



Personnel

**ISSUE AND CONTROL OF AETC CIVILIAN IDENTIFICATION (ID) CARDS**

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----- **Compliance with this publication is mandatory** -----

This instruction implements AFD 36-30, *Military Entitlements*, and AFI(I) 36-3026, *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*. It establishes procedures for preparing, issuing, using, controlling, and disposing of the AETC Form 58, **AETC Civilian Identification Card**. It applies to all AETC bases. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. See Attachment 1 for a glossary of references and supporting information.

**SUMMARY OF REVISIONS**

Changes the term security police (SP) to security forces (SF), reflects organizational changes, and generally updates material. Adds the use of locally over stamped AETC Forms 58 to identify those international students vehicles whose authorized access is only to their assigned installation (paragraph 1.3). A ★ indicates revision from the previous edition.

**1. Purpose.** AETC Form 58 identifies civilians authorized entry to AETC bases. It is a controlled form.

1.1. Use of the form is at the discretion of the installation commander.

1.2. The form augments AF Form 75, **Visitor/Vehicle Pass**, as a more permanent and pictured ID card. (**NOTE:** AF Form 75 is prescribed in AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*.)

★1.3. Locally over stamp the AETC Form 58 to identify vehicles belonging to those international students whose access is restricted to their assigned installation. Affix the form to the inside of the windshield in lieu of DD Form 2220, **DoD Registered Vehicle**.

1.4. AETC Form 58 is not valid for unescorted entry into restricted or controlled areas.

**2. Responsibilities:**

2.1. The installation commander determines installation entry procedures. Deviations to this instruction must be approved by the installation commander and documented on AF Form 116, **Request for Deviation from Security Criteria**. Send a copy of approved deviations to HQ AETC/SFP, 1851 1st Street East Ste 2, Randolph AFB TX 78150-4316.

2.2. The installation chief, security forces (CSF), issues and controls AETC Forms 58. The installation commander may delegate authority, in writing, to issue AETC Forms 58 to distinguished visitors (DV) to another base activity.

**3. Basis of Issue.** The AETC Form 58 is issued based on a properly completed DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment.**

**4. Eligible Personnel.** AETC Form 58 may be issued to:

4.1. Family members of civilian employees (including appropriated and nonappropriated fund employees) who are not authorized an AF Form 354, **Civilian Identification Card**, or family members of Department of the Air Force civilian employees to facilitate transport to and from work.

4.2. Family members and relatives of military member, who reside with the member, but are not eligible for a DD Form 1173, **Uniformed Services Identification and Privilege Card.**

4.3. Contractors who require access to AETC installations for extended periods of time when such requirements are validated by the sponsoring DoD or Air Force activity.

4.4. Commercial representatives requiring frequent access to AETC installations to provide a service. Such representatives may include computer repair technicians and commissary vendors.

4.5. Retired Federal civilian employees, local dignitaries such as city officials, and other visitors who require access to AETC installations to participate in base-sponsored activities.

4.6. International students whose access is restricted to their assigned installations for vehicle registration purposes only.

**5. Procedures.** Issue AETC Form 58 under the following circumstances:

5.1. Initial appointment, assignment, or employment of the individual or sponsor at an AETC installation.

5.2. Establishment of residence by a relative within the sponsor's household.

5.3. For correction of errors or change of pertinent data.

5.4. For replacement of a lost, destroyed, or mutilated card.

**6. Processing Applications:**

6.1. The DD Form 1172 must be completed by the sponsor or applicant.

6.2. The following signatures are required on the DD Form 1172:

6.2.1. **Sponsor.** This is the individual or activity representative vouching for the applicant's need for installation access. For example, Federal civilian employees for their family members, the servicing

contract officer for contractors and their family members, the public affairs (PA) officer for DVs (if PA is not the issuing activity), or the civilian personnel affirmative employment section representative for retired Federal civilian employees and their family members.

