

## EXCEPTIONS

Any exception to this policy may only be approved by the Chief, Installation Access, NCOIC Pass & ID or higher authority. The five-person limitation does not apply to the Commander's Action Groups or Public Affairs Offices on HAFB. During FPCON Charlie and Delta sponsorship may only be accomplished in person at the South Gate VCC.

## VISITOR AUTHORIZATION LISTING (VAL)

For multiple visitors (more than 5) needing one-event access, HAFB will use a VAL. Submitting the VAL request at least 3 full duty days in advance makes it possible to complete vetting, have the VAL authenticated, and get it posted at the appropriate entry gate in advance of the visit. To submit a VAL request, go to the Team Hill VCC SharePoint Site click on the VAL tab, and follow the instructions.

Last minute additions to the list must be provided to Pass & ID for authentication and distribution to the entry controllers. Personnel added as last minute additions to VALs may experience significant delays or denial of entry. All personnel on the VAL will be checked through NCIC for criminal history and active warrants and, depending on findings, could be denied installation access. The 75 SFS cannot accept faxed or emailed VALs. Note: If you do not have intranet access or the SharePoint Site is down, contact the South Gate VCC and request a VAL template. This template, when completed, can be hand-carried to the VCC for processing.

## MISCELLANEOUS

- ⇒ Family members that do not have their ID card and are accompanied by their sponsor or another family member with an ID may enter the installation.
- ⇒ Minor children may sponsor their guardian to obtain their entitled services. Contact the South Gate VCC for information on how to exercise this type of sponsorship.
- ⇒ Telephone sponsorship is not authorized, ever.

## CONTACT INFORMATION

### PASS & IDENTIFICATION

**Bldg. 408**

COMMERCIAL (801)586-5199

DSN 586-5200

HOURS 0700-1600 MON-FRI

CLOSED SAT & SUN

**EMAIL** [75sfs.s5si@us.af.mil](mailto:75sfs.s5si@us.af.mil)

### SOUTH GATE VISITOR CENTER

**Bldg. 542**

COMMERCIAL (801)777-8631

DSN 777-8631

HOURS 0500-1700 MON-FRI

Again, welcome to Hill AFB and thank you for adhering to the rules and guidelines that help the 75th Security Forces Squadron keep the installation safe for employees and visitors alike!

### DISCLAIMER

All of the procedures in this brochure are subject to change without notice during periods of higher threat and/or Force Protection Condition (FPCON). Contact the 75 SFS/S5P if you need to sponsor someone during these periods. In any case of a conflict between this brochure and AFMAN 31-101, Vol. 3, as supplemented, the AFMAN takes precedence.

## 75th Security Forces Squadron Visitor Control Center (VCC) Visitor Access Brochure



## Welcome to Hill Air Force Base

This brochure is designed to provide our customers clear guidance to assist them in escorting or sponsoring guests onto the base. It will provide information on who can escort or sponsor guests, define escort and sponsor responsibilities, and explain the different kinds of passes offered. It will also explain how the sponsor can use a Visitor Authorization List (VAL) for one-time events.

### **HOW CAN A VISITOR COME BASE?**

There are three ways to get a visitor on base: Escorted Access, Official Sponsorship and Visitor Access List.

#### **ESCORTED ACCESS**

Escort authority allows an authorized individual to vouch for any vehicle occupants entering the installation or pedestrians if walking through a pedestrian gate and escort them onto the installation without identity-proofing, vetting or pass issuance. Military, retired military, adult military dependents, DoD Civilians, and select DVs can escort up to five visitors at a time or as many as their vehicle can transport as long as they will remain in it.

Escorts must be aware who they are vouching onto the installation as this bypasses most security measures in-place. Escorted visitors do not need passes, but must remain with their escort at all times.

Persons aged 16 or over in the vehicle must have a Federal or State issued photo ID with them. If a visitor cannot produce one of the above types of ID, they won't be allowed access to the base. If the escort is not the driver, the visitors must be vetted and issued a pass. Contractors are not authorized to escort another contractor or family members onto the base. Escorts must be 18 or older and are solely responsible for the actions of their visitors.

#### **OFFICIAL SPONSORSHIP**

Official sponsorship is appropriate if unescorted access for a visitor is preferred. There are four parts of official sponsorship: Acceptable Purpose, Identity Proofing, Fitness Vetting and Authorized Sponsorship.

#### **ACCEPTABLE PURPOSE**

A visitor must have a verifiable acceptable purpose for unescorted access to the installation. Pass & ID clerks will make the initial determination of validity.

### **IDENTITY PROOFING**

A visitor will be required to produce a valid, authorized form of ID with photo in order to prove identity. All identification must be in compliance with the 'REAL ID Act' and if it is not, a second form of ID will be needed.

#### **FITNESS VETTING**

All visitors to HAFB will be checked through the National Crime Information Center (NCIC) for criminal history and active warrants. For the safety and security of the base, these checks can result in denial of base access. For information on what type of history can result in denial of base access, visit the Team Hill VCC SharePoint Site, <https://cs2.eis.af.mil/site.21277/vcc/default.aspx> and click on the "Disqualifiers for Hill AFB" link in the left menu column.

#### **AUTHORIZED SPONSORSHIP**

All CAC holders, military dependents and retirees, contractors who have been given approved sponsorship rights as reflected on the DBIDS ID, and residents of privatized housing are allowed to sponsor guests onto the base. Sponsors must have a valid ID card that grants them sponsorship authority.

#### **SPONSOR RESPONSIBILITY**

Sponsors should ensure visitors have all pertinent information prior to the visitor's arrival at the base. At a minimum, visitors should know the full name of the person they are visiting, the phone number where the sponsor can be contacted, and the building number or address they will visit.

#### **HOW TO SPONSOR**

You can sponsor up to five visitors at a time by visiting the South Gate VCC in-person or using the Team Hill VCC SharePoint Site (only accessible by persons with access to Hill AFB Intranet).

### **SharePoint Use:**

- 1) Click on the "Buffalo" self-help link on your desktop, or;
- 2) Load this link in your browser: <https://cs2.eis.af.mil/site.21277/vcc/default.aspx>

#### **SHORT TERM/TEMPORARY VISITOR REQUESTS**

Short-term/temporary sponsorship requests may be approved for 1-60 days either in person at the South Gate VCC or by visiting the Team Hill VCC SharePoint Site. Consecutive passes may only be authorized by the Chief, Installation Access or Pass & ID NCOIC or higher authority. A consecutive pass is defined as a pass for the same person, with a gap of less than 60 days between the old and new passes. Normally, if a person requires access to HAFB for more than 60 days, they will be instructed to request a Long-Term Visitor Pass through an appropriate application.

#### **LONG-TERM VISITOR PASS**

Long-Term Visitor Passes can't be issued to personnel who are otherwise eligible for another form of military or civilian ID. The Long-Term Visitor Pass may be valid for any period from 61-365 days. However, the IDs are not allowed to be valid for a period longer than 1 year, the date of expiration annotated on the sponsor's ID card, or the date noted on the request form, whichever is soonest. Requests for these passes are made in person at the South Gate VCC or at the Team Hill VCC SharePoint Site. All requests for these passes by military, civil service, and contractor employees, including their spouses, must have the request endorsed and approved by a supervisor who meets the appropriate rank requirement as reflected in AFMAN 31-101, Volume 3, as supplemented.