

**EVENT WORKSHEET
MORE THAN 100 GUESTS**

This Form is protected by the Privacy Act of 1974

AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by and E.O. 9397. PURPOSES: Used to locate or identify personnel assigned/attached to, tenant on, or on temporary duty at the specific installation, office, base, unit, function, and/or organization in response to specific inquiries from authorized users for the conduct of business. Portions of the system are used for directory service and forwarding individual personal mail received by Air Force postal activities, and for assignment of individual mailboxes. Files may be used locally to support official and unofficial programs which require minimal locator information, membership or user listings. ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records, or information contained therein, may specifically be disclosed outside of the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The Department of the Air Force 'Blanket Routine Uses' set forth at the beginning of the Air Force's compilation of systems of records notices apply to this system. DISCLOSURE: Furnishing the requested information is voluntary. Failure to provide the information may result in nonparticipation of the program. Privacy Act System Notice "F011 AF A - Locator, Registration and Postal Directory Files" applies.

DATE(S) OF EVENT:	EVENT:
--------------------------	---------------

LOCATION:	FROM (TIME):	TO (TIME):
------------------	---------------------	-------------------

COORDINATOR/SPONSOR:	RANK/GRADE:	UNIT:
-----------------------------	--------------------	--------------

HOME PHONE:	DUTY PHONE:	CELL or PHONE AT EVENT:
--------------------	--------------------	--------------------------------

WILL ALCOHOL BE SERVED AT YOUR EVENT? **YES** **NO**

Please identify Designated Drivers on the guest list.

If YES, Sponsor's Signature is required here:

THIS WORKSHEET MUST BE TURNED-IN, EITHER IN PERSON OR BY MILITARY EMAIL, TO THE BASE ACCESS OFFICE NO LATER THAN 21 DAYS (3 WEEKS) PRIOR TO THE EVENT FOR PROCESSING.

ADDRESS: 8517 20 th Street, Ste 100 JBER, AK 99506	EMAIL: 673sfs.identicard@us.af.mil	TELEPHONE: (907) 552-6910
--	--	-------------------------------------

FOREIGN GUESTS CANNOT BE INCLUDED ON THIS WORKSHEET.

The Guest List needs to be typed and in alphabetical order prior to submission. Digital completion of form is preferred.

Guests will be authorized to enter the installation through any gate unless otherwise specified by coordinator.

Guests will be required to show a valid State or Federal issued picture ID and upon request, be required to present current vehicle registration and proof of insurance.

I fully understand my responsibilities as a sponsor and will be responsible for my guests while on the installation. Implementation of higher Force Protection Condition (FPCON) measures may require each person to be physically escorted onto the installation.

673 ABW/CC has authority to restrict installation entry to only mission essential personnel when the local threat increases or during higher FPCONs.

Coordinator/Sponsor's Signature:

<input type="checkbox"/>	APPROVED	
<input type="checkbox"/>	DISAPPROVED	
673 SFS Commander		

NOTE: If not completed digitally, MUST be completed in BLACK ink ONLY

EVENT WORKSHEET GUEST LIST

All fields need to be populated EXCEPTION: Driver license # for minors under 16 years old

	LAST NAME	FIRST NAME	MI	DRIVER LICENSE #	ISSUING STATE	DATE OF BIRTH	DD
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							

NOTE: If not completed digitally, MUST be completed in BLACK ink ONLY

EVENT WORKSHEET GUEST LIST

All fields need to be populated EXCEPTION: Driver license # for minors under 16 years old

	LAST NAME	FIRST NAME	MI	DRIVER LICENSE #	ISSUING STATE	DATE OF BIRTH	DD
51							
52							
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							
76							
77							
78							
79							
80							
81							
82							
83							
84							
85							
86							
87							
88							
89							
90							
91							
92							
93							
94							
95							
96							
97							
98							
99							
100							

NOTE: If not completed digitally, MUST be completed in BLACK ink ONLY

EVENT WORKSHEET GUEST LIST

All fields need to be populated EXCEPTION: Driver license # for minors under 16 years old

	LAST NAME	FIRST NAME	MI	DRIVER LICENSE #	ISSUING STATE	DATE OF BIRTH	DD
101							
102							
103							
104							
105							
106							
107							
108							
109							
110							
111							
112							
113							
114							
115							
116							
117							
118							
119							
120							
121							
122							
123							
124							
125							
126							
127							
128							
129							
130							
131							
132							
133							
134							
135							
136							
137							
138							
139							
140							
141							
142							
143							
144							
145							
146							
147							
148							
149							
150							

NOTE: If not completed digitally, MUST be completed in BLACK ink ONLY

EVENT WORKSHEET GUEST LIST

All fields need to be populated EXCEPTION: Driver license # for minors under 16 years old

	LAST NAME	FIRST NAME	MI	DRIVER LICENSE #	ISSUING STATE	DATE OF BIRTH	DD
151							
152							
153							
154							
155							
156							
157							
158							
159							
160							
161							
162							
163							
164							
165							
166							
167							
168							
169							
170							
171							
172							
173							
174							
175							
176							
177							
178							
179							
180							
181							
182							
183							
184							
185							
186							
187							
188							
189							
190							
191							
192							
193							
194							
195							
196							
197							
198							
199							
200							