

Company Logo

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| TRACKING# | |
| DATE: | |

Memorandum for 36 SFS/S5/VISITOR CONTROL CENTER

From: **Company/Base Agency**

Subject: Request for Contractor Pass/**NTC 400-300-D-2000X.**

1. The request is for Andersen Air Force Base access.

| REQUESTED DATES | |
|---|-------------------------------|
| START: | 1 FEB 2015 |
| END: (max 1 year) | 1 FEB 2016 |
| DAYS (check all that apply) | |
| <input type="checkbox"/> Su <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa | <input type="checkbox"/> 24/7 |
| TIMES ACCESS DAYS/TIMES | |
| START: | 0700 |
| END: | 1600 |

2. The request includes the following individuals. (See Attached Log Information). Individuals listed on the log will be issued a pass with the appropriate dates/times listed above.

3. If you have any questions or concerns, contact 123@email.com or 671-123-4567

///COMPANY REPRESENTATIVE SIGNATURE///
SIGN AND PRINT NAME
CEO BULLDOSER INC.
Phone Number

///AUTHORIZED SIGNATURE///
SIGN AND PRINT NAME
CONTRACTING OFFICER
Phone Number