

OMB NO. 0702-0135  
OMB approval expires  
OCT 31, 2022

#### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0702-0135, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

#### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. §7103, "Secretary of the Army"; 10 U.S.C. §9013, "Secretary of the Air Force;" United States Presidential Executive Order (E.O.) 13526, "Classified National Security;" E.O. 10450, "Security Requirements for Government Employment;" Department of Defense Instruction (DoDI) 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmental Information;" DoDI 5200.02, "DoD Personnel Security Program (PSP);" Army Regulation (AR) 380-67, "Personnel Security Program;" Air Force Instruction (AFI) 31-501, "Personnel Security Program Management;" AFI 31-401, "Information Security Program Management;" AR 215-8/AFI 34-211(i), "Army and Air Force Exchange Service Operations;" and E.O. 9397, (SSN), as amended.

**PRINCIPAL PURPOSES:** To assist in the processing of personnel security clearance actions; to record security clearances issued or denied, and to verify for access to classified information or assignment to sensitive positions.

**ROUTINE USES:** Records may be disclosed outside of DoD pursuant to Title 5 U.S.C. §552a(b)(3) regarding DoD "Blanket Routine Uses" published at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>. Information may be released to Federal agencies based on formal accreditation as specified in official directives; regulations; to Federal, State, Local, and Foreign Law Enforcement, Intelligence, or Security agencies in connection with a lawful investigation under their jurisdiction.

**DISCLOSURE:** Voluntary, however, failure to provide information may result in denial of a Common Access Card; non-enrollment in the Defense Enrollment Eligibility Reporting System (DEERS); refusal to grant access to DoD installations, buildings, facilities, computer systems and networks; and denial of DoD benefits if otherwise authorized.

A copy of the **Privacy Impact Assessment (PIA)** for the collection of information may be located at <https://www.aafescom/about-exchange/public-affairs/FOIA/assessments.htm>.

**SYSTEM OF RECORDS NOTICE (SORN):** 1703.03, "Personnel Security Clearance Case Files;" <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/Army-Article-List/>

Next

**AUTHORIZATION AND CONSENT TO CRIMINAL HISTORY INVESTIGATION**

I hereby authorize the investigative agency conducting my background to obtain such reports from other federal, state, local entities, previous employers, references, or other businesses or individuals to be used for verification.

I hereby authorize the investigative agency to obtain reports from any consumer reporting agency for my employment purposes or contractual relationships with the Exchange. I realize that any security freeze on my consumer or credit report may affect the completion of this investigation. To avoid such occurrences, I should request that freezes be lifted while the investigation is pending.

I realize that collection of my Social Security Number (SSN) is authorized by United States Executive Order 9397. My SSN is needed to identify my unique records. I realize that I am not required to disclose my SSN, but failure to do so may prevent or delay the processing of my background investigation.

I hereby acknowledge that the voluntary completion of the following information will be used with my requesting access to a Department of Defense (DOD) facility in accordance with HPD-12 credentialing and the Exchange EOP 66-04. I understand that assignment exceeding 6 (six) months require re-verification by Force Protection and every 6 (six) months thereafter until my service is no longer required.

**TIME REPORTING**

Compensatory time (comp time) is NOT authorized. We pay for actual hours worked.

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I read the preceding and hereby authorize and consent to the investigative agency gathering information for verification of my suitability for employment and/or performance of contractual services.



## Contractor Data Entry Form

\*Indicates required fields

### Personal Information

Last Name \*

First Name \*

Middle Name \*

Gender \*

Options  
\*Female  
\*Male

Primary Phone # \*

Secondary Phone #

Date of Birth \*

Social Security # \*

Street Address \*

City \*

State \*

Zip Code \*

E-mail \*

Work Phone # \*

Hair Color \*

Eye Color \*

Weight (in lbs.) \*

Height (Feet) \*

Height (Inch) \*

Place of Birth

City \*

State/Province \*

Country \*

Have you had prior military service or worked at a Federal Agency or Federal contractor within the past 24 months?

Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, how many years since conviction?

 Citizenship

• **Non-US Citizens must provide an Alien Registration Number or Employment Authorization Document (EAD) Number and original cards with the request. Access to the facility will not be authorized without this information. I attest, under penalty or perjury, that I am (select one):**

Citizen of the United States.

Non-U.S. Citizen

 Vehicle-Driver License Information

**Driver's License #**

**License – State of Issue**

**Vehicle Plate #**

**Vehicle Plate – State of Issuance**

**Vehicle Make**

**Vehicle Model**

**Vehicle Color**

**Next**

## Declaration for Federal Employment

Provide other names ever used (Ex. maiden name, nickname, etc.)

### Selective Service Registration

1. \*If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment laws (5 U.S.C. 3328) requires that you must register with the Selective Service, unless you meet certain exemptions.

a. \*Are you a male born after December 31, 1959?  Yes  No

b. \*Have you registered with the Selective Service?  Yes  No If "No", describe your reason(s) in the below box.)

2. \*Have you ever served in the United States military?  Yes  No If you answered "Yes" list the branch, dates, and type of discharge for all active duty. If your only active service was in the Reserves or National Guard, answer "No."

### Background information

For questions 3, 4, and 5 your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender Law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

3. \*During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosive violations, misdemeanors, and all other offenses.) Yes No

If “Yes”, provide the date explanation of the violation, place of occurrence, and the name and address of the police department or court involved.

4. \*Have you been convicted by a military court-martial in the past 7 years? (If no military service, answer “No.”) Yes No

If “Yes”, provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.

### Background information

For questions 3, 4, and 5 your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender Law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

3. \*During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosive violations, misdemeanors, and all other offenses.) Yes No

If “Yes”, provide the date explanation of the violation, place of occurrence, and the name and address of the police department or court involved.

4. \*Have you been convicted by a military court-martial in the past 7 years? (If no military service, answer “No.”) If “Yes”, provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved. Yes No

5. \*Are you currently under charges for any violation of law?

Yes No

If "Yes", provide the date, explanation of the violation, place of occurrence, and the name and Address of the police department or court involved.

6. \*During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?

Yes No

If "Yes", provide the date, an explanation of the problem, reason for leaving and the employer's name and address.

7. \*Are you delinquent on any Federal Debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of federally guaranteed or insured loans such as student and home mortgage loans.)

Yes No

If "Yes", provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.



8. \*Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew niece father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, and half-sister) ○Yes ○No

If “Yes”, provide the relative’s name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.

9. \*Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? ○Yes ○No

### Certifications

10. Appointee (Only respond if you have been employed by the Federal Government before): Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination. ○Yes ○No

11. \*Do you agree to digitally sign your questionnaire? ○Yes ○No

By selecting the “Yes” option, I acknowledge and warrant the truthfulness of the data provided and Agree to any terms and conditions stated therein.

**Fingerprint Appointment Instructions**

The calendar shows the available dates and time that fingerprint appointments may be scheduled. All scheduled appointments will be taken at the Army and Air Force Exchange Service (AAFES) HQ and may only be scheduled in 30-minute increments.

Location: HQ – South Entrance 3911 S. Walton Walker Blvd., Dallas, TX 75236

Please arrive by the schedule time. If you are unable to meet your scheduled time, contact your AAFES POC or Resource Manager immediately. Applicants more than 5 minutes late may be required to reschedule.

**Note: U.S. Citizens are required to bring your state issued ID. All Non-U.S. citizens must present official proof of eligibility to work in the U.S. and valid ID.**

-- Non Business hours
  -- Available Business Hours
  -- Already Booked

Mar 30 – Apr 5, 2019

	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5
12am					
1am					
2am					
3am					
4am					
5am					
6am					

**ROBA COLLECTION SCREEN SHOTS  
CONTRACTOR/VENDOR ENTRY FORM**

1pm				
2pm				
3pm				
4pm				
5pm				
6pm				
7pm				
8pm				
9pm				
10pm				
11pm				