

**DEPARTMENT OF THE AIR FORCE**  
2D SECURITY FORCES SQUADRON (AFGSC)  
BARKSDALE AIR FORCE BASE LOUISIANA



FGSC

01 October 2014

MEMORANDUM FOR ALL BARKSDALE AIR FORCE PERSONNEL

FROM: 2 SFS/S5L

SUBJECT: Installation Guest List Requirements

1. Guest lists will only be accepted for 10 or more guests. Nine or less must be individually sponsored at the Visitor Center (456-3580/4407). Guest lists will only be valid for the day of the event, not to exceed 24 hours.
2. The sponsor must have sponsorship authority (i.e., active duty/reserve military, retired military, DoD civilians, and authorized dependents 18 years of age or older). Sponsors must submit the following to 2 SFS/S5L (Police Services, 1200 Range Road, Bldg. # 6000) during normal duty hours:
  - a. One copy of guest with visitor's complete name, last four of social security number, DOB, and D.L. Number (used to conduct wants/warrants check)
  - b. **Four (4)** copies of guest lists with just names will be hand carried by the sponsor to 2 SFS/S5L (Police Services, 1200 Range Road, Bldg. # 6000) during normal duty hours. The installation visitor centers are not authorized to accept guest lists. **Guest lists must be turned in no later than 3 duty days prior to the event.** Additions to the guest list will not be accepted once the list is received by 2 SFS.
  - c. Guest lists must be turned in no later than 3 duty days prior to the event or emailed with prior arrangement to 2SFS.SFOL@us.af.mil. Additions to the guest list will not be accepted once the list is received by 2 SFS.
3. Blanket guest lists (e.g., the John Doe Family, Mr. and Mrs. John Doe, John Doe Group, etc.) are not acceptable. Lists must include all names of guests and those personnel providing services (caterers, DJs, florists, etc.). All guest lists are checked for individuals who may have active warrants, and that are barred from the base or have lost their driving privileges. Attending special functions on base does not waive a barment. If an individual is barred from base, access will still be denied and attempts to re-enter will result in further legal actions. The sponsor must annotate the following statement on the guest list: "**Each person is aware their person and property is subject to search and seizure while on Barksdale AFB. I have confirmed each guest driver possesses a valid state driver's license and has been briefed on the requirements to operate a motor vehicle within the confines of Barksdale AFB. I have confirmed their vehicle is legally registered, licensed and insured IAW Louisiana statutes.**"
4. Guests must list **all names individually** according to the following guidelines (sample guest list is on the reverse):
  - a. List names by LAST name, FIRST name in alphabetical order; NO NICKNAMES
  - b. Sponsor's name and contact info on each page
  - c. Date and approximate times guests are expected to arrive and depart
  - d. Must include visitors' Date of birth, Last 4 of Social Security number and State/Drive license's number this information is protection under THE PRIVACY ACT OF 1974. This information is used to verify and check individual before granted access to Barksdale Air Force Base, The personal information will be removed once wants and warrants check is conducted and before placing at the gates
  - e. Sponsor must sign each page

# TITLE OF EVENT

Sponsor: Name.

(318) 555-0001

Event: **Mason Johnsons Birthday Party**

Date: 27 August 2010/1pm-3pm

Location: Bowling Alley

<b>Guest Name</b>	<b>Last 4 Social Security #</b>	<b>Date of Birth</b>	<b>State/Driver's License Number</b>
Apple, Suzy			
Brown, Daniel			
Charleston, Charlie			
Davis, Derek			
Humphries, Alyssa			
Ingals, Jenna			
Johnson, Jason			
Johnson, Mason			
Johnson, Morgan			
Johnson, Tiffany			
Lindsey, Lauren			
Lindsey, Susie			
Powlski, Mason			
Ramsey, Branton			
Right, Mike			
Sebren, Faith			
Shaw, Colton			
Sherman, Gage			

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**requirements to operate a motor vehicle within the confines of Barksdale AFB. I have confirmed their vehicle is legally registered, licensed and insured IAW Louisiana statutes.**

**Sponsor Name**

# TITLE OF EVENT

Sponsor: NAME

(318) 555-0001  
(318) 555-0002

Event: Title

Date: 28 March

Location: Bldg. 6000 Training Auditorium

Guests:

Allen, Michael  
Begley, Aaron  
Cooper, Danielle  
Cormier, Scott  
Estave, Patricia  
Estave, Summer  
Garland, Blake  
Gibson, John  
Lyons, David  
Lyons, Mark  
Miller, Elaine and Darrell  
Montgomery, Billy  
Morris, Jordan  
Owers, Kenneth

Owers, Ricky and Christy  
Pesson, Christopher  
Pesson, Michael  
Poole, Kevin and Amanda  
Resendez, Dan and Linda  
Scott, Beverly  
Sterrit, Annette  
Terpenning, Robert and Helen  
Terro, Linda and Douglas  
Thompson, Paul  
Turek, Ryan  
Tyeskey, Preston  
Yarnell, Malcolm

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**Sponsor Name**