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Security

**BOLLING AFB FPCON BRAVO – DELTA
ENTRY CONTROL PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the process for Base Access during Force Protection Condition (FPCON) Bravo through Delta identified in AFI 31-101, 1 June 2000, The Air Force Installation Security Program and AFI 10-245, 21 June 2002, Air Force Antiterrorism Standards. During FPCON Normal and Alpha refer to BAFBI 31-5, Installation Security Instruction for entry control requirements. Compliance with this instruction is mandatory for all assigned or attached military personnel, family members, Department of the Air Force civilians, Air Force Reserves, DoD contract personnel, and the installations and facilities under the jurisdiction of the 11th Wing. The use of name or mark of any specific manufacturer, commercial product, commodity or service does not imply endorsement by the Air Force.

1. Authority.	3
2. Responsibilities.	3
3. Exception to Policy.	3
4. Execution.	3
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	17
Attachment 2— FPCON BRAVO TABLE	18
Attachment 3— FPCON CHARLIE TABLE	19
Attachment 4— FPCON DELTA TABLE	20
Attachment 5— SAMPLE BOLLING AFB IDENTIFICATION CARD REQUEST MEMORANDUM	21
Attachment 6— DD FORM 577	22

Attachment 7— 11TH WING SPECIAL FUNCTION GUEST MEMORANDUM	23
Attachment 8— EXAMPLE SPECIAL FUNCTION LIST	25
Attachment 9— ENTRY AUTHORIZATION LIST/REQUEST MEMORANDUM EXAMPLE	26
Attachment 10— DELIVERY ANNOUNCEMENT MEMORANDUM EXAMPLE	27
Attachment 11— FOREIGN MILITARY CATEGORIES TABLE	28
Attachment 12— FOREIGN NATIONAL VISITOR REQUEST FORMAT	29

1. Authority.

1.1. The Installation Commander is issuing this instruction in accordance with the Internal Security Act of 1950 (50 U.S.C. 797). These directives are the authority for physical and legal enforcement of entry control in increased FPCON, and are the basis for federal prosecution for violations. The 11th Wing Commander (HQ 11 WG/CC) has the final authority for determining access to Bolling AFB.

1.2. Entry to and exit from Bolling AFB during increased FPCONs defined in this instruction is prohibited without permission from the installation commander. In this instruction, the terms "security forces patrol" and "security forces" are synonymous. They include security forces personnel and augmenters designated by the proper authority to perform guard or police duties within the meaning of the Uniform Code of Military Justice (UCMJ), Article 7b, and the Manual for Courts Martial, 2000, Rules for Courts Martial (RCM) 302 (b).

2. Responsibilities. Authority for entry control is delegated to the Commander, 11th Mission Support Group (11 MSG/CC). During all conditions access will only be granted for individuals bearing identification cards listed in paragraph 4.4.2. and 4.4.3. Sample memorandum to be submitted to Visitor Control Center, 11th Security Force Squadron (11 SFS/SFOXI) is at **Attachment 5**. Commanders and Staff Agency Chiefs must ensure a DD Form 577, Signature Card is on file bearing the name of individuals who are authorized to grant access for personnel who don't have an authorized identification card. At their discretion, this authority may be delegated.

2.1. The Commander, 11th Mission Support Squadron (11 MSS/CC) must provide list of students who are attending courses on Bolling AFB but don't have an authorized identification card.

2.2. Deputy Commander, 11th Mission Support Group (11 MSG/CD) must provide a list of newspaper deliverers.

2.3. Protocol, 11th Wing (11 WG/CCP) is designated as the Office of Primary Responsibility for all Main Gate access requests. All requests to use the Main Gate must be coordinated with this office to ensure Wing level visibility/approval and proper coordination with Security Forces.

2.4. 11 CS/CC must provide 11 SFS/SFOXI with a list of US Mail, FedEx, and UPS couriers.

2.5. Traffic Management Office (TMO), 11th Logistics Readiness Squadron, must provide a list of commercial carriers who require access for house hold goods (HHG) shipments.

2.6. 11th Mission Support Group Services Division (11 MSG/SV) will provide a list of individuals who require access to their facilities but don't have an authorized identification card.

2.7. Commanders and Staff Agency Chiefs must provide a list of commercial vendors who will deliver products (**Attachment 10**).

2.8. All personnel desiring to hold a Special Function on BAFB will follow procedures outlined in paragraph 4.7. and turn in appropriate memorandum (**Attachment 8**).

3. Exception to Policy. HQ 11 WG/CC or designated representative are the only individuals authorized to make exceptions to these policies and procedures.

4. Execution.

4.1. Gate Locations and Operating Hours

4.1.1. The South Gate is located at Overlook Avenue and Chappie James Boulevard (Exit 1 off of I-295) and is manned 24 hours a day, 7 days per week.

4.1.2. The vehicle inspection area is located adjacent to the South Gate. Its hours of operation are 0600-1800, Monday through Friday. All delivery and over-sized vehicles, taxis, tow trucks, as well as any vehicle whose interior cannot be observed by the gate sentries (e.g. limousines, vehicles with dark window tint), will be instructed to enter the vehicle inspection area.

4.1.3. The 11th Security Forces Squadron/Pass and Registration Section (11 SFS/SFOXI) is located adjacent to the South Gate and is open Monday through Friday 0700 to 1700 hours.

4.1.4. The Main Gate is located on Malcolm X Blvd (Exit 2 off of I-295) and is manned Monday through Friday from 0530 to 2130 hours (closed weekends and holidays). It is open to out-bound traffic 24 hours a day, 7 days per week.

4.1.4.1. Exception to entry requires the approval of HQ 11 WG/CC or designated representative.

4.1.4.2. Requests to use the Main Gate must include a description of the vehicle (make/model/license number) or the posting of an advance agent. Otherwise, the occupants of the vehicle are subject to normal entry procedures to include identification checks.

4.1.4.3. All Air Force four-star generals and civilian equivalents or higher and their accompanying party have pre-approved use of the Main Gate during closed periods.

4.1.4.4. Other Service four-star generals and civilian equivalents or higher (e.g. Chief of Naval Operations, Secretary of the Army, Deputy Secretary of Defense) will be allowed access if they are already en route when call in is made. The Security Forces Control Center (SFCC) will notify 11 SFS/SFO and on-duty Flight Sergeant immediately. 11 SFS/SFO (Operations Officer) will notify 11 MSG/CC. If they are not already en route then approval must be granted by HQ 11 WG/CC or designated representative.

4.2. Identification Checks

4.2.1. Entry controllers will conduct 100%, hands-on ID checks at all base entry points. During identification checks, all individuals age 18 and above requesting entry must have a valid identification credential as outlined in this instruction. Individuals age 10-17 must show ID if not accompanied by an authorized adult.

4.2.1.1. Pre-announced distinguished visitor arrivals will not require an ID check provided Security Forces are provided an accurate vehicle description (make/model/license number) or an advance agent for the sponsoring organization is posted. Otherwise, the occupants of the vehicle are subject to normal entry procedures to include identification checks.

4.2.1.2. For Foreign National Dignitaries displaying a SAF/IA and CVAI vehicle placard, only the vehicle operator will be checked for approved credentials. A Foreign National Common Access Card (CAC) will be considered approved credentials.

