



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 11TH WING (AFDW)
JOINT BASE ANACOSTIA-BOLLING, WASHINGTON D.C., 20032**

JVCC Official Use Only	
Tracking Number	

SPECIAL EVENT ACCESS REQUEST

INTRODUCTION

The JBAB Visitor Control Center (VCC) is responsible for processing all base access during special events for visitors eighteen (18) years of age or older. Children under eighteen (18) will not require official vetting and processing, however they must be escorted onto the installation. Photo identification is not required for minors, but highly suggested (*i.e. state ID, school ID*). Special Event Access Requests are required for events involving eleven (11) or more non-Department of Defense (DoD) credential holders who need unescorted base access privileges.

INSTRUCTIONS

List all visitors who are eighteen (18) years of age and older, and not in possession of JBAB access credentials. The total number of visitors will prescribe the proposed coordination timeframe needed for VCC staff to effectively vet and process all guests prior to the special event. Listed below are the recommended times for coordination.

- 300 or more** Coordinate **30-business days** prior with 11 SFS Anti-Terrorism Officer located at Bldg. 421, Brookley Ave. Mon – Fri: (0730- 1600 hrs).
- 200-299** Coordinate **21-business days** prior with the Joint Visitor Center’s Special Event Manager located at Bldg 256, McGuire Ave. Mon – Fri: (0500 – 1600 hrs).
- 100-199** Coordinate **14-business days** prior with the Joint Visitor Center’s Special Event Manager located at Bldg 256, McGuire Ave. Mon – Fri: (0500 – 1600 hrs).
- 99 or less** Coordinate **7-business days** prior with the Joint Visitor Center’s Special Event Manager located at Bldg 256, McGuire Ave. Mon – Fri: (0500 – 1600 hrs).

Send all emails to 11SFS.Visitor.ControlCenter@us.af.mil within the aforementioned timeframe. Ensure the email subject line is titled by the name of the special event and sponsor’s last name (*i.e. Promotion Ceremony, Smith*). It is the sponsor’s responsibility to coordinate with the applicable site manager at the event location prior to submitting the request form to the VCC. Once all actions are complete, return the request form to the VCC to initiate the vetting process and to receive a control number for event confirmation. If the event is located within base residence, “*Site Manager Information*” will not be required. Guests will be denied if derogatory information is identified during the vetting process, and/or if the intake form is incomplete or inaccurate.

SPONSOR INFORMATION					
Name: <i>(Last, First Middle)</i>		E-Mail		Rank/Grade	Request Date
Organization/Title		Main Phone		Work Phone	
Address		Work Address			
Branch: <input type="checkbox"/> DoD <input type="checkbox"/> USN <input type="checkbox"/> US Army <input type="checkbox"/> USAF <input type="checkbox"/> USMC <input type="checkbox"/> USCG			Status: <input type="checkbox"/> Active <input type="checkbox"/> Reserve <input type="checkbox"/> Retired		
EVENT INFORMATION					
Location of Event:		Total Guest	Listed Guest	Event Date	Event Time
Type for Event:			Name of Organization: <i>(If Applicable)</i>		
SITE MANAGER INFORMATION					
As the Site Manager/Supervisor, I verify that the event is scheduled and approved to be held at the specified location, date and time. I understand that the total number of guests invited will not exceed the maximum number of individuals authorized at this location. Maximum # _____					
Name: <i>(Last, First Middle)</i>		Signature		Rank/Grade	Date
SPONSOR ACKNOWLEDGMENT					
I certify that the information provided above is correct and accurate. I have read and acknowledged the information outlined in this form.			Signature		

ADDITIONAL INSTRUCTIONS

Visitors who are driving onto JBAB must possess a valid driver license, valid vehicle registration, and proof of vehicle insurance. Visitors may enter the installation through all available gates during the designated timeframe outlined on the validated Entry Authorization List. All occupants eighteen (18) years of age and older must provide valid identification, in compliance with the REAL ID Act. All vehicles are subject to random examinations when entering, while on, or departing the installation.

Visitors are prohibited from entering/visiting “*Restricted*” or “*Controlled*” areas. Visitors may only travel from the base entry gate, directly to the location of the special event.

Weapons, prohibited drugs, and drug paraphernalia are not permitted on the installation, and all violators will be legally prosecuted.

EXAMPLE

SPECIAL FUNCTION LIST				
EXAMPLE 1				
Last Name	First Name	Date of Birth	ID/DL/Passport Number	State Issue: Expire
Adams	Aaron	MM/DD/YYYY	A1234567	DC:MM/DD/YYYY
Brady	Michael	05/23/1975	UK12345678	UK: Passport
Cox	Sara	09/12/1969	12345678	DC:10/11/08

All e-mailed lists should be formatted in alphabetical order by last name using an EXCEL style program, “Times New Roman”, font size 10, & in portrait.