

FROM: 42nd Security Forces Squadron

TO: Sponsor of Visitors to Maxwell/Gunter AFB

SUBJECT: Special Events

1. To sponsor an event on Maxwell/Gunter Air Force Base the following is required:

- a. Sponsor must hand carry a typed alphabetized list of at least six visitors to Pass and Registration (Name: Last Name, First Name, MI)
- b. Indicate start and end time on Entry Authority List ( EAL)
- c. Location and time of event
- d. Phone number, organization, and rank for the point of contact (sponsor)
- e. Signature and acknowledgements of this letter
- f. Indicate child and DOB next to any person 15 yrs of age and younger
- g. Date of birth, Driver's License number and state issued for all others

Pass and Registration/VCC must receive the EAL five duty days prior to the event for 50 or less visitors and 10 duty days prior if more than 50 visitors. If Pass and Registration/VCC does not receive the EAL within these guidelines the sponsor will be required to meet their guests at the gate to sponsor each visitor individually.

All persons accessing Maxwell/Gunter will be vetted through NCIC/ALACOP. Access can and will be denied for unfavorable information.

Acknowledgements (sponsor initial when EAL is delivered to Pass and Registration)

\_\_\_\_\_ I will ensure all guests on the entry authority list are U.S. citizens

\_\_\_\_\_ I will ensure guests provide the installation entry controller with a valid photo ID, current vehicle registration and insurance, name of the event, and name of the sponsor. *Entry will NOT be granted without a valid photo ID.*

\_\_\_\_\_ I will ensure guests proceed directly to and from the event. *Guests observed in areas outside the direct route to and from the event will be escorted off installation immediately and sponsor may lose sponsorship privileges. Random base tours are not authorized.*

\_\_\_\_\_ I will ensure guests are under sponsor's control at all times while on the installation. I take full responsibility for the actions of my guests while on Maxwell/Gunter Air Force Base.

\_\_\_\_\_ The scheduled event may be cancelled at a moments notice due to unforeseen circumstances or an increased Force Protection Conditions.

\_\_\_\_\_ I will contact the Maxwell VCC (953-4283) 24 hours prior to the event to ensure all submitted individuals have been vetted/cleared for base access.

\_\_\_\_\_  
Name, Rank, Duty Phone

\_\_\_\_\_  
Signature of sponsor

\_\_\_\_\_  
Pass and Registration Clerk

\_\_\_\_\_  
Date