

REQUEST FOR FOREIGN NATIONAL (FN) INSTALLATION ACCESS PASS

DATA REQUIRED BY THE PRIVACY ACT OF 1974, TITLE 5, U.S.C. 562a

AUTHORITY: Executive Orders (EO) 10450, 10865, and 12333, Department of the Army, Army Regulation (AR) 190-13 Army Physical Security Program and EO 9397 (SSN).

PRINCIPAL PURPOSE(S): To provide adequate information in order to either grant or deny access to a Federal installation while maintaining effective law enforcement, force protection, and crime prevention programs.

ROUTINE USES: Information is furnished to criminal justice within the Department of Defense for investigation and prosecution when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. The "Blanket Routine Use" set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

DISCLOSURE: Mandatory. Information must be provided for all persons to be granted an installation access pass. Failure to provide complete information on any individual(s) will result in denial of installation access pass for those not providing the information.

SECTION I - APPLICANT INFORMATION

1. Last Name, First, MI			2. Date of Birth (mm/dd/yyyy)				
3. Passport Number	4. Country	5. Sex <input type="radio"/> M <input type="radio"/> F		6. Height (ft/in)	7. Weight	8. Eyes	9. Hair
10. Visa Issue Date	11. Visa End Date			12. Phone (Local Only - NO International):			
13. E-mail Address of Applicant:							

SECTION II - SPONSOR INFORMATION

14. Last Name, First, MI		15. Grade/Rank	16. DoD ID Number/EDIPI
17. Date of Birth (mm/dd/yyyy)	18. Unit/Organization (Section, Directorate/Company, Battalion)		
19. Unit/Organization Phone	20. E-mail Address		

SECTION III - DURATION AND PURPOSE OF VISIT

21. From (mm/dd/yyyy)	22. To (mm/dd/yyyy)
23. Reason for Visit/Access to Installation:	

SECTION IV - ADDRESS DURING VISIT

24. Street Address		25. Apt/Suite	
26. City	27. State	28. Zip	
29. Is military sponsor deployed?	<input type="radio"/> Yes <input type="radio"/> No	30. Expected Date of Return:	

SECTION V - SECURITY CERTIFICATION AND APPROVAL

31. Battalion Security Manager (S-2) / Installation Security Manager Certification:				<input type="radio"/> Yes <input type="radio"/> No
31a. Does the DoD Sponsor (Military or Civilian) have a security clearance or hold a sensitive position?				
31b. Has the FN contact been reported and documented or verified in DISS as required by Security Executive Agent Directive (SEAD) 3?				<input type="radio"/> Yes <input type="radio"/> No
31c. Rank/Grade	31d. Name (Last, First MI)	31e. Signature	31f. Date	
32. Military - BN CDR/BN XO DoD Civilians - Director/Deputy Director Recommendation:				<input type="radio"/> Approve <input type="radio"/> Deny
32a. Duty Position	32b. Rank/Grade	32c. Name (Last, First MI)	32d. Signature	32e. Date

SECTION VI - OFFICE USE ONLY - DO NOT COMPLETE BELOW THIS LINE

33. NCIC-III <input type="radio"/> Pass <input type="radio"/> Fail	34. Wants/Warrants <input type="radio"/> Pass <input type="radio"/> Fail	35. I94/Visa Verified <input type="radio"/> Valid <input type="radio"/> Not Valid	36. INTERPOL Checks <input type="radio"/> Pass <input type="radio"/> Fail	37. IAQ Check (Immigration Inquiry) <input type="radio"/> Pass <input type="radio"/> Fail <input type="radio"/> N/A
38. Regional LSEC Office Contacted for IAQ Failures? <input type="radio"/> Yes <input type="radio"/> No		39. Pass Issued? <input type="radio"/> Yes <input type="radio"/> No	40. VCC Staff Name	41. VCC Staff Signature

SECTION VII - USACIC RECOMMENDATION CHECK FOR NON-VISA WAIVER COUNTRIES (if applicable)

<input type="radio"/> Approve <input type="radio"/> Deny	Name (L, F MI)	Signature	Date
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**INSTRUCTIONS FOR COMPLETING FORT RILEY FORM 103
REQUEST FOR FOREIGN NATIONAL INSTALLATION ACCESS PASS**

SECTION I - APPLICANT INFORMATION

Blocks 1 through 11. The information provided in these blocks must match the information on the approved **identification** documentation presented.
Block 12. Phone. Provide a US or local phone number in this block. This number will be used in the event additional information is required from the applicant. Failure to provide valid contact information may result in pass request not being processed.
Block 13. E-mail Address of Applicant. Input a valid email address in this block. It will be used as an alternate form of communication with the applicant. Failure to provide valid contact information may result in pass request not being processed.

