

**15 JULY 2002**



**Operations Support**

**OFFICIAL FOREIGN VISITS—BASE ACCESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 30 SW/XPR (Mr. P. R. Klock)

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**30 SWI 16-201, *Official Foreign Visits—Base Access*** describes procedures to allow base access to foreign nationals and United States citizens representing foreign countries. This instruction applies to all 30 SW organizations, associate units, commercial space firms, and base contractors. 30 SWI 16-201 was derived from the following references and provides the statutory and policy basis for access to U.S. Classified Military Information and Controlled Unclassified Military Information by foreign governments, international organizations, their representatives, foreign persons and foreign commercial entities: **AFI 14-302, *Security Controls for Dissemination of Intelligence Information***, **AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations***, **AFI 61-204, *Disseminating Scientific and Technical Information*** and **DoD 5230.11, *Disclosure of Classified Information to Foreign Governments and International Organizations***, **DoD 5220.22R, *Industrial Security Program Regulation***.

## **1. General Information**

**1.1. Overview.** This 30 SWI is established to specify requirements, duties, responsibilities and understanding of the process and procedures for granting foreign visitors access to the base. This SWI is not intended to take the place of AFI or DoDI that implement foreign disclosure policy, nor is it meant to be a comprehensive guide to specific decision-making. Rather the purpose is to explain and clarify 30 SW base access and disclosure procedures to help aid supervisors, managers and commanders. This instruction also provides the wing commander an additional tool to determine “mission essential” status and grant visits of a public affairs nature if determined in the best interest of the wing.

**1.2. Responsibility.** The 30 SW/XPRO Office is the Office of Primary Responsibility (OPR) for this instruction and is responsible for its currency. The 30 SW/XPRO Office also ensures this instruction does not conflict with other directives. In the event of conflict, instructions from higher levels of command take precedence.

## 2. Foreign Visit Base Access Request

### 2.1. Procedures:

- 2.1.1. The 30 SW/XPRO, Foreign Disclosure Office (FDO) is the point-of-contact for official foreign visits.
- 2.1.2. Foreign Visit Requests (FVR) will be reviewed and staffed by the FDO.
- 2.1.3. FVRs will be submitted on official business letterhead (see [Attachment 1](#)).
- 2.1.4. The FVR should fully identify each visitor to include:
  - 2.1.4.1. Name, rank, nationality, date of birth, passport number,
  - 2.1.4.2. Organization or business affiliation,
  - 2.1.4.3. Purpose, location and date/duration of visit,
  - 2.1.4.4. Name of associated programs,
  - 2.1.4.5. Security clearance (when required),
  - 2.1.4.6. A brief Mission Impact Statement (MIS) expounding on the importance/purpose of the visit.
    - 2.1.4.6.1. Classified Visit Requests should be submitted at least 30 days before the start of the visit.
    - 2.1.4.6.2. Unclassified Visit Request requires at least 10 working days to process.

## 3. Foreign Disclosure Office Responsibility

- 3.1. FDO will prepare a staff summary sheet for coordination and signature for appropriate offices, to include, at the minimum:
  - 3.1.1. Air Force Space Command, Foreign Disclosure Office,
  - 3.1.2. Air Force Office of Special Investigations, Det 804,
  - 3.1.3. National Reconnaissance Office, Vandenberg Air Force Base,
  - 3.1.4. 30th Operations Group Commander,
  - 3.1.5. 30th Mission Support Group Commander,
  - 3.1.6. 30th Maintenance Group Commander,
  - 3.1.7. 30th Security Forces Commander,
  - 3.1.8. 30 SW/Public Affairs Office.
- 3.2. The FDO will assimilate and incorporate, into the staff summary sheet package, any security concerns, suggestions or special precautions identified during the coordination process.
- 3.3. The FDO will forward the signed SSS coordination package to 30 SW/CC for final approval (see [Attachment 2](#)).
- 3.4. The FDO will officially notify the sponsor (in writing) of 30 SW/CC approval/disapproval of requests (see [Attachment 3](#)).

#### 4. Escort Procedures

4.1. All foreign visitors must be properly registered at the Security Force Visitor Control Center (VCC) in accordance with 30<sup>th</sup> Security Forces Squadron's established procedures.