4.2.1.3. Individuals without authorized entry credentials (see par. 4.4. of this instruction) will be directed to the 11 SFS/SFOXI to determine if entry is authorized.

4.2.2. All vehicles are subject to inspection. All delivery trucks, trailers, taxis, tow trucks, and over-sized vehicles will be directed to the South Gate for entry where they will be inspected.

4.3. Vehicle Registration

4.3.1. Refer to BAFBI 31-3/Motor Vehicle Traffic Supervision. Vehicle registration requirements don't apply if:

4.3.1.1. Vehicle information on the BAFB Identification Card (BIC) matches the vehicle being driven, the vehicle registration requirement for base access has been met.

4.3.1.2. Vehicle portion of the AF Form 75, Visitor/Vehicle Pass matches the vehicle being driven.

4.3.2. Registration of a vehicle (DD Form 2220, Vehicle Registration, vehicle portion of a BIC, or vehicle portion of an AF Form 75) by anyone other than the registered owner requires a notarized memorandum authorizing use of the vehicle, to include access to Bolling AFB. The memorandum must have a raised seal of notary and must be kept with the vehicle at all times.

4.3.3. Personnel driving rental vehicles must provide the 11 SFS/SFOXI with the rental agreement, drivers license, and proper identification (see par. 4.4.) before base access may be permitted. Passes will not be issued to extend beyond the expiration of a vehicle rental agreement or contract's end.

4.4. Identification Requirements for Base Access

4.4.1. Required identification refers to the type of credentials that must be displayed for entry to the installation. Required identification is broken down into three basic categories; A list, B list, and picture IDs. At no time will building badges be used as proper identification to gain access to BAFB (with the exception of those listed on the A list below). Any media form listed on the A or B list that is not a picture form of ID must be accompanied by a valid picture ID.

4.4.2. A List: Identification media on the A list will be granted immediate access to BAFB after verification/check of credential. These identification cards are required for the routine processing of personnel and services on BAFB.

4.4.2.1. The A list is defined as follows:

4.4.2.1.1. DD Form 2 or CAC series Armed Forces ID cards

4.4.2.1.2. DD Form 1173 and DD Form 1173-1 series Uniformed Services ID and Privilege Card

4.4.2.1.3. DD Form 2574 Limited Exchange Theater (BX employee ID)

4.4.2.1.4. AF Form 354 Department of the Air Force ID Card

4.4.2.1.5. DA Form 1602 Department of the Army ID Card

4.4.2.1.6. Optional Form 55 (U.S. Government Identification)

4.4.2.1.7. US Secret Service ID Card and Commission Book

4.4.2.1.8. DIA Intelligence Community Badge (Blue), Employee Badge (Red), and Contractor Badge (Yellow)

4.4.2.1.9. U.S. Postal Service ID

4.4.2.1.10. AF Form 75 Visitor (with picture ID), Vehicle (with driver's license) Pass

- 4.4.2.1.11. BAFB Identification Card (BIC)
 - 4.4.2.1.12. NDW Contractor Badge
 - 4.4.2.1.13. Washington Metropolitan Area Transit Authority ID (Only when driving a Metro vehicle)
 - 4.4.2.1.14. Armored Car ID for Dunbar (Only when driving an armored car)
 - 4.4.2.1.15. Law enforcement credentials (Metro Police, Capital Police, Park Police only) when in a police vehicle
 - 4.4.2.1.16. Club Cards AND a federal ID card or federal service retirement paperwork
- 4.4.3. B List: Identification media on the B list will be granted access to BAFB after the bearer of the media has processed through the 11 SFS/SFOXI (or through the South Gate during non-duty hours). The B List media will be authenticated by a master book containing picture examples of each type of ID. Once the media is verified the bearer will be issued an AF Form 75 with the sponsor as "self." The destination will be as indicated by the media bearer.
- 4.4.3.1. The B list is defined as follows:
 - 4.4.3.1.1. DD Form 489, Geneva Conventions Identity Card for Civilians Who Accompany the Forces
 - 4.4.3.1.2. DD Form 2764, United States DoD/Uniformed Services Civilian Geneva Conventions ID card
 - 4.4.3.1.3. DD Form 2765, Department of Defense/Uniformed Services ID and privileges card
 - 4.4.3.1.4. U.S. Office of Personnel Management Card
 - 4.4.3.1.5. DECA Form 40-36 (green)
 - 4.4.3.1.6. DECA Form 40-38 (blue)
 - 4.4.3.1.7. DECA Form 30-76 (white)
 - 4.4.3.1.8. Americorps ID cards
 - 4.4.3.1.9. Civil Air Patrol ID cards
 - 4.4.3.1.10. Delayed Enlistment Program IDs
 - 4.4.3.1.11. Invitational Travel Orders
 - 4.4.3.1.12. All other Federal identification cards not listed above (Federal ID must include picture, the bearer's name, and name of the federal organization) when on official business.
- 4.4.4. Picture ID - Refers to valid identification issued by a state or local government or current passport for foreign visitors. State or local identification must include a picture, the bearer's name, and the name of the issuing agency. Picture ID is required for personnel not possessing Military/DoD/Non-DoD Federal ID. (Used in conjunction with special function lists, AF Form 75s, Invitational Travel Orders, etc.)

4.4.5. As a general rule, special function lists will be used for visitors entering the base for a single event. AF Form 75s will be issued to visitors and contractors requiring access for less than 30 days, and a BIC will be used for personnel requiring access for more than 30 days, but not to exceed one year.

4.5. BAFB Identification Card (BIC)

4.5.1. BICs are required for personnel authorized frequent and regular visits (contractors, mail delivery, etc.), and are valid for no more than one (1) year from the date of issue. Badges will include destination, expiration date, and vehicle information if applicable. Individuals that require a BIC will be checked against the Washington Area Law Enforcement System (WALES) before a pass may be issued. If WALES is not operational, the guest may be issued an AF Form 75 as a temporary pass.

4.5.1.1. Organizations responsible for deliveries, mail, contracted companies, etc. must provide the 11 SFS/SFOXI with a memorandum (see [Attachment 5](#)) on official letterhead that includes the following information: name of company to be sponsored; full name of all individuals to be sponsored; SSN of all individuals sponsored; reason for visit; location(s) of visit; days of delivery/base access (begin date and end date of contract); full name, rank, and phone number of sponsor's point of contact; signature block of unit commander.

4.5.1.2. This information must be hand-delivered or faxed to the 11 SFS/SFOXI at least 72 hours (3 days) prior to the guest's arrival. Unit commanders must send a memorandum to the 11 SFS/SFOXI identifying BAFB fax numbers from which these faxes will be sent. Unit commanders must also have an AF Form 577/Signature Verification Card (see [Attachment 6](#)) on file at the 11 SFS/SFOXI before sending either of these memorandums so that 11 SFS/SFOXI personnel can authenticate commander signatures.

4.5.2. All contractors with a 30-day contract or longer will be issued a BIC prior to the start date of the contract. (For contracts lasting less than 30 days, see par. [4.8.](#) of this instruction). The badge may be valid up to one (1) year without exceeding the duration of the contract. In the event the BIC processing machine is inoperative, all contractors will receive the standard AF Form 75 for no more than 30 days.

