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**RAMSTEIN AIR BASE INSTALLATION ACCESS ROSTER REQUEST**

**Authority:** AFI 31-113 USAFE Supplement, KMC-IDP, 86 SFS OI 31-113, and AE Reg 190-16

**Purpose(s):** To identify personnel needing to gain ESCORTED/UNESCORTED access to Ramstein Air Base (RAB) in performance of an official duty or to attend a special event **sponsored by a Kaiserslautern Military Community (KMC) organization or member.**

**Disclosure:** Voluntary. Failure to provide any required information or to follow any instructions listed will result in delayed or denial of access.

**Section 1: Instructions**

1. The RAB Installation Access Roster (IAR) is for :
  - a. Pre-notification of personnel who are traveling under NATO or Invitational Travel Order (ITO) with a KMC installation listed on the orders.
  - b. Events on KMC AF installations incl. personnel, not authorized unescorted access, having need to attend an official/unofficial function.
    - 1) UNESCORTED: **REQUEST MUST BE SIGNED BY UNIT CC OR EQUIVALENT** prior to submitting to 86 SFS/S5I.
    - 2) ESCORTED: Escort Official (sign in privileges mandatory) **\*1 Escort per 10 guests\***.
  - c. Contractors access requests must have a Good Conduct Certificate (not older than 1 year) attached when submitting this IAR. **US Contractors** additionally must provide the required German "BACO-90".  
 Sponsor must ensure all guests listed on this IAR are in possession of authorized personal identification media IAW the KMC-IDP prior to base access.
2. **Request must be submitted no later than 10 duty days prior to the start date of the event, plus a written justification if unescorted access is required.**
3. Email this form and any other required documentation to: [86sfs.ramsteinvisitorcontrolcenters5iv@us.af.mil](mailto:86sfs.ramsteinvisitorcontrolcenters5iv@us.af.mil)
4. Contact DSN 480-2301/5775 **IMMEDIATELY** if there are any changes necessary to this IAR prior to the events start date, or if there are questions/concerns.

**Section 2: Sponsor/Event Information**

Event Name:

<i>Section 2a: Sponsor Information</i>	<i>Section 2b: Event Information</i>	
Last Name:	Start Date/Time (YYYYMMDD/HHMM):	End Date/Time (YYYYMMDD/HHMM):
First Name:		
SSN (Last 4):	Event Type (Select one):	
Date of Birth (YYYYMMDD):	Reason for Access:	
Email:		
Work/DSN Phone Number:		
Home or Cell Phone Number:	Access to Installation(s) Requested:	
Unit or Organization:		
POC(s)/Escort(s) for Event (Rank/Name/Unit/Contact # cell preferred):	Sponsor Signature: current date of submittal	Date: current date of submittal

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**Section 3: List of Personnel (Alphabetical Order)**

	Rank	Last Name	First Name	Nationality	Date of Birth YYYY/MM/DD	Passport/NATO-Military ID Card Number
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

\*\*Additional names must be added to provided continuation page.

**Total # of Continuation Pages is:**

**Section 4: Unit CC Acknowledgment for UNESCORTED Special Event Request Only**

Unit CC or Equivalent Full Name, Rank, Unit:	Signature:current date of submittal	Date:current date of submittal

**Section 5: Ramstein Access Approval**

86 SFS/S5I Approving Official's Full Name, Rank	Signature:	Date:

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**Section 6: List of Personnel (Alphabetical Order) Continued**

	Rank	Last Name	First Name	Nationality	Date of Birth (YYYYMMDD)	Passport/NATO-Military ID Card Number
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
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17.						
18.						
19.						
20.						
<b>EVENT NAME:</b>				<b>EVENT DATES:</b> _____ to _____		