DEPARTMENT OF THE ARMY
US ARMY GARRISON FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

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Security
FOREIGN REPRESENTATIVE PROGRAM

FOR THE COMMANDER:

DISTRIBUTION:
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History. This is a new regulation.

Summary. It establishes policy and procedures for receiving and hosting foreign representatives at Fort Belvoir.

Applicability. This regulation applies to all directorates, special staff sections, major subordinate commands, tenants, and units assigned or attached to Fort Belvoir, VA.

Suggested Improvements. The proponent of this regulation is the US Army Garrison Fort Belvoir, Directorate of Plans, Training, Mobilization and Security (DPTMS), Fort Belvoir, VA. Users should send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to the Directorate of Plans, Training, Mobilization and Security, 9820 Flagler Road, Fort Belvoir, VA 22060 - 5929.

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Chapter 1.
General

1. Purpose. This regulation establishes policy and procedures and assigns responsibilities for hosting foreign representatives at Fort Belvoir.

2. References.

a. DoDD 5230.11, Disclosure of Classified Military Information to Foreign Governments and International Organizations, 16 Jun 92.

b. DoDD 5230.20, Visit and Assignments, and Exchanges of Foreign Nationals, 22 Jun 05.

c. AR 12-15, Joint Security Assistance Training (JSAT), 5 Jun 00.

d. AR 190-13, The Army Physical Security Program, 30 Sep 93.

e. AR 360-1, The Army Public Affairs Program, 15 Sep 00.

f. AR 380-5, Department of the Army Information Security Program, 29 Sep 00.

g. AR 380-10, Foreign Disclosure and Contacts with Foreign Representatives, 22 Jun 05.

h. Senior Mission Commander's Guidance Concerning Installation Access Control--Memorandum, 19 Jun 05.

i. Fort Belvoir Access Control Plan (FBACP), 1 Oct 02.

3. Explanation of abbreviations and terms.

a. Foreign Representative. A citizen from a foreign country who is representing or sponsored by his/her government.

(1) Self-invited visitor. These visits are initiated by a foreign government.

(2) Hosted visit. A visit by an official representative of a foreign government resulting from an invitation extended by a DoD official.

b. A one-time authorization permits a foreign representative to visit for a specific purpose, which is normally accomplished in 1-30 days.

c. A recurring visit authorization permits foreign representative intermittent visits to a DoD installation or contracted facilities over a specific period of time, not to exceed one year.

d. An extended visit authorization permits a single visit by a foreign representative for an extended period of time.

e. Delegation of disclosure authority letter, a letter issued by the appropriate designated disclosure authority describing classification levels, categories, scope, and limitations related to information under DA's disclosure jurisdiction that may be disclosed to specific foreign governments or their nationals for a specified purpose.

f. Designated disclosure authority, an official designated by HQDA or by DA's principle disclosure authority to control disclosures of classified military information by his or her organization to foreign governments and international organizations.

4. Policy. The Commander, Fort Belvoir, must be aware of all foreign representatives who visit the installation, to include those who visit tenant organizations. The host organization will coordinate foreign visits with the appropriate staff office indicated below. Coordination should occur as far in advance as possible, but not less than 10 working days before the event, and will provide basic identification data contained in the original visit authorization document. See Appendix C to this regulation. This information is needed to validate authorization for the visitor(s) to enter the installation. This policy applies whether the representative is traveling on a request for visit authorization (RVA) or invitational travel orders (ITOs). These actions are necessary to ensure compliance with AR 380-10 and other applicable guidance.

a. The host organization will coordinate foreign representative visits with the Installation Security Intelligence Office (ISIO). The ISIO must validate all authorizations for foreign representatives. Foreign representatives (announced or unannounced) will not be allowed access to the installation or contracted facilities under Fort Belvoir control without a validated RVA or ITO.

b. The host organization will coordinate unclassified visits by Canadian government officials and certified Canadian contractors under the United States-Canada Joint Certification Program with the Directorate of Emergency Services (DES).

c. This regulation was not intended to cover the request requirements for the visitors identified in paragraphs 4.c. (1) and 4.c. (2). However due to the frequency and volume of calls the ISIO receives concerning these categories of visitors, the following guidance is provided.

