

LETTERHEAD

ORGANIZATION OFFICE SYMBOL

DATE

MEMORANDUM FOR 502D SECURITY FORCES SQUADRON
 ATTN: VISITOR CENTER
 2150 WINFIELD SCOTT RD
 FORT SAM HOUSTON, TX 78234

SUBJECT: Visitor Application for Installation Access Credential (V-AIAC)

1. I am an authorized DoD ID card holder registered in the Defense Biometric Identification System (DBIDS) and request my visitor(s) be issued an access credential allowing them unescorted access to JBSA-FSH.
2. I understand I am fully responsible for their actions while on the installation and will ensure my visitor(s) adhere to all regulations and guidelines set forth by the installation commander.
3. I understand that my visitors must have an established departure date and I agree to return the access credential(s) to the visitor center upon final departure.
4. The attached V-AIAC spreadsheet has been provided.
5. Reason for access: _____.

<i>Registration Office Use Only</i>	
<i>NCIC</i>	
<i>COPS/SFMIS</i>	
<i>FBI TWL</i>	
<i>OFF INIT</i>	
<i>SUP INIT</i>	

<i>Sponsor Endorsement</i>	
<i>Printed Name</i>	
<i>Signature</i>	
<i>Title</i>	
<i>Duty Phone</i>	
<i>Email</i>	

Receive Date	Vet Date	Issue Date	Return Date	File Date

All requests must be submitted in person or via encrypted .mil email address to usaf.jbsa.502-abw.list.502-sfs-fsh-visitor-control-center-owner@mail.mil NLT 10 working days prior to the visit start date.

