



COLORADO SPRINGS CADET SQUADRON  
COLORADO WING CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
P.O. Box 14205  
Peterson AFB, CO 80914-0205

6 Jan 2010

MEMORANDUM FOR CSCS MEMBERS

FROM: CSCS/CC

SUBJECT: CSCS Policy Letter 08-02: Peterson AFB Access

1. Peterson AFB has recently started strictly enforcing the access to base. The current policy is governed by the Peterson AFB (PAFB) Installation Security Instruction (ISI) 31-101, dated November 2006. In order to comply with this instruction, CAP members must follow the following process:

- a. Each member (10 years and older) in a vehicle that enters Peterson AFB must possess a DoD ID card or a contractor's badge issued by the visitor's center.
  - b. If you do not have either of the above, you must inform your chain of command PRIOR to any CAP activity so that arrangements may be made to sponsor you on base. Currently only DoD ID card holders are able to sponsor people on base.
  - c. Each CAP member is allowed to have 3 additional non-CAP members obtain a DoD contractor's badge.
2. New members must do the following to obtain a Contractor's badge:
- a. Prior to receiving your membership card, we are able to submit a list to the Peterson AFB visitor's center for each Tuesday meeting. This list must contain all members that will be in the vehicle and their dates of birth. The driver must provide their driver's license number and state of issue. This list must be turned in 72 hours prior to the event for which you need access to base. A senior member from the squadron will coordinate this list each week and take it to the visitor's center.
  - a. Once your CAP membership application is submitted, you must wait until National Headquarters process your application and assigns you a CAPID.
  - b. Please use the chain of command to determine when you have been assigned your CAPID.

c. For cadets, fill out the “Cadet PAFB Access Request”, to include any adults that may be driving you on base, or siblings that will be in the car (10+). If the cadet does not have a driver’s license they will be issued a “Walk/Ride” badge. A cadet will be issued a “Walk/Ride” badge if they have a learner’s permit. The “Walk/Ride” badge does not allow the cadet to drive on base. For senior members, fill out the “Senior Officer PAFB Access Request”. Give the completed form to the squadron commander. Each member requiring access will need to receive a briefing from the squadron commander prior to submission. Ensure you get a copy of the form, as it has information on it you will need. The form will then be given to the wing administrator, who maintains a list of all members authorized access to base. On a weekly basis this list will be taken to the visitor’s center. To ensure your name is on the list, please call Mr. Ian Carman at 556-8280 between 0800-1700, prior to driving to the visitor’s center.

d. Once you have confirmed your name is on the list, each member that will be requiring access to base will need to go to the visitor’s center (located near the west gate off of Powers and Airport Rd) to obtain a contractor’s badge. They issue badges between 0600-1430 M-F. You may call the visitor’s center at 556-6406 to ensure their hours. They will not, however, tell you if your name is on the list over the phone. You will need to have two forms of ID regardless if you have a picture ID (ie birth certificate, social security card, passport, driver’s license). If you have a picture ID, then it must be a government issued ID (ie passport, driver’s license, etc). School IDs are not a valid form of ID to obtain the contractor’s badge.

i. If you have confirmed your name is on the list and the visitor’s center is unable to fulfill your request for a contractor’s badge for any reason, please call Mr. Ian Carman at COWG HQ at 556-8280 immediately, preferably from the visitor’s center if possible. The COWG HQ is open M-F 0800-1700.

e. Once you have the badge you will be allowed access to Peterson AFB. Everyone in the vehicle must have a badge to gain access to base. Also the badge will expire the same date as your current CAP membership expires, and you are not authorized to sponsor ANYONE onto Peterson AFB.

