

**BY ORDER OF THE
JBCHARLESTON COMMANDER (AMC)**

**JOINT BASE CHARLESTON
INSTRUCTION**



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OPERATIONS

FOREIGN NATIONAL AIRCRAFT

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This publication implements Air Force Instruction (AFI) 10-1801, *Foreign Government Aircraft Landings at U.S. Air Force Installations*. It provides guidance and procedures on handling of foreign aircraft and personnel on-board for foreign aircraft arriving Joint Base Charleston (JB CHS) Air Base (AB). It applies to all individuals at all levels within the 437th Airlift Wing (AW) and 628th Air Base Wing (ABW) who support foreign aircraft arrivals to JB CHS AB. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with (IAW) the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This Joint Base Charleston Instruction (JBCI) may be supplemented at any level, but all supplements that directly implement this publication must be routed to SAF/AAIP via the Air Force Departmental Publishing Office (AFDPO) for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. 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. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Include a copy of any waivers

or exceptions issued regarding the publications and forms management requirements found in this publication when submitting products to AFDPO for publishing.

Chapter 1

GENERAL

1.1. General. This Instruction consolidates processes and procedures for foreign aircraft arrivals to JB CHS-AB. It does not govern activity related to International Military Student Officers (IMSO) or visits for Foreign Nationals processed using the Foreign Visit Request and the Foreign Disclosure Office (FDO). It does not govern activity at other JB CHS installations such as JB CHS Weapons Station (WS). Any appearance of “JB CHS” within this document refers expressly to JB CHS-AB.

1.2. Administration. Direct Liaison Authorization (DIRLAUTH) is granted to the 437th Operations Support Squadron (437 OSS) to coordinate with all parties named within this instruction, as needed, to administer this program. Submit requested changes to 437 OSS.

1.3. Mission. Due to the international nature and potential impact of foreign aircraft arrivals, as well as installation security issues, this program is a priority for both the Mission Wing Commander (437 AW/CC) and the Installation Wing Commander (628 ABW/CC). Proper execution is essential. Misuse can have immediate and far-reaching consequences at a national and international level affecting operations and relationships beyond the installation. Escorts and supporting agencies must have the training and resources necessary for the successful accomplishment of this mission. The commanders’ intent for execution of this program is to embody a professional level of customer service.

1.4. Scope. Aircrew, Mission Essential Personnel (MEPs), and passengers that arrive and depart via Foreign Aircraft are classified as Foreign National Air Visitors (FNAV) in this Instruction.

1.5. Waiver Authority. Waiver authority to this instruction resides with the 437 AW/CC as Senior Airfield Authority (SAA). 628 ABW units will route waiver requests through the 628 ABW prior to routing to the 437 AW/CC.

1.6. Escort Requirements. A key component of foreign aircraft arrivals is the requirement to provide escort and support services to FNAVs from and to the flight line to their designated drop off point (e.g. outside the gate at the Visitor Control Center (VCC)).

1.6.1. All foreign aircraft arrivals and departures will require an escort to meet the aircraft and FNAVs. **Exception:** The following countries do not require an escort: United Kingdom, Australia, Canada, New Zealand, and North Atlantic Treaty Organization (NATO) C-17s from the Heavy Airlift Wing (HAW). **(T-3)**

1.6.2. Escort duties are the responsibility of the 437 AW. The 437 OSS will delegate escort duties to 437 AW units. **(T-3)**

1.6.2.1. The tasked unit coordinates with the 437 OSS for training of their designated escort.

1.6.2.2. The 437 OSS Assistant Director of Operations (ADO) provides escort training. Training requirements are fulfilled through in-person briefing. If schedule does not permit in-person training, training may be accomplished virtually.

1.6.3. Escorts can be of any rank, but will be in possession of a current Restricted Area Badge with flight line access. In addition, the escort will be familiar with flight line operations. **(T-3)**

1.6.4. Escorts will be assigned a government issued cell phone when actively performing escort duties. The 437 OSS/ADOs maintain and issue the cell phone. **(T-3)**

1.6.4.1. **Note:** Escorts should not provide their personal cell phone number to FNAVs.

