

MILITARY ATTACHÉ GUIDE

Part 1: Administrative Guidance



December 2014

**HEADQUARTERS
DEPARTMENT OF THE ARMY**

**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
DIRECTORATE OF FOREIGN LIAISON**

FOREWORD

This Military Attaché Guide is published in two parts: Part 1 *Administrative Guidance* and Part 2 *Social Guide*. The *Administrative Guidance* outlines Department of the Army (DA) policy and procedures for foreign Military Attachés accredited to the United States Army and other representatives of foreign governments who wish to conduct official business with the U.S. Army. It is published as a service to the Foreign Military Attaché community.

This document has two main sections. Section I details general policy and Section II describes the procedures for official requests for visits, documents, or information. Both sections have all of the forms and formats that Military Attachés may require.

An electronic copy of this document is available at the Army Foreign Liaison website. Likewise most of the forms and formats for required documents are available for download on the Army Foreign Liaison website. The Army Foreign Liaison website is at: <http://www.dami.army.pentagon.mil/DAMI-FL.aspx>.

For the purposes of this Guide, the term “Military Attaché” applies to both Principal Military Attachés and Assistant Military Attachés.

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SECTION I: GENERAL POLICY

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SECTION I: GENERAL POLICY

This Guide outlines the policies and procedures for interaction between Military Attachés assigned to Embassies in Washington, DC and the U.S. Army.

As a general rule, all foreign government representatives, to include Military Attachés, must receive an approved Request for Visit Authorization through the Foreign Visits System before visiting U.S. Army organizations and meeting with U.S. Army personnel. As an exception to that rule, there are three U.S. Army offices which all Military Attachés and other representatives of foreign governments may contact at any time without prior approval. These are the offices through which foreign Military Attachés must initiate official business with U.S. Army organizations or personnel. Those offices are:

- (1) The Foreign Liaison Directorate of the Office of the Deputy Chief of Staff, G-2 (DAMI-FL), for general Attaché matters.**
- (2) The Foreign Disclosure Branch, Office of the Deputy Chief of Staff, G-2 (DAMI-CDS), for visits, information and document requests and foreign liaison officer issues.**
- (3) The Army International Affairs Division of the Office of the Deputy Chief of Staff, G-3/5/7 for bilateral military-to-military issues, office calls with Army senior leaders, Military Personnel Exchange Program and Schools of Other Nations Program issues.**

Additionally, upon accreditation, all Military Attachés receive a “Letter of Special Accreditation.” The “Letter of Special Accreditation” may list other offices that Military Attachés may contact directly without prior approval. All Military Attachés may also conduct business with Army Public Affairs Offices at any time.

A. Headquarters, Department of the Army, Primary Points of Contact

1. Army Foreign Liaison Directorate (DAMI-FL), Office of the Deputy Chief of Staff, G-2

The Army Foreign Liaison Directorate is the Department of the Army’s proponent for relations between the Department and the Military Attachés assigned to embassies in Washington, DC. The U.S. Army Senior Leadership has designated the Director of Foreign Liaison as the primary point of contact for foreign Military Attachés. Army Foreign Liaison is located in the Pentagon, Room 2E424. The principal components of Foreign Liaison that interact with the Attaché Corps are: the Attaché Coordination Division; the Operations Division; and the Protocol Section. Duty telephone numbers are listed in the *Military Attaché Guide Social Directory* and the Army Foreign Liaison Directorate Personnel Listing, which the Directorate provides quarterly to Military Attaché offices. Army Foreign Liaison Personnel are available to assist Military Attachés at all times. For emergencies, home and cellular telephone numbers are also listed in the *Social Directory* of the *Military Attaché Guide*.

a. Director and Deputy Director of Foreign Liaison. The Director and Deputy Director are the first points of contact in Headquarters, Department of the Army for all Military Attachés. They establish policies; ensure that the office provides effective, responsive support to the senior Army leadership and the Washington Corps of Military Attachés; facilitate communications between the Army and foreign military and civilian officials; and represent the Army to the foreign military diplomatic community in Washington, DC. They work with the leadership of the Washington Corps of Military Attachés to develop programs and events that are meaningful and informative. *Ex officio*, the Director is a member of the Regional Directors of the Washington Association of Military Attachés and the Deputy Director is a member of the Executive Committee.

b. Attaché Coordination Division. This Division is responsible for administrative support to the Attaché Corps and the HQDA Orientation Program for the Attaché Corps. Its main functions include:

- Day-to-day assistance to Military Attachés and their staffs.
- Diplomatic accreditation and farewell of Military Attachés.
- Extension of the Uniformed Services Identification and DEERS Enrollment Card privilege for eligible foreign military personnel in the Military District of Washington area.
- Pentagon building access for eligible Military Attachés.
- Publication and distribution of the Quarterly Attaché Newsletter.
- Publication and distribution of the Military Attaché Guide and Directory.
- Publication of the Military Attaché Roster.
- The HQDA Orientation Program for the Military Attaché Corps, including:
 - Annual official trips designed to highlight U.S. Army activities, major industries, and culture located within a particular geographical region of the United States.
 - Triennial official trips to the Army War College, the United States Military Academy at West Point, New York, and Training and Doctrine Command (TRADOC) to highlight U.S. officer training programs and foreign military training opportunities.
 - Official battlefield staff rides, often conducted in conjunction with the official trips, to highlight the lessons learned from the historical development of the U.S. Army.
 - Periodic information briefings on topics relevant to the Army and its operations.

c. Operations Division. This Division manages distinguished foreign visits to Headquarters, Department of the Army, including:

- Visits of foreign dignitaries who have been invited under the Chief of Staff, Army, Counterpart Visit Program.
- Facilitation of office calls with senior foreign officials hosted by senior U.S. Army leaders.
- Coordination of office calls and other meetings with foreign officials hosted by the Deputy Chief of Staff, G-2.

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- The Washington, DC, Field Trip Program for International Military Students as part of the OSD-mandated Information Program.

d. Protocol Section. This section arranges official functions in honor of the Attaché Corps on behalf of the G-2 and Headquarters, Department of the Army; processes invitations to U.S. Army personnel for embassy-hosted events; and provides advice regarding:

- Official social occasions hosted by U.S. Army leadership in honor of the Military Attachés.
- Invitations from foreign embassies to U.S. Army personnel whose offices are located within the Military District of Washington.
- Protocol and precedence issues.
- U.S. Army customs and courtesies.
- Correspondence between embassies and Headquarters, Department of the Army.

2. Foreign Disclosure Branch (DAMI-CDS), Office of the Deputy Chief of Staff, G-2

Foreign Disclosure is responsible for processing requests from foreign government representatives to visit U.S. Army organizations and defense related firms. Foreign Disclosure also processes requests of foreign governments for information that is not available on the internet or for purchase at the Government Printing Office, National Technical Information Service, or through a Foreign Military Sales publication account. **Section II of this guide provides instruction on how to process visit requests and requests for information or documents. Foreign Disclosure is also responsible for the Foreign Liaison Officer Program.**

3. Army International Affairs (DAMO-SSR), Office of the Deputy Chief of Staff, G-3/5/7

The Army International Affairs Division manages the U.S. Army's bilateral relationships with other Armies (land forces) and synchronizes Army programs which support those relationships. Army International Affairs is the point of contact within HQDA for Military Attachés for regional and bilateral issues. Specifically, International Affairs is responsible for:

- The overall CSA Counterpart Visit Program (developing recommendations on who the CSA hosts and what countries he visits).
- Army Staff Talks Program.
- CSA attendance at regional Army Chiefs' conferences (CEA, LFS, CAA, PACC, ALFS).
- Office calls and other meetings with Army Senior Leaders (SecArmy, CSA, Under SecArmy, VCSA, DAS, SMA, and DCS,G-3/5/7).
- Interface with Military Attachés and partner nations' Armies on operational, developmental, and interoperability issues.
- Military Personnel Exchange Program (MPEP) and Schools of Other Nations (SON) program.

B. Accreditation / Departure Procedures

1. Accreditation

a. Application for Accreditation. Foreign military officers seeking accreditation to the U.S. Army as a Military Attaché or assistant Military Attaché should submit the information listed below to the Director of Foreign Liaison. **Please be aware that the positions of Military Attaché, liaison officer, and exchange officer are all different, each with its distinct status. An officer can only hold one of those positions at any one time. The U.S. Army will not recognize an officer as both a Military Attaché and a liaison officer. This is also true if another Service or Defense recognize an officer in any of these categories.** Embassies should submit requests for accreditation to Foreign Liaison before or at the same time as the request for diplomatic accreditation to the U.S. Department of State. This will speed up the accreditation process since, in order to receive diplomatic accreditation/ recognition with the title of Military Attaché or Assistant Military Attaché, both the State Department and the Foreign Liaison Office must recognize the individual with that title. Formats for the following letters and forms are available electronically at the Foreign Liaison public website listed at the beginning of this document.

- A letter requesting accreditation as a Military Attaché. (Example: Annex A-1)
- A copy of the Attaché's DS 2003 as submitted to the United States Department of State. **Please ensure that the individual's military rank is reflected on the DS 2003 at Section 3(d) 'Prefix'. The name and rank reflected on the DS 2003 and on all of the accreditation paperwork must be the same. Additionally, the title for the attaché must be accurate.**
- The Military Attaché Biographical Information Form. (Annex A-2) **NOTE: The name and rank of the Military Attaché, as printed on the State Department DS 2003 and the Military Attaché Biographic Form, will be recognized as the official version for all U.S. Army correspondence and records. The attaché's title must match that which is on the DS 2003.**
- A letter, on official embassy stationery, with the Military Attaché's specimen signature and signature block and the specimen signature and specimen signature blocks of embassy personnel, if any, authorized to sign on the Military Attaché's behalf. (The Military Attaché may designate up to two people to officially sign on his behalf.) Assistant Military Attachés must also provide a specimen of their personal signature and signature block. (Examples: Annexes A-3 and A-4)
- Two passport size photographs of the Military Attaché and two of his/her spouse. These will be used in the Military Attaché Guide.

b. Accreditation Ceremony. On completion of all administrative requirements, the Army will recognize the individual's diplomatic status and extend the privileges for which the Attaché is eligible. Following recognition, the Attaché will be invited to the next scheduled Accreditation Briefing and Ceremony. These events are conducted periodically. Army Foreign Liaison will notify eligible Military Attachés of the date, time and location of the formal Accreditation Ceremony when a date has been established for the event. Listed below are additional important points concerning the accreditation ceremony:

- The Military Attaché accreditation briefing and ceremony will be in English.

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- The event is for the Military Attaché only. Family members or other office personnel are not invited to these official business sessions.
- The dress for the occasion is the military uniform equivalent to the U.S. Army Service Uniform.
- A Foreign Liaison representative will meet Military Attachés at the designated Pentagon entrance and escort them to the ceremony.
- If driving or being dropped off at an entrance requiring vehicle clearance, Military Attachés should provide the Attaché Coordination Division with vehicle information at least one day prior to the ceremony. Instructions for vehicle clearance and parking clearance are in Section I. F. Additional Information.

2. Departure

a. Departure Notification. Military Attachés should provide written notification of their impending departure and the name and anticipated arrival date of their successor to the Director of Foreign Liaison a minimum of 30 days prior to the anticipated dates. (Example: Annex A-5) Failure to provide prompt and accurate notification of departure may delay the accreditation of the successor Attaché.

b. Farewell Luncheons. To properly recognize the service of departing Attachés the Deputy Chief of Staff, G-2 hosts regular farewell luncheons. Army Foreign Liaison will contact departing Attachés and schedule attendance at a farewell luncheon. In the event that an Attaché is not able to attend a scheduled luncheon prior to departure, that Attaché should arrange a departure office call with the Director of Foreign Liaison.

3. Arrival and Departure Courtesy Calls. There is no requirement for arriving or departing Attachés to request courtesy office calls with senior Army leaders. The size of the Attaché Corps and the calendar demands of senior Army leaders make such office calls impractical. The accreditation and farewell luncheons hosted by the Deputy Chief of Staff, G-2 take the place of those office calls. The formal accreditation and farewell events are considered official courtesy calls.

4. Foreign Liaison Office Calls. Arriving and departing Attachés are encouraged to schedule informal courtesy calls with the Director/Deputy Director of Foreign Liaison.

C. General Requirements

1. Wearing of Uniforms. Department of Defense policy states that Military Attachés must be in military uniform to conduct official business with the U.S. military. Wearing of the uniform is a symbol that the visit is officially sanctioned by both nations. Additionally, it ensures that U.S. military personnel will render the Military Attaché proper military courtesy.

2. Nametags. Army Foreign Liaison issues all Military Attachés a nametag and equivalent U.S. rank insignia at the time of their accreditation. The nametag reflects the Military Attaché's last name, rank, country, and displays a miniature replica of the Military Attaché's national flag. Military Attachés are asked to wear the nametag and rank insignia on their uniform when conducting business with U.S. Army organizations. If your nametag becomes lost, damaged or excessively worn, please contact the Attaché Coordination Division, and we will provide you with a point of contact for local purchase. If you are promoted, contact the Attaché Coordination Division and we will provide you a new name tag and rank.

3. Correspondence.

a. Official Correspondence to U.S. Army Organizations and Personnel. All correspondence (letters, invitations, packages etc.) for Headquarters, Department of the Army officials, whether individual Country Directors or senior officials, should be sent through Foreign Liaison.

- **Send all correspondence through Army Foreign Liaison.** Do not send any correspondence directly to any Headquarters, Department of the Army official, regardless of the delivery means. The recommended method of delivery is the Diplomatic Courier Facility. Mark all correspondence clearly. Recommend that you DO NOT send correspondence to Army officials at the Pentagon via the U.S. Postal Service. The fastest, most reliable method is the Diplomatic Courier Facility. (See Section I. F. Additional Information for procedures).
- **Submit all correspondence in English.** All correspondence addressed to U.S. Army organizations or personnel should be in English or have an accompanying English translation. If correspondence arrives in a language other than English, Foreign Liaison will either return it or hold it until the embassy involved sends an English translation.
- **Address the correspondence correctly.** If correspondence is intended for a specific Army official, place the name of the individual in parenthesis after the office in the attention line as in the following example: ATTN: DAMI-FL (PERSON'S NAME), or ATTN: Army Foreign Liaison (PERSON'S NAME)
- **Sign all correspondence.** Official correspondence from a Military Attaché office addressed to U.S. Army organizations or personnel must bear the signature and typed or stamped signature block of the accredited Military Attaché, Assistant Military Attaché or embassy employee to whom the Military Attaché has granted signature authority.
- **Only send correspondence for Headquarters, Department of the Army officials.** If you have correspondence for organizations and/or personnel outside of Headquarters, Department of the Army, please send it directly to them. Do not send it to Foreign Liaison. We do not have an internal mail system with which to send it and we are not allowed to pay the postage for your correspondence. You will save time and effort by sending it yourself. Army Foreign Liaison is always ready to advise you on mailing addresses.

b. E-Mail. E-mail is a fast, efficient means of communication. That does not change the rules when it comes to communicating with Army officials.

- **Electronic Invitations.** Electronic invitations, or e-vites, are popular common way of extending invitations. Army Protocol and Army Foreign Liaison use e-vites for some events. However, the policy for invitations from embassy personnel to Army officials has not changed. All invitations should be delivered through Foreign Liaison. Attaché offices and embassy protocol offices should send invitations to the Foreign Liaison Protocol Section with a list of all Army personnel on the invitation list.
- **E-Mail to Army Officials.** Again, the rules for contact have not changed. The Letter of Special Accreditation lists the officials with whom you can have contact at any time. For senior Army leaders; that is the Secretary of the Army, Chief of Staff of the Army, Under

Secretary of the Army, Vice Chief of Staff of the Army, Director of the Army Staff and Sergeant Major of the Army; Attachés are not authorized to send e-mails directly. If you want to arrange office calls or other meetings with those officials, contact your Country Director in Army International Affairs (G35-R). Any other correspondence should come to Foreign Liaison. For other Army officials, Attachés may use e-mail after receiving permission or to make initial e-mail contact to make administrative arrangements, such as checking on availability for a meeting. As a reminder, no meetings with officials not listed in the Letter of Special Accreditation can take place until a Foreign Visit request is submitted and approved.

c. Official Correspondence from Army Foreign Liaison. All correspondence from Foreign Liaison to embassy personnel will be sent to the Military Attaché.

d. Mailing Addresses. Again, we do NOT recommend that you mail anything to Foreign Liaison or any other office in the Pentagon. For information purposes the mailing addresses of Army Foreign Liaison and Army Foreign Disclosure are:

Office of the Deputy Chief of Staff, G-2
Army Foreign Liaison (DAMI-FL)
1000 Army Pentagon, Room 2E424
Washington, DC 20310-1000

Office of the Deputy Chief of Staff, G-2
Army Foreign Disclosure (DAMI-CDS)
1000 Army Pentagon, Room 2D350
Washington, DC 20310-1000

D. Attaché Privileges

1. Uniformed Services Identification Card and DEERS Enrollment. As a courtesy, the U.S. Army may extend the privilege of the U.S. Uniformed Services Identification Card and DEERS Enrollment (ID card) to eligible active duty foreign military personnel and their dependents assigned in the Military District of Washington area. An ID card allows the designated cardholder access to military installations, installation exchange stores and commissaries. **Army Foreign Liaison cannot extend the ID card privilege to personnel stationed outside the Washington, DC area.**

How to Apply. Please submit a completed Application for Identification Card/DEERS Enrollment (DD Form 1172-2) as follows (**Example: Annex A-6**):

- **Military Attachés and Assistant Military Attachés accredited or requesting accreditation.** Submit a photocopy of the passport, visa, and the U.S. State Department Identification Card (both front and back) along with a completed DD Form 1172-2 to Attaché Coordination Division with the individual's paperwork requesting accreditation.
- **Embassy Administrative and Technical Staff.** Submit a photocopy of the passport, visa, U.S. State Department Identification Card (both front and back) for each individual for whom an ID Card is requested and a photocopy of the staff member's own national

military service identification card with a completed DD Form 1172-2 to the Attaché Coordination Division.

- **Non-Diplomatic military personnel of NATO nations.** Personnel of these nations who are assigned to units based in the Washington, DC, area should submit (1) a photocopy of the individual's own national military service identification card, (2) a photocopy of the individual's passport, (3) a copy of the individual's official NATO Travel Order issued by an authorized office and (4) a completed DD Form 1172-2 to Attaché Coordination Division.
- **Minimum Age.** Please list all children on the DD Form 1172-2, so that their names may be entered in the DEERS database. However, children under the age of 10 years are ordinarily not issued an ID card.
- **Maximum Age.** Eligibility for the ID ends at the age of 21 unless an individual is in one of the following categories: ID cards are issued to eligible family members over 21 years of age who are incapable of self-support because of a mental or physical incapacity, and to family members who have not passed their 23rd birthday and are enrolled in a full-time course of study in an accredited U.S. educational institution above high school level. In both instances, certification is required that each eligible family member over 21 years of age depends on the sponsor for over one-half of his or her support. Additionally, for students over 21 years of age, certification from the university or college must accompany the application stating that he or she is enrolled in a full-time course of instruction.
- **Expiration Date.** The expiration date on an ID card normally will be the military sponsor's anticipated date of departure from the United States, or the expiration date on the Visa, whichever date is earliest. If it is necessary to obtain a new ID card, a new application must be submitted following the procedure outlined above. Please apply for renewal four weeks before the expiration date of the existing ID card.
- **Return of ID Cards.** ID cards always remain the property of the U.S. Government. It is essential that recipients of ID cards return the cards to the Attaché Coordination Division upon:
 - Expiration of the ID card.
 - Departure from the United States of any individual, including dependents, possessing an ID card.

Offices not returning expired cards or those of departed personnel will jeopardize the extension of this privilege to themselves and the eligible members of their staffs. A strict accounting of cards is necessary to prevent potential misuse.

- **Revocation of Privilege.** The Director of Foreign Liaison reserves the right to take administrative action to suspend or revoke ID card privileges for any illegal or inappropriate activities that would reflect negatively on the Washington Corps of Foreign Military Attachés. Additionally, any such incidents will be reported to the U.S. State Department for possible waiver of diplomatic immunity from criminal prosecution involving foreign personnel.

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- **Location of Issuing Facilities.** Upon receipt of the signed, verified DD Form 1172-2 the applicant may proceed to any of the following locations:
 - Fort Belvoir, VA: Building #213 at 5815 20th Street, Fort Belvoir, VA 22060, between 0800-1600 hours, Monday - Friday. Phone: (703) 805-5578
 - Joint Base Myer-Henderson Hall, VA: Building #202 (Welcome Center), 202 Custer Road, Fort Myer VA 22211. between 0800-1530 hours, Monday - Friday. Phone: (703) 696-3030
 - Walter Reed National Military Medical Center, Bethesda, MD: Building #17, First Floor, Suite 1A, 8901 Wisconsin Avenue, Bethesda, MD 20889, between 0730-1600 Monday, Tuesday, Wednesday, and Friday. Walk-ins anytime but appointments take priority. PH: (301) 295-0103. No phone appointments. Use web address: <https://rapids-appointments.dmdc.osd.mil/>.

The locations listed above operate on a walk-in basis and are not open on U.S. holidays. Please call ahead to verify the hours of operation. The military sponsor must be in uniform and must accompany all approved dependents listed on the application in order for their cards to be issued. In order to complete the issuance of identification cards bring two forms of photographic identification (e.g. Diplomatic Passport; State Department ID Card; State Department Driver's License) for all applicants 16 years of age and over when presenting the approved DD Form 1172-2 for final processing, as well as any supporting documentation, copies of which Foreign Liaison will include with your completed DD Form 1171-2. For children under the age of 16, bring one form of proof of identity.

The verified DD Form 1172-2 must be presented to one of the locations listed above within 30 calendar days of the date appearing in Section III, Block 39 of the DD Form 1172-2. Applications presented later than 30 days will not be accepted and the applicant will be required to submit another DD Form 1172-2 to the Attaché Coordination Division for processing.

2. Pentagon Access.

a. As a courtesy, the U.S. Army may extend the privilege of the un-escorted access to the Pentagon. **Army Foreign Liaison will issue Pentagon access badges to eligible accredited Military Attachés. Unescorted access badges cannot and will not be issued to other military or civilian staff at embassies. This privilege is for Military Attachés only.** Foreign military officers serving as Liaison Officers or Exchange Officers may also qualify for unescorted access, but that will be arranged by the organization to which they are certified.

b. Pentagon badges allow unescorted entry in to the Pentagon, but do not take the place of approved visit requests. Badge holders should not arrive unannounced. Call ahead to ensure that your visit will be convenient. Please note that Military Attachés with Pentagon access badges do not have escort privileges. If you have a visitor who does not have an access badge, you will need to arrange for an escort.

c. Military Attachés without a Pentagon access badge are required to be escorted by a DoD employee with escorting privileges, and are also required to go through a security screening prior to entering the building. This screening may include removal of uniform

jackets, belts, emptying of pockets, etc. Exceptions for security screening by-pass may be granted, upon request, but are done so on a very limited basis, and are usually reserved for those visits with senior Pentagon officials (e.g. Secretary of the Army, Chief of Staff of the Army).

d. During normal business hours, the primary visitor entrances are the Pentagon Metro Entrance Visitor Screening Facility and the North Parking Visitor Screening Facility. Pentagon Force Protection personnel will direct the screening process.

3. Military Health Care

a. **General Policy.** In accordance with accepted international procedures, the U.S. Government expects that personnel posted to the U.S. will be in reasonably good health. A military member or dependent that is assigned to the U.S. for the purpose of obtaining Defense (DOD) health care will not be accepted for treatment. Arrangements for medical access for foreign military personnel are based on specific government-to-government reciprocal agreements and vary from country to country.

b. Costs and Availability are as follows:

- **Cost Adjustments.** Costs for medical care in DOD facilities are adjusted on October 1st of each year.
- **Space Availability.** Medical care furnished in uniformed service facilities is subject to availability of space, facilities and capabilities of medical staff to provide such care.
- **Eligibility.** Medical care for foreign military personnel and their authorized dependents within the United States is limited to authorized holders of an ID Card and to those who, in connection with their official duties, are covered by special agreements or invitational orders.
- **Reimbursement.** The Department of Defense will be reimbursed fully for all medical care provided at a U.S. Service medical treatment facility except as provided for in a Reciprocal Health Care Agreement.
- **Reciprocal Health Care Agreements.** The office of the Assistant Secretary of Defense, Health Affairs, is responsible for the negotiation and conclusion of military health care agreements with foreign nations. Point of contact for this matter is COL Robinson, via email at Sheila.Robinson@dha.mil or via phone at (703) 697-6087.
- **Limitations.** The Department of Defense normally will neither provide nor pay for civilian medical care.

c. **Procedures for Arranging Medical Care.** In order to obtain medical care in U.S. Service military health care facilities, you must personally register yourself and your dependents at each hospital where you plan to request care. It is highly recommended that you register prior to arriving at a hospital for medical care. Please bring your and your family members' U.S. Military Identification Cards (Present the passport for dependents under ten years of age who are too young to receive a U.S. Military Identification Card) and, if applicable, a copy of any Reciprocal Health Care Agreement or other applicable eligibility agreement between your country and the U.S. to the registering office. Each of your eligible family members will receive an individual hospital card.

