

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

MEMORANDUM FOR: 96 SFS/S-5B

FROM: DLA Disposition Services EGLIN

SUBJECT: Request for Visitor Pass

1. The following individual(s) require access to Eglin AFB to visit or perform official duties at building 515 and 535 DLA Disposition Services. They will be picking up/dropping off goods at the DLA Disposition Services. All work will begin on \*(date: mm/dd/yyyy) \_\_\_\_\_ and will be accomplished by \*(date: mm/dd/yyyy) \_\_\_\_\_.

2. The individuals listed have been briefed that while on the installation they must comply with all local laws and policies. The failure to comply will result in the loss of base access. Each individual will stop at the installation gate or visitor center to pick up their visitor pass. If driving a vehicle they must present a valid drivers license, proof of current registration and insurance prior to receiving a pass.

3. When first arriving to the installation the following individuals will need no escort before being allowed access to the installation

4. I understand it is the responsibility of DLA Disposition Services Eglin to collect the badges of terminated employees and to collect the badges/passes at the conclusion of the visit or work that was to be accomplished. Further, I understand that we are responsible to turn the badges/passes in to the Security Forces Pass and Registration office as soon as the visit or work is complete.

Name of Individual

Days/hrs of access

SSN

5. The company/unit POC for the following individual(s) is:

Full name:

Unit/Company: (circle one) DLA Disposition Services Eglin/Government Liquidations

Duty Phone:



Sponsor Signature

\_\_\_\_\_  
JAMES WALDRUP, DLA Disposition Services  
Security Manager (850) 883-2224

**Authority:** 10 U.S.C.8013, Secretary of the Air Force

**Purpose:** Used by the Security Forces for issuing ID media. Some organizations may routinely keep copies of the above documentation in order to maintain control over persons authorized entry into certain areas. Accountability documents are used to insure proper control over the various forms utilized in these functions.

**Routine Use:** In addition to those disclosures generally permitted under 5 U.S.C. 552(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C.552a(b)(3) as follows: