3. Upon termination contract expatriation, employee termination, or expiration of the access credential, the holder agrees to return it to the host contractor, sponsor, or building 4179 Visitor Center at the Walters Gate.

<i>Name of Credential Holder</i>		<i>Date of Birth</i>	
<i>Home Address</i>			
<i>Vehicle Make</i>	<i>Vehicle Model</i>	<i>Year</i>	<i>Color</i>
<i>Plate #</i>	<i>State</i>	<i>DL Number</i>	<i>State</i>

<i>Registration Office Use Only</i>	
<i>NCIC</i>	
<i>COPS/SFMIS</i>	
<i>FBI TWL</i>	
<i>OFF INIT</i>	
<i>SUP INIT</i>	

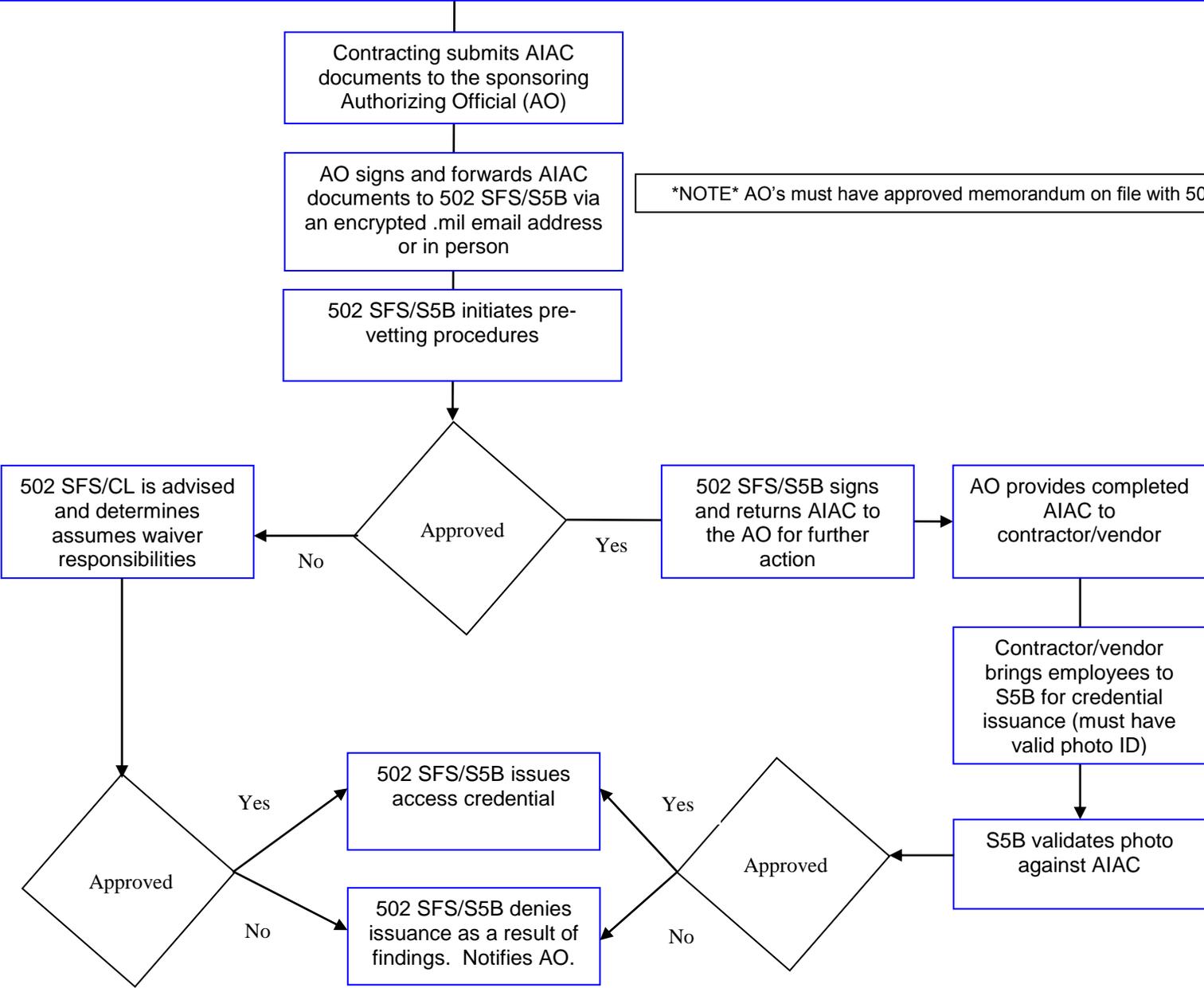
<i>Requesting Authority/Authorizing Official</i>	
<i>Printed Name</i>	
<i>Signature</i>	
<i>Title</i>	
<i>Duty Phone</i>	
<i>Email</i>	

All requests must be submitted in person or via encrypted .mil email to [usaf.jbsa.502-abw.mbx.502-sfs-fsh-visitor-control-center@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-sfs-fsh-visitor-control-center@mail.mil) NLT 5 working days prior to the start date.

"FOUO, This document contains information exempt from mandatory disclosure under the FOIA. Title 5 U.S.C. 552 (b) (6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."



# Application for Installation Access Credential Process



\*NOTE\* AO's must have approved memorandum on file with 502 SFS/S5B