To register for Walter Reed National Military Medical Center (Bethesda, MD):

- Please bring your and your family members' U.S. Military Identification Cards and, if applicable, a copy of any Reciprocal Health Care Agreement or other applicable eligibility agreement between your country and the U.S. The military member will take the records to the Military Readiness office, location: Building 7, 2nd Floor, Room 2600. PH: (301) 295- 5483 or (301) 319-8488. Family member records should be taken to the Medical Correspondence Office in building 19 (America Building) 1st floor, phone (301)-295-5150.
- The office is open Monday - Friday from 0700 –1630.
- For medical emergencies, proceed with the patient to the emergency room, have the patient treated and then register with Walter Reed National Military Medical Center.
- To schedule a primary care appointment, contact the Integrated Referral Management and Appointment Call Center at (301) 295-6289. This phone schedule service is available 24 hours a day, 7 days a week.

4. Installation Access. Access to most U.S. military installations in the Washington, DC, area is granted to those individuals who present a valid Uniformed Services ID Card, U.S. State Department-issued ID Card, or a valid passport (photocopies are not acceptable) . The driver must have a valid U.S. State Department-issued, or valid state-issued (i.e., Virginia) driver's license. Diplomatic vehicle license plates do not by themselves allow access to military installations.

Please remember that access to military installations is a privilege, not a right. Diplomatic rights and privileges do not exempt anyone automatically from required security screenings.

5. Commissary, Post Exchange, and Morale, Welfare, and Recreation. Foreign military personnel who hold U.S. DoD ID cards authorizing these privileges are eligible to use commissaries, post exchanges and morale, welfare and recreation facilities (MWR) on military installations in the Continental United States.

6. Guest Quarters/Billeting on U.S. Army Installations. Foreign military personnel who hold U.S. DoD ID cards may make reservations for U.S. Army Guest Quarters worldwide by calling the Army central reservation number—1- 877-711-8326. Central reservation number for the Navy Guest Quarters is 1-800-628-9466 and Air Force Guest Quarters is 1-888-235-6343. Reservations are available on a space available basis.

7. Officer Clubs in the Washington, DC Area. The Washington, DC Area has several fine Officer Clubs that provide a variety of services. Membership in the Military District of Washington Officers' Club System entitles members to use the facilities of all Army and Air Force Officers' Clubs in Washington, DC and throughout the United States. Membership applications may be obtained directly from any Officers' Club. The telephone number for the Fort Myer Officers' Club membership office is (703) 696-5147 or (703) 524-3037.

E. Protocol

1. Precedence of Military Attachés. Rank and date of official accreditation to the U.S. Army determine diplomatic precedence. For Military Attachés promoted after accreditation, the date of promotion and original accreditation determine precedence.

2. Flags. If your country's flag is modified or redesigned, please notify Foreign Liaison in writing and provide a full-color paper copy of your country's new flag.

3. Questions Concerning Social Functions. For questions concerning social functions, please call the Army Foreign Liaison Protocol Section. We ask that you follow these guidelines concerning official social invitations extended to U.S. Army personnel:

- Please deliver invitations to Army Foreign Liaison at least 15 calendar days in advance of the event for the best U.S. Army representation.
- **All invitations extended to Headquarters, Department of the Army Personnel for official social occasions in the greater Washington, DC, area must be sent to Army Foreign Liaison for delivery.** This policy enables Army Foreign Liaison to help you achieve desired attendance by invitees. We ensure all invitations are delivered promptly and monitor responses.
- **PLEASE DO NOT MAIL INVITATIONS.** Deliver invitations directly to Foreign Liaison Protocol Section in Room 2E424, or via the Department of Defense (DoD) Diplomatic Courier located in the Pentagon Remote Delivery Facility (RDF) between 1000-1100 hours, Monday through Friday, except U.S. holidays. Please note that each invitation must reflect complete TO and FROM addresses.
- Invitations extended to U.S. Army general officers and U.S. Army civilian employees of similar rank should be accompanied by a list of all U.S. Service invitees.
- When sending invitations to a number of people for a single event, we recommend you fax a complete list of invitees to Foreign Liaison Protocol at 703-697-8412.
- Prescribing dress in invitations can be confusing, especially for military uniforms. We emphasize that you at the foreign embassies should not have to guess which uniform is appropriate for U.S. Army personnel. Please use one of the standard categories of dress: formal (rarely used), semi-formal, informal, casual or very casual. Based on that guidance, Army personnel will know the correct uniform to wear. If you want all attendees in civilian dress, please make that clear.
- The most confusing category of civilian dress is “casual,” and its various versions, such as “business casual” or “smart casual.” The category can include everything from jacket and tie to a polo shirt and slacks. To reduce confusion, you should always explain what you mean by “casual” when it is on an invitation.
- The following chart illustrates civilian and military standards of dress.

Category of Dress	Civilian Attire	U.S. Army Uniform
Formal	White Tie	Army Mess Dress Uniform
Semi-Formal	Tuxedo (Black Tie)	Army Mess Dress, or Army Service Uniform with Black Bow Tie
Informal	Business Suit	Army Service Uniform
Casual	Sports Jacket with or without Tie (Invitation should stipulate this)	Army Class B Uniform Note: This is rarely used, and is limited to certain events, usually during hot weather.
Very Casual	Shirt and Slacks with or without Jacket. (If more casual attire is desired, such as for a barbecue, the invitation should stipulate this)	None

F. Additional Information

1. Attaché Newsletter. Army Foreign Liaison publishes an Attaché Newsletter quarterly to update the members of the Washington Corps of Military Attachés and their staffs. New and revised policies, rosters, as well as current items of interest, are printed in each issue. Military Attachés are urged to take the time to read the Attaché Newsletter carefully and to share it with support personnel. The Attaché Coordination Division publishes the Attaché Newsletter.

2. Pentagon Drop-Off and Parking. Parking at the Pentagon is extremely limited. We recommend that Military Attachés visiting the Pentagon either arrive by Metro or have a driver drop them off, depart, and then return to pick them up after the meeting. Military Attachés on official visits to the Pentagon may be dropped off or park as detailed below.

a. Drop-Off

- There are six entrances to the Pentagon: Metro, 2nd Corridor, North, Mall, River, and 5th Corridor. Three of the entrances (Mall, River, and 5th Corridor) are located inside the security fence and require clearance for vehicle access. Vehicle access to the North and South Parking Entrances for drop off and pick up does not require any special clearance. The closest vehicle access to the Metro Entrance is South Parking.
- It is recommended that Attachés use the North Parking Entrance whenever possible for drop-off at the Pentagon. If on an official visit to the office of a three star flag officer, civilian equivalent or higher and being brought by an embassy car with driver, Attachés may be dropped at the Mall Entrance.
- Prior notification of at least 24 hours is required to guarantee vehicle access to the Mall entrance. The following information must be submitted telephonically to the U.S. Army organization in the Pentagon that the individual will visit:
 - Date of visit.
 - Name and rank of visitor (the driver of the vehicle must use this name for entry).
 - Official position or title of visitor.

- Vehicle license plate number.
- The office or individual to be visited and his or her telephone number.
- The expected arrival and departure times of the vehicle at the Mall entrance.

b. Self-Driven/Parking

- When on official business, Military Attachés may drive themselves and park in designated parking spaces if they make arrangements in advance.
- Military Attachés driving to the Pentagon should contact the Army office that they will be visiting to arrange parking clearance. To ensure that there is no problem, you should arrange parking clearance the day prior to a visit. Last minute requests may be unavoidable. In that case, a minimum of three hours advance notice will prevent misunderstandings. Parking clearance requests require the following information:
 - Date of visit.
 - Name and rank of Attaché
 - Vehicle diplomatic license plate number.
 - The office or individual to be visited.
 - Expected arrival and departure times.
- There are designated parking spaces for parking in lanes 43-47 in the North Parking Lot or lane 26 in the South Parking Lot. If no parking spaces are available in those lanes, Attachés may then park in any lane designated for “A, B, or C” passes.
- Due to the current security environment, Pentagon parking lots are under constant surveillance. **If a Military Attaché parks a vehicle without clearance, or in an unauthorized spot, the vehicle is subject to towing or “booting” and the Military Attaché involved may have to pay a fee to get his vehicle back.**

3. Pentagon Tours: Pentagon tours are a useful resource to learn about the history and architecture of the Pentagon, as well as be exposed to various aspects of U.S. military history. The Pentagon Tours Office is responsible for such tours. Anyone, whether in an official or personal capacity, should coordinate with the Pentagon Tours Office for tour requests. Army Foreign Liaison is not manned to support Pentagon tours, and any requests to do so will be referred to the Pentagon Tours Office.

a. Availability: Tours are available Monday through Friday from 9 a.m. to 3:00 p.m., and normally last approximately 60 minutes. The program does not operate on federal holidays and weekends. Reservations may be booked from 14 to 90 days in advance. Reservations will not be accepted for tour dates within 13 days or more than 90 days away. For any additional information, please call (703) 697-1776, or visit the Pentagon Tour website at <https://pentagontours.osd.mil/>.

b. Information Required for Request: Information needed: the name of the group and the number of persons in the group; the date and time the tour is wanted and the name and phone number of the person requesting the tour. Tours begin and end at the Pentagon Metro entrance unless special arrangements for pickup and drop-off at another building location are requested.

Section I: General Policy

- c. Security Rosters:** A security roster (in alphabetical order) is required for all persons participating in the tour. Information that may be required include: Last name, First name, Middle name, City, State, Social Security Number, Date of Birth and Passport, Visa, Country of origin - for Non-Citizen. If requests are submitted via the online submission form, requestors will receive an email directing them back to the online tour request system to schedule a specific date for the tour and provide the requested information.
- d. Checking in:** The tour window is located at the Pentagon Metro entrance. Group tour check-in is at the Pentagon Metro entrance unless special arrangements for pickup at another building location are made. The tour window is on the left just inside the entrance in the visitor waiting area.
- e. Tour Lengths:** Tour length is approximately 60 minutes and includes walking about one and a half miles of Pentagon corridors and several staircases. Visitors should wear comfortable clothing and shoes, must stay to the center of the corridor to allow Pentagon personnel to pass on either side and must keep pace with the tour guide.
- f. Visitors with disabilities:** Ramp access is available for the physically challenged. Visitors in wheelchairs must be accompanied by someone to push them. A signer will be added to tours for hearing impaired visitors provided two weeks' notice is given. Special tours for the visually impaired can also be arranged with two weeks' notice.
- g. Language Requirements:** Tours are conducted in English. Interpretation is permitted for group tours that bring approved interpreters.
- h. Recording Devices:** No photographs may be taken. No video cameras, tape recorders or any other kind of electronic recording device is permitted at any time.
- i. Security Briefing:** A security briefing is provided prior to every tour, and all visitors must pass through an airport type security scanning device.
- j. Security Measures:** To ensure everyone's safety, these guidelines must be followed when taking a tour of the Pentagon. There are no exceptions to these rules and non-compliance will cause the tour to be terminated.
- Arrive 60 minutes before your scheduled tour to allow time for processing through building security. Your tour may be cancelled if your group has not checked in at the Pentagon Tours window prior to your scheduled tour time.
 - There is no public parking at the Pentagon. Public parking is available at the Pentagon City mall. It is also highly encouraged to use the Metro rail.
 - You must present a copy of your confirmation e-mail and identification for all members of your tour group to the Pentagon Police personnel upon arrival to the Metro entrance at the Pentagon.
 - All purses carried into the Pentagon are subject to search.
 - The following items are prohibited inside the building:
 - Weapons of any sort (i.e. knives, box cutters, mace, pepper spray, etc) that may cause bodily harm and large bags (i.e. knapsacks, camera bags, backpacks and shopping bags, etc). Anyone with the mentioned items will not be allowed on tour with such items.

- The following items are not prohibited inside the building, but cannot be used along the tour route:
- Electronic devices (i.e. cell phones, picture or video cameras, PDAs, blackberries, laptops, etc) and tobacco products. You are encouraged to leave these items in the hotel, bus or van or at home as it will slow down the processing into the building.
- Proper identification (ID) must be presented to building security. Please refer to the Tour Guidelines for more information.
- Tour groups that are not checked into the Tours window inside the Pentagon Visitors Center by the scheduled tour time will be cancelled.
- There is no photography allowed inside and outside of the Pentagon.
- Tour groups must keep up with the tour pace, and keep to the center of the corridor to allow Pentagon personnel to pass by on either side.
- Food and beverages are not permitted on the tour.
- Any violation of these security measures will cause the tour to be terminated.

k. Identification requirements (call ahead to the Pentagon Tours office to verify, as this requirement does change from time to time):

- Ages 17 and under – require 1 form of photo ID or a parent/guardian to vouch for them, except for foreign visitors, in which case a passport is required.
- Ages 18 and up – require 2 forms of ID (one must be a photo ID, the other may be social security card, birth certificate, club card, or anything with the individual's name on it [excluding business cards]). Again, foreign visitors will require a passport as one of the forms of identification.
- Please contact Pentagon Force Protection Agency directly at (703) 697–1001, (703) 692–7184 or (703) 695–3206, or the Pentagon Tours website, regarding acceptable forms of ID.

4. DOD Diplomatic Courier Facility. We strongly encourage you to use the Diplomatic Courier Facility for all correspondence. It is the fastest and most reliable method to get paperwork to Army Foreign Liaison and any other office in Headquarters, Department of the Army. The DoD Diplomatic Courier is located with the Pentagon Remote Delivery Facility, PH: (703) 697-9546. Items to be dropped off will be left in the trailer extension for mail/courier drop offs. Items for pick-up can be collected in the stand-alone trailer just beyond the drop off location. Access to both sites is via an external door; couriers should never need to enter the Pentagon Remote Delivery Facility.

Access to the Remote Delivery Facility requires prior clearance, and must be updated every 6 months. Defense Foreign Liaison controls the access roster. To have someone placed on the access roster, contact Defense Foreign Liaison at 703-614-3254. Access to the facility is by the Pentagon Remote Delivery Facility (RDF) entrance gate off Columbia Pike.



a. From the Memorial Bridge:

- Take Route 27 South towards the Pentagon.
- Take the Pentagon South Parking exit.
 - At the end of the ramp (Columbia Pike) merge left, and cross under Route 27.
- Turn left onto the RDF access road.

b. From southbound 395:

- Take the Washington Boulevard exit (8A).
- Take the Columbia Pike exit towards the Pentagon (eastbound) and follow Columbia Pike toward the Pentagon South Parking Lot.
 - Cross under the Highway 27 overpass, and turn left onto RDF access road.

c. After clearing the gate, follow the road down the hill to the parking area. The first three parking spaces on the right are reserved for courier parking. If these are in use, you may park in the first bay of the loading dock near the building walkway. The facility is open Monday through Friday, except U.S. holidays, from 1000 - 1100 hours.

d. The DoD Diplomatic Courier provides same day service to all Foreign Liaison Offices located in the Pentagon. It can also be used to send correspondence to any addressee located in the Pentagon (excluding the NATO Central Registry) within a day or two, whereas the U.S. Postal Service can take as long as a month. Additionally, utilization of the courier facility for addresses located in the Pentagon can greatly reduce your embassy's postal costs. The following simple rules must be followed when using the DoD Diplomatic Courier:

- At a minimum, the TO address must contain the addressee's name, organization and Pentagon room number.
- Please send letters/packages to U.S. Army personnel whose offices are not located in the Pentagon directly to their office address.
- Embassies must make arrangements with NATO Central Registry personnel for pick up of items addressed to the NATO Central Registry and/or NATO Classified Material. Call (703) 545-4466.
- Your designated courier/driver must have prior clearance through the Defense Foreign Liaison office in order to gain access to the RDF. Please call Defense Foreign Liaison at (703) 614-3254 to place your representative on the clearance list.

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ANNEX A-1:
REQUEST FOR MILITARY ATTACHÉ ACCREDITATION
(PLEASE PREPARE ON OFFICIAL EMBASSY STATIONERY)

_____ DATE _____

SUBJECT: Request for Accreditation

OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2 FOREIGN LIAISON DIRECTORATE (DAMI-FL) 1000
ARMY PENTAGON WASHINGTON, DC 20310-1000

1. In accordance with U.S. Army policy, and within the terms of applicable government-to-government agreements, _____ (INSERT INDIVIDUAL'S NAME) _____ is nominated for accreditation as Military Attaché to the U.S. Army. Additionally, ___ (INSERT INDIVIDUAL'S NAME) will request accreditation of (INSERT OTHER SERVICES AND COUNTRIES TO WHICH INDIVIDUAL WILL REQUEST ACCREDITATION.)

2. I understand that this accreditation will be an official acknowledgment of my diplomatic appointment as an official representative of ___ (INSERT NAME OF COUNTRY) _____ for the conduct of military-to-military interaction between the Army of ___ (INSERT NAME OF COUNTRY) _____ and the U.S. Army.

3. The predecessor for this proposed accreditation is _____ (INSERT NAME OF PREDECESSOR) _____.

4. It is requested that this accreditation, if approved, be effective on or about _____ (INSERT DATE OF ASSIGNMENT) _____ and remain in effect until _____ (INSERT ESTIMATED DATE OF DEPARTURE) _____.

5. In connection with this proposed accreditation, I request that the nominee be authorized access to U.S. Government information, which is determined to be releasable to the Government of ___ (INSERT NAME OF COUNTRY) _____.

6. _____ (INSERT INDIVIDUAL'S RANK AND NAME) _____ is authorized by the Government of _____ (INSERT NAME OF COUNTRY) _____ to receive classified information up to and including _____ (INSERT LEVEL OF INDIVIDUAL'S SECURITY CLEARANCE) _____.

7. STATEMENT OF OFFICIAL SPONSORSHIP AND SECURITY ASSURANCE:
The above named individual is an authorized representative of the Government of , ___ (INSERT COUNTRY NAME) _____, and will observe and carry out the following responsibilities with respect to the care, use, and disposition of U.S. Government information: (a) classified U.S. Government material or information will be afforded a degree of security protection at least equal to that afforded the above named government's classified material or information of the same classification level; (b) such classified material or information will not be provided to anyone except as specified 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; (e) the above named Government will promptly and fully inform the U.S. Government of any compromise, or possible compromise, of U.S. classified material or information that has been furnished; and (f) if the U.S. Government 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 the above named

8. 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 the above named Government and; (4) the above named 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.

PLEASE AFFIX EMBASSY SEAL
BELOW:

Enclosures

1. Copy of State Department DS 2003
2. Military Attaché Biographic Form
3. Two photographs of the applicant and two of his/her spouse
4. Letter of Delegation of Signature Authority

(Signature of Principal Military Attaché or other Embassy Official)

(Typed Full Name of Signatory)

(Typed Title of Signatory)

Embassy of _____

(Typed Name of Your Country)

ANNEX A-2:
BIOGRAPHICAL INFORMATION
(PLEASE PREPARE USING THE FILLABLE VERSION)
Available at: <http://www.dami.army.pentagon.mil/DAMI-FLGuide.aspx>

Date prepared:

Biographical Information

Country:

1. Full Name (Use Roman letters in the order normally used with the Surname [that is the family name] capitalized.):

- a. Name(s) by which individual prefers to be addressed in correspondence:
- b. Name(s) by which individual prefers to be addressed orally at official gatherings:
- c. Full name in native alphabet (Including Standard Telegraphic or other transcription Code):
- d. Variants or nicknames:

2. Rank (Full official terms.)

- a. English Language:
- b. Native Language:

3. Date of Rank:

4. Position (Position individual will hold at the embassy here.):

- a. Official Office address:
- b. Effective Duty Date:
- c. Expected Departure Date:

5. Predecessor:

- a. Name, Rank, and Title:
- b. Branch of Service:
- c. Date Assigned:

6. Branch of Armed Service (Infantry, Artillery, etc.):

7. Specialty/Other Organizations (Ministry of Defense, Space Programs, etc.):

8. Date of Birth (year, month, day):

9. Place of Birth (town, state, province, country):

10. Sex (male or female):

11. Home Address (in the United States):

12. Telephone and Fax Numbers (Please include Area Codes):

- a. Home:
- b. Work:
- c. Cell:
- d. Fax:

13. E-Mail Address(es):

14. Marital Status: Married Single Divorced Widowed
15. Citizenship (Indicate countries):
16. Ethnic Group:

17. Nationality:
18. Religious Affiliation (Indicate Sect and whether practicing or non-practicing.):
 - a. Practicing:
 - b. Non-practicing:
19. Titles, Honorifics (prince, doctor, pandit, etc.):
20. High Order Decorations (native, U.S., other: explain):
21. Physical Description.
 - a. Beard:
 - b. Mustache:
 - c. Glasses:
 - d. Color Eyes:
 - e. Color of Hair:
 - f. Height:
 - g. Weight:
 - h. Build (Small, Medium, Large):
22. Membership in Organizations (professional, social, military, other: inclusive dates):
23. Dietary Restrictions (If any):
24. Smoker (Yes or No):
25. Preferred Entertainment:
26. Sports (Player or fan):
27. Hobbies:
28. Published Works (title of article or book, name of publication in which it appeared):
29. Civil Education (college, or highest level schooling, locations, major courses, degrees, honors: inclusive dates):
30. Languages (proficiency, dialects, degree of fluency, ability to act as translator/interpreter):
31. International Training/Travel (countries, dates (year, month, day and purpose):
32. Military Service (chronologically, inclusive dates (year, month, day) and locations; military schools, in-country and foreign; promotions/demotions (specify rank and dates (year, month, day); foreign service; units served/position held; retired/reserve status; involvement with programs/activities/key people):

SPOUSE INFORMATION:

33. Full Name of Spouse:
34. Maiden Name:
35. Date of Birth (year, month, day):

Annex A-2: Biographical Information Format

- 36.** Place of Birth (town, state, province, country):
- 37.** Citizenship (Indicate country or countries of which you are a citizen.):
- 38.** Ethnic Group:
- 39.** Nationality:
- 40.** Religious Affiliation (Indicate Sect and whether Practicing or Non-Practicing.):
- a. Practicing:
 - b. Non-Practicing:
- 41.** Background.
- a. Education:
 - b. Languages:
 - c. Dietary Restrictions:
 - d. Entertainment:
 - e. Hobbies:
 - f. Membership(s) in Professional Societies:
- 42.** Children (Please list name, sex and date of birth in that order. Number each entry and enter the information continuously. Example--1. Jane Person, F, 01/20/1990 - 2. Jeffery Person, M, 02/25/1991 - 3. Jim Person, M, 03/11/2000 -4. etc.):

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ANNEX A-3:
FORMAT FOR LETTER OF DELEGATION OF SIGNATURE AUTHORITY
FOR PRINCIPAL MILITARY ATTACHÉS
(PLEASE PREPARE ON OFFICIAL EMBASSY STATIONERY)

____ DATE ____

OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
FOREIGN LIAISON DIRECTORATE (DAMI-FL)
1000 ARMY PENTAGON WASHINGTON, DC 20310-1000

SUBJECT: Signature Authority Update

As requested by official U.S. Army policy, the personnel of my embassy to whom I delegate signature authority on behalf of myself and my duly accredited assistant attachés for submission of correspondence to the Army Foreign Liaison office are listed below.

(1) SPECIMEN SIGNATURE: _____
OFFICIAL SIGNATURE BLOCK _____

(2) SPECIMEN SIGNATURE: _____
OFFICIAL SIGNATURE BLOCK _____

This notice of delegation of signature authority supersedes all previously submitted notices submitted by my office. I understand it is solely my responsibility as the duly accredited Military Attaché to inform you promptly, in writing, of any changes in delegation of signature authority in behalf of myself and my duly accredited assistant attachés, as applicable.

AFFIX EMBASSY SEAL BELOW

(Signature of Military Attaché)

(Typed Name of Signatory)

(Typed Title of Signatory)

(Typed Name of Embassy)

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ANNEX A-4:
FORMAT FOR LETTER OF SIGNATURE VERIFICATION FOR ASSISTANT MILITARY ATTACHÉS
(PLEASE PREPARE ON OFFICIAL EMBASSY STATIONERY)

(DATE)

OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
FOREIGN LIAISON DIRECTORATE (DAMI-FL)
1000 ARMY PENTAGON WASHINGTON, DC 20310-1000

SUBJECT: Official Signature

As required by the Military Attaché Guide, my official signature block and specimen signature are given below.

AFFIX EMBASSY SEAL BELOW:

(Signature of Assistant Military Attaché)

(Typed Name of Signatory)

(Typed Title of Signatory)

(Typed Name of Embassy)

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ANNEX A-5:
FORMAT FOR DEPARTURE AND ARRIVAL NOTIFICATION LETTER
(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)

_____ DATE _____

OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
FOREIGN LIAISON DIRECTORATE (DAMI-FL)
1000 ARMY PENTAGON WASHINGTON, DC 20310-1000

SUBJECT: Arrival/Departure Notification of Military Attaché

This is to inform you that (RANK AND NAME OF NEW ATTACHÉ) is replacing (RANK AND NAME OF DEPARTING ATTACHÉ), effective (DATE). (RANK AND NAME OF NEW ATTACHÉ) will arrive in the United States on (DATE). (RANK AND NAME OF DEPARTING ATTACHÉ) will return to (COUNTRY NAME) on (DATE).

