



Visit Request Submission Requirements
for
AI4SE & SE4AI Research and Application Workshop

Provided by:
DEVCOM-AC G-2
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**Non-U.S. Citizen Submission Requirements for Attendance to the AISE & SE4AI
Research and Application Workshop**

September 17-18, 2024, Arlington, VA

Non-United States citizen attendees interested in participating in the AISE & SE4AI Research and Application Workshop co-hosted by The U.S. Army DEVCOM Armaments Center and The Systems Engineering Research Center (SERC) hosted at the George Mason University Arlington Campus from September 17-18, 2024, must comply with visit request requirements set forth within instruction in addition to the online registration requirements. Visit requests must be received in the following format. A letter that is on letterhead from the attendee's employer or university attended, signed by an individual from the personnel/registration office at that location, or a Department Head of the attendee's organization, (NOT THE ATTENDEE) must be emailed to the individuals listed below. Letters of Request may be submitted securely through the DoD Safe Access File Exchange (SAFE) website at <https://safe.apps.mil>. To submit via DoD SAFE, Contractors will have to first obtain a drop-off request from the Government. DoD SAFE proposal drop off link requests can be sent using the email addresses below.

EMAIL: DEVCOM-AC FDOs at Kimberley.r.wilcox.civ@army.mil;
megan.l.conrad.civ@army.mil

The letter must include the following information, either included within the letter or as an attachment:

(An example letter is included in this document)

- Full name of the visitor(s)
- Nationality (**Scanned copy of front and back of INS documentation (green card)**)
- Passport (**Scanned copy of front and back of internal passport information**)
- Date of birth
- Place of birth
- Position and title of the visitor
- Student/Work Identification Card
- DETAILED Purpose of the visit and date(s) of visit
- The Visit Point of contact's name (who you are visiting), office symbol, phone number, email address, and fax number (**It is important to have ALL of this information in order to process the visit without unnecessary delays**)

Once the DEVCOM-AC FDO has processed the request and all named visitors have been properly vetted, the FDO will notify the requestor and the visit POC that the request has been approved or denied. DEVCOM-AC FDO will coordinate with the visit POC and finalize all instructions for the visit.

Sample request letter

COMPANY/UNIVERSITY LETTERHEAD

Date of Request Letter

To: Commander
US Army DEVCOM-AC, FCDD-ACD-CIN
Attn: DEVCOM-AC Foreign Disclosure Officer
Picatinny Arsenal, NJ 07806

The purpose of this letter is to request that **full name(s) of visitors, with date of birth and place of birth**, visit U.S. Army Combat Capabilities Development Command, Armaments Center (DEVCOM-AC) at George Mason University (Arlington campus) on **17-18 September 2024** to attend the AI4SE & SE4AI Research and Application Workshop co-hosted by The U.S. Army DEVCOM Armaments Center and The Systems Engineering Research Center (SERC). Our attendees visitor(s) will be meeting with **Albert Stanbury, FCDD-ACE-S, 973.787.4890, albert.w.stanbury.civ@army.mil**. The position of the visitor(s) and title is **state position and title of each visitor**.

Attached are copies of the visitor's passport (**Scanned copy of front and back of passport**) and nationality identification (**Scanned copy of front and back of INS documentation/green card**). We understand that our visitors must have their passport as the primary form of identification for the date(s) of the visit to George Mason University (Arlington campus). Failure to comply with the instructions set forth in this letter may result in a misconduct report. We have also included a copy of the work identification document that certifies the visitors are employed by our company (**Scanned copy of work identification card/employment verification**).

I understand that **name of company/university attendees visitors are employed by or students of** will assume the full responsibility of the conduct of all visitors during the visit.

Signature

**Name, position, and contact information of
endorsee**