(Date)

MEMORANDUM FOR (unit commander)

FROM: (member)

SUBJECT: Request for Visitor Pass Authorization

1. I request the below person(s) be authorized visitor access to Ellsworth AFB for the period of (start date to end date). Upon termination of the visit, departure from base, I will return the visitor pass to the Visitor Control Center during operating hours or a 28 SFS Installation Entry Controller.

Full Name (First MI Last) Date of Birth Driver’s License #/State SSN

2. Justification for the request is (state reason the visitor requires a pass to come onto base).

3. I understand that while my visitors are on Ellsworth AFB, they will abide by all policies and orders of the installation and it is my responsibility to inform my visitors and ensure they follow proper procedures. They will follow all Center for Disease Control and Prevention (CDC) guidance and take personal responsibility by ensuring personal hygiene, social distancing, disciplined self-isolation, health protection measures, etc. My visitors will adhere to the Installation Commander’s policies and procedures, and comply with all health and safety policies on base.

4. The point of contact is (sponsor name, phone number, email address).

(Member Signature Block)

1st Ind.

MEMORANDUM FOR 28 SFS/Visitor Control Center

FROM: (Unit Commander)

Approved/Disapproved

(Commander Signature Block)