**DOVER AFB ACCESS CONTROL REQUEST PROCEDURES**

1. Access Control Lists (ACL) Requests must be submitted/approved **NOT LATER THAN SEVEN (7) FULL BUSINESS DAYS** before access is granted. **Saturdays, Sundays, Federal Holidays and AMC Family Days are not considered business days.** If the Access Control List is not received/ approved Seven (7) full business days prior to the event, the ACL will not be ready by the requested start date. List must have 10 or more guest.
2. The sponsor is required to submit all access control list requests. The sponsor must be Active Duty, National Guard, Reserve, Retired military or an authorized DoD civilian. The sponsor acknowledges responsibility for the actions of all guests entering Dover AFB.
3. IAW AF Manual 31-101v3, (Installation Perimeter Access Control) a Criminal Background Check will be conducted for all persons visiting Dover AFB. All access control lists requests must include the sponsor’s information as outlined in the attached sample letter on page 3. Failure to provide the required information the guests will be denied unescorted access requiring the sponsor to physically obtain a visitor pass from the Visitor Center. Passes can be obtained at the Visitor Control Center (if Security Forces are present) during non-duty hours.
4. **All ACCESS CONTROL LISTs should be submitted via email to 436 SFS/EAL** (436sfs.eal@us.af.mil) **from a .mil email address for all Active Duty, National Guard, Reserve Personnel, and DoD Civilian Employees.** Military Retiree’s may submit their request via a civilian email account provided they attach a copy of the sponsors ID card for verification.
5. All access control lists requests must include the sponsor’s information as outlined in the attached sample letter. List of names should be formatted into columns, Last Name, First, MI, (no nicknames) in alphabetical order. Do not add DoD identification card holders and children under the age of 16 to the request. Your window of access should provide the guests adequate time to safely arrive and depart the installation shortly after the completion of the event.
6. The sponsor must be specific on the following. Reason for Requested Access, Event Location: Provide the building number or the individual’s residence address.
7. All Access Control Lists must be in a **Word Document** that is attached to the email. **Request’s submitted in a PDF format or in an Excel document will be returned for correct formatting**. Do not paste the Access Control List in the body of the email.
8. All guests operating a vehicle on the installation must have in their possession a valid driver’s license, insurance, and registration. All persons and vehicles are subject to random search and may be denied entry for cause. Individuals who decline a vehicle search upon entering or exiting will be denied access to Dover AFB and may be subject to barment for refusal. Individuals operating a commercial vehicle (i.e. commercial van, enclosed trucks) are required to be inspected at the Commercial Vehicle Inspection Gate. All personnel 16 years of age and older must have a valid photo ID for entry. Persons not in possession of a valid ID will be DENIED entry. DoD identification card holders and children under the age of 16 do not need to be listed in the access control list request.

If you require additional assistance or information, please contact the Visitor Control Center at 302-677-3645, or 302-677-2230.

***AUTHENTICATED BY:***

***This E-Mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 USC 2510-2521, is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. This electronic transmission may contain FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974 (see AFI33-332). Do not release outside of DoD channels without the consent of the originator's office. If you received this message in error, please notify the sender by reply e-mail and delete all copies of message.***

 Date:

MEMORANDUM FOR: 436th SFS/S5B

FROM: (Insert Sponsor’s Unit/Office Symbol)

SUBJECT: Request for Dover AFB Access Control List

1. Sponsor’s Full Name and Grade:

Sponsor’s Contact Phone # Military/Home: Cell:

Sponsor’s Military/Home Address:

 Email Address:

 Sponsor’s Affiliation with Dover AFB: Active Duty: Reserve:

 National Guard: Retired Military Member: DoD Civilian:

Will the sponsor be attending the event? Yes No

1. Request the below listed individual/personnel be granted entry to:

Location of event

Reason for request

Required access will be from (Inclusive dates and times)

1. The below personal information is provided for individuals requiring access.

**All information contained below must be protected under the Privacy Act of 1974 (see AFI33-332). Do not release outside of DoD channels without the consent of the originator's.**

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| --- | --- | --- | --- | --- |
| **LAST NAME** | **FIRST, MI.** | **DOB** | **DRIVER LICENSE** | **STATE** |
|  |  |  |  |  |
|  |  |  |  |  |

 //SIGNED//

 SPONSOR’S SIGNATURE BLOCK

 WITH RANK