

Annex B-1: Letter Format for Request for Visit Authorization

(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)

SERIAL: BLOCK 1

 BLOCK 2

SUBJECT: Request for Visit Authorization (RVA)

TO: BLOCK 3

1. Authorization is requested for the following personnel to visit the facility cited on the date(s) and for the purpose(s) indicated below:

VISITORS:

NAME(S) (BLOCK 4)

DPOB/SVC#/PP# (BLOCK 5)

CITIZENSHIP (BLOCK 6)

SECURITY CLEARANCE (BLOCK 7)

AGENCY REPRESENTED (BLOCK 8)

2. VISIT TO: (BLOCK 9)

3. DATE(S) AND DURATION: (BLOCK 10)

4. PURPOSE(S): (BLOCK 11)

a. Is the visit directly related to a specific U.S. equipment item or weapon system? (___) Yes (___) No. If yes, please specify: (BLOCK 12)

b. Is the visit directly related to a FMS Case or Munitions Export License: (___) Yes (___) No. If yes, please specify: (BLOCK 13)

c. Is the visit directly related to a specific exchange program (e.g., DEA, IEP, joint project or agreement)? (___) Yes (___) No. If yes, please specify (BLOCK 14)

d. Is the visit related to the Defense Department acquisition process? (___) Yes (___) No. If yes, please specify how it is related: (BLOCK 15)

e. If known, identity and telephone number of a U.S. person knowledgeable of proposed visit: (BLOCK 16)

5. Remarks: (BLOCK 17)

6. STATEMENT OF OFFICIAL SPONSORSHIP AND SECURITY ASSURANCE: This visit is officially sponsored by the Government of (BLOCK 18). The person(s) included is/are authorized representative(s) of the Government of (BLOCK 19), and such persons(s) and this Government will observe and carry out the following responsibilities with respect to the care, use, and disposition of information acquired: (a) classified United States Government (U.S. Government) material or information furnished in connection with this request will be afforded a degree of security protection at least equal to that afforded our government's classified material or information of the same classification level; (b) such classified material or information will not be provided to anyone not an officer, employee or agent of this Government, except as specified in the request, without the approval of the U.S. Government; (c) all personnel subsequently authorized access to such material or information will be security cleared to the required classification level and have an official need for access; (d) the material or information will be used only for the purpose specified in this request; (e) this Government will promptly and fully inform the U.S. Government of any compromise, or possible compromise, of U.S. classified material or information furnished pursuant to this request; and (f) if the U.S. classified material or information is to be subsequently furnished to a commercial or government-owned contractor: (1) such material or information will be transmitted through official government channels; (2) the specified contractor will have been granted a facility security clearance by this Government at a level at least equal to the classification level of the U.S. material or information involved; (3) all contractor personnel requiring access to such material or information will have been cleared to the appropriate level by this Government and; (4) this Government will assume responsibility for administering security measures for the protection of such material or information while it is in the possession of the contractor, to include periodic inspections and briefings to ensure that the material or information is being adequately protected.

FOR THE GOVERNMENT OF (BLOCK 20)

AFFIX EMBASSY SEAL BELOW

(Signature of Military Attaché)

(Typed Name of Signatory)

(Typed Title of Signatory)

(Typed Name of Embassy)

**INSTRUCTIONS FOR COMPLETION OF A
REQUEST FOR VISIT AUTHORIZATION LETTER FORMAT
(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)**

General Instructions: Please avoid the use of acronyms in providing personal data requested by the RVA.

BLOCK 1: Each request must bear a distinctive and unique identifying combination of letter and numbers. The identifying reference will follow the Department of Defense Foreign Disclosure and Technical Information System (FORDTIS) format. The identifying reference will be formulated as follows:

- A country identifier followed by the calendar year in which the request is submitted.
- This will be followed by a hyphen.
- The hyphen is followed by a letter that indicates the section of the embassy that is originating the request. (It is the option of the submitting embassy to make this distinction. However, a letter must be included.)
- The letter is followed by an annual four (4) digit serial number.

For example: SZ01-A0001 would indicate the first RVA submitted by the Swiss Embassy in 2001. GE01-A0001 would indicate the first RVA submitted by the German Embassy in 2001.

BLOCK 2: Enter today's date.

BLOCK 3: Select and enter the address for DAMI-CDD if the visit is to a U.S. Army installation/activity located within the continental United States. Addresses for U.S. Army installations/activities located outside the continental United States are listed at the first page of this Section. Requests should be sent directly to the addresses given.

BLOCK 4: Enter full name and rank/title of each prospective visitor. The minimum requirement is last/family name (surname) first/given name, middle initial and rank/grade. The surname may be capitalized or underlined. For example: STUART, James Ewell Brown, General. For general/flag officers or the civilian equivalent rank/grade, please attach biographical information on the visitor applicant.

