



DEPARTMENT OF THE AIR FORCE
22D MISSION SUPPORT GROUP (AMC)
MCCONNELL AIR FORCE BASE KANSAS

MEMORANDUM FOR AFCEE/HPE (MR. PAUL GONZALEZ)

FROM: 22 CES/CEA
53000 Hutchinson St, Ste 109
McConnell AFB, KS 67221-3619

SUBJECT: Installation Access Procedures for Military Family Housing Privatization at McConnell AFB

1. McConnell AFB is a restricted access installation. All appointments and installation access shall be coordinated through the Housing Privatization Project Manager, Mr. Bill Leonard at 316 759-6087 or james.leonard-01@mcconnell.af.mil.

2. Appointments and Installation Access:

- a. All Housing Privatization (HP) business shall be coordinated through the Project Manager.
- b. The HP Project Manager shall coordinate all access requests through the 22 Air Refueling Wing (ARW) Security Forces and will serve as your sponsor.
- c. Civilians and Contractors with Government ID shall coordinate HP visits through the Project Manager. No exceptions.
- d. Impromptu and non-scheduled HP visits are prohibited.
- e. Appointments shall be scheduled with a minimum of five (5) business days in advance, and will be scheduled on a "First Come ~ First Serve" basis. Due to accelerated proposal schedule visits can be made Monday thru Sunday (weekend visits must be coordinated ten (10) days in advance).
- f. Each team will have one POC that will provide all the required information on the attached EAL list (Tab 1). The list will be submitted with the appointment request or 5 days before appointment.

3. Copying Policy:

- a. Photocopying equipment is not available at the installation. Technical References are posted electronically at www.jllpress.com. If you desire a copy of an item that is not posted and is available electronically (floorplans, utility drawings, etc) the HP Project Manager will arrange to copy such item(s) on a CD ROM that you provide. Please indicate this request when making your appointment.

- b. Other options include mailing a blank CD ROM with a postage paid, self-addressed envelope to the McConnell HP Project Manager. A copy of the requested document (if electronically available) will be made and provided. McConnell AFB will support and accommodate all reasonable requests, if possible. Please note that requests made prior to the release of the RFQ will not be honored.

4. Photo and Camera Policy:

- a. 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 (Tab 2) of the individuals who will be taking photographs (including full name and position). Cameras may be subject to inspection before and after the visit is complete.

5. If you have any questions, do not hesitate to contact Bill Leonard at 316 759-6087 or via email at james.leonard-01@mcconnell.af.mil.



REX A. BLUML, GS-13
Chief, Asset Mangement Flight

2 Attachments:

1. EAL visitor list
2. Camera List