

BASE ACCESS PROCEDURES

Security forces have revised procedures for granting access to visitors who do not possess valid military identification cards. In order to comply with this policy, we have adopted the following measures in regards to our monthly Thursday luncheons. These procedures will also apply to other Tampa MOAA functions.

Information will be submitted by noon Monday of the week of the luncheon. Late additions will require additional submissions of the list. As a result, the Visitors Center will then have two or more lists, which has caused confusion and problems in the past. We recommend that if a person is unsure if they will attend, obtain the necessary information and submit an entry request regardless. The seventy-two hour deadline is necessary since numerous organizations and functions submit lists daily. These combined lists often contain several hundred names that need to be vetted daily.

As a matter of information, the driver's license number is the key that makes available other resources that contain information necessary to enhance security requirements. This includes federal, state and local criminal history on each person pretty much from birth to present. Headquarters Air Force (HAF) provides a list of disqualifying factors. The list of specific charges is not available for publication. The Installation Commander may also implement local procedures. The seventy-two hour window provides the Visitor's Center time to notify us if a person is deemed ineligible to enter the base and therefore allows us time to notify guests of this decision.

If a person does not have a driver's license or a state identification card, or is from a foreign country, passports can be used. Passport information must also include person's date of birth. **Children under 18 years of age do not require driver's license info, however if the child has a license or a state issued identification, enter the information in order to prevent potential confusion at the gate.** All identification documents must be current. If none of these are available, inform us at johnmoaa@aol.com.

When you submit names for the Base Access List (BAL), use Microsoft Excel, if available. Use the format listed at the end of this paragraph. Enter information **EXACTLY AS IT APPEARS** on the driver's license or other identification documents. Failure to enter exact information causes delays and could possibly result in denied base entry. Excel format follows:

Column A, last name

Column B, first name

Column C, middle initial only (not full middle name)

Column D, **driver's license or** document number (see below)

Column E, state of issue (see below)

Note: To enter passport information, use column D to include nation's abbreviation code followed by the passport number. Example: Canada passport number is 123 456 789 will be entered in column D as CA 123 456 789. The date of birth will be entered in column E as: dd/mm/yyyy or 04/06/1968.

For Florida driver's license, the information must be entered in the following manner. The first digit in the number must be the same as the first digit of the person's surname. An example for Mr. Charles Alpha Bravo should be as follows: **Include the dashes (-) between the numbers in the driver's license.**

BRAVO CHARLES A B123-456-78-987-0 FL

If the Florida license information is not in this format, it is erroneous.

A person, with proper identification that permits base entry, can vouch for a person(s) who do not have proper credentials providing they are in the same vehicle. In the event of increased security threats, it is possible that this privilege will no longer apply and entry must be obtained only through vetting at the Visitor's Center. This will result in long waits for parking as well as inside the center. To prepare for this eventuality, we suggest that everyone not eligible for base entry submit data in order to be placed on the base access list **even if accompanied by persons with valid identification documentation.**