

# **F-15 TCP WWR Visit Request Requirements**

## **As of September 2023**

**Note: Visit Requests and all required documentation “must” be submitted within 45 days of “any” USAF sponsored event and/or meeting.**

An **“approved” Visit Request** is required for all attendees who are:

- Non-US citizens (Foreign Nationals)
- Non-US Citizen and US Citizens who are acting on the behalf of a foreign government and/or foreign company
- Non-US citizens working for a US owned company

### **Visit Request process for Non-US citizens:**

Visit Request must be submitted to the applicable foreign country embassy in the applicable country. The request is then submitted to the applicable country embassy in Washington, D.C. The US Embassy in Washington, loads the Request into the Visit Request System, which transmits the request to the WR-ALC/Foreign Disclosure Office (FDO). The WR-ALC/FDO sends the Visit Request to the respective WR-ALC Technical Coordination Program (TCP) for review and coordination. After coordination, the Visit Request is returned to the WR-ALC/FDO for approval. Once the Visit Request is approved by WR-ALC/FDO, attendees are notified (via e-mail) by the respective WR-ALC TCP Country Managers.

### **Visit Request process for Non-US citizens representing foreign government and/or foreign company:**

Visit Request must be submitted to the applicable foreign country embassy in the applicable country. The Visit Request is then submitted to the applicable country embassy in Washington, D.C., which in turn submits the Request to the Embassy in Washington, D.C. The US Embassy in Washington, loads the Request into the Visit Request System, which transmits the request to the WR-ALC/Foreign Disclosure Office (FDO). The WR-ALC/FDO sends the Visit Request to the respective WR-ALC Technical Coordination Program (TCP) for review and coordination. After coordination, the Visit Request is returned to the WR-ALC/FDO for approval. Once the Visit Request is approved by WR-ALC/FDO, attendees are notified (via e-mail) by the respective WR-ALC TCP Country Managers.

## **Visit request process for a Non-US Citizen working for a US owned company:**

The following is required to be submitted:

1. Company letter from and signed by the Company Security Manager containing the following:
  - a. Provide the Name/Title of the company representative that will attend USAF event or meeting; include title of USAF event or meeting location. Example:  
It is requested that our employee, John Doe, Vice President, Smith Company, be permitted to attend the 2018 F-15 TCP World Wide Review, November 5-6, 2018 at the Hilton Sandestin Beach Golf Resort and Spa, 4000 Sandestin Boulevard South, Miramar Beach, Florida 32550, USA.
  - b. Dates: Date of the USAF event or meeting
  - c. Classification: Unclassified
  - d. Provide the platform the Company supports. Example: Smith Company is a supplier of F-15 and supports USAF and international F-15 operators.
  - e. Provide certification that the Company Representative is employed by our company and information as identified below: Example: Our Company certifies that Joh Doe, (Title) is employed by our Company. Details are as follows (please provide information as sown on employee's passport).
    - i. Full Name
    - ii. DOB
    - iii. Place of Birth
    - iv. Citizenship
    - v. Clearance
    - vi. 6. Passport Number
    - vii. 7. Passport Issue Date
    - viii. 8. Passport Expiration Date
    - ix. 9. Home Address
2. Company Certificate of Incorporation
3. Company Department of State registration
4. Export license
5. Copy of Company Representative passport and VISA

The above documentation is to be sent to your F-15 TCP Country Manager for processing thru the WR-ALC/FDO for approval. Once the visit request is approved by WR-ALC/FDO, attendees will be notified by the Country Manager or WWR POC, Marcia Gibson.