



Foreign National Visitors and Guests

How to Comply with
Department of Commerce
Administrative Order 207-12

(A Guide for Departmental
Sponsors and Those Who
Support Them)



Background DAO 207-12

- Issued on April 12, 2006
- Applies to all DOC organizations, including NIST
- Applies to foreign nationals who are not lawful permanent residents* (green card holders)
- Tasks NIST to take all reasonable steps to prevent the release of classified, Sensitive But Unclassified (SBU), or otherwise controlled proprietary, or not-for-public release data, information or technology

**DAO 207-12 does not apply to permanent residents, however, visiting Permanent Residents must still be documented on the NIST Form 1260.*



Definitions

- **Foreign National:** Any person who is not a citizen or national of the United States.
- **Lawful Permanent Resident:** A non-US citizen who has been granted the right to permanently reside and work in the US (also known as “green card holder”)
- **Visa:** A permit to enter the US that establishes a particular status (immigrant/non-immigrant, student, exchange visitor, diplomat, etc.) evidenced by a stamp in the individual’s passport.



Definitions (continued)

- **Departmental Sponsor:** A US citizen and NIST employee responsible for the day-to-day activities associated with the successful accomplishment of a foreign visit and for taking all reasonable steps to protect classified, **Sensitive But Unclassified (SBU)**, or otherwise controlled data, information or technology from unauthorized access or release.
- **Escort:** A US citizen and NIST employee responsible for accompanying a foreign national visitor or guest who lacks authorized access in a facility.



Categories

Visitor

- 3 or less days or
- Conference of 5 days or less
- A conferee who attends a conference and then stays for 3 days or less is still considered a visitor
- Requires a NIST Form 1260 at least 2 days in advance
- Departmental Sponsor must have counter intelligence training*



Guest

- More than 3 days
- Subject to security check
- Requires a NIST Form 1260 at least 30 days in advance
- Departmental Sponsor must have counter intelligence training*
- Departmental Sponsor must read and sign Attachment 2
- Guest must read and sign Attachment 3

**Annual training on file with
NIST Office of Security*

NIST-1260 (REV. 8-2008) ADMAN 2.08; ADMAN 16.08		U. S. DEPARTMENT OF COMMERCE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY	
REPORT OF FOREIGN VISITOR(S), GUEST(S), CONFERENCE ATTENDEE(S) REQUIRED FOR ALL FOREIGN VISITORS/GUESTS -- 48 HOURS IN ADVANCE FOR VISITORS AND CONFERENCE ATTENDEES (SEND ORIGINAL TO OIAA) --30 DAYS IN ADVANCE FOR GUESTS (SEND ORIGINAL TO OSY, COPY TO OIAA)*			
<input type="checkbox"/> VISITOR (8 days or less) 1 <input type="checkbox"/> CONFERENCE ATTENDEE (5 days or less) <input type="checkbox"/> GUEST (more than 8 days)			
FULL NAME 2			DATE OF BIRTH 4
First	Middle	Last	Month Day Year
PLACE OF BIRTH 5		PASSPORT 6	
City	Country	Number	Issuing Country
TITLE/POSITION		GENDER 3 <input type="checkbox"/> Male <input type="checkbox"/> Female	
EMPLOYER/SPONSOR		TELEPHONE	
ADDRESS			
CITIZENSHIP 7		COUNTRIES OF DUAL CITIZENSHIP (if applicable)	
COUNTRY OF RESIDENCE 8		U. S. PERMANENT RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE(S) OF VISIT 11 12			
NIST HOST(S) (Name, extension, e-mail)		ORGANIZATIONAL CODE NUMBER 9	
REASON FOR VISIT OR TITLE OF LECTURE(S) 10			
ROOMS/BUILDINGS TO BE UTILIZED			
REPORT PREPARED BY		TELEPHONE EXTENSION	DATE
FOLLOWING REQUIRED FOR LECTURERS ONLY (including signatures)			
LECTURERS ONLY - GIVE BRIEF BIOGRAPHY			
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #ffffcc; display: inline-block;"> <p style="text-align: center; margin: 0;">Signatures are required <u>only</u> if a lecture fee is involved.</p> </div>			
LECTURE FEE \$	TRAVEL \$	PER DIEM \$	
RESPONSIBLE TECHNICAL STAFF MEMBER	TELEPHONE EXTENSION	ORGANIZATIONAL CODE NUMBER	DATE
DIVISION CHIEF (NAME AND SIGNATURE)		OU APPROVAL (NAME AND SIGNATURE)	
APPROVED - OFFICE OF INTERNATIONAL AND ACADEMIC AFFAIRS (NAME AND SIGNATURE)			DATE

NIST Form 1260

1. Choose visitor, conference attendee or guest
2. Full name
3. Gender
4. Date of Birth
5. Place of Birth
6. Passport # and Country of Issue
7. Citizenship (and dual citizenships if applicable)
8. Country of Current Residence
9. Sponsoring Bureau (NIST OU)
10. Purpose of Visit
11. Arrival Date
12. Departure Date
13. Departmental Sponsor Name
14. Departmental Sponsor Phone #
15. Departmental Sponsor E-mail

How to Prepare For:

- Visitor—Non Permanent Resident (NPR)
- Visitor—Permanent Resident (PR)
- Guest—NPR non NIST Associate
- Guest—PR non NIST Associate
- Guest—NPR NIST Associate to include Guest Researcher
- Guest—PR NIST Associate to include Guest Researcher
- Guest—NPR Facility User
- Guest—PR Facility User
- Guest—NPR Contractor Employee (Non Research)
- Guest—PR Contractor Employee (Non Research)

Foreign National Visitor Requirements

Non Permanent Resident (NPR)

1. Determine the date(s) of the visit
2. Enter visit information into the on-line [visitor registration system](#)
3. Complete NIST Form 1260, *Report of Foreign Visitors and/or Lecturers*
 - Gaithersburg—forward to OIAA at least 2 days before the visit
 - Boulder—forward to Office of Director at least 2 days prior
4. Remind the visitor to bring his/her passport
5. Upon the visitor's arrival, ensure the visitor is escorted in all "non-public" areas while visiting the NIST facility
6. Departmental Sponsor must have completed annual counter intelligence training.
7. Take all reasonable steps to protect classified, [SBU](#), or otherwise controlled data, information or technology from unauthorized access or release

3 days or less, or conference attendance of less than five days



Foreign National Guest Checklist

Non Permanent Resident (NPR)

Non NIST Associate

1. Determine date of arrival
2. Enter arrival information into [visitor registration system](#)
3. Complete NIST Form 1260, *Report of Foreign Visitors and/or Lecturers* at least 30 days in advance
 - Gaithersburg—forward to OIAA
 - Boulder—forward to Office of Director
4. Complete counter intelligence training—ensure all individuals in the work area also complete
5. Complete and sign Attachment 2 and forward to Chief, ESD (Gaithersburg) or Director, Boulder Laboratories
6. Remind the guest to bring his/her passport
7. Within 3 days after arrival, guest must complete and sign Attachment 3
8. Upon arrival, ensure the guest is escorted in all “non-public” areas until cleared for access
9. Take all reasonable steps to protect classified, [SBU](#), or otherwise controlled data, information or technology from unauthorized access or release

More than 3 days



Foreign National Guest Checklist

Non Permanent Resident/NIST Associate Including Foreign Guest Researchers

1. Determine date of arrival—Enter into NAIS system*
2. Enter arrival information into [visitor registration system](#)
3. Complete NIST Form 1260, *Report of Foreign Visitors and/or Lecturers* at least 30 days in advance
 - Gaithersburg—forward to OIAA
 - Boulder—forward to Office of Director
4. Complete counter intelligence training—ensure all individuals in the work area also complete
5. Complete and sign Attachment 2 and forward to Chief, ESD (Gaithersburg) or Director, Boulder Laboratories
6. Remind the guest to bring his/her passport
7. Within 3 days of arrival, individual must complete and sign Attachment 3
8. Upon arrival, ensure the guest is escorted after hours until cleared for access
9. Take all reasonable steps to protect classified, [SBU](#), or otherwise controlled data, information or technology from unauthorized access or release



