

Visitor Control Center. FAC: 7313

CATCODE: 730832

OPR: AFSFC/SFO

OCR: N/A

1.1. **Description.** This facility is adjacent to the main entrance of all Air Force installations. Installations with more than one major entrance may require additional buildings; especially consider vendor, visitor, and contractor access. The facility is used as a focal point for processing visitors into the installation. Visitor requests for entry are validated and visitors issued temporary entry credentials.

1.2. **Requirements Determination.** The building consists of a waiting area/lobby adjacent to a service counter, administrative support space, and storage area. The facility includes climate control, drinking water, telecommunications, and public restrooms as well as an adjacent vehicle parking area which doesn't allow direct access onto installation.

1.3. **Scope Determination.** The size of the facility varies with the base population, mission, average daily visitor processing, and functions of the visitor center. At a minimum, two personal work-spaces should be available at the reception desk to process/produce visitors' passes. Equipment for the production of a visitor's pass includes a stand-alone computer, digital camera, visitor's pass printing machine, and paper printer.

1.4. **Dimensions.** A 167 m² (1,800 ft²) facility should be sufficient for an average installation which has only one visitor center for the processing of visitors only.

1.5. **Design Considerations.** Facilities providing a 24-hour reception point require more space than a facility providing only visitor processing.