1.6.5. As a practice, escort ratio requirements should typically be no more than 10 visitors per escort. If a foreign aircraft's manifest indicates more than 10 personnel, the 437 OSS/ADOs should coordinate for additional escorts, as applicable.

Chapter 2

ROLES AND RESPONSIBILITIES.

2.1. 437th Airlift Wing (AW).

2.1.1. Airlift Wing Commander (AW/CC).

2.1.1.1. Approves all foreign aircraft arrivals. The 437 AW/CC has delegated approval authority to 437 OG.

2.1.2. 437th Operations Group (OG).

2.1.2.1. The 437 Operations Group Commander (437 OG/CC) delegates approval and management of foreign aircraft arrivals to 437 OSS.

2.1.3. The 437 OSS/CC.

2.1.3.1. Maintains this instruction

2.1.3.2. Manages escort duties between squadrons within the 437 AW.

2.1.3.3. Provides escort training.

2.1.3.4. Maintains and issues government cell phone for escorts.

2.1.3.5. Inputs escort name and escort on-call phone number on the FDO SharePoint Calendar.

2.1.4. Airfield Operations Management (AMOPS)

2.1.4.1. Issues Prior Permission Required (PPR) number, after appropriate coordination with base agencies, for foreign aircraft and forwards the PPR number to AF/A3OJ.

2.1.4.2. Assigns foreign aircraft parking location in coordination with Transient Alert and the Maintenance Operations Control Center (MOCC).

2.1.4.3. Notifies 437 OSS/CC of requests from countries other than the following: United Kingdom, Australia, Canada, New Zealand, Kuwait, United Arab Emirates, Qatar, and C-17s from the HAW.

2.1.4.4. Files flight plans electronically when requested. Sends flight plans to the following email address: 437OSS.OSAA.BASEOPERATIONS@us.af.mil.

2.1.4.5. Provides aircrew pamphlet electronically when issuing the PPR.

2.1.5. Maintenance Group (MXG).

2.1.5.1. Provides escort(s) when requested from 437 OSS.

2.1.5.2. Aircraft Maintenance Squadron Transient Alert (MXMTR).

2.1.5.2.1. Tracks assigned parking locations for inbound foreign aircraft and provides information to MOCC.

2.1.5.2.2. Debriefs with the foreign aircraft commander upon initial arrival, to determine maintenance status, servicing requests, and departure time.

2.1.5.2.3. Contacts MOCC with any maintenance requirements that prevent aircraft departure and helps coordinate maintenance support as required.

2.1.5.3. Aerial Port Squadron.

2.1.5.3.1. Ensures all FNAVs designated as passengers match passenger manifest.

2.1.5.3.2. Ensures all FNAVs designated as passengers who are not authorized unescorted access, transit directly from the Passenger Terminal to the VCC.

2.1.5.3.3. Coordinates with Customs and Border Protection (CBP) to meet arriving FNAVs, for processing and clearance, as applicable.

2.1.6. Wing Escort.

2.1.6.1. Completes training prior to being assigned escort duty.

2.1.6.2. Reviews the JB CHS/FDO SharePoint once assigned escort duty to view scheduled arrivals and departures: <https://usaf.dps.mil/sites/JB-CHS/XP1/XP%20Programs/Foreign%20Disclosure%20Officer.aspx>

2.1.6.3. Contacts Air Force Office of Special Investigation (AFOSI) prior to Foreign Aircraft arrival for a pre-brief and after completion of escort duty for de-brief, when required.

2.1.6.4. Retrieves government cell phone and escort materials from 437 OSS/ADOs.

2.1.6.5. Contacts 437 OSS/ADO if transferring escort duties to a new escort. Only a fully trained escort may replace another escort.

2.1.6.6. Coordinates transportation requirements with vehicle dispatch and meets the crew bus at the pre-arranged location (usually Base Operations) for transportation to/from aircraft parking, customs, and/or the VCC.

2.1.6.7. Retrieves and retains a copy of the General Declaration (GEN DEC) for verification of FNAVs and entry requirements to the installation.

