



DEPARTMENT OF THE AIR FORCE

PACIFIC AIR FORCES

BELLOWS AFS, HI

20 July 2010

MEMORANDUM FOR ALL BELLOWS AFS SPONSORS

FROM: DET 2, 18 FSS/CC

SUBJECT: Special Event Program

1. Bellows AFS Special Event Program has been substantially revised and requires mandatory compliance by all persons participating. IAW policy letter dated 26 October 2009 the following steps have been created to streamline the Special Event Program, reduce confusion, and simplify the process.
2. IAW local policy & directives; the sequential steps for events with 11 or more guests are as follows:
 - Print and sign the Special Function Agreement Form located on the Bellows AFS website (<http://bellowsafs.com/event-planning.asp>). This form **must be hand-submitted** to Base Defense Operations Center (BDOC) Bldg 515, Bellows AFS, along with valid military identification media 5 days prior to the event. **NOTE:** Faxes and emails of the Special Function Agreement form are not accepted.
 - Toggle the link for the Guest List Excel document and fill in each guest's information (full name and date of birth). Forward the guest list to the email provided (Det218fss.sf@hickam.af.mil).
 - BDOC personnel will process/generate passes and forward them to the email address provided by the sponsor.
 - Print/sign passes and distribute to each guest; ensure guests keep passes with them at all times while on Bellows AFS.
3. As a reminder all documents must be submitted **5 duty days prior** to the event; any late pass requests may result in denial of pass issuance. Any missing information on the guest list i.e. date of birth or guests barred from any military installation on the island of Oahu will not be issued a pass. Sponsors are not required to be present at the gate when guests arrive during FPCON Alpha; however sponsors must be on the installation between the hours of 2200-0800 while guests are present. It is the goal of the Security Forces to provide an effective Special Event Program, bolster installation safety/security and provide a comfortable R&R environment for its patrons. For further information please contact BDOC at 259-4200.

A handwritten signature in black ink, appearing to read "R. Pelzel", is written over the typed name and title.

RICK T. PELZEL, Capt, USAF
Commander, Det 2, 18 FSS