

FOR OFFICIAL USE ONLY

MEMORANDUM FOR 366 SFS/S5B

FROM: Yanice Kirkendall, Boise State University

SUBJECT: Request for Installation Entry Pass (366 SFS Form 30)

- 1. The following individual is requesting issuance of a Base Access Pass for the reason/time period listed. This letter is submitted IAW the 366 FW/Installation Defense Instruction.

**TYPE/FILL OUT LEGIBLY OR APPLICATION WILL NOT BE PROCESSED
APPLICATION MUST BE FILED TWO WEEKS IN ADVANCE OF NEEDING BASE ACCESS**

1. FULL NAME (FIRST, FULL MIDDLE NAME, LAST)		2. GENDER
3. SS #	4. DATE OF BIRTH (YYYY/MM/DD)	
5. DRIVERS LICENSE NUMBER		6. STATE
7. CONTRACT DATES	8. CONTRACT # MOU	9. DUTY HOURS & DAYS
10. EMPLOYED BY & SPONSOR Boise State University /Education Office		11. SPONSOR'S PHONE # 828-6746

2. Does the contractor require access to classified material: NO

3. Individual listed has been informed a background and local files check will be conducted. The individual has been informed that disclosure of the above information is voluntary; however, failure to do so could result in the individual being denied access to the installation.

**Yanice Kirkendall, Program Coordinator
Boise State University 208-828-6746**

1st Ind, 366 SFS/S5B
MEMORANDUM FOR:
Approved/Disapproved

Authenticated on _____ by
(Date)

(Signature)

(Printed name & grade) 366 SFS/S5B

PRIVACY ACT STATEMENT: Authority: 50 U.S.C 797 and DOD Directive 5400.11.

PRINCIPAL PURPOSES: To identify personnel requesting unescorted entry on to MHAFB who are Official Business Guests/ Students/Visitors/Houseguests/Designated Agents/MHSD Employees/FW-CC Sponsored Guests. ROUTINE USES: Information will be used to conduct a wants and warrants, criminal history check through the Air Force Law Enforcement Terminal System (AFLETS) and the local files check at the security police reports and analysis section (366 SPS/S5R).

DISCLOSURE IS VOLUNTARY: Failure to provide the information could result in the individual being denied base access. This letter of request will be sent to 366 SFS/S5B two weeks prior to the date the individual concerned requires the pass. 366 SFS FORM 12, Jul 2010

DISPOSITION: This document is for official use only once completed; if this document is no longer in use shred it for protection of the contents.