DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Freedom 250

22 April 2025

MEMORANDUM FOR 910TH AIRLIFT WING

FROM: 910 SFS/S5P (PASS AND REGISTRATION)

SUBJECT: Request for Entry Authority List (EAL) Approval for Non-DoD Visitors

1. EAL requests are submitted to grant authorized access onto USAF installations for specific events/performance of work. This is intended for larger groups of people to perform work or for attendance of a function such as weddings, retirements, promotions, meetings, training, etc., *or* for individuals requiring access on weekends or after-duty hours when it is not possible for them to obtain a visitor's pass beforehand. Before planning your event, it is recommended that you contact Pass and Registration at (330) 609-1333 for guidance/ restrictions for Non-DoD visitors requiring access onto the installation. Minors under the age of 18 must not be placed on the list, provided they are accompanied by a parent/legal guardian who is listed.

2. EAL requests must be complete, signed and submitted no later than **five (5) business days** prior to the event/ function. If more space is required, please print additional EAL forms to continue your guest list. **NOTE:** Background checks must be conducted for all individuals; failure to submit the information in a timely manner could result in delays of access. Upon completion of the background checks, Police Services will make a reasonable attempt to contact you at the number you provide if there are any denials.

3. The screening of foreign national visitors requires additional time. The Visitor Control Center (VCC) should be provided with at least **five (5) business days** notice of their arrival by the sponsor. Foreign visitors will be denied access if the above is not completed prior to their arrival.

4. All information required on the list MUST be filled out completely and signed by the requesting sponsor. List names alphabetically, ordered by last name. The names listed must appear exactly as shown on guests' ID; no nicknames. If an individual does not wish to supply you with their personal information, **do not** add them to the list. Once submitted, VCC personnel will not make changes to the EAL on your behalf. Upon their arrival, visitors must either be in possession of REAL ID, "legacy" (older style) ID, or their non-REAL ID Act compliant ID *plus* a US Passport/Passport Card, Nexus Card, Veterans ID, TWIC, Resident Alien ID or a *combination* of their birth certificate with raised seal *and* their Social Security Card. All documents must be valid, and original; photocopies are not acceptable. Digital renderings are also not accepted.

5. The sponsor of the event must have one valid form of identification as follows: Military ID, AF Civilian ID, DoD Common Access Card, Military/Civilian Retired ID Card or Dependent ID Card.

6. The original, completed EAL request document (not a scan) must be emailed to the 910th Security Forces Visitor Center at 910SFS.VCC.VisitorControl@us.af.mil from your DoD government (.mil) email account only. Retirees or others without access to the .mil domain must submit their completed requests in person at the VCC, along with proof of ID, within the allotted time.

7. Last minute additions on the day of the event cannot be added to the list. Instead, the sponsor will be required to either be physically present at the VCC or the main gate when the guest arrives, to provide their CAC/Dependent/Retired ID as verification of sponsorship for the creation of a visitor's pass.

8. This letter supersedes all previous versions, same subject.

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Digitally signed by ALLEN.RICO.DARNELL.1471978716
Date: 2025.04.22 09:11:20 -04'00'

RICO D. ALLEN, TSgt, USAF
NCOIC, Pass and Registration

DATE: 11 May 2026

I request installation access for the following Non-DoD Visitor(s) in reference to the below function/event. I understand that the visitor(s) full name, date of birth and race will be used for background checks and that I will be responsible for the conduct of all visitors/guests for whom I will be sponsoring, for the duration of their visit at the 910 AW. ***DO NOT ADD MINORS***

Sponsor Information:

Name/Rank		Organization	
Duty Phone		Cell Phone	

Function/Event Information:

Type of Event			
Location			
Date		Time	

Non-DoD Visitors:

NAME (Last, Full First, M.I.)	DOB YYYY/MM/DD	DRIVER'S LICENSE# STATE OF ISSUE	SEX (M/F)	RACE CODE

***RACE CODES**: American Indian or Alaskan Native-**I;** Asian or Pacific Islander-**A;** Origin of racial groups of Europe, North Africa or Middle East, Caucasian or Hispanic-**W;** Persons with origins in any of the black racial groups of Africa-**B;** No other race code available-**U.**
NOTE: IAW AFMAN 31-101_v3, para 2.14, the Installation Commander is only authorized to conduct an NCIC III name check on non-DoD affiliated civilians each visit. The required name check fields include a person's name, sex, race and date of birth.

By signing, I acknowledge that all information is accurate to the best of my knowledge, and I understand that all non-DoD personnel will be required to be in possession of the identification documents listed in paragraph 3 in the instructions.

Sponsor Signature:_____

---------- **For Police Services Use Only** ----------

Authenticated By: _____

Date/Time: _____