



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
JOINT BASE SAN ANTONIO

MEMORANDUM FOR: 802 SFS/S5L

MEMORANDUM FROM: _____
 (RECRUIT'S NAME: LAST, FIRST MIDDLE INITIAL)

SQ/FLT: ____/____ **Projected Graduation Date:** _____

SUBJECT: Joint Base San Antonio (JBSA) Lackland Non-DoD Visitor Access Request Letter

1. In preparation of your visitors AF Basic Military Training graduation (BMT) attendance, all visitors should be listed below. I understand that all US Citizens/Resident Aliens listed will have a Criminal History Check (CHC). All Non-US Citizens/Resident Aliens will be considered for installation access on a case by case basis. I shall **NOT** knowingly request access for individuals meeting the following:

- A. Currently issued a valid DoD ID Card (e.g., common access card, retired military ID).
- B. Any individual under the age of 18 at the projected date of graduation.
- C. Any individual with a criminal history to include, but not limited to the following:
 - a. An outstanding warrant, current probation/parole or a registered sex offender.
 - b. Any narcotics related offense within the last 10 years.
 - c. Any other serious offense.

2. I hereby request the following, not more than 10, individuals be granted access to JBSA Lackland.

PRINT OR TYPE ONLY

	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>State ID Number</u>	<u>State</u>	<u>DOB(MM/DD/YR)</u>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

3. I understand it is my responsibility to notify my guests of any changes in my training status which may affect my graduation date. I will recommend that they purchase ***refundable/transferrable*** tickets because my graduation date may be subject to change. I will also inform all guests that they are required to maintain their valid photo ID and Pass at all times.

Recruit's Signature/Date

FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 USC 552 (b)(6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure.