



**DEPARTMENT OF THE AIR FORCE
71ST FLYING TRAINING WING
VANCE AIR FORCE BASE OKLAHOMA**

DD MMM YYYY

MEMORANDUM FOR 71 SFS/VCC

FROM: **YOUR RANK FIRST MI. LAST (2DLT JANE G. DOE)**

SUBJECT: Vance AFB Entry Access Request

1. On **(date)**, there will be **(event)** at **(location)**, starting at **(time)**. I am respectfully requesting unescorted entry for the individuals listed below. The earliest date/time guest may request access to Vance AFB: **Date and Time**. **PLEASE NOTE** this date and time will be used as the **start time** of the EAL. Guest will **NOT** be allowed access before this date and time. This Entry Authority List (EAL) will expire on **DD Mmm YY** (the sponsor must be on Vance AFB to continue to sponsor guests i.e. you can't PCS on Monday, but the EAL expires the following Friday). Effective 7 May 2025, I understand visitors who are not REAL ID Act of 2005 compliant will require constant escort while on Vance AFB.

<u>Last, First MI.</u>	<u>DL/ID Number</u>	<u>Issuing State or US Passport</u>	<u>Date of Birth</u>	<u>Last 4 of SSN</u>	<u>REAL ID Compliant?</u>
Doe, John L.	123654789	Oregon	01 Jan 1950	1234	Yes or No
Guests must be listed in alphabetical order by last name!					
For more than 5 visitors,	continue to add	rows as	needed	5 visitors minimum	Non-compliant individuals must be escorted

2. I understand entry to Vance AFB will only be authorized for the above listed members who have been properly vetted by 71 SFS/VCC personnel and who meet fitness determination through criminal background checks. Information obtained during the vetting process will not be shared with the sponsor in accordance with VAFB31-101, *Integrated Defense Plan*. Additionally, any foreign visitors must be processed separately.

3. For concerns, or requests for further information, please contact the undersigned at (phone number) or at (e-mail address).

(THIS IS ATTACHED TO PARAGRAPH 3)
(convert to PDF and digitally sign here)
FIRST MI, LAST, Rank, USAF
Duty Title

Attachment:

1. Entry Authority List

1st Ind to 71 SFS/VCC, DD Mmm YYYY, Entry Authority List

MEMORANDUM FOR YOUR RANK FIRST MI. LAST (2DLT JANE G. DOE)

APPROVED / DISAPPROVED

Authenticated by:

Date/Time:

Controlled by: Unit/Office Symbol
CUI Category: PRVCY
Limited Dissemination Control: FEDCON
POC: Xxxxx Xxxxxxx, 580-213-XXXX

DELIVER, DEVELOP, DEPLOY, DEMONSTRATE

DELIVER, DEVELOP, DEPLOY, DEMONSTRATE