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VISITOR CONTROL CENTER

Section I

RESPONSIBILITIES:

1. **LOGISTICS SUPPORT.** Requests for additional needed support will be routed through the applicable agency for coordination and approval. The 31 SFS will be the POC for any additional support requested.

2. **MANPOWER.**

31 SFS will: Provide a minimum of 1 body to issue base passes at the VCC Monday-Friday during hours of operation.

3. **GENERAL.** Each sponsor (agency/unit) will retrieve the worker's TREN TECH, Aviano Entry Base Pass upon termination of his or her employment if it occurs prior to the contract expiration date or when contract expires and return the pass to the VCC.

AGREEMENT AND ADMINISTRATION. These procedures will be effective immediately, procedures can be modified and revised whenever deemed necessary.

DEFINE:

3-DAY PASSES ARE PASSES ISSUED TO INDIVIDUALS PRIOR TO TURNING IN AN AVIANO FORM 79, AFTER THE 3RD DAY NO MORE DAYS WILL BE ISSUED UNTIL THEY HAVE SUBMITTED AN AVIANO FORM 79. IF AN AVIANO FORM 79 IS NOT SUBMITTED NO MORE DAYS WILL BE ALLOWED.

TEMPORARY PASSES ARE 15-DAY PASSES ISSUED TO INDIVIDUALS WHO HAVE BROUGHT IN AN AVIANO FORM 79, AND ARE CURRENTLY AWAITING THE CARABINARI BACKGROUND CHECK. THESE INDIVIDUALS ARE REQUIRED TO HAVE A REQUEST ON FILE AT THE VCC AT THE TIME OF ISSUE, HOWEVER IT IS RECOMMENDED THAT THE INDIVIDUAL SUBMIT THE AVIANO FORM 79 15 DAYS PRIOR TO THE EXPIRATION DATE OF THE PERMANENT PASS, OR THE DATE FOR WHICH THE PERSON MUST START WORK ON THE BASE.

AVIANO BASE ENTRY PASS IS A PERMANET PASS ISSUED TO WORKERS WHO HAVE SUBMITTED AN AVIANO FORM 79 (MAR 2002) AND HAS HAD A BACKGROUND CHECK IN THE LAST TWELVE MONTHS.

TRENTECH PASSES ARE A LOCAL COMPUTER GENERATED PLASTIC IDENTIFICATION CARD ISSUED TO CONSTRUCTION WORKERS, CONTRACTORS,

LN EMPLOYEES, AND VISITORS.(REF. 31-201 SEC 2.2.3.10.1 MAY 2003)

Section II

AVIANO AIR BASE ENTRY POLICY

(With respect to all Aviano Base Entry Passes)

Starting immediately, anyone possessing a valid Aviano Base Entry Pass with the title of LN Employee, Contractor, Honored Guest, Golf Pass or Visitor, may enter the Flight line area (if authorized on the pass) by either Gate 7 or Gate 8.

All of the yellow, USAFE Form 77 will use either gate 7 or Gate 8.

Anyone possessing a valid Aviano Base Entry Pass with the title Construction at the top of the badge may only enter the base through Gate 10.

Any construction worker who still posses the old Aviano 77, must still only access the base through Gate 10. They cannot enter through Gate 7 unless they have been designated in writing or allowed on the pass.

Anyone driving a large vehicle is required to be searched and must enter through Gate 10. Or process through Gate 10 if proceeding up to any other Aviano Area (i.e. A1, A2, Area C, E, F, G)

NOTE: No construction/contractor, local national, visitor are authorized unescorted entry to area G. No one is issued area G at the VCC.

****All personal being escorted and fall under the category of construction/contactor must enter through Gate 10 to keep accurate accountability of all personal entering the installation. These people must visit the VCC if they are working in any part of the installation (1,2,C, E, F, D, G). All military and DOD personal escorting workers must accompany these People to the VCC if they are entering the installation for work purposes. ****

Section III

CONTRACTOR BASE ENTRY PASS PROCEDURES FOR AVIANO AIR BASE

PURPOSE: The purpose of this document is to outline responsibilities and requirements for construction/contractors to obtain a base entry pass at Aviano Air Base.

AUTHORITY: Aviano Instruction 31-101, and Article 20 from the Decree from the President of the Republic of Italy dated 8 Jul 1977 n.751, Approval of Specifications For Contractor Laborers at Department of Defense, which says that “Whenever military authority requires, contractors will have to substitute one or more workers immediately, without opposing any objections or requiring compensation. The military authority can deny access of un-welcomed workers to their working area.”

