



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, 36TH WING (PACAF)  
UNIT 14003, APO AP 96543-4003**

Date Modified: 18 Feb 2020

Date: \_\_\_\_\_

MEMORANDUM FOR 36 SFS/S5B

FROM: (RANK/NAME) \_\_\_\_\_  
(UNIT/Squadron) \_\_\_\_\_

SUBJECT: **Special Purpose Pass**

1. I am requesting a DBIDS or AF Form 75, Base Pass, for:

Full Name(s):	SSAN:	DOB:	<b>CHECK OR CIRCLE</b>
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
			<input type="checkbox"/> UNESCORTED / <input type="checkbox"/> ESCORTED
REQUESTOR'S ADDRESS:			

2. Justification for this special purpose pass is for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Inclusive Dates: From: \_\_\_\_\_ To: \_\_\_\_\_.

4. I acknowledge the following: If approved this letter authorizes the sponsorship on to Andersen AFB via the DBIDS pass or the AF Form 75. As the sponsor, I assume sole responsibility to ensure all directives are followed and accept full responsibility for the actions of my visitor(s). I will ensure the visitor is briefed that deviations from intended route and/or purpose will result in immediate termination of the pass and removal from the installation. All visitors will be proofed and vetted by the 36 SFS/S5B. Direct any question to Pass & ID at 366-5650/51/52/53

Requestor: _____	First Shirt/Commander _____	Housing Official (if applicable) _____
Print: _____	Print: _____	Print: _____
Sign: _____	Sign: _____	Sign: _____
Phone: _____	Phone: _____	Phone: _____

PRIVACY ACT STATEMENT: AUTHORITY: Title 5 USC Section 301, Departmental Regulation  
Principle Purpose: To record personal information and determine access to the installation  
ROUTINE PURPOSE: To request and record the issuance of a Visitor Pass when the use of another form is not authorized or specified. Failure to provide any information requested may result in non-issuance of the Visitor Pass. Disclosure of information is voluntary acceptance of these terms constitutes approval for a background check to be conducted as part of the request approval process. The information is necessary for validation of identity and determination of entry eligibility on to Andersen Air Force Base. Failure to provide this information may result in non-issuance determination by the issuing authority.