



**Continental Group  
Family Housing Privatization Project**



**Document Room Procedures**  
**EDWARDS AIR FORCE BASE**

**Location and Hours of Operation:**

All Technical References for Edwards AFB are available on the [www.jllpress.com](http://www.jllpress.com). There is no physical Document Room at this base for this project.

**Appointments and Base Access:**

As Edwards AFB is a closed installation, all appointments and installation access must be coordinated through the Edwards AFB Housing Privatization Project Manager, Mrs. Jeanette White. Contact information is provided below. Note the following rules and restrictions:

- The Housing Privatization Project Manager will coordinate all access requests through the 95<sup>th</sup> Security Forces Squadron and will serve as your sponsor. When the visit is complete, visitors will immediately depart the installation.
- No appointments will be scheduled prior to RFP release.
- Access to the installation is by appointment only.
- Appointments will be made on a "first come first serve" basis.
- Appointments must be scheduled at least three business days in advance.
- Only one Developer team will be received at a time.
- All members of a team must have some form of government issued identification such as a passport or drivers license along with car registration and insurance documentation (or car rental agreement).
- If the team consists of eight or more people, an Entry Authorization List (EAL) (see below) must be filled out and submitted to the Housing Privatization Project Manager at least 3 business days prior to the visit.
- All members of a team must be escorted at all times while on the installation.
- Foreign persons must apply for entry at least thirty days before the scheduled visit and they must identify themselves when scheduling the visit appointment as special security requirements apply. The following information must be provided for foreign nationals:
  - o Name: Last, First, Middle;
  - o Date of Birth: day, month, year (xx/xx/xxxx)
  - o Place of Birth: City & Country
  - o Citizenship:
  - o Passport Number:
  - o Dates of Visit:
- A "foreign person" is anyone who is not a US person. A foreign person also means any foreign corporation, business association, partnership or any other entity or group that is not incorporated to do business in the US. Foreign persons may include international organizations, foreign governments and any agency or subdivision of foreign governments such as consulates.

**Copying Policy:**

Photocopying equipment is not available at the installation. Technical References are posted electronically ([www.jillpress.com](http://www.jillpress.com)). If you desire a copy of an item that is not posted and is available electronically, the Housing Privatization Project Manager will arrange to copy such item(s) on a CD that you provide. Please indicate this request when making your appointment.

Another option is to mail a blank CD with a self-addressed, stamped envelope to the Edwards AFB Housing Privatization Project Manager. A copy of the requested document (if electronically available) will be made and provided. The installation will support and accommodate all requests if possible. Note that no requests will be honored prior to release of the RFP.

**Photo and Camera Policy:**

Photography on the installation is allowed only within the housing areas to be leased. Visitors may not photograph other areas. Once the appointment is scheduled, please provide a list of the individuals who will be taking photographs (including full name and position), a list of the areas that will be photographed and the date of the visit. Cameras may be subject to inspection before and after the visit is complete.

**Edwards AFB Housing Privatization Project Manager Contact information:**

Mrs. Jeanette White  
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Edwards AFB CA 93524-8540  
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**“Building Thriving Housing Communities for Military Families”**

