



WVNG JOINT FORCES HEADQUARTERS & 130TH AIRLIFT WING ENTRANCE PROCEDURES



VISITOR ACCESS

ACCESS CRITERIA

In order to enter the installation, visitors must have a valid need which includes the following:

- Employment
- Scheduled Meeting or Appointment
- Commercial Delivery/Bill of Lading
- Contract Work

GATE PROCEDURES

In order to enter the installation, a visitor will inform the Security Forces member of the reason for base access and provide the following documents:

- Valid Proof of ID
- Vehicle Registration
- Vehicle Insurance

The Security Forces member will follow visitor entrance procedures and, if access is granted, provide the visitor with an AF Form 75, Defense Biometrics Identification System (DBIDS) Visitor Pass.

EXTENDED PASSES

Visitors who require a pass for more than 3 days must proceed to 130th Airlift Wing Building 142, Security Forces, for further processing.

For extended passes over 30 days, report to Bldg. 142, Security Forces, for a DBIDS ID Card.

NEW EMPLOYEES

ACCESS CRITERIA

For new employees hired by any agency located on the installation (WVDHSEM, West Virginia Army National Guard, West Virginia Military Authority, 130th Airlift Wing, AAFES) the agency supervisor will download the Visitor Access Memorandum template from www.wv.ng.mil website and send a completed memorandum to the visitor access email (below).

FIRST DAY OF EMPLOYMENT REQUIREMENTS

New employees must go to Bldg. 142, Security Forces, at the 130th Airlift Wing their first day on the job to obtain a DBIDS ID Card, which will grant them access thereafter.

SPONSORING A VISITOR

SPONSOR CRITERIA

To sponsor a visitor on the installation, the visitor must meet the following criteria:

- Over 16 Years Old
- A Valid Credential
- Reason to Visit (Appointment/Meeting)

SPONSOR RESPONSIBILITIES

Sponsors are responsible for the actions of the visitor at all times.

SUBMITTING SPONSOR REQUESTS

Personnel requesting to sponsor someone MUST send a Non-DoD Pass Memorandum, available for download on the www.wv.ng.mil website, from a “.mil” email account to the 130th SFS Visitor Center email prior to the entrance of the individual to avoid delays. For those without “.mil” addresses, forward your request to the Joint Operations Center (ng.wv.wvarng.mbx.joc@mail.mil) first for processing. Requests will be completed within 3 business days.

PERSONNEL ESCORT

The 130th Security Forces Squadron follows the Trusted Travel Program. An individual with an approved/valid credential (i.e. DoD CAC, DBIDS ID, etc.) may escort personnel on base. The escort must meet their guest at the front gate, provide proof of approved/valid credentials, and remain with the guest(s) at all times while on the installation.

SPECIAL EVENTS

For events with large numbers of visitors, contact the SFS Desk or 130th SFS Visitor Center email for access instructions or waiver requirements.

VISITOR ID REQUIREMENTS

In order to enter the installation, authorized visitors must present a recognized form of identification which can include:

- Common Access Card (CAC)
- DD Form 1173, Uniformed Service ID Privilege Card (Dependent ID)
- DD Form 2, Retired ID Card

All visitors who do not possess the credentials above are required to use one of the following for proof of ID:

- Valid/Current Driver's License (Real ID Act applies)
- US Passport
- Permanent Resident Card
- AF Form 75, Visitors Pass