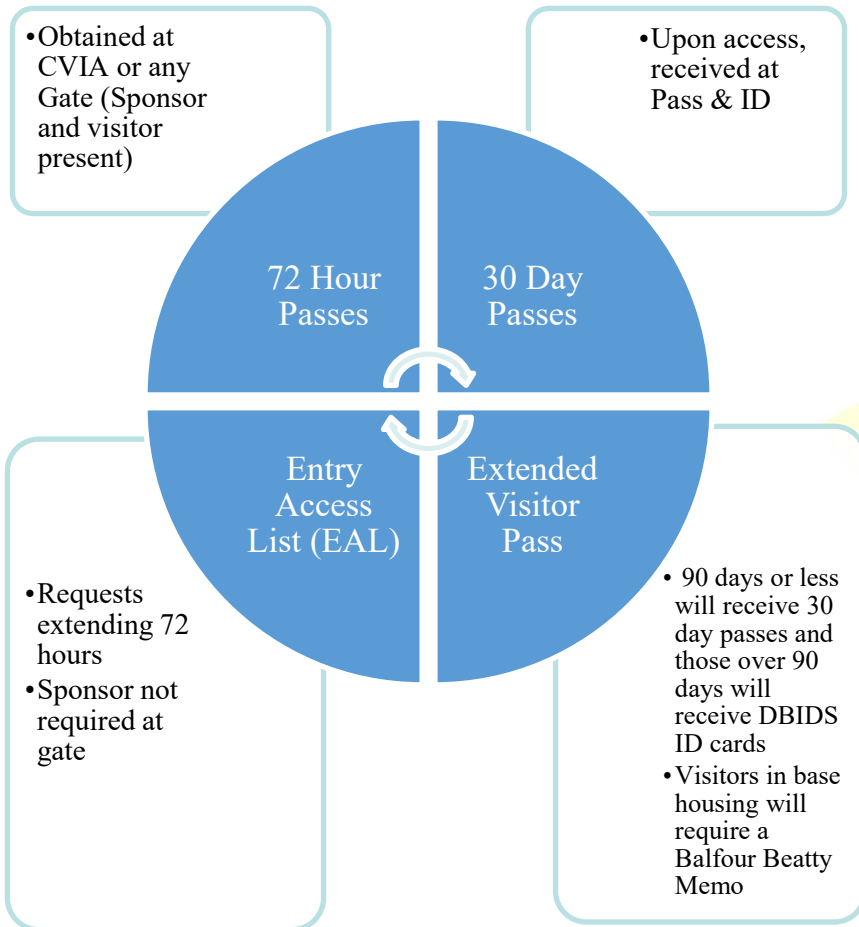




# Sponsoring Visitors Effective: 01 July 2022



If a request is made for a visitor to stay for more than 72 hours but less than 30 days, an Entry Authority List(EAL) request must be submitted to 9SFS/EAL Org box at 9SFS.EAL@us.af.mil



- All visitors will have to be sponsored at a gate or at CVIA with exception to those on a Entry Authority List(EAL).
- Gates are only allowed to make passes for up to 72hrs
- If there is a need for more than 72 hours both sponsor and visitor will go to Pass and Registration for a pass of up to 30 days.
- Our most current forms can be accessed by using our SharePoint site: (<https://usaf.dps.mil/sites/9MSG/9SFS/Plans&Programs/PassID>) Once completed, the spreadsheets must be sent to [9sfs.eal@us.af.mil](mailto:9sfs.eal@us.af.mil).
- Everyone on the EAL must have a paper pass. To exclude special events.
- The Visitor EAL template will ONLY be used for VISITORS needing access to Beale.
- The Special Event EAL template will ONLY be used for SPECIAL EVENTS (Promotion Ceremonies, Change of Command, Wing Events, Court Martials, etc). **Special events EAL WILL NOT exceed 1 day unless required.**
- Foreign Visitors - sponsor must notify this office and have a EAL properly completed and routed to Pass and Registration ORG box **10 days prior to the accessing date requested.** Foreign visitors can not enter the installation without being properly vetted in **advance** through this office and OSI.
- The Foreign National EAL template will ONLY be used for visitors who are FOREIGN NATIONALS and do NOT hold a PERMANENT RESIDENT card.
- Sponsors will receive an email of disapproval/approval of EAL requests.



