

MULTINATIONAL INDUSTRIAL SECURITY WORKING GROUP

MISWG DOCUMENT Number 7

1 November 2007 (amended 1 March 2013)

STANDARD INTERNATIONAL VISIT PROCEDURES

1. INTRODUCTION

1.1 When an international visit involves access to information subject to government approval or when access to security areas is necessary, a visit request will be submitted by the visitor through his/her security officer, certifying/requesting NSA/DSA and receiving NSA/DSA to the agency, organisation, or facility to be visited. These visit requests are formalized in the standard Request for Visit (RFV) procedure.

1.2 Unless required by the laws/regulations of the countries involved as per paragraph 10 of this document, no certification of security clearance will be necessary unless a visit involves access to information or areas within sites classified CONFIDENTIAL or above.

2. SCOPE

2.1 The attached standard procedures have been approved by the MISWG participants for visits by military, government, international organisations, and contractor personnel to military, government, international organisations (e.g. NATO, EU, etc.), or industrial facilities of another country. The MISWG participants also have agreed to include the procedures in their national regulations that govern international visits. Notwithstanding the procedures agreed in this document NSAs/DSAs may for national security reasons refuse a RFV for a visit to one of its facilities. NSAs/DSAs may adopt less stringent bilateral visit procedures if mutually agreed.

2.2 This document describes the complete instructions on Standard International Visit Procedures and contains the following Annex and Appendices:

- a) Annex 1: Standard Form for Request for Visit;
- b) Appendix A: Instructions for Use and Completion of a Request for Visit; and
- c) Appendix B: Request for Visit Form (and Annexes thereto).

3. TYPES OF VISITS AND PROCEDURES

3.1 There are four types of international visit requests. They are as follows:

- a) one-time;
- b) recurring;
- c) emergency; and
- d) amendment.

4. ONE-TIME VISIT

4.1 A one-time visit is a single visit for a specific purpose and to a specific site or sites, which is not anticipated to be repeated within the same calendar year. The duration of the visit will never be longer than the validity of the personnel security clearance of the visitor(s).

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4.2 Depending on the laws/regulations of the countries involved, a one-time visit request which is issued for the posting of personnel may require additional information/documents to be included with the RFV Form.

5. RECURRING VISIT

5.1 A recurring visit is for intermittent visits over a specified period of time to a specific site or sites and for a specific purpose. A recurring visit covers normally the duration of a government approved programme, project or contract that requires participating personnel to make intermittent (recurring) visits to military, government, international organisations (e.g. NATO, EU, etc.), or industrial facilities of another country participating in the programme. Visits covering a period of more than one year may be subject to annual review, as agreed by the participating countries NSA/DSA. The duration of the visit will never be longer than the validity of the personnel security clearance of the visitor(s).

6. LEAD TIMES FOR ONE-TIME AND RECURRING VISITS

6.1 The lead time to process one-time and recurring visits is depicted in paragraph 10 of this document. Paragraph 10 identifies the number of working days to the starting date of the one-time or the starting date of the first of the recurring visit that the request should be in the possession of the receiving NSA/DSA.

7. EMERGENCY VISIT

7.1 An emergency visit is for a one-time visit that must take place as a matter of urgency and importance and as such that the normally required lead time identified in paragraph 10 of this document cannot be met.

7.2 Such unplanned or emergency visits should be arranged only in exceptional circumstances. To qualify as an emergency visit at least one of the following conditions must be met:

- a) the proposed visit is related to an official military, government, international organisations (e.g. NATO, EU, etc.) request for proposal/request for tender offer (e.g. submission of, or amendment to, a bid or proposal; attendance at pre-contract negotiations or bidder's conference);
- b) the visit is to be made in response to the invitation of a host government, military, international organisations (e.g. NATO, EU, etc.) official or host contract official and is in connection with an official military, government, international organisations (e.g. NATO, EU, etc.) project, programme or contract;
- c) a programme, project, contract opportunity or otherwise significant financial interest will be placed in jeopardy if the visit request is not approved; or

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- d) operations and/or personnel are placed in direct jeopardy if the visit is not approved.

