

## **Process to request approval for on-base events and unit functions**

**As of 15 July 2020**

The 86<sup>th</sup> Airlift Wing Gatekeeper is the first step in the process. Send an email with information about your request to [86aw.gatekeeper@us.af.mil](mailto:86aw.gatekeeper@us.af.mil) no later than 10 business days prior to the event.

The Gatekeeper will coordinate the request with the base legal office and public health prior to a final decision from base leadership. Coordination may also include the chaplain, equal opportunity, and public affairs offices, depending on the type of event.

Requests should include the proposed plan to meet the host nation requirements for the type of event requested. The plan should include the event location, the number of people expected, and how the organizers will maintain the required physical distancing and collect the necessary contact information. For a complete list of host nation hygiene requirements, see the section titled “Hygiene Requirements for Facilities” on the Ramstein AB COVID-19 tab.

Small social gatherings under 11 people from different households do not require installation approval. The same is true for gatherings of two families regardless of the number of people.

Examples of events that must be submitted to the Gatekeeper include: indoor gatherings with 11-150 people such as large training classes, outdoor events with 11-350 people, vigils or other public observances, commander calls, and other “official” functions with large groups of people.

Events that are generally not allowed at this time include: indoor events greater than 150 people, and outdoor events greater than 350 people. Dorm parties and similar gatherings are not allowed and won’t be approved.

Official ceremonies, such as retirements, promotions, changes of command, and assumptions of command, should be routed to 86 AW protocol, not the Gatekeeper. Contact protocol at [86aw.ccp@us.af.mil](mailto:86aw.ccp@us.af.mil).

We understand this puts constraints on individuals and organizations, but as guests in a host nation, we strongly support the host nation rules and hygiene requirements, which have helped contain the spread of COVID. We appreciate your patience and understanding as we strive to keep our workforce and families safe and healthy.