



**DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO**



MEMORANDUM FOR JBSA VISITOR CONTROL CENTER

FROM:

SUBJECT: HPCON CHARLIE commander-approved JBSA Visitor Pass Request

1. As commander, I affirm that the below sponsor is requesting access to conduct official government business at a government facility on JBSA and I request unescorted access for the below individual(s), in accordance with JBSA Guidance Memorandum

a. Sponsor Information			
Rank	Full Name	DoD ID #	Contact #
Organization / Home Address		Email Address	

b. Guest Information (use back of memo if more guests are required)						
Name: Last, First, M.I.	Date of Birth (dd/mmm/yy)	Country of Birth	ID Type #	ID Number	State of Issue	Country of Issue

ID Type # Defined:

<i>1 = Driver's License</i>	<i>2 = State ID Card</i>	<i>3 = Veteran's ID Card</i>
<i>4 = Passport / VISA</i>	<i>5 = Permanent Residence Card</i>	<i>6 = U.S. Citizenship & Immigration Services</i>

2. Location(s) of access: FSH LAK RND BAMC Camp Bullis.

3. Reason for access and government facility destination name(s) and building number(s):

4. Pass duration (not to exceed six months): From _____ to _____

Guest Information Continued (optional)						
Name: Last, First, M.I.	Date of Birth (dd/mmm/yy)	Country of Birth	ID Type #	ID Number	State of Issue	Country of Issue

5. Per DoDM-5200.08_V3_AFMAN31-101_V3, dtd 27 Feb 20, Enclosure 1, I will ensure any listed foreign national (FN) guest visits are documented and the local AFOSI (AFOSI.Det403@us.af.mil) is notified when they arrive and depart the installation. My point of contact is the above-listed sponsor.

1st Ind, 502 SFG/FDO

MEMORANDUM FOR

My below signature attests that any above-listed FNs have been vetted. If no FNs are listed, this indorsement block is not signed.

Approved / Disapproved

502 SFG/S2 Foreign Disclosure Officer

Routing Process from Requester's .mil Address:	
If FNs need to be vetted	502SRG.MAS.JBSA_ForeignRequest@us.af.mil
Else, email to:	
JBSA-Fort Sam Houston	usaf.jbsa.502-abw.list.502-sfs-fsh-visitor-control-center-owner@mail.mil
JBSA-Lackland	LACKLAND.VRC@us.af.mil
JBSA-Randolph	902sfs.vrc@us.af.mil

Questions? Visit <https://www.jbsa.mil/Information/Gate-Hours-Visitor-Information/>

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