

Student Guide

International Visit Requests Short

International Visit Requests Short Information

Objectives

- Describe the basic outgoing visit request process and timeline
- Identify types of visit requests and common reasons for rejection

POC: industrialsecurity.training@dss.mil

Estimated completion time: 15 minutes

Introduction

As part of their contract work, U.S. cleared contractors in the NISP sometimes have to travel to foreign countries to perform classified work. This work may include providing educational outreach and training, testing defense equipment or weapons systems, selling defense articles or services, attending meetings in support of a joint venture, or negotiating on a proposed bid.

In performing this work, contractors may require access to foreign military sites, government sites, or cleared facilities.

One of the mission-essential functions of the Defense Security Service (DSS) is to provide security assurances to the National Security Authority or Designated Security Authority (NSA/DSA), of the country being visited that visiting U.S. contractors have valid clearance eligibility, access, need-to-know, and official justification and that they have been appropriately briefed to travel to classified sites or to view classified information in other countries.

Overview of International Visit Request Process

DSS processes international outgoing visit requests for cleared U.S. contractors traveling to foreign classified sites and/or accessing classified information, up to Top Secret, in overseas locations. Note that access to proscribed information, such as Special Access Programs (SAPs) and Sensitive Compartmented Information (SCI) is the responsibility of the sponsoring government customer. Also note that DSS processes requests only to non-U.S. locations. 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.

The international visit request process generally follows five steps.

- First, the Facility Security Officer (FSO) or the FSO's designee works with the traveler to complete the Request for Visit, or RFV, form. When the FSO or designee is satisfied that that the form is completed accurately, completely, and in compliance with regulations, the FSO or designee signs the form and submits the request to the DSS International Division.
- Next, the DSS International Division staff reviews the RFV for completion and verifies each traveler's personnel security clearance (PCL).
- On behalf of the Designated Security Authority (in this case, the Office of the Secretary of Defense for Policy), the DSS International Division then transmits the request to the National Security Authority or Designated Security Authority of the country where the visit will take place.
- Once the request has been submitted to the foreign government agency, the DSS International Division notifies the FSO of the submission by sending a signed and stamped copy of the RFV.
- The foreign government agency or facility then approves or denies the request. To verify the status of the visit, the FSO or designee follows up with the point of contact at the foreign government agency or facility to confirm that the request was received and approved.

Note that although the foreign government agency or facility approves all outgoing classified visit requests, the FSO is responsible for following up with the foreign point of contact to confirm that the visit request has been approved.

Additional requirements apply to visit requests covering more than 50 visitors.

Large Visit Request Requirements

In order to keep file sizes in check and enable more efficient processing of visit requests, all requests covering more than 50 visitors should be split into multiple requests.

FSO responsibilities:

- Notify DSS in advance of requests for more than 50 visitors
- Submit each RFV form separately

Lead Times for Processing Visits

One factor that FSOs must keep in mind in planning international classified visits is the lead times required by DSS and by the country where the visit will take place.

Each country has specific lead time requirements for processing an RFV. In most countries, the lead time required to process a visit is 30 calendar days. However, there are several notable exceptions, which are listed here:

Country	Lead Time
France	35 days
Italy	40 days
Japan	45 days
Sweden	60 days
Switzerland	35 days
United Kingdom	35 days

In addition to the required foreign government lead times, DSS requires a minimum of five business days to process a visit request. Note that all foreign government lead times are subject to change at the government's discretion without notice.

Visit the International Visits page of the DSS website for the latest country lead times.

More About Lead Time Requirements

For the most current information on lead times and requirements associated with international classified visits—

- Visit the International Visits Request Web page:
<http://www.dss.mil/isp/international/visits.html>
- Contact the DSS Visit Request Hotline:
 - Phone: 855-834-0375
 - E-mail: RFV@dss.mil

Review Activity 1

How well do you understand the overall visit request process?

Select the best response for each statement. Then check your answers in the Answer Key on the following page.

True/False Statement	True	False
The traveler completes and submits his or her own RFV form	<input type="radio"/>	<input type="radio"/>
DSS processes outgoing international visit requests	<input type="radio"/>	<input type="radio"/>
DSS approves outgoing international visit requests	<input type="radio"/>	<input type="radio"/>
The foreign government sponsor notifies DSS and the FSO when request is approved	<input type="radio"/>	<input type="radio"/>
The standard lead time for most countries is 30 days	<input type="radio"/>	<input type="radio"/>

Answer Key: Review Activity 1

How well do you understand the overall visit request process?

