



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 61st AIR BASE GROUP (AFSPC)
LOS ANGELES AIR FORCE BASE, CALIFORNIA

23 Apr 2014

MEMORANDUM FOR 61 SFS/S5RA (Security Forces)

FROM: Tierra-Vista Communities

SUBJECT: Installation Records Checks (IRCs)

1. The individual listed below has applied for base housing within Tierra Vista Communities which requires access to a military installation.
2. Information in this letter is protected by the Privacy Act of 1974. Air Force Personnel (Military or Civilian) must conduct this IRC. Information contained herein should be protected as sensitive personal information.

APPLICANT'S NAME:

APPLICANT'S SSAN:

ADDRESS:

DOB:

DRIVERS LICENSE:

DEPENDENT STATUS:

PLACE OF BIRTH:

SPONSORS SSAN: N/A

SPONSOR'S NAME: Tierra-Vista

3. It is our understanding that this IRC includes a file check of the Security Forces Management Information System (SFMS) which affords global background investigative data for all Air Force installations which covers at least a 2-year period from the date of the check. If your records indicate any unfavorable data or any reason why this individual should not reside in base housing, please provide details in the endorsement section.

Marc Felt | Community Manager | Tierra Vista at Los Angeles AFB

Attachment - Release Statement

1st Ind,

TO: (YOUR INFORMATION)

1. I certify that a check of all records pertaining to the above named individual has been completed and disclosed the following:

- () Our records check on the above individual indicates there is no derogatory information in this individual's file.
- () Our records check on the above individual indicates there is derogatory information in this individual's file.
- () No record of applicant.

2. Comments:

Signature

Rank/Position

Date