

EDUCATION BACKGROUND AFFIDAVIT

THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974

Security Guidelines for the Tyndall Education Center

Because the Tyndall Education Center is located on an Air Force base, civilian students must be cleared each semester prior to taking classes. You will not be allowed on base until you have completed the appropriate security procedures.

Complete the affidavit at least five business days before your class starts, submit the following documents to the Tyndall Air Force Base for a background check:

- completed affidavit
- copy of your driver's license
- copy of your course schedule

Documents may be submitted by:

- Email to tafb@gulfcoast.edu
- Fax to (850) 913-3305
- Mail to GCSC Tyndall Education Center, 5230 West Highway 98, Panama City, FL 32401 (please allow more than 5 business days for submission through the mail)

On the nights you attend class, enter TAFB through the Sabre gate (*on the right at the first light after crossing the DuPont Bridge onto Tyndall*). Your name will be on a list at this gate.

Additional Tyndall Air Force Base Rules

- Cell phone use is prohibited while driving on Tyndall Air Force Base property.
- You must be able to show proof of insurance and vehicle registration at all times and may be asked to produce these documents at any time. If you don't have these with you, you will be denied access to Tyndall Air Force Base.
- If you drive a motorcycle to base, you must contact the Tyndall Air Force Base Visitor's Center at 850-283-4070 and ask about rules for operating a motorcycle on a military installation.

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NOTE TO APPLICANT: ATTESTATION

I attest to the fact that I have been briefed by my employer and understand the purpose for the contractor background check. I understand the information on this form is being collected in accordance with 50 U.S.C., Section 797, and DoDD 5200.8 federal laws permitting the Installation Commander to limit access to the installation for security reason and that this data will be used to screen DoD contractor employees who have or are seeking access to United States Air Force installations. I have voluntarily completed this form and shall provide the Air Force a specimen of my fingerprints, if/when requested. I understand that by signing this application, I acknowledge that I have been made aware of and have reviewed the list of Tyndall AFB disqualifying factors. I hereby give my consent and authorization for the Air Force to conduct any additional background screenings deemed necessary over the next 24 months, unless otherwise directed by 325 CONS or 325 SFS, to include comparing/checking my fingerprints against local state and federal criminal databases. The information I have provided on this application is true, complete, and correct to the best of my knowledge, and is provided in good faith. I understand that a knowing and willfully false statement provided on this application can be punished by fine or imprisonment or both (18 U.S.C. Section 1001).

Applicant Signature: _____ Date: _____

Company Name: Gulf Coast State College Approving Official/Security Manager: Theodora L Preston (Gretta)
Organization/Phone # 283-4332

PRIVACY ACT STATEMENT

AUTHORITY: Section 3101 Title 44, United States Code, AFI 33-32, 552A

PRINCIPAL PURPOSE(S): The purpose for requesting personal information is to assist security personal in documenting contractor employee suitability for access to United States Air Force installations. The Social Security Number (SSN) and Date of Birth (DOB) are necessary to identify the person and records. This information may be used to determine suitability of person desiring access to the installation as well as for lawful purposes including law enforcement and litigation.

INTENDED USE: For all contractors and subcontractors who are not authorized a Common Access Card (CAC) and require regular access to the installation in performance of their official duties.

AGENCY DISCLOSURE

The public reporting burden for this collection of information is estimated to take 3 to 5 business days per response, including the timeframe for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collected information.

PASS AND REGISTRATION USE ONLY

Approval/Disapproval Reason

DISQUALIFICATION & REBUTTAL POLICY

If disqualified from base access, you will be notified by the Pass and Registration Non Commissioned Officer in Charge, or Personnel Investigator on the same day disqualification was determined. If you feel you have been wrongfully denied access to the installation, contact your contract manager, security manager, or the Pass & Registration Office to receive instructions on the appeals process.