PLEASE AFFIX EMBASSY SEAL
BELOW:

(Signature of Principal Military Attaché or other Embassy Official)

(Typed full name of Signatory)

(Typed Title of Signatory)

Embassy of _____
(Typed Name of Your Country)

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ANNEX A-6: DD1172-2 – APPLICATION FOR IDENTIFICATION CARD/DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM (DEERS) ENROLLMENT

APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT					DMR No. 0704-0415 DMR approval expires Jan 31, 2017
Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.					
SECTION I - SPONSOR/EMPLOYEE INFORMATION					
1. NAME (Last, First, Middle)		2. GENDER	3. SSN OR DOD ID NO.	4. STATUS	5. ORGANIZATION
6. PAY GRADE	7. GEN. CAT.	8. CITIZENSHIP	9. DATE OF BIRTH (YYYYMMDD)	10. PLACE OF BIRTH	
11. CURRENT HOME ADDRESS			12. CITY	13. STATE	14. ZIP CODE
16. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications		17. TELEPHONE NUMBER (Include Area Code/CSX)	18. CITY OF DUTY LOCATION	19. STATE OF DUTY LOCATION	20. COUNTRY OF DUTY LOCATION
SECTION II - SPONSOR/EMPLOYEE DECLARATION AND REMARKS					
21. REMARKS (Use legal documentation, as applicable.)					NOTARY SIGNATURE AND SEAL
I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the authorizing/verifying official, the signature must be notarized.)					
22. SPONSOR/EMPLOYEE SIGNATURE				23. DATE SIGNED (YYYYMMDD)	
SECTION III - AUTHORIZED BY					
24. SPONSORING OFFICE NAME				25. CONTRACT NUMBER	
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)		27. SPONSORING OFFICE TELEPHONE NUMBER (Include Area Code/CSX)	28. OFFICE E-MAIL ADDRESS		29. OVERSEAS ASSIGNMENT (Country)
30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)	31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)	32. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	33. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)		
I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires an identification card in the performance of their duties with the DoD or Uniformed Services.					
34. SPONSORING OFFICIAL NAME (Last, First, Middle)			35. UNIT/ORGANIZATION NAME		
36. TITLE	37. PAY GRADE	38. SIGNATURE		39. DATE VERIFIED (YYYYMMDD)	
SECTION IV - VERIFIED BY					
40. VERIFYING OFFICIAL NAME (Last, First, Middle/ID#)		41. SITE IDENTIFICATION	42. TELEPHONE NUMBER (Include Area Code/CSX)	43. SIGNATURE	
SECTION V - DEPENDENT INFORMATION (Attach additional pages if necessary)					
A. 44. NAME (Last, First, Middle)		45. GENDER	46. DATE OF BIRTH (YYYYMMDD)	47. RELATIONSHIP	48. SSN OR DOD ID NO.
49. CURRENT HOME ADDRESS			50. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)	51. TELEPHONE NUMBER (Include Area Code/CSX)	
52. CITY	53. STATE	54. ZIP CODE	55. COUNTRY	56. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	57. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)
B. 58. NAME (Last, First, Middle)		59. GENDER	60. DATE OF BIRTH (YYYYMMDD)	61. RELATIONSHIP	62. SSN OR DOD ID NO.
63. CURRENT HOME ADDRESS			64. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)	65. TELEPHONE NUMBER (Include Area Code/CSX)	
66. CITY	67. STATE	68. ZIP CODE	69. COUNTRY	70. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)	71. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)
SECTION VI - RECEIPT					
Receipt of new card is acknowledged.					
72. SIGNATURE				73. DATE ISSUED (YYYYMMDD)	

DD FORM 1172-2, JAN 2014

PREVIOUS EDITION IS OBSOLETE.

This form valid for issue of DoD ID Card for 90 days from date of verification.

Adobe Designer 9.0

INSTRUCTIONS FOR COMPLETION OF DD FORM 1172-2, “APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT”

SECTION I – SPONSOR/EMPLOYEE INFORMATION

Block 1. Name. Enter the Attaché/employee’s LAST name first (Surname or family name), enter the FIRST name, and then enter the MIDDLE INITIAL(S), or the full MIDDLE NAME. You cannot use more than 51 characters if filling out using Adobe. The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

Block 2. Gender. Enter the Attaché/employee’s gender. Enter either “M” for male and “F” for female.

Block 3. Social Security Number (SSN) or DoD ID Number. Leave this blank. Do not enter anything in this block. EXCEPTION: If this is to update an identification card, then enter the DoD ID number listed on the current identification card.

Block 4. Status. Enter the following: “AD FP”. This means ACTIVE DUTY FOREIGN MILITARY PERSONNEL.

Block 5. Organization. Enter your country and the service of the military for the sponsor/employee. For example, if I were from Argentina and in the Army, I would enter “Argentina / Army”.

Block 6. Pay Grade. Enter the Attaché/employee’s pay grade from the valid codes listed in the table below.

<u>Enlisted and Non-Commissioned Officers</u>		<u>Warrant Officers</u>		<u>Officers</u>	
Private 1	E1	Warrant Officer 1	W1	2 nd Lieutenant	O1
Private 2	E2	Chief Warrant Officer 2	W2	1 st Lieutenant	O2
Private First Class	E3	Chief Warrant Officer 3	W3	Captain	O3
Specialist/Corporal	E4	Chief Warrant Officer 4	W4	Major	O4
Sergeant	E5	Chief Warrant Officer 5	W5	Lieutenant Colonel	O5
Staff Sergeant	E6			Colonel	O6
Sergeant First Class	E7			Brigadier General	O7
Master Sergeant/First Sergeant	E8			Major General	O8
Sergeant Major	E9			Lieutenant General	O9

Block 7. GEN. CAT (Geneva Convention Category). Leave this block blank. This block is automatically generated by DEERS/RAPIDS with the valid codes listed in Table 5.

Table 5. GEN CAT

CODE	GEN CAT
I	Category I (pay grades E1 through E4)
II	Category II (pay grades E5 through E9)
III	Category III (pay grades W1 through 003 and/or Cadets and/or Midshipmen)
IV	Category IV (pay grades 004 through 006)
V	Category V (pay grades 007 through 011)
N/A	Not applicable (non-protected personnel)

Block 8. Citizenship. Enter the sponsor/employee's appropriate country of citizenship from the valid codes listed in Table 6. Use three characters.

Afghanistan	AFG
Akrotiri	XQZ
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antarctica	ATA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW

Ashmore and Cartier Islands	XAC
Australia	AUS
Austria	AUT
Azerbaijan	AZE
Bahamas, The	BHS
Bahrain	BHR
Baker Island	XBK
Bangladesh	BGD
Barbados	BRB
Bassas da India	XBI
Belarus	BLR
Belgium	BEL

Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia	BOL
Bonaire, Sint Eustatius, and Saba	BES
Bosnia and Herzegovina	BIH
Botswana	BWA
Bouvet Island	BVT
Brazil	BRA
British Indian Ocean Territory	IOT

Brunei	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burma	MMR
Burundi	BDI
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cape Verde	CPV
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Christmas Island	CXR
Clipperton Island	CPT
Cocos (Keeling) Islands	CCK
Colombia	COL
Comoros	COM
Congo (Brazzaville)	COG
Congo (Kinshasa)	COD
Cook Islands	COK
Coral Sea Islands	XCS
Costa Rica	CRI
Cote D'Ivoire	CIV
Croatia	HRV
Cuba	CUB
Curacao	CUW
Cyprus	CYP
Czech Republic	CZE
Denmark	DNK
Dhekelia	XXD
Diego Garcia	DGA
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI
Estonia	EST

Ethiopia	ETH
Etorofu Habomai Kunashiri and Shikotan Islands	XQP
Europa Island	XEU
Falkland Islands (Islas Malvinas)	FLK
Faroe Islands	FRO
Fiji	FJI
Finland	FIN
France	FRA
French Guiana	GUF
French Polynesia	PYF
French Southern and Antarctic Lands	ATF
Gabon	GAB
Gambia The	GMB
Gaza Strip	XGZ
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB
Glorioso Islands	XGL
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guam	GUM
Guantanamo Bay Naval Base	AX2
Guatemala	GTM
Guernsey	GGY
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Heard Island and McDonald Islands	HMD
Honduras	HND
Hong Kong	HKG
Howland Island	XHO
Hungary	HUN
Iceland	ISL
India	IND
Indonesia	IDN

Iran	IRN
Iraq	IRQ
Ireland	IRL
Isle of Man	IMN
Israel	ISR
Italy	ITA
Jamaica	JAM
Jan Mayen	XJM
Japan	JPN
Jarvis Island	XJV
Jersey	JEY
Johnston Atoll	XJA
Jordan	JOR
Juan de Nova Island	XJN
Kazakhstan	KAZ
Kenya	KEN
Kingman Reef	XKR
Kiribati	KIR
Korea, North	PRK
Korea, South	KOR
Kosovo	XKS
Kuwait	KWT
Kyrgyzstan	KGZ
Laos	LAO
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Macau	MAC
Macedonia	MKD
Madagascar	MDG
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT

Annex A-6: DD Form 1172-2 Application for Identification Card/DEERS Enrollment

Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia, Federated States of	FSM
Midway Islands	XMW
Moldova	MDA
Monaco	MCO
Mongolia	MNG
Montenegro	MNE
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Namibia	NAM
Nauru	NRU
Navassa Island	XNV
Nepal	NPL
Netherlands	NLD
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Northern Mariana Islands	MNP
Norway	NOR
Oman	OMN
Pakistan	PAK
Palau	PLW
Palestinian Territory	PSE
Palmyra Atoll	XPL
Panama	PAN
Papua New Guinea	PNG
Paracel Islands	XPR
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn Islands	PCN
Poland	POL
Portugal	PRT

Puerto Rico	PRI
Qatar	QAT
Reunion	REU
Romania	ROU
Russia	RUS
Rwanda	RWA
Saint Barthelemy	BLM
Saint Helena, Ascension, and Tristan da Cunha	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
Saint Martin	MAF
Saint Pierre and Miquelon	SPM
Saint Vincent and the Grenadines	VCT
Samoa	WSM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN
Serbia	SRB
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Sint Maarten	SXM
Slovakia	SVK
Slovenia	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
South Georgia and South Sandwich Islands	SGS
South Sudan	SSD
Spain	ESP
Spratly Islands	XSP
Sri Lanka	LKA
Sudan	SDN
Suriname	SUR
Svalbard	XSV
Swaziland	SWZ

Sweden	SWE
Switzerland	CHE
Syria	SYR
Taiwan	TWN
Tajikistan	TJK
Tanzania	TZA
Thailand	THA
Timor-Leste	TLS
Togo	TGO
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO
Tromelin Island	XTR
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom	GBR
United States	USA
Unknown	AXI
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Vatican City	VAT
Venezuela	VEN
Vietnam	VNM
Virgin Islands. British	VGB
Virgin Islands, U.S.	VIR
Wake Island	XWK
Wallis and Futuna	WLF
West Bank	XWB
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE

Block 9. Date of Birth. Enter the Attaché/employee's date of birth in four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD). You must use a total of 9 characters. For example, if I was born on 25 January 2011, I would enter "2011JAN25".

Block 10. Place of Birth. Enter the Attaché/employee's place of birth (city, state (or equivalent), country). For the country, use the three-alpha character abbreviations for the countries listed in the table under the instructions for Block 8 above.

Block 11. Current home address in the United States. Enter the house number and street of the Attaché/employee's current residence in the United States. Use no more than 27 characters.

Block 12. City. Enter the Attaché/employee's current city of residence in the United States. Use not more than 18 characters.

Block 13. State. Enter the two-alpha code for the Attaché/employee's current state of residence in the United States. This should be MD for Maryland, VA for Virginia, or DC for the District of Columbia. No other states should be entered.

Block 14. ZIP Code. Enter the correct nine-digit ZIP code of the Attaché/employee's current residence address in the United States. If the nine-digit ZIP code is not known, then enter the five digit, followed by four zeros, without any hyphens. For example, if I only know the five-digit ZIP code, I would enter "123450000"; but if I knew the nine-digit ZIP code, I would enter "123456789".

Block 15. Country. For this block, enter only "USA". No other entry is valid.