2.1.6.8. Coordinates interim visits to the aircraft for conducting official business.

2.1.6.9. Reports any suspicious persons or actions to the 628th Security Forces Squadron (SFS).

2.1.6.10. At no time will vehicle transportation/operations or escorts transport FNAV items alone. Merchandise purchased by FNAVS must fit on the provided crew transportation, as no other vehicles will be provided to accommodate large purchases. Additionally, FNAVs are not allowed to bring private or commercial vehicles on the installation. Escorts are not obligated to help move luggage or merchandise. (T-3).

2.2. 628th Air Base Wing (ABW).

2.2.1. Air Base Wing Commander (ABW/CC).

2.2.1.1. Approves/disapproves special requests for FNAVs to utilize on-base lodging, Base Exchange and Commissary facilities on a case-by-case basis. Note: The 628 ABW/CC has disapproved use of these facilities for all foreign nationals as of publication of this instruction.

2.2.2. Foreign Disclosure Officer (FDO).

2.2.2.1. Coordinates with AMOPs on Foreign Aircraft Arrivals prior to issuing a PPR.

2.2.3. Command Post (CP).

2.2.3.1. Monitors all foreign aircraft visiting and transiting JB CHS-AB.

2.2.3.2. Maintains a list of current on-call phone numbers for issues regarding foreign nationals. Directs issues relating to foreign aircraft and FNAVs in the following priority order: Escort, AMOPs, 437 OSS/DO, and 437 OSS/CC.

2.2.4. Mission Support Group (MSG).

2.2.4.1. Force Support Squadron.

2.2.4.1.1. Provides assistance arranging commercial accommodations for FNAVs, if requested.

2.2.4.1.2. Will not provide FNAVs on-base billeting unless approved by the 628 ABW/CC. (T-3)

2.2.4.2. Logistics Readiness Squadron (LRS).

2.2.4.2.1. Provides transportation to/from the aircraft and approved locations: Base Operations, Passenger Terminal, and VCC.

2.2.4.2.2. In the event that a stopover is forecast to last longer than 20 minutes, the escort communicates the approximate duration with LRS Ground Transportation Operations Center (GTOC). Depending on circumstances, the escort and GTOC will determine if the vehicle operator may be released. If the vehicle operator is released, the escort will schedule a new time to resume transportation support.

2.2.4.3. Base Defense Operations Center (BDOC).

2.2.4.3.1. Contacts the CP for any unannounced FNAV access requests; CP in-turn contacts the designated escort via the on-call cell phone.

2.2.4.4. Security Forces Squadron Operations (SFS/J3O).

2.2.4.4.1. Monitors email traffic via the "FNAV" distribution list to track all Foreign Aircraft activity. Disseminates FNAV information to meet SFS requirements, as needed.

2.2.4.5. Security Forces Flight Sergeant.

2.2.4.5.1. Designates an on-duty Security Forces member to meet Foreign Aircraft upon landing. SFS member will verify actual crews/passengers against the GEN DEC and/or manifests for distribution by BDOC to other SFS agencies, as applicable.

2.2.4.5.1.1. For countries requiring an escort, the SFS member and escort will verify the crews/passengers against the manifest submitted with the Aircraft Landing Authorization Number (ALAN). If actual crew/passenger names differ from pre-submitted manifest, the SFS member will verify each crewmember or passenger has a valid passport and visa prior to releasing the crew to disembark the aircraft.

2.2.4.5.1.2. If discrepancies arise, the Escort and Security Forces member will contact the OSS/ADO for further guidance. (T-3).

2.2.4.5.2. Ensures physical protection of aircraft complies with protection requirements identified in DAFI 31-101, Integrated Defense.

2.2.4.6. Installation Entry Controller.

2.2.4.6.1. Ensures FNAVs requesting access to JB CHS-AB have escorts. The escort is responsible for verifying identities by checking passports against the final manifest (e.g. GENDEC).

2.2.4.6.2. Embassy or Military Air Attaché personnel with valid Common Access Cards (CACs) (for access to other bases) may arrive unannounced at the installation requesting to meet or send off the Foreign Aircraft. These personnel must be vetted by the FDO and will not be allowed on the installation unescorted. (T-3).