4.5.2.1. Prior to issuing a BIC, the contracted company must forward all employee information to their sponsoring organization (11 CONS, 11 CES, DIA, etc.) who in turn forwards the information to the 11 SFS/SFOXI. Under no circumstances will the 11 SFS/SFOXI accept a company's list of employees directly from the contractor. If no list is available, contact the Military Contracting Agent for the company and he/she will be responsible for escorting the employees of a company onto the base, until the list is available. It is the sponsoring organization's responsibility to annotate all supervisors, project managers, and foremen on the list. These job titles allow personnel identified as such sponsorship privileges for one day only (i.e. they may sponsor an employee that forgets to bring his/her ID card).

4.5.3. Students attending courses at the installation will be issued a BIC only for the duration of the course, and the days/hours of the course will be listed on the card. 11 MSS/CC must provide the 11 SFS/SFOXI with a list of students to attend courses (per [Attachment 5](#)).

4.5.4. US Mail, FedEx, and UPS couriers may deliver to any location on base. 11 CS/CC must provide the 11 SFS/SFOXI with information outlined above (par. [4.5.1.1.](#) and [4.5.1.2.](#)).

4.5.5. Newspaper deliverers may deliver to any location on base. 11 MSG/CD must provide the 11 SFS/SFOXI with information outlined above (par. 4.5.1.1. and 4.5.1.2.).

4.5.6. The AF Form 181, Commissary and BX privileges card is not a valid form of ID for installation access. An AF Form 75 for not more than 30 days or a BIC, not to exceed the expiration of the AF Form 181 will be issued if the individual has the following:

4.5.6.1. A valid AF Form 181 with original signatures. There must be a DD Form 577 on file for the issuing official.

4.5.6.2. A valid picture identification.

4.5.6.3. Valid proof of vehicle insurance/registration (if applicable).

4.5.7. It is the responsibility of the requesting agency to ensure the BIC is returned to the 11 SFS/SFOXI for destruction upon expiration, when the contract is completed, or if the individual discontinues work with the contracted sponsor. If a group of BICs are issued for a specific purpose, e.g. contract work, the event P.O.C. will collect all BICs and deliver them to the 11 SFS/SFOXI with an accompanying memorandum detailing the BICs being returned, the reason for the return, and the reason for initial issue.

4.5.8. In FPCON Charlie, service providers and deliveries (except AAFES/DeCA) require a sponsor escort. During FPCON Delta service providers or deliveries are **NOT** authorized.

4.6. AF Form 75 (Visitor/Vehicle Pass)

4.6.1. The AF Form 75 may be issued as a temporary pass to authorized personnel not listed on the A list and to guests of authorized personnel. The AF Form 75 will normally be issued for no more than 24 hours; however, it can be issued for up to 30 days. Picture ID is required at the gate in conjunction with the AF Form 75 for access to be allowed. Once the visit is completed the form must be dropped in the drop box outside the gates.

4.6.1.1. AF Form 75s will be issued at the 11 SFS/SFOXI, or at the South Gate if the 11 SFS/SFOXI is closed, to personnel in possession of a valid photo ID (see par. 4.4.4. of this instruction) and sponsored onto the installation by proper authority. BAFB residents wishing to sponsor someone on base must be present at the 11 SFS/SFOXI (or South Gate) with their guest, and are required to remain with their guest for the duration of the guest's stay on the installation. Sponsors must be at least 18 years of age (with valid authorized credential) and are required to know the name(s) of their guest(s). Authorized personnel may sponsor no more than ten visitors per person/household. (See par 4.7. of this instruction, Special Functions, for policy on sponsoring more than ten guests). It is not authorized to sponsor individuals on base, and then return to the gate to sponsor more individuals, in excess of ten individuals total. Sponsors must prove that guests have been escorted off the installation before more may be sponsored.

4.6.1.2. A separate pass will be issued to each individual who will be driving on base, and will list all adult passengers in the vehicle(s). If operating a vehicle the visitor must also provide a driver's license, proof of valid state vehicle registration and vehicle insurance.

4.6.2. Base residents are allowed to sponsor a guest on base for up to 30 days. In accordance with BAFBI 32-4, Family Housing Management, visitors for more than 30 days must have a memorandum from base housing office, with accompanying signature from 11 MSG/CC, authorizing the

stay. If approved, guest(s) will be issued a BIC (see par. 4.5. of this instruction). Once the visit is completed the BIC must be dropped in the drop box outside the gates.

NOTE: Under the joint visitor concept with Anacostia Annex, visitors going to Anacostia Annex may be issued a visitor pass IAW this instruction.

4.6.2.1. In the event of an unannounced visitor to General Officer quarters, telephone confirmation will be attempted at the General Officer residence. If telephone contact cannot be made, a police patrol will be sent to the General Officer residence to make confirmation. Upon confirmation of the visitor, a pass will be issued and the guest will be allowed access to the installation.

4.6.2.2. HQ 11 WG/CC/CV, 11 MSG/CC/CD and 11 SFS/CC may sponsor personnel via the telephone in FPCON Normal through Delta. Verification of the call must be made using caller ID and the caller's recognized phone number or through call back verification. Cell phone numbers will not be accepted as a recognized call back number.

4.6.2.3. In FPCON Charlie, guests of active duty members living on base are authorized entry for the purposes of childcare, family illness/treatment assistance, foster and/or dependent care, legal custody, etc. Residents will provide the 11 MSG/CC a memorandum with sponsor's full name and rank, address and phone number, guest(s) name and SSN, and length of the stay of the guest(s). Memorandums should be written in memorandum format (addressed to 11 MSG/CC) and should explain the reason for guest's visit. The 11 MSG/CC will be the approving authority. In FPCON Delta, only the HQ 11 WG/CC may approve guests. Exceptions will be considered on a case-by-case basis or as directed by the HQ 11 WG/CC.

4.7. Special Functions

4.7.1. A special function is generally a one-time event such as a wedding, funeral, squadron party, etc. in which the host sponsors more than ten (10) guests on base. Individuals whose names appear on the special function list will be granted immediate base access after presenting a photo ID to the gate sentry.

4.7.2. Organizations or individuals wishing to host a special function must provide the 11 SFS/SFOXI with a special function memorandum (see [Attachment 7](#)) and three (3) copies of a special function list (see [Attachment 8](#)). Proper ID must be presented when dropping off the paperwork. These items must be hand-delivered, during normal 11 SFS/SFOXI operating hours (Monday-Friday, 0700-1700). All individuals whose names appear on the list and who provide picture ID as proof of identity will be granted access to the installation. You must provide assistance at the gate to expedite the entry of your guests. Personnel assisting at the gate(s) must have an "A" list ID.

4.7.2.1. Special function lists must include the full name of all guests (listed alphabetically by last name). Sponsors should also provide name(s) of individual(s) who will assist in validating guests on the special function list at the time of the event. These individuals must be DoD cardholders or Club Card members with federal ID or federal service retirement paperwork.

4.7.2.2. Special function lists must be delivered to the 11 SFS/SFOXI no later than 72 hours (3 days) before the event. Names of guests received after this time are not guaranteed access onto the installation and must be sponsored under normal guest procedures in paragraph [4.6.1](#).

