



FIRST ENDORSEMENT on \_\_\_\_\_ltr of \_\_\_\_\_

From: **Housing Director, Permanent Party Manager, TLF Manager, Kintai Inn  
Manager** (Please circle one)  
To: Provost Marshal's Office  
Via: Station Judge Advocate

1. Forwarded, approved/disapproved for a total of \_\_\_\_\_ days on a space available basis for lodging or family quarters. This approval is subject to concurrence by the Station Judge Advocate.

\_\_\_\_\_  
SIGNATURE

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Date

SECOND ENDORSEMENT on \_\_\_\_\_ ltr of \_\_\_\_\_

From: Station Judge Advocate  
To: Provost Marshal's Office

1. The applicant's request to sponsor a guest for a visit is subject to the following conditions:

- a. Access to MCCS Facilities:      Approved/Disapproved  
  Must be accompanied by sponsor;  
  cannot make purchases.
- b. Access to **Kintai Inn/TLF**:      Approved/Disapproved  
   Access to **BOQ/BEQ**:
- c. Access to banking/postal:  
   Facilities:                        Disapproved

\_\_\_\_\_  
SIGNATURE

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Date

From: Provost Marshal's Office  
To:

Subj: VISITATION REQUEST

1. Your request is approved/disapproved. Your guests must maintain a copy of this letter plus photo identification at all times.

\_\_\_\_\_  
SIGNATURE