

31st SFS VISITOR CONTROL CENTER (VCC) INSTALLATION ACCESS REQUEST (IAR)  
CHECKLIST  
AVIANO AB, ITALY

## Installation Access Request Guide:

### Page 1 SECTION 1:

#### **Requesters Information** (as appears on DoD ID)

**Block 1:** Write full name in (LAST, FIRST, M.I) format.

**\*NOTE\*:** The requestor **MUST** submit a copy(front/back) of their DoD ID. The requester must be an active-duty military member, retired military member with retired DoD ID, active contractor with a DoD ID, active DoD civilian, or retired DoD civilian with retired DoD Civilian ID. We cannot accept spouses of active-duty members, spouses of retired military members, DBIDS card holders, or retired DoD civilians without a valid retired DoD Civilian DoD ID to be the requester.

**Block 2:** Use the rank drop down list. If you are not active-duty military, scroll down to find your category.

**\*NOTE\*:** If retired, please select “RET” for retired and not your previous rank.

**Block 3:** Date request was sent to your Commander or Director for their signature.

**\*NOTE\*:** This date is not the date we use to calculate our 30-day policy for U.S Citizens. The 30-day policy for the start date is 30-days out from when we receive the completed request to our office/org box (during duty hours), including all required documents and with no errors.

**Block 4:** The requester’s office and cell phone number. This is how our office will reach out if we do not hear back from you through email OR use initially for a quicker line of communication.

**Block 5:** The requester’s personal and/or work email. This email is where we send your approval/denial letter to.

**Block 6:** The Group (e.g. 31 MXG) or Squadron (e.g. 31 SFS) that is sponsoring the guest’s visit to the base. This is the requester’s sponsoring unit.

**Block 7:** Requester’s digital or wet signature.

**\*NOTE\*:** If you are submitting this request via email, and have a DoD ID with digital signature capabilities, you will do so.

If you are someone who doesn't have digital signature capabilities, fill out the form digitally, print it out, wet sign the form and submit the form in person.

Last option, if you are unable to digitally sign the form and live outside of the local area, as of 02 OCT 2024, we are now able to accept scanned documents with wet signatures. You will digitally complete the form, print it out, wet sign it, then scan it into a PDF to submit to us via email.

Page 1 SECTION 2  
**Visitor's Information**

(required for anyone not stationed at Aviano with active-duty orders. As of 2 Oct 2024, minors are also required to be listed)

**Block 1:** Escorted or Unescorted. This is what type of access you are requesting your guests to have. Check one of the two boxes.

ESCORTED access means that the requester MUST be with their guests at all times (e.g. coming through the gates and staying with them while on base). This also includes when the guest is picking up/receiving their visitor pass, the requester MUST accompany their guests into our office in order for the guests to receive their visitor passes. This also goes for if guests need to receive 75's/after hours passes from the South Gate, the requester MUST accompany the guests at the gate.

The only exception to this rule is for TDY's and deployments since the requester could not be present. In these situations, the requester may appoint an alternate escort to be listed on the guest's visitor pass. This is done by stating the situation/reason for an alternate escort in the reason for access box, who they are in relation to the requestor, and their first and last name. A copy of the alternate escorts DoD ID (front/back) must also be submitted with the request.

For family visiting, if you need to add an additional escort to a visitor pass because you would like your guests to be escorted by either you or your spouse, our system gives us enough space on the visitor pass to be able to add an additional escort in the comments box. This can only be used to add the spouse of the requester as the additional escort. The spouses first and last name must be written in the reason for access box as an additional escort as well their DoD ID (front/back) must be submitted with the request.

UNESCORTED access means the requester is responsible for the guests but NOT required to be with them at all times. The guests are authorized to pick up their pass on their own and come onto base by themselves.

**\*NOTE\***: UNESCORTED access is authorized on a case-by-case basis, for the purpose of base security. If you are going to be requesting UNESCORTED access for your guest, you must give a valid reason as to why your guest needs unescorted access (be on base by themselves) for the hours you requested.

