

CUI

ATTENTION

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Controlled by: United States Air Force
Controlled by: 86th Security Forces Squadron
CUI Category: FED ONLY
Distribution Statement: F
POC: Installation Access Control, +49 6371-47-2301/5775

ATTENTION

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

CUI

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) or Security Clearance . 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

Last Name: Start Date/Time (YYYYMMDD/HHMM): End Date/Time (YYYYMMDD/HHMM):

First Name:

Middle Name:

Event Type (Select one): Please Select...

Date of Birth (YYYYMMDD):

Detailed justification explaining the reason for access:

Email:

Work/DSN Phone Number:

Cell Phone Number:

Select Installation (s) :

☐ Ramstein AB

☐ USAFE-AFAFRICA Warfare Center (UAWC)

Unit or Organization:

☐ 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:	