

TAB B

As of 29 Oct 03

Installation Access Control SOP: Chain of Command Recommendation and Justification Memorandum

MEMORANDUM FOR INSTALLATION ACCESS CONTROL OFFICE,
ATTN: 417th BSB PMO IACO, Unit 26137, APO AE 09031.

SUBJECT: Chain of Command Recommendation and Justification for Installation Pass

1. As the Commander of _____ employee name _____, I have verified that he/she is not pending chapter / removal from government service, or pending any adverse actions.
2. I recommend the approval for an installation pass as requested by my soldier/ employee.

LAST, First MI name of Sponsor	LAST, First MI name of Applicant
Social Security Number	Relationship to Sponsor
Date of DEROS	Passport Number / SSN
Unit / Organization	Service Member Deploying? YES or NO
Unit / Organization Phone Number	Physical Address of Quarters (not CMR address)

3. Persons Category (IAW AE Regulation 190-16)

<input type="checkbox"/> a. <u>Personal Service Employee</u>		<input type="checkbox"/> b. <u>Visitor – Immediate Family Member Living In USAREUR</u>
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4. Statement of Justification for Installation pass:

5. Point of contact for this memorandum is the undersigned, DSN #.

Commanders / Director
Signature