4.7.2.3. Individuals wishing to sponsor a special function at an 11 MSG/SV facilities must coordinate it through 11 MSG/SV. Valid credentials will be required.

4.7.2.4. Individuals wishing to sponsor a special function at the Chapel facilities must coordinate it through HQ 11 WG/HC. Valid credentials will be required.

4.7.2.5. Guests may be checked against the base barment list before entry may be granted. Personnel barred from BAFB will be denied entry. Drivers may be checked against the driver's suspension/revocation list. As a Random Anti-Terrorism measure some members on a function list may be stopped at the base entry point and checked against the National Criminal Information Center database.

4.7.2.6. During FPCON Charlie or Delta special functions are not authorized.

4.7.3. DIA may sponsor Foreign National General Officers by way of an Entry Authorization List (EAL) titled, "Foreign National Distinguish Visitors to DIA" submitted from the Chief, International Programs Division (see par. 4.8.) A copy of this EAL will be placed at the gates, and base access for these individuals will be granted the same as for a special function list (picture ID verified and immediate access granted).

4.8. Entry Authorization List (EAL)

4.8.1. All organizations sponsoring contractors/vendors/guests onto the installation for less than 30 days at a time will provide the 11 SFS/SFOXI with a memorandum (entry authorization list--see [Attachment 9](#)) identifying personnel to be sponsored on base. These individuals will be issued an AF Form 75 for the length of the contract, not to exceed 30 days.

4.8.1.1. EALs require the following: memorandum format on official letterhead, addressed to 11 SFS/SFOXI (11 SFS/SFOXI); organization's contact information (name, rank, and phone number); reason for visit; place of visit; date(s)/time(s) contractors/vendors will be on base; full name of all individuals to be sponsored (listed alphabetically by last name); full SSN of all individuals to be sponsored; and signature block of unit commander or designee.

4.8.1.2. EALs must be hand-delivered or faxed to the 11 SFS/SFOXI at least one (1) day prior to guests' visit and must be signed by the unit commander or designated unit member. Unit commanders must send a memorandum to the 11 SFS/SFOXI identifying BAFB fax numbers from which these faxes will be sent. Unit commanders must also have a DD Form 577/Signature Verification Card (see [Attachment 7](#)) on file at the 11SFS/SFOXI for themselves and an additional DD Form 577 for each unit member(s) authorized to sign the EAL.

4.9. Delivery Procedures

4.9.1. All deliveries, pick-ups, and service providers must be pre-announced by way of memorandum (see [Attachment 10](#)) to the 11 SFS/SFOXI at least one (1) day prior to delivery/service. Pre-announced delivery memorandums must include the following: Official letterhead; reason for visit (delivery); date of visit; place of visit; full name of driver; driver's full social security number; requesting organization's contact information (name, rank, and phone number); signature block of unit commander or designee. Unit commanders must send a memorandum to the 11 SFS/SFOXI identifying BAFB fax numbers from which these faxes will be sent. Unit commanders must also have a DD Form 577/Signature Verification Card (see [Attachment 7](#)) on file at the 11 SFS/SFOXI for themselves and an additional DD Form 577 for each unit member(s) authorized to sign the Delivery Request Memorandum.

4.9.1.1. Only base organizations (squadron level or higher) may deliver the memorandum by fax. All other delivery memorandums must be hand-delivered. All delivery vehicles will be

directed to the South Gate for inspection, and drivers must present proper credentials before base access is allowed.

4.9.1.2. Unit-sponsored deliveries that arrive unannounced may be authorized after a call back verification. Only BAFB or Anacostia numbers will be valid for call back verification. Cell phone numbers are not authorized.

4.9.1.3. After hours (between 1800-0600) deliveries may be approved for GOVs only. They must be pre-announced (or verified by telephone confirmation to intended destination) and approved by 11 SFS/SFO. Approved vehicles will be inspected.

4.9.1.4. Weekend deliveries will be inspected by SF entry control personnel.

4.9.1.5. All private deliveries must be escorted by their sponsor to their destination on the installation.

4.9.2. Drivers must present bill of lading, driver's license, and proof of vehicle insurance and registration before the 11 SFS/SFOXI can issue an AF Form 75.

4.9.3. Household Goods (HHG) pick-up and delivery pre-announced through TMO to the 11 SFS/SFOXI will be granted access under normal delivery procedures. HHG pick-up/deliveries not pre-announced will require a sponsor escort.

4.9.3.1. For a HHG pick-up (loading), trucks must be sanitized and empty prior to arrival.

4.9.3.2. HHG deliveries are not authorized a mixed shipment (cargo must be for delivery at BAFB only).

4.9.3.3. HHG pick-ups/deliveries require a sponsor escort in FPCON Charlie. HHG pick-up/delivery is not authorized in FPCON Delta.

4.9.4. Organizations should make every effort to consolidate and pre-announce deliveries.

4.9.4.1. 11 SFS/CC may direct organizations to tailor their delivery dates or times in the best interest of South Gate inspection operations.

4.10. Club Members. Officer and Enlisted Club members who do not meet other base-entry requirements must have club card and Non-DoD Federal Government Civilian Employee identification or official retirement documentation and picture ID if no retired identification is issued.

4.10.1. 11 MSG/SV will provide club member names to the 11 SFS/SFOXI. Spouses of Club members will be allowed access only with a picture identification and when accompanying the primary Club member. Club members are authorized to sponsor up to ten (10) guests on base and submit special function lists.

4.10.2. Club membership cards do not authorize base access in FPCON Charlie or Delta.

4.11. Bowling League

4.11.1. 11 MSG/SV will provide a league roster (with full name and SSN of all bowlers) to the 11 SFS/SFOXI. The roster will state the time of day (beginning and ending) as well as the days of the week each bowler is active in the league. The Potomac Lanes Manager must sign this roster. The 11 SFS/SFOXI must have a DD Form 577 on file for the Potomac Lanes Manager before league rosters can be approved. The league roster will be treated as a special function list for purposes of visitor access.

4.11.2. Bowlers are authorized on base no more than 30 minutes prior to and 30 minutes after their scheduled game. They are not authorized to sponsor visitors onto the installation. Bowlers are not authorized in FPCON Charlie or Delta.

4.12. Other Vehicles

4.12.1. School buses transporting dependents to/from the local area will receive an interior inspection to assure no unauthorized riders. The bus driver will present a BIC. Proper credentials are required of all passengers. Any passengers 18 yrs or older must have a valid A list entry identifications and all children must have a Bolling AFB school bus pass. In FPCON Delta all school buses will be inspected prior to entry.

4.12.2. The Metro Bus will be stopped, driver will be checked for Metro ID, and all passengers checked for valid DoD identification. Personnel not in possession of valid DoD identification will be instructed to wait outside the installation or be sponsored on base by an authorized sponsor. Dependent youths without identification will be verified by requesting their home address and phone number. Sponsors will be contacted to verify dependency. If confirmed, dependent(s) will be allowed to proceed. In FPCON Charlie and Delta Metro Buses will not be authorized.

4.12.3. Taxi operators entering the installation will be checked for a valid driver's license and operator's permit (hack license). Entry Controllers will hold the driver's hack license until driver has exited the installation. All taxis (occupied or not) will be inspected prior to entering the installation. As a minimum, on-duty SF personnel will conduct a hand-inspection of the vehicle.

4.12.3.1. Taxi fares being dropped off on the installation will be checked for valid entry credentials. If passengers do not have valid entry credentials, standard pass and escort procedures apply.

4.12.3.2. If a taxi driver requests entry to pick-up a fare, telephone contact must be made with the individual requesting the cab. The call back number must be a BAFB or Anacostia Annex number. If an unverified cell phone number is used, the requesting party must call from a BAFB or Anacostia phone that can be verified. If a General Officer/SES cannot provide a valid BAFB or Anacostia call back number, a patrol will be dispatched to the location of the requesting party to verify authenticity.

4.12.3.3. Taxis are not authorized in FPCON Delta.

4.12.4. Tow truck operators entering the installation will be checked for a valid driver's license. All tow trucks and towed vehicles (if any) will be inspected prior to entering the installation. As a minimum, on-duty SF personnel will conduct a hand-inspection of the vehicle.

4.12.4.1. If a tow truck is dropping off a vehicle, all occupants will be checked for valid entry credentials. If passengers do not have valid entry credentials, standard pass and escort procedures apply.

4.12.4.2. If a tow truck is picking up a vehicle, a call back verification will be made with the individual requesting the tow truck. The call back number must be a BAFB or Anacostia Annex number. If an unverified cell phone number is used, the requesting party must call from a BAFB or Anacostia phone that can be verified. If a General Officer/SES cannot provide a valid BAFB or Anacostia call back number, a patrol will be dispatched to the location of the requesting party to verify authenticity.

4.12.4.3. Tow Trucks are not authorized in FPCON Delta.

4.12.5. Police and other District of Columbia agencies will be allowed entry under 11 SFS escort after HQ 11 WG/JA's coordination to conduct official investigations that involve residents or employees of the installation. Coordination with the 11 SFS Investigations section will be conducted prior to initiation of the escort. If local agencies respond to the gate concerning a "911" call or other emergency, the gate guard will verify ID, determine the location of the emergency, grant the responding agency access, and immediately notify the SFCC Controller. A patrol will immediately be dispatched to the scene of the emergency. A determination as to overall jurisdiction of the incident will be made after consulting with HQ 11 WG/JA.

4.13. Foreign National Entry Control

4.13.1. All Foreign Nationals will fall into one of five categories listed below. NO FOREIGN NATIONAL HAS SPONSORSHIP PRIVILEGES. (See [Attachment 11](#), Foreign National Matrix). For Foreign National Dignitaries displaying a SAF/IA and CVAI vehicle placard, only the vehicle operator will be checked for approved credentials. A Foreign National CAC will be considered approved credentials.

4.13.1.1. NATO Military Sponsored by DoD.

4.13.1.1.1. Initial Entry: The Foreign National Military member will present their Invitational Travel Orders (ITO) at the 11 SFS/SFOXI to obtain an AF Form 75, temporary pass. (The ITO will list any dependents authorized to accompany the Foreign Military member. Family members not included on ITOs must follow the same guidelines as all other foreign national visitors.) The 11 SFS/SFOXI will contact the Military Personnel Flight (MPF) to serve as the sponsor on the AF Form 75. The AF Form 75 will be issued for one day to allow the Foreign Military member and dependents listed on the ITO to obtain their Foreign National CAC and AF Form 1173s.

4.13.1.1.2. Recurring Entry: The Foreign National Military member will present their Foreign Military CAC. Dependents of Foreign Military will present their AF Form 1173.

4.13.1.1.3. Base Services: NATO Military sponsored by DoD have access to the commissary, BX, and MWR (morale, welfare, and recreation) facilities. They have no charge for outpatient medical care and will be reimbursed for inpatient medical care.

4.13.1.2. Non-NATO Military Sponsored by DoD.

4.13.1.2.1. Initial Entry: Same as NATO Sponsored by DoD.

4.13.1.2.2. Recurring Entry: Same as NATO Sponsored by DoD.

4.13.1.2.3. Base Services: Non-NATO Military sponsored by DoD have access to the Commissary, BX, and MWR facilities. Outpatient and Inpatient medical care are authorized and will be reimbursed if no Reciprocal Health Care Agreement (RHCA) exists.

4.13.1.3. NATO Military not Sponsored by DoD but on official business.

4.13.1.3.1. Initial Entry: Same as NATO Sponsored by DoD.

4.13.1.3.2. Recurring Entry: Same as NATO Sponsored by DoD.

4.13.1.3.3. Base Services: NATO Military not sponsored by DoD are not authorized access to the Commissary. They are only authorized access to the BX and MWR if they

reside on base. They have no charge for outpatient medical care and will be reimbursed for inpatient medical care.

4.13.1.4. Foreign Military Attaches.

4.13.1.4.1. Initial Entry: Foreign Military Attachés must be sponsored onto the installation by a US DoD employee presenting a DD Form 2 or CAC. An AF Form 75 will be issued for one day to allow the Attaché to receive his/her CAC.

4.13.1.4.2. Recurring Entry: The Foreign Military Attachés will present their Foreign Military CAC for entry to the installation.

4.13.1.4.3. Base Services: Foreign Military Attachés have access to the Commissary, BX, and MWR facilities. They are authorized outpatient medical care.

4.13.1.5. Foreign National Visitors

4.13.1.5.1. Foreign National Visitors require a US military sponsor (DoD employee with a DD Form 2 or CAC) and a Foreign National Visitor Request Form (see [Attachment 12](#)) with the HQ 11 WG/CC signature. Foreign National Visitor Request Forms must be submitted to 11 MSG command section, (202) 767-7578, no later than 48 hours prior to arrival.

4.13.1.5.2. Only the HQ 11 WG/CC may authorize limited base privileges (BX, Commissary, MWR). Foreign National Visitors do not have medical facility privileges.

4.13.2. Foreign Nationals are not authorized base access during FPCON Delta. Exceptions must be approved by the HQ 11 WG/CC.

4.14. Gate Procedures for Foreign Nationals

4.14.1. All entry controllers and patrols will learn to recognize the Foreign Military CAC, Foreign National AF Form 1173, and Invitational Travel Orders.

4.14.2. When the ID card is presented for entry on the installation, the SF member will remind the foreign national guest of his/her base privileges (as indicated on the ID card or in this instruction).

4.14.3. If there is any uncertainty regarding a foreign national's authorization to enter the installation, gate guards will contact 11 SFS/SFO or 11 SFS/CC. Gate guards will contact 11 SFS/SFO for any foreign national without a CAC requesting entry.

4.15. Distinguished Visitor (DV) Main Gate Entry

4.15.1. Any DV planning to enter through the Main Gate during its non-operational hours should have his/her personal security officer (PSO) notify the SFCC at least 15 minutes prior to arrival at the gate (see par. 3.1. of this instruction for authorized use of Main Gate). The SFCC will immediately notify the Gate and the on-duty FS. The PSO will again contact the SFCC when the vehicle is approximately five (5) minutes from the gate. This will allow SF personnel to prepare the gate for entry immediately upon arrival of the vehicle.

4.15.2. When announcing a DV entrance at the Main Gate to the SFCC, caller should include vehicle type (make and model), color, and license plate number. If this information is not provided, the vehicle is subject to a 100% I.D. check (driver and all passengers will be identified).

