

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 docsecurity@boulder.nist.gov **NO LATER THAN** 24 hours prior to the visit.

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. This may be filled out and either printed or saved to your computer and sent to the security office via e-mail (docsecurity@boulder.nist.gov) or by fax (303) 497-4989. You may also e-mail the visitors information to the above address without utilizing the form. 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, NOAA employees must also complete the visitor notification form. Access the Mountain Region Security Office website at www.boulder.nist.gov/security and complete the visitor notification form. Once filled out, print

and fax to the MRSO office at (303) 497-4989 or e-mail to docsecurity@boulder.nist.gov. DO NOT send the visitor notification form to the visitor center. All foreign national visitors must be processed through the MRSO office.

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 guest's personal information must be sent to docsecurity@boulder.nist.gov **NO LATER THAN 30** days prior to the visit.

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. This may be filled out and either printed or saved to your computer and sent to the security office via e-mail or by fax (303) 497-4989. You may also e-mail the guests information to the above address without utilizing the form. Please ensure your division Administrative Assistant receives a copy of the information.

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. The sponsor should then access the Mountain Region Security Office website at www.boulder.nist.gov/security and complete the visitor notification form. Once filled out, print and fax to the MRSO office at (303) 497-4989 or e-mail to docsecurity@boulder.nist.gov. DO

NOT send visitor notification forms to the visitor center. All foreign national guests must be processed through the MRSO office.

5. In addition to the information sheet/e-mail and the visitor notification form, 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 form's 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.

6. 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.

7. 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.

8. 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.

9. 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.