



DEPARTMENT OF THE AIR FORCE  
39TH AIR BASE WING (USAFE)

MEMORANDUM FOR: 10<sup>th</sup> Tanker Base Command, Pass and I.D.

FROM: 39 ABW/CC

SUBJECT: Request for Issuance of Temporary Gate Pass

***“This contains FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Privacy Act of 1974.”***

1. Request a temporary gate pass be issued to the following individual(s)

RANK	Last Name, First Name	AGE	DOD DI Number	NATIONALITY	BRANCH OF SERVICE	PURPOSE OF VISIT
				AMERICAN		TDY

2. Inclusive dates of visit:

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**NOTE: TDY PERSONNEL: VALID UNTIL DEROS DATE**

3. Sponsoring organization/individual (sponsor will be responsible for individual's actions while on Incirlik Air Base):

RANK	NAME	ON BASE UNIT	PHONE

**REQUIRED ITEMS:**

**MILITARY PERSONNEL**

***In this order with application on top***

1. CAC Copy (Front and Back)
2. NATO Order Copy with red stamp (Show Incirlik Air Base, Turkey)
3. PCS Order Copy (Show Incirlik Air Base, Turkey)
4. **For Leave: Leave Order (Part II) Copy (Show Incirlik Air Base, Turkey)**
5. **For Leave: Passport Copy (Picture page and red stamp page)**

**CIVILIAN PERSONNEL**

1. CAC Copy (Front and Back)
2. For Civilians: Valid PCS/TDY Order Copy (Show Incirlik Air Base, Turkey)
3. For Civilians: Valid DEROS Letter Copy
4. **For Contractor without NATO Orders: MEMORANDUM (Completed at USAF Pass and I.D.)**
5. Passport Copy (Picture page and red stamp page)

**DEPENDENT**

1. Dependent(s) I.D. Card Copy (Front and Back)
2. **Sponsor's NATO, PCS Order and CAC Copies (Front and Back)**
3. Dependent(s) Passport Copy (Picture page and red stamp page)

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PASS AND REGISTRATION CLERK