3. Current members who need a badge or need to update their badge must do the following to obtain a contractor’s badge:

a. You must obtain a new badge for any of the following circumstances:

- i. You current badge is about to expire.
- ii. You obtain a driver’s license.
- iii. Someone without a badge will be driving you to CAP meetings.

b. For cadets, fill out the Cadet PAFB Access Request, to include any adults that may be driving you on base. If the cadet does not have a driver’s license they will be issued a “Walk/Ride” badge. A cadet will be issued a “Walk/Ride” badge if they have a learner’s

permit. The "Walk/Ride" badge does not allow the cadet to drive on base. For senior members, fill out the "Senior Officer PAFB Access Request". Give the completed form to the squadron commander. Ensure you get a copy of the form, as it has information on it you will need. The form will then be given to the wing administrator, who maintains a list of all members authorized access to base. On a weekly basis this list will be taken to the visitor's center. To ensure your name is on the list, please call Mr. Ian Carman at 556-8280 between 0800-1700, prior to driving to the visitor's center.


c. Once you have confirmed your name is on the list and your access dates are correct, each member that will be requiring access to base will need to go to the visitor's center (located near the west gate off of Powers and Airport Rd) to obtain a new contractors badge. They issue badges between 0600-1430 M-F. You may call the visitor's center at 556-6406 to ensure their hours. They will not, however, tell you if your name is on the list, or how long you have access over the phone. You will need to have two forms of ID regardless if you have a picture ID (ie birth certificate, social security card, passport, driver's license). If you have a picture ID, then it must be a government issued ID (ie passport, driver's license, etc). School IDs are not a valid form of ID to obtain the contractor's badge.

i. If you have confirmed your name is on the list and the visitor's center is unable to fulfill your request for a contractors badge for any reason, please call Mr. Ian Carman at COWG HQ at 556-8280 immediately, preferably from the visitor's center if possible. The COWG HQ is open M-F 0800-1700.

d. Once you have the badge you will be allowed access to Peterson AFB. Everyone in the vehicle must have a badge to gain access to base. Also the badge will expire the same date as your current CAP membership expires, and you are not authorized to sponsor ANYONE onto Peterson AFB.

4. Thank you for your patience with this matter. I understand it can be frustrating, but we are visitors to Peterson AFB and must comply with their instructions.

5. Please direct any questions about this policy to the squadron commander at 406.868.9091 or [jmueller@alumni.nd.edu](mailto:jmueller@alumni.nd.edu).



JEFFREY A. MUELLER, Lt Col, CAP  
Commander

Attachments:

1. PAFB ISI 31-101, Nov 2006
2. Request for Peterson Air Force Base Access Pass for Cadets
3. Request for Peterson Air Force Base Access Pass for Senior Officers
4. Required Briefing
5. Visitor Control Center Special Event Form

6.4.1.2. Currently PAFB is not allowing access based solely on the DD Form 2220. Proper identification cards as outlined in this instruction will be used unless further instructed. If this type of entry is directed by higher authority, the following DD Form 2220s will be allowed primary access to PAFB with a current year tab: Peterson, Cheyenne Mtn, Schriever, USAFA, Ft Carson, and Buckley. Vehicles displaying GSA license plates will be stopped and the operator or a passenger will provide a valid and recognized form of identification for access to the installation.

6.4.1.3. Requirements for Vehicle Registration. All personnel assigned or employed on PAFB property are required to properly register their vehicle with PAFB Security Forces and receive a DD Form 2220, installation tab and expiration year within 7 days of arrival on station. Additionally, vehicle operators from any of the other front-range installations will register their vehicle with their respective base. All vehicle operators requiring a pass or DD Form 2220 must show an ID, proof of current registration, emissions inspection report and current insurance. Note: For current emission inspection requirements contact 21 SFS, Pass and Registration at 556-4678.

6.4.1.4. Temporary License Plates. Personnel with temporary license plates cannot register their vehicle. With proof of current vehicle registration, insurance and valid military or civilian employee identification, these individuals may be issued a temporary pass (AF Form 75) for the duration of the temporary plates.

6.4.1.5. Authorized Decal Placement. All DD Form 2220s require a DD Form 2219 and the installation tab (place of registration) permanently affixed to the vehicle in the center top or lower left of the windshield. Taping the decal on a placard or to the inside of the windshield is not accepted. EXCEPTION: In the interest of antiterrorism and force protection, active duty general officers may place their DD Form 2220, expiration and installation tabs on a placard to be placed on the dashboard. The placard must be displayed at all times while on the installation regardless of FPCON. However, it is recommended that the placard be removed while off base for FPCON Bravo and higher.