# Approved Forms of Identifications



- Individuals requesting access to the installation must possess a Real ID as shown.
- If individual does not possess a real ID, a birth certificate/social security card with a photo ID from the authorized listing below will be needed to grant access.



1. Current/valid driver's license or identification card issued by a state or outlying possession of the United States, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
2. Identification card issued by Federal, State, or local government agencies, provided it contains a photograph and biographic information such as name, date of birth, gender, height, eye color, and address.
3. United States passport or passport card.
4. Permanent Resident Card/Alien Registration Receipt Card (Form I-551).
5. A foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine readable immigrant visa.
6. A foreign passport with a current Arrival-Departure Record (Form I-94) bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.
7. An employment authorization document that contains a photograph (Form I-766).
8. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status.
9. A foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
10. School identification card with a photograph.
11. U.S. Military or draft record with a photograph
12. U.S. Coast Guard Merchant Mariner Card with a photograph.
13. Native American Tribal Document with a photograph
14. Any of the following credentials are also acceptable for the purpose of identity proofing as long as an identity proofing document from the above listing is also used:
  - a. Birth Certificate
  - b. Social Security Card



# Criminal Background Checks

## (Current as of 21 March 23)

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- **IAW 9 RW BAFB IDP: 3.6.8. Criminal Background Checks: In order to promote security and safety on BAFB anyone requesting access to the installation is subject to criminal background checks, want/warrants checks, and driving history checks.**
- **This includes all civilians and retired military members as well as any dependent residing or requesting to reside on BAFB. Individuals whose criminal backgrounds meet any of the following criteria shall not be allowed access to BAFB:**
- 3.6.8.1. The individual is required to register as a sexual offender, violent offender, or arsonist under federal law or the applicable state law.
- 3.6.8.2. The individual has been convicted of illegal possession or use of drugs/narcotics on more than one occasion within 10 years from the date access to BAFB is requested.
- 3.6.8.3. The individual has been convicted of a felony involving violence against a person, arson, robbery, burglary, or weapon violation within 10 years from the date access to BAFB is requested.
- 3.6.8.4. The individual has been convicted of any crime involving indecent acts with a minor or a felony that is sexual in nature.
- 3.6.8.5. U.S. citizenship, immigration status, or Social Security Account Number cannot be verified.
- 3.6.8.6. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.
- 3.6.8.7. The installation is unable to verify the individuals claimed identity.
- 3.6.8.8. There is a reasonable basis to believe individual has submitted fraudulent information concerning his or her identity, additionally the individual's material, intentional false statement, deception, or fraud in connection with Federal or contract employment, that issuance of an access credential poses an unacceptable risk.
- 3.6.8.9. There is reasonable basis to believe the individual will attempt to gain unauthorized access to classified documents, information protected by the Privacy Act, information that is proprietary in nature, or other sensitive or protected information.
- 3.6.8.10. There is a reasonable basis to believe the individual will unlawfully or inappropriately use an access credential outside the workplace.
- 3.6.8.11. There is a reasonable basis to believe based on an individual's criminal or dishonest history, that issuance of an access credential poses an unacceptable risk.
- 3.6.8.12. The individual has/had been barred from entry/access to a Federal installation or facility.
- 3.6.8.13. The individual is wanted by Federal or civil law enforcement authorities, regardless of offense or violation.
- 3.6.8.14. The individual has been incarcerated for 12 months or longer within the past ten years, regardless of offense/violation, unless released on proof of innocence.
- 3.6.8.15. The individual has any conviction for espionage, sabotage, treason, terrorism or murder.
- 3.6.8.16. The individual's name appears on any Federal Agency's watch list or hit list for criminal behavior or terrorist activity.
- 3.6.8.17. The individual has been convicted of a firearms or explosive violation within the past ten years.



