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

dd mmm yy

MEMORANDUM FOR JBSA VISITOR CONTROL CENTER

FROM: CC or designated rep office symbol

SUBJECT: HPCON CHARLIE commander-approved JBSA Visitor Pass Request

1. I affirm that the below sponsor has a mission essential need to request unescorted access for the below guest(s), in accordance with JBSA Guidance Memorandum #37, dated 25 Jun 20:

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**
			1			
			1			
			1			

ID Type # Defined:

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

2. Reason for access:

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

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

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**
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			

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.

FIRST M.I. LAST, Rank, Service
Commander or designated rep title

1st Ind, 502 SFG/FDO

MEMORANDUM FOR CC or designated rep office symbol

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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