4.15.3. The HQ 11 WG/CC must approve any requests for entry not covered in par. [4.2.1.1](#).

4.16. Other Entry Requests

4.16.1. When personnel from the Occupational Safety and Health Association (OSHA) request entry direct them to the 11 SFS/SFOXI, who will contact a representative of the Base Safety Office to sponsor and escort OSHA personnel on base.

4.16.2. Personnel from any media organization who request entry will be directed to the 11 SFS/SFOXI. The 11 SFS/SFOXI will contact Public Affairs (PA) to sponsor and escort the individual(s) on base. A PA representative must accompany all media personnel at all times. No telephone sponsorship will be accepted for media personnel. Under no circumstances will statements be made concerning any incidents. All questions will be referred to the PA representative. If PA personnel cannot be contacted, entry will be denied.

4.16.3. Dependents (must be 18 yrs or older) of General Officers/Colonels calling from Westover/Duncan Ave. may sponsor guests by telephone to the 11 SFS/SFOXI. Verification of the call must be made using caller ID and the known phone number for the Westover resident or through call back verification. Cell phone numbers will not be accepted as a recognized or call back number.

4.16.4. Dependents requesting access to the installation that forgot to carry or have lost their identification card will be verified by contacting their sponsor prior to allowing them access to the installation.

4.16.4.1. Dependent children under the age of 10 are not issued identification cards. However, if their sponsor does not accompany them, 11 SFS/SFOXI personnel will obtain the child's home address and phone number and verify dependency status.

4.16.4.2. An authorized sponsor must be present to vouch for juveniles not in possession of a DoD identification card when the juvenile requests entry to the installation.

4.16.5. Personnel picking up children at the Child Development Center (CDC) may be issued an AF Form 75 for one day only. The CDC will fax a memorandum to the 11 SFS/SFOXI containing a list of all individuals authorized to pick up children from the CDC. The memorandum must be on official letterhead and signed by the CDC Director or Deputy Director. The CDC must have an AF Form 577/Signature Verification Card (see [Attachment 6](#)) on file at the 11 SFS/SFOXI for the Director and Deputy Director before these memorandums will be accepted.

4.16.6. Legal Guardians caring for children of deployed personnel may be issued an AF Fm 75 for not more than 30 days or a BIC, not to exceed 179 days. Legal guardians must provide the following to the 11 SFS/SFOXI:

4.16.6.1. A valid power of attorney with original raised seal.

4.16.6.2. A valid picture identification.

4.16.6.3. Dependent's identification card.

4.16.6.4. Valid proof of vehicle insurance/registration (if applicable).

4.16.6.5. Copy of the deployed members orders.

4.16.7. For any entry request not covered in this instruction, you must submit a request memorandum through the 11 MSG/CC to the HQ 11 WG/CC.

WILLIAM A. CHAMBERS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

CATEGORY —Identifies the type of individual desiring entry to the installation.

REQUIRED DOCUMENTATION—Identifies the required entry credentials for each category.

PRE-APPROVAL REQUIRED—Indicates if personnel with proper credentials must be pre-approved. If no pre-approval is required, entry is authorized upon presentation of proper credentials for the respective category. If pre-approval is required, a pre-approval memorandum must be on file at the Visitor Control Center (11 SFS/SFOXI). Examples of pre-approval memorandums include BAFB Identification Card request memorandum, Entry Authorization Lists, Delivery Announcement Memorandum, etc. If no memorandum exists, entry will be denied until a call back verification is established or a sponsor is present at the 11 SFS/SFOXI.

ESCORT REQUIRED—Indicates if personnel who do not have "Required Documentation" need to be escorted (escort physically present at the 11 SFS/SFOXI) before access to the installation is granted. The escort will be a member of the requesting organization and not a Security Forces (SF) escort.

ACCESS—There are two types of access. "Limited" access refers to when personnel are restricted to destinations required for work or as listed on the AF Form 75 or on BAFB Identification Card. "Unlimited" access refers to open access to the base unless otherwise specified by the HQ 11 WG/CC.

Attachment 2

FPCON BRAVO TABLE

	CATEGORY	REQUIRED DOCUMENTATION	PRE-APPROVAL REQUIRED	ESCORT REQUIRED	ACCESS
1	Active Duty/Dependents living/working on-base	Military ID	No	No	Unlimited
2	Active Duty/Dependents not living/working on-base	Military ID	No	No	Unlimited
3	Reservist	Military ID	No	No	Unlimited
4	Guard (ANG)	Military ID	No	No	Unlimited
5	Retirees/Dependents	Military ID	No	No	Unlimited
6	DoD Civilian Employee	Government ID	No	No	Unlimited
7	Non-DoD Government Civilian Employee	Government ID	Yes (Not required on official business)	No	Limited
8	Contractors	BIC or AF Fm 75**	Yes	No	Limited
9	Household Goods	AF Fm 75**, Bill of Laden	Yes (11 LRS)	Yes	Limited
10	Students	BIC	Yes (11 MSS)	No	Limited
11	Service Providers/ Deliveries, US Mail, UPS, FedEx, Newspaper	BIC or AF Fm75**, Bill of Laden	Yes	No--unit sponsor Yes-residential sponsor	Limited Unlimited--newspaper
12	Non-DoD Government Civilian Employee Club Members	Fed Govt ID w/valid Club Card	Yes (11 MSG/SV)	No	Limited
13	Special Functions	Picture ID	Yes (11 MSG/SV)	No	Limited
14	Bowling League	Picture ID	Yes (11 MSG/SV)	No	Limited
15	Resident Guests	AF Fm 75 **	Yes (Residents)	Yes	Limited
16	Taxi	Refer Para 4.12.3.	Yes	No	Limited
17	Tow Truck	Refer Para 4.12.4.	Yes	No	Limited

****NOTE: In the REQUIRED DOCUMENTATION column, AF FORM 75 implies that a picture ID is required in conjunction with the AF FORM 75 for installation access.**

Attachment 3

FPCON CHARLIE TABLE

	CATEGORY	REQUIRED DOCUMENTATION	PRE-APPROVAL REQUIRED	ESCORT REQUIRED	ACCESS
1	Active Duty/Dependents living/working on-base	Military ID	No	No	Unlimited
2	Active Duty/Dependents not living/working on-base	Military ID	No	No	Unlimited
3	Reservist	Military ID	No	No	Unlimited
4	Guard (ANG)	Military ID	No	No	Unlimited
5	Retirees/Dependents	Military ID	No	No	Unlimited
6	DoD Civilian Base Employee	Government ID	No	No	Unlimited
7	DoD Civilian Non-Base Employee	Government ID	No	No	Unlimited
8	Non-DoD Government Civilian Employee	Government ID	Yes	Yes	Limited
9	Contractors	BIC or AF Fm 75**	Yes	Yes	Limited
10	Household Goods	AF Fm 75**, Bill of Laden	Yes (11 LRS)	Yes	Limited
11	Students	BIC	Yes (11 MSS)	No	Limited
12	Services Providers/Deliveries	BIC or AF Fm75, Bill of Laden	Yes	Yes	Limited
13	AAFES and DeCA	BIC or AF Fm 75**	Yes (AAFES, DeCA)	No	Limited
14	US Mail, FedEx, UPS	BIC	Yes (11 CS)	No	Limited
15	Newspaper	BIC	Yes (11 CS)	No	Unlimited
16	Non-DoD Government Civilian Club Member	Not authorized	N/A	N/A	N/A
17	Special Functions	Not authorized	N/A	N/A	N/A
18	Bowling League	Not authorized	N/A	N/A	N/A
19	Guests	AF Fm 75**	Yes (Residents)	Yes	Limited
20	Taxi	Refer Para 4.12.3.	Yes	Yes	Limited
21	Tow Truck	Refer Para 4.12.4.	Yes	Yes	Limited

