# Annex B-3: Biographic Data Form for Certified Visitors

**(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)**

DIRECTIONS: In accordance with Section II, paragraph A.9., of the U.S. Army Military Attaché Guide, Attachés shall complete this form for each visitor certified to the U.S. Army as a Personnel Exchange Program (PEP) participant, Foreign Liaison Officer (FLO), Standardization Representative (STANREP), Engineer and Scientist Exchange Program (ESEP) participant , or Cooperative Program Personnel (CPP) participant. Attachés shall submit this form, as well as a full-body photo as .gif or .jpeg file, at least 30 days prior to the start of an extended visitor’s visit start date by email to the following email address: usarmy.pentagon.hqda-dcs-g-2.mbx.dami-cd-guardian@mail.mil. Embassies without email connectivity or without electronic photo files may send photos and biographies by diplomatic pouch to the Pentagon ATTN: DAMI-CDD.

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| **Biographic Data Form For Certified Visitors** | | *POSITION NUMBER (For official use only):* | | |
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| 1. NAME OF COUNTRY: | 2. FOREIGN VISIT REQUEST # (RVA #): | | *3. DATE OF INFORMATION (DD/MM/YYYY):* | |
|  |  | |  | |
| 4. NAME (Full name in Roman letters) | | | *5. CERTIFIED VISITOR (check the box)* | |
|  | | | *Foreign Liaison Officer*  *Military Personnel Exchange Program*  *Engineer and Scientist Exchange Program*  *Standardization Representative*  *Cooperative Program Personnel*  *Administrative and Professional Exchange*  *Program (APEP)* | |
| 6. RANK (or please note if individual is civilian) | | | *a. Date of Rank (DD/MM/YYYY):* | |
|  | | |  | |
| 7. POSITION  a. Assigned Position and Assigned U.S. Command | | | *b. Date position will be assumed (DD/MM/YYYY):* | |
|  | | |  | |
| *c. If applicable, Name of Predecessor (person who previously held this position) and Rank (If not applicable, please note).* | | | | |
|  | | | | |
| 8. CIVILIAN EDUCATION (List chronologically, dates (year), and locations. Schools in-country and abroad.) | | | | *9. PHOTO* |
|  | | | | *Please do not paste photo to this form and scan form. Instead, please email a full-body .gif or .jpeg file photo in conjunction with this form.* |

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| *10. MILITARY EDUCATION (List chronologically, dates (years), and locations. Military schools, in-country and abroad.)* |
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| *11. MILITARY COMMANDS AND STAFF ASSIGNMENTS (List chronologically, dates (years) and locations. Military schools, in-country and abroad.)* |
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