

31st SFS VISITOR CONTROL CENTER (VCC)/LARGE VEHICLE INSPECTION STATION (LVIS)  
INSTALLATION ACCESS REQUEST (IAR) CHECKLIST  
AVIANO AB, ITALY

All **NAMES MUST** be submitted in writing/email **30 calendar days prior to the start date.**

Note: It can take up to 3 to 4 weeks for your IAR to be processed due to the high amount of requests, we receive daily.



- FILL OUT SECTION I (Requestors Information as appears on ID):
  - Block 1:** DOE, JOHN D. (Note: **MUST** attach a copy of their Common Access Card)
  - Block 2:** Use the rank drop down list
  - Block 3:** Date request sent to the Commander or Director for Approval/Signature
  - Block 4:** The Requester's office and cell phone number
  - Block 5:** Their personal or work email (**this is used to let them know if it was approved or denied**)
  - Block 6:** The Group (e.g. 31 MXG) or Squadron (e.g. 31 SFS) that is sponsoring the visit to the 31st FW
  - Block 7:** Digital or wet signature (if wet signed you **MUST** hand carry it to the LVIS Gate bldg. 1235 during normal duty hours Monday – Friday 8am – 4pm)
- FILL OUT SECTION 2 (Visitor's Information only required for anyone 18yrs old and up):
  - Block 1/2:** Check the appropriate option
    - Escorted** (requestor will be with them @ all times)/**Unescorted** (responsible f/them but not required to be with them at all times)
  - Block 3:** Areas of access requested (**Area F:** Flight Line, BX, Lodging, Etc., **Area 1:** 31st MDG, DoDEA School, etc. **Area C:** Civil Engineering, and **Area E:** Armed Forces Network, OSI, and Contracting)
  - Block 4:** Start Date and End Date (**Must Not Exceed 60 Calendar Days**)
  - Block 5:** Hours of access requested/needed (Ex. 0000-2359 or 0800-1700)
  - Block 6:** Guest(s) Information (Document type will be U.S. Passport or Government issued ID front and back used with request)
  - Block 7:** Detailed Reason for Access onto Aviano Air Base (**Unclassified information only**) give an in-depth explanation of your reason to why your guest should have access to the installation. **THIS SHOULD NOT BE A BRIEF JUSTIFICATION; APPROVING OFFICIALS ARE NOT AWARE OF YOUR SITUATION/REQUEST.** When explaining the reason for your guest to have access to the installation, use as much detail as possible to include but not limited to: driving a family member to official appointments, if the guest is a contractor for an on base event, providing child care for deployed personnel, etc. For those who request 24 hour access or access to multiple areas, explain why your guests will need those times/dates/areas.
  - Page 2/3:** Use page 2 to put any additional names on the request and page 3 if you need additional room for justification.
  - Note:** You **MUST** attach **ONE** copy of **EACH VISITOR'S** passport or government issued ID card. (All copies must include front and back)
- FILL OUT SECTION 3 (Sponsoring Unit CC/Director **MUST** be an O-4 & above or GS-11 & above for civilian personnel stationed at Aviano, AB):
  - Block 1:** JIMMY D. JOHNS
  - Block 2:** Grade (O-4 to O-9 or GS-11 to GS-15)
  - Block 3:** DSN Duty Phone Number
  - Block 4:** Check only one option
  - Block 5:** Digital or wet signature (If the requester signed with a wet signature all signatures must be wet signature and original must be hand carried to Bldg. 1235 LVIS Gate)
  - Block 6:** Date Commander or Director Signs the form
- Once a background check is completed and is returned by the ITAF/CC you will be notified regardless if the IAR is approved or denied by an LVIS or VCC Clerk via provided email or phone number
- Wing/Squadron functions or Leisure (Ex. Retirement/Squadron Function/Family Visiting) IARs can be emailed to [31SFS.VCC.VCC@US.AF.MIL](mailto:31SFS.VCC.VCC@US.AF.MIL) or hand carried to the LVIS Gate Bldg. 1235 (Gate 8) (**Normal Duty Hours Monday – Friday 7am – 4pm**)  
Closed on all Italian Holidays, U.S. Holidays and 31st FW Down Days
- Business, Work, Duty, or TDY (Military, Civilians, Contactors, Wing Exercises, Etc.) IARs can be emailed to [31SFS.LVIS.ORGBOX@US.AF.MIL](mailto:31SFS.LVIS.ORGBOX@US.AF.MIL) or hand carried to the LVIS Gate Bldg. 1235 (Gate 8) (**Normal Duty Hours Monday – Friday 8am – 4pm**)  
Closed on all Italian Holiday and **ALTERNATE** hours on all U.S. Holidays and 31st FW Down Days/Family Days
- When emailing your request please send as an Adobe PDF with copies of all Passports or government ID attached in the same file. Open Adobe, click tools, click combine files, add files, then save document before sending it)

**Note:** If the 30-day requirement for U.S. personnel will affect your mission readiness or strategic capabilities if denied, please contact the NCOIC LVIS and VCC Operations at DSN 632-7896/3075 for an exception to policy letter.