**6.2.2. Verifying Official.** This is the person verifying the applicant's eligibility for installation access. For example, the civilian personnel officer for Federal civilian employees (including retirees) and their dependents, the contracting squadron commander or designee for contractors and their dependents, and the support group executive officer for DVs. The installation commander designates verifying officials by position or name and establishes procedures for verification in a local supplement.

**6.2.3. Issuing Officials.** These are individuals designated in writing (as primary and alternates) by the CSF who control, prepare, and issue AETC Forms 58. The installation commander or designee may assign additional issuing officials in other base activities to process AETC Forms 58 for DVs.

**6.2.4. Recipient.** This is the applicant; the individual who is issued the AETC Form 58.

6.3. The applicant must hand-carry the DD Form 1172 to the issuing activity for ID card preparation. The CSF establishes internal procedures to ensure all applications are completely processed at the time of presentation, to include issuance of the AETC Form 58. (First-class mail may be used for issuing the AETC Form 58 to DVs, or in other unusual circumstances, such as for disabled or hospitalized persons.)

6.4. When using the AETC Form 58 for registering international students' vehicles whose access is restricted to their assigned installation only, do not use the DD Form 1172. Follow your local vehicle registration procedures and overstamp the AETC Form 58: for example, "LUKE AFB ONLY."

## **7. Preparing AETC Form 58:**

7.1. Complete AETC Form 58 as follows:

7.1.1. Enter applicable data from the DD Form 1172 to include the valid hours (from block 89 of the DD Form 1172), the organization or office of the sponsor, and any limitations on use and special privileges. Include any identification as determined locally. This may include the marking of "DV" on the form to identify distinguished visitors and "Services" to recognize the card holder as an authorized user of Services facilities.

7.1.2. Attach a photograph. Local supplements may exempt DVs from this requirement if the AETC Form 58 is used in conjunction with other identification media containing a picture, such as a driver's license.

7.2. After completing the form, ensure the recipient signs it. The issuing activity will then sign, date, and laminate the form. Commissioned officers, enlisted personnel (senior airman through chief master sergeant), and civilians (GS-4 and above), may be authorized by the CSF or the installation commander to sign the AETC Form 58 as the issuing official.

**8. Expiration of Cards.** ID cards (AETC Forms 58) expire 3 years from date of issue, at the completion of the individual's or sponsor's contract, at the end of the anticipated length of contract or visit, or when other requirements for the identification card have unexpectedly ended, whichever comes first.

**9. Supply and Control of AETC Forms 58.** Control and accountability provisions of AFI(1) 36-3026 apply. The CSF approves procedures developed by another base activity for the issue and control of AETC Forms 58 for DVs.

**10. Surrender and Destruction of AETC Form 58.** The AETC Form 58 must be surrendered to the issuing activity when it expires, is replaced, the original requirement for issuance ends, or the installation commander, sponsor, or verifying official revokes the recipient's entitlement.

10.1. Any commissioned or noncommissioned officer or security forces member performing in an official duty capacity may confiscate any card that has expired, is being fraudulently used, or is presented by a person not entitled to its use.

10.2. The issuing activity must develop local procedures for investigating and reporting incidents of confiscation. (*NOTE:* Surrendered or confiscated AETC Forms 58 will be destroyed.)

**11. Disposition of DD Form 1172.** Return the DD Form 1172 to the verifying official for disposition.

**12. Form Prescribed.** AETC Form 58.

RICHARD K. ELDARD, Colonel, USAF  
Director of Security Forces

***1 Attachment***

Glossary of References and Supporting Information

## **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

### ***References***

*AFPD 36-30, Military Entitlements*

*AFI 31-204, Air Force Motor Vehicle Traffic Supervision*

*AFI(I) 36-3026, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*

### ***Abbreviations and Acronyms***

**CSF**—Chief, security forces

**DoD**—Department of Defense

**DV**—Distinguished visitor

**PA**—Public affairs

**SF**—Security forces

**SP**—Security police