

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION 16-201**

**4 FEBRUARY 2015**

**Operations Support**



**FOREIGN DISCLOSURE AND FOREIGN  
VISITOR ACCESS TO THE 45TH SPACE  
WING**

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This instruction implements the policies in Air Force Instruction (AFI) 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. It establishes specific requirements, duties, responsibilities and procedures for granting official and unofficial foreign visitor access to 45th Space Wing (45 SW) installations. This instruction is applicable to foreign visitors who desire to visit, utilize resources, participate in commercial operations, tour facilities, or for any other official or unofficial reason. This publication applies to all 45th Space Wing (45 SW) personnel, tenant units and agencies. Violations of this instruction can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ), as well as any other applicable articles of the UCMJ, when appropriate. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. No authorization to disclose military information should be inferred. Release of information requires approval through the foreign disclosure process which is covered in Air Force Instruction (AFI) 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of

command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. This updated instruction clarifies roles and responsibilities for Foreign Visit Requests, base access, mission partner involvement and types of access (paragraphs 4 and 5). Paragraph 3 defines foreign visitors. Types of visits are moved to paragraph 5. Paragraph 4.3. adds a provision to disapprove non-mission essential visits (if warranted) and visit requests with less than 10 days' notice. Paragraph 5.2.5 adds additional information on Cape Canaveral Air Force Station tours and limits the number of visitors. Paragraph 5.2.2.2 provides clarified guidance for foreign aircrews. Paragraph 6, Sponsor Responsibilities, changes language regarding escort procedures (previously paragraph 4) and further clarifies base access procedures for sponsors. Paragraph 6.5 and 6.6. adds the ratio of foreign visitors to authorized sponsors, and establishes additional security oversight. Foreign Disclosure procedures were moved to paragraph 7 (previously paragraph 6). This instruction incorporates present local policy and is not intended to take the place of any Department of Defense Instruction (DoDI) or AFI or that implements foreign disclosure policy, nor is it meant to be a comprehensive guide to specific decision-making. The purpose is to explain and clarify 45 SW base access and disclosure procedures to assist supervisors, managers and commanders in their normal duties.

**1. Introduction.** The basic guidance governing official visits by foreign nationals and foreign disclosure is AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*. Additional guidance is located in DoD 5220.22M, *National Industrial Security Program Operating Manual (NISPOM)*, 45 SW 31-1, *Integrated Defense Plan (IDP)*, and other AFIs or 45 SWIs as applicable.

**2. Responsibility.** The Foreign Disclosure Point of Contact (FD POC) falls under the 45 SW Information Protection (IP) Office. The 45 SW/IP Office is the Office of Primary Responsibility (OPR) for this instruction and is responsible for its currency. The 45 SW/IP Office also ensures this instruction does not conflict with other directives. In the event of conflict, instructions from higher levels of command take precedence.

### **3. Applicability.**

3.1. Foreign visitors may fall into one of the following categories:

3.1.1. Foreign Representative: Anyone, regardless of nationality, acting as an agent, representative, official, or employee of a foreign government, firm, or corporation. For example, a United States (US) citizen employed by a foreign company will be handled as a foreign national due to their status as a foreign representative.

3.1.2. Foreign Nationals: Any person not a citizen or national of the US unless lawfully admitted to the US for permanent residence under the Immigration and Nationality Act.

### **4. Base Access Approval Authority.**

4.1. The 45th Space Wing Commander (45 SW/CC) or designated representative is the final approval authority for foreign national access to Patrick Air Force Base (PAFB), Cape Canaveral Air Force Station (CCAFS) and Geographically-Separated Units (GSUs).

