



**DEPARTMENT OF THE AIR FORCE**  
4TH FIGHTER WING (ACC)  
SEYMOUR JOHNSON AIR FORCE BASE NC

JUL 15 2010

MEMORANDUM FOR AFCEE/HPE (MR. PAUL GONZALEZ)

FROM: 4 CES/CEA  
1095 Peterson Avenue  
Seymour Johnson AFB NC 27531-2355

SUBJECT: Installation Access Procedures for Military Family Housing Privatization at  
Seymour Johnson AFB NC

1. The Military Family Housing Privatization Primary Point of Contact is:

Mr. Rick Bott  
HP Project Manager  
4 CES/CEA  
1095 Peterson Ave  
Seymour Johnson AFB, NC 27531-2355  
Phone: 919-722-7451  
Email: rick.bott.ctr@seymourjohnson.af.mil

**Note:** All Technical References for Seymour Johnson AFB are available via the PRESS Contractor website at [www.jllpress.com](http://www.jllpress.com). Seymour Johnson AFB does not have physical document room for this project.

2. Appointments and Installation Access: Seymour Johnson AFB is a restricted access installation. All appointments and installation access shall be coordinated through the Housing Privatization Project Manager, Mr. Rick Bott. Contact information is provided above. Please note the following rules and restrictions:

- a. All Housing Privatization business shall be coordinated through the Project Manager.
- b. The HP Project Manager shall coordinate all access requests through the 4th Fighter Wing Security Forces and will serve as your sponsor.
- c. Civilians and Contractors with Government ID shall coordinate HP appointments through the Project Manager. No exceptions.
- d. Impromptu and non-scheduled HP appointments are prohibited.
- e. No appointments will be scheduled prior to RFQ release.

f. Appointments shall be scheduled with a minimum of three (3) business days in advance, and will be hard scheduled on a "First Come ~ First Serve" basis.

g. Only one Developer Team will be received per day.

h. Appointments will be available and hard scheduled as follows:

Tuesday, Wednesday, or Thursday -- 9AM to 12AM or 1PM to 4PM (AM or PM only)

i. All Team members shall possess a government issued identification, such as a passport or driver's licenses along with vehicle registration, and proof of insurance and/or rental car agreement.

j. Appointments shall be scheduled upon receipt of an Entry Authorization List (EAL), which shall include the following information on a MS Excel spread sheet. Information shall be provided three (3) business days in advance of base visit:

- (1) Company Name
- (2) Individual Name: Last, First, Middle
- (3) SSN: xxx-xx-xxxx
- (4) Place of Birth: City, State, Country
- (5) Date of Birth: Day, Month, Year (xx/xx/xxxx)
- (6) Age
- (7) Citizenship
- (8) Drivers License Number, State of Issue
- (9) Vehicle ID Number (VIN#), State of Registration

k. Foreign persons must apply for entry at least thirty (30) days before the scheduled appointment as special security requirements apply. The following information must be provided for foreign nationals:

- (1) Company Name
- (2) Individual Name: Last, First, Middle
- (3) Place of Birth: City and Country
- (4) Citizenship

(5) Passport Number

(6) Passport Country of Issue

(7) Dates of Visit

1. A "Foreign Person" is anyone who is not a legal U.S. citizen. 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 U.S. Foreign persons may include international organizations, foreign governments and any agency or subdivision of foreign governments such as consulates.

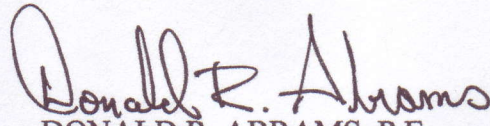
3. Copying Policy:

a. Photocopying equipment is not available at the installation. Technical References are posted electronically at [www.jllpress.com](http://www.jllpress.com). If you desire a copy of an item that is not posted and is available electronically (e.g. General Plan), 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 Seymour Johnson HP Project Manager. A copy of the requested document (if electronically available) will be made and provided. Seymour Johnson 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: 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 area that will be photographed and the date of the visit. Cameras may be subject to inspection before and after the visit is complete.

5. If you have any questions, please contact Mr. Rick Bott at 919-722-7451, or email [rick.bott.ctr@seymourjohnson.af.mil](mailto:rick.bott.ctr@seymourjohnson.af.mil).

  
DONALD R. ABRAMS, P.E.  
Chief, Asset Management Flight