SCOPE: This document provides guidance and agreement on procedures required to obtain base entry passes for construction/contractors working at Aviano Air Base. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements.

INITIAL AND FINAL ADMINISTRATIVE PROCESSING:

Entry to Aviano Air Base requires verification of identity prior to entry. The sponsor (government agency/unit) will use the following procedures to request base access for construction/contractors working at Aviano Air Base.

NOTE: One time worker(s) not affiliated with the base (i.e. Italian Government Officials inspecting a site) can be issued a paper AF Form 75 and must be escorted while on base. These individuals must provide an original, valid, official form of Identification (i.e. ID, Drivers License or Passport). If the workers are waiting for a Soggiorno then they must provide a Soggiorno receipt(s) along with photo identification at the Visitor Control Center (VCC) at Gate 10. One time worker(s) who will be receiving Temporary Passes that are Non European must present one of the following identifications Carta Di Identita, Patente, Passport, and a Permesso Di Soggiorno (or show proof that the Soggiorno has been applied for, i.e. Soggiorno Receipt). Italian Military escorting Non EU’ s are authorized to escort workers whom do not have Soggiorno’s. If soggiornos are not presented at the time when entry is requested, then the individual will be denied entry on to the installation.

EXCEPTION Americans are not required to have a soggiorno if working <90 days.

15-Day Temporary Passes are issued to workers who will be working permanently on the installation. Workers that are issued a 15day **Temporary Pass** will be subject to a complete a background check. Once their **Temporary Pass** is expired, workers can be issued the Tren-Tech/Aviano Entry Base Pass only if the Aviano Form79 request has

been cleared by the Carabinieri. The person only needs to go through a background check once every 12 months. If the person has been subject to a background check within the last 12 months, the contracting agency just needs to turn in a new pass application (SF must account for all passes issued, or Co/government agency/unit must have control of the pass, old pass must be brought in for the exchange of the new). Individuals renewing their passes must wait 15 days, if they have not had a background check completed within the last 12 months. 3-Day passes will not be issued to individuals who are renewing a pass. The form 79 must be submitted prior to the expiration of their pass. The company/organization is responsible to update Aviano Form 79 request (Co/government agency/unit is responsible for knowing when pass are expiring).

NOTE: It is required that the sponsor submit an AVIANO 79 during the issuance of the 3-DAY PASS (AF Form 75).

EXCEPTION: When Non EU's have exhausted their TEMPORARY PASS, and the Aviano Form 79 is still awaiting approval they can be reissued another Temporary Pass for an additional 15days until the Aviano Form 79 is ready.

NOTE: (TEMPORAY PASS ENTRY/EXIT PROCEDURES): After receiving a **TEMP PASS, or 3-DAY PASS**(contractor/construction pass), the individual(s) will be escorted to their designated work site and will be under escort (by contractors or sponsors with escort authority) until the end of their duty day. The escort must accompany the worker(s) when entering/exiting the installation at all times. If the escort loses control of a worker, the escort will lose escort privileges and the worker(s) violating the procedure will be all immediately escorted off base and barred from the installation.

Section IV

IF PERSON LOST PERMANENT PASS/ TEMPORARY PASS/ESCORT REQUIRED PASS.

If an employee loses his or her permanent pass, provide the individual with his or her badge number and the day the pass was issued and when it expires. Inform the individual that they must bring in a **DENUNICIA** from the Aviano Air Base Carabinieri in area E (600). If the pass had been issued 3 Months from the day of issue have person bring all paperwork as if submitting for a new pass. (Request is on file for 3 months).

If an Escort forgets or loses a TEMPORARY PASS or 3-DAY PASS do not issue another pass until an AVIANO 79 is submitted. After the Aviano 79 is submitted, issue a TEMPORARY PASS. TEMPORARY PASSES will be issued in 15-day increments until the VCC receives notice of a completed background check. If an escort loses a TEMPORARY PASS (15 days) inform the individual that they must bring a denuncia before a 2nd TEMPORARY PASS can be re-issued.

IF PERSON FORGETS PERMANENT PASS

In extreme circumstances, for example: If an employee lives in Naples, Venice, etc

and forgets his or her permanent pass at home, issue the individual a one-day pass providing he/she has an escort. Inform the individual that if they forget their pass for a second time then, entry will not be granted. **If an individual lives in:** Aviano, Pordenone, or within the (PN) district, Do Not Issue any Daily passes, inform the individual that they must retrieve their pass in order to enter the base. See the individual's Carta D'Identita or Patente to verify where the individual resides.