7.3 Emergency visit requests must be critically reviewed, fully justified and documented by the Security Officer of the requesting military, government agency, international organisations (e.g. NATO, EU, etc.) or industrial facility. Therefore, the requestor must complete the remarks portion in item 16 of the RFV Form to fully explain the reasons behind the emergency RFV.

7.4 When the Security Officer is satisfied that the conditions cited in paragraph 7.2 of this document have been met, the Security Officer will contact a knowledgeable person at the government agency, organisation, or industrial facility to be visited (host facility), directly by telephone, facsimile or email, to obtain tentative agreement for the proposed visit. If tentative agreement is provided to proceed with the visit request, the Security Officer of the military, government agency, international organisations (e.g. NATO, EU, etc.), or industrial facility to be visited (host facility) shall then immediately notify its NSA/DSA that an emergency visit request will be submitted by the government agency, organisation, or industrial facility requiring to make the visit (requesting facility) and explain the reason for the emergency. Furthermore, the Security Officer will then follow regular RFV procedures and send the emergency RFV to his/her NSA/DSA.

7.5 As there are no lead times for emergency RFV procedures, it is assumed that mutual understanding between the involved countries about the importance of the emergency RFV will result in adequate processing terms.

8. AMENDMENT

8.1 When an already approved or pending RFV needs to be changed regarding dates, visitors and/or locations, an amendment referring to the original RFV must be submitted.

8.2 Amendments to approved or pending one-time and recurring visits are authorized, provided that the amendments are limited to:

- a) change of dates of visit;
- b) addition and/or deletion of visitors; and
- c) change of location.

8.3 For amendments, the standard RFV Form should be used. The type of visit cannot be changed via the amendment procedure. Amendments should refer to the original request that is still pending or already approved by the receiving NSA/DSA.

8.4 Changes to the dates of a visit, the addition or deletion of visitors or a change of location to be visited should be reported immediately to the receiving NSA/DSA via the standard procedure. Amendments will be accepted by the receiving NSA/DSA up to the number of working days (assuming that there are 5 working days in one calendar week) prior

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to the approved or pending visit. The lead time to process amendments is depicted in paragraph 10 of this document.

9. USE OF THE STANDARD REQUEST FOR VISIT FORM

9.1 For all types of visit, the standard RFV Form (Annex 1 to this document) should be used.

9.2 This RFV Form has been designed for automated as well as manual use; however, the use of an electronic form and the transmission via e-mail are strongly encouraged. It is therefore essential that the detailed instructions for completion of a RFV Form described at Appendix A to Annex 1 of this document be used to fill in each data element. To fulfill this requirement it is advised that Annex 1 with its two Appendices be used as a hand-out to the visitor through the Security Officer of the agency, organisation or facility. Furthermore, it is advisable to translate those instructions for the use and completion of the RFV Form in the language of the user.

9.3 Unless otherwise required by the laws/regulations of the countries involved as per paragraph 10 of this document, the RFV shall be used in classification levels of CONFIDENTIAL or above.

9.4 Unless otherwise required by the laws/regulations of the countries involved, the NSAs/DSAs will certify the security clearance level of the visitors only in case of visits with access to information/material and/or areas within sites classified CONFIDENTIAL or above.

9.5 The completed RFV is normally an Unclassified document. However, in some exceptional cases, the completed RFV could be classified and must therefore be marked with an appropriate security marking and transmitted via secure channels.

9.6 Completion of the RFV Form should be in the language of the receiving country or in English.

10. INTERNATIONAL VISITS PROCESSING TIMES/LEAD TIMES

10.1 The following table depicts the number of working days prior to the date of the one-time visit or the date of the first recurring visit that the request should be in the possession of the receiving host NSA/DSA.

10.2 The “RFV Required” column identifies MISWG participants that require by their laws/regulations a RFV submission for Unclassified and/or RESTRICTED visits to their country.