**\*NOTE\***: If you are a retiree submitting this form, you must check UNESCORTED.

**Block 2:** Citizenship of the guest. U.S or NON-U.S. Check one of the two boxes. Unless there are multiple guests listed on the request with different citizenships, then you may check both boxes. If your guest holds multiple citizenships, pick the one that corresponds with the type of document you submit for them.

**Block 3:** Areas of access requested for your guest.

**Area F-** BX, Commissary, Post Office, the gyms and track, movie theatre, the Global Credit Union bank, laundry mat, flightline, airman dormitories, MPF, Pass & Registration, On-base lodging, etc...

**Area 1-** Medical Group, DoDEA School, Chapel, library, bowling alley, Community bank.

**Area C-** Civil Engineering worksite.

**Area E-** Armed Forces Network, OSI, and Contracting worksite.

Area C and E are not commonly granted to visitors unless proper justification is given in the reason for access box.

**\*NOTE\***: For each area that is selected, proper justification must be written in the reason for access box in order for the Italian Air Force (ITAF) to grant permission. This includes what specific facilities on each area you are requesting that your guest have access to.

**Block 4:** Start date and End date. Written in (day, month, year) format. Must not exceed 60 calendar days for U.S Citizens and 90 calendar days for NON-U.S Citizens.

**\*NOTE\*:** The IAR must be submitted to our office 30-days in advance to this start date for U.S Citizens. 7 duty-days in advance for Italian Citizens. And at least 14 duty-days in advance for any other type of citizenship. This is due to the volume of IAR's we receive for U.S Citizens, the time it takes for the background checks to come back from the Carabinieri for Italians, and the time it takes for background checks to come back from the different embassies of foreign citizenships.

If you have an emergency request for a U.S Citizen and need an Exception to Policy (ETP) letter, you can find our ETP on our SharePoint (<https://usaf.dps.mil/sites/Aviano/31MSG/31SFS/S3OG>). Everything that needs to be edited by you to fit the specifics of your request is highlighted. This letter needs to be signed by your Commander/Director that signed your IAR and attached to your request. **(ETP'S CAN ONLY BE USED FOR U.S CITIZENS.)**

**\*NOTE\*:** ETP's can only be used for emergencies such as childcare for TDY's/deployments, hospitalizations, childbirths, ect.

**Block 5:** Hours of access requested. Written in military time.

ESCORTED access is allowed 0700-2200 at a maximum.

UNESCORTED access is allowed 0700-1900 at a maximum.

The only exception to these times is if guests are staying in on base lodging and provide lodging receipts in the form of a confirmation email from the Mountain View Lodge, attached to the request.

Any other exceptions to these time periods must be coordinated with the VCC staff. Please give our office a call and we can advise you on the best course of action.

**Block 6:** Guest(s) information

- Name as appears on ID submitted with request; written in (Last, First, Middle initial) format.
- SSN for U.S Citizens- MUST write in full social. For minors, type "minor" in their box.
- Document Type & ID Number- document type will be Passport, active or retired DoD ID, or Identity Card of said country. We CANNOT accept drivers' licenses, NATO ID's, work Visa's, green cards, Geneva Convention ID cards, or Veterans Affairs Healthcare cards as the sole form of ID.
- Vehicle Make/Model & license Plate number that the guest will be driving onto base.

**\*NOTE\*:** Each guest listed must have a copy of their ID submitted with the request. All copies must be front and back.

**\*NOTE\*:** Anyone visiting/without active-duty orders to Aviano MUST be listed as a guest on the form and will receive a visitor pass. Regardless of if the guest is another active-duty military member stationed at another base, a retiree with a DoD ID, a Contractor with a DoD ID, a DoD Civilian (active or retired), or (as of 2 Oct 2024) a minor. Minors will not be receiving visitor passes but DO need to be listed on this form, for record purposes, as we must have a copy of everyone's ID entering base when visiting. **ANYONE THAT IS NOT ACTIVELY SERVING OR WORKING AT AVIANO MUST BE LISTED AS A GUEST ON THIS FORM IF THEY ARE GOING TO BE ENTERING BASE.** This is ITAF's policy and will be enforced by the VCC staff.