Note: If the **Escort** loses their permanent pass (Aviano Entry Base Pass) they must bring the **DENUNICIA** from the Aviano Air Base Carabinieri in area E (600) along with an ESCORT LETTER, AVIANO FORM 79, COVER LETTER, PASS APPLICANT ROSTER, and APPROPRIATE PHOTOCOPIED DOCUMENTS TO THE VCC. THE REQUEST WILL THEN BE RE-SUBMITTED TO THE 31 SFS COMMANDER FOR APPROVAL, THROUGH THE VCC)

Section V
Request For Base Entry

Initial administrative processing will be conducted between the hours of 0700-1530, Monday through Friday at the VCC at Gate 10. Individuals will park in designated parking slots at the contractor vehicle search area.

The following steps must be followed when applying for an TREN TECH/Aviano Entry Base Pass Base entry pass:

STEP 1: The contractor or sponsor (co/government agency/unit) will prepare a Pass Request Letter (Attachment1). This letter will always include two signatures.

Required documents for completion of the Aviano 79 Form application are listed below:

Italians must have one of the following original identification documents photocopied or Digitally scanned front and back.

Documents:

-Photo Identification

(Carta D' Identita *or* Driver's License with photo *or* Passport)

If passport is used then documents with current address must be presented as well

Legible photocopies and transcribed information must be provided from the Following:

- Metricola # or IVA #

- Codice Fiscale #

ITALIAN (COURTHOUSE) COMMUNE BACKGROUND CHECK (PAID FOR BY INDIVIDUAL) optional.

European Union members must have one of the following original identification documents photocopied or digitally scanned:

Documents:

-Photo Identification

(Driver's License, National Identification Card *or* Passport)

If passport is used then documents with current address must be presented as well

Legible photocopies and transcribed information must be provided from the Following:

- Metricola # or IVA #

- Codice Fiscale #(any equivalent document)

Non-European Union members must have the following original identification Documents photocopied or digitally scanned:

Documents:

- Carta di Identita or Patente (if available)
- Passport
- Permesso Di Soggiorno/ Carta Di Soggiorno/or Soggiorno receipt from the Questura office/attached.
DICHIARAZIONE PE LA LEGALIZZAZIONE DI LAVORO IRREGOLER DI EXTRACOMUNITARI ADDETTI AL LAVOR SUBORDINATO (not to exceed three months) with receipt showing 700 euro paid. If the above document is used, then the following 3 numbers will not be applicable
- **NOTE: BY LAW, TO WORK IN ITALY. PASSPORT AND SOGGIORNO PERMIT ARE REQUIRED. DOCUMENTI VIAGGI CANNOT BE USED TO WORK ON BASE.**

Legible photocopies and transcribed information must be provided from the Following:

- Matricola # or IVA #
- Codice Fiscale #

United States Citizens must have the following original identification documents available

To be photocopied or digitally scanned:

Documents:

- Passport and photo ID (i.e., driver's license)
- Permesso Di Soggiorno (if living or working in Italy for >90 days)

Legible photocopies or transcribed information must be provided from the Following:

- Codice Fiscale # (if living in Italy)
- Social Security #

Note: The front and back of documents need to be photocopied due to change of addresses etc. Identifications should be legible and photos should be clear and visible. Only the official documents that are listed above can be used to submit an application for a base pass.

*** IF AN INDIVIDUAL DOES NOT HAVE A VISA OR PERMESSO DI SOGGIORNO, BUT HAVE THE RECIEPT SHOWING THAT THEY'VE**

APPLIED FOR ONE IS STILL NOT A GUARANTEE THAT THEY WILL BE APPROVED FOR LABOR IN ITALY.

STEP 2: A Pass Applicant Roster (attachment 2) must be completed and include: Last Name, First Name, Middle Initial, Date of Birth, Place of Birth, Nationality, Identification document numbers and current residence.

STEP 3: Once the contractor or sponsor (co/government agency/unit) has ensured the individual's documents are in order, they will complete a typed Aviano Form 79 (attachment 3), Instructions for completing the Aviano Form 79 are included in Attachment 4.

1. A Request for Base Entry Identification (attachment 3) must be completed and include: Last Name, First Name, Middle Initial, Date of Birth, Place of Birth, Nationality, height, weight, color of hair, color of eyes Identification document numbers, current residence codice fiscale, metricola/Iva, permesso di soggiorno (for Non EU's), organizations or employer with POC #, areas of access, dates/time limitations, show if pass request is renewal or initial, if requesting escort, contractor/contract # and work sites, pass requester name and signature.

STEP 4: The contractor must prepare and attached Aviano Form 79's, the Pass Request Letter, Pass Applicant Roster, appropriate photocopies this will be submitted to the sponsor (government agency/unit). Then sponsor then completes block 15. Sponsors must have a DD Form 577 (signature card) on file at the VCC and must sign as the requestor on the Aviano Form 79 (Block 15). Each agency can have up to three DD Form 577 signature cards on file at the VCC. The Security Forces Commander must sign all DD Form 577s and will approve all exceptions to this policy.

Note: Court Documents such as: Certificato Penale Generale and Certificato Carichi Pendenti, will not be accepted if the dates on the documents are not presented to the VCC within 30 days of issue. Ordered by Carabinieri. (These documents are proof of a completed background check.)

NOTE: (ESCORT AUTHORITY ONLY): Construction/Contractor personnel requesting escort privileges will have an additional cover letter, escort request letter, and pass applicant roster, attached to the Aviano Form 79 (attachment 5). Cover letters for escort privileges must be stamped and signed by the sponsor's (co/government agency's/unit's) commander. Moreover, there will not be more than **8** contractor escorts allowed per work site or contract number.

STEP 5: The contractor or sponsor will submit Aviano Form 79 request for review to the Visitor Control Center at Gate 10. The package will include the signed Pass Request Letter, Pass Applicant Roster, and Aviano Form 79(s), with appropriate photocopied documents.

If contractor employee(s) have been identified prior to arrival in the local area, the

co/government agency's/unit's can submit legible photocopies of all appropriate documentation outlined in Step 1 in addition to the signed Pass Request Letter, Pass Applicant Roster, and Aviano Form 79(s).

NOTE: All contractor employees must provide original photo identification documents upon arrival in the local area. If the original documents do not mirror the photocopies previously submitted, the contractor will be denied access to the base.

****Justification for areas other than the job site or time/days other than 07:00-18:00, Mon-Sat must be included and will be scrutinized by the approving official (SF Member). ****

STEP 6: The VCC clerk will transport Aviano 79's/ photocopy of identification/and AF Form 75's to the Base Carabinieri daily. While awaiting a Carabinieri background check, all applicants (Italians, European Union Members, Non-European Union Members and U.S. Citizens) will be issued a contractor/construction TEMPORARY PASSES (only if the Aviano Form 79 has been submitted). The Carabinieri will provide a list of approved background checks and stamp/initial on each request prior to security forces issuing the pass. Carabinieri will notify the ITAF/CC or SF approving official when disqualifying information is found on the applicant; approval is not guaranteed after 15 calendar days.

STEP 7: Approval is not guaranteed after 15 calendar days of administrative processing. On the 16th day, if the individual is approved they may return to the VCC Monday-Friday (0700-1600) to be issued the permanent pass (automated contractor/construction pass). If contractor documentation was submitted to the VCC more than 15 days in advance and the background has been approved then they must present the matching **original** identification documents on the 16th day or later. Then the contractor/construction worker(s) will be issued a permanent pass.

NOTE: (PERMANENT PASS NO-SHOWS): Individual's who fail to return to pick-up their permanent pass after 90 days will have their application removed and are required to have the contractor or sponsor resubmit the request for base entry. All original signatures are required, Faxes and copies will not be accepted.

STEP 8: Renewals for base entry passes will follow the procedures outlined in Steps 1-6. If the employee has been issued a pass for a different contract and been subject to a background check initiated by the Aviano Air Base VCC and approved by Aviano Base Carabinieri within the past 12 months, another automated contractor/construction pass can be issued without waiting a background check.

NOTE: AF FORM 75 WILL NOT BE ISSUED TO WORKERS THAT ARE RENEWALS. THE COMPANY/SPONOR MUST KEEP RECORD OF ALL WORKERS DUE TO EXPIRE.THEY ARE RESPONSIBLE FOR THE RETURN OF BASE PASSES THAT ARE EXPIRED FOR PROPER DISPOSAL.