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MISWG PARTICIPANTS	LETTER CODE	RFV REQUIRED		NUMBER OF WORKING DAYS	
		Unclassified Visits	Restricted Visits	Request	Amendment
Albania	AL	No	Yes	20	10
Australia	AU	No	Yes	20	14
Austria	AT	No	Yes	20	10
Belgium	BE	No	No	20	09
Bulgaria	BU	No	Yes	20	No deadline
Canada	CA	Yes ^{1,2}	Yes ^{1,2}	20	10
Croatia	HR	No	No	20	7
Czech Republic	CZ	No	Yes	20	10
Denmark	DK	No	No	07	05
Estonia	EE	No	Yes	30	No deadline
Finland	FI	Yes ²	Yes ²	14	07
France	FR	No	No	15	05
Germany	DE	No ³	No ³	20	10
Greece	GR	To be determined	To be determined	20	10
Hungary	HU	No	No	20	10
Israel	IL	No	Yes	20	10
Italy	IT	No	Yes	20	07
Latvia	LV	No	No	20	05
Lithuania	LT	To be determined	To be determined	20	10
Luxembourg	LU	No	Yes	14	09
Netherlands	NL	No	Yes	10	05
New Zealand	NZ	No	Yes	10	10
Norway	NO	No	Yes	10	05
Poland	PL	No	No	25	10
Portugal	PT	No	No	21	07
Romania	RO	No	No	25	10
Slovakia	SK	To be determined	To be determined	20	No deadline
Slovenia	SI	No	Yes	21	07
Spain	ES	No	Yes	20	08
Sweden	SE	Yes ²	Yes	15	05
Switzerland	CH	No	No	20	10
Turkey	TR	To be determined	To be determined	21	10
United Kingdom	UK	No ⁴	No ⁴	20	05
United States	US	No	Yes	21	05

¹ May be required for visits to governmental establishments

² Required for visits to military establishments

³ May be required for visits to military establishments

⁴ Not required from MISWG participants

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ANNEX 1
of Document no. 7

STANDARD FORM FOR REQUEST FOR VISIT

1. The attached guidance contains the instructions for the use and completion of a Request for Visit (RFV) Form when a visit authorization is required by the receiving organisations or governments. This form standardizes the elements required for a RFV and places them in a logical order. The RFV Form can be used for manual as well as automated processing; however, the use of an electronic form and the transmission via e-mail are strongly encouraged.
2. It is advisable to use this Annex and its two Appendices as a hand-out to the visitor. The general principle of this RFV is that only one format will be used when a visit request is necessary.
3. The following Appendices are contained in this Annex:
 - a) Appendix A: Instructions for the use and completion of a Request for Visit; and
 - b) Appendix B: Request for Visit Form (and Annexes thereto).

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APPENDIX A to ANNEX 1 of Document no. 7

INSTRUCTIONS FOR USE AND COMPLETION OF A REQUEST FOR VISIT

1. GENERAL INSTRUCTION

1.1 The Request for Visit (RFV) must be completed without misstatement or omission. Failure to provide all requested information will delay the processing and possibly lead to the denial of the request.

1.2 The RFV should be used for all types of international visits. Unless otherwise permitted by bilateral arrangements/agreements, the RFV must be processed on a Government-to-Government basis.

1.3 The RFV should be marked to identify which type of information/material or site access will be involved:

- a) CONFIDENTIAL or above;
- b) access to security areas without access to classified information/material; or
- c) Unclassified/RESTRICTED in accordance with the laws/regulations of the countries involved or identified in paragraph 10 of the MISWG Document No. 7.

1.4 This RFV should be typed. Electronic processing and transmitting of the RFV is encouraged. The completed RFV is normally an Unclassified document. However, in some exceptional cases, the completed RFV could be classified and therefore must be marked with an appropriate security marking and transmitted via secure channels. The completion of the RFV Form should be in the language of the receiving country or in English.

1.5 The RFV must be in the possession of the receiving host NSA/DSA in accordance with the RFV lead times detailed in paragraph 10 of the MISWG Document No. 7.

