SCHILLING COMMUNITY CENTER

LEARNER'S PERMIT REQUEST FORM (16-17yrs old)

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 THRU 18 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