***Exceptions or extensions due to work delays will be handled on a case-by-case basis by the VCC supervisor.**

Section VI (ATTACHMENT 4)

HOW TO COMPLETE THE AVIANO FORM 79 FOR EMPLOYEES

BLOCK #1: NAME OF APPLICANT

BLOCK #2: CURRENT RESIDENCE OF APPLICANT

BLOCK #3: DATE OF BIRTH WILL BE IN THE FOLLOWING FORMAT.
DD/MM/YYYY

BLOCK #4 THROUGH #8: SELF-EXPLANATORY

BLOCK #9:

ITALIANS: MUST HAVE THE CARTA D' IDENTITA OR DRIVER'S LICENSE WITH PHOTO OR PASSPORT NUMBER, WORK PERMIT NUMBER, NUMERO METRICOLA OR IVA NUMBER, CODICE FISCALE NUMBER.

EUROPEAN UNION: MUST HAVE NATIONAL IDENTIFICATION CARD OR DRIVER'S LICENSE OR PASSPORT NUMBER, WORK PERMIT NUMBER, NUMERO METRICOLA OR IVA NUMBER.

NON-EUROPEAN UNION: MUST HAVE PASSPORT NUMBER, VISA NUMBER, PERMISSO DI SOGGIORNO NUMBER OR WITH A RECEIPT FROM THE QUESTURA OFFICE/ATTACHED DICHIARAZIONE PE LA LEGALIZZAZIONE DI LAVORO IRREGOLER DI EXTRACOMUNITARI ADDETTI AL LAVORO SUBORDINATO (NOT TO EXCEED THREE MONTHS), WORK PERMIT NUMBER, NUMERO METRICOLA OR IVA NUMBER.

UNITED STATES CITIZENS: MUST HAVE THE PASSPORT NUMBER AND PHOTO IDENTIFICATION NUMBER, PERMESSO DI SOGGIORNO NUMBER, CODICE FISCALE NUMBER (IF RESIDING IN ITAYLY), AND SOCIAL SECURITY NUMBER.

BLOCK #10: SPECIFY ORGANIZATION.

BLOCK #11: SELF-EXPLANATORY

BLOCK #12: AREAS: AREAS OTHER THAN THE JOB SITE WILL REQUIRE JUSTIFICATION. THE ONLY RECOGNIZED AREAS ARE: A1, A2, C, D, E, F, DRMO. TIMES (HOURS) AND DAYS OTHER THAN 0700 – 1800 MONDAY THRU SATURDAY WILL REQUIRE JUSTIFICATION. **SPECIFICATIONS ON TYPE OF PASSES THE VCC ISSUE AND TIME ALLOTTED FOR EACH CATEGORY ARE LISTED ON ATTACHMENT 6**

NOTE: Justification for areas other than the job site or time/days other than 07:00-18:00, Mon-Sat must be included and will be scrutinized by the approving official (SF Member).

BLOCK #13: CIRCLE THE REQUESTED ITEMS
REQUEST AVIANO BASE ENTRY PASS RENEWAL/INITIAL
ESCORT PRIVILEGES REQUESTED (IF APPLICABLE): YES OR NO

BLOCK #14: MUST HAVE CONTRACTOR NAME, CONTRACT NUMBER, WORK SITE (S), WHICH ARE THE PHYSICAL LOCATIONS i.e. BUILDING NUMBERS, TERRAIN FEATURES, OR FOR THOSE WORKING AT VARIOUS SITES, THE TYPE OF WORK BEING PERFORMED MUST BE INDICATED. FOR EXAMPLE: BASEWIDE ELECTRICAL UPDATES, BASE PAVING, ETC.

BLOCK #15: WILL HAVE THE PERSON REQUESTING THE PASS (ORIGINAL SIGNATURE), DATE , AND PHONE NUMBER.

NOTE: THE INDIVIDUAL (S) MUST HAVE A DD FORM 577 SIGNATURE CARD ON FILE AT THE VISITOR CONTROL CENTER (VCC).

BLOCK #16 THRU #19: WILL BE LEFT BLANK.

NOTE: ITALIANS MUST HAVE THE FOLLOWING ORIGINAL DOCUMENTS AVAILABLE AND PHOTO COPIED THAT ARE LISTED ON BLOCK #9

NOTE: ELECTRONIC AND DIGITAL SIGNATURES ARE AUTHORIZED COVERED UNDER AFI 33-321

ATTACHMENT 5

REQUEST FOR CONTRACTOR PASS WITH ESCORT PRIVILEGES
THIS MEMORANDUM NEEDS TO BE COMPLETE AND SUBMITTED WITH THE AVIANO FORM 79 TO THE VISITOR CONTROL CENTER.

DOCUMENTS INCLUDED.

