



**DEPARTMENT OF THE AIR FORCE
66TH AIR BASE GROUP
HANSCOM AIR FORCE BASE MASSACHUSETTS**

Date: _____

MEMORANDUM FOR 66 SFS VISITOR CONTROL CENTER – HANSCOM AFB (HAFB)

FROM: _____ (Sponsoring Unit Approver or Equivalent)

SUBJECT: Tier 2-4 HAFB Installation Access Pass Approval – Short-Term Guest (<60 days)

1. IAW 66 ABG/CC Public Health order for Mission Essential and Official Business limited access for disease containment. Only the approval for a short-term guest installation access pass (<60 days) must be endorsed by the appropriate approval level within the established installation access Tier level. The intent is to strictly limit/control the non-Mission Essential and Unofficial Business related movement/guest that increase disease exposure by entering and transiting the installation. Installation access Tier levels are implemented by the HAFB Installation Commander and may change as the situation dictates.

- a. Tier 0-1 = No sponsorship endorsement required
- b. Tier 2 = Sponsoring Unit CC / SL or equivalent
- c. Tier 3 = Sponsoring O-6+ or equivalent
- d. Tier 4 = HAFB Installation CC or designee

2. As the appropriate endorsing approval authority, I've determined the justification for a short-term guest pass is valid and does not pose an unacceptable health risk to the installation. Approval for a short-term guest installation access pass is requested for:

- a. Sponsor's name: _____
- b. Short-term guest's name(s): _____

3. The sponsor must present this signed approval letter to the 66th Security Forces Squadron/Visitor Control Center with valid identification to receive a short-term guest installation access pass. Additionally, the sponsor agrees to comply with Installation Commander's HAFB Public Health orders limiting exposure to locations/personnel on the installation. The sponsor understands that failure to comply with installation directives and local/state/federal laws may result in the sponsor and/or guest's removal of installation access privileges and/or criminal charges.

4. If you have any further questions, please contact me at commercial phone: _____ or by email: _____.

(Endorsing Approver's Signature)

Rank/Name: _____

Unit: _____

Position/Title: _____