

# **Proposed Visa Issuance Standard Operating Procedure**

## **Chapter One: General Provisions**

### **Article 1: Purpose**

This SOP is issued based on Article 1, Provision 6 of Presidential Decree 38, dated 1393/10/10 (31 Dec 2014), on implementing the Security and Defense Cooperation Agreement Between the United States of America and the Islamic Republic of Afghanistan (hereafter referred to as the Bilateral Security Agreement or BSA) and the Agreement Between the North Atlantic Treaty Organization and the Islamic Republic of Afghanistan on the Status of NATO Forces and NATO Personnel Conducting Mutually Agreed NATO-Led Activities in Afghanistan (hereafter referred to as the NATO Status of Forces Agreement or NATO SOFA).

### **Article 2: Scope**

Consistent with Presidential Decree 38, this SOP is issued to implement Article 15, paragraphs 2 and 4, of the BSA and Article 13, paragraphs 2 and 4, of the NATO SOFA in regards to US/NATO contractor visa issuance.

### **Article 3: Definitions**

The terms of this SOP shall reflect definitions as they appear in the BSA and NATO SOFA, to include the following:

1. "United States contractors" means persons and legal entities who are supplying goods and services in Afghanistan to or on behalf of United States forces under a contract or subcontract with or in support of United States forces.
2. "United States contractor employees" mean the employees of United States contractors.
3. "NATO Contractors" means persons and legal entities who are supplying goods and services and Afghanistan to or on behalf of NATO Forces under a contract or subcontract with or in support of NATO, NATO Member States, or Operational Partners.
4. "NATO Contractor Employees" means the employees of NATO Contractors.

## **Chapter Two: Procedures**

### **Article 4: Expedited Process**

These procedures are established to expedite issuance of one year multiple entry/exit visas to contractors and their employees.

### **Article 5: Capacity**

The Passport Directorate shall maximize issuance capacity for visas at each of the major cities, including but not limited to Herat, Mazar-i-Sharif, Kandahar, and Kabul.

## **Article 6: Stamping**

In order to facilitate the entry/exit process of US/NATO contractors, the Passport Directorate shall establish offices in relevant airports of debarkation/embarkation (APOD/E) to issue entry/exit stamps. These stamps serve as proof of the contractor employees' arrival and exit. Establishment of offices at US/NATO areas/facilities shall be done in conjunction with US/NATO officials authorized to grant access to these areas.

## **Article 7: Passport and Visa Requirement**

Per the BSA and NATO SOFA, passports and visas shall be required in accordance with Afghan law.

## **Article 8: Visa Exemption**

Per Presidential Decree 38, contractors and their employees may enter, exit, work and be present in Afghanistan upon providing a valid passport and certificate which certifies their affiliation with US/NATO Forces. Additionally, Contractors and their employees shall not be subject to financial penalties or judicial prosecution for lack of a visa until 1 June 2015.

## **Article 9: Stamp Exemption**

For those contractors entering or exiting APOD/E without an established Passport Directorate office, an exemption for the stamping requirement shall be granted.

## **Article 10: Visa Application after Entry**

After 1 June 2015, Contractors and their employees without visas must submit visa applications within 15 days after entering Afghanistan.

## **Article 11: One-Year Multiple Entry/Exit Visa Requirement**

Per the BSA and NATO SOFA, if a visa is required, and requested by a US/NATO contractor or a US/NATO contractor employee, it shall provide for multiple entries and exits and shall be valid for a period of not less than one year. No visas shall be issued to US/NATO contractors for terms less than one-year multiple entry/exit visas.

## **Article 12: Visa Issuance**

Per the BSA and NATO SOFA, the Passport Directorate shall issue or decline to issue such visas expeditiously. In the event the Passport Directorate declines to issue a visa, the Passport Directorate shall notify the person concerned and US/NATO Forces authorities. Failure to issue a visa shall be for good cause only.

### **Article 13: Visa Extension**

Visa extensions are within the authority of the Passport Directorate. Contractors and their employees must request extensions for their visas at least 15 days before expiration.

### **Article 14: Status**

Consistent with the BSA and NATO SOFA, Afghanistan maintains the right to exercise jurisdiction over US/NATO contractor employees.

## **Chapter Three: Visa Application**

### **Article 15: Group Applications**

Contractors may, and are encouraged to, submit group applications for visas, on behalf of their employees.

### **Article 16: Cost**

The cost for the multiple-entry visas shall be \$360 per visa application. Contractors and their employees who are first-time visa applicants shall pay an additional \$200 fee per visa application for visa processing in exchange for a receipt of payment. Upon showing of proof, such as a previously-issued visa, by the contractor that the applicant is not a first-time applicant, that applicant shall not be required to pay the additional fee.

### **Article 17: Payment**

Payment shall be made to Da Afghanistan Bank and the tariff given to the Passport Office.

### **Article 18: Proof of BSA/SOFA Eligibility**

To establish a contractor or contractor employee is entitled to BSA or NATO SOFA privileges, submission of one of four types of documents applying for a visa is required. These documents require no letter of introduction. The four documents include:

- 1) U.S. Contractors may submit a DoD-issued Letter of Authorization (LOA) for each of their employees applying for a visa.
- 2) NATO Contractors under the NATO Support Procurement Agency (NSPA) may submit a letter on NSPA letterhead containing a list of their employees applying for a visa.
- 3) NATO Contractors under the NATO Communications and Information Agency (NCIA) may submit a Letter of Affiliation for each of their employees applying for a visa.
- 4) U.S./NATO Contractors may submit a contractor certificate for each employee applying for a visa, issued by the Resolute Support Legal Advisor/U.S. Forces - Afghanistan Staff Judge Advocate office.

Templates for each of these documents are attached to this document.

#### **Article 19: Visa Application Contents**

The following documents shall comprise a complete visa application:

- a. Official letter from a senior representative of the contractor which (1) provides a list of the contractor's employees who are applying for visas and (2) the name of the representative who will drop off and pick up the passports;
- b. Original passport;
- c. Visa application form;
- d. One 4 x 5 photo;
- e. Da Afghanistan Bank Tariff receipt (\$360 visa processing fee for a one-year, multiple entry visa and \$200 visa fee for first-time visa applicants);
- f. One of the four documents listed in Article 15 as verification the contractor and its employees are entitled to BSA/SOFA privileges;
- g. A copy of the AISA business license of the contractor

The above list constitutes all contents of a complete visa application. There are no other requirements.

#### **Article 20: Letters of Introduction**

The Passport Office shall not require letters of introduction from US/NATO Forces. This Article includes, but is not limited to, letters to introduce authorized representatives' signatures and stamps.

#### **Article 21: List of Contractors**

US/NATO Forces will provide to the Passport Office a list of all contractors in Afghanistan entitled to BSA/SOFA privileges. The Passport Office shall consult the Resolute Support Legal Advisor if any questions as to a contractor's status arise.

### **Chapter Four: Miscellaneous Provisions**

#### **Article 22: Lost Passport**

If a contractor employee loses his passport, the contractor or its employee shall request an exit visa and the Passport Directorate shall prepare an exit visa within 7 days.

#### **Article 23: Publication**

The visa fee schedule shall be widely available, including in both English and Dari on the MoI Passport Directorate website.

**Article 24: Date of Applicability**

This procedure is applicable immediately after approval.

