

Foreign National Visitors (not on official visits)

FAQ

1. Why am I no longer allowed to escort my German (or other nationality) mother, father, etc. onto Fort Eustis?

a. IAW Air Force Manual (AFMAN) 31-113, with the exception of on-duty AFOSI, FBI, and USSS agents, no one is authorized to escort (vouch) Foreign Nationals onto an installation.

2. Does this mean that my visiting mother cannot come onto the installation?

a. No, IAW AFMAN 31-113, all foreign visitors (not on official visits) must be identity proofed, vetted, and have a visitor pass to gain access to installations.

3. What is NOT considered an 'official visit'?

a. Visits that are not 'official visits' include, but are not limited to, parents visiting for the birth of a child; brothers or sisters visiting to tour the area; Foreign Nationals wishing to visit the Transportation Museum, etc.

4. Who may complete the request for a visitor pass?

a. Only personnel with escort authority can submit requests for visitor passes. Per AFMAN 31-113, personnel that have escort authority are DoD military personnel, DoD civilians, military retirees, adult dependents of military personnel and personnel in possession of a DD Form 2765.

5. I am a Foreign Liaison Officer and my mother will be visiting me, am I able to submit the request for a visitor pass?

a. No, only personnel with escort authority can submit requests for visitor passes. In cases such as this, the first individual in your chain of command that is an escort authority may submit the pass request on your behalf. Per AFMAN 31-113, personnel that have escort authority are DoD military personnel, DoD civilians, military retirees, adult dependents of military personnel and personnel in possession of a DD Form 2765.

6. How do I get my mother a visitor pass to gain access to the installation?

a. In order to process a visitor pass for Foreign Nationals, the Security Forces will need, at a minimum, the following information; full name, passport number, nationality, date of birth, race, sex, height, weight, eye color, hair color, reason for access and days of access. Additionally, a copy of the passport is required. The copy must contain all pages that contain

any information on them (i.e. photo, stamps, etc.). Bring the required documentation to the 733d Security Forces Squadron, Building 2, Visitor Control Center, Washington Boulevard, Fort Eustis, VA or email it to following email address: Usaf.jble.733-msg.mbx.773d-sfs.visitor-control-center@mail.mil.

7. How soon before the visit do you need the documentation in order to process a Foreign Visitor Pass?

a. At least two weeks prior to the visit. The sooner the better. All Foreign National Visitor pass requests are processed by the 902nd Military Intelligence Battalion or the Air Force Office of Special Investigations (AFOSI). Once we receive the required documentation we forward it for processing. It can take up to 30 days to receive approval from AFOSI, but in most cases it only take 14 business days.

8. How long is the visitor pass valid?

a. The Security Forces Squadron will issue a visitor pass that will remain valid for either the duration of the visit as stated on the request or 30 days whichever is less.

9. What if my family member is going to live with me?

a. Personnel living in housing for over 30 days require concurrence from the Housing Office in order to be compliant with their lease. Proof of concurrence will be requested from sponsors requesting family member access exceeding 30 days or who request additional 30 day passes.

10. How will I know when the visitor pass is ready for pickup?

a. A representative from the Security Forces Squadron will call you to inform you that the pass is ready to be picked up.

11. Do I have to pick the pass up or can it be emailed to me?

a. The Security Forces Squadron can email the pass to you, but it will need to be printed in color.

12. Once the pass is issued, is that all my visitor needs to access the installation?

a. No, your visitor will need to present his/her passport along with the visitor pass to gain access to the installation.

13. Once the pass is issued, will my visitor require an escort to gain access to the installation?

a. Yes, once the visitor pass is issued the individual must be escorted while on the installation. By their sponsor.

References:

- Air Force Manual 31-113, Installation Perimeter Access Control (*dated 2 February 2015*). Available from <https://wmsweb.afncr.af.mil/wms/default.aspx> and releasable to CAC users only.
- DoDD 5230.20, Visits and Assignments of Foreign Nationals (*dated 22 June 2005*). Available from <http://www.dtic.mil/whs/directives/corres/dir.html> with no release restrictions.
- Air Force Instruction (AFI) 16-107, Military Personnel Exchange Program (*dated 2 February 2006*). Available from <http://www.e-publishing.af.mil> with no release restrictions.
- AFI 16-201, Air Force Disclosure and Technology Transfer Program (*dated 2 June 2015*). Available from <http://www.e-publishing.af.mil> with no release restrictions.
- Air Force Policy Directive (AFPD) 16-1, International Affairs (*dated 2 November 2009*). Available from <http://www.e-publishing.af.mil> with no release restrictions.
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For any questions not covered in this document, please do not hesitate to contact Mr. Curtis Rogers, (757) 878-1878, curtis.l.rogers.civ@mail.mil or Charlene Campbell, (757) 878-4552, Charlene.e.campbell.civ@mail.mil