

## INSTRUCTIONS FOR SWEDEN RFV TEMPLATE

- Top of Document Make the appropriate selection (One-Time, Recurring, Emergency)
- Block 1 Leave all fields blank.
- 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 *Annex 2*. Ensure the complete site POC information is provided. A separate visit must be completed for different entities (e.g., MOD vs. SwAF)
- 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 Select anticipated level of classified information to be involved.
- Block 8 If the entries allotted in block 8 cannot accommodate the number of intended visitors, additional visitors can be documented on Annex 1.
- Above Block 9 Facility Security Officer's name, contact number, and email. Note: This visit request is NOT valid without the company security officer or Facility Security Officer's signature. Hand Signatures are acceptable if you do not have digital signature capability
- Block 9 For Government Use Only.
- Block 10 Remarks. This area is for additional information, if needed. If Amendment add arrival date here. Add APACS number, if available.
- Block 11 Select yes or no for each item as it applies. Supply Time and Date for yes selections.

**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.**