DEPARTMENT OF THE AIR FORCE
23D SECURITY FORCES SQUADRON (ACC)
MOODY AIR FORCE BASE GEORGIA

DD MM YY

MEMORANDUM FOR 23 SFS/S5

FROM: Unit/Office Symbol or Person/Company Requesting Access

SUBJECT: Request for Installation Access (Title of Function)

1. I am requesting a pass to sponsor the following personnel to Moody Air Force Base, Georgia for the purpose of state the reason for the request, location of event, date and time of event and duration of event:

Full Name (as shown on government issued identification)	DOB (MM/DD/YYY)	Full SSN	Driver's License/State of Issue	Country of Citizenship

2. If you have any questions or concerns I, Rank Last Name, First Name can be reached via telephone at (XXX) XXX- XXXX. As the sponsor, I understand that I am responsible for the personnel listed above while on the installation. Additionally, I understand all special functions may be curtailed or terminated with little or no warning due to security threats or when an FPCON is declared requiring increased defense measures.

FIRST NAME MI. LAST NAME, Rank, USAF
Duty Title

Controlled by: 23 SFS
CUI Category: PRVCY
Distribution/Dissemination Controls: FEDCON
POC: Rank First Name Last Name/(XXX) XXX-XXXX