



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO

20 FEB 2014

MEMORANDUM FOR HQ AFRS/RSOPA
550 D Street West, Suite 1
JBSA Randolph TX 78150-4527

FROM: 802 SFS/CC
2445 George Avenue, Suite 4
JBSA Lackland TX 78236-5228

SUBJECT: Basic Military Training (BMT) Graduation Visitor Request Procedures

1. Due to a significant security vulnerability recently uncovered regarding installation access for BMT graduation visitors, I am requesting assistance from the Air Force Recruiting Service to ensure smooth access to Joint Base San Antonio (JBSA)-Lackland for our Airmen's family and friends. Please brief new Airmen and their families on the below information.

2. Airmen must list all visitors they are requesting to attend their graduation on the Visit Request Letter (VRL). An updated electronic VRL is included with this memorandum. The VRL will be accepted either typed or neatly handwritten. Per JBSA Installation Security Plan, Enclosure 4, Appendix 1, Section 3.6, each trainee is limited to 10 adult non-military affiliated visitors.

NOTE: Effective 20 Mar 2014, any adult non-military affiliated visitor(s) who requests access to JBSA-Lackland and is not listed on the Visitor Request Letter as submitted by the Airman will be denied access to the installation unless/until properly sponsored.

3. Additionally, please advise new Airmen that visitors with criminal history as outlined in the attachment will be denied access to the installation as required by JBSA ISP. Do not list visitors who have been convicted of these offenses within the timelines specified.

4. Airmen will receive the BMT Visitor Passes for their visitors and/or denial letters while they are in training. Passes should be mailed to their visitors as soon as possible. It is important that new Airmen keep their families and friends informed regarding who has received passes and who has been denied access to prevent unnecessary travel expenses.

5. Point of contact for this matter is BMT Pass Processing at DSN 473-7254 or email 802sfs.s5b@us.af.mil.

A large, stylized handwritten signature in black ink, appearing to read "SCOTT M. FOLEY".

SCOTT M. FOLEY, Lt Col, USAF
Commander, 802d Security Forces Squadron

2 Attachments:

1. Visitor Request Letter
2. Negative Fitness Determination Matrix



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
JOINT BASE SAN ANTONIO

MEMORANDUM FOR: 802 SFS/S5L

MEMORANDUM FROM: _____
 (RECRUIT'S NAME: LAST, FIRST MIDDLE INITIAL)

SQ/FLT: ____/____ **Projected Graduation Date:** _____

SUBJECT: Joint Base San Antonio (JBSA) Lackland Non-DoD Visitor Access Request Letter

1. In preparation of your visitors AF Basic Military Training graduation (BMT) attendance, all visitors should be listed below. I understand that all US Citizens/Resident Aliens listed will have a Criminal History Check (CHC). All Non-US Citizens/Resident Aliens will be considered for installation access on a case by case basis. I shall **NOT** knowingly request access for individuals meeting the following:

- A. Currently issued a valid DoD ID Card (e.g., common access card, retired military ID).
- B. Any individual under the age of 18 at the projected date of graduation.
- C. Any individual with a criminal history to include, but not limited to the following:
 - a. An outstanding warrant, current probation/parole or a registered sex offender.
 - b. Any narcotics related offense within the last 10 years.
 - c. Any other serious offense.

2. I hereby request the following, not more than 10, individuals be granted access to JBSA Lackland.

PRINT OR TYPE ONLY

| | Last Name | First Name | MI | State ID Number | State | DOB(MM/DD/YR) |
|----|------------------|-------------------|-----------|------------------------|--------------|----------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

3. I understand it is my responsibility to notify my guests of any changes in my training status which may affect my graduation date. I will recommend that they purchase **refundable/transferrable** tickets because my graduation date may be subject to change. I will also inform all guests that they are required to maintain their valid photo ID and Pass at all times.

Recruit's Signature/Date

FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 USC 552 (b)(6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure.

ENCLOSURE 3 TO TAB A TO APPENDIX 1 TO ANNEX K TO JBSA INTEGRATED
 DEFENSE/ANTITERRORISM PLAN: NEGATIVE FITNESS DETERMINATION MATRIX
 FOR INSTALLATION ACCESS

| <i>Offense Type Description</i> | <i>Date (In Years) Since Criminal Activity</i> |
|--|--|
| Active Wants/Warrants | Until cleared |
| Aiding Prisoner to Escape | indefinite |
| Aiding the Enemy | indefinite |
| Arson | 10 |
| Assault and Battery | 3 |
| Assault Offenses (Aggravated Assault) | 10 |
| Assault: Milt/Civ Law Enforcer | 10 |
| Assault: Simple | 1 |
| Bomb Threat | 10 |
| Burglary | 5 |
| Child Pornography | indefinite |
| Communicating a Threat | 1 |
| Counterfeiting/Forgery | 5 |
| Drugs: Manufacture, Possess, Sell or Distribute | 10 |
| Embezzlement | 5 |
| Espionage | indefinite |
| Firearm, Felony Offenses | 3 |
| Homicide | indefinite |
| Housebreaking | 3 |
| Indecent Act With Child to include child molestation | indefinite |
| Indecent Exposure | 2 |
| Kidnapping/Abduction (of an Adult) | indefinite |
| Kidnapping: Child (Not Parent) | indefinite |
| Larceny/Theft Offenses (Less than \$500) | 1 |
| Manslaughter | 10 |
| Motor Vehicle Theft | 3 |
| Murder | indefinite |
| Probation/Parole | Until sentence served |
| Prostitution Offenses (Assisting or Promoting) | 2 |
| Rape | indefinite |
| Robbery | 10 |
| Robbery, Armed | 30 |
| Sex Offenses, Forcible | indefinite |
| Smuggling | 5 |
| Sodomy of a Child or by Force | indefinite |
| Spying | indefinite |
| Trafficking in Humans | indefinite |