4.1.1. It is the responsibility of the sponsor to meet and register visitor(s) at the VCC during each visit.

4.1.2. The escort official will maintain control of the foreign visitor(s) base passes during each visit.

4.2. Foreign visitors must be escorted at all times. Foreign visitors are not allowed to operate motor vehicles without an escort official physically present in the vehicle.

4.3. Normally, foreign visitors will not be issued base vehicle passes.

4.4. Exceptions to paragraph 4.2. and paragraph 4.3.

4.4.1. Unescorted privileges and base vehicle passes be may be considered based on *mission requirements, unique circumstances and/or higher headquarters written approval*.

4.4.2. If approved, the sponsoring organization must ensure:

4.4.2.1. Security measures are in place to actively control access to sensitive information and controlled/restricted areas.

4.4.2.2. When commercial firms request unescorted base access, a contractual agreement (justifying unescorted access) must be approved in writing by higher headquarters.

4.4.2.3. Escort Officials are familiar with Vandenberg AFB rules and regulations, especially those related to safety and security.

4.4.2.4. Escort Officials must brief foreign visitors on security and safety requirements prior to access.

#### 5. Definition—Foreign Visits

##### 5.1. Foreign Visits are described as:

5.1.1. Official visits by foreign nationals or United States personnel assigned to an international organization or entity.

5.1.2. U.S. citizens representing a foreign-owned firm.

5.1.3. Representatives of foreign-owned, controlled and/or influenced companies.

5.1.4. Foreign Military Students. Each visit authorization for foreign students assigned to the base contains specific training information and accompanying disclosure authority.

5.1.4.1. Each unit is responsible to ensure that the training is conducted within the disclosure guidelines.

5.1.4.2. Students are limited to designated work, school, cantonment and public accessible areas.

5.1.4.3. Student's access to controlled or restricted areas must be coordinated with owner/users of the areas.

**5.2. Foreign Media/Press.** Support of foreign news media visits requires special handling. All foreign media must be processed through and escorted at all times by the 30 SW Public Affairs Office or designated representatives.

5.2.1. Foreign media, press, and other news agencies are not authorized base access without prior coordination/authorization by 30 SW Public Affairs Office.

**5.3. National Threat List.** Citizens or representatives of foreign countries “designated” as having interests or political philosophies that are unfavorable or adverse to the United States must be handled through higher headquarters, i.e., AFSPC/XPIF and SAF/IAD.

5.3.1. The local Air Force Office of Special Investigations maintains current listing of countries on the National Threat List.

5.3.2. Foreign Visitors previously approved for visits and later determined as having interests or political philosophies that are unfavorable or adverse toward United States interest, may be disbarred from VAFB.

## 6. Types of Visits

**6.1. Sponsored Visit.** Foreign visits sponsored by the 30<sup>th</sup> Space Wing involving the exchange of technical, unclassified and/or classified information.

**6.2. Non-sponsored Visit.** Foreign visits sponsored by tenants, associate units, commercial firms and contractors involving the exchange of technical, unclassified and/or classified information.

**6.3. Public Affairs Sponsored Visit.** Visits sponsored and controlled by the 30 SW Public Affairs Office. Normally, these types of visit do not involve the exchange of technical or classified information.

**6.4. USAF Restricted or Controlled Area Visits:** Foreign Visitors access to restricted areas coordinated with the owner/user agencies and approved in advance by higher headquarters.

**6.5. Recurring Visits.** A recurring visit allows intermittent visits by a foreign representative to the base over a specified period of time, up to one year, to conduct business on previously defined and approved programs, meetings, launch campaigns, etc.

**6.6. Unofficial Military Visits.** Occasionally, NATO military members, on official military leave status, may request access to base billeting—space available quarters. This is known as an unofficial visit. Unofficial visits shall be approved on a case-by-case basis.

6.6.1. All unofficial military visitors must process through the 30 SFS Visitor Control Center.

6.6.1.1. During after hours visits, or when the Foreign Disclosure Officer is not available, the Wing Operation Center (WOC), Senior Controller, may approve NATO visits. Regardless, the following conditions must be adhered to:

6.6.1.2. The visitor(s) are not on the National Threat List (see **Paragraph 5.3.**).

6.6.1.3. The visitor(s) must be in possession of official travel/leave orders and military ID card, otherwise the individual will not qualify for “space available” quarters.

