

CUI

ATTENTION

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ATTENTION

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Standard Form 901 (11-18)
Prescribed by GSA/ISOO | 32 CFR 2002

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KAISERSLAUTERN MILITARY COMMUNITY AIR FORCE (KMC-AF) INSTALLATION ACCESS REQUEST**Authority:** KMC-AF Integrated Defense Plan and AEA Regulation 190-16_USAFE-AFAFRICA 31-207**Purpose(s):** To identify personnel requiring ESCORTED/UNESCORTED access to KMC-AF installations in performance of an official duty or to attend an event **sponsored by a KMC organization or member.****Disclosure:** Voluntary. Failure to provide any required information or to follow any instructions listed will result in delayed or denial of access.**Section 1: Instructions****THE 86 SFS FORM 011, INSTALLATION ACCESS REQUEST (IAR) IS USED FOR:**

1. Pre-notification of personnel traveling on a NATO Travel Order/NATO Travel Authorization/Invitational Travel Order with one of the KMC installations listed. Sections 2, 2a, 2b, and 3 must be completed. Must be submitted no later than 3 duty days prior to arrival.
2. Personnel attending events on KMC-AF installations and access for U.S. Based Contractors. Must be submitted no later than 10 duty days prior to the start of the event or Temporary Duty for U.S. Based Contractors.
 - a. ESCORTED: Sections 2, 2a, 2b, and 3 must be completed. Escort official must have sign-in privileges *1 escort per 10 visitors.
 - b. UNESCORTED: Sections 2, 2a, 2b, 3, and 4 must be completed. Non U.S. citizens must submit a Good Conduct Certificate also known as a Police Report (no older than 1 year). Full SSN is required for U.S. citizens and must be annotated in Section 3, Nationality column (Example: American / 123-45-6789).
NOTE: U.S. Based contractors must provide a German BACO 90, *Request for Confirmation of Exemption from the Requirements to Obtain a Work Permit*.

OTHER REQUIREMENTS

- Copy of Passport or European Economic Area (EEA) National ID is required for all requests.
- Send this form and required documents to 86sfs.s5i.ramsteinvcc@us.af.mil. Contact DSN: 480-2301/5775 IMMEDIATELY if there are changes prior to the event.

Section 2: Sponsor/Event Information

Detailed Event Name (No Abbreviations):

Section 2a: Sponsor Information		Section 2b: Event Information	
Last Name:		Start Date/Time (YYYYMMDD/HHMM):	End Date/Time (YYYYMMDD/HHMM):
First Name:			
Middle Name:		Event Type (Select one):	
Date of Birth (YYYYMMDD):		Detailed justification explaining the reason for access:	
Email:			
Work/DSN Phone Number:			
Cell Phone Number:			
Unit or Organization:		Select Installation (s) : Ramstein AB Einsiedlerhof / Warrior Preparation Center Vogelweh Housing Kapaun AS	
Sponsor Signature and Date of Submittal		List additional POC(s)/Escort(s) by Rank Last, First Name/Unit/Cell Phone:	

Section 3: List of Personnel (Alphabetical Order)

	Last Name, First Name	Date of Birth YYYYMMDD	Country of Birth	Nationality Include Full SSN for U.S. Citizens	Passport/EEA National ID/ NATO Military ID Number	Cell Phone with Country Code
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

For requests > 15 personnel: Click on "Add Continuation Page" on the top left of page

Section 4: Must be completed for UNESCORTED Event Request Only

Sponsoring KMC Unit CC or Equivalent First MI. Last Name, Rank, Unit:

Signature:

Date:

Section 5: Installation Access Control Office Approval

86 SFS/S5I Approving Official's First MI. Last Name, Rank

Signature:

Date: