HOW TO ROUTE A REQUEST FORM

ROUTE LEARNER'S PERMIT REQUEST FORM ELECTRONICALLY

For those with CAC Access:

1. Electronically fill out the Sponsor/Dependent information.
   Sponsor must place a digital signature on the form

2. Save and email the form with digital signature to 18 SFS:
   18SFS.S5.ReportsandAnalysis@us.af.mil

3. 18 SFS will email to 18 MSG/KDAP. After KDAP coordination, it will be forwarded to BTRO (18 MSG/CD). Upon final approval, 18 MSG will electronically route (email) to Gate 1 Pass and ID and the Requestor.

4. Requestor must print the completed/approved form, present it to Schilling Community Center Front Desk to finalize the enrollment process.

5. Once enrolled in a course, take your receipt and the approved Learner's Permit Request Form to Gate1, Pass & ID - they will issue a Learner's Permit.**Learner's Permits are required for all students to take the Behind the Wheel portion of the class**

ROUTE LEARNER'S PERMIT REQUEST FORM MANUALLY

For those without CAC access (i.e. the sponsor is deployed):

1. Fill out the Sponsor/Dependent information.
   Sponsor or Legal Guardian must sign with ink on the form

2. Take the form to Bldg. 705, Room 128 (18 SFS/ Reports and Analysis)

3. Take the form to Bldg. 99, KDAP office. After KDAP coordination, it will be forwarded to BTRO (18 MSG/CD). Upon final approval, 18 MSG will electronically route (email) to Gate 1 Pass and ID and the Requestor (hard copy is also available for pick up).

4. Requestor must print the completed/approved form and present it to Schilling Community Center Front Desk to finalize the enrollment process.

5. Once enrolled in a course, take your receipt and the approved Learner's Permit Request Form to Gate 1, Pass & ID - they will issue a Learner's Permit. **Learner's Permit is required for all students to take the Behind the Wheel portion of the class**

DOWNLOAD THE LEARNER'S PERMIT REQUEST FORM

1. These instructions and the Learner's Permit Request form are available for download at https://kadenafss.com/schilling

DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

Date: [   ]

MEMORANDUM FOR RECORD

FROM: [   ]

SUBJECT: Request Installation Background Check for Learner's Permit

1. I, [   ], request driving privileges for my dependent family member.

    (Name) [   ] , (SSN) [   ] - [   ] - [   ] .

    E-mail: [   ]

    Phone #: [   ]

    [   ]
    Sponsor's Name and Unit

1st Ind, 18 SFS/S5R

Date: [   ]

MEMORANDUM THRU18 MSG/KDAP

The dependent family member above was checked against the Air Force Justice Information System
(AFJIS), [   ] derogatory information on file. (Email to: 18SFS.S5.ReportsandAnalysis@us.af.mil)

Recommend [   ]

[   ]
18 SFS Contact

2d Ind, 18 MSG/KDAP   Date: [   ]
MEMORANDUM FOR 18 MSG/DD

The attached personnel/list of personnel was checked against the Kadena Disciplinary Action Program data
base, [   ] derogatory information on file.   (Email to: 18msg.kdap@us.af.mil)

Recommend [   ]

[   ]
18 MSG/KDAP Contact

Approval Authority, 18 MSG/DD   Date: [   ]
MEMORANDUM FOR 18 SFS/SB

[   ]

[   ]
KEVIN M. SORENSON, GS-14, DAF
Deputy Director, 18th Mission Support Group