2.2.4.7. Pass & Registration.

2.2.4.7.1. Notifies BDOC of any unannounced Foreign Nationals requesting access to JB CHS-AB.

2.2.5. Air Force Office of Special Investigations (AFOSI).

2.2.5.1. Conducts background/name checks as required. AMOPs will not issue a PPR until AFOSI has completed this step. (T-3).

2.2.5.2. Conducts a pre-brief with escorts 24 hours prior to Foreign Aircraft arrival. Ensures a post-visit debrief with the wing escort is conducted after the Foreign Aircraft departure.

2.2.5.3. Generates a formal Suspicious Activity Report (SAR) if the incident meets the threshold.

Chapter 3

APPROVAL PROCESS

3.1. Overview. The Foreign Aircraft approval process is initiated when HAF/A3OJ notifies JB CHS Plans (XP) and/or 437 OSS/OSA (Airfield Management) of a request for a foreign aircraft to use JB CHS-AB.

3.1.1. In the initial notification, HAF/A3OJ should provide an ALAN. If not provided initially, an ALAN is required prior to arrival of the foreign aircraft.

3.1.2. The 437 AW/CC has delegated approval for Foreign Aircraft Arrivals to Airfield Operations Management (AMOPS).

3.1.2.1. HAF/A3OJ or foreign aircraft's embassy is required to submit a GEN DEC, passenger list, and/or crew manifest prior to final approval. If the crew/passengers that arrive do not match the submitted manifests, the aircraft risks being detained upon entry.

3.1.2.2. If adding or leaving crew members at JB CHS-Air Base, a departure manifest must be submitted with the initial arrival manifests and labeled appropriately to differentiate manifests in order to avoid unnecessary confusion and processing delays while transiting JB CHS-Air Base.

3.2. Notifications. Prior to approving and issuing a PPR, AMOPS will coordinate with the agencies in **Table 3.1** (T-3). AMOPS will not issue until the agencies noted as "Response Required" have provided their response. In the coordination, AMOPS will provide the agencies with:

- 3.2.1. Call Sign
- 3.2.2. Home Station Country
- 3.2.3. Tail Number
- 3.2.4. ALAN
- 3.2.5. Crew/Passenger Manifest (when available)
- 3.2.6. Reason for Visit
- 3.2.7. Type of Aircraft
- 3.2.8. Arrival date/time
- 3.2.9. Departure date/time
- 3.2.10. Originating ICAO
- 3.2.11. Destination ICAO

Table 3.1. Agency Coordination 1.

Agency	Response Required	Notes
Gatekeeper		
SFS	X	Ensures copy of Manifests are placed at BDOC and installation gates for access verification
OSI	X	Conducts Background Checks as required
Intel		
CP	X	
MOCC		
ATOC		
CAPE		
XP	X	
OSS	X	Assigns Escort

Chapter 4

FOREIGN AIRCRAFT EXECUTION

4.1. Overview. Foreign Aircraft operations has three phases: Arrival, Interim Visits, and Departure. **Attachment 2**, FNAV Escort Checklist, will be used by the escort during all three phases. (T-3). The FNAV Escort Checklist is maintained and updated by the 437 OSS/ADO.

4.2. Arrival. This phase begins with the reception of the aircraft.

4.2.1. Escorts meet the Foreign Aircraft on arrival and executes escort duties, to include coordinating crew transportation and facilitating any other reasonable requests.

4.2.2. The SFS member and the escort will make contact with the FNAVs to verify actual FNAVs against the crew manifest (e.g. GENDEC). The SFS member in coordination with the Escort will verify each FNAV carries a valid passport and appropriate visa. (T-3).

4.2.2.1. If the actual aircrew members and/or passengers do not match the pre-submitted manifests, but all members have a valid passport and visa, the members may disembark the aircraft and exit the base. The Escort will provide AFOSI with a copy of the actual manifest and highlight the disparities to accomplish background checks as required. (T-3).

4.2.2.2. If an FNAV does not have a valid passport and/or visa, the escort contacts the 437 OSS/ADO for follow-on actions. The FNAVs in question will not disembark until cleared by the 437 OSS/ADO. (T-3).

4.2.3. When all required inbound coordination is complete, the FNAVs will be transported to the VCC parking lot. (T-3).

4.2.4. The escort coordinates with the FNAVs to determine if there will be any changes in personnel on departure if not already coordinated. If so, the Escort notifies the 437 OSS/ADO for follow-on actions.