Block 16. Primary Email Address. Enter the Attaché/employee's office/work email address as applicable. This block may be left blank.

Block 17. Telephone Number. Enter the Attaché/employee's current office nine-digit phone number. Do not use punctuation. For example, if my number was (202) 555-1234, I would enter "2025551234".

Block 18. City of Duty Location. Enter the city of the Attaché/employee's duty location. For example, if my embassy was in the District of Columbia, I would enter "Washington". Or, if my embassy was in Arlington, I would enter "Arlington".

Block 19. State of Duty Location. Enter the two-alpha code for the Attaché/employee's duty location. This should be MD for Maryland, VA for Virginia, or DC for the District of Columbia. No other states should be entered.

Block 20. Country of Duty Location. For this block, enter only "USA". No other entry is valid.

SECTION II – SPONSOR/EMPLOYEE DECLARATION AND REMARKS

Block 21. Remarks. Enter the following statements, and following the instructions as noted.

"I certify that [insert rank and full name] is an active duty member of the Army of [insert country]. His [or Her] assignment as [insert position title at Embassy] began on [insert date using the YYYYMMDD format] and is expected to end on or about [insert date using the YYYYMMDD format]."

[Insert the signature of the Military Attaché or individual with signature authority to sign for the Military Attaché, and place the Embassy's seal in the top right corner of this block.]

"Marital Status: [enter either "Married", "Divorced", "widowed", or "Single"]"

"Date of Marriage (if married): [insert date using the YYYYMMDD format]"

Block 22. Signature. The person (Attaché/employee) listed in block one must sign.

Block 23. Date Signed. Enter the date that block 22 was signed, using the YYYYMMDD format.

SECTION III – AUTHORIZED BY

Blocks 24-39. Leave blank.

SECTION IV – VERIFIED BY

Blocks 40-43. Leave blank.

SECTION V – DEPENDENT INFORMATION

Block 44. Name. Enter the dependent’s LAST name first (Surname or family name), enter the FIRST name, and then enter the MIDDLE INITIAL(S), or the full MIDDLE NAME. You cannot use more than 51 characters if filling out using Adobe. The name field can include a designation of JR, SR, ESQ, or the Roman numerals I through X. To include that designation, enter the appropriate data after the middle initial. The name cannot contain any special characters nor is any punctuation permitted.

Block 45. Gender. Enter the dependent’s gender. Enter either “M” for male and “F” for female.

Block 46. Date of Birth. Enter the dependent’ date of birth in four-digit year, three alpha-character month, and two-digit day format (YYYYMMDD). You must use a total of 9 characters. For example, if I was born on 25 January 2011, I would enter “2011JAN25”.

Block 47. Relationship. Enter the correct abbreviation to show the dependent’s relationship with the Attaché/employee using the valid abbreviations listed in the table below.

CODE	RELATIONSHIP STATUS
CH	Child
SC	Stepchild
URW	Unremarried Widow(er)
UMW	Unmarried Widow(er)
PL	Parent-in-law
SPL	Stepparent-in-law
PAR	Parent
STP	Stepparent
SP	Spouse
WARD	Legal Ward
DB	Designated Beneficiary

Block 48. Social Security Number (SSN) or DoD ID Number. If this is for a dependent’s first identification card, then leave this blank. If this is to update a dependent’s identification card, then enter the DoD ID number listed on the current identification card.

Block 49. Current home address in the United States. Enter the house number and street of the dependent’s current residence in the United States. In most cases, this should be the same as block 11.

Block 50. Primary Email Address. Enter the dependent’s email address as applicable. This block may be left blank.

Block 51. Telephone Number. Enter the dependent's nine-digit home phone number. Do not use punctuation. For example, if my number was (202) 555-1234, I would enter "2025551234". This block may be left blank.

Block 52. City. Enter the dependent's current city of residence in the United States. In most cases, this should be the same as block 12.

Block 53. State. Enter the two-alpha code for the dependent's current state of residence in the United States. This should be MD for Maryland, VA for Virginia, or DC for the District of Columbia. No other states should be entered. In most cases, this should be the same as block 13.

Block 54. ZIP Code. Enter the correct nine-digit ZIP code of the dependent's current residence address in the United States. If the nine-digit ZIP code is not known, then enter the five digit, followed by four zeros, without any hyphens. For example, if I only know the five-digit ZIP code, I would enter "123450000"; but if I knew the nine-digit ZIP code, I would enter "123456789".

Block 45. Country. For this block, enter only "USA". No other entry is valid.

Block 56. Eligibility Effective Date. Leave blank.

Block 57. Eligibility Expiration Date. Leave blank.

Blocks 58-71. Follow the same instructions as those for blocks 44-57.

SECTION VI – RECEIPT

Blocks 72-73. Leave blank.

Example:

APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT										OMB No. 0704-0415 OMB approval expires Jan 31, 2017	
Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form.											
SECTION I - SPONSOR/EMPLOYEE INFORMATION											
1. NAME (Last, First, Middle) (insert full name of attaché / employee)			2. GENDER (M or F)	3. SSN OR DOD ID NO. (blank)		4. STATUS AD FP		5. ORGANIZATION (country / service)			
6. PAY GRADE (fill in)		7. GEN. CAT N/A	8. CITIZENSHIP (fill in)		9. DATE OF BIRTH (YYYYMMDD) (fill in)		10. PLACE OF BIRTH (city, state (or equivalent), country)				
11. CURRENT HOME ADDRESS (home address in the USA)					12. CITY (fill in)		13. STATE (fill in)	14. ZIP CODE (fill in)	15. COUNTRY USA		
16. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications			17. TELEPHONE NUMBER (Include Area Code/DSN) (office phone)		18. CITY OF DUTY LOCATION (fill in)		19. STATE OF DUTY LOCATION (fill in)	20. COUNTRY OF DUTY LOCATION USA			
SECTION II - SPONSOR/EMPLOYEE DECLARATION AND REMARKS											
21. REMARKS (Cite legal documentation, as applicable.) I certify that [insert rank and full name] is an active duty member of the Army of [insert country]. His [or Her] assignment as [insert position title at Embassy] began on [insert date using the YYYYMMDD format] and is expected to end on or about [insert date using the YYYYMMDD format].										NOTARY SIGNATURE AND SEAL	
[Insert the signature of the Military Attaché or individual with signature authority to sign for the Military Attaché, and place the Embassy's seal in the top right corner of this block.]											
Marital Status: [enter either "Married", "Divorced", "widowed", or "Single"]											
Date of Marriage (if married): [insert date using the YYYYMMDD format]											
I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the authorizing/verifying official, the signature must be notarized.)											
22. SPONSOR/EMPLOYEE SIGNATURE (signature of attaché / employee)							23. DATE SIGNED (YYYYMMDD) (fill in)				
SECTION III - AUTHORIZED BY											
24. SPONSORING OFFICE NAME							25. CONTRACT NUMBER				
26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)			27. SPONSORING OFFICE TELEPHONE NUMBER (Include Area Code/DSN)		28. OFFICE EMAIL ADDRESS			29. OVERSEAS ASSIGNMENT (Country)			
30. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD)		31. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD)		32. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD)		33. ELIGIBILITY EXPIRATION DATE (YYYYMMDD)					
I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires an identification card in the performance of their duties with the DoD or Uniformed Services.											
34. SPONSORING OFFICIAL NAME (Last, First, Middle)				35. UNIT/ORGANIZATION NAME							
36. TITLE			37. PAY GRADE	38. SIGNATURE				39. DATE VERIFIED (YYYYMMDD)			
SECTION IV - VERIFIED BY											
40. VERIFYING OFFICIAL NAME (Last, First, Middle Initial)			41. SITE IDENTIFICATION	42. TELEPHONE NUMBER (Include Area Code/DSN)		43. SIGNATURE					
SECTION V - DEPENDENT INFORMATION (Attach additional pages if necessary)											
A 44. NAME (Last, First, Middle) (insert full name of dependent)			45. GENDER (M or F)	46. DATE OF BIRTH (YYYYMMDD) (fill in)		47. RELATIONSHIP (fill in)		48. SSN OR DOD ID NO. (fill in if updating)			
49. CURRENT HOME ADDRESS (home address in the USA)					50. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)			51. TELEPHONE NUMBER (Include Area Code/DSN) (home phone)			
52. CITY (fill in)		53. STATE (fill in)	54. ZIP CODE (fill in)		55. COUNTRY USA		56. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) (blank)	57. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) (blank)			
B 58. NAME (Last, First, Middle) (insert full name of dependent)			59. GENDER (M or F)	60. DATE OF BIRTH (YYYYMMDD) (fill in)		61. RELATIONSHIP (fill in)		62. SSN OR DOD ID NO. (fill in if updating)			
63. CURRENT HOME ADDRESS (home address in the USA)					64. PRIMARY E-MAIL ADDRESS <input type="checkbox"/> Permission to use for benefits notifications (18 and above)			65. TELEPHONE NUMBER (Include Area Code/DSN) (home phone)			
66. CITY (fill in)		67. STATE (fill in)	68. ZIP CODE (fill in)		69. COUNTRY USA		70. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) (blank)	71. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) (blank)			
SECTION VI - RECEIPT											
Receipt of new card is acknowledged.											
72. SIGNATURE							73. DATE ISSUED (YYYYMMDD)				

DD FORM 1172-2, JAN 2014

PREVIOUS EDITION IS OBSOLETE.

This form valid for issue of DoD ID Card for 90 days from date of verification.
Adobe Designer 9.0

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**SECTION II:
VISITS TO U.S. ARMY ORGANIZATIONS
OFFICIAL CONTACT WITH U.S. ARMY PERSONNEL
&
REQUESTS FOR DOCUMENTS AND INFORMATION**

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**SECTION II:
VISITS TO U.S. ARMY ORGANIZATIONS, OFFICIAL CONTACT WITH U.S. ARMY
PERSONNEL
AND
REQUESTS FOR DOCUMENTS AND INFORMATION**

PURPOSE: Section II provides guidance to foreign Military Attachés diplomatically accredited to the United States (U.S.) Government and other representatives of foreign governments or international organizations wishing to conduct official business with Department of the Army (DA). For the purposes of this manual, the term Military Attaché applies the principal Military Attaché, Assistant Military Attachés, and designated representatives of international organizations. All requests for official visit authorizations (RVA) to DA organizations and to Department of Defense (DOD) contractor facilities shall be submitted as described in this guide.

A. International Visits Program (IVP)

1. U.S. Army Management. The Office of the Deputy Chief of Staff, G-2, Foreign Disclosure Division(DAMI-CDD), is responsible for the development of DA policies and procedures for foreign disclosure, the international visits program, and the Foreign Liaison Officer program.

2. Requests for Visit Authorization (RVA). All requests for visit authorizations must be submitted through the Office of the Deputy Chief of Staff G-2, Foreign Disclosure Branch via the Foreign Visit System (FVS) or, where that is unavailable, via fax or email to the respective Regional Desk Officer. **An RVA is not required to accomplish the following:**

- Visits by an accredited Military Attaché to personnel and their immediate offices identified in the Attaché's Letter of Special Accreditation issued by the Director of Army Foreign Liaison.
- Visits by foreign nationals who are not representing their government in an official capacity.
- Visits conducted at contractor facilities that do not involve a U.S. Army program and are not on the grounds of U.S. Army installations.
- Visits by Canadian persons under the U.S.-Canada Joint Certification Program as identified in the DOD Pamphlet, "U.S.-Canada Joint Certification Program," published by the Office of the Under Secretary of Defense for Policy (OUSDP), dated March 1991.
- Visits for activities that are open to the public, such as social activities or international sporting events.
- Visits for authorized routine or emergency medical treatments.

3. Visit procedures: See chart on following page.

VISIT PROCEDURES

RVA shall be submitted to the U.S. Army through the automated Foreign Visit System (FVS) in all cases where the Military Attaché or his staff has access to FVS.

