



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)  
LITTLE ROCK AIR FORCE BASE, ARKANSAS

6 April 2020

MEMORANDUM FOR ALL LITTLE ROCK AFB PERSONNEL

FROM: 19 AW/CC

SUBJECT: Base Access for Visitors during the COVID-19 Public Health Emergency

References:

- (a) 19 AW/CC Declaration of Public Health Emergency, 20 March 2020
- (b) DoD Instruction (DoDI) 6200.03, *Public Health Emergency Management (PHEM) Within the DoD*
- (c) Air Force Instruction (AFI) 10-2519, *Public Health Emergencies and Incidents of Public Health Concern*

1. Preservation of the security, safety, and well-being of personnel at Little Rock Air Force Base remains paramount as we mitigate the spread of COVID-19 during this global pandemic. To that end, Visitor access to the installation will be limited during this declared Public Health Emergency in accordance with the new Visitor Pass requirements outlined below.

2. Beginning 7 April 2020, anyone seeking to sponsor a Visitor onto this installation (outside of the categories listed below) will require pre-approval in accordance with the attached visitor request forms. For military members, approval is required from your respective Group Commander (or equivalent) prior to bringing any individual to the Visitor's Control Center (VCC) for a pass. For all others, to include Retirees and non-military affiliated Hunt Housing Residents, Visitor requests will be approved or denied in advance of the visit by the 19th Mission Support Group Commander. Please submit your request as soon as practicable, but no later than 72 hours prior to the visitor's arrival to ensure proper processing of the request.

The following authorized passes may still be obtained at the VCC without pre-approval:

- New ID Card/Dependent ID Card/DBIDS Card/Lost ID Card/CAC left at work
- Medical/Pharmacy Visit (accompanying a Tricare eligible individual to the 19 MDG)
- Contractors and contracted deliveries

3. If you have any questions, please contact 19 SFS at (501) 987-6644.

JOHN M. SCHUTTE, Colonel, USAF  
Commander, 19th Airlift Wing

Attachments:

1. Little Rock Air Force Base Visitor Pass Request (Military)
2. Little Rock Air Force Base Visitor Pass Request (Non-Military Affiliated)

**READY WARRIORS!**