

Base Entry/Entry Authorization List (EAL)

Procedures

01 August, 2016

During visitor hours (0900-1700 daily) organizations sponsoring events in excess of 100 visitors will need to notify Security Forces of their event to ensure the gates are prepared for the increase of traffic and searches—**the following information will be required:**

- Name of event, location, day/time, sponsor/contact number and approximate number of visitors (non-DoD ID card holders) coming through each gate (North & South Gates)
- Visitor requests should be sent by the sponsoring agency to: 10SFS.S5B@us.af.mil NLT 10 days prior to event—mark subject line w/ name of event

After visitor hours (after 1700 daily) organizations sponsoring events for more than ten visitors will need to notify Security Forces Pass and Registration Center of their event and provide an EAL with the following information:

EVENT INFO: Function Name/ Location of Function/ Date(s) of Function/ Time Function Starts & Ends

GUESS LIST INFO: Last Name/ First Name/ Date of Birth/ Driver's License Number with State of Issue

REQUIREMENTS: The guest list must contain a minimum of 10 people and be in alphabetical order with the identical name provided on their driver's license. Sponsor must send EAL encrypted to 10SFS.S5B@us.af.mil. If unable to send encrypted email, the sponsor must hand carry the EAL to the PRC. EAL's must be received no later than *6 BUSINESS DAYS* prior to the scheduled event.