

# FOREIGN NATIONAL VISITOR PLAN FOR NOAA

*These procedures DO NOT apply to Permanent Resident Aliens or Green Card holders*

A foreign national **VISITOR** is a person that is visiting the facility for 1-3 days **OR** 1-8 days if the visit is associated with a conference or workshop (5 day conference/workshop plus 3 day visit).

***ALL EMPLOYEES THAT VOUCH FOR FOREIGN NATIONAL VISITORS MUST RECEIVE ESPIONAGE INDICATORS TRAINING ANNUALLY. YOUR VISIT REQUEST WILL NOT BE APPROVED WITHOUT THIS TRAINING.***

## **Procedures for Foreign National Visitor:**

1. The visitor's personal information must be sent to the security office **NO LATER THAN** 24 hours prior to the visit. The information may be sent via secure e-mail by using Secure File Transfer at [https://sft.doc.gov/courier/1000@mail\\_user\\_login.html](https://sft.doc.gov/courier/1000@mail_user_login.html). Go to this site and follow the on screen directions to register. All e-mails can be sent to [rkiger@doc.gov](mailto:rkiger@doc.gov) or to [docsecurity@boulder.nist.gov](mailto:docsecurity@boulder.nist.gov). The information may also be faxed to (303) 497-4989 Monday through Friday 7:30 AM to 4:00 PM.

Required personal information is listed below:

Last name  
First name  
Middle name or initial  
Date of Birth  
Place of birth  
Passport number  
Gender  
Country of citizenship  
Country of residence  
Dates of visit  
Reason for visit  
Sponsor name

2. A Foreign National Visitor information sheet is located in the visitor section of the security website located at [www.boulder.nist.gov/security](http://www.boulder.nist.gov/security). This may be filled out and either printed or saved to your computer and sent to the security office via secure e-mail by using [https://sft.doc.gov/courier/1000@mail\\_user\\_login.html](https://sft.doc.gov/courier/1000@mail_user_login.html). Go to this site and follow the on screen directions to register. You can also fax the information to the Security Office at (303) 497-4989 Monday through Friday 7:30 AM to 4:00 PM. Please ensure your division Administrative Assistant receives a copy of the information also.

3. Once the information is received by the security office, you will receive an e-mail advising you the information has been received and the visit is approved or if there is any missing information. **Be sure to read any attachment sent to you concerning the visit.**

# FOREIGN NATIONAL GUEST PLAN FOR NOAA

*These procedures DO NOT apply to Permanent Resident Aliens or Green Card holders*

A foreign national **GUEST** is a person that is visiting the facility for 4 days or longer **NOT** associated with a conference or workshop.

## **Procedures for Foreign National Guest:**

1. The guests' personal information must be sent to the security office **NO LATER THAN 30** days prior to the visit. The information may be sent via secure e-mail by using Secure File Transfer at [https://sft.doc.gov/courier/1000@mail\\_user\\_login.html](https://sft.doc.gov/courier/1000@mail_user_login.html). Go to this site and follow the on screen directions to register. All e-mails can be sent to [rkiger@doc.gov](mailto:rkiger@doc.gov) or to [docsecurity@boulder.nist.gov](mailto:docsecurity@boulder.nist.gov). The information may also be faxed to (303) 497-4989 Monday through Friday 7:30 AM to 4:00 PM.

***ALL EMPLOYEES THAT VOUCH FOR FOREIGN NATIONAL VISITORS/GUESTS MUST RECEIVE ESPIONAGE INDICATORS TRAINING ANNUALLY. YOUR VISIT REQUEST WILL NOT BE APPROVED WITHOUT THIS TRAINING.***

Required personal information is listed below:

Last name  
First name  
Middle name or initial  
Date of Birth  
Place of birth  
Passport number  
Gender  
Country of citizenship  
Country of residence  
Dates of visit  
Reason for visit  
Sponsor name

2. A Foreign National Visitor information sheet is located in the visitor section of the security website located at [www.boulder.nist.gov/security](http://www.boulder.nist.gov/security). This may be filled out and either printed or saved to your computer and sent to the security office via secure e-mail by using [https://sft.doc.gov/courier/1000@mail\\_user\\_login.html](https://sft.doc.gov/courier/1000@mail_user_login.html). Go to this site and follow the on screen directions to register. You can also fax the information to the Security Office at (303) 497-4989 Monday through Friday 7:30 AM to 4:00 PM. Please ensure your division Administrative Assistant receives a copy of the information also.

3. Once the information is received by the security office, you will receive an e-mail advising you the information has been received and the visit is approved or if there is any missing information. **Be sure to read any attachment sent to you concerning the visit.**
4. In addition to the information sheet/e-mail/fax, NOAA employees must also complete the NOAA Line Office (LO)/Corporate Office (CO) Endorsement Supplement for the NOAA Sponsor of Foreign National Guests and Appendix B of NAO 207-12. Both of these forms need to be forwarded to the Controlled Technology Coordinator or LO/CO Designated Official at least 30 days prior to the scheduled arrival. LO/CO Endorsement officials can be found at <http://deemedexports.noaa.gov/coordinators.html>. Do not send Endorsement Supplement or Appendix B to the MRSO office. These will be sent by the CAO once they have been endorsed.
5. Once these forms are signed at the LO/CO level, they will be forwarded to the CAO for endorsement. Once signed, they will be e-mailed to the Foreign National Visitor program manager in the security office. Once received, the sponsor will receive an e-mail notifying them that the visit has been approved and what steps are still required in the process.
6. Once the guest arrives, the Certification of Conditions and Responsibilities for a Foreign National Guest must be completed and forwarded to the security office within 3 days of the guest's arrival. (NAO 207-12 Appendix C) If not received, the guest may not be allowed onto the facility, after 3 days, until this paperwork is completed.
7. Once the Certification of Conditions and Responsibilities for Departmental Sponsors of Foreign National Guests and the Certification of Conditions and Responsibilities for a Foreign National Guest are received, you will receive an e-mail confirming each of these.
8. The guest will only be endorsed for up to one year. If the guest is to be here longer, then the Endorsement Supplement, Appendix B and Appendix C will have to be recompleted in the above manner prior to the expiration of the previous year.
9. The Endorsement supplement, Appendix B, or Appendix C does not need to be sent via secure e-mail since it does not contain any PII.