



## SECURITY GUIDE TO INTERNATIONAL VISITS

*Contractor's traveling overseas to non U.S. sites to attend a classified meeting or visiting a classified site need to submit a visit request to DCSA International IAW 32 CFR 117.19(e)(2).*

By following the outlined steps below a facility and traveler can ensure their visit is in compliance with country agreements and the NISPOM Rule.

### UPON TRAVEL NOTIFICATION:

- Download country specific template from the DCSA website:  
<https://www.dcsa.mil/Industrial-Security/International-Programs/Outgoing-International-Visits/>
- Review DCSA website for lead time and country requirements.
- Determine type of visit (Emergency, Amendment, One Time or Recurring).
- Coordinate with foreign site POC to obtain visit details (dates, location(s), level of clearance to be passed, in-country POC info, subject to be discussed).

### COMPLETING THE RFV:

- Review visit template instructions.
- Fill out each section with required information.

### FACILITY SECURITY OFFICE FINAL REVIEW:

- Review RFV to ensure it is completed accurately.
- Confirm lead time and country specific requirements are met.
- If Emergency Letter is required, verify it is included.
- Ensure travelers personal and clearance information matches DISS record.
- Verify in country POC contact information is accurate.
- Security Officer signs the request, otherwise, the form is invalid. (Digital or wet signature required).

### SUBMITTING VISIT TO DCSA:

- Email: Send a password-protected scanned PDF to [dcsa.rfv@mail.mil](mailto:dcsa.rfv@mail.mil) and provide the password in a separate email.
- Fax: (878) 274-4862
- DoD Secure Access File Exchange (SAFE): Email the passphrase to [dcsa.rfv@mail.mil](mailto:dcsa.rfv@mail.mil) when encrypting files. (CAC required)

### AFTER SUBMISSION TO DCSA:

- DCSA International will email the submitter either a Visit Confirmation or Rejection (with reasons) within five business days.
- The traveler is responsible for following up with the foreign site to confirm approval.
- Note: Not all countries will provide DCSA International with a formal approval/rejection notification.