



DEPARTMENT OF THE AIR FORCE  
4th Fighter Wing (ACC)  
SEYMOUR JOHNSON AIR FORCE BASE NC

MEMORANDUM FOR ALL INCOMING PERSONNEL

FROM: 4 SFS/S5B  
1050 Wright Brothers Avenue  
Seymour Johnson AFB NC 27531

SUBJECT: Pass and Registration Services

1. The Pass and Registration/Visitor Center is located at 1050 Wright Brothers Avenue (outside the Main Gate). We are open Sun - Thur: 0700-2200/Fri - Sat: 0700-2400. To help us serve you better, please comply with the following instructions:

a. Restricted Ares Badges: Personnel requesting a restricted area badge must provide to the Pass and Registration office an original plus one copy of their AF Form 2586, Unescorted Entry Authorization Certificate (prepared by their Unit Security Manager) and valid DoD identification. We conduct badge issue between the hours of 0700-1500, Monday through Friday.

b. Automobile Registration: Vehicles are no longer registered on USAF installations. Instead operators must produce their military ID at the installation entry gates. Motorcycle Specific: All Active Duty Military, DOD, and NAF civilians must produce a valid driver's license with a motorcycle endorsement or a learner's permit, and a motorcycle safety foundation training completion card to ride their motorcycles on the base. Retirees, dependents, civilian contractors, and all other civilians are encouraged to complete the motorcycle safety training, but it is not required to ride their motorcycle.

c. Privately Owned Weapons: Personnel residing in on-base housing or in bachelor living quarters are required to register their privately owned weapons within 72 hours of purchase or upon arrival to Seymour Johnson AFB. Possession of POWs and ammunition are strictly prohibited in bachelor living quarters, to include base lodging facilities (under these situations individuals will store their POWs and ammunition in the SF Armory). Registration of POWs is conducted using an AF Form 1314, Firearms Registration, dated 1 July 2002, and must have the applicable unit commander's signature (not the Section Commander). Further guidance can be obtained from the Armory or applicable references, AF1 31-101, SFAFB 31-101, and 4 SFS OI 31-2.

2. The Pass and Registration section is here to assist you in anyway possible. We hope your assignment at Seymour Johnson AFB is both pleasant and rewarding. If you require further guidance or clarification on any of the above subjects, please feel free to contact us at 722-1343/4 or stop in to talk with one of the on-duty clerks.

Pass and Registration Section  
4th Security Forces Squadron

*Global Power For America*