



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 55TH WING (ACC)
OFFUTT AIR FORCE BASE, NEBRASKA**

08/13/2026

MEMORANDUM FOR ALL PROJECT VISITORS AND ATTENDEES

FROM: 55 CONS/PKB

SUBJECT: Entry Authorization and Safety Requirements – SATCOM Milstar Building Maintenance and Repair Site Visit

1. **GENERAL SITE VISIT INFORMATION.** A site visit for the SATCOM Milstar Building Maintenance and Repair project will be conducted at Offutt Air Force Base (AFB), Nebraska on 31 August 2026 from 0800 – 1200 CDT. All attendees must adhere strictly to the schedule, security, and safety protocols outlined in this memorandum to ensure a safe and successful visit.
 - a. *Meeting Location and Time:* All cleared visitors will assemble at the large parking lot located directly south of Building 500 (B500), Offutt AFB, NE at 0800 CDT. Attendees must arrive no later than the designated meeting time.
 - b. *Punctuality Policy:* Due to military escort requirements and strict safety coordination, late arrivals will not be permitted to access the construction site or join the tour group under any circumstances.
2. **INSTALLATION ACCESS AND SECURITY PROTOCOLS.** Base security is paramount. All visitors must comply with the directives of on-duty Security Forces personnel.
 - a. *Consent to Search:* Guests operating vehicles on Offutt AFB may be asked by on-duty Security Forces personnel to consent to a search of their vehicle. This authority applies upon entering, leaving, or at any time while present on the installation.
 - b. *Vehicle Towing and Impoundment:* If a visitor's vehicle is towed or impounded while on Offutt AFB, the vehicle owner shall assume sole liability and responsibility for all associated costs, recovery actions, and administrative fees.
 - c. *Driving Regulations:* Drivers and passengers must wear seatbelts and all required restraining devices at all times while operating a vehicle on Offutt AFB. Drivers must strictly observe all posted speed limits, traffic laws, and base regulations.
 - d. *Routing and Restricted Areas:* Guests must proceed directly from the installation entry point to the designated meeting spot (B500 parking lot), and depart the installation immediately following the conclusion of the event. Under no circumstances are visitors allowed to enter restricted or controlled areas. These areas are strictly off-limits and are clearly demarcated by signs reading "Restricted Area" or "Controlled Area."

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3. **GATE HOURS AND ENTRY PROCEDURES.** Copies of the Entry Authorization Letter (EAL) have been distributed to all installation entry points. Visitors must utilize the appropriate gates during their authorized operating hours:
 - a. *USSTRATCOM Gate (Capehart Rd.):* Open 24 hours a day, 7 days a week (24/7).
 - b. *Kenney (Flag) Gate:* Open 0600-2100, 7 days a week.
 - c. *Bellevue Gate (Lincoln Rd):* Open Monday through Friday, 0600–1800. This gate is closed on weekends, federal holidays, and Air Combat Command (ACC) wing down days.
 - d. *Sentry Briefing:* Sponsors must brief all visitors listed on the EAL to inform the gate sentries of the exact name of the event they are attending. For this visit, the official event name is: **"SATCOM Milstar Building Maintenance and repair"**.
4. **CONSTRUCTION SITE SAFETY AND PERSONAL PROTECTIVE EQUIPMENT (PPE).** Because the active maintenance and repair area is a designated construction site, strict adherence to safety equipment standards is mandatory.
 - a. *Required Safety Gear:* All visitors must wear the following safety gear at all times while on the construction site:
 - (1) Hard hat with a secure four-point chin strap.
 - (2) Cut-resistant safety gloves.
 - (3) Approved protective eyewear (safety glasses).
 - (4) Sturdy protective boots (steel-toe or composite-toe).
 - b. *Government-Furnished PPE:* Visitors are expected to bring their own safety gear. However, the Government can provide a limited quantity of PPE on-site for those unable to source these items. Please contact the sponsor in advance if you require loaner equipment.
5. For questions or further coordination regarding this site visit, please contact the Project Sponsor, Mr. Benjamin Duncan, 55 CES/CEOES, at (402) 232-0209. Or by email at benjamin.duncan.7@us.af.mil

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Contracting Officer

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