EVENT WORKSHEET

MORE THAN 100 GUESTS (Non-DoD ID holders, 16 &older)

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:	в пррисв.	EVENT:						
LOCATION:			FROM (TIME):		TO (TIME):			
			<u> </u>					
COORDINATOR/SPONSO	R:			RANK/GRADE: UNIT:				
HOME PHONE:	DUTY PHONE:		CELL or PHONE AT EVENT:					
WILL ALCOHOL Please identify Design	gnated Drivers	s on the g		_	YES NO			
If YES, Sponsor's Signa	iture is required	i nere:						
ACCESS OFFICE N ADDRESS:	8517 20 th Street, Ste 100 673sfs.identicard@us.af.mil (907) 552-6910							
FOR	EIGN GUESTS (CANNOT B	BE INCL	UDED ON THIS W	ORKSHEET.			
The Guest List needs to be	typed and in alph	nabetical ord	der prior	to submission. Digi	tal completion of form is preferred.			
Guests will be required to show a valid State or Federal issued picture ID and upon request, be required to present								
current vehicle re	gistration and pro	oof of insura	ance.					
I fully understand my respon	nsibilities as a spon	sor and will	be respon	sible for my guests w	nile on the installation.			
This Event Worksheet Will	be distributed to all	l installation	gates.					
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 Si	gnature:							
APPROVED								
DISAPPROVED MICHAEL J. KENNEDY, Lt Col, USAF 673 SFS Commander								

EVENT WORKSHEET 18 JUN 2019

PREVIOUS EDITION IS OBSOLETE

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