



DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER  
LACKLAND AIR FORCE BASE, TX 78236-5259

JUN 14 2010

MEMORANDUM FOR RECORD

FROM: DLIELC/LEO  
2235 Andrews Avenue  
Lackland AFB TX 78236-5259

SUBJECT: Access to Lackland Air Force Base

REFERENCE: (a) USAF/CV letter, AF Policy for Installation Access Control (Sep 08, 2009)  
(b) AETC/A4/7 letter, AF Policy for Installation Access Control (Oct 06, 2009)  
(c) DoD Directive 5230.20 Visits and Assignments of Foreign Nationals  
(d) Joint Security Assistance Training (JSAT)

1. The referenced policy letter mandates all DoD, USAF, and AETC installations use the Foreign Visit System-Conformation Module (FVS-CM), to verify vetting for foreign nationals on DoD-sponsored official visits to include training. 802 SFS, DLIELC, and IAAFA fully concur that base access is a key to Lackland force protection and will execute the DoD, USAF, and AETC guidance fully. This memorandum addresses the specific application of ref (a) thru (d) at Lackland. Coordination was made between Defense Language Institute English Language Center (DLIELC), Inter-American Air Force Academy (IAAFA), and 802 Security Force Squadron (802SFS). DLIELC and IAAFA shall comply with the requirements and guidance established by 802SFS to ensure base security while enabling the 37TRW large international training mission.

2. 802SFS agrees to support DLIELC and IAAFA under the following guidelines:

- a. DLIELC and IAAFA will provide to 802SFS/S5L a weekly copy of Security Assistance Network (SAN) Web confirmed Invitational Travel Orders (ITO). This is a backup to the FVS-CM.
- b. DLIELC and IAAFA will provide a list of International Military Student (IMS) who require installation access passes outside the duration of ITO based on graduation dates, delay of international flights, medical issues, etc. Delays longer than 4 days require amendments to ITO to enable base access per ref (d).
- c. Upon arrival IMS will report to the Visitor Center to be verified by or checked into FVS-CM by Security Forces. Pending full functionality of FVS-CM, 802 SFS will continue to rely on DLIELC, IAAFA and AETC/IAD to confirm/certify arrivals and departures of official foreign visitors.
- d. When verified in FVS-CM or SAN Web/ITO list, Security Forces will issue the IMS access credentials and/or register approved access credentials in Defense Biometric Identification System.
- e. DLIELC and IAAFA IMS are authorized to arrive two-weeks' early/late from individual's ITO "report no later than" date. This is to account for variables such as off-base house hunting, lack of international flights, VISA delays or last second personnel changes.
- f. If IMS is not in the SAN Web, DLIELC or IAAFA personnel will meet IMSs at the Visitor Center to gather information from IMSs and attempt to verify status with Military Department and Country team and coordinate the required amendments. Until they are verified in FVS-CM or the SAN Web, IMS will not be granted base access and may remain off base in commercial lodging at their expense.

g. When necessary, DLIELC and IAAFA may request up to a four calendar-day extensions to base access through 802 SFS/S5L to 802 MSG/CC when ITOs and Common Access Cards have expired. When IMSs experience difficulty with out-going flight reservations (etc), DLIELC and IAAFA will provide flight itineraries and ITOs to 802SFS/S5L to receive installation access passes based on the flight itinerary dates.

h. DLIELC and IAAFA will provide a list of IMSs who no longer require training on Lackland AFB.

i. Upon 802 SFS's FVS-CM full functionality, SFS will update arrivals/departures of all IMSs in FVS-CM.

j. In unusual circumstance, base access outside these parameters may be granted by 802 MSG/CC. MILDEP will submit written request to 37 TRW using an IMS waiver request (AF Form 1768). 37 TRW will coordinate with DLIELC/IAAFA and 802 MSG to gain special base access. Waiver request will detail why ITO is not available. If access is granted, FVS-CM visit must be populated as soon as possible to comply with ref (a).

3. The DLIELC and IAAFA International Military Security Officers are the leads for this memorandum. Contact number for DLIELC is 671-2929 and IAAFA is 671-4406.



JAMES W. DELOACH, Lt Col, USAF  
Commander, DLIELC Operations Squadron

1st Ind

FROM: 802SFS

To: DLIELC/LEO

Concur/Non-concur.



EDWARD SCHNEIDER, LtCol, USAF  
Commander, 802 Security Forces Squadron

2nd Ind

FROM: IAAFA IMSO

To: DLIELC/LEO

Concur/Non-concur



GREGORIO DELGADO  
Director Student Affairs, IAAFA

cc:

DLIELC/CC

IAAFA/CC

37 TRW/CC

SATFA/CC

AFSAT/CC

NETSAFA/CC