One-Time and Recurring Visits	Extended Visits
<p>• One-time visit. Contact by foreign representatives with a DoD component or DoD contractor facility for a single short term occasion (normally fewer than 30 days) for a specified purpose.</p> <p>• Recurring Visit. Intermittent, recurring visits by foreign representatives with a DoD component or DoD contractor facility over a specified period of time (less than one year) for a government approved license, contract, agreement or other program when the information to be released has been defined and approved for release in advance by the U.S. Government, subject to annual review and revalidation. Note: Recurring visits may NOT be used to authorize a continuing presence of a foreign representative for the duration of the visit request in order to effectively assign a foreign government representative.</p> <p style="text-align: center;">TO SUBMIT A ONE-TIME OR RECURRING VISIT REQUEST:</p> <p>1. The request should be submitted at least 30 days prior to visit through FVS. HQDA, ODCS, G-2, shall automatically return without action, all foreign government RVAs to DA organizations submitted less than ten business days (14 calendar days) prior to the requested start date of the visit. The only exceptions to this requirement are:</p> <p style="margin-left: 20px;">a. Visits to HQDA Staff elements;</p> <p style="margin-left: 20px;">b. Visits deemed mission essential and time sensitive by DA organizations.</p> <p>2. RVA contains complete and accurate information concerning the nature, purpose, locations and duration of the visits, as well as identification data regarding the visitor(s).</p>	<p>• Extended Visit. A single visit by a foreign representative located in the United States for a duration that exceeds 30 days. Extended visit authorizations are to be used when a foreign representative is required to be located at or in continuous contact with a DOD component or a DOD contractor facility beyond 30 days, for one of the following situations:</p> <ol style="list-style-type: none"> 1. A foreign government contract, joint program, agreement, or license; 2. Certification as a Military Personnel Exchange Program (MPEP) participant, Foreign Liaison Officer (FLO), Standardization Representative (STANREP), Engineer and Scientist Exchange Program (ESEP) participant, or Cooperative Program Personnel (CPP) participant. 3. NOTE: A MPEP, FLO, STANREP, ESEP or CPP may not also serve as an accredited Attaché. <p style="text-align: center;">TO SUBMIT AN EXTENDED VISIT REQUEST:</p> <ol style="list-style-type: none"> 1. Submit request in accordance with the timelines specified for each extended visitor program. 2. RVA contains complete and accurate information concerning the nature, purpose, locations and duration of the visits, as well as identification data regarding the visitor(s). 3. Attachés must provide a photo and biography 90 days prior to the start of an extended visitor's visit start date; must be submitted in conjunction with the RVA. For guidance please see Attaché Responsibilities below.

In those cases in which the Military Attaché or his staff does not have access to FVS, the RVA may be submitted by fax to 703-695-3149 or by emailing the Regional Desk Officer following the format in Annex B-1. Visits in the following geographical areas may be arranged by directly contacting the local commander. This applies to:

- Commander, U.S. Army Europe and Seventh Army (USAREUR), for visits to elements in Western Europe. Requests are to be submitted directly to: Commander, USAREUR, ATTN: ODCSINT, Unit 29351, APO AE 09014.
- Commander, U.S. Army Japan (USARJ) and IX Corps, for visits to Headquarters, USARJ and its subordinate elements in Japan. Requests are to be submitted directly to: Commander, USARJ and IX Corps, APO AP 96343.
- Commander, Eighth U.S. Army, for visits to Headquarters, Eighth U.S. Army, and its subordinate elements in the Republic of Korea. Requests are to be submitted directly to: Commander, Eighth U.S. Army, ATTN: AJPPPO, APO AP 96205-0009.

Section II: Visits to U.S. Army Organizations

Official Contact with US Army Personnel & Requests for Documents and Information

U.S. Army Foreign Liaison Directorate *Military Attaché Guide December 2014*

4. Timelines for submitting RVA. All RVA should be submitted at least **30 days** prior to the start of the proposed date of the visit unless covered by an exception below. Requests that are not submitted in a timely manner may be returned without action. There are **three** exceptions to the 30-day requirement:

- Extended RVAs where an individual is participating in an integrated or long-term government-to-government program must be submitted **90 days** in advance of the start date.
- Visits during the annual holiday moratorium. Each year the Office of the Deputy Under Secretary of Defense, Policy Support, (Foreign Visits System) sends a letter informing embassy personnel of a holiday moratorium. RVA submitted for visit dates during the moratorium timeframe will be returned without action unless the visit is to attend a previously scheduled conference, meeting, or is mission essential. The moratorium is necessary, because DOD activities traditionally operate at reduced levels during the Christmas holiday period. (Visits submitted during the holiday moratorium for visits to occur after the moratorium period will be accepted for processing.)
- HQDA, ODCS, G-2, shall automatically return without action, all foreign government RVAs to DA organizations submitted less than ten business days (14 calendar days) prior to the requested start date of the visit. The only exceptions to this requirement are:
 - Visits to HQDA Staff elements;
 - Visits deemed mission essential and time sensitive by DA organizations

5. Security Assurance Certification. When a visit request is submitted, an embassy is certifying that the following conditions will be met with respect to the visitor and the information the visitor obtains during the visit:

- That the requesting government is officially sponsoring the visit.
- That the visitor(s) is/are authorized by the government of the requesting embassy to receive the information on behalf of that government.
- That the information the visitor(s) obtain(s) during the visit will not be released or made known in any other manner to any other nation, or nationals thereof without the written approval of the United States Government.
- That the visitor(s) and the government represented will afford the information the same degree of security protection afforded to it by the United States Government.
- That the information will be used for purposes specified in the visit request and for no other purpose.
- That dissemination will be limited to persons who require the information in the performance of their official duties.
- That the rights of the individual or organization which originates or develops the information will be respected and protected in accordance with the patent laws of the country of the originator.

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- That any known or suspected compromise or unauthorized transfer of the information received as a result of the visit will be promptly reported to the United States Government.
- Embassies that use the automated FVS will certify that these conditions are met by verifying a Statement of Official Sponsorship and Security Assurance prior to submitting a RVA. Visit requests submitted by any means other than the automated FVS must include a security assurance statement as shown in Annex B-1; and the request must be signed by an Attaché accredited to the U.S. Department of Defense.
- Faxed, emailed or mailed visit requests that do not include the Statement of Official Sponsorship and Security Assurance will be returned to the embassy without action.

6. Amendments to RVA.

- All modifications to approved visits will be proposed by amendments submitted through the FVS. Embassies which do not have online FVS capabilities must submit amendments to ODCS G-2, Foreign Disclosure Branch via fax or email. The amendments submitted via fax or email may take longer to process.)
- Prior to submitting the proposed amendment through the FVS, the Attaché must contact the designated Visit Contact Officer at the hosting activity. Once the Visit Contact Officer concurs with the proposed modifications to the approved RVA, the Attaché must ensure an amendment is submitted through the FVS. The amendment submission should reference the concurrence of the Visit Contact Officer.
- Amendments may only accomplish the following:
 - Add or delete names of visitors (Additions require complete identifying data).
 - Change the originally proposed dates(s).
 - Cancel a previously submitted RVA, whether pending or approved.

7. Visitor Responsibilities.

- Visitors must notify the contact officer specified on the approved RVA at the organization or facility to be visited at least 72 hours (excluding Saturdays, Sundays, and holidays) in advance of each visit.
- All military visitors must wear the appropriate military attire of their respective country unless otherwise directed by the hosting country.
- Visitors must have, in their possession, at least 2 personal identification documents that depict a photograph, an identification number, date of birth, and nationality. Passports are generally recommended as a form of identification that meets these criteria.
- It is recommended that visitors must know the applicable visit authorization (RVA) number when arriving at the installation.
- Visitors **MAY NOT** arrive at any facility until the visit request for the visitor to that facility is approved.

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- Visitors must be prepared to pay all expenses associated with the entire visit (i.e., travel, lodging, meals, etc).
- Visitors who are general/flag officers or civilian equivalent rank/grade must include biographical data on the RVA. This includes biographic information concerning visitors of general officer rank and civilians holding equivalent government appointments.
- Visitors must provide, and the embassy must ensure that the RVA contains, complete and accurate information concerning the nature, purpose, locations and duration of the visits, as well as identification data regarding the visitor(s).
- The visitor(s) must identify the specific purpose of the visit, and the Attaché must verify that the subject is under the cognizance of the U.S. Army. If not, the Attaché must identify the appropriate Defense component and the visit purpose must note that information.
- The visitor(s) must have adequate English language capability or, if necessary, arrange to bring an interpreter.

8. Attaché Responsibilities.

- Attachés must ensure visitors are aware of their responsibilities as listed above.
- Attachés must ensure that the RVA contains complete and accurate information concerning the nature, purpose, locations and duration of the visits, as well as identification data regarding the visitor(s).
- Attachés must verify that the subject of each visit is under the cognizance of the U.S. Army. If not, the Attaché must identify the appropriate Defense component and the visit purpose must note that information.
- Attachés must provide a photograph and biography in conjunction with a RVA at least 90 days prior to the start of an extended visitor's visit start date for each extended visitor certified to the U.S. Army as a Military Personnel Exchange Program (MPEP) participant, Foreign Liaison Officer (FLO), Standardization Representative (STANREP), Engineer and Scientist Exchange Program (ESEP) participant, or Cooperative Program Personnel (CPP) participant. For each extended visitor, Attachés shall submit a completed biography form (Annex B-3), available online at <http://www.dami.army.pentagon.mil/DAMI-FLGuide.aspx>. In addition, Attachés shall submit a photo of each certified visitor; photos must be a full-body photo in military uniform or appropriate civilian attire as a .gif or .jpeg file. Biographies and photos should be sent by email to ODCS G-2, Foreign Disclosure Branch at the following email address: usarmy.pentagon.hqda-dcs-g-2.mbx.dami-cd-guardian@mail.mil. **Extended visitor RVA WILL NOT be approved without receipt of a biography and photograph; instead, RVAs will be returned without action prior to the start date of the visit.**
- Itineraries, arrangements for travel, transportation, lodging and other administrative matters associated with a visit are the responsibility of the Military Attaché and his

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staff. Country Country Directors in the Office of the Deputy Chief of Staff, G-3 (Army International Affairs Division, G-35-R) are available to offer advice. The name and contact information for the appropriate G-35-R country Country Director is provided in the Attaché's Special Letter of Accreditation.

9. Informal Coordination. Foreign representatives are permitted to contact DA offices or staff elements for informal coordination of administrative details only. This coordination does not eliminate the need for an RVA. The proposals and requests become official only upon the submission of an RVA to ODCS G-2, Foreign Disclosure Branch.

10. Visits by Formal Invitation. On occasion, DoD officials invite foreign representatives to visit U.S. Army facilities and installations to attend meetings or conferences. When foreign visitors are invited to travel to Army facilities or installations on Invitational Travel Orders (ITO) or honorariums published by a competent authority, the embassy must still submit a RVA, except in those circumstances when the visitors are traveling for training purposes under a security assistance program. Likewise, if the inviting Army organization elects not to issue ITO or honorariums to the visitors, the embassy must provide an RVA, and if possible, a copy of the invitation. All the conditions as described in the "Attaché responsibilities" apply to these types of visits.

11. Decision Types. After receipt of a complete RVA that meets all administrative processing requirements, the U.S. Army will coordinate the visit and then provide the embassy one of the following responses:

- **Approval:** Approval indicates that the visit is part of a valid government-to-government program, project or agreement under the auspices of the Department of Defense. If the visit is to a U.S. contractor facility, it is important to note that despite approval by the U.S. Army, the host company retains the right to decline the visit. Therefore, upon receipt of an approval for a visit request to a commercial facility, the embassy or visit delegation is responsible for contacting the commercial facility directly to coordinate site access.
- **Non-sponsored:** This type of approval is exclusive to visit U.S. defense contractors. "Non-sponsored" means the U.S. Army has "no objection" to the visit provided the contractor has obtained the necessary commercial export authorization or plans to release information that is not export controlled. In this case, the embassy may make its own arrangements for the visit directly with the contractor facility. If the embassy provides a correct fax number or email address for the Security Office of the contract facility, the U.S. Army will forward the visit request to the fax number or email address provided. It is important to note that despite a "non-sponsored" approval by the U.S. Army, the host company retains the right to decline the visit. Therefore, it is imperative that the embassy or visit delegation contact the commercial facility directly to coordinate site access.
- **Deny:** If the U.S. Army denies a visit, the response will always contain a reason for the denial. If the U.S. Army denies a visit to a U.S. contractor, the commercial facility may accept the visit through direct arrangements with the visitor.
- **Return without action:** Visits are returned without action when an RVA: does not meet the minimum administrative processing requirements; does not contain all the

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necessary information and/or the request could not be coordinated appropriately within Department of Defense. RVAs that are returned without action may be corrected by the embassy and resubmitted for reconsideration.

- **Cancel:** Upon the request of the Embassy or hosting Army activity.

B. Acquiring U.S. Army Publications and Information

DA expects that most of a foreign Military Attachés' requirements for information produced by, for, or about the U.S. Army and its activities can and should be satisfied by DA's international visits program. DA recognizes that, occasionally, a Military Attaché will have a further need for written documents. DA is prepared, within existing U.S. laws and DoD policies, to respond to such needs in a timely manner.

