



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

28 April 2020

MEMORANDUM FOR AUTHORIZED PERSONNEL SPONSORING VISITORS ON BASE

FROM: 375 AMW/CC

SUBJECT: Certification of Visitor's Essential Status

1. Due to the on-going Covid-19 Public Health Emergency, I have limited visitor access to Scott AFB to only those guests who are "essential visitors." An essential visitor is a visitor who enters the installation for the purpose of conducting or supporting an essential activity. Essential activities include those activities necessary to maintain health and safety, acquire necessary supplies and services, conduct mission critical work activities, care for others (including children, exceptional family members, the elderly, and the ill), and provide educational services. Social and recreational visits are not essential activities, and are not permitted.
2. It is your responsibility to ensure that any visitor you sponsor onto base meets the intent of this memorandum; i.e., that you are sponsoring the individual onto base to perform an essential activity, and not for social or recreational purposes. Furthermore, I remind you that you are responsible for the actions of the visitors that you sponsor on base, and you could face administrative action for your visitor's failure to follow the rules and regulations of Scott AFB.
3. Sponsoring a visitor on base for a non-essential activity could result in disciplinary action being taken against you, possibly including: restriction of base privileges, debarment from base, or even criminal prosecution. Prior to your visitor being permitted on base, you must certify that he/she is an essential visitor. A false certification about a visitor's essential status could result in UCMJ, criminal, and/or administrative action.
4. This guidance shall remain in effect for the duration of the national emergency, or until I otherwise revoke it.

JOSEPH R. MEYER, Colonel, USAF  
Commander

I certify under penalty of perjury that my guest \_\_\_\_\_ is an essential visitor. I hereby take full responsibility for his/her actions while on Scott AFB. I further understand that a false statement could result in administrative or criminal action taken against me.

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

**EXECUTING RAPID GLOBAL MOBILITY**