DD Mmm YY

MEMORANDUM FOR 35 SFS/S-5/PR

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

SUBJECT: Request Escorted Installation Access for EVENT/Contractor NAME

1. Request permission to escort the below-listed visitor(s) for the purpose(s) of [[.in as much detail as possible]] onto Misawa Air Base on DD Mmm YY from XXXX hrs until XXXX hrs. All listed visitors will be travelling to and from their destination with the escorts listed below.

2. 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.

3. IAW 35 FW Plan 31-101-2020 IDATP 3.7.3. Personnel 18 years of age and over are required to produce photo identification. 3.6.4. Personnel under 18 years of age are required to either produce photo identification, or have an individual with valid photo identification vouch for their identity. 3.6.5. Personnel who do not possess photo identification will be denied entry onto the installation except for personnel under 18 years of age whose identity is being vouched for by a person with valid photo identification (e.g., parent, guardian, foster parent, etc.).

4. IAW 35 FW Plan 31-101-2020 IDATP 3.3.2.1. Active duty military members, DOD civilian employees, military retirees, Government contractors (CAC holders) and military dependents over the age of 18 are authorized to sponsor/escort visitors onto MAB.

5. IAW 35FW Plan 31-101-2020 IDATP 3.3.2. Escorted Entry: Individuals who are not on the installation denial/barment roster, may be escorted onto the installation. Personnel being escorted must still be issued a pass or be on an approved Entry Authority List (EAL). Sponsors are authorized to escort no more than 10 visitors at one time and must either be in the same vehicle or walk onto the installation. Escorts must physically remain with visitor at all times while on MAB.

6.IAW 35FW Plan 31-101-2020 IDATP 3.4.6.2.1.1. Pass requests for unofficial visitor’s i.e (visiting family, friends etc.) will route a pass request through the Pass & Registration office. Requests need to be submitted in a timely manner prior to their visitor’s arrival. The request will include a copy of the visitor’s passport and health insurance. Requests under 30 days requires 7-10 days for processing, requests up to 90 days requires 14 days for processing, and requests up to 180 days requires 30 days for processing.

7. Additionally, I understand I must have one escort per 10 visitors, and escorts must be present at the Friendship Gate before my guests will be allowed entry. I will ensure all guests/escorts understand guests must remain with their escorts until departing the installation. Escorts are anyone over the age of 18 with a valid military, civilian, or dependent ID card.

**8. Visitor Information**

**Name DOB Nationality Passport/ID number**

1. **Last, First MI / DDMMYYYY / Japanese / ID:12345678**
2. **Last, First MI / DDMMYYYY / Japanese / ID:12345678**
3. **Last, First MI / DDMMYYYY / Japanese / ID:12345678**

**9.** **Vehicle Information** IAW 35FW Plan 31-101-2020 IDATP 3.6. Vehicle Access: All vehicles entering the installation must have a valid registration, current Japanese Compulsory Insurance (JCI), Road Tax and current JCI liability insurance. Vehicle operators must have documentation readily accessible with the vehicle at all times. Vehicles will not be allowed to operate on the installation (denied access) until such time valid proof of required documentation is presented. **(PLEASE SUBMIT ALL VEHICLE DOCUMENTATION WITH THIS EAL)**

 **Make Model Color Driver Name License Plate**

1. **Honda / Civic / Blue / Last, First / H500 ha 1234**
2. **Honda / Civic / Blue / Last, First / H500 ha 1234**
3. **Honda / Civic / Blue / Last, First / H500 ha 1234**

*Note: Copy of Title, Proof of Insurance, Road Tax and JCI will be included as attachments to this memo.*

**10. Escort Information**

 **Name Rank Unit Phone Number**

1. **Last, First / TSgt / 35 CFC / DSN: 226-1234/Cell: 080 123 456 7890**
2. **Last, First / TSgt / 35 CFC / DSN: 226-1234/Cell: 080 123 456 7890**
3. **Last, First / TSgt / 35 CFC / DSN: 226-1234/Cell: 080 123 456 7890**

11. 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.

FIRST MI. LAST, RANK, USAF

Duty Title

1st Ind, CC/Your Unit to SAME INFO IN “FROM” LINE, DATE, Request Escorted Installation Access for EVENT/Contractor NAME

MEMORANDUM FOR 35 SFS/S-5/PR

Recommend Approval/Disapproval

FIRST MI. LAST, RANK, USAF

Commander, Your Unit

2nd Ind, 35 SFS/S-5/PR

MEMORANDUM FOR 35 SFS/S-5/PR

Request Approved/Disapproved

GABRIEL G. MELOCOTON, TSgt, USAF

NCOIC, Pass & Registration, 35 SFS