



DEPARTMENT OF THE AIR FORCE
UNIT LETTERHEAD

Date

MEMORANDUM FOR INSTALLATION COMMANDER

FROM: *(INSERT REQUESTING MEMBER)*

SUBJECT: Exception to Temporary Installation Access Restrictions

References: (a) JBER Order for Restrictions on Movement and Activities, 9 November 2020

1. In accordance with the references above, authorization to approve exceptions to the temporary installation access restriction in response to COVID-19 must be approved by the installation commander and endorsed by the unit commander, in the rank of O-4 and above, or civilian equivalent.

2. *(Insert member)* requests an exception to policy for *(Insert rank & member name(s))* due to *(Insert justification: necessary for humanitarian reasons or warranted due to extreme hardship)*. *(Insert narrative of circumstance)*.

3. I will take all necessary precautions to reduce the spread of COVID-19 to include following appropriate social distancing and sanitation practices.

4. My contact information for this request is *(insert point of contact information)*.

Signature block

1st Ind, (Commander in the grade of O-4, civilian equivalent or higher)

MEMORANDUM FOR *(INSERT REQUESTING ORGANIZATION)*

I recommend this exception to policy is approved/disapproved.

Signature block of Commander in the grade
of O-4, civilian equivalent or higher

2nd Ind, 673 ABW/CV

MEMORANDUM FOR *(INSERT REQUESTING ORGANIZATION)*

I approve/disapprove this exception to policy. A copy of this signed memo must be presented at the JBER Visitor Control Center (VCC) as proof of authorization for installation access.

DEAN H. DENTER, COL, USA
Vice Commander

cc:

673 ABW/CV

673 SFS/IDENTICARD

3rd Ind, *(member)*

I acknowledge receipt on _____. I will retain this memo on-file as documentation of approval. I will hand carry a copy of this memo to the JBER VCC as proof of authorization for installation access.

Requestor's signature block