4.2.5. If a Foreign Aircraft arrives without a valid ALAN and/or PPR, the FNAVs will be sequestered at the aircraft. (T-3). In coordination with AMOPs, the 628 ABW/CP immediately contacts the 437 OSS/DO for follow-on actions and 628 ABW/FDO for situational awareness.

4.3. Interim Visits. Occasionally FNAVs request access to their aircraft for flight line activities (e.g. maintenance, aerial port operations) in between their arrival and departure. These visits must be requested through the escort and are supportable when coordinated ahead of time.

4.3.1. Escorts are responsible for verifying FNAVs against the manifest that was verified upon aircraft arrival prior to escorting the FNAVs on base. If a member that was not on the arrival manifest arrives with the FNAVs, the escort contacts the 437 OSS/ADO for follow-on actions.

4.3.2. At no time will vehicle transportation/operations or escorts transport FNAV items alone. Merchandise purchased by FNAVS must fit on the provided crew transportation, as no other vehicles will be provided to accommodate large purchases. Additionally, FNAVs are not allowed to bring private or commercial vehicles on the installation. Escorts are not obligated to help move luggage or merchandise. (T-3).

4.4. Departure. This phase begins when the FNAVs and aircraft are ready to depart JB CHS-AB.

4.4.1. Base access for FNAVs will follow the same process as in **Paragraph 4.3** (T-3).

4.4.2. FNAVs may request access to Base Operations to complete departure planning and flight filing. FNAVs will not be allowed access to government computers. (T-3).

4.4.3. Escorts will remain with the aircraft until the Foreign Aircraft blocks out of parking. (T-3). They will contact ground transportation twenty minutes prior to engine start/block out to coordinate transportation.

4.4.4. Escorts notify 628 ABW/CP and AMOPs by phone when escort duty is complete. The escort will also contact AFOSI to conduct a mandatory debrief.

4.5. If the Foreign Aircraft and FNAVs are unable to depart or return to blocks, the 628 ABW/CP will contact the escort for follow-on actions.

MICHAEL A. FREEMAN, Colonel, USAF
Commander

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

AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*, 25 Sept 2018

DAFI 31-101, *Integrated Defense*, 25 March 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2021

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

AW—Airlift Wing

ABW—Air Base Wing

ADO—Assistant Director of Operations (ADO)

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigations

ALAN—Aircraft Landing Authorization Number

AMOPS—Airfield Management and Operations

ATOC—Air Terminal Operations Center

BDOC—Base Defense Operations Center

CAC—Common Access Card

CBP—Customs and Border Protection

CP—Command Post

FDO—Foreign Disclosure Office

FNAV—Foreign National Air Visitor

GEN DEC—General Declaration

GTOC—Ground Transportation Operations Center

JB CHS—Joint Base Charleston

LRS—Logistics Readiness Squadron

MOCC—Maintenance Operations Control Center

MSG—Mission Support Group

MXG—Maintenance Group

MXMTR—Aircraft Maintenance Squadron Transient Alert

NATO—North Atlantic Treaty Organization

OG—Operations Group

OSS—Operational Support Squadron

PPR—Prior Permission Required

SAA—Senior Airfield Authority

SAR—Suspicious Activity Report

SFS—Security Forces Squadron

VCC—Visitor Control Center

Attachment 2

FNAV ESCORT CHECKLIST

A2.1. As an escort, your responsibility is to escort the aircrew to and from the front gate. The only allowable stops are Base Operations and the Passenger Terminal. No additional stops are authorized. Contact the 437 OSS/ADO for the most current version of the checklist.

Figure A2.1. FNAV Escort Checklist, Part 1.