4.2. All foreign visitors to 45 SW installations require a positive approval process before installation access is granted. The approval process is a conscious decision on whether a foreign national will be allowed access to the installation. The 45 SW/CC can disapprove Foreign Visit Requests (FVRs) for any reason. Visits to Air Force facilities should not interfere with the facility's mission requirements. A FVR is established via the local FVR form, which is required for all official and select unofficial foreign visits. Unofficial foreign visits which require FVR submission and FD POC involvement are outlined in paragraph 5.2. and subparagraphs. Attachment 1 provides instructions on completing the local FVR prior to submission.

4.2.1. Not all foreign visits require formal FVRs. Routine base access as outlined in paragraph 5.2.2. is handled through normal base entry procedures.

4.3. Official and unofficial visits requiring FVRs will be submitted to FD POC 30 days prior to the visit. FVRs requested with less than 30 days will be approved on a case by case basis, depending on mission impact. FVR approvals are contingent upon mission requirements and operational tempo. Non-mission essential visits maybe disapproved based on security concerns, mission or manpower constraints. FVR revisions submitted with less than 10 business days will be disapproved as it will not provide adequate time to perform security checks or necessary coordination.

4.3.1. Approved FVRs allow base access only. Information to be shared during the visit is separate and must be coordinated with the sponsor's FDO or International Traffic in Arms Regulations (ITAR) representative. The respective commander for each unit is responsible for obtaining appropriate authorization for entry to specific facilities.

4.4. The detachment commanders at Antigua and Ascension Island have been delegated approval authority for foreign visits to their individual downrange facilities. An FVR will be processed through the FD POC for official visitor requests and unofficial visit requests as outlined in paragraph 5.2 and approved/disapproved by the respective commander. Routine base access visits will be processed IAW local policy for each detachment. The commander is responsible for ensuring security of individual facilities and controlled areas.

4.5. The Air Force Technical Applications Center (AFTAC) commander has been delegated approval authority for certain visits from allied mission partners. International Affairs personnel will follow this instruction and coordinate visits with the FD POC for base access.

4.6. Approvals (or disapprovals) of FVRs will be e-mailed 5 days prior to visit start date to: 45 SFS/S5, AFOSI Det 802, sponsor and others as needed.

## **5. Foreign Visits.**

5.1. Official Foreign Visits. Official visitors are foreign representatives or foreign nationals requesting access to United States Air Force (USAF) installations, organizations or contractor facilities and have been identified by a foreign government as its official representative. The 45 SW/CC has designated the FD POC as the OPR for these visits.

5.1.1. The FD POC receives official visit requests through the Foreign Visit System (FVS) via HQ AFSPC/A8IP. All official foreign visits utilize the Foreign Visit Request (FVR) process IAW AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program* and local guidance as outlined in this instruction and 45 SW 31-1, *IDP*. In

addition to submitting or receiving the request via the FVS, the sponsoring agency will transcribe pertinent information to the 45 SW local FVR form and submit to the FD POC electronically for tracking purposes. The three types of official authorized visits are:

5.1.1.1. One-Time: Permits contact by foreign nationals with a USAF organization or contractor facility for a single, short-term occasion (normally less than 30 days) for a specified purpose.

5.1.1.2. Recurring: Permits intermittent visits by a foreign national to a USAF organization or contractor facility over a specified period of time in accordance with a government-approved license, contract or agreement, or other program. Recurring visits are approved when the information to be disclosed has been defined and approved for disclosure in advance by the US Government.

5.1.1.3. Extended: Permits a single visit by a foreign national for an extended period of time. Extended visit authorizations are used when a foreign national is required to be in continuous contact with a USAF organization or a contractor facility.

5.2. Unofficial Foreign Visits. Unofficial visitors are foreign representatives or foreign nationals requesting installation access for contractor site visits, transiting aircrew, utilization of base facilities, training and education, personal visits, base tours, etc. and are not representing their government in an official capacity. The 45 SW/CC has designated the 45th Security Forces Squadron Commander (45 SFS/CC) to coordinate routine base access requests. Unofficial foreign visits fall under the following categories:

5.2.1. Contractor Site Visits. Foreign representatives or foreign nationals not officially sponsored by their government requesting access to contractor or commercial facilities on AF installations are designated as unofficial visitors. They may require access to AF restricted or controlled areas to perform launch-related activities or sensitive military operations. An authorized sponsor must accompany foreign visitors at all times. Contractor site visits are required to utilize the FVR process to ensure proper security oversight. These specific unofficial foreign visits are the responsibility of the FD POC to coordinate and process. The contractor will ensure all applicable export controls are in place prior to the visit.

5.2.1.1. Non-mission essential visits, including windshield tours, to launch complexes and other restricted or controlled areas should be minimized and limited to 50 personnel per sponsoring agency.

5.2.2. Routine Base Access: Routine visits to CCAFS or PAFB from foreign representatives or foreign nationals not officially sponsored by their government for base facility utilization, deliveries, base tours, or personal reasons are required to process through the normal installation entry control procedures outlined in 45 SW 31-1, *IDP, Appendix 5 to Annex C*. Routine visits include military or civilian personnel who wish to bring foreign friends or family members onto the installation for informal tours, launch viewing, fishing, MWR activities, etc. Any access to restricted, controlled or otherwise sensitive operational areas requires an FVR processed through the FD POC. This ensures proper security oversight and compliance with foreign disclosure guidance.

5.2.2.1. Lodging. Foreign military members wishing to utilize on-base lodging for leisure purposes must meet the base access requirements outlined in 45 SW 31-1,

*IDP*. Official foreign visitors may utilize lodging when permission for unaccompanied base access has been granted by the 45 SW/CC.

5.2.2.2. Transiting Foreign Aircrews. Airfield Management Operations at PAFB or CCAFS will contact 45 SW SFS/BDOC and 45 SW/CP with all arrival/departure information. Foreign military aircrew members will be granted unaccompanied access to Army Air Force Exchange Services (AAFES) and/or Morale, Welfare and Recreation (MWR) activities during the servicing of their aircraft.

5.2.2.2.1. Foreign aircrews staying overnight will be transported to/from off base lodging by Vehicle Operations and sponsor. There are no provisions for transporting foreign aircrews to quarters that are remaining overnight and returning to duty at CCAFS. A list of names of those taken off base will be matched against those returning to PAFB/CCAFS. Any unaccounted for personnel will be reported to Base Operations who will notify 45 SFS/SF3. For aircraft arrival on the CCAFS Skid Strip (operational purposes), the responsible sponsor will submit an FVR a minimum of 10 days prior to scheduled flight arrival.

5.2.2.2.2. Exceptions to the aforementioned procedures are as follows: the Department of State (DoS) will be responsible for accompanying their foreign visitors during transient aircraft servicing.

5.2.2.2.3. Foreign contractors transiting PAFB from 45th Operations Group, Detachment 1 and 2, (45 OG, Det 1 and 2) are not required to submit an FVR. Foreign military members stationed at 45 OG, Det 1 or 2 wishing to utilize base facilities on PAFB will coordinate with the detachment commander for access, but an FVR is not required. Detachment commanders or designated representatives will submit the information to 45 SFS/S5 and others as needed for action and approval.

5.2.3. Foreign students. Non-DoD foreign students are foreign students attending classes at the PAFB Education Center. The host organization will ensure these students are processed and accompanied IAW 45 SW 31-1, *IDP*. A sponsor must remain with the visitors at all times on the installation.

5.2.3.1. DoD-affiliated foreign students are normally on official visit status and are processed through the FD POC. DoD-affiliated foreign students who need access to the Local Area Network (LAN) require approval from the AFSPC/FDO, FD POC and Wing Information Assurance Office (WIAO).

5.2.4. Public Affairs visits or activities are defined as base tours, launch viewing, commemorations, media visits, etc., conducted to improve community relations. These tours or activities can include both foreign nationals and U.S. civilians. All tours and activities are coordinated IAW AFI 35-105, Section 5, *Public Affairs Community Relations* and are the responsibility of the 45 SW/PA office to coordinate and process through the Air Force Office of Special Investigations Detachment 802 (AFOSI Det 802), 45 SFS/S5, 45 SFS/S3 and/or the 45 SW Command Post (45 SW/CP). If a tour enters restricted, controlled or other sensitive operational areas, Public Affairs or designated sponsor will contact the FD POC to process a local FVR.

5.2.4.1. Foreign media visit requests will be coordinated directly with 45 SW/PA to determine the appropriate time for media to arrive at PAFB/CCAFS. 45 SW/PA will be responsible to process and coordinate transportation, provide escort, and process through the AFOSI Det 802, 45 SFS/S5 and 45 SFS/S3. If foreign media personnel will enter a restricted or controlled area, 45 SW/PA will contact the FD POC to process a local FVR.

5.2.5. Other tour activities. In addition to Public Affairs-sponsored tour activities, the 45th Mission Support Group, Detachment 1 (45 MSG, Det 1) also coordinates tours on CCAFS. Tour coordinators should ensure AFOSI Det 802 and 45 SFS receive information on any foreign nationals participating in the tour 30 days prior to the start of the visit. Tours become the FD POC's responsibility when they enter a restricted, controlled or sensitive operational area (e.g. launch complex). Tours to restricted areas should be minimized and the number of visitors limited to 50. Exceptions to visit size will be granted when the visit request originates from AFSPC or higher headquarters. The FD POC will also distribute a Foreign Visitor Tour Procedures Guide to all tour guides to ensure all personnel are aware of their responsibilities for handling foreign nationals on the installation.

5.2.5.1. Now and Then Tours. Kennedy Space Center (KSC) runs regular tours which traverse CCAFS property. KSC employees running tour operations will comply with the *Memorandum of Agreement (MOA) establishing Joint Operating Procedures (JOP) between the 45 SW and KSC for Public Affairs, External Relations and Protocol Activities* regarding foreign nationals on these tours.

5.3. Photography and Videography. The photography and videography policy for the 45 SW is outlined in 45 SW 31-1, *IDP, Appendix 7 to Annex C*. All recorded media is subject to review by PA, OPSEC, AFOSI, and/or FD POC at their discretion. Photos taken in contractor facilities should be reviewed by their appropriate security personnel to ensure that no ITAR violations have occurred. Panoramic photography is not authorized. Sponsors are responsible for reporting unauthorized photography attempts to AFOSI Det 802 or 45 SFS.

5.4. For tracking purposes, the agency responsible for coordinating the visit will add the names and pertinent information of all foreign representatives or foreign nationals requesting installation access to the Foreign Visitor Tracking Database located on the 45 SW/IP SharePoint website. The FD POC will grant SharePoint permissions to personnel as needed.

## **6. Sponsor Responsibilities.**

6.1. Sponsors must ensure all foreign visitors are properly registered at the Security Forces Visitor Control Center (VCC) in accordance with 45 SFS established procedures. The use of placards or other methods of vouching for foreign nationals is not authorized.

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

6.2. Foreign visitors with approved FVRs must be accompanied by an authorized sponsor as annotated on the FVR. Other foreign visitors will follow 45 SFS guidance for visitor sponsorship.

6.2.1. Unaccompanied entry to base facilities (where the sponsor is not physically present with the foreign visitor) applies only to PAFB. Foreign visitors requesting installation access without a sponsor present must pre-coordinate with the FD POC and meet the criteria for base access listed in 45 SW 31-1, *IDP*. No foreign nationals will be authorized unaccompanied entry to CCAFS with exceptions noted below.

6.2.1.1. An exception to unaccompanied access on CCAFS is Naval Ordnance Test Unit (NOTU) foreign visitors. With concurrence of NOTU's commanding officer, the organization's official foreign visitors are authorized unaccompanied access within NOTU's operating areas. Disclosure concerns should be routed through Department of the Navy (DoN). Sponsors must accompany the foreign visitors on all other areas of the installation.

6.3. For an organization to sponsor foreign nationals on the installation, sponsoring personnel must be familiar with 45 SW rules and regulations, especially those related to safety and security.

6.3.1. Sponsors must brief foreign visitors on security and safety requirements prior to access.

6.4. Sponsors will review the Foreign Visit Sponsor Briefing prior to hosting a foreign visit. This product is maintained on the 45 SW/IP SharePoint Website and also available upon request.

6.5. The ratio of foreign visitors to authorized sponsors is 10 to 1. This ensures the sponsor can adequately maintain positive control of visitors.

6.6. Sponsors will receive a pre-brief or debrief by AFOSI Det 802 if deemed necessary and will notify AFOSI Det 802 if contact with foreign visitors involves a request for information that exceeds the visitor's need-to-know or any other suspicious indicators .

## **7. Foreign Disclosure.**

7.1. Responsibilities. The FD POC does not have disclosure authority but acts as a liaison for HQ AFSPC/A8PI to assist in implementing basic foreign disclosure policy used to release information, hardware, or software to foreign nationals, governments, or contractors. FD POC support extends to all areas of the 45 SW. Tenant organizations are responsible to their own FDO for release of information.

7.2. Release of Information to Foreign Visitors.

7.2.1. 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.

7.2.2. 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.

7.2.3. Release of Classified Military Information (CMI) and Controlled Unclassified Information (CUI). Do not release CMI or CUI to foreign nationals without coordination

from the FD POC and written permission from HQ AFSPC/A8IP foreign disclosure authorities. Commercial/contractor proprietary cannot be released without the owning commercial/contractor approval.

7.2.4. Release of Unclassified Information (not CUI). Before disclosing any information to foreign nationals, government organizations should request guidance from their respective agency, group or major command. Refer to AFI 16-201, paragraph 4.7., for specific guidance on disclosures of unclassified information not requiring FDO authorization.

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

7.2.6. Requests for release of CMI and CUI sent to FD POC must be accompanied by a release recommendation letter. Normally, the office responsible for the information will submit requests to release the information to a foreign government or foreign contractor. Any release of information owned by other services/agencies must be approved by their designated disclosure authority.

NINA M. ARMAGNO, Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- Executive Order 13526, *Classified National Security Information*, 29 December 2009
- National Security Decision Memorandum (NSDM)-119, *Disclosure of Classified United States Information to Foreign Governments and International Organizations*, July 20, 1971
- NDP-1, *National Policy and Procedures for the Disclosure of Classified Military Information to Foreign Governments and International Organizations*, 2 October 2000
- Title 5, United States Code, Section 552, *Freedom of Information Act (FOIA)*
- Title 15, Code of Federal Regulations, Parts 730-799, *Export Administration Regulations (EAR)*
- Title 22, Code of Federal Regulations, Parts 120-130, *International Traffic in Arms Regulations (ITAR)*
- DoD Directive 2040.2, *International Transfers of Technology, Goods, Services and Munitions*, 5 July 1985
- DoD Instruction 5200.01, Vol. 1-4, *DoD Information Security Program*, February 24, 2012
- DoD Directive 5230.11, *Disclosure of Classified Military Information to Foreign Governments and International Organizations*, June 16, 1992
- DoD Instruction 5230.18, *The DoD Foreign Disclosure and Technical Information System (FORDTIS)*, November 6, 1984
- DoD Directive 5230.20, *Visits, Assignments, and Exchanges of Foreign Nationals*, August 12, 1998
- AFPD 16-2, *Disclosure of Military Information to Foreign Governments and International Organizations*, 10 September 1993
- AFI 16-201, *Air Force Foreign Disclosure and Technology Transfer Program*, 23 July 2014
- AFI 31-401, *Information Security Program Management*, 1 November 2005
- AFMAN 33-363, *Management of Records*, 1 March 2008.

***Abbreviations and Acronyms***

- AFI**—Air Force Instruction
- AFOSI**—Air Force Office of Special Investigations
- AFPD**—Air Force Policy Directive
- AFSPC**—Air Force Space Command
- AFTAC**—Air Force Technical Applications Center
- CMI**—Classified Military Information
- CUMI**—Controlled Unclassified Military Information

**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**FDO**—Foreign Disclosure Office  
**FOIA**—Freedom of Information Act  
**FVR**—Foreign Visit Request  
**HQ**—Headquarters  
**ITAR**—International Traffic in Arms Regulations  
**MAJCOM**—Major Command  
**NDP**—National Disclosure Policy  
**NDPC**—National Disclosure Policy Committee  
**NISPOM**—National Industrial Security Program Operating Manual  
**NOTU**—Naval Ordnance Test Unit  
**PA**—Public Affairs  
**SFS**—Security Forces Squadron  
**US**—United States  
**USAF**—United States Air Force  
**USC**—United States Code

### *Terms*

**Classified Information**—Information that has been determined pursuant to Executive Order 12958 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

**Classified Military Information**—Information originated by or for, or under the jurisdiction or control of, the Department of Defense or its Agencies which requires protection in the interest of national security. CMI is designated TOP SECRET, SECRET or CONFIDENTIAL as described in Executive Order 12958 or subsequent order. CMI includes information in tangible (e.g., equipment, documents, software, etc.) and in intangible (e.g., knowledge, know-how, expertise, etc.) form.

**Contractor**—Any industrial, educational, commercial, or other entity which has executed a contract or a DD Form 441, DoD Security Agreement, with a DoD activity.

**Controlled Unclassified Military Information /Controlled Unclassified Information**—Unclassified information, including technical data (see explanation of term) to which access or distribution limitations have been applied in accordance with US laws, policies, and regulations. It includes information that is determined to be exempt from public disclosure in accordance with DoD Directives 5320.25 and 5400.7 or that is subject to export controls in accordance with the ITAR or the EAR. Not all controlled unclassified information is owned by the military. For example, defense contractors control company confidential or proprietary information. Unclassified export controlled technical data, as defined by the ITAR, is CUI. CUMI and CUI

include information in tangible (e.g., equipment, documents, software, etc.) and intangible (e.g., knowledge, know-how, expertise, etc.) form.

**Designated Disclosure Authority**—An official, at subordinate component level, designated by the Head of a DoD Component or the Component's Principal Disclosure Authority to control disclosures of CMI by his or her organization.

**Disclosure**—The permanent or temporary transfer of classified or controlled unclassified military information to an authorized representative of a foreign government or international organization. The act of permitting access to classified or controlled unclassified military information by an authorized representative of a foreign government or international organization. There are three disclosure methods: oral (verbal disclosure), visual (disclosure by sight) and documentary (disclosure of tangible/recorded information or equipment).

**Foreign Disclosure Officer**—A US Government official designated in writing whose primary responsibilities are to authorize disclosure of CMI or CUMI and manage and implement a disclosure program for their command or organization. Only FDOs trained by SAF/IAPD may authorize disclosures of CMI.

**Foreign Interest**—Any foreign government, agency of a foreign government, or representative of a foreign government or international organization; any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the United States or its possessions and trust territories; and any person who is not a citizen or national of the United States.

**Security Assistance**—A foreign government representative who is assigned to a DoD Component or contractor facility pursuant to a requirement that is described in a Foreign Military Sales Letter of Offer and Acceptance.

**Operational**—A foreign government representative who is assigned to a DoD Component pursuant to a documented requirement to coordinate operational matters, such as combined planning or training and education.