6.6.1.4. Increased security postures (Force Protection Conditions, Bravo, Charlie or Delta) are not in affect.

6.6.1.5. Foreign military member(s) movements are restricted to the military cantonment areas.

6.6.1.6. Billeting office will forward copies of the foreign military member's credentials (military ID card, travel orders, etc.) to 30 SW/XPRO Office within 24 hours.

## **7. Foreign Disclosure**

### **7.1. Release of Information to Foreign Visitors**

7.1.1. United States Policy. It is the policy of the United States Air Force to treat classified and unclassified military information as a national asset, which must be conserved and protected. Information can be shared with foreigners only where there is a clearly defined advantage to the United States.

7.1.2. Information. For disclosure purposes, information can be a piece of paper, a briefing script, book, pamphlet, videotape, film, hard copy viewgraphs/slides or any other verbal/written information to include handwritten notes, software and/or hardware exchange.

7.1.3. Release of Classified Information. Do not release classified or commercial/contractor proprietary information to foreigners without written permission from the organization's foreign disclosure authorities.

7.1.4. Release of Unclassified Information. Before disclosing any information to foreign nationals, government organizations should request guidance from their respective agency, group or major command.

7.1.5. Commercial firms should adhere to their export licenses (if any). Otherwise, only public domain information may be disclosed. Firms should contact their Security Officer for guidance.

## **8. Photography, Recording and Cinematography**

8.1. Photography, recording and cinematography involving Vandenberg AFB Military Launch facilities, flight line, runways, etc. are prohibited without prior coordination and written approval by higher headquarters.

ROBERT M. WORLEY II, Colonel, USAF  
Commander

Attachment 1

SAMPLE MEMORANDUM FOR FOREIGN VISITOR BASE ACCESS REQUEST

(Use Official Letterhead)

Date

MEMORANDUM FOR 30 SW/XPRO

FROM: Unit

Address line

Address line

SUBJECT: Foreign Visit Base Access Request

1. Request access to Vandenberg AFB for the Canadian Snowbird Flight Demonstration Team, consisting of two (2) Canadian Military personnel, 2 fighter aircraft, and support equipment. The visit is from 02 May 2003 through 03 Dec 2003, to support the VAFB Air Show.

NAME/RANK:	DOB	NAT'L	MIL/PASSPORT #	ORGN
Canada, Joe E	19450106	Canadian	12345678	CSPC
Quebec, Dianne	19520404	Canadian	89101112	CSPC

Note: Please enter names in alphabetical order

2. Mission Impact Statement: Snowbird Demo Team is a cooperative/exchange adventure between the Canadian Air Force and the USAF. Any significant delays in the approval of visit will have a major impact on the mission, monetary cost, and safety concerns in preparation for demonstration flights over the Western Range.

If any additional information is required, please contact me at DSN 000-0000/Comm (000) 000-0000 or email at <mailto:first.last@base.af.mil>. Or my POC, Capt America, ext (805) 606 1234

FIRST MI. LAST, RANK, USAF  
Commander

PRIVACY ACT STATEMENT

This memorandum effected by the Privacy Act of 1974 and AFI 33-332, *Air Force Privacy Act Program*. Information contained in this memorandum is personal and will not be disclosed to the public without the consent of the individual.

