



An Airman's Guide to Installation Access

36th Security Forces Squadron/S5B



Overview



- ❖ Hours of Operation
- ❖ Sponsoring of Guest
- ❖ Approved IDs
- ❖ Forms For You
- ❖ Special Events Pass (SPE)
- ❖ Special Purpose Pass (SPP)
- ❖ AF Form 75, Visitors Pass



Hours of Operation



- ❖ The Visitor Control Center (Bldg. 14615) is located adjacent to North Gate.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0600-1400	0600-1400	0600-1400	0600-1400	0600-1400	0800-1100, 1100-1200 (lunch) 1200-1600	Closed

- ❖ The Pass and ID Office (Bldg. 2403) is located adjacent to the Main Gate.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	Closed	Closed

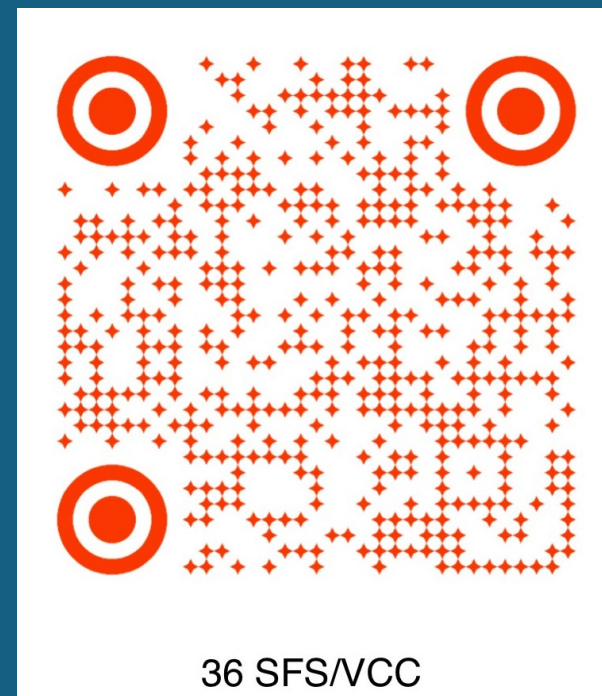
- ❖ If you are seeking base access after hours, please head to the nearest operational gate. 36 Security Forces Squadron personnel have been trained to issue out temporary passes via AF Form 75 (see slide 11)



How to Sponsor Guests On Base



- ❖ Proceed to the VCC (North gate) with sponsor and all visiting guest
- ❖ Ensure sponsor is present with their CAC card
- ❖ Guest will have Real ID and SSN ready to go
- ❖ **NOTE: We recommend sponsor's use the provided QR Code to get a head start for their visitors. Also, all forms can be found on the QR Code's site.**





Approved IDs



Real IDs

U.S., FSM, Marshal Islands,
and Palau Passports

Drivers Licenses with a
Birth Certificate





Approved IDs Continued



Green Card



Naturalization Certificate





Forms For You



- ❖ Special Purpose Pass (SPP)
 - ❖ Only used for visiting family members from off-island
 - ❖ It is recommended that you start this process **TWO WEEKS** prior
- ❖ Special Events Pass (SPE)
 - ❖ Used for special events that occur on the installation that has a large amounts of guest (ex: kids birthday party)
 - ❖ It is recommended that you start this process **TWO WEEKS** prior
- ❖ AF Fm 75, Visitors Pass
 - ❖ Used for visitors accessing during work or after hours
 - ❖ If your visitor is a foreigner, a Foreign Visitor Request (FVR) must be accomplished. This is done at Pass and ID (main gate)



Special Event Pass (SPE)



