

AAFB GATEKEEPER VISIT REQUEST



All inspections, evaluations, audits, staff assistance visits, observations and exercise participation involving units assigned to Andersen Air Force Base (AAFB) by Air Force or other DoD activities, as well as by federal, state, and local governments or other accreditation organizations must be coordinated and approved through the AAFB Gatekeeper first.



Visit requests should be sent to the gatekeeper no later than 120 days prior to an event.

Fill-in all sections and send the request to 36WG.XP.GateKeeper@us.af.mil (NIPR) or usaf.andersen.36-wg.mbx.gatekeeper@mail.mil (SIPR)

Select One: No Notice Minimal Notice (120 days or less) Releasable to Unit

Requestor Information:

1. Date of Request:
2. Point of Contact:
3. Contact phone/email:
4. Agency:

Event Information:

1. Base(s):
2. Unit(s):
3. Event Date(s): Through
4. Team Size (rank/name/duty title):

5. Distinguished Visitor (rank/name/title):
6. Purpose:
Is this in support of a tasked mission?
(If so, briefly describe and submit tasking document with visit request)

7. Requested Agenda Items:
(If available, submit draft itinerary with visit request)

8. AAFB Resources Required:
(If so, briefly describe)

9. How does visit benefit the unit(s):

10. Does this request require Northwest Field Airfield access or use? If so, provide details in #12: Yes / No ***Response Required**
11. Does this request require Pacific Regional Training Center access or use? If so, provide details in #12: Yes / No ***Response Required**

THIS SECTION IS FOR RWG USE ONLY	THIS SECTION IS FOR 36 WG/ESG USE ONLY
Concur: Yes / No	Approved / Rejected
Suggested Alternate Date(s):	Date:

OPTIONAL INFORMATION:

12. Additional Information: