

SECURITY WORKSHEET FOR FOREIGN NATIONAL VISITOR ACCESS

<p>U.S. Department of Commerce Security Policies and Procedures, Section II, Chapter 16- Foreign Visitor Access Program sets forth the current requirements for Foreign National Access to Department of Commerce (DOC) facilities, activities and operations. This directive applies to all DOC Bureaus.</p>	<p>The policy is applicable to all Foreign Nationals, defined as a person who was born outside the jurisdiction of the United States, who is subject to some foreign government, and who has not been naturalized under U.S. law. This policy is not applicable to those individuals identified as Lawful Permanent Residents (LPR); an individual who has the right to reside permanently and work in the United States. A Lawful Permanent Resident is also known as a Permanent Resident Alien or a Green Card Holder.</p>
---	---

All Foreign National Visitor (FNV) Access Requests within the Department of Commerce Western Region will be forwarded to the Western Region Security Office (WRSO) with the following information:

1) Full Name of Foreign National guest visitor:

2) Date of Birth (DOB):

3) Place of Birth (POB) please include city, region and country:

4) Place of Residence (please include city, region and country):

<p>*5) Passport Number: (attach photocopies)</p>	<p>6) Country of Issue:</p>
---	------------------------------------

* Please attach a copy of Foreign National's Passport, Visa and/or Immigration & Customs Enforcement (ICE) information.

7) Employer, Institution or Organization represented:

8) Title or expertise:

9) Site, Facility or Laboratory to be visited (location and facility number if available):

10) Bureau of assignment:

<p>*11) Length of stay: (days)</p>	<p>12) Estimated Start Date:</p>	<p>13) Estimated End Date:</p>
---	---	---------------------------------------

* In order for the WRSO to properly complete its responsibilities and coordination within the FNV vetting process, minimum Pre-Arrival Lead Times for reporting the above information to WRSO have been established: Category I FNV Visits (5 days or less) - 20 Business Days; Category II FNV Visits (6-180 days) - 30 Business Days; Category III FNV Visits (181 days or more) - 30 Business Days. **Please complete the additional pages. If necessary use an additional sheet of paper.**

14) Sponsor's full name:

15) Sponsor's Telephone Number:

16) Sponsor's Citizenship:

17) Sponsor's clearance (if any):

THIS SECTION TO BE COMPLETED BY THE REQUESTING OFFICIAL:

1) Name of Requesting Official:

2) Telephone Number:

3) Mailing Address:

4) Position or Title of Requesting Official:

5) Organizational Code:

6) Will access to departmental facilities be restricted to normal office hours or under escort? Yes _____ No _____

7) Accounting Data. Furnish an accounting code if visit is more than 180 days:

If the visit is for less than 180 days, this form must be sent to the Regional Security Officer for review. Please be sure that items, 11, 12 and 13 are filled in on page 1 of this form.

Date of Request

Signature of Requesting Official

Date Received

Date Processed

Approved: Yes _____ No _____ Date: _____

For all approved Category I, II and III FNV Visits, the sponsor of the FNV has a number of responsibilities during the FNV's stay:

- 1) The sponsor must ensure compliance with all requirements for access approval and conduct, including timely, complete and accurate information.
- 2) The sponsor will serve as the individual responsible for the conduct and activities of the foreign national(s) for which he/she is identified as sponsor.
- 3) The sponsor will ensure foreign visitors will be given access only to information necessary in performance of task assignments.
- 4) The sponsor will deny a foreign visitor access to export-controlled material, information and technology [International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR) & Commerce Commodity List (CCL)], unless there is an approved export authorization licensing [DSP-85, or DSP-5], the sponsor must pay particular attention to any "Limitations & Provisos" attachments to the export authorization(s).
- 5) All foreign visitor owned electronic computer devices, cameras, and recording devices must be approved by WRSO before they are authorized into a DOC West Region facility (FNV's are prohibited from connecting any unapproved electronic device to a DOC network or system).
- 6) DOC employees are to report any suspicious activities or anomalies involving foreign nationals to WRSO.
- 7) The sponsor will notify WRSO if there is a change to the foreign national's arrival and/or departure dates.
- 8) The WRSO will brief Category III FNV's on their requirements while visiting a DOC facility.
- 9) All FNV's identification badges will be returned to the WRSO on the day of their departure.
- 10) The WRSO will debrief Category III FNV's sponsors upon completion of the visit.

Finally, DOC visit authorizations shall not be used to circumvent U.S. export licensing requirements.

Acknowledged by

Date