MEMORANDUM FOR 36 SFS/S5B

FROM: (Rank/Name) SrA Airmonson, Ari

(Unit/Squadron) 36 FSS

SUBJECT: ANDERSEN AFB SPECIAL EVENT PASS REQUEST

AUTHORITY: 10 USC 8013, 44 USC 3101, and EO 9397	
PRINCIPAL PURPOSE: To record personal information to determine access to the installation	
ROUTINE USES: None	
DISCLOSURE IS VOLUNTARY: Failure to disclose the requested information may result in denial of entry onto the installation	
EVENT: (i.e. birthday party)	Child's Birthday Party Extravaganza
LOCATION or ADDRESS:	123 Rota Drive Yigo, GU 96929
DATE(S):	START/ 9 AUG 24 END/ 9 AUG 24
START TIME: (i.e. 0500 or 24/7)	1100
END TIME (i.e. 1900 or 24/7)	1700
POINT OF CONTACT (POC):	NAME: Airmonson, Ari RANK: SrA
SQ/UNIT:	36 FSS <input checked="" type="checkbox"/> Active Duty <input type="checkbox"/> Guard/Reserve <input type="checkbox"/> Retired <input type="checkbox"/> Civilian <input type="checkbox"/> Other
CONTACT INFO:	PHONE: 671-444-4444 EMAIL: supahotfyr@gmail.com
In order to ensure your guests are authorized entry to the base, this request must be processed at 36 SFS Pass & ID/Bldg 2403 (5-7) DUTY DAYS PRIOR TO THE EVENT. Pass & ID may be contacted Mon-Fri 0800-1600, 366-5650/51/52/53 or 36sfs.vcc@us.af.mil to check the status of your request. All guests 16 years of age and older must be listed on this request with complete DOB, in order to be authorized base access. Guest above the age of 16 are required to provide full SSN. A background check will be completed on all of your guests, prior to base access. NO EXCEPTIONS. Requester is responsible for all guests while on AAFB property. Guest will proceed directly through the installation main gate to the location of the event. Failure to comply with the may result in an Escort Violation. Approval of unescorted entry does not constitute permission for guest to tour the installation. Violators will be processed appropriately.	
By signing below, I have read the above and agree to the information and terms prescribed by Andersen AFB.	
DATE 9 AUG 24	Signature Required:
Advise your guests and their passengers of the following required criteria to enter Andersen Air Force Base. To avoid any unnecessary delays, ensure they arrive at the gate in ample time to verify their documents (Drivers License, Vehicle Registration and Vehicle Insurance). Guest with unfavorable backgrounds may not be allowed access to Andersen AFB.	
Unit Commander/First Sergeant or designee:	
PRINT NAME:	MSgt Dallas-Page, Diamond
DATE 9 AUG 24	Signature Required:
This document contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act and AFI 33-332	

- ❖ **Step 1.** Type or write your rank, name, unit, and squadron information
- ❖ **Step 2.** Enter details about the event (location/address, dates/times, and POC information)
- ❖ **Step 3.** Sign and obtain Commander/Shirts signature



Special Event Pass (SPE) Continued



RN	REQUEST TYPE QH/QR	III REQUESTER	DATE OF REQUEST	SUBJECT LAST, FIRST MI	FBI	DOB YYYY-MM-DD	SSN 123-45-6789	PUR CODE C/ J/ F/ H/ D	SPECIFIC REASON FOR III REQUEST LIST ASSOCIATED INVESTIGATION AND INDICATE IF QUERY MADE AT TIME OF ARREST
1	QH			Downer, Debbie D.		2009-02-02	123-45-6789	C	MG-Base Access
2	QH			Morale, Manny M.		2009-03-03	987-65-4321	C	MG-Base Access
3	QH			Grayful, Gary G.		2009-04-04	741-02-5696	C	MG-Base Access
4	QH			Boucher, Bobby B.		2009-05-05	369-85-2014	C	MG-Base Access
5	QH							C	MG-Base Access
6	QH							C	MG-Base Access
7	QH							C	MG-Base Access
8	QH							C	MG-Base Access
9	QH							C	MG-Base Access
10	QH							C	MG-Base Access
11	QH							C	MG-Base Access
12	QH							C	MG-Base Access
13	QH							C	MG-Base Access
14	QH							C	MG-Base Access
15	QH							C	MG-Base Access
16	QH							C	MG-Base Access
17	QH							C	MG-Base Access
18	QH							C	MG-Base Access
19	QH							C	MG-Base Access
20	QH							C	MG-Base Access
21	QH							C	MG-Base Access
22	QH							C	MG-Base Access
23	QH							C	MG-Base Access
24	QH							C	MG-Base Access
25	QH							C	MG-Base Access
26	QH							C	MG-Base Access
27	QH							C	MG-Base Access
28	QH							C	MG-Base Access
29	QH							C	MG-Base Access
30	QH							C	MG-Base Access

- ❖ Information must be typed in
- ❖ **Step 1.** Fill out visitor information
- ❖ **Step 2.** Add date of birth in the YYYY-MM-DD format
- ❖ **Step 3.** Add SSN in the XXX-XX-XXXX format



Special Purpose Pass (SPP)



- ❖ **Step 1:** Type or write your Rank, Name, Unit, and Squadron information
- ❖ **Step 2:** Add guest information on block 1 and choose entry type.
NOTE: SSNs and DOBs are needed
- ❖ **Step 3:** Provide justification for pass
- ❖ **Step 4:** Fill in date information
- ❖ **Step 5:** Sign and obtain Commander/Shirts signature

MEMORANDUM FOR 36 SFS/S5B

FROM: (RANK/NAME) AMN JOHNNY TSUNAMI
(UNIT/Squadron) 36 SFS



SUBJECT: Special Purpose Pass

1. I am requesting a DBIDS or AF Form 75, Base Pass, for:

Full Name(s):	SSAN:	DOB:	CHECK OR CIRCLE
JOHN E. QUEST	123-45-6789	1 JAN 1982	<input checked="" type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
RACE BANNON	987-65-4321	2 FEB 1989	<input checked="" type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
REQUESTOR'S ADDRESS: Rota Dormitory, Room #1 Yigo, GU 96929			



2. Justification for this special purpose pass is for the following reasons:

Father and brother visiting for summer vacation



3. Inclusive Dates: From: 14 AUG 24 To: 19 SEP 24



4. I acknowledge the following: If approved this letter authorizes the sponsorship on to Andersen AFB via the DBIDS pass or the AF Form 75. As the sponsor, I assume sole responsibility to ensure all directives are followed and accept full responsibility for the actions of my visitor(s). I will ensure the visitor is briefed that deviations from intended route and/or purpose will result in immediate termination of the pass and removal from the installation. All visitors will be proofed and vetted by the 36 SFS/S5B. Direct any question to Pass & ID at 366-5650/51/52/53

Requestor:

Print: AMN JOHNNY TSUNAMI

Sign:

Phone: 871-111-1111

First Shirt/Commander

Print: MSGT DONNY DIAMOND-DIAMONDSON

Sign:

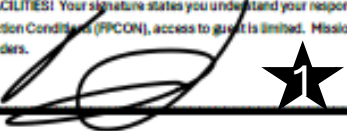
Phone: 871-222-2222





AF Form 75, Visitor Pass



VISITOR PASS	ANDERSEN AIR FORCE BASE	NUMBER
ISSUED SUBJECT TO THE CONDITIONS OF THE INTERNAL SECURITY ACT OF 1950		
NAME OF VISITOR, DRV STREET ADD OR FIRM		TOTAL NUMBER IN PARTY
HUASON, HUA		1
SPONSOR'S OR ORGANIZATION NAME		<input checked="" type="checkbox"/> VISITOR <input type="checkbox"/> ACT DUTY
A1C TORTOISE, Defensor		24/7 UNESCORTED E
PHONE # 871-333-3333		EXPIRATION DATE 8/11/24
DESTINATION		
COMM	BX	MIL HOUS
BOWL	GYM	OPN MES
ISSUING OFFICIAL		DATE
TSGT TONGOCHAN		8/8/24
		TIME 0843
<small>AAFB Statement of Understanding: Sponsors are active duty military members, their dependents 16 years or older, AF civilian employees, USN civilian employees and personnel or organizations with sponsor authority granted by 36 WG/CC or designated representative. Sponsors are responsible for their guests' conduct while on the installation, and must ensure their guests are aware of rules and regulations. All visitors must remain with the sponsor identified on the AF Form 75. The sponsor is responsible to escort their guests off the installation upon termination of the visit and return the AF Form 75 to the posted sentry. Failure to comply may result in the loss of AAFB sponsorable privileges. GUESTS ARE NOT ALLOWED IN THE COMMISSARY, GUEST MAY NOT BE LEFT UNATTENDED IN THE WAITING AREAS OR PARKING LOTS OF ANY FACILITIES! Your signature states you understand your responsibilities while sponsoring guests on AAFB. During Increased Force Protection Conditions (FPCON), access to guest is limited. Mission essential personnel only identified by 36 Wing, Group and Squadron Commanders.</small>		
Signature:  ★		

- ❖ Provided after SPP has been accomplished, when VCC is open, OR during after hours at the gate
- ❖ If you are sponsoring a foreign visitors, a Foreign Visitor Request (FVR) must be accomplished prior to entry or when using after hours services
- ❖ FVRs are available online or on-site at Pass and ID (Bldg. 2403)
- ❖ Step 1. Once issued, have your guest sign
- ❖ Step 2. Proceed to gate with authorized form of ID (see slide 5 and 6)



How to Get Your Guest On Base



- ❖ Special Purpose Pass (SPP) – Used for family members visiting from off-island
- ❖ Special Events Pass (SPE) – Used for large amounts of guests for specific events
- ❖ Visitor's Pass (SF 75) – Used for visitors, both on duty and after hours



Questions?

For assistance during duty hours,
call us at 366-5650 (Pass and ID) or
366-5477 (Visitor Control Center).

For concerns after hours, please
call 362-4638.