

Instructions for preparing an Entry Authorization Letter (EAL)

Entry Authorization Letter (EAL): An EAL is used to allow one time access to TAFB for approved social functions, civic affairs, special events, etc. when the number of guests exceeds seven guests and the sponsor cannot physically escort each guest.

Requirements for an EAL are as followed:

- Sponsors must be 18 years of age and/ or a US military member, DoD civilian employee or contractor with a Common Access Card (CAC).
- An EAL is used to allow 8 - 299 visitors entry to the installation. Entry for seven (7) or fewer guest sponsor will come in and sponsor their guest at the 72d Security Forces Squadron Pass and Identification Office (72 SFS/S5P) located at Bldg 6611.
- Sponsors cannot sponsor via email, fax or telephone.
- EALs must contain the specifics of the function, location, date, time, sponsor's name and address and telephone number.
- Names on the EAL must:
 - Be listed in alphabetical order (Last name, First name and MI)
 - Driver's license number with state of issue (State ID if no Driver's License)
 - Date of birth
 - Full nine (9) digit Social Security Number (Required for vetting)
- To safeguard the personal data of all visitors, these forms of ID are used only for identity proofing and vetting through approved Law Enforcement (LE) and government networks and are not releasable outside LE channels. All visitors of Tinker AFB are subject to background checks by 72 SFS/S5P.
- If the visitor is denied access to base, the sponsor will be notified.
- The word child should be annotated by the name of any visitor under the age of 18 years.

- EALs must be submitted by the individual sponsoring the visitors/guests by the required days for identification verification/vetting, authentication and posting. Weekend events require coordination NLT close of business on the preceding Wednesday.
- Amount of Guest/Visitors and Time Frame prior to event:
 - 8 – 50 guests/visitors will need to be submitted seven (7) duty days prior
 - 51 – 100 guests/visitors will need to be submitted 14 duty days prior
 - 101 – 150 guests/visitors will need to be submitted 21 duty days prior
 - 151 – 299 guests/visitors will need to be submitted one month prior
- Two (2) typed copies of completed EALs must be hand carried to 72 SFS/S5P by the individual sponsoring the visitors/guests.
- One (1) copy of the responsibility letter must be brought in when submitting EAL unsigned and filled out in the presence of 72 SFS/S5P personnel.
- EALs will not be accepted by phone, fax or email. If there are any changes to be made to your EAL (i.e. additions, deletions etc.) you must submit a new EAL (two (2) copies). No exceptions!



DEPARTMENT OF THE AIR FORCE
72D SECURITY FORCES SQUADRON (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

FROM: 72d SECURITY FORCES SQUADRON PASS AND IDENTIFICATION OFFICE

TO: Sponsor of Visitors to Tinker Air Force Base (TAFB)

SUBJECT: Sponsorship Responsibilities

1. The **sponsor of an event must hand carry** a typed list of visitors called an Entry Authority List (EAL) to the 72d Security Forces Squadron Pass and Identification Office (72 SFS/S5P) located at building 6611. The EAL must be typed and contain the following information:

- a. Alphabetized list of names (LAST, FIRST, MI) of every visitor
- b. Visitor's driver license number and state of issue
- c. Date of birth
- d. Social Security Number (SSN)
- e. Indicate "child" next to any person under the age of 18 years of age
- f. Time (start/end), date (start/end), and location of event
- g. Name, rank, unit and phone number of contact person (sponsor)
- h. Signature and acknowledgement of this letter

2. Two (2) copies of the EAL must be hand delivered by the sponsor to 72 SFS/S5P. 72 SFS/S5P is open from 0600-2200 (6 a.m. to 10 p.m.), seven days a week. Sponsors must have escort privileges for Tinker AFB in accordance with TAFB Integrated Defense Plan (IDP). An EAL is required when **eight (8) or more visitors** are expected. If the EAL is not received in the required days prior, delays at the gate may be experienced and the sponsor may be required to meet their guests at the Visitor's Center to obtain a visitor's pass (DBIDS Paper Pass).

Acknowledgements (to be initialed by the sponsor when EAL is delivered)

- _____ I will ensure all guests on the entry authority list are US citizens
- _____ I will ensure guests provide the gate guard at the gate with a photo ID, proof of insurance, specific name of the event, and name of the sponsor. **Entry will NOT be granted without a valid photo ID and Proof of Insurance**
- _____ I will ensure guests proceed directly to and from the event.
- _____ I will ensure guests are under a sponsor's control at all times while on the installation.
- _____ **Sponsors are responsible for the actions of guests**
- _____ The event may be cancelled at a moment's notice due to unforeseen circumstances or an increase in Force Protection Conditions.

 Printed rank, Name, Org, Phone # of Sponsor

 Signature

 Date

ENTRY AUTHORITY LIST (EAL) FOR
 (SPECIFIC NAME OF EVENT)

(USE SPONSORING ORGANIZATION LETTER HEAD)

From: (Sponsor's Name)

To: 72 SFS/ Pass and ID

Subject: (Specific Name of the function)

1. I request unescorted base entry for the following personnel. They will be attending the above function being held at (specific location on the installation).

<u>Guest Name</u>	<u>Drivers License #/ State of Issue</u>	<u>SSN</u>	<u>Date of Birth</u>
BROWN, DANIEL A.			
HALL, ANTHONY B.	(Child)		
HALL, BRIAN W.	(Child)		
HALL, CHRISTINE E.			
HALL, DAVID A.			
JOHNSON, MICHAEL J.			
SMITH, JOAN M.			
SMITH, JOHN T.			
SMITH, JOSHUA R.	(Child)		
WILLIAMS, PAUL J.			

2. Request access to TAFB for these personnel starting at approximately (date and time) and ending (date and time) and will access TAFB through (annotate which gate). I will be responsible for all personnel.

3. I can be reached at (phone #) prior to the event and at (phone # if possible or location on base) during the event.

4. (FOUO) IAW the Privacy Act of 1974, the contents of this document contain privileged or other confidential information. Unauthorized disclosure may result in civil and criminal sanctions. If you are not the intended recipient, or believe you have received this communication in error, do not reproduce, retransmit, disseminate, or otherwise use this information. All collected information will be utilized to conduct a criminal back ground check and no personnel information will be given out to unauthorized personnel. All information contained herein will be destroyed when no longer required.

Signature Block
Name, Rank, Unit of Sponsor