



**20th Engineer Brigade
Vietnam Veterans' Reunion
28 – 31 July 2016**



**Lawton, Oklahoma
Home of Fort Sill**

→ **Hotel Information**

**Best Western Plus
Hotel & Convention Center**
1125 E. Gore Blvd. (I-44 @ exit 37)
Lawton, OK
Telephone: (800) 359-0020

*Be sure to let them know you are with the
20th Engineer Brigade Vietnam Veterans Reunion
when making your reservation.*

Reservations **MUST** be made by July 7, 2016; \$71.00 + tax per night; 1-2 people; \$10 each additional person; full breakfast buffet; Saturday Buffet Banquet Dinner -- \$29.67 per person; hotel check in 3:00 pm; hotel check out 12 noon; there is a courtesy van available to and from airport; RV hookups available at \$50 per night (contact hotel to reserve your spot).

For those flying you can fly into: Lawton-Ft. Sill Regional Airport (which is right off of Interstate 44).

Request for Unescorted Installation Visitor Access to Fort Sill – (See Defense Department Entry Rules and form below) **If you plan to go on base, or even think you might want to go on base**, it is your responsibility to complete the following form *and mail it directly to the appropriate address on the form* [Visitor Control Center, T6701 Sheridan Road, Ft. Sill, OK 73503] *no sooner than 30 days prior to your visit*. Please read this form very carefully. If you have questions, call the Visitor Control Center directly at 580-442-9603, as the Manint's will not be able to answer questions regarding this form. It is important to *do this in advance of your visit*, as access to Ft. Sill requires a National Crime Information Center Background Check. All Veterans who do not have a DOD approved identification card must have a visitor pass. The VA issued identification card no longer meets the criteria for installation access. Installation access cards from other DOD installations do not meet the criteria for installation access. Ft. Sill has a 'stand alone' installation access process and does not share information with other DOD installations.

☆ POST ACCESS POLICIES ☆



Visitor Control Center

T6701 Sheridan Road
Fort Sill, Okla. 73503
(580) 442- 9603

Hours of operation (as of July 8): 5 a.m. to 9 p.m.

Fort Sill implementing Defense Department entry rules

In the past, adults could gain entry to Fort Sill by showing any government-issued I.D. card (driver's license, tribal membership, V.A. identification, etc.). After the attacks of 9/11, the Department of Defense (DoD) passed more restrictive rules for military bases worldwide, but the Army has been operating with an exemption to that rule until recently.

The DoD guidelines require that everyone entering a military installation have a nationwide background check. With the lifting of the exemption, Fort Sill is implementing an installation access policy in accordance with Fort Sill Memo 190-13 that meets that background check requirement and will begin issuing photographic pass cards for all visitors and open a Visitors Control Center (VCC) (located just south of Bentley Gate on Sheridan Road) to manage the program.

Under DoD guidelines, adults and certain children (children who are 16 years old or older and are driving a vehicle) without a current active duty military I.D. card, family I.D. or retiree I.D. must go through the VCC for a pass card that will allow them unescorted access to Fort Sill. **Click here for a complete list of approved identification cards.**

- Contractors working on Fort Sill without a CAC must complete a **Fort Sill Form 118**, Request for Unescorted Installation CONTRACT Access to Fort Sill.
- Other visitors, whether you need a pass for a day or for a year, must complete a **Fort Sill Form 118a**, Request for Unescorted Installation Access to Fort Sill.

- Any individual who did not receive unescorted access due to the NCIC III background check has the right to appeal that decision. Complete a **Fort Sill Form 117**, Installation Access Appeal Form and submit it to the VCC.

If you have trouble downloading any of the forms above, please visit our Internet Website with links to Fort Sill forms: <http://sill-www.army.mil/USAG/forms.html>

To find the form you need, click on the list titled “FS 100 – 299” and on that list you will find two versions of each of our unescorted access-related forms (FS Forms 118/118a/117). You should click/download the second of the two choices for whichever form you want to use. Note that this version of the form cannot be filled using a computer – you’ll need to handwrite your information on the form.

Bring your completed request for unescorted access form to the VCC just outside Bentley Gate, 6701 Sheridan Road, Fort Sill, Okla.

For the protection of the personally identifying information contained on the completed forms, requestors should take prudent steps to ensure the forms (and information) do not fall into the wrong hands. Do not transmit the completed forms via unencrypted emails. Do not give the completed forms to a third party to transmit to the VCC. Do not send the completed forms to any other party at Fort Sill. For details on the PII required and handling of the completed forms by the VCC staff, please see the “SECURING YOUR DATA” link below. For your protection, you can download and print the Department of Defense Privacy Act Data Cover Sheet, **DD Form 2923**.

By submitting your form, you agree to a background check, which uses the National Crime Information Center Interstate Identification Index, a Federal Bureau of Investigation database that provides criminal histories from all 50 states and the District of Columbia.

The process of issuing pass cards at the VCC should take approximately 5-7 minutes per person. Failure to request access before arrival at the VCC may add significant time to the process, as the staff would have to enter data for the background check and wait for the results.

You can submit your request for access up to 30 days prior to your visit.

Individuals who wish to renew their pass card or replace a lost card must complete a access request form and the VCC staff conduct a new background check before a new pass card can be issued.

RENEWING YOUR PASS CARD

Individuals who wish to renew their pass card must complete a access request form and the VCC staff conduct a new background check before a new pass card can be issued. In order to conduct a background check, visitors and contractors should prepare a new request for access and submit the complete form to the VCC. The individual may submit their access request form to the VCC 30 days prior to their current card’s expiration date.

- All adults who do not have a **DoD-approved identification card**.
- All vehicle drivers who are 16 or 17 years of age.
- Veterans who do not have a DoD-approved identification card. The V.A.-issued identification card no longer meets the criteria for installation access.

Installation access cards from other DoD installations (for example: Tinker Air Force Base, Sheppard Air Force Base, Fort Hood) do not meet the criteria for installation access. Fort Sill has a “stand alone” installation access process and does not share information with other DoD installations.

If you have a question about whether or not you need a pass card to gain access to Fort Sill, call the Visitor’s Control Center at (580) 442-9602 or 9603 or email your question to Fort Sill at this email address: **usarmy.sill.imcom-central.mbx.fort-sill-visitor-control-center@mail.mil**

[THE ABOVE INFORMATION AND THE VISITOR ACCESS FORM WAS TAKEN FROM the following website

<http://sill-www.army.mil/vcc>]