1.6 The completed RFV has to be submitted to the Security Officer of the requesting agency, organisation or facility. After completion by the Security Officer of the requesting agency, organisation or facility, the RFV should be sent to the following national agency's address that will process the request (to be inserted by issuing NSA/DSA):

Name of Agency	
Address:	
Fax no:	
E-mail address:	

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2. DETAILED INSTRUCTIONS FOR COMPLETION OF REQUEST FOR VISIT

2.1 These detailed instructions are guidance for the visitors and the Security Officers who complete the RFV.

HEADER	Insert full country or international organisation name (e.g. NATO, EU, etc) of the host.
1. TYPE OF VISIT REQUEST	<p>Select the appropriate checkbox for the type of visit request.</p> <p>If the Emergency checkbox is selected, complete the remarks portion in item 16 of the RFV Form to explain the reasons behind the emergency RFV.</p> <p>If the Amendment checkbox is selected, mark the appropriate checkbox for the type of amendments and insert the reference number provided by the NSA/DSA of the original RFV that the amendment is made to.</p> <p>Depending on the laws/regulations of the countries involved, a one-time visit request which is issued for the posting of personnel may require additional information/documents to be included with the RFV Form.</p>
2. TYPE OF INFORMATION/MATERIAL OR SITE ACCESS	Select the appropriate checkbox for the type of information/material or site access.
3. SUMMARY	Insert the number of sites to be visited and the number of visitors.
4. ADMINISTRATIVE DATA	<p><u>DO NOT FILL IN – LEAVE BLANK</u></p> <p><i>To be completed by requesting NSA/DSA if required.</i></p>
5. REQUESTING GOVERNMENT AGENCY, ORGANISATION OR INDUSTRIAL FACILITY	<p>Select the appropriate checkbox (only one box) for the entity of the requesting government agency, organisation or industrial facility.</p> <p>Insert the full name, full postal address (include city, province/state, and postal zone), e-mail address, facsimile number and telephone number.</p>

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6. GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED	Complete Annex 1 to the RFV Form to include information on all of the sites to be visited.
7. DATE OF VISIT	Insert the period of the visit by using numeral "day/month/year" (dd/mm/yyyy).
8. TYPE OF INITIATIVE	Select one item from each column as indicated.
9. IS THE VISIT PERTINENT TO	Select the appropriate checkbox and specify the full name of the government project/programme. Foreign Military Sales-case, etc., or request for proposal or tender offer. Abbreviations should be avoided.
10. SUBJECT TO BE DISCUSSED/ JUSTIFICATION/PURPOSE	<p>Give a brief description of the subject(s) motivating the visit. If known, include the details of the host Government/Project Authority and solicitation/contract number. Abbreviations should be avoided.</p> <p><u>Remarks:</u></p> <p>1) In case of a recurring visit, this item of the RFV Form should state "Recurring Visits" as the first words in the data element (e.g. Recurring Visits to discuss...).</p> <p>2) It is strongly advised to repeat the subject to be discussed and/or the justification of the visit in the language of the receiving country.</p> <p>3) Make sure to describe the subject to be discussed in a way that it does not reveal any classified information since the completed RFV is considered to be an Unclassified document.</p>
11. ANTICIPATED HIGHEST LEVEL OF INFORMATION/MATERIAL OR SITE ACCESS TO BE INVOLVED	<p>Select the appropriate checkbox for the anticipated highest level of information/material or site access to be involved.</p> <p>Select the box "Other" if pertaining to another level of information/material or site access to be involved such as NATO SECRET, etc. It can also be used for any additional security caveats such as "SECRET - EYES ONLY", etc.</p>
12. PARTICULARS OF VISITOR(S)	Complete Annex 2 to the RFV Form to include information on all of the visitors. When there is more than one visitor, enter the visitors' surnames in alphabetic order if possible.

