**BASE ACCESS 101**

**Q. What credentials allow access to the installation?**

A. Credentials that allow access to the installation are Common Access Card(CAC), Military retiree ID card, Dependent ID Card, DoD-issued Civilian (Non-CAC) ID card (including non-appropriated), Non-DOD Federal Person Identity Verification including those issued by Department of Homeland Security for: Department of State, Department of Treasury (including US Secret Service), Department of Justice (including FBI), Department of the Interior, Department of Agriculture, Department of Commerce, Department of Labor, Department of Health and Human Services, Department of Housing and Urban Development, Department of Transportation, Department of Energy, Department of Education, Department of Veterans Affairs, Department of Homeland Security, and the United States Postal Service.

**Q. How do I get on base if my military ID is expired?**

A. If your military ID has expired and you are an active duty, spouse, dependent, or a retired individual then you will need to go to the Visitor Control Center (VCC) outside of the LaSalle gate. You will need to have your social security number available, so the VCC can confirm your identity with the DEERs office. You will then receive a Visitor’s Pass, allowing access to the installation and will need to report to the DEERS office at building 15, to get a new CAC. For dependents trying to renew your ID and your sponsor is not present, you must ensure that your sponsor submitted a complete DD Form 1172 to the DEERs office, so that you may gain access to the installation. If the DD Form 1172 is not filled out, you will need your sponsor with you, to get onto the installation, as well as to get a new ID. Retired service members need two forms of ID; such as a birth certificate social security card or passport. You will then be verified through the DEERs office and given a Visitor’s Pass.

**Q. If I am not military affiliated, but I am a care provider for a minor, elderly or incapacitated person that needs to come on base, how do I get access?**

A. Come to the VCC and complete an Agent’s Pass application. Once the Agent’s Pass Application has been completed and you have submitted all required documentation the VCC staff will submit the application to the DEERS office at the MPF for processing. The applications can take up to six weeks to be approved. It is up to the individual who is applying for the pass to call the VCC to check the status of the application. Once approved you will be issued a DBIDS card that could last up to one year depending on the circumstances.

If the Agent’s Pass is denied you will have up to one month to correct any deficiencies and re-submit the Agent’s Pass. If that month is exceeded you will need to re-initiate the application.

**Q. Can immediate family members under the age of 18 sponsor other family members onto the installation?**

A. Dependents 16 years old or older, with a valid Dependent ID card may sponsor immediate family members.

**Q. If I have a Veterans ID card am I allowed onto the installation?**

A. Department of Veteran Affairs employees and patients who possess an authorized Department of Veteran Affairs ID card will be granted entry to the installation and will proceed directly to (or from) the base hospital. VA patients or visitors who do not possess authorized Department of Veteran Affairs ID cards will require a sponsor and must be escorted to the base hospital 633 MDG, when required.

**Q. Is there a limit to the number of people/vehicles that a sponsor can escort onto the installation?**

A. A person who is authorized escort authorities may only escort personnel riding in the same vehicle they are driving, or personnel under their immediate control of they are walking. Escorts must physically remain with escorted personnel while on the installation. During non-duty hours temporary passes can be issued at the Armistead gate, as long as the sponsor is present.

**Q. When will the Real ID Act be enforced? What type of documents will I need to gain access to the installation?**

A. Virginia has an extension in place until 1 October 2020. If the extension is not renewed, all federal facilities will not accept driver’s licenses and identification cards from the state of Virginia or the following states; Alaska, California, Oregon, Idaho, Washington, Montana, North Dakota, Minnesota, Missouri, Oklahoma, Illinois, Kentucky, Maine, New Hampshire, Massachusetts, Rhode Island, New Jersey, Pennsylvania, South Carolina, Puerto Rico, Guam, Virgin Islands, Northern Mariana Islands.

The type of identification that you would need in order to gain access to base is a United States Certification of Naturalization or Certificate of Citizenship (Form N-550), United States Permanent Resident Card (Form I-551), School identification card with photograph, United States Coast Guard or Department of Homeland Security issued Merchant Mariner Card or Credential, Native American tribal document, Driver’s license issued by a Canadian government authority, United States Refugee Travel Document or other travel document of immigration status issued by Department of Homeland Security containing a photograph and veterans identification card.

**Q. How can I get on base if I am a veteran who now received 100 percent disability?**

A. You will have to bring a copy of the letter from the VA stating that you are receiving 100 percent disability along with 2 forms of identification (Example: One picture such as Driver’s license or passport or veteran ID along with your SSN or birth certificate or voters registration card) and your DD 214 to the VCC. The VCC will issue you a Visitor’s Pass allowing you to access the installation and go to the DEERS office to receive your ID.

**Q. Can I gain access to base using a DBIDS card from another base?**

A. If you possess a DBIDS card from another installation you are still required to have a sponsor from Langley AFB. You will have to visit the Langley AFB Visitors Control Center to have permissions added to your current card or have a new DBIDs card made for Langley.

