

MEMORANDUM FOR 366 FW/A7SB

** 45 DAYS **

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

Form with fields: 1. FULL LEGAL NAME (FIRST, FULL MIDDLE NAME, LAST), 2. GENDER (M/F), 3. SSAN, 4. DATE OF BIRTH (YYYY/MM/DD), 5. DRIVERS LICENSE NUMBER (OR PASSPORT NUMBER), 6. STATE, 7. CONTRACT NUMBER, 8. CONTRACT DATES / DATES OF VISIT, 9. DUTY HOURS, 10. DAYS REQUIRED (i.e. M/W/F), 11. EMPLOYED BY / SPONSORS NAME & EMAIL ADDRESS, 12. SPONSOR'S PHONE #

2. Does the contractor require access to classified material: YES NO

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 FW/A7SB
MEMORANDUM FOR:
Approved/Disapproved

Authenticated on _____ by
(Date)

I _____
A _____
S _____
L _____

(Signature)

(Printed name & grade) 366 FW/A7SB

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 FW/A7SR).

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 FW/A7SB 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.