



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

28 Mar 22

MEMORANDUM FOR ALL BELLOWS AFS SPONSORS

FROM: Det 2/CC, 18 FSS
515 Tinker Road
Waimanalo, HI 96795

SUBJECT: Special Function Program

1. In accordance with local policy and DoDM 5200.08V3, *Installation Perimeter Access Control*, the sequential steps for events with 11 or more guests are as follows:

a. Print and sign the Special Function Agreement Form located on the Bellows AFS website, <https://www.bellowsafs.com/checklist-forms>. This form **MUST** be submitted in person, with a valid DoD ID, to the Base Defense Operations Center (BDOC), located in Bldg. 220/Reservations, **no later than five (5)** duty days prior to the event. **NOTE:** Faxes and scanned emails of the Special Function Agreement form will **NOT** be accepted.

b. Email your guest list to 18fssdet2bellows.sf@us.af.mil using the Excel Template provided on the Bellows AFS website **no later than five (5)** duty days prior to the event. The guest list must include all individuals in the party (including children), who do not possess a DoD ID card. The list **MUST** contain each individual's first name, last name, middle initial, date of birth, gender, citizenship and social security number. Additionally, the sponsor must include a valid driver's license, state ID and/or passport number for guests over the age of 16. **NOTE:** Hand-carried guest lists will not be accepted. All lists will be sent via DoD Safe which is a secure means of sending sensitive information.

c. Guest lists are processed and maintained at the main gate for the duration of the event.

d. Once the list is submitted and processed, sponsors **CANNOT** add additional guests. Additional guests must be sponsored on base by another DoD ID card holder at the main gate.

2. As a reminder, all documents must be submitted five (5) duty days prior to the event. Events and documents submitted after the deadline of five (5) duty days prior to the event will be denied. Special Function Agreements are **NOT AUTHORIZED** for the following: Cabins, Condos, Camper Cabins, and Family Campsites. Any person(s) missing information on the guest list (i.e., date of birth, state ID number, etc.) will be denied access. Background investigations confirming unfavorable information and/or guests barred from any military installation on the island of Oahu will not be added to the guest list. Sponsors are not required

to be present at the gate when guests arrive during FPCON Alpha, however, sponsors **MUST** be present at the gate during higher FPCONs. Sponsors must be on the installation between the hours of **2200 – 0800** while guests are present. Below are the sponsor to guest ratios based on location of event:

Location	Sponsor	Guest Limit
Bldg. 220/Conference Room	1	50
Bldg. 220/ Turtle Cove Deck	1	50
Group Campsites	1	50
Beach Pavilions	1	50
Mini-Golf Pavilion	1	40

3. My point of contact for this programs is the Base Defense Operations Center, and they can be contacted 24 hours a day/7 days a week at (808) 448-4916.

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