REQUEST FOR CONTACTOR BASE ENTRY PASS LETTER
REQUEST FOR ESCORT PRIVILEGES LETTER
PASS APPLICATION ROSTER
AVIANO FORM 79
PHOTOCOPY OF CARTA D' IDENTITA, PATENTE OR PASSPORT AND ANY OTHER DOCUMENTS THAT ARE REQUIRED THAT ARE LISTED IN **STEP 1.**

NOTE: If any pass has been revoked or suspended it can be resubmitted after a one-year period. The 31 SFS Commander will decide whether or not to reinstate individual's escort privileges.

Section VII

REQUEST FOR LOCAL NATIONAL PASSES WITHOUT ESCORT PRIVILEGES

COMPLETION OF THE USAFE FORM 79 FOR EMPLOYEES

BLOCK #1: NAME OF APPLICANT AND CURRENT RESIDENCE OF APPLICANT

BLOCK #3: DATE OF BIRTH WILL BE IN THE FOLLOWING FORMAT.
YYYY/MM/DD

BLOCK #4 THROUGH #8: SELF-EXPLANATORY

BLOCK #9: SELF-EXPLANATORY

BLOCK #11: SPECIFY ORGANIZATION

BLOCK #12: SELF-EXPLANATORY

BLOCK #13: ONLY THE AREAS, TIMES AND DAYS THE EMPLOYEE NEEDS TO ACCESS FOR OFFICIAL BUSINESS; WORK SITES AND ALL POSSIBLE AREAS AND EMPLOYEE NEEDS TO ACCESS. THE INDIVIDUAL'S COMMANDER OR SUPERVISOR MUST PROVIDE A JUSTIFICATION LETTER TO THE (VCC) FOR SPECIAL REQUIREMENTS THE SPONSORING AGENCY WANT THE INDIVIDUAL TO HAVE 24 HOURS ACCESS A SEPARATE LETTER MUST BE INCLUDED SIGNED BY THE SPONSOR AND APPROVED BY THE 31 SFS COMMANDER.

BLOCK #14: WILL HAVE THE FOLLOWING APPLICABLE WORDING

REQUEST USAFE FORM 77

ESCORT PRIVILEGES REQUESTED (IF APPLICABLE) NOTE: IF ESCORT PRIVILEGES ARE REQUESTED, AN ESCORT LETTER (ATTACHMENT 5) PREPARED BY THE SPONSORING AGENCY MUST ACCOMPANY THE USAFE FORM 79.

EXPIRATION DATE

BLOCK #15: WILL HAVE THE REQUESTERS ORIGINAL SIGNATURE AND INFORMATION.

NOTE: THESE INDIVIDUALS MUST HAVE A DD FORM 577 SIGNATURE CARD ON FILE AT THE VISITOR CONTROL CENTER. THESE CARDS EXPIRE ONE YEAR FROM THE DAY SUBMITTED.

BLOCK #16 THRU #19: WILL BE LEFT BLANK.

NOTE: ITALIANS MUST HAVE THE FOLLOWING ORIGINAL DOCUMENTS AVAILABLE AND PHOTO COPIED THAT ARE LISTED ON BLOCK #9

Section VIII
REQUEST FOR LN EMPLOYEE BASE ENTRY PASS WITH ESCORT PRIVILEGES

FOLLOW SECTION VI

ATTACHMENT 5 THIS MEMORANDUM NEEDS TO BE COMPLETE AND SUBMITTED WITH THE USAFE FORM 79 TO THE VISITOR CONTROL CENTER.

IF THE SPONSORING AGENCY WANT THE INDIVIDUAL TO HAVE 24 HOURS ACCESS A SEPARATE LETTER MUST BE INCLUDED SIGNED BY THE SPONSOR AND APPROVED BY THE 31 SFS COMMANDOR.

***NON-EUROPEANS WILL NOT BE GRANTED ESCORT PRIVILEGES.**

NOTE: If escort pass has been revoked or suspended it can be resubmitted after a one-year period. Then it is up to the 31 SFS Commander to reinstate that person if they request a renewal with escort privileges.

