

SPECIAL EVENTS

If you are planning to host a special event on base, such as a retirement, promotion, conference, funeral, or wedding, please review the following steps and forms that must be submitted before authorization for the event and base access can be granted.

Step 1: Event Notification

A Special Event Request Memorandum for Record (MFR) must be submitted to the Visitor Control Center organization box **no later than 14 days prior to the event**. This MFR should include details such as:

- Type of event
- Expected attendance
- Duration
- Point of contact (POC) information

The Wing Commander will review and approve your event request, and also determine the vetting requirements for your guests. If the Wing Commander grants an exception to the vetting process, your guests will be required to be escorted at all times while on base.

Step 2: Entry Access List (EAL) and Vetting Sheet

After the Special Event Request MFR has been approved, sponsors will need to submit an Entry Access List (EAL) for their event. There are two possible scenarios:

- **Vetting Required:** If guests need to be vetted, the sponsor must complete a Vetting Sheet (Form 1) and submit it to the Visitor Control Center organization box no later than 4 days before the event. The Vetting Sheet must include the following information for each guest:
 - Last Name
 - First Name
 - Date of Birth
 - Driver's License Number and State of Issue
 - Social Security Number
- **Vetting Exception:** If the Wing Commander has granted an exception to the vetting process, the sponsor must submit an EAL (Form 2) to the Visitor Control Center organization box **no later than 3 days before the event**.

Step 3: Vetting Process

All guests who are submitted on the Vetting Sheet (Form 1) will undergo a standard background check process. Please note that not all guests will be granted access to the installation. If a sponsored civilian fails the fitness determination, they will be denied access.

Step 4: Entry Access List (EAL) for Event Day

The Vetting Sheet (Form 1) will serve as the Entry Access List (EAL) for the day of your event.

Step 5: Security Measures

Depending on the size and nature of the event, additional security measures may be required. This could include increased patrols or the presence of Security Forces members.