

**CONTROLLED UNCLASSIFIED INFORMATION**

**YOUR GUEST HAS  
45 DAYS FROM THE AUTHENTICATION  
DATE TO USE THIS DOCUMENT**

MEMORANDUM FOR 366 SFS S3OV

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

1. FULL LEGAL NAME ( <i>FIRST, MIDDLE, LAST</i> )		M	F
3. SSAN	4. DATE OF BIRTH (YYYY/MM/DD)  -- -- / -- -- / -- -- YEAR / MO / DAY		
5. D/L NUMBER (OR PASSPORT NUMBER)	6. STATE	7. CONTRACT NO. REQ'D FOR 1 YEAR PASSES	
8. CONTRACT DATES / DATES OF VISIT  -	9. DUTY HOURS		10. DAYS REQUIRED (i.e. M/W/ S M T W T F S
11. EMPLOYED BY <i>AND</i> SPONSORS NAME & EMAIL ADDRESS		12. <i>ON BASE</i> SPONSOR PHONE #	

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

3. Individual listed has been informed that 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.

Printed Name & Signature of Sponsor

**X**

**IF NOT DIGITAL ADD DODID #**

(Printed name & grade)

1st Ind, 366 SF /S3OV  
MEMORANDUM FOR:  
Approved / Disapproved

I \_\_\_\_\_ S \_\_\_\_\_  
A \_\_\_\_\_ L \_\_\_\_\_

Authenticated on \_\_\_\_\_ by  
(Date)

**X** \_\_\_\_\_  
(Signature)

(Printed name & grade)    366 SFS/S3OV

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 SFS S3OV *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.

**FOR OFFICIAL USE ONLY**