

U.S. DEPARTMENT OF ENERGY

**REQUEST FOR UNCLASSIFIED
 FOREIGN NATIONAL VISIT, ASSIGNMENT, OR ACCESS**

(This form is to be initiated by an NETL or NETL site-support contract employee who has been officially designated as host or alternate host of a foreign national visitor or assignee. The form is required for all visitors and all assignees regardless of country of origin. The completed form is associated with and will be used during the NETL foreign national visit and assignment access request, review, and approval process.)

PRIVACY ACT STATEMENT - Collection of the information is authorized pursuant to Section 145 of the Atomic Energy Act of 1954, as amended (PL 83-703, 42 USC 2165). The primary purpose of the requested information is to determine unclassified access to facilities operated by the Department of Energy (DOE) or its contractors. Access to the information collected may be provided to appropriate Federal agencies for law enforcement purposes. Failure to provide the information may result in denial of access to DOE or contractor facilities and their personnel.

PERSONAL DATA			
1. Name of Foreign National (<u>Family</u> , Given, Middle)		2. Visitor Number (DOE Use Only)	3. Request Number (DOE Use Only)
4. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Place of Birth (City, Country)		6. Date of Birth (MM/DD/YYYY)
7. Citizenship (List all countries)		8. Passport Number	8a. Expiration Date (MM/DD/YYYY)
9a. Permanent Resident (LPR)? <input type="checkbox"/> Yes <input type="checkbox"/> No	10a. Type of Visa	12a. Employment Authorization Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	14a. Arrival/Departure Record? <input type="checkbox"/> Yes <input type="checkbox"/> No
9b. Form I-551 Expiration Date (MM/DD/YYYY)	10b. Visa Number	12b. Form I-766 Expiration Date (MM/DD/YYYY)	14b. Form I-94 Expiration Date (MM/DD/YYYY)
9c. Social Security Account Number (SSAN)	10c. Visa Expiration Date (MM/DD/YYYY)	13. Interpreter Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	14c. List Other Identification Documentation
11. Is Foreign National currently in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Name and Address of Current Employer		16. Name and Address of Place of Work (If different from 15)	
Name		Name	
Street		Street	
City	State/Province	City	State/Province
Zip Code	Division	Zip Code	Division
Country		Country	
Work Telephone Number		Work Telephone Number	
Work Facsimile (Fax) Number		Work Facsimile (Fax) Number	
E-Mail Address		E-Mail Address	
17a. Employment Title/Position, or Description of Duties for Visitor/Assignee			
17b. Current Employer Type of Business or Organization (e.g., Government, company, laboratory, university, etc.)			

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VISIT/ASSIGNMENT/ACCESS DATA	
18. Subject Area of Visit/Assignment or DOE/NETL-Sponsored Conference Title	
19. Will DOE Sensitive Subjects Be Discussed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Contact the UFNV&A Manager or Front-Desk Receptionist	20. Date of Request (MM/DD/YYYY)
21. Desired Dates of Visit/Assignment (MM/DD/YYYY) Start _____ End _____	22. Actual Dates (MM/DD/YYYY) (DOE Use Only) Start _____ End _____
23. This Request is for (Check appropriate boxes) <input type="checkbox"/> Visit <input type="checkbox"/> Intermittent Visitor <input type="checkbox"/> Assignment <input type="checkbox"/> Assignment Extension <input type="checkbox"/> Access Only (Contact offsite, telephonically, other, etc.) Offsite? <input type="checkbox"/> Yes <input type="checkbox"/> No High-Level Protocol Visit? <input type="checkbox"/> Yes <input type="checkbox"/> No Employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
24. NETL Organization to Be Visited/Assigned	25. Is the Assignment for Intermittent Access/Periods? <input type="checkbox"/> Yes <input type="checkbox"/> No
26. Estimated Number of Days On-Site	
27. Identify Specific International Agreement (If any)	28. Visit/Assignment Purpose (DOE Use Only)
29a. NETL Facility to be Visited/Assigned Name _____ Location <input type="checkbox"/> Morgantown (PPA) <input type="checkbox"/> Pittsburgh (PPA) <input type="checkbox"/> Houston <input type="checkbox"/> Albany <input type="checkbox"/> Other _____	30. HQ Program Office Code (DOE Use Only)
29b. List Buildings and Room Numbers	31. Actual or Estimated Cost to DOE
32a. Name of Host Responsible for the Visit/Assignment	32b. Telephone Number
33a. Name of DOE Contact	33b. Telephone Number
34a. Name of One Alternate Host Responsible for the Visit/Assignment	34b. Telephone Number
35a. Do You Host Other Foreign Nationals on Assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No	35b. If Yes, Provide Names
36a. Is Host a DOE L or Q Badge Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No	36b. Is Host a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
37a. Will Visit/Assignment Include Transfer of Technology? <input type="checkbox"/> Yes <input type="checkbox"/> No	37b. If Yes, Describe Technology to Be Transferred
38a. Will the Assignee Require Access to a Personal Computer or Other DOE Cyber Access? <input type="checkbox"/> Yes <input type="checkbox"/> No	38b. If Yes, Describe (Include locations and any networks to be accessed)
39a. Will there be Interaction with Individuals with DOE Access Authorization (L or Q Badge Holders)? <input type="checkbox"/> Yes <input type="checkbox"/> No	39b. If Yes, List Individuals with Access Authorization and Describe the Interaction