SECTION II - SPONSOR INFORMATION

Blocks 14-20. The Department of Defense (DoD) sponsor of the Foreign National visitor will provide their information. Dependents will use their military sponsor's unit information. Military Retirees may input RETIRED in blocks 18 and 19.

SECTION III - DURATION AND PURPOSE OF VISIT

Block 21. From (mm/dd/yyyy). Enter the start date of the visit in mm/dd/yyyy format.
Block 22. To (mm/dd/yyyy). Enter the end date of the visit in mm/dd/yyyy format. The end date shall not exceed 90 days or the expiration date of the visitor's VISA (whichever is sooner).

Note: Special Watch List Countries or Countries of Particular Concern are limited to a pass duration of 3-days. Sponsor may call (785) 239-2982 if they need to check the status of their visitor's country prior to visitation.

Block 23. Reason for Visit / Access to Installation. Enter the justification for requiring access for the desired period.

SECTION IV - ADDRESS DURING VISIT

Blocks 24 through 28. Input the address where the Foreign National Visitor will be residing for the duration of their visit.
Block 29. Is military sponsor deployed? Annotate the Military sponsor's deployment status.
Block 30. Expected Date of Return. Enter the expected date of sponsor's return from deployment (if applicable).

SECTION V - SECURITY CERTIFICATIN AND APPROVAL

IAW Army Implementation of Security Executive Agent Directive (SEAD) 3, "Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position," dated 21 June 2022, all covered individuals, regardless of access to classified information, will report all reportable activities about themselves and their knowledge of reportable activities regarding other covered individuals to their designated security office. Reporting is not discretionary. Per the cited memo, the following is reportable: Continuing association with known foreign nationals that involve bonds of affection, personal obligation, or intimate contact; or any contact with a foreign national that involves the exchange of personal information. This reporting requirement is based on the nature of the relationship regardless of how or where the foreign national contact was made or how the relationship is maintained (i.e. via personal contact, telephonic, postal system, internet, etc.).

MILITARY PERSONNEL AND FAMILY MEMBERS - Security certification is completed by the Battalion Security Manager (This is NOT just anyone in the S-2). The Battalion Security Manager will have an active DISS account to meet SEAD 3 requirements.

DOD CIVILIANS - DoD Civilians will submit Fort Riley Form 103 to the DPTMS Personnel Security Division located in building 210 Custer Ave for processing.

RETIREES - Retirees bring completed Fort Riley Form 103 to the VCC for processing. No additional signatures required.

Block 31a. BN Security Manager / Installation Security Manager will verify if the sponsor has a security clearance in DISS.
Block 31b. BN Security Manager / Installation Security Manager will make the appropriate annotations to document the foreign national family member or contact in DISS as required by SEAD 3.
Block 31c through 31f. The Security Manager will complete with their information, sign and date.

APPROVING AUTHORITY

MILITARY PERSONNEL AND FAMILY MEMBERS - The approving authority for all military personnel and family members is the Battalion Commander (O-5) or Battalion Executive Officer (O-4) in their Chain of Command. If the individual signing the form is filling in the position (i.e. ready reserve, block leave) a copy of the Assumption of Command orders must be attached. Failure to submit the assumption of command orders may result in a delay of processing.

DOD CIVILIANS - DoD civilians will present the Fort Riley Form 103 to their Deputy Directors or Directors for recommendation approval.

Block 32. Approving authority will either approve or deny the request for foreign national installation access.
Block 32a. The duty position held by the approving authority (i.e. Battalion Commander, Director, Ready Reserve Commander etc.)
Block 32b through 32e. the approving authority will complete with their information, sign and date.

Once completed sponsors may bring completed pass applications to the VCC, located at 885 Henry Drive, or email the digitally signed form to usarmy.riley.id-readiness.mbx.visitor-control-center@army.mil. To check on the status of your pass application call 785-239-2982.

Please allow up to 5 working days for processing once Fort Riley Form 103 has been submitted to the VCC. Please plan your visits accordingly. All information is subject to verification prior to approval.