## INSTRUCTIONS FOR GERMAN
## REQUEST FOR VISIT (RFV) TEMPLATE

The following document must be completed in full.  Failure to complete all required areas of the document may result in the Request For Visit (RFV) being rejected.

**Top of document** Mark ONE box which best describes the type of visit – One-Time, Recurring, etc.

Advise if <u>Annexes</u> are included (Supplements 1 & 2) – Mark Yes or No
(Annexes refer to the last pages of the document, which provide overflow space to accommodate additional sites to be visited, and/or additional visitors.)

**Block 1** For Government Use Only

**Block 2** Provide facility CAGE Code in addition to requesting company's facility address and Point of Contact (POC) information.

**Block 3** If more than one site is to be visited, additional sites can be documented on Supplement 1. Ensure complete Point of Contact information is provided.

**Block 4** Duration of a visit may not be longer than 364 days (one year, less one day).

**Block 5** Make the appropriate selection from each column. (Government OR Commercial AND Initiated by... OR By invitation...)

**Block 6** Explain the subject to be discussed in detail.  Vague descriptions such as "technical discussions" or "technical interchange meeting", are not sufficient. Do not include information that is classified.

**Block 7** Input anticipated level of classified information to be involved.

**Block 8** Select from the listed options and provide specific detail.

**Block 9** Include each visitors Social Security Number after each name, so DCSA can confirm clearance status.
If the space allotted in block 9 cannot accommodate the number of intended visitors, additional visitors can be added in Supplement 2.

**Block 10** Must be completed and signed or visit request will be rejected. In order to receive our visit confirmation, an FSO or AFSO email address must be provided. Please use either the remarks section or include it on a fax coversheet.

**Block 11** For Government Use Only
**Block 12** For Government Use Only

**Upon completion, submit the visit request via password protected email to DCSA.RFV@mail.mil, fax to 571-305-6010 or submit via DoD SAFE. The DCSA Request for Visit mailbox can no longer receive encrypted emails. Documents containing PII should never be sent via open email without securing the file.**