

**YOUR UNIT HEADER
GOES HERE**

ORGANIZATION OFFICE SYMBOL

DATE

MEMORANDUM FOR 502D SECURITY FORCES SQUADRON (SFS/CL)
2404 N. NEW BRAUNFELS AVE SUITE A
FORT SAM HOUSTON TX 78234-0039

SUBJECT: Duty Appointment as Requesting Authority for sponsorship

1. The undersigned requests to be appointed as a Requesting Authority to sign the Applications for Installation Access requests.
2. As Requesting Authority, I will comply with the provisions of Issuance of Access Credentials to Contractors, Vendors, and Civilians Requiring Routine Official Installation Access.
3. Period: Duration of duty assignment or not to exceed 3 years from appointment.
4. Point of contact regarding this request Name, Title, Phone Number, and Email.

Requestor's Signature Block