JOHN R. QUATTRONE, LTCOL, USAF
Commander, 31st Security Forces Squadron

Section IX (ATTACHMENT 6)

TRENTECH PASSES (Max time allotted for each pass issued)

CONSTRUCTION PASSES ARE ISSUED TO ANYONE WHO WORKS FOR A CONSTRUCTION COMPANY, THEY ARE AS FOLLOWED:

PASSES UP TO 1 YEAR

ROICC/CMR
ITAF/DET 3/PMO
US ARMY/COE
ROICC/CCC
ROICC/GEMMO
ROICC/NAVY
ROICC/MONTSERVIS
ROICC/AST
ROICC/GEPCO
ROICC/JV
ROICC/RUTO
ROICC/IMPREGILO
ROICC/RIZZANI
ROICC/MALTAURO
31 CONS/CMR
31 CONS/LGCC *EXCEPT* GENERAL SERVICES (BUILDING CLEANERS)
EUROCOMMERCE (DELIVERY PEOPLE, TRASH COLLECTION)

CONTRACTOR PASSES ARE ISSUED TO:

PASSES 1YEAR OR LESS

31 CONS/LGCC –GENERAL SERVICES (BUILDING CLEANERS)
EUROCOMMERCE (DELIVERY PEOPLE)
AAFES- IF REQUEST IS FOR LESS THAN 1 YEAR
DECA- IF REQUEST IS FOR LESS THAN 1 YEAR
DET 3,16AF/PMO
721 AMOG
31 CES
CH2MHILL
DODDS BUS DRIVERS
31 FTR
31 FW
31 SUPS
31 MDSS
31 CS
DODDS
31 MXS
31 OSS

31 CPTS
31 MDG
YORK ITALIA
31 LRS/LGRT
31 CPTS (BANK)
31 MSS (EDUCATION INSTUCRTORS)
31 SVS

LOCAL NATIONAL PASSES ARE ISSUED TO:

PASSES UP TO 3 YEARS (USAFE 77)

ALL INDIVIDUALS WITH REQUESTS FROM CPO
AAFES-IF REQUEST IS A FOR 1 YEAR OR MORE. NOT TO EXCEED 3 YEARS
DECA- IF REQUEST IS A FOR 1 YEAR OR MORE. NOT TO EXCEED 3 YEARS

HONORED GUEST PASSES ARE ISSUED TO:

PASSES UP TO 1 YEAR.

HOW EVER LONG DIRECTED
ANY ONE DIRECTED BY THE COMMANDER TO RECEIVE ONE

GOLF PASS REQUESTERS (NOT TO EXCEED ONE YEAR)

NOTE: USE THE E-PASS TO ISSUE HONORED GUEST PASSES AND GOLF
PASSES AND IN THE REMARKS SECTION INCLUDE TIME.

ESCORT PASSES ARE ISSUED TO:

ANYONE DIRECTED BY THE COMMANDER TO RECEIVE ONE
ALL INDIVIDUAL IN THE ESCORT BOOK (SIGNED BY THE COMMANDER)

DON'T FORGET TO PUT THE "E" ON THESE PASSES
LOG THEM IN THE ESCORT LOG
THEN, FILE THEM IN THE ESCORT SECTION ALPHABETICALLY IN THE FILE
CABINET

Section X

Non-European and European Countries

NON-EUROPEAN COUNTRIES

Africa	Canada	Hungary	Macedonia	Slovak Rep.
Albania	Chile	India	Malaysia	Slovenia
Argentina	China	Indonesia	Malta	Sri Lanka
Australia	Cyprus	Israel	Mexico	Taiwan
Bahrain	Croatia	Japan	Moldovia	Turkey
Bangladesh	Czech Rep.	Korea	New Zealand	Ukraine
Bolivia	Dubai	Kosovo	Poland	Yugoslavia
Bosnia	Estonia	Kuwait	Romania	USA
Brazil	Ex-Yugoslavia	Latvia	Singapore	Egypt
Bulgaria	Hong Kong	Lithuania	Serbia	Ghana
Morocco	Tunisia	Ethopia	Senegal	Iraq

Middle Eastern Countries, Asian Countries, and Latin American Countries

EUROPEAN COUNTRIES

Austria	Germany	Netherlands
Belgium	Greece	Portugal
Denmark	Ireland	Spain
Finland	Italy	Sweden
France	Luxembourg	United Kingdom

SPONSORING AGENCY LETTER HEAD

Date

MEMORANDUM FOR 31 SFS/SFAPV
31 SFS/CC
IN TURN

FROM: Sponsoring Agency

SUBJECT: Request for Contractor Base Entry Pass with Escort Privileges

1. Request Mr/Mrs First Name, Last Name be granted escort privilege on their Aviano Form 77 pass.
2. Contractor escorts will be permitted to:
 - Escort workers on base while they await permanent pass.
 - Escort unbadged personnel on base to make estimates for future subcontract work.
 - Escort material deliveries from the main gate to a job site.
3. Escorts will be required to pick the temporary workers up at an off-base location and process them through the VCC for positive identification and badging. Contractor escorts will transport their workers from the VCC to their construction site. Individuals without a permanent pass will not be allowed to drive their private vehicles on base.
4. Escorts will be responsible for each person they escort on base. If the escort loses control of a worker, the escort will lose all escort privileges and the worker(s) violating the procedure will be immediately escorted off base and barred from the installation.

