

PRINT CLEARLY IN BLOCK LETTERS

EXAMPLE: SMITH, JOHN J., BMI

**ILLEGIBLE OR INCOMPLETE
REQUESTS WILL NOT BE PROCESSED**

5530
Ser 60/

Date of Request: _____
DD-MMM-YYYY (Example 01 JUN 2019)

From: _____
(Sponsor- Name, Rank, Department, Contact Number)

To: Security Officer, NSA Souda Bay

Subj: BASE ACCESS REQUEST

1. Respectfully request access to Naval Support Activity, Souda Bay, Crete, Greece through the Mouzouras Gate, for the personnel listed below. By my signature below I certify that the information is complete and correct.

If requesting more than 10 personnel, place "See Attached List of # of personnel" on the 1st line
ALL names must be on an attached list in alphabetical order. If # is not DOD, a color copy of the
ID must be presented with the attached list as well.

	NAME LAST, FIRST, MI	DOD ID, Gr. ID, or PP #	NATIONALITY, RANK, SERVICE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

2. Base access is for the period _____ to _____
(DDMMYYYY) (DDMMYYYY)

3. Purpose for access: ☐ PCS In/Out ☐ Dependent/Family

4. Reason for Visit: _____

5. Point of Contact: _____
(If different than "From" Line) (Name, Rank, Contact Number, Command and Department)

<div>SIGNATURE OF REQUESTOR (SPONSOR, UNIT COMMANDER, OR OFFICER IN CHARGE)</div>	<div>APPROVED: _____ NSA SB SECURITY OFFICER OR DESIGNEE</div>
<div>APPROVED: _____ NSA SB DEPARTMENT HEAD</div>	<div>APPROVED: _____ GREEK REPRESENTATIVE</div>

CONTROLLED UNCLASSIFIED INFORMATION (CUI) - PRIVACY SENSITIVE: This email may contain information intended only for the person(s) named above. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.