dd Mmm yy

MEMORANDUM FOR 35 FW/CC

FROM: UNIT/OFFICE SYMBOL/Name(ALL CAPS), Rank MSgt, Branch of Service USAF

SUBJECT: Request for Issuance of AF Form 75, Escorted Base Pass

1. I would like to request issuance of AF Form 75, Escorted Base Pass, for Mr/Mrs First MI Last Name. He/She is a citizen of Somalia, Passport #999999999, DOB 99 Apr 1975. Health insurance company and policy number. Explain reason for visit (i.e. get married, visit friends/family, etc). If approved, this authorization will be valid from 99 Jan 2007 to 99 Feb 2007.

 **Visitor’s Demographics:**

 Natural Hair Color -

 Natural Eye Color -

 Current Height -

 Current Weight -

2. I acknowledge the following:

a. If approved, this letter authorizes sponsorship onto Misawa Air Base, via AF Form 75, Escorted Base Pass.

b. Visitor must remain with the sponsor at all times. Visitor will not be authorized to drive or process a privately owned vehicle onto Misawa AB.

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

d. 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.

e. Visitor is responsible for maintaining Travelers Health Insurance while on the installation in accordance with 35 FW/CC policy.

 YOUR NAME, Rank (Spell Out), USAF

 Your Duty Title

1st Ind to [REQUESTOR OF PASS INFO HERE] 35 XXX/XX, dd mmm yy, Request for Issuance of AF Form 75, Unescorted Base Visitor Pass

MEMORANDUM FOR 35 SFS/S5PR

Recommend Approval/Disapproval

 FIRST M. LAST, RANK, USAF

 Commander, 35th YOUR UNIT

2d Ind 35 SFS/S5/PR

MEMORANDUM FOR 35 SFS/CC

Recommend approval/disapproval.

 SHAWN R. LAFONTAINE, TSgt, USAF

 NCOIC Pass & Registration, 35 SFS

3d Ind DET 623/SUPT

MEMORANDUM FOR 35 MSG/CC

Recommend approval/disapproval.

PAUL H. SHAIYAH, SA, USAF

AFOSI, DET 623

4th Ind to [REQUESTOR OF PASS INFO HERE] 35 XXX/XX, dd mmm yy, Request for Issuance of AF Form 75, Unescorted Base Visitor Pass

MEMORANDUM FOR 35 MSG/CC

Recommend approval/disapproval

 DEVIN L. SPROSTON, Lt Col, USAF

 Commander, 35th Security Forces Squadron

5th Ind 35 MSG/CC

MEMORANDUM FOR 35 FW/CC

Recommend Approval/Disapproval

 WILLIAM L. BERNHARD, Col, USAF

 Commander, 35th Mission Support Group

6th Ind 35 FW/CC

MEMORANDUM FOR 35 SFS/S5PR

Approved/Disapproved

 KRISTOPHER W. STRUVE, Colonel, USAF

 Commander