



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
JOINT BASE CHARLESTON SC**

27 March 2025

MEMORANDUM FOR JOINT BASE CHARLESTON RESIDENTS AND PERSONNEL

FROM: 628 ABW/CC

SUBJECT: Delivery, Moving, and Ridesharing Services on Joint Base Charleston

1. Unauthorized or unvetted delivery, moving, and ridesharing services present a safety risk to Joint Base Charleston (JBC) and those on the installation. To best ensure base security, compliance with Air Force regulations, and enable base residents and personnel to take advantage of convenient services and receive necessary deliveries, I have established the following policies for Joint Base Charleston.

**2. Food Delivery Services.**

a. Food Delivery Services include, but are not limited to, providers such as Uber Eats, Door Dash, InstaCart, Grubhub, Postmates, and Amazon Fresh grocery delivery.

b. In the event personnel are unable to arrange food delivery with a driver who is already authorized to access JBC, personnel must ensure all food delivery pickups are made to one of the below designated delivery points:

(1) On the Air Base, all food deliveries must be made to the Visitors Control Center (VCC) parking lot at 700 W Hill Blvd, Joint Base Charleston, SC 29404. The VCC parking lot is the sole authorized delivery location for the Air Base. For your convenience, food delivery pick-up signs will be posted in the VCC parking lot, where you can meet the delivery driver.

(2) On the Weapons Station, all food deliveries must be made to the parking lot for the Red Bank Commons (RBC) at 2316 Red Bank Rd, Goose Creek, SC 29445. The RBC parking lot is the sole authorized delivery location for the Weapons Station, and food delivery pick-up signs will be posted in the RBC parking lot, where you can meet the delivery driver.

(3) Base residents and personnel on JBC who order food through these companies should meet the delivery driver at the designated delivery point to claim their order. It is the member's responsibility to communicate instructions to the driver via the food delivery app, text, or phone call. Security Forces cannot claim orders and will turn away drivers who are not authorized to access JBC. Base passes will not be authorized for food delivery.

**3. Other Delivery and Moving Services**

a. Commercial and moving service vehicles include, but are not limited to, moving trucks or vans, U-Hauls, large trailers, recreational vehicles, panel vans, and any vehicle that can hold 15 or more passengers.

b. Commercial and moving service vehicles are required to process through the commercial search gate at the South Aviation Road entrance to the Air Base and the commercial search gate at Remount Road for the Weapons Station.

c. Once a commercial or moving vehicle is processed through the commercial search gate, the vehicle will receive a base pass, which must be displayed and visible through the vehicle's windshield. After receiving the pass, the vehicle may proceed to the designated location to deliver services or pick up goods. Spot checks will be conducted randomly by Security Forces in residential areas across JBC.

#### 4. Ridesharing Services

a. Ridesharing services include, but are not limited to, providers such as Uber and Lyft.

b. Unless a rideshare service has been arranged with a driver authorized to access JBC, personnel must schedule all rideshares to meet them at one of below designated pick-up points:

(1) On the Air Base, personnel should schedule the rideshare to meet them at the Visitors Control Center (VCC) parking lot at 700 W Hill Blvd, Joint Base Charleston, SC 29404. The VCC parking lot is the sole authorized pick-up location for rideshare drivers not otherwise authorized to access the Air Base.

(2) On the Weapons Station, personnel should schedule the rideshare to meet them at the Red Bank Commons (RBC) at 2316 Red Bank Rd, Goose Creek, SC 29445. The RBC parking lot is the sole authorized pick-up location for rideshare drivers not otherwise authorized to access the Weapons Station.

c. Base residents and personnel on JBC who order rideshare services are responsible for communicating instructions to the drivers via the rideshare application, text, or phone call. Security Forces will turn away drivers who are not authorized to access JBC. Temporary base passes will not be authorized for rideshare service drivers.

5. This policy will undergo periodic review to ensure it aligns with any updates to Air Force regulations or operating procedures. In addition, this policy will remain in effect until it is superseded, revised, or amended by the Installation Commander.

JASON H. PARKER, Colonel, USAF  
Commander