DD Mmm YY

CUI

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. 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last, First MI. | DL/ID Number | Issuing State | Date of Birth | Last 4 of SSN | REAL ID Compiant? |
| Doe, John L. | 123654789 | Oregon | 01 Jan 1950 | 1234 | Yes or No |
| Guests must be listed |  |  |  |  |  |
| in alphabetical order! |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| For more than 5 visitors,  | continue to add  | rows as | needed | (5 visitors minimum) |  |

1. 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.
2. For concerns, or requests for further information, please contact the undersigned at (phone number) or at (e-mail address).

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FIRST MI, LAST, Rank, USAF

Duty Title

Controlled by: Unit/Office Symbol

CUI Category: PRVCY

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POC: Xxxxx Xxxxxxx, 580-213-XXXX

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