**If the associate is not in the US, the NAIS process must begin and reach OIAA at least 3 months prior to arrival*

Foreign National Guest Checklist

Non Permanent Resident/NCNR Facility User

1. Determine date of arrival and enter into NAIS system*
2. Enter arrival information into [visitor registration system](#)
3. Complete NIST Form 1260, and forward to OIAA at least 30 days before arrival (OIAA will forward to OSY)
4. Complete counter intelligence training—ensure all individuals in the work area also complete
5. Complete and sign Attachment 2 and forward to Chief, ESD
Remind the guest to bring his/her passport
6. Process through NCNR
7. Within 3 days of arrival, individual must complete and sign Attachment 3
8. Upon arrival, ensure the user is escorted after hours until cleared for access
9. Take all reasonable steps to protect classified, [SBU](#), or otherwise controlled data, information or technology from unauthorized access or release



**If the associate is not in the US, the NAIS process must begin and reach OIAA at least 3 months prior to arrival*

Foreign National Guest Checklist

Non Permanent Resident/Contractor Employee (Non Research)

1. Determine date of arrival and enter into NAIS system*
2. Enter arrival information into [visitor registration system](#)
3. Complete NIST Form 1260, and forward to OSY at least 30 days before arrival
4. Complete counter intelligence training—ensure all individuals in the work area also complete
5. Complete and sign Attachment 2 and forward to Chief, ESD
Remind the guest to bring his/her passport
6. Within 3 days of arrival, individual must complete and sign Attachment 3
7. Upon arrival, ensure the user is escorted after hours until cleared for access
8. Take all reasonable steps to protect classified, [SBU](#), or otherwise controlled data, information or technology from unauthorized access or release



**If the associate is not in the US, the NAIS process must begin and reach OIAA at least 3 months prior to arrival*

FAQs

1. Why not just list the individuals as US Citizens in the visitor registration and avoid the whole problem?

The visitor registration system is an official record. Deliberate entry of false information involves making a false official statement.

2. Do we have to do Attachment 2 and 3 for visitors?

No—You only have to do Attachments 2 and 3 for guests, those individuals who will be here for more than 3 days.

3. My contract finally went through and I found out that the contractor needs to bring a foreign national on site to do work. We are already within the “30 day window.” Am I out of luck?

OSY and ESD will work with you to keep your project on track, but waiver requests should be the exception, not the rule. Gather the information onto a NIST 1260 as quickly as possible and submit it to OSY NIST, and then proceed to complete Attachments 2 and 3. OSY needs as much time as possible to complete the background checks.

FAQs

- 4. I have 5 foreign nationals guests that I am sponsoring for the same project. Do I really have to do a separate attachment 2 for each one?**

No. You may prepare a single Attachment 2 to cover all 5, but you still need to do a separate Attachment 3 for each one to sign.

- 5. Why do I need to fill in the NIST 1260? Shouldn't the visitor registration system cover this?**

The NIST 1260 is the tool we are using to collect the required information while we bring a more robust visitor registration system on line. We hope to have this resolved by fall of 2006.

- 6. Who is in charge of this process? I'm not sure whether I should call OIAA, OSY or the NIST Police.**

Please address your questions to either:

Stella Fiotes, Acting ESD Chief at 301-975-8836, or

Elizabeth Zimmerman, OSY NIST Supervisor at 301-975-4145.

FAQs

- 7. Do I still need to submit the NAIS process for foreign guest researchers 3 months prior to their arrival?**

Yes, if the guest researcher is not in the US and needs to apply for a visa to enter the US. The NAIS process should be started at least three months prior to the proposed arrival date.

- 8. Why is it necessary to use hard copies of the NIST 1260? On-line collection of this information would be much more efficient and convenient.**

The NIST Police are using NIST Form 1260 as a temporary measure as we work with the Applications Systems Division and the Business Systems Division to bring a new visitor registration system on line that will enable users to complete the required information as part of the electronic registration process.