(1) **Foreign National.** A foreign national is a private non-US citizen or national having no official affiliation with his or her government of origin. This definition <u>does not include those who have established permanent residency</u> in the US (formerly immigrant aliens, resident aliens, or pending US citizens).

(2) The Installation Commander (IC) is the approval authority for foreign nationals to gain access to Fort Belvoir. The DES or PAO as appropriate will review

and approve requests for the IC. Notification to the VPOC and access control procedures will be in compliance with established access control policies and procedures. Requests will be submitted as follows:

(a) Garrison and subordinate organizations will submit requests through the DPTMS.

(b) Tenant organizations will submit requests to the VPOC, which is under the supervision of DES.

(3) **Non-US Citizen Family Members.** The sponsor is responsible for obtaining permission for non-US citizen family member guests to enter Fort Belvoir. The sponsor must be a US citizen who lives or works on or has authorized/privileged access to Fort Belvoir. The sponsor or an adult family member must accompany the guest(s) at all times while on the installation unless exceptions to the policy have been granted by the IC or an authorized representative. Non-US citizen family members do not fall under the DoD Foreign Representative Program. For the purpose of this regulation, they are addressed and processed for access separately from normal foreign nationals. The sponsor will submit the request directly to the VPOC.

5. Escort. The host organization must escort foreign representatives unless they are authorized unescorted access under a National or DoD program or agreement. Escorts will ensure foreign representatives comply with National, DoD, and local security policies while on the installation.

a. The host organization for courtesy should assign an escort to assist foreign representatives who are authorized unescorted access during the initial visit to Fort Belvoir.

b. Foreign representatives residing in installation lodging facilities are not required to be escorted after duty hours (0800 – 1700), holidays and weekends. The escort/contact officer will ensure that the visitor has a telephone number where he/she can be reached and will be physically accessible within a reasonable time in case of an urgent need or emergency.

c. Unescorted Access. Foreign representatives will not have unescorted access to Fort Belvoir or any controlled area unless the following conditions are met IAW DoDD 5230.20 and AR 380-10.

(1) The foreign representative is sponsored by his/her government, the need for frequent access is justified, and written confirmation of his/her security clearance or eligibility for access to classified information is provided.

(2) The host attests security measures are in place to control access to information and operations within the facility or area.

(3) Access is required for official purposes more than once per week.

d. Escort Role. The Department of Defense (DoD) is interested in developing and maintaining international relationships, and exchange of technical information with foreign countries while protecting critical technology/information to ensure our National Security. The escort performs two important roles in supporting this effort.

(1) Ensures compliance with established security policy/restrictions outlined by the ISIO.

(2) Extends courtesy and expedites access to the installation and official functions.

6. Requirements/restrictions.

a. Installation Access. Foreign Representatives will process through the Visitor Processing and Operations Center (VPOC) and comply with established procedures to gain access to the installation.

b. Dress and Identification. Visitors will wear their uniform if they are military personnel, or if civilian, appropriate civilian attire with DoD badge or pass.

c. Information Access. Foreign representatives will have access only to information authorized to persons in the program in which he or she is participating.

d. Assignments. Foreign representatives will not perform duties as a contracting officer, technical representative, classified document custodian, security officer, or escort for other foreign representatives.

e. Foreign representatives may not take photographs on Fort Belvoir of DoD buildings, entry/exit points, unless special permission has been granted and considered necessary for the purpose of the visit.

f. Foreign representative access to classified or sensitive information is prohibited except when classified information is releasable to the foreign representatives' nation. To access classified information, the visitor's security clearance must be verified and obtained from their respective Ministry of Defense.

Chapter 2.
Responsibilities

1. The Director of Plans, Training, Mobilization and Security (DPTMS) will:

a. Monitor RVAs of foreign representatives to the installation under the International Visits Program (IVP).

b. Keep the Commander informed on the status of the Installation Foreign Representative Program and serve as the Commander's executive agent for coordination of all foreign representatives' access to the installation.

c. Installation Security and Intelligence Officer (ISIO), DPTMS, will:

(1) Serve as the focal point for RVAs dealing with disclosure of classified military information and material for the US Army Garrison and subordinate elements.

