DD MMM YY

MEMORANDUM FOR 35 FW/CC

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

SUBJECT: Request for Issuance of AF Form 75, Escorted Base Pass for a Designated Country List Visitor.

1. I would like to request issuance of AF Form 75, Escorted 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 AFMAN31-113 PACAFSUP*.* If approved, this authorization will be valid from 01 Jan 2007 to 01 Apr 2007 during the following hours: XXXX-XXXX.

 **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 for Designated Country List Visitor.

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.

3. IAW 35 FW Crisis Action Team Directives (CATDs) Unit commanders or higher are required to assess risk prior to requesting access to Misawa AB. Commanders will utilize the standardized screening questions and they will also utilize Hot spots and Temporary Restricted Areas distributed by Public Health when conducting their assessment. If visitors are coming from or have visited an HPCON Charlie installation and/or a moderate or higher risk location in the last 14 days, unit commander must coordinate with Public Health for risk assessment.

4. 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. I also confirm that current Hot Spots/Temporary Restricted Areas and Public Health was contacted/reviewed for risk assessment prior to approval of access to Misawa AB. In the event of any problems, please contact myself at DSN: 226-0000 or at first.last@us.af.mil.

YOUR NAME, Rank (Spell Out), USAF

Your Duty Title

1st Ind, 35 Your Squadron/CC

MEMORANDUM FOR 35 SFS/S5PR

Recommend Approval/Disapproval

JOHN H. DOE, RANK, USAF

Commander, 35th Your squadron

2d Ind, 35 SFS/S5/PR

MEMORANDUM FOR 35 SFS/CC

Recommend Approval/Disapproval

GABRIEL G MELOCOTON, TSgt, USAF

NCOIC, Pass & Registration, 35 SFS

3d Ind, DET 623/SUPT

MEMORANDUM FOR 35 SFS/CC

Recommend Approval/Disapproval

PAUL H. SHAIYAH, SA, USAF

AFOSI, DET 623

4th Ind, to SAME INFO IN “FROM” LINE, DATE, Request for Issuance of AF Form 75, Escorted Base Pass for a Designated Country List Visitor.

35 SFS/CC

MEMORANDUM FOR 35 MSG/CC

Recommend Approval/Disapproval

MICHAEL F. WINTER, Major, USAF

Commander, 35th Security Forces Squadron

5th Ind, 35 MSG/CC

MEMORANDUM FOR 35 FW/CC

Recommend Approval/Disapproval

DAVID L. MCCLEESE, Col, USAF

Commander, 35th Mission Support Group

6th Ind, 35 FW/CC

MEMORANDUM FOR 35 SFS/S5PR

Request Approved/Disapproved

JESSE J. FRIEDEL, Colonel, USAF

Commander