**6.4.1.6. CIVIL Air Patrol (CAP).** For base entry, CAP leadership provides a list to the Visitor Control Center and each member (ranging in age from early teens to adult) is issued an extended visitor badge with a picture. This includes the parents of minors requiring transport to and from CAP meetings and functions on the installation. CAP members and parents will use the extended badge for base entry, NOT THE CIVIL AIR PATROL ID.

6.4.1.7. For registration of motorcycles, motor scooters or mopeds, refer to AFI 31-204-21 SWSLR1.

6.4.1.8. All out-processing checklists must include a requirement to contact 21 SFS Vehicle Registration section in person.

6.4.1.9. When vehicle registration is terminated or denied, the individual has 3 business days to surrender the DD Form 2220 to 21 SFS/SFOXR or transfer the decal to another

21 SWI 31-101  
BY ORDER OF THE COMMANDER 21ST SPACE WING  
13 March 2009  
Security  
INSTALLATION SECURITY INSTRUCTION  
OPR: 21 SFS  
Certified by: 21 SFS/CC (Lt Col Renee N. Campbell)  
Supersedes: Peterson ISI, 1 Nov 06  
Pages 60/Distribution F

6.2.6. Dependent Children, Disabled/Elderly Care Givers. Dependent children may serve as a sponsor for their legal guardian to go to the BX, commissary, and the clinic (i.e., dependent children of divorced active duty personnel.) If the legal guardian is picking up a prescription and has a signed authorization to do so and is without a military I.D., they will be directed to the Visitor Center and issued an AF Form 75, Visitor/Vehicle Pass. Disable/Elderly DoD ID cardholders must be present to sponsor their care giver(s) on to the installation. NOTE: Dependents, over the age of 10 are required to get an AF Form 75, Visitor/Vehicle Pass from the Visitor Control Center.

VR,

Ryan Duerr, SrA, USAF  
Pass and Registration Clerk  
DSN: 834-6660  
Commerial: 719-556-6660  
Fax: 556-6659  
Email: [ryan.duerr@peterson.af.mil](mailto:ryan.duerr@peterson.af.mil)

"This document contains FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974 (See AFI 33-332). Do not release outside of DoD channels without the consent of the originator's office. If you receive this document in error, please notify the sender by reply e-mail and delete all copies of this document."

REQUEST FOR PETERSON AFB ACCESS PASS

FOR CADETS

From Parent(s) of Cadet \_\_\_\_\_  
Last Name, First Name, MI and last 6 digits of SSAN

CAP member ID \_\_\_\_\_ CAPID expire \_\_\_\_\_

Please circle one and complete all requested information.

I do not require a pass, I already have access to Peterson AFB.

I do require a pass, I submit the following information for my parents or guardians (MAXIMUM OF THREE):

- 1. Parent's Full Name \_\_\_\_\_ Last 6 of SSAN \_\_\_\_\_
- 2. Parent's Full Name \_\_\_\_\_ Last 6 of SSAN \_\_\_\_\_
- 3. (Other) Full Name \_\_\_\_\_ Last 6 of SSAN \_\_\_\_\_

I may be contacted at \_\_\_\_\_ and/or \_\_\_\_\_  
(phone number) (email)

I understand that, after my Cadet's membership has been accepted by National Headquarters, Civil Air Patrol, and my information has been provided to the Peterson AFB security forces, I may then obtain a pass until the expiration date of my Cadet's membership at the visitor center weekdays (excluding federal holidays) from 6:00 am to 2:30 pm. Direct any questions to Mr. Ian Carman, CAP at 719-556-8280 (weekdays) from 7:30 am to 4:30 pm. **I understand a pass will not be issued until my Cadet's membership has been approved by NHQ CAP. I further understand that the base pass roster may take up to three business days to process at the visitor center.** Please return this request to the Squadron Commander when completed. Please allow approximately 3-5 business days to process prior to acquiring your base pass at the Visitor Center.

