

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Bill Owens  
Governor

Major General  
Mason C. Whitney  
The Adjutant General

**Policy Letter:** DMVA 604-1

**Subject:** Buckley Air Force Base Security Badges

**Effective Date:** June 1, 2003

**Summary:** Provides procedures for issuing security badges for Buckley Air Force Base

**Applicability:** All State Employees of DMVA

**Staff Proponent:** Director of Personnel

**Supercedes:** New

**Official:**

William L. Robinson  
Deputy Director

## **DEPARTMENT OF MILITARY & VETERANS AFFAIRS BUCKLEY AIR FORCE BASE ENTRY BADGES – PROCEDURE**

All Department of Military & Veterans Affairs state employees requiring access to Buckley Air Force Base must possess a special badge issued by the Air Force Security office at Buckley. The procedure for obtaining said badges is as follows:

1. Access for personnel who do not work at Buckley will be determined by their supervisor. The supervisor will provide an electronic roster of those personnel to the State Personnel Office at [edrie.womack@dma.state.co.us](mailto:edrie.womack@dma.state.co.us) indicating whether escort privileges are required (see 4 below).
2. Authorized employees (which includes all employees who work at Buckley) can obtain an application form from the State Personnel Office at 6868 S Revere Pkwy., Ste 260, Centennial CO
3. The demographic section of the form must be completed by the employee and then signed by the State H R Director or the State Deputy Director.
4. Escort privileges will be denoted by an “E” on the badge. This will authorize the employee to escort contractors and others who do not have a badge onto the Base.
5. The state H R Director will deliver the form(s) and a roster to Buckley Air Force Base Security as required.
6. Buckley Security will run a background check on each individual through CBI. A successful CBI check becomes a condition of employment for Buckley employees.
7. Once the employee has been approved for a badge, the State H R Director will notify the appropriate supervisor.
8. The employee must then go, in person, to the Visitor’s Center at the 6<sup>th</sup> Avenue Gate at Buckley where a picture will be taken and a badge issued.
9. Badges will be issued for a maximum of five (5) years.
10. The badge will authorize access 24/7. There will be no special badge issued for essential or emergency essential employees. The badge will serve all purposes.
11. Badges are issued based on continued employment with the Department.
12. If and when an employee terminates, the badge must be returned to the State Personnel Office at Revere.
13. The badges will then be returned by the State H R Director to Security at Buckley.
14. The roster of employees with badges will be regularly updated.

Attached is a sample of the application form filled out correctly as it should come to the State HR Director.

### Privacy Act Statement

Information Contained on this form is protected under the provisions of the Privacy Act of 1974. The unauthorized disclosure of information contained hereon could result in severe disciplinary action.

## Application For Buckley Identification Card

### Section 1 Applicant information

Last Name, First MI ABDEC, IAN	SSN 123456789	Hm Phone 3031234567
Driver's License # 12345678	State of Issue co	Wk Phone 3033456789
Address 1234 anywhere st ANYTOWN, CO 12345	Date of Birth 01/01/2001	Sponsoring Agency, POC tel # DEPARTMENT OF MILITARY & VETERANS AFFAIRS, 303-677-8725
Company N/A	Contract # N/A	Contract Expiration Date N/A
Days of Installation Access SUN., MON., TUE., WED., THURS., FRI., SAT.	Times for Access 24/7	
Company Representative Title  n/a	Company Rep Phone #'s  n/a	Printed/Typed Name of Company Representative  n/a
Is this application for a subcontractor? yes            no	Date n/a	Company Representative Signature

### Section 2 Sponsoring agency information

Sponsoring Agency Title (unit, organization, or agency) DEPARTMENT OF MILITARY & VETERANS AFFAIRS	Sponsoring Agency Phone #'s 303-677-8800	Who is the prime Contractor? (work unit within DMVA), e.g. Civil Engineering
Printed/Typed Name of Sponsoring Agency's designated approving official Edrie Womack	Date 1/2/3456	Sponsoring Agency Signature

### Section 3 Contracting Office information

Contracting Office Organization n/a	Contract Administrator's Phone #'s 0	Contract Administrator/Authenticator's Signature 0
Printed/Typed Name of Contract Administrator/Authenticator  n/a	Date n/a	<b>15.      Applicant's Signature</b>

## Issuing Official Use Only

### Section 4

Badge Number _____	Today's date _____ Badge expiration date _____	Badge Issuer's Initials _____
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