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40. Justification and Purpose of Visit/Assignment (Include contract number, task number, etc., if applicable)

41a. Educational Background of Assignee (Include university/college training with degrees and dates conferred)

41b. Field of Research (Assignee only)

42. Will Family Members Accompany or Join the Foreign National Assignee Later? Yes No

If Yes, attach the following information: Relationship Name (Family, Given, Middle) Date of Birth (MM/DD/YYYY) City, Country of Birth Citizenship

43. Remarks

APPROVALS

44. Name of Host	Title/Organization
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Signature of Host	Date Signed (MM/DD/YYYY)
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45. Name of Alternate Host	Title/Organization
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Signature of Alternate Host	Date Signed (MM/DD/YYYY)
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46. Name of DOE Contact	Title/Organization
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Signature of DOE Contact	Date Signed (MM/DD/YYYY)
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47. Name of Division Director	Title/Organization
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Signature of Division Director	Date Signed (MM/DD/YYYY)
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48. Name of Associate Director	Title/Organization
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Signature of Associate Director	Date Signed (MM/DD/YYYY)
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49. Name of NETL Approval Authority	Title/Organization
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Signature of NETL Approval Authority	Date Signed (MM/DD/YYYY)
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GENERAL INFORMATION

1. For Block 1 - If no middle name, enter "NMN."
2. Upon completion of NETL Division and/or Associate Director signatures (as required), submit form to NETL Front-Desk Receptionist 30 days in advance of desired start date of visit or assignment if for non-sensitive-country foreign nationals, and 45 days in advance for any sensitive-country foreign nationals.
3. If your visit or assignment schedule is changed, postponed, or canceled after this form is submitted, please contact the front-desk receptionist promptly.
4. Unclassified visits or assignments to privately owned facilities are not arranged by the U.S. Department of Energy.
5. Who Can Be a Foreign National Host? Hosts for UFNV&A are DOE Federal representatives directly responsible for the activities associated with the successful accomplishment of foreign visits and assignments. A host serves as the individual responsible for the conduct and activities of the foreign national visitors or assignees whom he/she is identified to host. Hosts are required to complete any designated security briefings, including the Annual Security Briefing (CBT TMS 400 Series). Hosts are to keep the NETL UFNV&A Manager apprised of situations warranting his/her attention. Hosts: a) Must be a DOE or DOE site-support contract employee. b) May be a foreign national employee, but may host only foreign nationals from a non-sensitive country.
6. What is a Foreign National Visit? A foreign national visit is approved foreign national access for a period of 30 calendar days or less. A visit can be intermittent during the approved access period.
7. What is a Foreign National Assignment? A foreign national assignment is approved foreign national access for a period of more than 30 consecutive calendar days, but less than two (2) full, consecutive years (24 consecutive months). All foreign national contracted employment, regardless of the actual work location (on-site or off-site), is considered an assignment.
8. What is Access? Foreign national access is access to DOE personnel, information, programs, equipment, or technologies typically offsite, but can also be telephonically, electronically, etc. Any such interaction or contact with a foreign national not fitting the definition of a visit or assignment, or access not otherwise authorized or approved can be approved subject to the request, review, and approval process.
9. If you have any questions concerning this form, contact either the front-desk receptionist or the Unclassified Foreign National Visits and Assignments Manager (Kerry Witte) at Mx1342.

Visit/Assignment Purpose Table for Block 28

- High-Level/Protocol Visit
- Information Meeting
- Speech or Presentation
- Conference/Meeting/Workshop Attendance
- Training
- Commercial/Contractor Services
- R&D Tour
- DOE or DOE Contractor Employee
- Experimental
- Research