Signature/Date

Sponsoring Agency's Commander

Title

Typed Name, Rank, Organization, Position

1st Ind (*Signed by the individual requesting escort privileges*)

I understand that if I am found to be violating these rules, I will lose escort privileges and may be prosecuted for aiding illegal entry onto a military installation.

Escort Signature/Date
Escort Name, Company

2nd Ind
Approve/Disapprove

Security Forces Commander Signature/Date
Typed Name, Rank, Organization Position
Title

PASS APPLICANT ROSTER

ITALIAN WORKERS

LAST, FIRST NAME	DATE OF BIRTH	PLACE OF BIRTH	NATIONALITY	CARTA D'IDENTITA # or DRIVING LICENSE # or PASSPORT #		NUMERO METRICOLA	CODICE FISCALE #	CURRENT RESIDENCE

EUROPEAN UNION WORKERS

LAST, FIRST NAME	DATE OF BIRTH	PLACE OF BIRTH	NATIONALITY	NATIONAL IDENTIFICATION CARD #	OR PASSPORT #		NUMERO METRICOLA

NON-EUROPEAN UNION WORKERS

LAST, FIRST NAME	DATE OF BIRTH	PLACE OF BIRTH	NATIONALITY	PASSPORT # & VISA#	SOGGIORNO #		NUMERO METRICOLA

U.S. CITIZENS

LAST, FIRST NAME	DATE OF BIRTH	PLACE OF BIRTH	NATIONALITY	PASSPORT # & DL#	CODICE FISCALE #	SOGGIORNO #	SSN #

**NOTE: JUSTIFICATION FOR AREAS OTHER THAN THE JOB SITE OR TIME/DAYS OTHER THAN 0700-1800, MON-SAT MUST BE INCLUDED AND WILL BE SCRUTINIZED BY THE APPROVING OFFICIAL. **

REQUEST FOR BASE ENTRY IDENTIFICATION

AUTHORITY : 10 U.S.C. 8013. PURPOSE : To certify eligilbty for issuance of base entry identification. ROUTINE USES: To identify and autho and is maintained at issuing activity for accountability purposes. DISCLOSURE IS VOLUNTARY: Failure to provide the information, in address, would prevent entry to base and could preclude employment.

1. NAME OF APPLICANT (Last, First, Middle Initial)				15. PASS REQUESTER (Sponsoring Agency - Must have DD Form 57)	
2. HOME ADDRESS (Street, #, City, State or Country)				a. NAME (Last, First, Middle Initial)	b. GRADE
3. DATE OF BIRTH		4. NATIONALITY		d. SIGNATURE	
5. WEIGHT	6. HEIGHT	7. COLOR HAIR	8. COLOR EYES		
9. IDENTIFICATION NUMBERS					
IDENTIFICATION CARD #	DRIVER'S LICENSE #	PASSPORT #		a. NAME (Last, First, Middle Initial)	b. GRADE
VISA #	NUMERO METRICOLA		d. SIGNATURE		
CODICE FISCALE AND/OR SSN	SOGGIORNO #				
10. ORGANIZATION OR EMPLOYER		11. DUTY PHONE			
12. AREAS OF ACCESS TIME LIMITATIONS				a. LOCAL FILES CHECK	b. POLICE CONDUCT CERT #
AREAS: DATES: TIMES: 0700 - 1800 Monday thru Saturday OTHER: SEE ATTACHED JUSTIFICATION				18. RECORD OF ISSUE	
13. SPECIAL INSTRUCTIONS (Circle the appropriate items)				a. BASE ENTRY IDENTIFICATION NO.	b.. EXPIRATION I
REQUEST AVIANO FORM 77 RENEWAL/INITIAL ESCORT PRIVILEGES REQUESTED (IF APPLICABLE)				19. RECEIPT ACKNOWLEDGED	
14. CONTRACT INFORMATION				a. SIGNATURE OF APPLICANT	
CONTRACTOR/CONTRACT # WORK SITE(S)				c. PRINTED NAME OF APPLICANT	