



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

31 May 2018

MEMORANDUM FOR ALL BELLOWS AFS SPONSORS

FROM: DET 2, 18 FSS/CC

SUBJECT: Special Function Program

1. In accordance with local policy and AFMAN 31-113, *Installation Perimeter Access Control*, the sequential steps for events with 11 or more guests are as follows:
 - A. Print and sign the Special Function Agreement form located on the Bellows AFS website. This form must be **submitted in-person** to the Base Defense Operations Center (BDOC), Bldg. 220, along with valid DoD ID no later than five (5) duty days prior to the event. **NOTE:** Faxes and scanned emails of the Special Function Agreement form will **not** be accepted.
 - B. Email your guest list to 18fssdet2bellows.sf@us.af.mil using the Excel template provided on <http://www.bellowsafs.com/> no later than five (5) duty days prior to the event. The guest list must include all individuals in the party (including all children), who does not possess a DoD ID card. The list must contain each individual's first name, last name, middle initial, date of birth, gender, and citizenship. Additionally, the sponsor **must** include a valid driver's license, state ID, or passport number for guests over the age of 16. **NOTE:** Hand-carried guest lists will **not** be accepted.
 - C. Det 2, 18 FSS Visitor Control Center (VCC) personnel will process/generate a guest list that will be maintained at the main gate for the duration of the event.
 - D. Additional guests must be sponsored on base by another DoD ID card holder at the main gate once the original guest list has been created.
2. As a reminder, all documents must be submitted **five (5) duty days prior** to the event; any late requests will result in denial of guest list issuance. One (1) valid DoD ID cardholder is authorized to sponsor up to fifty (50) guests per Special Function Agreement for the following rentals: Bldg 220 Conference Room, Turtle Cove Deck, Group Campsites, and Beach Pavilions. One (1) valid DoD ID cardholder is authorized to sponsor up to forty (40) guests per Special Function Agreement at the Mini-Golf Pavilion. Special Function Agreements are not authorized for the following: Cabins, Condos, Camper Cabins, and Family Campsites. Any person(s) missing information on the guest list (i.e., date of birth, stated ID number, etc) will be denied access. Background investigations confirming unfavorable information and/or guests barred from any military installation on the island of Oahu will not be added to the guest list. Sponsors are not required to be present at the gate when guests arrive during FPCON Alpha; however, sponsors must be present at the gate during higher FPCONs. Sponsors must be on the installation between the hours of 2200-0800 while guests are present.
3. My point of contact for this program is the Visitor Control Center, and they can be contacted 24 hours a day/7 days a week at (808) 448-4916 or (808) 259-4200.

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