

Instructions:

The requirements for approval by the UK MoD International Visits Control Office (IVCO) have been outlined in the United Kingdom portion of the DOD Foreign Clearance Guide. Please visit <https://www.fcg.pentagon.mil/> for the most current forms and guidance provided by IVCO.

Your request needs to have an RFV (fillable, digitally signed pdf) with sections 1-3, 5-12, and annexes 1 and 2 filled out and then needs to be digitally signed by your security manager or SSO in block 13 ONLY.

**RANK field is mandatory if they are a DOD military/civilian member.

If this visit starts in less than 25 working days (not counting the day of submission or the first day of the visit) IVCO considers it an emergency request and require a justification letter signed by the MOD host for the visit covering the following points:

- Headed on 'host' company paper
- Reason for late RFV submission
- Importance of attendance of visitor(s)
- Reason visit cannot be rearranged
- Benefit to company – UK MOD Project costs/timescales

We cannot process the visit without the Letter of Justification signed by your UK host. Once this letter has been completed please submit the request and the RFV together in a single email and we will process and forward to IVCO for action. (Letter of Justification needed after 3 May 2017; contact Tiffany @ (505) 998-4910 to obtain this letter.)

A visit cannot be both an Emergency and Recurring request. Emergency requests can only be authorized for up to 30 days.

If this visit starts in less than 5 working days, IVCO will not accept this request. We recommend you work with your UK host for processing.

V/r,
Senior Chief Wolfe



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