

FOR OFFICIAL USE ONLY (when filled out)

MEMORANDUM FOR 366 SFS/S5B

FROM:

SUBJECT: Request for Installation Entry Pass (366 SFS Form 30)

1. The following individual is requesting issuance of a Base Access Pass for the reason/time period listed. This letter is submitted IAW the 366 FW/Installation Defense Instruction.

**TYPE/FILL OUT LEGIBLY OR APPLICATION WILL NOT BE PROCESSED
APPLICATION MUST BE FILED TWO WEEKS IN ADVANCE OF NEEDING BASE ACCESS**

1. FULL NAME (FIRST, FULL MIDDLE NAME, LAST)		2. GENDER
3. SSAN	4. DOB	
5. DRIVERS LICENSE NUMBER (OR PASSPORT NUMBER)		6. STATE
7. DATES OF VISIT	8. TIME FRAME OF VISIT	9. DAYS REQUIRED (i.e. M/W/F)
10. SPONSORS NAME & EMAIL ADDRESS		11. SPONSOR'S PHONE #

2. Does the contractor require access to classified material: N/A

3. Individual listed has been informed a background and local files check will be conducted. The individual has been informed that disclosure of the above information is voluntary; however, failure to do so could result in the individual being denied access to the installation.

1st Ind, 366 SFS/S5B
MEMORANDUM FOR:
Approved/Disapproved

Authenticated on _____ by
(Date)

(Signature)

(Printed name & grade) 366 SFS/S5B

PRIVACY ACT STATEMENT: Authority: 50 U.S.C 797 and DOD Directive 5400 B

PRINCIPAL PURPOSES: To identify personnel requesting unescorted entry on to MHAFB who are Official Business Guests/ Students/Visitors/Houseguests/Designated Agents/MHSD Employees/FW-CC Sponsored Guests. ROUTINE USES: Information will be used to conduct a wants and warrants, criminal history check through the Air Force Law Enforcement Terminal System (AFLETS) and the local files check at the security police reports and analysis section (366 SPS/S5R).

DISCLOSURE IS VOLUNTARY: Failure to provide the information could result in the individual being denied base access. This letter of request will be sent to 366 SFS/S5B two weeks prior to the date the individual concerned requires the pass. **366 SFS FORM 30, Dec 2012**

DISPOSITION: This document is for official use only once completed; if this document is no longer in use shred it for protection of the contents.

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