BLOCK 5: Enter the means by which the identity of each prospective visitor may be positively verified by the host. This may be either: Date and place of birth (DPOB), military or government service identification number, or passport number. It is essential that the prospective visitors have evidence of that means of identification in their possession during the visit.

BLOCK 6: Enter the citizenship (nationality) of each visitor.

BLOCK 7: Enter the level of access to classified information to which each individual is cleared by the requesting government.

- NATO member nations only. The foregoing, in conjunction with the standard security assurance (paragraph 6 of the request form), is sufficient only for exchanges of information on a bilateral government-to-government basis.
- If exchange of/access to NATO information is required, a NATO security clearance certificate must be provided in accordance with Enclosure "C" to NATO document C-M (55)15(FINAL) and be appended to the request for visit authorization.

BLOCK 8: Enter the government agency or department or commercial firm represented by each prospective visitor.

BLOCK 9:

Enter only one specific facility, organization, command, agency or commercial firm, and its precise geographical location on each request. Citing only an installation (e.g., Fort Belvoir, VA) is not sufficient. Several diverse organization, facilities, commands and agencies often are located on the same installation.

- Similarly, citing only an organization, command or agency is not sufficient, as elements may be situated at more than one location.
- Entries for commercial firms must include the complete mailing address (i.e., street name and number or post office box, city, state, and zip code.)
- It is the responsibility of the requesting Military Attaché to obtain and provide this information.

BLOCK 10: Enter the actual date or period of time (date-to-date) of the visit by “day-month-year.” If applicable, indicate an alternate date or period in brackets.

BLOCK 11:

- The stated purpose of a proposed visit is the single most important basis for visit planning by the prospective host. It may not be altered by amendment, nor are hosts normally inclined to be respond favorably to attempts to expand the purpose once a visit has begun. Consequently, the requesting Military Attaché should ensure that the purpose statement is expressed clearly and in detail. If such details are not readily available, the Military Attaché should withhold submission of the request until such details are made available by the prospective visitor(s).
- The purpose statement should convey what specific topics are desired for discussion and why such discussions are of benefit to the requesting government. Major topics should be subdivided into specific issues, and major equipment items or weapons systems should be subdivided into specific components. As a general rule, the requesting Military Attaché must be guided by the premise that no amount of detail can ever be too great.
- Please avoid the use of acronyms in completing Block 11.
- The following are examples of acceptable and unacceptable purpose statements:
 - Unacceptable: Discussions on the M-1 tank.
 - Acceptable: Discussions on engine, drive train and cooling system employed on the M-1 tank.
 - Unacceptable: Discussions within the framework of Data Exchange Agreement (DEA) XX-XXXX.
 - Acceptable: Discussions on ways to reduce large caliber gun tube erosion, stress and fatigue, under the auspices of DEA XX-XXXX.
 - Unacceptable: Briefings on air defense systems in use by the U.S. Army.
 - Acceptable: Briefings on operational capabilities, crew training and maintenance requirements associated with fielding of the following air defense, systems: Improved HAWK, Chaparral and Patriot.

BLOCKS 12, 13, 14, 15 AND 16: The five specific items depicted (Paragraph 4a-e) are designed to support the purpose statement and to facilitate evaluation and coordination of particular aspects of the proposed visit. These items must be typed on each request and appropriate responses entered at the time of preparation. The absence of the items and/or responses will result in the request being returned without action. **If a specific point of contact is not known, please enter “UNK.”**

BLOCK 17: Entries in the Remarks section are optional but may include such information as:

- Name and telephone number of an Embassy point of contact familiar with the details of the visit.
- Reference to previous requests or other actions having a potential bearing on the current request.
- Explanation of/justification for entries in previous items.
- English language capability of the visitor(s).

BLOCKS 18, 19, AND 20:

- Enter official name of the country the visitor(s) will be representing in Blocks 18, 19 and 20.
- The wording of the sponsorship/security assurance statement (with Blocks 18 and 19 correctly filled in) **must appear verbatim as shown on the request format** on each RVA. If the request is reformatted or is not contained on one page, this statement **must appear immediately above the Military Attaché's or other responsible embassy official's signature. This statement serves as the sole and exclusive legal basis for the government-to-government exchange of official information.**
- If the requesting government does not wish to officially sponsor a particular visit, but instead is submitting the request merely to satisfy a U.S. requirement or to facilitate interaction between a private citizen and the U.S. Army, the sponsorship/security assurance statement is to be crossed out and the following statement entered in REMARKS: **"This Visit is not officially sponsored by the government of (INSERT NAME OF COUNTRY) _____, which accepts no responsibility for the activities of the visitor."**

BLOCK 21: Requests for Visit Authorization must be signed by a Military Attaché or embassy official complete with signature block and embassy seal as prescribed in Paragraph D3 of Section I of the Military Attaché Guide.