DD MMM YY

MEMORANDUM FOR 35 SFS/CC

FROM: RANK, LAST, FIRST MI., UNIT, USAF

SUBJECT: Request for Issuance of AF Form 75, Escorted/ Unescorted Base Pass 31-90 Days

1. I would like to request issuance of AF Form 75, Escorted/Unescorted Base Pass, for Mr/Mrs. First M Last Name. He/She is a citizen of the United States of America, Passport #999999999, DOB DD MMM YYYY. Health insurance company and policy number, Explain reason for visit (i.e. get married, visit friends/family, etc). They will be staying/working (be specific/list locations of living and work). None of these personnel meet the criteria established within USFJ 31-204 and DoDM5200.08V3\_DAFMAN31-101V3*.* If approved, this authorization will be valid from 01 Jan 2007 to 01 Apr 2007 during the following hours: XXXX-XXXX.

**Visitor’s Demographics**: **Vehicle Demographics**:\*Delete not required\*

 Natural Hair Color – Brown Make - Honda

 Natural Eye Color – Brown Model - Civic

 Current Height - 65” Vin/Serial – GD9-1001055

 Current Weight - 115lbs License Plate # H500Y876

2. I acknowledge the following:

a. If approved, this letter authorizes sponsorship onto Misawa Air Base, via AF Form 75, Escorted/Unescorted Base Pass 31-90 Days.

b. Sponsor assumes sole responsibility to ensure all directives are followed and agrees full responsibility for the actions of the visitor.

c. Sponsor will ensure the visitor is briefed that deviation from intended route and purpose will result in immediate termination of base pass and removal from base.

d. Visitor is responsible for maintaining Travelers Health Insurance while on the installation.

**3.** I understand that I am responsible for the actions of all guests and that they must be accounted for at all times while on the installation. In the event of any problems, please contact myself at DSN: 226-0000 or at first.last@us.af.mil.

FIRST M. LAST, Rank , USAF

Duty Title, 35 YOUR SQUADRON

1st Ind, to SAME INFO IN “FROM” LINE, DATE, Request for Issuance of AF Form 75, Escorted/ Unescorted Base Pass 31-90 Days

MEMORANDUM FOR 35 SFS/S5PR

Recommend Approval/Disapproval

JOHN H. DOE, RANK, USAF

Commander, 35th Your squadron

2d Ind, 35 SFS/S5PR

MEMORANDUM FOR 35 SFS/CC

Recommend Approval/Disapproval

ANDREW A. EIA, TSgt, USAF

NCOIC, Pass & Registration,

35th Security Forces Squadron

3d Ind, 35 SFS/CC

MEMORANDUM FOR 35 SFS/S5PR

Request Approved/Disapproved

MICHAEL F. WINTER, Major, USAF

Commander, 35th Security Forces Squadron