

# Access to Joint Base McGuire-Dix-Lakehurst

(Current as of 14 February 2020)

Having a CAP ID card will not automatically grant you access to most Air Force installations. Access and the process to gain access is ultimately determined by installation command and is based upon various factors. The process differs from facility to facility and these processes may change over time.

## **Recommended process to gain access to Joint Base McGuire-Dix-Lakehurst**

The best way to gain access is to be on an Entry Authorization Listing (EAL) submitted at least 7 business days prior to your visit. EALs are a must for groups attending multi-day courses held on base or for a single day visit. Single-Day and Multi-Day EAL worksheets are used to collect the required information for each type of EAL. Completed worksheets are submitted to the NJ Wing Administrator as a password protected document. Send the password in a separate email or call the NJ Wing Administrator. **NEVER SEND ANY PERSONAL IDENTIFIABLE INFORMATION (PII) BY EMAIL WITHOUT PASSWORD PROTECTION.** The EAL is generated by the wing administrator, reviewed and signed by CAP-USAF NELR personnel, then delivered to the McGuire Welcome Center. Security Forces personnel conduct the required vetting prior to your arrival.

**For a single-day event** the completed EAL will be distributed to the base entry gates. When visiting, you should be able to pull up to the gate, tell them you are on the CAP EAL for event XYZ, show them a government photo ID (State Driver's License) and you will be allowed on base. Sometimes this does not happen, and you may need to go back to the McGuire Welcome Center for a pass. However, your processing time should be relatively short.

**For a multi-day event** the completed EAL will be in the McGuire Welcome Center. You will need to go into the building to get a multi-day pass that will enable you to leave and re-enter the base during your stay.

**Unannounced visits by NJ Wing Members** (those not on an EAL, typically a run to Military Clothing Sales Store), require a day pass obtained from the McGuire Welcome Center. The wing administrator updates a wing-wide list of active NJ Wing members quarterly. to verify that you are on the list to avoid being denied access.

**Unannounced visits by CAP Members from Outside NJ Wing** will be denied access to the base. You must be on an EAL to enter the base. Never assume you will be welcomed with open arms if you are not on an EAL. It would be disappointing to make a long drive only to denied access to the base.

**Visits by Non-US Citizens (CAP Members and Their Family Members)** require additional vetting through another office on base. Contact the Wing Administrator at 609-754-8895 at least 3 weeks prior to your visit. You will need to supply names, nationality, city and country of birth, date of birth, Passport number and its expiration date for each person 18 and over.

**Military Support Authorizations (MSAs)** are for requesting support on a military facility within the guidelines of AFI 10-2701 and AFI 41-210. MSAs do not authorize base access. They authorize the use of facilities such as lodging and dining facilities during your stay. The event organizer will request an MSA at the same time as the EAL when and if one is needed. Information on MSAs is available in CAPR 10-3. MSA Templates for are online at: <https://www.gocivilairpatrol.com/members/publications/publications-management/>

## **Additional Considerations when visiting Joint Base McGuire-Dix-Lakehurst**

Whenever driving onto JB MDL, be sure your CAP ID Card, Driver's License, Vehicle Registration, and Proof of Insurance are current and not expired. Base speed limit is 25 MPH unless otherwise marked. Seatbelts are mandatory. Use of hand-held phones is prohibited. Smoking is in designated areas only. Review military customs and courtesies before leaving home.

**REAL ID ACT** It is recommended that you review <https://www.dhs.gov/real-id> for current guidance regarding your state issued identification and whether or not it will be accepted as a valid ID under the REAL ID ACT. If in doubt and you have one, bring a passport or other federally issued form of identification.

**NJ Wing Administrator** is Ms. Marianne Ferland. Phone: (609) 754-8895 Email: [mferland@capnhq.gov](mailto:mferland@capnhq.gov)  
Office hours are: Mon, Wed – Fri from 0800 – 1700 and Tue from 1200 – 2100.

*EAL Single-Day and Multi-Day Worksheets Attached*