<p>Notification of FNAV Escort Duty</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact 437 OSS/ADO <ul style="list-style-type: none"> • Verify arrival and departure times • Receive FNAV Escort Duty Phone <input type="checkbox"/> Contact AFOSI for a pre-brief NLT 24 hours prior to arrival <input type="checkbox"/> Reference FDO SharePoint <p>Day of FNAV Arrival</p> <p>Initiate checklist one hour prior to arrival</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrive to Base Ops (AMOPS) and obtain <ul style="list-style-type: none"> • Parking Location <input type="checkbox"/> Contact Ground Transportation to schedule ground transportation <input type="checkbox"/> Contact Aerial Port to coordinate Customs and Border patrol (As required) <input type="checkbox"/> Once AMOPS is notified aircraft has arrived, have ground transportation transport escort to aircraft <input type="checkbox"/> Meet the FNAVs. SFS rep will meet at the aircraft. <ul style="list-style-type: none"> • Verify FNAVs against manifests (e.g GENDEC) and that each member has valid passport and visa. • Make a copy (e.g. photo) of the manifest/GEN DEC • Verify actual personnel against pre-submitted manifest <ul style="list-style-type: none"> ▪ If members do not match but each member has valid passport and visa, the crew is cleared to proceed. Submit a copy of the final manifest to AFOSI for additional background checks as required. Mark which names are different on the notification to AFOSI ▪ If any doubt exists, contact 437 OSS/ADO or 437 OSS/DO for follow-on actions. <input type="checkbox"/> Provide member of the crew the FNAV Escort Phone number <input type="checkbox"/> Coordinate pickup time at VCC for departure <input type="checkbox"/> Determine if members will be swapping on departure. If so, contact 437 OSS/ADO or 437 OSS/DO for follow-on actions. <input type="checkbox"/> Brief crew of expectations on departure WRT goods purchased off-base. <input type="checkbox"/> Escort crew to VCC (Dorchester gate) 	<p>Day of FNAV Departure/Interim Visits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate ground transportation <input type="checkbox"/> Meet crew at VCC <input type="checkbox"/> Verify members that arrive are the same members that were escorted on arrival prior to loading into ground transportation <ul style="list-style-type: none"> • If additional or different members show, contact 437 OSS/ADO or 437 OSS/DO <input type="checkbox"/> Escort members to aircraft. Stop at Base Ops is allowed <ul style="list-style-type: none"> • Coordinate with ground transportation to stay at the aircraft or for pickup. • Be prepare to escort a member back to VCC to retrieve meals <input type="checkbox"/> Once engines are started, escort is cleared off <input type="checkbox"/> Once aircraft departs, contact AFOSI for debrief <p>FDO SharePoint: https://usaf.dps.mil/sites/JB-CHS/XP1/XP%20Programs/Foreign%20Disclosure%20Officer.aspx</p> <p>Phone Numbers:</p> <table border="1"> <thead> <tr> <th>Agency</th> <th>Phone Number: 843-963 (DSN: 673)</th> </tr> </thead> <tbody> <tr> <td>Command Post</td> <td>8400</td> </tr> <tr> <td>BDOC</td> <td>3600</td> </tr> <tr> <td>Ground Transportation</td> <td>4236</td> </tr> <tr> <td>MOCC</td> <td>8500</td> </tr> <tr> <td>AMOPS</td> <td>3024</td> </tr> <tr> <td>FDO</td> <td>5498</td> </tr> <tr> <td>OSS/ADO</td> <td>8338/7484</td> </tr> <tr> <td>AFOSI</td> <td>4623/3248</td> </tr> <tr> <td>ATOC</td> <td>3246</td> </tr> <tr> <td>VCC</td> <td>5729</td> </tr> <tr> <td>Transient Alert (TA)</td> <td>2570</td> </tr> </tbody> </table>	Agency	Phone Number: 843-963 (DSN: 673)	Command Post	8400	BDOC	3600	Ground Transportation	4236	MOCC	8500	AMOPS	3024	FDO	5498	OSS/ADO	8338/7484	AFOSI	4623/3248	ATOC	3246	VCC	5729	Transient Alert (TA)	2570
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Figure A2.2. FNAV Escort Checklist, Part 2.