True/False Statement	Feedback
The traveler completes and submits his or her own RFV form	False. The traveler may complete the form, but typically, the FSO or FSO's designee works jointly with the traveler to complete the RFV form. Once completed, the FSO signs and submits the form on the traveler's behalf.
DSS processes outgoing international visit requests	True. The DSS International Division processes international outgoing visit requests for cleared U.S. contractors traveling to foreign classified sites or accessing classified information, up to Top Secret, in overseas locations.
DSS approves outgoing international visit requests	False. The foreign government agency or facility approves visit requests.
The foreign government sponsor notifies DSS and the FSO when request is approved	False. Although the foreign government agency or facility approves outgoing classified visit requests, the FSO or the FSO designee must follow up with the foreign point of contact to confirm that the request was approved.
The standard lead time for most countries is 30 days	True. With several notable exceptions, the lead time required for most countries to process a visit is 30 days.

Types of Visit Requests

Various types of visit requests are used for various specific purposes. Most RFVs are standard requests. However, some countries have country-specific requirements, and some special circumstances also have additional requirements.

Standard Request for Visit (RFV)

Form U-1201 is the standard RFV form that is used for all visit requests that do not require country-specific forms.

The U-1201 must be typed and completed in its entirety, and it must be signed in Block 10 by the FSO or designee. Requests submitted without the FSO or designee's signature in Block 10 will be rejected.

Note that some foreign countries may impose additional requirements for documentation, such as training records, a copy of the traveler's passport, or briefing certificates, to be submitted along with the visit request. Also note that due to personally identifiable information, or PII, concerns, the preferred method of submission is fax.

Visit the International Visits page of the DSS website for the latest information.

Additional Information

- View the U-1201 RFV Form, Instructions, and associated documentation here: <http://www.dss.mil/isp/international/visits.html>
- Submission methods for Form U-1201:
 - Fax each RFV form separately to DSS International Division at 571-305-6010

Country Specific Request for Visit (RFV)

Certain countries accept the standard U-1201 but have additional requirements for visit requests. Other countries use country-specific forms and have specific requirements for completing them.

Countries that accept the U-1201 but have additional requirements:

- Spain
- United Kingdom

Countries that require country-specific forms:

- Australia
- Canada
- Germany
- Saudi Arabia

- Switzerland

Visit the International Visits page of the DSS website for the latest information.

Additional Information

- View the country-specific forms and instructions here:
<http://www.dss.mil/isp/international/visits.html>
- For questions on specific country requirements, contact the DSS Visit Request Hotline:
 - Phone: 855-834-0375
 - E-mail: RFV@dss.mil

Emergency Visit Requests

DSS typically processes only those visit requests that meet each foreign country's lead time requirements. However, in rare instances when the specified lead time cannot be met, some foreign governments may accept an emergency visit request that does not meet its standard lead time requirements.

To qualify as an emergency, the visit must relate to a specific government-approved contract, international agreement or announced request for proposal and failure to make the visit could seriously jeopardize the contractor's performance on the contract or program or result in the loss of a contract opportunity.

Emergency visits are approved only as single, one-time visit, and they cannot exceed 30 days.

Emergency RFVs must be accompanied by a justification letter from the government agency or site to be visited. Note that a letter of invitation from the foreign government does not equate to a letter of justification.

Emergency Letter of Justification:

- Written justification from GCA or site to be visited
- Must accompany RFV
- States reason for the emergency visit
- Explains why visit cannot be rescheduled for a later date
- Includes dates of visit

Visit the International Visits page of the DSS website for the latest information.

NATO Site Requirements for RFV

All requests for NATO site visits require a standard U-1201 RFV form, but they also have several additional requirements. All visitors to NATO sites must be NATO-

briefed annually, and NATO access must be updated in the Joint Personnel Adjudication System, or JPAS. Some NATO sites may also require a NATO Security Clearance Certificate, or NSCC, to accompany the RFV.

Note that visits to NATO sites require five business days for processing.

Visit the International Visits page of the DSS website for the latest information.

