



McConnell AFB Extended Pass Request

22nd Security Forces Squadron



McConnell Air Force Base, Kan., extended passes can be obtained for visitors or personal service contractors to allow them access to the base. Requestors must print and fill out this form and have it signed by an approved base sponsor. All information must be provided before the form can be processed. Unsigned or incomplete forms will be rejected and result in no pass being issued. Requestors should return completed forms to the McConnell Visitor Center for processing. If approved, sponsors must tell their visitors or contractors to report to the Visitor Center with a current driver's license, vehicle registration and proof of insurance. Sponsors must also provide the Visitor Center with a copy of all contracts or work orders. Contractors are authorized access only to housing areas where work is to be accomplished. Once contracts are finished, sponsors must retrieve and return long-term passes to the Visitors Center.

Extended passes are only given on a 180 day basis. Approval is not automatic.

Personal Service Contractor

Visitor

Date accomplished: _____ Requested dates of pass: From: _____ To: _____

Destination of visitor: _____

(Please list all requested destinations, addresses or building numbers)

Sponsor Information:

Name: _____ Pay Grade: _____

Organization: _____ Contact Phone Number: _____

Address: _____

Visitor/Personal Service Contractor Information:

Name: _____ Social Security Number: _____

Driver's License # & State: _____ Date of Birth (DD/MM/YY) _____

Vehicle Yr, Make, Model: _____ Plate Number & State: _____

Daytime Phone Number: _____ Address: _____

Briefly explain why an extended pass should be issued. You must have a valid reason to enter and frequently visit the base for this request to be approved. If more space is needed continue on reverse or separate sheet of paper.

Unit First Sergeant Signature: _____ Date: _____ (Approve / Disapprove)

Housing Manager Signature: _____ Date: _____ (Approve / Disapprove)

22 FSS Commander Signature: _____ Date: _____ (Approve / Disapprove)

For Official Use Only	
Received By/Date: _____ NCIC: _____ Recommend Approval / Disapproval Approving Officials Signature _____ Date: _____ Approving Officials Printed Name: _____	22 SFS/CC Approved / Disapprove _____ Date: _____ LEE E. CUROE, Lt Col, USAF Commander, 22d Security Forces Squadron