



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

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Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010

THIS FORM SHALL BE SUBMITTED WITH COMPLETED 1-DAY OFFICIAL ENTRY/EXIT REQUEST

1-DAY OFFICIAL ENTRY/EXIT REQUEST Date: _____

(Must Submit to PMO Admin DURING WORKING HOURS 3 BUSINESS DAYS IN ADVANCE)

Name of Escorter : _____

Grade: _____

DoD ID# _____ QTRS# _____

Name of Sponsor : _____

Grade: _____

DoD ID# _____

Organization : _____

TEL# _____

Work / Cell Phone _____

RTD: _____

MM/YY

Destination: _____

From: _____

To: _____

Time _____

/ Date _____

Time _____

/ Date _____

Purpose of Request: _____

**日本語で記入する場合、名前及び国籍は英語表記でも記入すること / You can fill out all in Japanese except guests name and nationality.

**17歳以下で親の同伴がない場合は承諾書が必要/ Children 17 years old or younger traveling without their parents need to attach signed "Permission Statement"

PRINT NAME OF GUEST (氏名)	NATIONALITY	ADDRESS, TEL# (住所、電話番号)	PLACE OF WORK	VEH#	BADGE#
DOB (生年月日) DD/MM/YY, AGE (歳)	PASSPORT#				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- 1) GUEST(S) MUST BE ESCORTED AT ALL TIMES WHILE ON THE INSTALLATION. PASS(ES) MUST BE RETURNED TO THE MAIN GATE SENTRY WHEN YOUR GUEST(S) EXIT THE AIR STATION.
- 2) Your respective guest(s) must check in upon entering the Air Station and be issued a visitor's pass. A Vailed picture I.D. is required at Main Gate when checking in.
- 3) Facility access is contingent upon MCX and DECA policy and should be addressed with each facility directly.
- 4) Those guest(s) who attend club activities must check out and exit the Air Station within 30 minutes of respective club's closing.
- 5) A violation of this authorization may result in disciplinary action up to termination of sponsorship privileges.

Approving Official

Sponsor's Signature

PRINT NAME

H-1

"For Official Use Only - Privacy Sensitive : Any misuse or unauthorized disclosure may result in both civil and criminal penalties"

1-DAY OFFICIAL ENTRY/EXIT REQUEST Date: Sample

(Must Submit to PMO Admin DURING WORKING HOURS 3 BUSINESS DAYS IN ADVANCE)

Name of Escorter	Sample	Grade:	Sample	DoD ID#	Sample	QTRS#
Name of Sponsor	Sample	Grade:	Sample	DoD ID#	Sample	Sample
Organization	Sample	TEL#	Sample	Sample	RTD:	Sample
Destination:	Sample	From:	Sample	Sample	To:	Sample
		Time	/	Date	Time	/
						Date

Purpose of Request: Sample

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PRINT NAME OF GUEST (氏名)		NATIONALITY	ADDRESS, TEL#	PLACE OF WORK	VEH#	BADGE#
DOB(生年月日)DD/MM/YY, AGE (歳)		PASSPORT#	(住所、電話番号)			
1	Taro IWAKUNI 25/04/80, 39	Japanese Passport# xxxxxxxx	1-2-3, Iwakuni, Yamaguchi, Japan 0827-79-xxxx	ABC Corporation	Yamaguchi 400 WA 12-34	
2						
3						
4						
5						
6						
7						
8						
9						
10						

SAMPLE

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Leave Blank

Approving Official

Leave Blank

Leave Blank

Sponsor's Signature

PRINT NAME

H-1

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