Attachment 2

SAMPLE STAFF SUMMARY SHEET

Staff Summary Sheet																																					
	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date																														
1	AFSPC/XPIF	COORD		6	30 SPTG/CC	COORD																															
2	30 SW/PA	COORD		7	30 SFS/CC	COORD																															
3	AFOSI	COORD		8	30 LG/CC	COORD																															
4	FBI	COORD	Notified by AFOSI	9	30 OG/CC	COORD																															
5	NRO VAFB	COORD		10																																	
Grade and Surname of Action Officer			Symbol	Phone		Suspense Date																															
EDWARDS, GS-12 (RE)			XPRO	DSN 6-6639		17 May 02																															
Subject						SSS Date																															
Foreign Visit/Base Access – ISRAEL and FRANCE						10 May 02																															
<b>Summary</b>																																					
<p>1. Spaceport Systems International (SSI) is requesting base access for three foreign nationals and one USA citizen employed by Israel Aircraft Industries (IAI) and Coleman Research Corp, respectively. The visit is limited to the Integrated Processing facility on Space Launch Complex 6 and the SSI Commercial Launch Facility. Mr. Vu, 30 SW/XPR, ext. DSN 275 7204, has coordinated this visit. <u>Visit:</u> 24-25 Jan 00.</p>																																					
<table border="1"> <thead> <tr> <th><i>Name</i></th> <th><i>DOB</i></th> <th><i>Business</i></th> <th><i>Passport #</i></th> <th><i>POB</i></th> <th><i>Citizenship</i></th> </tr> </thead> <tbody> <tr> <td>BOIKNINE, Claude</td> <td>30 Oct 30</td> <td>IAI</td> <td>123456</td> <td>Morocco</td> <td>France</td> </tr> <tr> <td>BOSTER, Dov</td> <td>27 Jan 40</td> <td>IAI</td> <td>678919</td> <td>Romania</td> <td>Israel</td> </tr> <tr> <td>SEGA, Avraham</td> <td>24 Nov 40</td> <td>IAI</td> <td>7891011</td> <td>Romania</td> <td>Israel</td> </tr> <tr> <td>FEILDMAN, Irwin</td> <td>16 Aug 30</td> <td>CRC</td> <td>9999999</td> <td>NY, NY</td> <td>USA</td> </tr> </tbody> </table>								<i>Name</i>	<i>DOB</i>	<i>Business</i>	<i>Passport #</i>	<i>POB</i>	<i>Citizenship</i>	BOIKNINE, Claude	30 Oct 30	IAI	123456	Morocco	France	BOSTER, Dov	27 Jan 40	IAI	678919	Romania	Israel	SEGA, Avraham	24 Nov 40	IAI	7891011	Romania	Israel	FEILDMAN, Irwin	16 Aug 30	CRC	9999999	NY, NY	USA
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<p>2. Technical interchange involving USAF personnel and foreign visitors are limited. SSI assumes responsibility for the release/disclosure of information. Photography of military runways, flight lines, etc., is prohibited without prior written approval. Visitor(s) must be escorted at all times.</p>																																					
<p>3. Please acknowledge receipt and coordination actions by FAX: ext DSN 275-4783                      Phone: ext. DSN 276-6639</p>																																					
<p><b>ROBERT “EDDIE” EDWARDS</b>                      Foreign Disclosure Manager</p>																																					

**Attachment 3**

**SAMPLE FOREIGN VISIT/BASE ACCESS APPROVAL**

(On Official Letterhead)

MEMORANDUM FOR 30 OG/CC

FROM: 30 SW/XPRO

806 13<sup>th</sup> St Ste 3B

Vandenberg AFB CA 93437-6261

SUBJECT: Foreign Visit/Base Access Approval: **CANADA**

**1. Your request for base access for foreign nationals from CANADA to participate in the VAFB Air show is APPROVED.**

NAME	DOB	NAT'L	MIL/PASSPORT #	ORGN
CANADA, Joe E	19450106	Canadian	12345678	CSPC
QUEBEC, Dianne	19520404	Canadian	89101112	CSPC

2. IAW the 30 SW Policy Letter on Foreign Visitor/Base Access, this is considered to be a “sponsored” visit by the USAF. Therefore, NASA will determine which technical information is legally releasable to the visitors. Photography involving VAFB Military Launch facilities, flight line, runways, etc. is prohibited without prior written approval.

3. The visitors must be personally escorted (in the same vehicle) while present on Vandenberg AFB. Additionally, no vehicles belonging to the visitor will receive vehicle passes, which would allow unescorted entry to VAFB. Escort(s) must be familiar with VAFB rules and regulations, especially those related to safety and security.

4. Please contact me at 805-606-6639 if I can be of further assistance.

ROBERT “EDDIE” EDWARDS, DAF  
Foreign Disclosure Manager