<p><u>Notification of FNAV Escort Duty</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact 437 OSS/ADO <ul style="list-style-type: none"> • Verify arrival and departure times • Receive FNAV Escort Duty Phone <input type="checkbox"/> Contact AFOSI for a pre-brief NLT 24 hours prior to arrival <input type="checkbox"/> Reference FDO SharePoint <p><u>Day of FNAV Arrival</u></p> <p>Initiate checklist one hour prior to arrival</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrive to Base Ops (AMOPS) and obtain <ul style="list-style-type: none"> • Parking Location <input type="checkbox"/> Contact Ground Transportation to schedule ground transportation <input type="checkbox"/> Contact Aerial Port to coordinate Customs and Border patrol (As required) <input type="checkbox"/> Once AMOPS is notified aircraft has arrived, have ground transportation transport escort to aircraft <input type="checkbox"/> Meet the FNAVs. SFS rep will meet at the aircraft. <ul style="list-style-type: none"> • Verify FNAVs against manifests (e.g GENDEC) and that each member has valid passport and visa. • Make a copy (e.g. photo) of the manifest/GEN DEC • Verify actual personnel against pre-submitted manifest <ul style="list-style-type: none"> ▪ If members do not match but each member has valid passport and visa, the crew is cleared to proceed. Submit a copy of the final manifest to AFOSI for additional background checks as required. Mark which names are different on the notification to AFOSI ▪ If any doubt exists, contact 437 OSS/ADO or 437 OSS/DO for follow-on actions. <input type="checkbox"/> Provide member of the crew the FNAV Escort Phone number <input type="checkbox"/> Coordinate pickup time at VCC for departure <input type="checkbox"/> Determine if members will be swapping on departure. If so, contact 437 OSS/ADO or 437 OSS/DO for follow-on actions. <input type="checkbox"/> Brief crew of expectations on departure WRT goods purchased off-base. <input type="checkbox"/> Escort crew to VCC (Dorchester gate) 	<p><u>Day of FNAV Departure/Interim Visits</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate ground transportation <input type="checkbox"/> Meet crew at VCC <input type="checkbox"/> Verify members that arrive are the same members that were escorted on arrival prior to loading into ground transportation <ul style="list-style-type: none"> • If additional or different members show, contact 437 OSS/ADO or 437 OSS/DO <input type="checkbox"/> Escort members to aircraft. Stop at Base Ops is allowed <ul style="list-style-type: none"> • Coordinate with ground transportation to stay at the aircraft or for pickup. • Be prepare to escort a member back to VCC to retrieve meals <input type="checkbox"/> Once engines are started, escort is cleared off <input type="checkbox"/> Once aircraft departs, contact AFOSI for debrief <p>FDO SharePoint: https://usaf.dps.mil/sites/JB-CHS/XP1/XP%20Programs/Foreign%20Disclosure%20Officer.aspx</p> <p>Phone Numbers:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Agency</th> <th style="text-align: center;">Phone Number: 843-963 (DSN: 673)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Command Post</td> <td style="text-align: center;">8400</td> </tr> <tr> <td style="text-align: center;">BDOC</td> <td style="text-align: center;">3600</td> </tr> <tr> <td style="text-align: center;">Ground Transportation</td> <td style="text-align: center;">4236</td> </tr> <tr> <td style="text-align: center;">MOCC</td> <td style="text-align: center;">8500</td> </tr> <tr> <td style="text-align: center;">AMOPS</td> <td style="text-align: center;">3024</td> </tr> <tr> <td style="text-align: center;">FDO</td> <td style="text-align: center;">5498</td> </tr> <tr> <td style="text-align: center;">OSS/ADO</td> <td style="text-align: center;">8338/7484</td> </tr> <tr> <td style="text-align: center;">AFOSI</td> <td style="text-align: center;">4623/3248</td> </tr> <tr> <td style="text-align: center;">ATOC</td> <td style="text-align: center;">3246</td> </tr> <tr> <td style="text-align: center;">VCC</td> <td style="text-align: center;">5729</td> </tr> <tr> <td style="text-align: center;">Transient Alert (TA)</td> <td style="text-align: center;">2570</td> </tr> </tbody> </table>	Agency	Phone Number: 843-963 (DSN: 673)	Command Post	8400	BDOC	3600	Ground Transportation	4236	MOCC	8500	AMOPS	3024	FDO	5498	OSS/ADO	8338/7484	AFOSI	4623/3248	ATOC	3246	VCC	5729	Transient Alert (TA)	2570
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