**National Representative**—A foreign government representative who is assigned to his or her national embassy or legation in Washington DC (e.g., an attache) to conduct liaison activities with the Department of Defense and the DoD Components.

**Foreign National**—A person who is not a citizen or national of the United States unless that person has been lawfully admitted for permanent residence in the United States under the *Immigration and Naturalization Act* (Title 8, United States Code, Section 1101 *et seq.*).

**Foreign Ownership, Control or Influence**—A situation in which a foreign national, firm or government is assumed to possess dominance of, or authority over, a US firm to such a degree that the foreign national, firm, or government may gain unauthorized access to US classified military information.

**Foreign Representative**—Any representative of a foreign interest or foreign national.

**Foreign Visit Request**—a formal visit request documented on a locally-developed form and submitted to the FD POC for action; a request from a sponsoring agency for base access by foreign nationals. This process is used to document, process and track foreign visits to the 45 SW.

**International Visits Program**—A program established to process visits by and assignments of authorized representatives to DoD Components and DoD contractor facilities. This program is designed to ensure that CMI and CUMI to be disclosed to authorized representatives has been properly authorized for disclosure to their governments.

**National Disclosure Policy**—This policy promulgates national policy and procedures in the form of specific disclosure criteria and limitations, definitions of terms, release arrangements and other guidance required by US departments and agencies having occasion to release classified US military information to foreign governments and international organizations. In addition, it establishes and provides for the management of an inter-agency mechanism and procedures which are required for the effective implementation of the policy.

**Public Domain Information**—Unclassified information that has undergone a security and policy review to ensure the material proposed for public release does not contain classified information; does not conflict with established US Government policy; and has been cleared by a competent public affairs authority within the public affairs office.

## Attachment 2

## FOREIGN VISIT REQUEST INSTRUCTIONS

## Figure A2.1. Foreign Visit Request Instructions

The following general instructions are provided to assist the customer in completing the FVR. Blank forms are available from the FD POC at [45swfdo@us.af.mil](mailto:45swfdo@us.af.mil)

**HOST COMPANY/UNIT:** This is the company or military organization sponsoring the Official/Unofficial visitor(s).

**ADDRESS:** The address for the above.

**POINT OF CONTACT:** The person at the company or organization who completes the FVR and can be contacted for additional information.

**PHONE/E-MAIL:** The phone number the Point of Contact can be reached and the e-mail to send the completed FVR back to.

**DATE(S) OF VISIT:** The dates the visitor is visiting the 45th Space Wing.

**LOCATION & BUILDING TO BE VISITED:** This will include the area (PAFB, CCAFS, etc.) along with building name and number.

**VISITORS INFORMATION:** All visitors need to be listed on the FVR. All blocks are to be completed to include Name, Passport, Passport Expiration Date, Nationality, Place of Birth, Date of Birth, and Visitor Organization/Company. If all blocks are not completed, it **will not** be processed and returned to sender.

**PURPOSE OF VISIT:** The reason the visitor(s) are coming to the 45th Space Wing. Provide details in this section as this is the only place on the form that provides rationale to approve the visit.

**IMPACT IF DISAPPROVED:** If the visit does not take place, what effect will it have on the government, contractor, and/or the visitor(s)?

**SPONSOR/ORGANIZATION/PHONE NBR:** All visitors, with a few exceptions, require a sponsor to accompany them while visiting PAFB or CCAFS.

**STATEMENT OF AGREEMENT:** Most visitors will be accompanied at all times while on the installation. If requesting unaccompanied access, indicate in this block.

**NAME/TITLE OF REQUESTING OFFICIAL:** For military, this will be the Commanding Officer of your organization. For contractors, this will be the security manager or highest supervisor or designated representative at your local facility. If different than the POC, provide a phone number where the person can be reached. Use the DSN number for military numbers.

**NOTE:** Upon completion provide a copy to our e-mail address. Once processed it will be added to the Foreign Visitor Database and a copy will be sent back to the POC via e-mail.