



DEPARTMENT OF THE AIR FORCE
42D AIR BASE WING (AETC)
MAXWELL AIR FORCE BASE ALABAMA

MEMORANDUM FOR RECORD

FROM: 42 SFS/S5B

SUBJECT: Special Event/EAL Procedures

1. IAW MAFBI 31-113 Para. 3.1, To hold a special event on Maxwell AFB or Gunter Annex, a military affiliated member with current DoD ID must sponsor the event. In order to be considered a special event, the list must contain a minimum of (7) seven individuals. The DoD ID card holder sponsoring the event must drop off a list to Pass and Registration (Bldg 518) at least FIVE DUTY days before the event; EAL's with 100 or more guests must be turned in at least TEN DUTY days prior to the event. The Pass and Registration personnel will authenticate the listing, conduct background checks on all of the visitors. If there are any discrepancies found the Pass and Registration personnel will notify the sponsoring individual via provided telephone number so the corrections can be made. The list must contain the following information:

- List must be TYPED
- Alphabetized by Last Name, First, MI and list their Date of Birth, Driver's License State and Number for all guest 16 years of age and older (If Driver's License State and Number are not provided the member will NOT be allowed to drive on the installation)

NOTE: If the guests are 15 years of age and younger, put CHILD next the name along with the date of birth

- Date, time, location of event
- Name, unit, and phone number of military affiliated member sponsoring the event.

NOTE: The individual sponsoring the event will be contacted before for any issues that occur.

2. The list will not be accepted if all above requirements have not been met. If corrections are not made before date of event the EAL will be posted and the individuals in question will not be allowed access via EAL. Please provide the guests with the following guidance before the event:

- All vehicles will enter through the Maxwell Blvd (old Bell Street) Gate (Maxwell) and Dickinson Drive Gate (Gunter)
 - All guests will have a valid picture form of identification. State or Federal issued
 - The driver of each vehicle must possess a current driver's license, vehicle registration and current proof of insurance in order to receive a base pass.
 - Rental contract if operating a rental vehicle
- The military sponsor of the event is responsible for the guests while they are on the installation.