****NOTE: In the REQUIRED DOCUMENTATION column, AF FORM 75 implies that a picture ID is required in conjunction with the AF FORM 75 for installation access.**

Attachment 4

FPCON DELTA TABLE

	CATEGORY	REQUIRED DOCUMENTATION	PRE-APPROVAL REQUIRED	ESCORT REQUIRED	ACCESS
1	Active Duty (Note 1)	Military ID	No	No	Unlimited
2	Dependents (Note 1)	Military ID	No	No	Unlimited
3	Reservist	Military ID	No	No	Unlimited
4	Guard (ANG)	Military ID	No	No	Unlimited
5	Retired/Dependents	Not authorized	N/A	N/A	N/A
6	DoD Civilian Employee (Essential)	Government ID	No	No	Unlimited
7	DoD Civilian Employee (non-essential)	Government ID	Yes	No	Limited
8	Non-DoD Government Civilian	Not authorized	N/A	N/A	N/A
9	Contractors (24 hrs or less)	Not authorized	N/A	N/A	N/A
10	Contractors (more than 24 hrs)	Not authorized	N/A	N/A	N/A
11	Household Goods	Not authorized	N/A	N/A	N/A
12	Students	Not authorized	N/A	N/A	N/A
13	Services Product Deliveries	Not authorized	N/A	N/A	N/A
14	AAFES	Not authorized	N/A	N/A	N/A
15	DeCA	Not authorized	N/A	N/A	N/A
16	US Mail	Not authorized	N/A	N/A	N/A
17	Fed EX/UPS	Not authorized	N/A	N/A	N/A
18	Rental Trucks	Not authorized	N/A	N/A	N/A
19	Newspaper Delivery	Not authorized	N/A	N/A	N/A
20	Service Providers (Temporary)	Not authorized	N/A	N/A	N/A
21	Non-DoD Government Civilian Club Member	Not authorized	N/A	N/A	N/A
21	Special Functions	Not authorized	N/A	N/A	N/A
22	Bowling League	Not authorized	N/A	N/A	N/A
23	Guests (Note 3)	Not authorized	N/A	N/A	N/A
20	Taxi	Not authorized	N/A	N/A	N/A
21	Tow Truck	Not authorized	N/A	N/A	N/A

NOTES:

1. Only mission essential and base residents will be authorized access onto the installation.
2. Only dependents who are employed on the installation in a mission essential position or residents on Bolling AFB will be authorized access.
3. Guest must have approval from the 11th Wing Battle Staff.

Attachment 5

SAMPLE BOLLING AFB IDENTIFICATION CARD REQUEST MEMORANDUM



DEPARTMENT OF THE AIR FORCE

11TH WING

DATE

MEMORANDUM FOR 11 SFS/SFOXI (Visitor Control Center)

FROM: (Organization)

(Address)

SUBJECT: Bolling AFB Identification Card Request

1. John's Concrete Co. will begin new construction for the housing area at Scott Circle on 18 November 02 at approximately 1200 (noon). The contract begins on 18 November 2002 and ends on 23 MARCH 2003.

2. Please issue a Bolling AFB Identification Card (BIC) to the following individuals:

John Doe Johnson—supervisor 123-45-6789

Debra Lee Swanson 987-65-4321

Juan Miguel Pineda Rivera 345-67-8912

3. POC for this project is MSgt Jane Doe. She can be reached at (202)-767-XXXX.

(Signature)

XXXXXXXXXX, Rank, USAF

Commander, Unit

PRIVACY ACT - 1974 AS AMENDED APPLIES -- THIS MEMO MAY CONTAIN INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11 R, AND IT IS FOR OFFICIAL USE ONLY (FOUO)"

Attachment 6

DD FORM 577

1. NAME <i>(Type or print)</i> Doe, John	2. PAY GRADE E-7	3. DATE 20 Nov 02
4. OFFICIAL ADDRESS 1305 Luke Ave. Bolling AFB, D.C. 20032		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED Special Function List, Entry Authorization List		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER <i>(Type or print)</i> Smith, Roger	8. PAY GRADE O-5	
9. SIGNATURE OF COMMANDING OFFICER		

DD Form 577, MAY 88 (EG)

*Previous edition may
be used until exhausted.***SIGNATURE CARD**

Designed using Perform Pro, WHS/DIOR, Oct 97

NOTES:

In Block 4, write the complete unit address of the authorized signer.

In Block 6, include any and all purposes for which signer is authorized.

Attachment 7

11TH WING SPECIAL FUNCTION GUEST MEMORANDUM



DEPARTMENT OF THE AIR FORCE

11TH WING

DATE

MEMORANDUM FOR 11 SFS/SFOXI (Visitor Control Center)

FROM: (Organization)
(Address)

SUBJECT: Special Function Request

1. **FILL OUT THIS MEMORANDUM COMPLETELY.** (Special functions are considered functions held on BAFB of 10 or more personnel.)
2. The sponsor and the MWR Site Manager/Supervisor (if applicable) must sign the request memorandum. **THE SPONSOR MUST HAVE VALID ID LIST ID (per this instruction).**
3. **THE GUEST LIST MUST CONTAIN ALL GUEST NAMES, TYPED, IN ALPHABETICAL ORDER. FULL NAME (LAST, FIRST, MIDDLE INITIAL) MUST BE USED TO IDENTIFY EACH GUEST AS WELL AS GUEST SPEAKERS AND GUESTS OF HONOR. THREE COPIES OF THE GUEST LISTS ARE REQUIRED.** The sponsor **MUST** bring these lists to the Visitor Control Center (11 SFS/SFOXI) during normal hours of operation (M-F 0700-1700). SFS is **NOT** responsible for reproducing copies. The number of guests on the list must not exceed the capacity of the facility. If the list does exceed the capacity of the facility it will not be honored.
4. This memorandum and guest list must be turned in to the 11 SFS/SFOXI by the sponsor **NO LATER THAN THREE (3) BUSINESS DAYS PRIOR TO THE FUNCTION**

NOTE: You must provide assistance at the gate to expedite the entry of your guests. Personnel assisting at the gate(s) must have an "A" list ID. Failure to submit this memorandum and guest list in the approved time will result in your visitors being denied access to the installation. All guests are subject to a National Criminal Information Center (NCIC) check.

Continued on reverse.

