



San Antonio Region

1550 WURTSMITH ST.
BLDG 5727 ROOM 156
LACKLAND AFB, TX 78236
PH: (210) 674-0014
FAX: (210) 670-9035

MEMO TO: Webster University Civilian Students Attending Classes and
Civilian Instructors Teaching Classes on Lackland AFB

MEMO FROM: Debra L. Ingles, Senior Director

SUBJECT: Release of Personal Information

On January 7, 2009 all universities on Lackland AFB were advised by the Lackland Education Services Office that they must provide personal information for all civilian students and instructors coming to Lackland AFB (see attached form). This form gives Security Forces permission to conduct a Wants and Warrants search. Civilians are those who do NOT already have an I.D. card that gives them access to the base.

At least 10-14 days before the beginning of each new term, Webster University will compile a list of civilians in our upcoming term of classes and email that original list and official request letter to the Lackland AFB Education Services Office. The document will then be encrypted and emailed to the Security Forces personnel for processing. This takes anywhere from 5-7 business days for approval. Once processed, Security Forces assigns a tracking number and everything is emailed to the Valley Hi Visitors' Center.

Webster University will call the students and instructors with this tracking number. No one will be given a term base pass without their tracking number! If you do not receive a phone call from Webster at least 2 business days before your class begins, please call our Lackland AFB office. It is your responsibility to make sure that your phone numbers are all current with Webster.

Please feel free to contact our Lackland AFB office (210-674-0014) with any questions or concerns. Mr. Dan White is responsible for compiling and maintaining our civilian base access pass list and any addendums after the cutoff date announced each term. Any students enrolled in class AFTER the cutoff date must immediately contact Mr. White.

Thank you for your assistance in this matter, and have a great experience with Webster University at Lackland AFB, San Antonio, Texas!



PRIVACY ACT OF 1974

Authorization to Release Personal Information

I, _____, hereby authorize
(PLEASE PRINT NAME)
Webster University to release the information requested below to the Lackland AFB Education Services Office and Security Forces. The information is required to conduct wants and warrants searches for students attending classes and instructors teaching classes on Lackland AFB, San Antonio, Texas. I understand that this is a requirement to be admitted to classes on Lackland AFB. This release is in force throughout my tenure with Webster University.

Last Name, First Name, MI

Telephone Contact Number

Driver's License Number and State

Date of Birth

Signature

Date