

**Naval Air Station Whiting Field (NASWF)  
Special Event Base Access Request**

Date: \_\_\_\_\_

**Event Information**

Type of Event	(Retirement, Wedding, Reception, Graduation, Pool Party, Picnic, etc.)		
Event Location	(Chapel, Auditorium, Wings Club, Sikes Hall, etc.)		
Event Date			
Start Time		End Time	
Special Deliveries	Company Name:	Estimated Delivery Time:	
Special Needs			

Full Name:	
Home Phone	(      )
Work Phone	(      )
Cell Phone	(      )
Fax Number	(      )
Email Address	

**Event Point of Contact's Information**

**Sponsor's Information**

Last Name, First Name	
Rank/Rate/Grade	
Title	
Command Name	
Duty Phone Number	
Duty Fax Number	
Email Address	

\*Authorized Sponsors are: Military/DoD/DON Common Access Card (CAC) and ID cardholders (Active, Reserve, National Guard), Adult Family Members of Active, Reserve, and Guard Forces, Retired Military.\*

\_\_\_\_\_  
Signature of Sponsor

## Guest List

	Last Name	First Name	Date of Birthday	Mode of Transport: (POV, Bus, Van, etc.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

\*You may add additional guest names on a separate sheet - please include all requested information listed above\*

### Submission Information

Special Event Base Access Request must be submitted to the NASWF Security Dept. Attn. Physical Security Dept. (Richard Pope or Alton Flowers) a minimum 5 working days prior to the scheduled event. This is to allow time adequate time for processing and approval. Please insure guest list is finalized prior to submission.

**Completed requests can be submitted via fax, mail, or email.**

Phone: (850) 623-7387

Fax: (850) 623-7123

Address: 7501 USS Enterprise Street, Milton, Florida 32570

Email: [richard.popel@navy.mil](mailto:richard.popel@navy.mil) or [alton.flowers.ctr@navy.mil](mailto:alton.flowers.ctr@navy.mil)

**NOTE: All persons coming on board NAS Whiting Field must possess a valid State or Federal identification. If operating a motor vehicle, operator must possess a valid driver's license, valid insurance, and current vehicle registration. Please ensure all information is clearly printed and legibly.**