There are some cases where a Military Attaché may receive a tasking from his government requesting information in a subject area about which he has little or no knowledge. This type of unclear tasking makes it difficult for the Military Attaché to prepare an appropriate request for documentary information or visit request. In cases like this, the submission of a simple letter or email to your Regional Country Director in ODCS G-3/5/7, explaining your government's tasking before you labor over a formal request is advisable. Your Country Director is well equipped to review your letter and advise which route is most appropriate.

1. Policies.

- All requests for releases of DA information to foreign representatives, regardless of the form—oral, visual or documentary—must be on official government stationery and include a “Statement of Official Sponsorship and Security Assurance.” This is the same “Statement of Official Sponsorship and Security Assurance” as required on all RVA and requests for accreditation.
- Only those requests for documentary information, which are in written form as outlined in Annex B-2, online at <http://www.dami.army.pentagon.mil/DAMI-FLGuide.aspx> and signed by the Military Attaché or a person to whom the Military Attaché has officially delegated such authority, will be accepted for processing. **Fax or official email requests will not be honored or acted upon if the Military Attaché has not signed the request. Verbal or personal emails will not be processed.**
- Requests for documentary information not under the jurisdiction of DA cannot be processed by the U.S. Army. Such requests must be submitted to the appropriate authority for the Navy, Air Force or the Defense Intelligence Agency.

2. Documents Available for Purchase. DA reserves the right to assess fees in accordance with established rates prescribed by U.S. law and DOD policy. DA expects that the bulk of a Military Attaché's requirements for documentary information produced by, for, or about the U.S. Army and its activities can be purchased through one of the following sources.

- The Government Printing Office online bookstore at: <http://bookstore.gpo.gov>.
- The National Technical Information Service Springfield, Virginia 22161
703-605-6000,
<http://www.ntis.gov>

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- Defense Technical Information Service
<http://www.dtic.mil/>
- Foreign Military Sales (FMS) Publication Accounts for those countries eligible for FMS:

The action agency for establishing a FMS Publication Account is the U.S. Army Security Assistance Command (USASAC). Please contact your USASAC central case manager (CCM) or country program manager (CPM) to establish a FMS Publication Account. If you are uncertain of your CCM or CPM or have other questions, consult your Letter of Special Accreditation issued by the Director of Foreign Liaison.

3. Information Not Available for Purchase. If the desired information is not available through the sources listed previously, it may be requested through ODCS G-2, Foreign Disclosure. The request must be submitted on official embassy letterhead and should follow the format of the Request for Document or Information (Annex B-2) or online at:

- <http://www.dami.army.pentagon.mil/DAMI-FLGuide.aspx>. The most efficient way to submit these requests is via email to usarmy.pentagon.hqda-dcs-g-2.mbx.dami-cd-foreign-disclosure-rfi@mail.mil. **You may also fax the requests to 703-695-3149.** Please alert your Regional Desk Officer in Foreign Disclosure before you send a fax.

4. Requirements. All requests for information to the ODCS G- must:

- State that the information is not available through the GPO, NTIS, Internet or FMS.
- Contain a “Statement of Sponsorship” as outlined in the format of the Request for Document or Information (Annex B-2) which is also available online at <http://www.dami.army.pentagon.mil/DAMI-FLGuide.aspx>.
- Be signed by the Military Attaché or a person to whom he has delegated signature authority. (An example of an appropriate letter format is located at Annex B-2 to this section.)
- Include official email address or fax number where the requested information can be sent.

5. Internet Access. Many U.S. Service documents and forms are available at the U.S. Department of Defense Internet homepage, DEFENSE LINK. DEFENSE LINK may be accessed using the following Internet addresses:

- <http://preview.defenselink.mil/>
- <http://www.dtic.mil/dtic/>

Other useful sites are:

- <http://www.army.mil>
- <http://www.army.mil/info/a-z/>
- <http://www.ntis.gov>
- <http://www.refdesk.com>
- <http://www.usa.gov/>

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- <http://fedworld.ntis.gov/>
- Please consult these sites before submitting an official request for information.

6. Documents That Are Not Releasable. Bibliographies, indexes and similar listings are not releasable and should not be requested. Documents written by students in U.S. Army schools do not represent official U.S. Army policies or doctrine and are not releasable. Documents in draft form are not considered official publications and are not available for release.

C. Foreign Liaison Officer (FLO) Program

1. Purpose of the U.S. Army FLO Program. The Army Foreign Liaison Officer (FLO) Program was established to facilitate cooperation and mutual understanding between the U.S. Army and the armies of allied and friendly nations.

2. Definition of Terms and Role of FLOs. A FLO is a foreign government military member or civilian employee who is authorized by his or her government and is certified by a DA command or agency in connection with programs, projects or agreements of interest to the governments. FLOs are expected to present the views of their parent government regarding issues of mutual interests, namely those that may be raised by the DA command or agency to which they are certified. Personnel certified as FLOs to U.S. Army commands may not also be accredited as attachés.

3. Management of the U.S. Army FLO Program. The FLO Program Manager, ODCS, G-2, and the Military Attaché to the U.S. Army are jointly responsible for management and oversight of the bilateral FLO program. This responsibility includes establishing and maintaining the bilateral FLO Memorandum of Agreement (MOA)/ FLO Memorandum of Understanding (MOU) as well as the establishment, and maintenance of all FLO and administrative support positionst. For questions regarding such matters, please contact Mr. Jim Bright at 703-695-9614 or james.e.bright2.civ@mail.mil.

4. Establishment of FLO Positions. Foreign governments which have concluded a FLO MOA /MOU with the U.S. Army may propose establishment of a FLO or administrative support position in a DA command or activity by submitting a request for establishment of a new position The request must:

- Be submitted on embassy letterhead
- Outline description of proposed FLO duties
- Be signed by Attaché accredited to the U.S. Army
- Be emailed or faxed to Jim Bright at james.e.bright2.civ@mail.mil or 703-695-9614
- Or, be mailed to:
HQDA, Office of the Deputy Chief of Staff, G-2
(DAMI-CDS Foreign Disclosure)
1000 Army Pentagon, Room 2D350
Washington, DC 20310-1000

5. Adjustment of Existing FLO positions. Requests to adjust an existing FLO or Administrative Support position must be submitted in writing to ODCS G-2, Foreign Disclosure

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on embassy letterhead and be signed by the Military Attaché accredited to the U.S. Army. Adjustment requests must provide background information regarding the request as well as supporting justification for the requested adjustment. . The FLO Program Manager and the Military Attaché will also conduct periodic review of all FLO and administrative support positions. FLO and Administrative Support positions which have been vacant for an extended period of time (more than one year) require precoordination with the FLO Program Manager prior to submission of a Request for Visit Authorization to fill the vacant FLO/Administrative Support position. d

6. Administrative Support Personnel. Please note that Administrative Support personnel are granted access to U.S. Army installations and activities for the sole purpose of providing administrative support to the FLO certified to that U.S. Army Command or activity. Administrative Support personnel cannot perform the duties of the FLO and are not authorized to request or receive information on behalf of the FLO. Administrative Support personnel receive U.S. Army information only from their FLO who is certified to that U.S. Army Command or activity.

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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:

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

- 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.

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ANNEX B-2:
LETTER FORMAT FOR
REQUEST FOR DOCUMENT OR INFORMATION
(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)

SUBJECT: Request for Information

OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
ATTN: DAMI-CDD
1000 ARMY PENTAGON
WASHINGTON, D.C. 20310-1000

1. **Documentary/Information Request.** The document or information described below is requested by the Government of _____ (INSERT NAME OF YOUR COUNTRY) for its official use. The requested document or information is not available to my Government via the U.S. Government Printing Office nor the National Technical Information Service or an FMS Publications Account.

DOCUMENTS	INFORMATION
a. Document title or description each	A separate letter should be submitted for
b. Document identification number (if known)	type of information requested.
c. Classification (if known)	
d. Document date/edition (if known)	
e. Originating agency/command:	

2. **Request Justification.** The following statement(s) are offered in explanation of my Government's need for the information requested:
(INSERT JUSTIFICATION FOR THE RELEASE OF THE INFORMATION/MATERIAL)_____

3. **Point of Contact Information.** (INSERT NAME OF POINT OF CONTACT AT THE EMBASSY WITH EMAIL AND PHONE NUMBER).

4. **Cost Reimbursement.** Costs incident to this request will be paid upon receipt of instructions from the U.S. Army.

5. **Statement of Sponsorship.** If the requested information is provided, the Government of _____ (INSERT NAME OF YOUR COUNTRY) _____ will observe and carry out the following responsibilities with respect to the care, use and disposition of such information:

6. It is accepted solely for the purpose of information and will accordingly be treated as disclosed in confidence, and will be afforded a degree of security protection at least equal to that afforded our own classified information of the same classification level; (b) it will not be provided to anyone who is not an officer, employee or agent of this Government, except as specified in the request without the express consent of the United States Government (USG); (c) if classified, all personnel subsequently authorized access to such material or information will have the required classification level and have an official need for access; (d) the information will be used only for the purpose specified in this request; (e) we will promptly and fully inform the USG of any compromise, or possible compromise, of U.S. classified information, or misuse of unclassified official information furnished pursuant to this request; (f) if the U.S. information is to be subsequently furnished to a commercial or government-owned contractor: (1) such information will be transmitted through official

SUBJECT: Request for Documentary Information (continued)

channels; (2) the specified contractor will have been granted a facility security clearance by this Government at a level of the U.S. information involved; (3) all contractor personnel requiring access to such information will have been cleared to the appropriate level by this Government; and (4) we will assume any responsibility for administering security measures for the protection of such information while it is in the possession of the contractor to include periodic inspections and briefings to ensure that the information is being adequately protected; and (g) we will use our best endeavors to ensure that the information is not dealt with in any manner likely to prejudice the right of the private owner thereof, if any, to obtain patent or other like statutory protection; regardless of any other markings which may appear on the documentary information, we will ensure that the information is not declassified or downgraded without the written approval of the originating U.S. agency.

FOR THE GOVERNMENT OF (INSERT NAME OF YOUR COUNTRY)

PLEASE AFFIX EMBASSY SEAL BELOW:

(Signature of Military Attaché)

(Typed Name of Signatory)

(Typed Title of Signatory)

(Typed Name of Embassy)

ANNEX B-3:
BIOGRAPHIC DATA FORM FOR CERTIFIED VISITORS
(PLEASE PREPARE ON EMBASSY LETTERHEAD STATIONERY)

DIRECTIONS: In accordance with Section II, paragraph A.9., of the U.S. Army Military Attaché Guide, Attachés shall complete this form for each visitor certified to the U.S. Army as a Personnel Exchange Program (PEP) participant, Foreign Liaison Officer (FLO), Standardization Representative (STANREP), Engineer and Scientist Exchange Program (ESEP) participant, or Cooperative Program Personnel (CPP) participant. This form must be completed and submitted concurrently with submission of RVA. Attachés shall submit this form, as well as a full-body photo as .gif or .jpeg file, at least 30 days prior to the start of an extended visitor's visit start date by email to the following email address: usarmy.pentagon.hqda-dcs-g-2.mbx.dami-cd-guardian@mail.mil. Embassies without email connectivity or without electronic photo files may send photos and biographies by diplomatic pouch to the Pentagon ATTN: DAMI-CDD.

Biographic Data Form For Certified Visitors

POSITION NUMBER (For official use only):

1. NAME OF COUNTRY:	2. FOREIGN VISIT REQUEST # (RVA #):	3. DATE OF INFORMATION (DD/MM/YYYY):
4. NAME (Full name in Roman letters)		5. CERTIFIED VISITOR (check the box)
		<input type="checkbox"/> Foreign Liaison Officer <input type="checkbox"/> Military Personnel Exchange Program <input type="checkbox"/> Engineer and Scientist Exchange Program <input type="checkbox"/> Standardization Representative <input type="checkbox"/> Cooperative Program Personnel <input type="checkbox"/> Administrative and Professional Exchange Program (APEP)
6. RANK (or please note if individual is civilian)		a. Date of Rank (DD/MM/YYYY):
7. POSITION a. Assigned Position and Assigned U.S. Command		b. Date position will be assumed (DD/MM/YYYY):
c. If applicable, Name of Predecessor (person who previously held this position) and Rank (if not applicable, please note).		
8. CIVILIAN EDUCATION (List chronologically, dates (year), and locations. Schools in-country and abroad.)		9. PHOTO
		Please do not paste photo to this form and scan form. Instead, please email a full-body .gif or .jpeg file photo in conjunction with this form.

10. MILITARY EDUCATION (List chronologically, dates (years), and locations. Military schools, in-country and abroad.)

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11. MILITARY COMMANDS AND STAFF ASSIGNMENTS (List chronologically, dates (years) and locations. Military schools, in-country and abroad.)

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