**Q. How can I request a Visitor’s Pass without going to the VCC?**

A. The visitor must be sponsored by an authorized individual as stated in AFMAN 31-113, via a government e-mail account. If driving, visitor must show valid **driver's license, vehicle registration and vehicle insurance** to the VCC staff. A background check, IAW AFMAN 31-113 will be conducted prior to issuing the Visitor’s Pass. The VCC staff can issue Visitor’s Passes (template located at the bottom of this page), for up to 7 days. Sponsor’s need to bring Visitor’s Pass Requests to the VCC or e-mail Visitor’s Pass Requests to 633SFS.S5P.VisitorControlCenter@us.af.mil from a government e-mail account before the pass can be issued.

The NCOIC, Pass and registration can approve Long Term Visitor’s Passes (template located at the bottom of this page) for up to 179 days. Visitors on Long Term Visitor’s Passes will need to provide the same documentation as visitors requesting a 1-7 day pass and a background check will be completed. Sponsor’s need bring Long Term Visitor’s Pass Requests to the VCC or e-mail Long Term Visitor’s Pass Requests to 633SFS.S5P.VisitorControlCenter@us.af.mil from a government e-mail account before the pass can be issued.

**Q. Are Ubers/Lyft and Taxis allowed to pick up and drop off individuals on and off the installation?**

**A.** For cab drivers only: drivers who attempt entry to pick-up or drop-off, who are not in possession of base access credentials, nor on an EAL, will require a criminal background check. During Visitor Control Center (VCC) duty hours (0730-1615) have the driver report to the VCC for processing. During VCC non-duty hours the Installation Entry Controller, will direct the driver out of the lane of traffic and contact BDOC for a background check. Once completed and a negative return, the Installation Entry Controller will allow the driver access. The driver will be briefed to proceed to the pick-up/drop-off location and not to make any secondary stops.

Civilian Ride-Share Access (Uber/Lyft): For pick-up/drop-off during duty hours drivers can be granted access via the sponsor meeting the driver at the VCC, to obtain a pass or by submitting a Visitor’s Pass Request(template located at the bottom of this page) to the VCC work box (633SFS.S5P.VisitorControlCenter@us.af.mil) from a government e-mail. The driver will report to the VCC to be vetted and issued a pass. For pick-up/drop-off during non-duty hours, the driver must be met at the Armistead gate by the passenger or be issued a visitors pass from the Armistead gate.

**Q. How do I get a guest into Bethel Housing if they do not possess a military credential?**

A. Non-Military affiliated personnel need to be escorted by a resident of Bethel Housing.

**Q. What vehicles need to go to LVIS?**

A. All commercial vehicles that are non-government or non-privately owned will be searched and vetted at the Large Vehicle Inspection Station, Monday-Friday, 0500-1700 or the Armistead Gate, before entering Langley AFB. All individuals obtaining a pass from LVIS will need a bill of lading/work order with the sponsors name and address of where they are going.

**Q. If I want to host a large event such a wedding, retirement or family reunion, what do I need to do?**

A.Entry Authority Lists (EALs) (template located at the bottom of this page) may be used for special events i.e. weddings, anniversaries, social gatherings at base clubs, birthdays, retirements, etc. EALs will be submitted to the VCC or e-mailed to 633SFS.S5P.VisitorControlCenter@us.af.mil, no later than 15 calendar days prior to the event. A minimum of six guests is needed to use an EAL by an authorized sponsor on the base. For events with five guests or fewer, e-mail a Visitor’s Pass Request (template located at the bottom of this page) to 633SFS.S5P.VisitorControlCenter@us.af.mil.

**Q. What is required if I would like to escort a Foreign National onto the Installation?**

A. JBLE personnel interested in hosting foreign visits to facilities must keep in mind a visit should not interfere with a unit‘s ability to accomplish its mission. E-mail complete Foreign Visitor Requests (template located at the bottom of this page) to 633SFS.S5P.VisitorControlCenter@us.af.mil. If any information is missing from the Foreign Visitor Pass Request, it will not be processed. The VCC will coordinate background checks with AFOSI prior to authorizing a Foreign Visitor Requests. After the background checks are complete, the visitor and their sponsor will need to come to the VCC to be issued a pass. **Be advised Visitor’s Passes do not authorize unescorted entry to Foreign Visitors. Foreign Visitors have to be escorted by their sponsor at all times on the installation.**

**Q. How do I get my food delivery driver or tow truck driver on to the installation?**

A. Driver’s is in possession of a DoD issued ID are authorized access to the installation using those credentials. All other drivers must provide a valid state driver’s license and a delivery/work-order/pick-up form showing the destination. After the person is vetted, the driver will be granted access to the installation for each service. Any driver that does not meet the proper requirement will need to be escorted by the sponsor to their destination. Regular employees will be placed on an EAL. The EAL will be re-submitted every six months. Commercial vehicles must be searched at the Large Vehicle Inspection Station (LVIS), Monday-Friday, 0500-1700 or the Armistead Gate at all other times, prior to accessing the installation.

**Q. Where is the VCC located?**

A. The VCC is located at building 5, right outside of the LaSalle Gate. The address is 15 LaSalle Avenue, Hampton, VA 23665:

