

Instructions to Foreign Nationals planning to visit SAF/SQ

Please have the Security Office that is responsible for your SCI clearances send clearances via message to AF SSO using the following message Plain Language Address (PLA):

SSO USAF//AFIAA-MSO//

The message should include the following items to ensure clearances reach SAF/SQ:

1. (*) REQUEST VISIT OF THE FOREIGN NATIONAL(S) LISTED IN PARAGRAPH “A” BELOW. VISIT HAS BEEN COORDINATED WITH THE FOREIGN DISCLOSURE AND RELEASE OFFICERS (FDRO) CONSISTENT WITH ICD 403 AND ICPG 403. 1. PLEASE FORWARD VISIT APPROVAL TO APPROPRIATE US AUTHORITIES LISTED IN PARAGRAPH “C” BELOW.

A. (U/ /FOUO) NAME/GRADE/SERVICE/PASSPORT NUMBER/ORGANIZATION/ COUNTRY OF VISITOR(S):

B. (*) SCI ACCESSES REQUIRED FOR VISIT: (INCLUDE ANY SPECIAL ACCESS PROGRAM ACCESSES THAT ARE APPROPRIATE.)

C. (*) ORGANIZATION TO BE VISITED: SAF/SQ, message PLA: EA4SS//SSR//

D. (*) ORGANIZATION POC: (NAME/PHONE NUMBER OF SAF/SQ REP):

E. (*) DATE OR PERIOD OF VISIT:

F. (*) PURPOSE OF VISIT: (PROVIDE A BRIEF SUMMARY OF INFORMATION TO BE DISCUSSED)

G. (*) JUSTIFICATION:

H. (*) PRIOR COORDINATION/CASE #: (SUMMARIZE)

2. (*) REQUEST THE VISIT APPROVAL AND ACCESS CERTIFICATION BE AVAILABLE TO THE ABOVE ORGANIZATION NLT (DAY, MONTH, YEAR).

3. (*) POC AT THIS LOCATION/COMMAND FOR FURTHER INFORMATION IS: (GRADE/NAME/SECURE PHONE NUMBER). PLEASE INCLUDE THIS SSO AS AN INFO ADDRESSEE IN ALL STAFF ACTIONS