**REQUIRED:**

\_\_\_\_\_ have been briefed on Peterson AFB Base Access policies and procedures.

\_\_\_\_\_  
Cadet Signature CAPID

\_\_\_\_\_  
Cadet parent signature

\_\_\_\_\_  
Squadron Commander Signature CAPID  
(Required for Validation)

REQUEST FOR PETERSON AFB ACCESS PASS

**FOR SENIOR OFFICERS**

From CAP Member \_\_\_\_\_  
Last Name, First Name, MI and last 6 digits of SSAN

CAP member ID \_\_\_\_\_ CAPID expire \_\_\_\_\_

Please circle one and complete all requested information.

I do not require a pass, I already have access to Peterson AFB.

I do require a pass.

I may be contacted at \_\_\_\_\_ and/or \_\_\_\_\_  
(phone number) (email)

I understand that, after my membership has been accepted by National Headquarters, Civil Air Patrol, and my information has been provided to the Peterson AFB security forces, I may then obtain a pass until the expiration date of my membership at the visitor center weekdays (excluding federal holidays) from 6:00 am to 2:30 pm. Direct any questions to Mr. Ian Carman, CAP at 719-556-8280 (weekdays) from 7:30 am to 4:30 pm.

**I understand a pass will not be issued until my membership has been approved by NHQ CAP. I further understand that the base pass roster may take up to three business days to process at the visitor center.**

**REQUIRED:**

\_\_\_\_\_ have been briefed on Peterson AFB Base Access policies and procedures

Please return this request to the Squadron Commander when completed.

\_\_\_\_\_  
Member Signature CAPID

\_\_\_\_\_  
Squadron Commander Signature CAPID  
(Required for Validation)

## Required Briefing

All personnel requiring base pass access must now sign that they have been briefed on the Base Access policy, which is:

- All CAP personnel must have current membership in good standing. For CADETS, up to a maximum of THREE additional family members are allowed to have base passes to accompany them onto the base.
- Any applicants who are currently already listed in DoD databases (e.g. DEERS, DBIDS, etc) for any branch of the military do not need base pass access.
- Base Pass Access is good 24/7, 365 days per year, for security conditions ALPHA (normal) through CHARLIE (elevated). There is no access during security condition DELTA (high).
- Base passes may be obtained 3-5 days after the access request has been received at COWG HQ, at the Peterson AFB Visitor Center, which is located at the West Gate (Airport Road entrance off Powers Blvd), M-F between 0630-1430. The Visitor Center is closed on weekends and Federal holidays.
- Peterson AFB is a secure installation. CAP members may not escort or sponsor anyone onto the base (unless they already have escort privileges through other channels). All CAP members understand that they subject to person or vehicle search at any time while on the base.

# VISITOR CONTROL CENTER SPECIAL EVENT FORM

## Privacy Act Statement

All information provided on this form is protected under the Privacy Act of 1974

### Section I. Filled Out By Visitor Center Clerk Upon Turn-In for Processing

CONTROL NUMBER

VISITOR  
AUTHORIZATION  
STAMP

### Section II. Requirements

Each event must have a list containing last name, first name, DOB (date of birth) or last 6 of SSN (social security number) of the individuals in alphabetical order. Sponsors may fax Special Events only if they have a signature card on file at the Visitor Center. The Fax must be sent 72 hours prior to the event. If you don't have a signature card on file, then the list must be hand carried into the Visitor Center 72 hours prior to the event. All Special Events must be IAW SF OI 31-21 chapter 15.

### Section III. Event Information

FUNCTION

LOCATION OF  
FUNCTION

DATE OF FUNCTION

TIME FUNCTION  
STARTS

### Section IV. SPONSOR/Point of Contact (POC) Information

**NOTE:** Phone Numbers are needed so we can reach you in case there is an issue with the special event list. It is not required to list all three phone numbers; just the number you can be contacted at anytime.

SPONSOR FULL NAME

SPONSOR *(Military Only)*  
ORGANIZATION

HOME PHONE  
NUMBER

WORK PHONE  
NUMBER

CELL PHONE  
NUMBER

SPONSOR SIGNATURE

