



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



MEMORANDUM FOR 502 SRG/CD

FROM: Name of Sponsor/Last Four: _____

SUBJECT: Long Term Visitor Request

1. Request a Long Term Visitor Pass for entry to JBSA – Randolph (JBSA-RND) for the following individual(s):

a. Name/DOB _____

b. Circle One: DL#/ Passport#/ VISA#: _____

c. Justification for Access: _____

d. Duration of Pass: _____

e. Days/Hours of Base Access: _____

f. Date Received/ Date Issued: _____

2. The individual listed above understands that failure to provide current driver’s license, proof of insurance, proof of vehicle registration and current inspection (if required by state) can result in the denial of access to/or driving of driving privileges on the installation. Additionally, he/she is aware that the use of hand-held devices is prohibited while driving on base and that he/she is required to comply with the directions of Law Enforcement personnel. Finally, he/she has been informed that while on JBSA-RND, all personnel and property under their control are subject to search. Failure to comply with any of these requirements can result in the above individual being barred from the installation. The sponsor will notify the issuing agency immediately if sponsorship is revoked.

3. As the sponsor, I understand that I am responsible for the actions of the individual(s) listed above while he/she is on the installation. Also, I understand failure to comply with all requirements will negatively impact my eligibility to sponsor in the future.

Sponsor Name: _____ Signature: _____

Address: _____

Phone: _____ Email: _____

Approving Authority

Concur/ Non-Concur

JASON M. GARRISON, Lt Col, USAF
Deputy Commander, 502d Security Forces Group