DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

OUTGOING INTERNATIONAL VISITS
FACT SHEET

DCSA processes outgoing international visit requests for cleared U.S. contractors traveling to foreign classified sites and/or accessing classified information, up to Top Secret. Visit requests for overseas U.S. locations, such as U.S. embassies, U.S. military sites, or U.S. naval vessels docked overseas must be coordinated with the appropriate government contracting activity (GCA) or the applicable site security manager.

FOREIGN VISIT PROCESS

Initial Review
The initial submission is reviewed for accuracy. If corrections are required, the submitter will receive a rejection email.

Assignment
The Request for Visit (RFV) is assigned to an action officer (AO) for processing.

Action Officer Review
The AO reviews the RFV for accuracy and verifies personnel security clearances (PCLs) of each traveler. Visitors will be removed if their personnel data is incorrectly listed.

Approval Request
AO sends the RFV to the foreign government visitor control liaison for approval.

Processing
AO emails the submitter once the visit is processed and sent for approval.

Notification
The submitter is notified via email of any foreign visit approval or rejection.

SUBMITTING A REQUEST FOR VISIT

Submission Methods	Processing & Lead Times
• **Email:** Email a password-protected scanned PDF to DCSA.rfv@mail.mil. Email the password separately for each request, including any previously rejected requests. • **Fax:** 571-305-6010 • **DoD Safe Access File Exchange (SAFE):** Email the passphrase when encrypting files via DoD SAFE.	• Each country has specific lead time requirements for processing. For most countries, it is 30 calendar days. However, lead times are subject to change at the discretion of the foreign government. • DCSA requires **five (5)** business days (in addition to the required foreign government lead time) to process a visit request, emergency or otherwise. The day the request is sent **does not** count toward the processing time. • RFVs will **NOT** be accepted more than **90** days from the visit's start date.

EMERGENCY VISITS

- **Cannot** exceed 30 days in duration.
- Must relate to a government-approved contract, international project/program, or request for proposal.
- Submission must include a justification letter from the GCA program manager or foreign site POC.
- Visit request dates must match the dates provided in the emergency letter.

AMENDMENTS

- Amendments are visit requests that have been processed and require the addition or removal of visitors only. They **cannot** be used to add sites or change dates.
- Submission must provide the original reference number e.g. 12345-19-2447AM3.
- The start and end date from the original request must remain the same while the arrival date of the new visitors should be listed in the remarks section.
- The maximum number per original visit request **cannot** exceed 10.

NATO VISITS

- Access to National Atlantic Treaty Organization (NATO) classified information requires a final PCL at the equivalent level.
- All visitors must be NATO-briefed annually, and NATO access must be in JPAS before visit submission.
- Some sites may require a NATO security clearance certificate (NSCC) to accompany the RFV, e.g. SACT, SHAPE, NCIA in Belgium.
- NATO clearances need to be in the correct format, e.g. NATO Confidential, NATO Secret, and COSMIC Top Secret.

Additional information can be found at *https://www.DCSA.mil/mc/ctp/int/visits*