

## **GUEST LIST/SPECIAL FUNCTIONS ENTRY AUTHORITY LIST (EAL) PROCEDURES**

Special functions include parties, weddings, balls, and other activities where groups of civilian visitors are involved. The approval authority for guest list functions (EALs) is the 78 SFS/CC or designee.

Individuals barred from the installation will not be allowed on for special functions. Attempts to gain access after being barred will be considered trespassing and deemed a violation of Title 18 U.S.C 1382.

### **Guest List/Special Functions EAL Requirements**

To assist you in making your planned event on Robins Air Force Base a success, the **sponsor** of an event must **hand carry** a typed list of visitors, called an Entry Access List (EAL), to the 78th Security Forces Squadron at least two (2) weeks prior to the event. A sponsor must have escort privileges for Robins AFB. An EAL is required when six (6) or more visitors are expected. For events with fewer than six (6) visitors, the sponsor must sign for each person at the Visitor Control Center (Bldg. 219) -or- physically escort the visitors onto the installation. The current Force Protection Condition determines sponsorship method. The EAL must be typed and contain the following information:

- An Alphabetized names of each guests' last name, first name (this must be the individuals proper name as it appears on a valid photo ID), including the location, time and date of event including the start date and end date as well as start time and end time. A phone number is required(DSN and non-duty), organization, and rank for the point of contact(Sponsor). Signature and acknowledgements of this letter and "child" next to any person under the age of 18 yrs of age.
- Three (3) copies of the EAL must be hand carried to 78 SFS/S5L by the authorized sponsor of the event. **Guest list must be delivered 2 weeks prior to the event or special functions. If an EAL is not received prior to the two (2) week time limit, the sponsor will be required to meet their guests at the Visitor Control Center to sign-in each visitor individually.** Please list (numbered) the following information typed on a separate list with a "Privacy Act" cover. The names need to be alphabetized (Last, First, Middle along with the Date of Birth and SSN for every visitor. **Changes to the provided list can be made up to 2 duty days prior to the planned event.**
- Police Services is open Monday- Friday 0730 to 1700 hours. The EAL will be forwarded to the 78th Security Forces Commander for review and/or approval. If approved, Police Services will distribute the EAL to Gate-3. **Gate-3 is the only authorized Gate that visitors on a EAL may enter.**

Installation entry controllers will check an official form of identification (Driver's License or State ID) of the visitors against the authenticated guest list and allow them to proceed without issuance of a DBIDS visitor's pass. The sponsor of the event must vouch for any visitors, in person, not appearing on the list (not to exceed 5) and a DBIDS visitor pass will be issued.

### **Extended Stay for Guests**

A sponsor who is requesting an extended stay for guests who will be staying in base lodging facilities or in base housing must report to the VCC no more than (3) days prior to the event and sign their guest into the 72 hour log book. The sponsor must annotate all of the applicable guest information into the Visitor Log book. Upon logging guest information, the sponsor must present a VCC guard with a valid base ID, verifying independent base access. The sponsor will instruct their guest to report to the VCC upon arrival to obtain a DBIDS Visitor Pass for the duration of their visit. Guest receiving an AF Form 75 will not be listed on an EAL. If the request is longer than (3) days not to exceed (7) days, the on-duty flight chief may approve the visit. A request for a visit longer than (7) days must be submitted to the 78 SFS for approval by the 78 SFS/CC.

### **Foreign Nationals EAL Requirements**

The requesting sponsor must provide WR-ALC the following information when requesting that a foreign national be permitted access to the installation for a social event: Last name, first name, date of birth, passport number, country of origin, and identification number.

- The information provided will be forwarded to AFOSI for review. 78 SFS will notify sponsor upon concurrence/non-concurrence from AFOSI. If AFOSI concurs, then the sponsor will be required to physically escort the foreign national for the duration of the event. This includes from the gate to the location of the visit and back to the gate upon leaving the installation.
- Foreign nationals will not be allowed to stay overnight in base lodging facilities for convenience. Only those approved by the 78 ABW/CC may stay overnight and unescorted.

If you have any questions concerning this process, please contact 78 Security Forces Police Services Section at 478-1980.

Current as of July 25, 2012  
Submitted by 78th Security Forces Squadron