



UNIT LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR United States Army Garrison Fort Carson, ATTN: Visitor Control Center,
Fort Carson, CO 80913

SUBJECT: Validation for access during COVID-19

1. The individuals listed below have been reviewed by the Chain of Command. The Chain of command supports the sponsor's visitor for the purpose and duration as listed below. The sponsor will present this memorandum at the Visitor Control Center during the visitors' processing.

2. Visitors must have valid ID and pass the vetting screening process before being granted an installation access pass. Visitors and sponsors will follow the Fort Carson Travel and Leave Business Rules listed at <https://carson.army.mil/> and will comply with state and Fort Carson Command guidance during their visit to Fort Carson.

3. Sponsor information (Last name, First name, Middle name contact number)

4. The visitors, and duration listed in this paragraph have been approved by the chain of command in support of (*list the Sponsor*) from (*list dates authorized*) –

NAME

RELATION TO SPONSOR

SIGNATURE BLOCK
O3, BRANCH/CIVILIAN EQUIVALENT
TITLE or POSITION

(CAC Digital Signatures should be used
whenever possible IAW AR 25-50)