Attachment 7 (Continued)

11TH WING SPECIAL FUNCTION GUEST MEMORANDUM CONTINUATION

I, _____, have scheduled a _____ on Bolling AFB at
Sponsor's Name Type of Function

_____, on _____ at _____ hours. I have _____ guests
MWR Site/Housing Address Date Time Number

scheduled to attend. If any questions arise, I can be reached at _____ prior to the
Local Phone Number

function. I can be reached at _____ during the function.
Local Phone Number

5. All visitors, 18 yrs and older, must be in possession of a picture identification. Visitors under 18 yrs do not require picture ID if accompanied by and adult. It is the sponsor's responsibility to inform all guests to abide by the rules and regulations while visiting Bolling AFB. ALL GUESTS WILL BE INFORMED THEY ARE ONLY AUTHORIZED TO PROCEED THE ABOVE LOCATION LISTED ON THE FUNCTION MEMORANDUM.

6. ALL MEMORANDUMS MUST BE HAND CARRIED TO THE 11 SFS/SFOXI BY THE SPONSOR. Please direct all questions and concerns to the NCOIC of the 11 SFS/SFOXI at 202-767-5505.

SIGNATURE OF SPONSOR DATE

SIGNATURE OF MWR SITE MANAGER/SUPERVISOR (If Required) DATE

NUMBER OF PERSONNEL AUTHORIZED AT SITE _____

PRIVACY ACT - 1974 AS AMENDED APPLIES -- THIS MEMO MAY CONTAIN INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11 R, AND IT IS FOR OFFICIAL USE ONLY (FOUO)"

Attachment 8

EXAMPLE SPECIAL FUNCTION LIST

Shaw Family Reunion

POC: John Shaw Jr. 202-123-4567 (cell)

Visitors

Last Name First Name MI/Suffix

Allen, John Jr.

Brooks, George

Callahan, William

Davis, Cindy

Ellsworth, Henry

Farris, Ellen

Goffigan, Hector III

Humes, Bob

Ivery, Sheila

James, Marilyn

Kilgore, Jeffrey

Lewis, Paul

Martin, Ben

Newel, Christopher

Olivares, Nieves

***NOTE:** Names are alphabetized.

Attachment 9

ENTRY AUTHORIZATION LIST/REQUEST MEMORANDUM EXAMPLE



DEPARTMENT OF THE AIR FORCE

11TH WING

DATE

MEMORANDUM FOR 11 SFS/SFOXI (Visitor Control Center)

FROM: (Organization)
(Address)

SUBJECT: Entry Authorization Request

1. A team from AI's Crazy Computers will be upgrading computer equipment in the Honor Guard building from 12-20 October 2002. They will be working between 0800 and 1600 on these dates.

2. Please allow the following individuals access to the installation for the length of this contract:

- Allen, John Jr. 123-45-6789
- Brooks, George 012-34-5678
- Callahan, William 901-23-4567
- Davis, Cindy 890-12-3456
- Ellsworth, Henry 789-01-2345
- Farris, Ellen 678-90-1234

3. Please call me at 767-XXXX if you have any questions or concerns.

(Signature)
XXXXXXXXXXXX, Rank, USAF
NCOIC, XXXXXXXXXXXX

PRIVACY ACT - 1974 AS AMENDED APPLIES -- THIS MEMO MAY CONTAIN INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11 R, AND IT IS FOR OFFICIAL USE ONLY (FOUO)"

Attachment 10

DELIVERY ANNOUNCEMENT MEMORANDUM EXAMPLE



DEPARTMENT OF THE AIR FORCE

11TH WING

DATE

MEMORANDUM FOR 11 SFS/SFOXI (Visitor Control Center)

FROM: (Organization)

(Address)

SUBJECT: Office Supply Delivery

1. 11 SFS/SFA is expecting a delivery of office supplies to Bldg. 1305 from Express Delivery Co. on 14 October 2002.
2. The driver's name is Billy Bob Jones; SSN is 123-45-6789.
3. If you have any questions, please contact me at (202)-123-4567.

(Signature)

Officer Friendly, Capt, USAF

Industrial Security Monitor, 11 SFS

PRIVACY ACT - 1974 AS AMENDED APPLIES -- THIS MEMO MAY CONTAIN INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11 R, AND IT IS FOR OFFICIAL USE ONLY (FOUO)"

Attachment 11

FOREIGN MILITARY CATEGORIES TABLE



Foreign Military Categories

	NATO Mil Sponsored by DoD	non-NATO Mil Sponsored by DoD	NATO Mil not Sponsored by DoD (official business)	NATO & non-Nato Mil Outside US	Foreign Mil Attachés	Foreign National Visitors
Base Access	<ul style="list-style-type: none"> Initial – Invitational Travel Orders Recurring—CAC 	<ul style="list-style-type: none"> Initial – Invitational Travel Orders Recurring—CAC 	<ul style="list-style-type: none"> Initial – Invitational Travel Orders Recurring—CAC 	OCONUS Installation Specific	<ul style="list-style-type: none"> US Sponsor with valid DoD ID Card Recurring—CAC 	Foreign National Visitor Request Form with WG/CC Signature & US Sponsor w/ valid DoD ID Card
	May Not Sponsor Visitors onto Base	May Not Sponsor Visitors onto Base	May Not Sponsor Visitors onto Base	OCONUS Installation Specific	May Not Sponsor Visitors onto Base	May Not Sponsor Visitors onto Base
Base Privileges	Commissary, BX and MWR Access	Commissary, BX and MWR Access	<ul style="list-style-type: none"> No Commissary BX and MWR—only if residing on base MWR – o 	OCONUS Installation Specific	Commissary, BX and MWR Access	None (Installation Commander may authorize limited BX, Commissary, & MWR access)
	<ul style="list-style-type: none"> No charge Outpatient Reimbursable Inpatient 	<ul style="list-style-type: none"> Outpatient & Inpatient Reimbursable Basis if no RHCA 	<ul style="list-style-type: none"> No charge Outpatient Reimbursable Inpatient 	OCONUS Installation Specific	Outpatient Only	None

*Categories of Foreign Nationals (column headers above) are defined in AFI 36-3026 (I), Identification Cards of the Uniformed Services, Their Family Members, and Other Eligible Personnel, paragraph 1.3.10.3.

*Foreign Military Attaché privileges are based on Bilateral Agreements.

*RHCA--Reciprocal Health Care Agreement

Attachment 12

FOREIGN NATIONAL VISITOR REQUEST FORMAT

Sponsor Info (MUST BE US DoD ID CARD HOLDER) Date: _____

Name: _____ Grade: _____

Issue Date & Expiration Date of DoD ID card: _____ / _____

Organization: _____ Base: _____

Phone: (H) _____ (W) _____

E-mail: _____

Sponsor Statement:

I have reviewed the request below and I affirm the individual is on official business.

Signature: _____

Visitor Info

Name: _____ Grade (equiv): _____

Country of Origin: _____ Branch of Service: _____

Purpose of Visit (include offices/organizations visiting):

Duration: _____

(Inclusive Dates)

Facility Access Requested:

BX _____ Commissary _____ Fitness Center _____ Officers' Club _____

Enlisted Club _____ Lodging _____

Justification for requested Facility access:

HQ 11 WG/CC Approval/Disapproval: _____

PRIVACY ACT - 1974 AS AMENDED APPLIES -- THIS MEMO MAY CONTAIN INFORMATION WHICH MUST BE PROTECTED IAW DOD 5400.11 R, AND IT IS FOR OFFICIAL USE ONLY (FOUO)"