

## **APPENDIX B**

### **International Visits Standard Request for Visit Format (RFV)**

This appendix contains the instructions for the completion of a Request for Visit (RFV) for international visits. The visit request must be submitted through the FSO to the applicable clearance agency. The RFV format below, will be used for all requests for international visits as follows:

- (1) A separate request must be submitted for each program, project, or contract.
- (2) A separate request must be submitted for each country to be visited.
- (3) Subject to Government Agency restrictions, multiple locations may be listed for each country provided each location is involved in the same program, project, or contract.
- (4) The RFV may be locally produced on a form or form letter provided the specified format is followed. Information given to answer each data element must be typed or printed in block letters so that it is legible.

#### **1. GENERAL INSTRUCTION**

1.1. The RFV is an important document and must be completed without misstatement or omission. Failure to provide all requested information will delay the processing of the request.

1.2. The RFV should be used for a "one-time visit" and/or "recurring visits" and/or an "emergency visit" during a certain period of time not to exceed one year.

1.3. The RFV should be marked to identify which type of information or subject will be involved:

1.3.1. Unclassified/RESTRICTED information without access to information or areas classified CONFIDENTIAL or above.

1.3.2. Information or areas classified CONFIDENTIAL or above.

1.4. This RFV should be hand written in block letters or typed. Processing of the RFV in an IS is allowed provided that the original form and content are consistent.

#### **1.5. Submitting Terms and Country Codes.**

The RFV should be in the possession of the requesting National Security Authority/Designated Security Authority (NSA/DSA) the number of working days prior to the visit as follows:

<u>Country to be visited</u>	<u>2 letter-code</u>	<u>Working days</u> (if different from lead times as shown in Section I)
Austria	AT	20
Belgium	BE	20
Canada	CA	20
Czech Republic	CZ	20
Denmark	DA	7
France	FR	15
Germany	GE	20
Greece	GR	20
Hungary	HU	20
Italy	IT	20
Luxembourg	LU	14
Netherlands	NL	10
Norway	NO	10
Portugal	PO	21
Poland	PL	25
Spain	SP	20
Sweden	SE	15
Switzerland	SZ	20
Turkey	TU	21
United Kingdom	UK	15
United States	US	21

1.6. The completed RFV should be sent to the following national agency/address that will process the request (to be inserted by issuing NSA/DSA):

Name of Agency	
Address:	
Telefax no:	

**DETAILED INSTRUCTIONS FOR COMPLETION OF REQUEST FOR VISIT**

(The application has to be submitted in English only)

These detailed instructions are guidance for the visitors who complete the RFV in the case of one-time visits or by the agency or facility security officer in case of recurring visits in the framework of approved programs or projects. Since this RFV-format is designed for manual as well as for automated use it is required that a corresponding distinction is made in the completion of some items. When this distinction is applicable reference is made in the text of the item under "Remark(s)".

Heading: In case of a manual application mark the appropriate box in left, middle and right column.

<b>HEADING</b>	Check boxes for visit type, information or access type, and whether or not there are annexes to the RFV.
<b>1. ADMINISTRATIVE DATA</b>	Do not fill in (to be completed by requesting Embassy).
<b>2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY.</b>	Mention full name and postal address. Include city, state, postal zone as applicable.
<b>3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED</b>	<p>Mention full name and postal address. Include city, state, postal zone, telex or fax number, telephone number and e-mail. Mention the name and telephone/fax numbers and e-mail of your main point of contact or the person with whom you have made the appointment for the visit.</p> <p><u>Remarks:</u></p> <p>1) Mentioning the correct postal zone (zip code) is very important because there can be different facilities of the same company.</p> <p>2) In case of a manual application, Annex 1 can be used when two or more agencies or facilities have to be visited in the framework of the same subject. When an Annex is used item 3 should state: "SEE ANNEX 1, NUMBER OF AGENCIES/FAC:..." (state number of agencies/ facilities).</p> <p>3) For visits to the United States one request for each agency/facility to be visited should be filled in.</p>
<b>4. DATES OF VISIT</b>	Mention the actual date or period (date-to-date) of the visit by "day- month-year". If applicable, place an alternate date or period in brackets.
<b>5. TYPE OF VISIT</b>	Mark one item of each column as indicated. Government initiative will be specified only if the visit is in support of an authorized government program, which must be fully described in item 8.

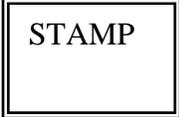
<p><b>6. SUBJECT TO BE DISCUSSED/ JUSTIFICATION</b></p>	<p>Give a brief description of the subject(s) motivating the visit. Do not use unexplained abbreviations.</p> <p><u>Remarks:</u>                      1) In case of a recurring visit this item should state "Recurring Visits" as the first words in the data element (e.g. Recurring Visits to discuss _____)                       2) It is strongly advised to repeat the subject to be discussed and or the justification of the visit in the language of the receiving country.</p>
<p><b>7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED</b></p>	<p>TOP SECRET (TS)                      SECRET (S)                      CONFIDENTIAL (C)                      RESTRICTED (R)                      UNCLASSIFIED (U)– As applicable</p>
<p><b>8. IS THE VISIT PERTINENT TO:</b></p> <p>Specific equipment or weapon system                      Foreign military sales or export license                      A Program or Agreement                      A defense acquisition process                      Other</p>	<p>Mark the appropriate line yes (Y) and specify the full name of the government project/program, FMS-case etc., or request for proposal or tender offer using commonly used abbreviations only</p>

<p><b>9. PARTICULARS OF VISITOR</b></p>	<p><u>NAME</u>: Title (Mr. Dr. COL), family name, first forename in full, middle initial(s), and suffix (Jr., PhD, etc. ) Family name and first forename are mandatory fields.</p> <p><u>DOB</u>: date of birth (day-month-year)</p> <p><u>POB</u>: place of birth (city-state-country)</p> <p><u>SC</u>: actual security clearance status, e.g., TS, S, C. Indicate NATO clearance (CTS, NS, NC) if the visit is related to NATO business.</p> <p><u>ID-PP</u>: enter the number of identification card or passport, as required by host government.</p> <p><u>NAT</u>: enter nationality and/or citizenship in 2-letter-code in accordance with the General Instructions paragraph 1.4.</p> <p><u>POSITION</u>: Mention the position the visitor holds in the organization (e.g., director, product manager, etc.)</p> <p><u>COMPANY/AGENCY</u>: Mention the name of the government agency or industrial facility that the visitor represents (if different from item 2).</p> <p>[Remark: when more than 2 visitors are involved in the visit, Annex 2 should be used. In that case item no. 9 should state "SEE ANNEX 2, NUMBER OF VISITORS:" (state the number of visitors)].</p>
<p><b>10. THE SECURITY OFFICER OF THE REQUESTING AGENCY</b></p>	<p>This items requires the name, telephone, facsimile numbers and e-mail of the requesting facility security officer</p>

<p><b>11. CERTIFICATION OF SECURITY CLEARANCE</b></p>	<p><u>DO NOT FILL IN</u> (to be completed by government certifying authority only if access to information or to areas classified CONFIDENTIAL or above will be involved unless otherwise required by bi-lateral agreements.)</p> <p>Note for the certifying authority:</p> <p>a. Mention name, address, telephone, facsimile numbers and e-mail (can be pre-printed).</p> <p>b. This item should be signed and eventually stamped, as applicable.</p> <p>c. If the certifying authority corresponds with the requesting National Security Authority enter: "See item 12".</p> <p><u>Remark:</u> Item 11 and 12 may be filled in by the appropriate official of the Embassy of the requesting country.</p>
<p><b>12. REQUESTING SECURITY AUTHORITY</b></p>	<p><u>DO NOT FILL IN.</u></p> <p>Note for the requesting NSA/DSA:</p> <p>a. Mention name, address, telephone, facsimile numbers and e-mail (can be pre-printed).</p> <p>b. Sign and eventually stamp this item.</p>
<p><b>13. REMARKS</b></p>	<p>a. This item can be used for certain administrative requirements (e.g. proposed itinerary, request for hotel, and/or transportation).</p> <p>b. This space is also available for the receiving NSA/DSA for processing, e.g., "no security objections", etc.</p> <p>c. In case of an Emergency Visit the name, telephone, fax numbers and e-mail of the knowledgeable person ( Doc. 7, section II, point 2a ) should be stated.</p> <p>d. In case a special briefing is required, the type of briefing and the date that the briefing was given should be stated.</p>

