

INSTRUCTIONS FOR GERMAN REQUEST FOR VISIT (RFV) FORM

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

A. GENERAL INSTRUCTIONS

1. DSS requires five (5) business days as lead time for processing RFV requests, and Germany requires an *additional* thirty (30) calendar days to review for approval.
2. Visit Requests to NATO sites (e.g. NATO E3A) located in Germany cannot be submitted on this form and will be rejected. The German RFV form is not the correct form to use for NATO site visits.

B. SPECIFIC INSTRUCTIONS

- Top of Form Mark ONE box which best describes the type of visit – One-Time, Recurring, etc.
 Advise if Annexes are included (Supplements 1 & 2) – Mark appropriate box YES or NO. (*Annexes refer to the last pages of the form, which provide overflow space to accommodate additional sites to be visited, and/or additional visitors.*)
- Block 1 For Government use only. Leave blank.
- Block 2 Provide facility CAGE (Commercial And Government Entity) Code in addition to requesting company's facility address.
- 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 Dates must be entered using the following format: dd-mmm-yyyy.
- Block 5 TWO selections are required. One from left and one from right column.
- Block 6 Explain the Subject to be Discussed/Justification.
- Block 7 Indicate classification level of visit – Confidential, Secret, Top Secret, or Classified Site.
- Block 8 Select from the listed options and provide specific detail.
- Block 9 Include each visitor's Social Security Number after each name, so DSS can confirm clearance status.
 If the space allotted in block 9 cannot accommodate the number of intended visitors scroll down to page 4 (referred to as Annex 2).
- Block 10 Must be completed and signed or form will be rejected.
- Block 11 For Government Use Only.
- Block 12 For Government Use Only.

Upon completion, submit the visit request via email to DSS.RFV@mail.mil using a free DOD safe access file exchange service or fax to 571-305-6010. The DSS Request for Visit mailbox can no longer receive encrypted emails. Documents containing PII should never be sent via open email without securing the file.