Additional Information

- View the NATO Certificate form and instructions here:
<http://www.dss.mil/isp/international/visits.html>
- To verify whether an NSCC is required, contact the DSS Visit Request Hotline:
 - Phone: 855-834-0375
 - E-mail: RFV@dss.mil

Review Activity 2

How well do you understand the various types of visit requests?

Select the best response for each statement. Then check your answers in the Answer Key on the following page.

True/False Statement	True	False
Emergency visit requests require an Emergency Justification letter instead of an RFV form.	<input type="radio"/>	<input type="radio"/>
All types of visit requests require the standard U-1201 RFV form.	<input type="radio"/>	<input type="radio"/>
All countries have additional requirements to supplement the U-1201 RFV form.	<input type="radio"/>	<input type="radio"/>
Canada, Germany, and Saudi Arabia require country-specific RFV forms.	<input type="radio"/>	<input type="radio"/>
For NATO site visits, NATO access must be updated in JPAS.	<input type="radio"/>	<input type="radio"/>

Answer Key: Review Activity 2

How well do you understand the overall visit request process?

True/False Statement	Feedback
Emergency visit requests require an Emergency Justification letter instead of an RFV form.	False. Emergency visit requests require an Emergency Justification letter <i>in addition to</i> an RFV form.
All types of visit requests require the standard U-1201 RFV form.	False. Most visit requests require the standard U-1201 RFV form, but some countries require RFVs to be submitted on country-specific forms.
All countries have additional requirements to supplement the U-1201 RFV form.	False. Some countries have additional requirements to supplement the U-1201 RFV form, and some countries require RFVs to be submitted on country-specific forms, but most countries require simply the standard U-1201 RFV form.
Canada, Germany, and Saudi Arabia require country-specific RFV forms.	True. In addition to Canada, Germany, and Saudi Arabia, Australia and Switzerland also require country-specific RFV forms.
For NATO site visits, NATO access must be updated in JPAS.	True. For all NATO site visits, NATO access must be updated in JPAS.

Common Reasons for Rejection of Requests

In addition to knowing about the RFV process, timelines, and forms, it is also important to know why visit requests are often rejected so that you can avoid having your visit request be rejected.

The following are the most common reasons for rejection.

Insufficient Lead Times	<ul style="list-style-type: none"> Submitting a request with insufficient lead time for processing by DSS and by the foreign country
Problems with RFV Forms	<ul style="list-style-type: none"> Incorrect form submitted by FSO Form submitted directly by the visitor instead of by the company's security officer or FSO Incorrect points of contact (POCs) listed on the visit request Incorrect or missing visitor personal information, such as social security or passport number
Missing documentation	<ul style="list-style-type: none"> Missing copies of briefing or training certificates or additional requirements needed by the foreign site Emergency visit requests not accompanied by a letter of justification endorsed by the GCA or foreign site POC
Problems with visitor access/clearance	<ul style="list-style-type: none"> Visitor's access is not accurately reflected in JPAS Visitor's clearance does not match clearance level required for the visit

Review Activity 3

Which of the following are common reasons for rejection?

Select all that apply. Then check your answers in the Answer Key on the following page.

- Submitting requests with insufficient lead time
- RFV submitted directly by the company's FSO
- Visitor cleared at higher level than required for visit
- Briefing and training certificates not included when required

Answer Key: Review Activity 3

Which of the following are common reasons for rejection?

- Submitting requests with insufficient lead time
- RFV submitted directly by the company's FSO
- Visitor cleared at higher level than required for visit
- Briefing and training certificates not included when required

Feedback: *Insufficient lead time and missing documentation are common reasons for rejection.*

Summary

In this day of increasing globalization across most industries, it should come as no surprise that U.S. cleared contractors sometimes require access to classified information in other countries.

DSS supports this reality by providing security assurances to the foreign National Security Authority or Designated Security Authority that cleared U.S. contractors have valid clearance eligibility, access, need to know, and official justification to travel to classified sites or to view classified information overseas.

Additional information on international visit requests can be found on the Outgoing Classified Visits Process page of the DSS website or by contacting the DSS Visit Request Hotline.

Additional Information

- View the latest RFV guidance, forms, and instructions here:
<http://www.dss.mil/isp/international/visits.html>
- For more information, contact the DSS Visit Request Hotline:
 - Phone: 855-834-0375
 - E-mail: RFV@dss.mil