



374 SFS PASS PROCEDURES FOR UNOFFICIAL VISITS S5PR/Pass & Registration

NOTE: Any unofficial visitors staying with the sponsor in on-base family housing must follow all guidance in AWPAM 32-6001. Contact 374 CES/Family Housing if you have any questions.

NOTE: Any person (immediate family or not) who is a citizen from a designated third country IAW USFJI 31-204A1, will only be handled at the Pass & Registration (P&R) office (B993).

Length of Passes

- **Short Term** – 7 days or less.
 - Short Term Escorted Passes can be processed and issued on the requested day at Fussa Visitor Control Center (VCC) (B450) or P&R (B993) on the day
 - Short Term Unescorted Passes must follow the process below
 - All Short Term Passes can be pre-coordinated through the [374 SFS/PR1A Form Process](#)
- **Long Term** – 8 days or more
 - Can only be issued at P&R (B993)
 - Can be pre-coordinated virtually using the [374 SFS/PR1A Form Process](#)

Types of Passes

- Escorted Passes

- Require the sponsor to always be with their guest(s)
- No pre-coordination required to request a short-term escorted pass in person at VCC or P&R
- Pre-coordination via 374 SFS/PR1A form must be submitted **3 duty days** in advance
- Pre-coordination eliminates the need to wait and process passes at VCC or P&R

- Unescorted Passes

- Do not require sponsor to be with them for base access or walking alone on the installation
- 374 SFS/PR1A is required for all unescorted passes
- Pre-coordination for *US Citizens* via 374 SFS/PR1A form must be submitted **3 duty days** in advance, in person at P&R or via email process below
- Pre-coordination for *Foreign Nationals* via 374 SFS/PR1A form must be submitted **30 duty days** in advance
- Must explain specific purpose for entry to the base. Examples include, but are not limited to, of authorized purposes can be visits such as visiting family or dependent care
- Sponsors are responsible for all guests, even when unescorted. Any exceptions to timelines must be coordinated through unit leadership for 374 SFS/CC decision
- Unescorted passes can be submitted virtually, but must be picked up in person at P&R

374 SFS/PR1A Form Process

- Follow these procedures to obtain a pass via the 374 SFS/PR1A form:
 - Retrieve the 374 SFS/PR1A Form and complete the instructions shown on page one.
 - Submit the pass request and ID copy to: 374SFS.S5PR.PassRequests@us.af.mil
 - Approved escorted passes will be emailed back to the sponsor.
 - Approved unescorted passes must be picked up at P&R (B993). The sponsor will be notified when the pass is available for pick-up.
 - If you have any questions contact 374 SFS/S5PR via the above email, or call 225-8333