<b>REQUEST FOR VISIT</b>		
<input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> Emergency <input type="checkbox"/> Amendment	<input type="checkbox"/> Unclassified/RESTRICTED information or access to areas without access to information classified CONFIDENTIAL or above  <input type="checkbox"/> CONFIDENTIAL or above involved.	Annexes: <input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>1. ADMINISTRATIVE DATA</b>		
REQUESTOR:	DATE:	
TO:	VISIT ID:	
<b>2. REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY</b>		
NAME		
POSTAL ADDRESS	E-MAIL ADDRESS (when known)	
TELEX/FAX NR.	TELEPHONE	
<b>3. GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED</b>		
NAME		
ADDRESS	E-MAIL ADDRESS (when known)	
TELEX/FAX NR.	TELEPHONE	
POINT OF CONTACT		
<b>4. DATES OF VISIT: // TO // ( // TO // )</b>		
<b>5 TYPE OF VISIT: (SELECT ONE FROM EACH COLUMN)</b>		
<input type="checkbox"/> GOVERNMENT INITIATIVE	<input type="checkbox"/> INITIATED BY REQUESTING AGENCY OR FACILITY	
<input type="checkbox"/> COMMERCIAL INITIATIVE	<input type="checkbox"/> BY INVITATION OF THE FACILITY TO BE VISITED	

<b>6. SUBJECT TO BE DISCUSSED/JUSTIFICATION:</b>	
<b>7. ANTICIPATED LEVEL OF CLASSIFIED INFORMATION TO BE INVOLVED</b>	
<b>8. IS THE VISIT PERTINENT TO:</b>	<b>SPECIFY</b>
Specific equipment or weapon system	<input type="checkbox"/>
Foreign military sales or export license	<input type="checkbox"/>
A Program or Agreement	<input type="checkbox"/>
A defence acquisition process	<input type="checkbox"/>
Other	<input type="checkbox"/>
<b>9. PARTICULARS OF VISITORS</b>	
<b>NAME</b>	
DATE OF BIRTH; / /	PLACE OF BIRTH
SECURITY CLEARANCE:	ID/PP NR:
POSITION	NATIONALITY
COMPANY/AGENCY	
<b>NAME</b>	
DATE OF BIRTH; / /	PLACE OF BIRTH
SECURITY CLEARANCE:	ID/PP NR:
POSITION	NATIONALITY
COMPANY/AGENCY	
<b>10. THE SECURITY OFFICER OF THE REQUESTING GOVERNMENT AGENCY OR INDUSTRIAL FACILITY</b>	
NAME:	TELEPHONE/FAX NRS. E-MAIL-ADDRESS (when known):
SIGNATURE:	
<b>11. CERTIFICATON OF SECURITY CLEARANCE</b> (only if information or areas classified CONFIDENTIAL or above will be involved unless required by bilateral agreements)	
NAME:	

ADDRESS:	
SIGNATURE:	
<b>12. REQUESTING NATIONAL SECURITY AUTHORITY:</b>	
NAME:	
ADDRESS:	
SIGNATURE:	
<b>13. REMARKS:</b>	

**GOVERNMENT AGENCY OR INDUSTRIAL FACILITY TO BE VISITED:**

1. NAME :  
ADDRESS :

TELEX/FAX NO : E-MAIL (when known):  
POINT OF CONTACT : TELEPHONE NO:

2. NAME :  
ADDRESS :

TELEX/FAX NO : E-MAIL (when known):  
POINT OF CONTACT : TELEPHONE NO:

3. NAME :  
ADDRESS :

TELEX/FAX NO : E-MAIL (when known):  
POINT OF CONTACT : TELEPHONE NO:

4. NAME :  
ADDRESS :

TELEX/FAX NO : E-MAIL (when known):  
POINT OF CONTACT : TELEPHONE NO:

5. NAME :  
ADDRESS :

TELEX/FAX NO : E-MAIL (when known):  
POINT OF CONTACT : TELEPHONE NO:

(Continue as Required)