LETTER OF AUTHORIZATION NOT VALID WITHOUT PHOTO ID			DATE OF REQUEST
REQUIRING ACTIVITY Department of Defense			8/6/2014
NAME (Last, First, Middle) Wayne, John M	GOVT AUTHORITY POC Jane K Doe SSN/DODID 1001-01-1101	GOVT AUTHORITY POC PHONE 1234567890	GOVT AUTHORITY POC EMAIL Jane.Doe@dod.mil
EMAIL jwayne.john999.ctr@mail.mil	CITIZENSHIP United States	DEPLOYMENT PERIOD START 8/4/2014	DATE OF BIRTH 1/29/1972
THEATER EMAIL brando.martin.999.ctr@mail.mil	DEPLOYMENT PERIOD END 8/4/2015	PASSPORT # / EXPIRATION 123456789 / 9/15/2015	DEPLOYMENT PERIOD END 8/4/2015
COMPANY (Full name)/Prime or Subcontractor Hewlett Packard / Prime			
COMPANY POC Hanks, Tom	COMPANY POC TELEPHONE 1234567890	COMPANY POC EMAIL hanks.tom.999.ctr@mail.mil	
CONTRACT NUMBER/TASK ORDER H945402-13-C-0042/None	CONTRACT TO START DATE 8/4/2014	CONTRACT TO END DATE 8/4/2015	CONTRACT ISSUING AGENCY Dept. of Defense
ASSIGNED KO Jane K Doe	ASSIGNED KO TELEPHONE 1234567890	ASSIGNED KO EMAIL Jane.Doe@dod.mil	
IN-THEATER CONTACT Martin, Brando	CONTACT'S PHONE 1234567890	CONTACT'S EMAIL brando.martin.999.ctr@mail.mil	
COUNTRIES TO BE VISITED Afghanistan, United Arab Emirates	<b>CONTRACTOR STATUS</b> <input checked="" type="checkbox"/> CAAF <input type="checkbox"/> NON-CAAF <b>AUTHORIZED GOVERNMENT SERVICES*</b>		
PURPOSE Technical collection and analysis	<input type="checkbox"/> WEAPON** <input checked="" type="checkbox"/> BILLETING <input checked="" type="checkbox"/> CAC <input checked="" type="checkbox"/> LOCAL ACCESS BADGE <input type="checkbox"/> DODNG FACILITY (DFAC) <input type="checkbox"/> GOVT FURNISHED MEALS (GFM) <input type="checkbox"/> APO/FPO/POSTAL SERVICES <input type="checkbox"/> DIPLOMATIC POST OFFICE (DPO) <input type="checkbox"/> PRIMARY CARE*** <input type="checkbox"/> OTHER (SEE REMARKS FIELD)		
COMPANY BILLING ADDRESS 1234 James Street Anytown, Vermont - 12345 United States	<input type="checkbox"/> MILITARY ISSUED CLOTHING <input type="checkbox"/> MILITARY ISSUED EQUIPMENT <input type="checkbox"/> MWR FACILITIES <input type="checkbox"/> MILITARY EXCHANGE <input type="checkbox"/> COMMOBATT <input type="checkbox"/> MILITARY BANKING <input type="checkbox"/> EXCESS BAGGAGE <input type="checkbox"/> MILAS# <input type="checkbox"/> TRANSPORTATION (other than MILAS#) <input type="checkbox"/> NONE NUMBER OF AGS ITEMS CHECKED: 3		

\*Authorized Government Services does not necessarily mean that the Government provides these services to contractors on a non-reimbursable basis. For certain categories of authorized services, the contractor may be required to reimburse the government IAW applicable Federal, DOD or COCOM regulations/policies and/or the contract terms and conditions. The indicated Authorized Government Services on this LOA are only applicable for the designated countries to be visited during the deployment; however, if the services vary between countries, the contracting officer shall specify which services may be authorized in each country. If the country to be visited has a Status of Forces Agreement (SOFA) in place that governs the categories of services to be authorized, then the terms of the SOFA take precedence over the terms of this LOA.

\*\*Combatant Commander (CCDR) authorization is required IAW FAR Clause 52.225-26 in order for a contractor to be authorized to carry a weapon.

\*\*\*Resuscitative/Emergency Care is the default level of care. Unless specifically negotiated in the contract, ALL medical care is reimbursable to the U.S. Government.

The government organization specified above, in its mission support capacity under the contract, authorizes the individual employee identified herein, to proceed to the location(s) listed for the designated deployment period set forth above. Upon completion of the mission, the employee will return to the point of origin.





**NATO SUPPORT AGENCY  
AGENCE OTAN DE SOUTIEN**



PROCUREMENT DIVISION  
DIVISION DES ACHATS

XX-X/2015/XXX/####/XX

NATO UNCLASSIFIED

DAY MONTH 2015

TO : MINISTRY OF INTERIOR AFFAIRS  
PASSPORT ADMINISTRATION  
ISLAMIC REPUBLIC OF AFGHANISTAN

SUBJECT : REQUEST FOR APPROVAL AND PROCESSING OF VISAS

REFERENCE(S) : A. [REFERENCE TO CONTRACT AND CONTRACT NUMBER]

1. This is to certify that company C is contracted by the NATO Support Agency (NSPA) to provide the services under contract at Reference A.
2. For the performance of the contract, [CONTRACTOR COMPANY NAME] is employing staff of various nationalities to work at [CONTRACTOR LOCATION].
3. The contract at Ref. A is a critical operational requirement for the assistance the Resolute Support Mission is providing to the Islamic Republic of Afghanistan.
4. To that end, it is essential that the staff contracted by [CONTRACTOR COMPANY NAME] receive multiple entry visas to enter and exit Afghanistan.
5. It is therefore requested your approval to the issuance of 12 month multiple visas for the below listed employees of [CONTRACTOR COMPANY NAME] in Annex A.

Thank you in advance for your positive consideration and please be assured of our sincere appreciation.

Sincerely,  
[FIRST NAME, LAST NAME]  
Contracting Officer

## Annex A to [XX-X/2015/XXX/####/XX]

No	Name of Applicant (Family, Given Name)	Passport Number	Nationality
1	Example, First Name	#####	[NATIONALITY]
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NCI Agency

SHAPE - Mons Belgium 7010

Telephone: +32 (0)65 44 xxxx

Fax: +32 (0)65 44 xxxx

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ANNEX 4 - LOA

NCIA/  
Date

Subject : DEPLOYMENT OF: (Deploying Personnel Name)

Letter of Assignment in Support of Resolute Support (RS)

Afghanistan

TO WHOM IT MAY CONCERN

Deployment of: FULL NAME

RANK/GRADE: Rank / company name

SURNAME:

FIRST NAME:

GENDER:

NATIONALITY:

DATE OF BIRTH:

1. The above person is designated to deploy to Afghanistan in support of Resolute Support (RS). The assignment is as follows:

PO Reference Number:

Post Title:

Post/Deployment Location(s): List locations, CJOA-A

2. The period of the deployment is estimated to DAY MON 2015 and end DAY MON 2015, but may be extended or shortened according to the current operational situation.

3. The subject is assigned to RS and required to carry out (Post title while deployed) duties.

ATTACHMENT 4



4. Support to RS mission AOR has been agreed by Chief of Staff SHAPE and General Manager NCI Agency. This letter is the NCI Agency Director Service Operations (DSO) authorization to deploy. As such, this person is to be considered as providing services to the Resolute Support and shall be provided access privileges and travel rights consistent to such status IAW RS – Agreement between NATO and the Islamic Republic of Afghanistan on the Status of NATO Force and NATO personnel conducting mutually agreed NATO-led activities in Afghanistan dated 30 September 2014.

5. Ownership of this letter, supported by appropriate identity, is proof that the holder is authorized to be in theatre and is to be afforded all support (e.g. medical, logistical) in line with extant policy and regulation.

LUIGI TOMAIUOLO  
Brig Gen / ITA A  
Director Service Operations  
NCI Agency

DISTRIBUTION:

Internal:

Action:

TOE/Operational HQ  
NCI Agency HR  
NCI Agency Travel Office  
NCI Agency Security Office  
Operations and Exercises SL-Chief  
Traveler  
Sending OE

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HEADQUARTERS  
Resolute Support  
Kabul, Afghanistan  
APO AE 09356



## U.S./NATO CONTRACTOR CERTIFICATE

**[This person]** is the holder of **[NATION] Passport # [NUMBER]**. This U.S./NATO certificate confirms that he/she is a contractor employee of **[contractor company name]**, a U.S./NATO Contractor, who is supplying goods or services in Afghanistan, to or on behalf of U.S./NATO forces under contract or subcontract number **[NUMBER]**, with or in support of United States forces, NATO, NATO Member States, or Operational Partners.

Pursuant to Presidential Order (Farman) #38 issued 31 December 2014, U.S./NATO contractor employees are entitled to enter, exit, work, and be present in Afghanistan requiring only a valid passport and this U.S./NATO issued certificate, which verifies their identify and their relationship with U.S./NATO forces.

National authorities of all countries are requested to afford favorable consideration to the expeditious transit of all U.S./NATO contractor personnel through their respective territories and customs areas, in order to promote the development and security of Afghanistan.

**ON BEHALF OF THE UNITED STATES and THE NORTH ATLANTIC TREATY ORGANIZATION**

A handwritten signature in blue ink, appearing to read "Patrick M. McCarthy".

**Patrick M. McCarthy**  
Captain, United States Navy  
Senior Legal Advisor  
Resolute Support/  
United States Forces-Afghanistan