# Background checks Cont'd

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- 3.6.8.18. The individual has been convicted of sexual assault, armed robbery, rape, child molestation, child pornography, trafficking in humans, drug possession with intent to sell or drug distribution.
- 3.6.8.19. A statutory or regulatory bar prevents the individual's contract employment; or would prevent Federal employment under circumstances that furnish a reasonable basis to believe that issuance of a access credential poses an unacceptable risk.
- 3.6.8.20. The individual has knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force.
- 3.6.8.21. The individual has pending charges for any of the previously listed offenses (3.6.8.1-3.6.8.19) will be denied access until a disposition is listed for the charges that does not meet denial requirements.
- 3.6.8.22. The individual who is currently serving probation for the previously listed offenses (3.6.8.1-3.6.8.19) will be denied access until the end of their probationary period.
- **NOTE:** Individuals who meet any of the criteria in the above paragraphs will be issued a “Denial of Access to BAFB Due to Disqualification Letter” upon them attempting to gain access to BAFB. Once the SF member has issued the letter to the said individual, and received their signature of acknowledgment, they will ensure the signed copy is routed to 9 SFS/S5R for filing. If the individual wishes they may submit an application for waiver of this policy to the 9 SFS/CC. The 9 SFS/CC will review the request and verify any disqualifiers via California Law Enforcement Telecommunications System (CLETS), and route the letter to the 9 RW/SJA to obtain a legal review. The 9 RW/SJA will review the application and forward it to the 9 RW/CC for final decision-making authority. Personnel approved will be placed on an entry authority listing and distributed to all IACPs. Personnel will be issued a visitor pass for base access.
- The only exception to this policy is if the individual is entitled to medical care at BAFB’s Medical Treatment Facility (MTF). A temporary access for the sole purpose of seeking necessary medical treatment can be granted by 9 SFS, Pass and Registration NCOIC, 9 SFS/S3O or higher. After being granted access, they must travel directly to and from the medical facility. They are not to deviate from the most direct route nor stop for any reason to or from the MTF.



# Entry Access Lists (EAL)

- What Defenders see when looking up visitors on the EAL

LAST NAME	FIRST NAME	DATE OF BIRTH	DRIVER LICENSE	DL STATE	START DATE	END DATE	SPONSOR NAME / DOB	SPONSOR DOD ID	SPONSOR PHONE	DESTINATION
SMITH	JOHN	1-Jan-01	LF444231	CA	1-Mar-23	10-Mar-23	TSGT SANDERS, KYLE / 01/01/1989	15433421	634-3128	BASE HOUSING
HICKORY	GEORGE	2-Jan-01	LF444232	CA	2-Mar-23	11-Mar-23	TSGT SANDERS, KYLE / 01/01/1990	15433421	634-3129	BASE HOUSING
DOE	JANE	3-Jan-01	LF444233	CA	3-Mar-23	12-Mar-23	TSGT SANDERS, KYLE / 01/01/1991	15433421	634-3130	BASE HOUSING
MOE	ALFRED	4-Jan-01	LF444234	CA	4-Mar-23	13-Mar-23	TSGT SANDERS, KYLE / 01/01/1992	15433421	634-3131	BASE HOUSING
GALAPAGOS	KEVIN	5-Jan-01	LF444235	CA	5-Mar-23	14-Mar-23	TSGT SANDERS, KYLE / 01/01/1993	15433421	634-3132	BASE HOUSING

- EAL Template, all fields need to be completed. Failure to identify individuals is an automatic DENIAL to Beale AFB

VISITOR BAL ROSTER												
This BAL template will ONLY be used for VISITORS needing access to Beale AFB. BAL requests under NO circumstances will EXCEED 30 days.												
BAL's requests containing less than 15 individuals require 3 business days to complete. BAL's requests containing 15 individuals or more require 7 business days to complete.												
NOTE: ALL fields need to be completed properly, NO EXCEPTIONS. SSN is used to positively identify individuals. Failure to identify individuals is automatic DENIAL to Beale AFB.												
Guest's LEGAL Last Name	Guest's LEGAL First Name	DOB	Drivers license Number	Drivers license Issuing State	Access START Date	Access END Date	Sponsor Name/DOB	Sponsors DOD ID/ EDIPI	Sponsor Phone Number	Destination	Country of Citizenship	Visitors SSN
Last Name	First Name	31-Jul-86	D12345678	AZ	15-Jun-17	30-Jun-17	SrA John A Doe/2/12/1976	1234567891	(123) 456-7899	Bldg 1234 BX	Australia	



# Questions ?

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