(2) Serve as the point of contact for notifying the VPOC and validating approved foreign representatives' access to the installation.

(3) Maintain a record of all foreign representatives to visit Fort Belvoir.

(4) Prepare a list of prohibited procedures to be given to foreign representatives remaining on Fort Belvoir longer than three (3) days.

2. The Public Affairs Office (PAO) will coordinate Foreign Representative media visits with the ISIO, DPTMS.

3. The Directorate of Emergency Services (DES):

a. Controls access to the installation in compliance with Federal, DoD, and local policies.

b. Oversees the activities of the VPOC to ensure visitor access to the installation is in compliance with Federal, DoD, Mission Area Commander and local policies.

4. Garrison and tenant organizations will:

a. Garrison.

(1) Notify DPTMS, ISIO of all anticipated visits by foreign representatives and provide a Foreign Representative Visit Approval Memorandum for each visit using the format contained in Appendix A.

(2) Advise the DPTMS, ISIO of planned conferences and provide the beginning and ending dates; location of conference (building/room numbers); agenda; approximate number/rank of attendees; security level of conference subjects; and point of contact within the appropriate coordination office.

(3) Provide DPTMS, ISIO with information copies of all pertinent correspondence for pending visits and departmental itinerary. Send the information to DPTMS, ATTN: Director, Fax#: (703) 805-3775. Outgoing correspondence information should list the Protocol Action Officer and the point of contact for lodging and transportation requirements.

(4) Notify the DPTMS, ISIO of any special requirements for official or unofficial visitors, such as quarters, transportation, itinerary, visitor packet, Fort Belvoir Command Briefing, etc.

b. Tenant organizations.

(1) Establish/maintain a program for hosting foreign representatives IAW AR 380-10 and applicable Federal, DoD, HQDA and local directives.

(2) Provide DPTMS, ISIO with a memorandum of appointment for persons authorized to sign Foreign Representative Visit Approval Memorandums. The appointment memorandum must include examples of the appointees signatures required for Foreign Representative Visit Approval Memorandum validation. Appointments should be updated annually and/or upon changes in appointments.

(3) Notify the DPTMS, ISIO of all anticipated foreign representative visits using the memorandum format contained in Appendix A. Send the information to the DPTMS, ISIO, IMNE-BEL-OPS, ATTN: Installation Security Manager, Fax# (703) 805-4010.

(4) Assign an escort, as required, to meet foreign representatives at the VPOC.

(5) Make provisions for lodging and transportation as required.

Chapter 3.
Procedures

1. Access to the Installation. The DPTMS, Installation Security and Intelligence Office (ISIO) is the Installation Commander's agency for coordinating foreign representative access to the installation. Therefore, all requests for foreign representative visits, regardless of the origin of approval and host must be coordinated through the ISIO to the Visitor Processing and Operations Center (VPOC). The ISIO facilitates foreign representative access to the installation based on notification by the host organization to be visited. Upon receipt of a visit approval, the ISIO will process it to the VPOC at Tulley Gate, provide an e-mail notification to the VPOC COTR, and the hosting organinization. A memorandum provided by the hosting organization is required to complete the validation process. It must include the security manager's/appointed representative's name, telephone, and e-mail address to facilitate a response upon completion of the validation process. An example of the memorandum is contained in Appendix A.

2. Conduct of the Visit**.** Upon arriving at the VPOC, the foreign representative(s) will present proper identification (ID) for verification purposes. The ID must include a picture of the visitor, an ID number, date of birth, and nationality. A foreign passport is the preferred form of official ID, but any other form of official ID which contains the above specified information is acceptable. All visitors will comply with local security requirements.

3. Control of Representatives. The host organization will ensure the foreign representative(s) activities conform to the guidance provided in AR 380-10 and applicable Federal, DoD, HQDA, and local directives.

a. Changes to the visiting party will be promptly reported to the ISIO.

b. Representatives will be escorted at all times while on the installation unless they are participating in a program that has been approved for unescorted access and meets the requirements set forth in DoD Directive 5230.20 and other DoD or national policy.

c. Sufficient guides will be assigned to monitor the activities of groups.

4. Unannounced Foreign Representatives. The ISIO will be notified any time an unannounced foreign representative arrives at the VPOC whether he/she is escorted or unescorted. The following actions will be taken:

a. The individual(s) will <u>not be</u> allowed to enter the installation until his/her visit status has been verified, and the Installation Security Manager or appointed representative validates authorized access to the installation.

b. The VPOC will notify the ISIO at (703) 805-4012/2416/2817 to provide available information concerning the individual(s) and obtain confirmation approval for access to the installation.

c. If the validation is not on record, the ISIO will contact the host organization or appropriate point of contact to verify the visitor(s) status and confirm approval for access to the installation. Upon receipt of the approval memorandum from the host organization, ISIO will prepare and forward the validation to the VPOC.

d. If the visitor status cannot be verified, the individual will be denied access to the installation.

5. General Officers or Equivalent Senior Government Representatives. If the visit involves foreign General Officers or equivalent representatives, the host organization should coordinate with the DPTMS, ISIO.

6. Disclosure of Classified Information. Classified information will not be disclosed to foreign representatives unless the appropriate Delegation of Disclosure Authority has received a security assurance document from that person's government. All requests for disclosure of classified military information to foreign governments or international organizations received by organizations at Fort Belvoir will be referred through their command channels to the HQDA staff agency or to the Command exercising program responsibility, unless disclosure authority has been delegated to that organization.

7. Document Transfers. Classified documents will not be transferred to any foreign representatives unless the security assurance document specifically states that the

individual is authorized to assume custody on behalf of the foreign government. A receipt must be obtained for classified material to be provided to foreign representatives, regardless of its level of classification.

Appendix A
USAG, Fort Belvoir
Foreign Representative Visit Approval Memorandum

(ORGANIZATION LETTERHEAD)

OFFICE SYMBOL Date:

MEMORANDUM FOR Installation Security Office, ATTN: Visitor Control, Fort Belvoir, VA 22060-5929

SUBJECT: Foreign Representative Visit Approval

1. Under the provisions of (insert the applicable regulation, i.e., AR 380-10, paragraph 1-4; and or (DoD Directive 5230.20, paragraph _____), approval has been granted for the following person(s) to visit Fort Belvoir:

FOREIGN REPRESENTATIVE'S NAME: (LAST, FIRST, MI)
GRADE/TITLE: (MILITARY RANK/CIVILIAN GRADE AND TITLE)
REPRESENTATIVE'S ORGANIZATION: (NAME/TITLE/DESIGNATION OF ORGANIZATION)
DATE OF BIRTH: (DD MM YY) Example: 00 Jan 00
PASSPORT OR MILITARY ID CARD NUMBER:
COUNTRY OF CITIZENSHIP:
MODE OF TRANSPORTATION: (PRIVATELY OWNED VEHICLE (POV), GOVERNMENT (GOV), TAXI, RENTAL CAR, ETC.)
PURPOSE OF VISIT: (BRIEF EXPLANATION)
FOREIGN VISIT REQUEST NUMBER (FVRNR): Example: AA00-B000
VISIT DATE FROM: (DD MM YY) Example: 00 Jan 00
VISIT DATE TO: (DD MM YY) Example: 00 Jan 00
SECURITY CLEARANCE LEVEL: Example: TOP SECRET, SECRET, CONFIDENTIAL
POINT OF CONTACT'S ORGANIZATION: (ORGANIZATION NAME)
POINT OF CONTACT'S NAME: (FIRST AND LAST)
POINT OF CONTACT'S TELEPHONE NUMBER: Example: (000) 000-0000
CONTRACT NUMBER: (IF APPLICABLE)
PROGRAM NAME:
VISIT LOCATION: (ORGANIZATION NAME/TITLE)
NUMBER FOR THE BUILDING TO BE VISITED:

2. Visitor(s) listed do not require an escort; or Visitor(s) listed must be escorted from and to the installation access gate and at all times while on the installation. **(The hosting/sponsoring organization must specify (insert one or the other of the preceding applicable statements). If an escort is not required the specific reason must be provided.**

3. Contact (person, telephone number, e-mail address) for additional information.

SIGNATURE BLOCK
Organization Security Officer/Security Manager/
Appointed Representative