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13. THE SECURITY OFFICER OF THE REQUESTING AGENCY, ORGANISATION OR INDUSTRIAL FACILITY	This item requires the name, telephone number, e-mail address, and signature of the requesting Security Officer.
14. CERTIFICATION OF SECURITY CLEARANCE LEVEL	<p><u>DO NOT FILL IN – LEAVE BLANK</u></p> <p><i>To be completed by government certifying authority only. In accordance with the laws/regulations of the countries involved, government certifying authority must also complete this item for RESTRICTED.</i></p> <p>Note for the certifying authority:</p> <p>1) Insert name, address, telephone number, and e-mail address.</p> <p>2) Sign, date and stamp, as applicable.</p> <p>3) If the certifying authority corresponds with the requesting National Security Authority, insert in this item: “See item 15 of the RFV Form”.</p> <p><u>Remark:</u> Items 14 and 15 of the RFV Form may be completed by the appropriate official of the Embassy of the requesting country as per national legislations, policies or directives.</p>
15. REQUESTING SECURITY AUTHORITY	<p><u>DO NOT FILL IN – LEAVE BLANK</u></p> <p><i>To be completed by the requesting NSA/DSA only as per below instructions.</i></p> <p>1) Insert name, address, telephone number, and e-mail address.</p> <p>2) Sign, date and stamp, as applicable.</p>
16. REMARKS	<p>1) In case of an emergency visit, it is mandatory to give the reasons for the emergency visit in this field of the RFV Form. The particulars of the knowledgeable person, as per MISWG Document No.7, paragraph 7.4, should also be identified in this field of the RFV Form.</p> <p>2) This item can be used for certain administrative</p>

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	<p>requirements (e.g. proposed itinerary, request for hotel, and/or transportation, etc.).</p> <p>3) This space is also available for the receiving NSA/DSA for processing (e.g., “no security objections”, etc.).</p> <p>4) In case a special briefing is required, the type of briefing and the date that the briefing was given should be stated.</p>
ANNEX 1 TO RFV FORM GOVERNMENT AGENCY(IES), ORGANISATION(S) OR INDUSTRIAL FACILITY(IES) TO BE VISITED	<p>Select the appropriate checkbox (only one box) for the government agency, organisation or industrial facility to be visited. Repeat for every site to be visited.</p> <p>Insert the full name, full physical address (include city, province/state, and postal zone), telephone number and facsimile number. Insert the name, e-mail and telephone number of the main point of contact or the person with whom the appointment for the visit was made. Insert the name, e-mail and telephone number of the Security Officer or the secondary point of contact.</p> <p><u>Remarks:</u></p> <p>1) For visits to the United States, one RFV Form with Annexes for each agency/organisation/facility to be visited should be filled in.</p> <p>2) For visits to military sites in the United States, it is mandatory to specify which military unit will be visited (e.g. Army, Air Force, Navy, Marine Corps or Defense Intelligence Agency).</p>

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ANNEX 2 TO RFV FORM PARTICULARS OF VISITOR(S)	<p>Select the appropriate checkbox (only one box) for the type of employment of the visitor (e.g. military, defence public servant, government, industry/embedded contractor, international organisation employee (e.g. NATO, EU, etc.)). Repeat for every visitors.</p> <p><u>Surname</u>: Family name.</p> <p><u>Forenames</u>: As per passport.</p> <p><u>Rank</u>: Insert the rank of the visitor if applicable.</p> <p><u>DOB</u>: Insert date of birth by using numeral “day/month/year” (dd/mm/yyyy).</p> <p><u>POB</u>: Place of birth (city-province/state-country).</p> <p><u>Nationality</u>: Insert nationality as per passport.</p> <p><u>Security clearance level</u>: Actual security clearance status (e.g. TS, S, C). Indicate NATO clearance (CTS, NS, NC) if the visit is related to NATO business and the EU clearance for EU related visits.</p> <p><u>PP/ID Number</u>: Enter the passport number or identification card number, as required by host government.</p> <p><u>Position</u>: Insert the position the visitor holds in the organisation (e.g., director, product manager, etc.)</p> <p><u>Company/Agency</u>: Insert the name of the government agency, organisation, or industrial facility that the visitor represents.</p>
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