

Base Access Request

Description

Sponsorship (Base Access) is being requested for/by an eligible sponsor or dependent.

Goodfellow AFB Request Process: Note: This service is limited to eligible Air Force personnel and dependents only.

Initial Request

- 1) "Submit Service ticket", fill out form, under "Reason for Request" select "Base Access" from drop down menu.
- 2) A CPO Representative will be assigned to your ticket and you will be notified that the status of your request has changed to "Appointment Set". Select blue "Go to Item" box and in the comments will be your appointment date/time.
- 3) Sponsor and dependent will need to bring a copy of marriage certificate and a valid form of identification to the appointment.
- 4) At the time of appointment, your CPO rep will fill out a DD Form 1172-2 and have the sponsor sign and then print.
- 5) Take your signed DD Form 1172-2 to the visitor center for base access pass.
- 6) Your Service Request Ticket has been fulfilled.

Renewal Request

- 1) "Submit Service Ticket", fill out form, under "Reason for Request" select "Base Access" from drop down menu.
- 2) Ensure that you state that the request is for "Renewal" in the "Request Description" area of the form.
- 3) A CPO Representative will be assigned to your ticket and update your previous DD Form 1172-2, the CPO Rep will sign, and return completed DD 1172-2 via an email response.
- 4) Sponsor will sign block 22, print the DD Form 1172-2 and take it to the visitor center for new base access pass.
- 5) Your Service Request Ticket has been fulfilled.