**Block 7:** Detailed reason for access for your guest. (Unclassified information only)

Give an in-depth explanation of why your guest should have access onto the installation. Please give as much detail as possible to include: who the guest is in relation to the requester, why they are here, why they need access onto base, and what specific facilities on each area your guest will be utilizing and why. APPROVING OFFICIALS ARE NOT AWARE OF YOUR SITUATION OR PAST REQUESTS. Please make it as easy as possible on the approving officials by over-explaining to prevent any delay in processing. If any of the many approving officials reviewing your request should need more clarification/ have questions, this could slow down the approving process.

This box is also the place to add any justification for requesting hours outside of the approved times, appointing an alternate escort, adding an additional escort, or stating that the guests are staying in on base lodging and requesting 24-hour access.

Page 1 SECTION 3

**Sponsoring unit Commander or Director assigned to Aviano Air Base**

The unit Commander or Director of the requester needs to sign the IAR and (if required) the ETP.

**\*NOTE\***: If submitted 30-15 days from the start date, must be signed by an O-3 & above or a GS-11 & above for civilian personnel.

**\*NOTE\***: If submitted less than 15 days from the start date, must be signed by your Commander.

**Block 1**: DOE, JOHN B.

**Block 2**: Grade (O-3 to O-9 or GS-11 to GS-15 available in the drop-down menu)

**Block 3**: DSN Duty Phone Number

**Block 4**: Leave these boxes unchecked for the Commander or Director to check.

**Block 5**: Digital or wet signature

**\*NOTE\***: If the requester signed with a wet signature, the Commander/Director signature must be the same and original document must be hand carried to the Visitor Control Center. Bldg. #14650 located outside of the South Gate.

**Block 6**: Date Commander or Director Signs the form

END OF PAGE 1

**Page 2 & Page 3**: Use Page 2 to put any additional names on the request and Page 3 if you need additional room for justification in the reason for access box.

END OF PAGE 2 & PAGE 3

## Additional information

- Email completed IAR and supporting documents for leisure to: [31SFS.VCC.VCC@US.AF.MIL](mailto:31SFS.VCC.VCC@US.AF.MIL)
- For retired military members and retired DoD civilians submitting requests, IAR must be accompanied with proof of retirement (I.E.: DD Form 1172). If you require assistance gathering proof, please contact for Retired Military: 0434-30-5404 and for Retired DoD Civilians: 0434-30-7344.
- Once we have received the approved or denied IAR back from ITAF, you will receive an approval/denial letter to the email(s) you provide on the form.
- If your visit start date is outside of our normal duty hours (e.g. weekends or holidays), you will need to request an after-hours pass via email (3 duty days before the start date) with the date and time that you would like to pick-up your pass after hours. These after-hours passes will ONLY be valid for 72-hours and staged at the South Gate. If you do not request for after-hours pass pick-up (through email during duty hours) for the weekends or holidays, you will need to pick up your pass from our office on the following duty day during normal duty hours.
- Passes will be picked up at the Visitor Control Center Bldg. #14650 (office right outside of South Gate) during normal duty hours. We are open Monday-Friday from (0800-1600). We are closed on all American holidays/family down days, Italian holidays, and weekends. For any special circumstances please pre-coordinate with the VCC Staff by email: [31SFS.VCC.VCC@US.AF.MIL](mailto:31SFS.VCC.VCC@US.AF.MIL)
- The Visitor Control Center DSN is 632-3075 or 632-4114. Comm: 0434-30-3075 or 0434-30-4114
- For any updates/changes in our policies, we recommend using our SharePoint that is linked in our signature block. Our SharePoint will always have our current IAR, checklist, and ETP.
  - (<https://usaf.dps.mil/sites/Aviano/31MSG/31SFS/S3OG>)