

733d SECURITY FORCES MOVING PROCEDURES

Please use the following procedures if you are moving on/off the installation and require access for your assigned moving company.

STEP 1: Please email the below email address with the following information NLT 48hrs prior to your move:

- Email: usaf.jble.733-msg.mbx.733d-sfs-visitor-control-center@mail.mil
- Information Needed:
 - Name of Sponsor
 - DODID of Sponsor
 - Location/Address of movers once on the installation (Sponsors address)
 - Dates the movers require access (up to 1 week long); the dates will be confirmed against the moving paperwork

STEP 2: Ensure the drivers/movers arrive at the Visitor Control Center (Bldg 2) from 0800-1400 (M-F) to receive their pass. The VCC is closed on training and federal holidays.

*Note: If any drivers/movers are replaced or if any need to be added to the pass, then the moving team will be required to go back to the VCC to get their pass updated.

POCs: VCC at 757-878-1878 or 733d SFS/S5 at 757-878-4552

*Note: If your drivers/workers/packers/unpackers meet the base denial criteria (outlined in TAB B to APP 1 to ANNEX J of the JBLE Integrated Defense Plan) then they will be denied access to the installation. Also, ensure the moving vehicle meets the Department of Transportation (DOT) requirements and have the proper credentials for that vehicle.