



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 10TH AIR BASE WING
USAF ACADEMY COLORADO



SEP 01 2017

MEMORANDUM FOR USAFA HOUSING RESIDENTS

FROM: 10 ABW/CC

SUBJECT: USAFA Housing Residents Guest Base Access Process

1. In order to provide a more streamlined method for on-base residents to sponsor guests onto the installation, I am authorizing an email-based process to request base access for guests. USAFA housing occupants who have access to a .mil or .edu account are authorized to send email requests for sponsorship in accordance with the following procedures:

a. On a Microsoft Word document accurately list the following information:

1) Sponsor's name, DoD ID Number, organization, phone number, date(s) of visit, name of visitor(s) and location of visit (e.g. Housing address).

2) EXAMPLE: MSgt Michelle Smith/9998887777, 10 SFS/S5, 333-9999, 10-13 Aug 17, 1234 Pine Drive, USAF Academy CO 80840

b. Prepare an email from a .mil or .edu account. Attach the Microsoft Word document with the required information and send to 10SFS.S5B@us.af.mil at least 3 duty days prior to the visit.

2. Important Notes:

a. If any required information is missing, a visitor pass cannot be produced without the sponsor present at the Pass and Registration Center. Please ensure the request is complete and accurate.

b. Due to DoD e-mail guidelines for Personally Identifiable Information (PII), all requests MUST be digitally signed and encrypted. Requests that are not signed and encrypted will not be approved and will be returned to the requestor.

c. Requests not received at least 3 duty days prior to the expected entry date may result in the inability to provide the visitor pass without the sponsor being present at the Pass and Registration Center.

d. If the visitor is due to arrive after duty hours, the installation gates only have the ability to issue visitor passes for up to 3 days.

e. Passes required for longer than 3 days can only be produced by the Pass and Registration Center during their standard operating hours (Mon-Fri from 0730-1615).

f. All passes for housing guests must be picked up at the Pass and Registration Center, Bldg 8486, during normal duty hours (0730-1615) or at the South Gate during non-duty hours.

3. Any questions or comments may be directed to my POC, TSgt Brian Judkins, 10 SFS/S3D at 333-2120, or email to Brian.Judkins@us.af.mil.


SHAWN W. CAMPBELL, Colonel, USAF
Commander