



U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES

Chapter 16 - Foreign National Visitor Access to Departmental Facilities and Activities

1601 Foreign National Visitors Access Policy

This chapter prescribes the security requirements and responsibilities for visits by and assignment of foreign national visitors to U.S. Department of Commerce facilities. The policies contained in the Security Manual apply to all departmental facilities, activities, and operations. These guidelines, however, do not apply to visits or activities that are open to the public.

A. Definition. Foreign national visitors are defined as non-US Citizens (aliens and immigrant aliens) who are visiting any Department of Commerce facility, activity, or operation.

1. Facility Managers are responsible for developing written foreign national visitor access policy for their facility. The policy shall include guidelines for determining the appropriate level of investigation required for access and the appropriate method for escort when Foreign National Visitors are visiting their facility. Facility Managers must submit investigation requests to their security contacts or servicing security officer no less than 30 working days prior to the scheduled visit.
2. The access allowed to visitors is a risk management decision based on the sensitivity and vulnerabilities of the facility, activity, or operation compared to known or perceived threats. The Counterintelligence Branch, Office of Security, will provide servicing security officers with the "Sensitive Countries List" to assist them in assisting facility/activity/operations managers in determining threat levels. Servicing security officers will assist facility, activity, or operations managers in determining vulnerabilities and appropriate investigations/escort requirements. The Office of Security will review local procedures for compliance with this policy.

B. Access Policy

1. Foreign nationals will not be permitted to visit or be assigned to departmental facilities without the approval of the servicing security officer, except at those events open to the public, until the results of a Special Agreement Check have been received and favorably adjudicated by the Office of Security.



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2. Foreign nationals who will be assigned to the Department for more than 180 days will require a NACI to be able to continue maintaining access to departmental facilities.

C. Record Keeping. All departmental organizations will maintain a system to report and record access to Department of Commerce facilities by foreign national visitors consistent with the requirements of this chapter. The record keeping system will be an integral part of the approval process and information will be provided to the Office of Security. As a minimum, the following information shall be maintained for each prospective visitor:

1. Biographical and personal information, including date and place of birth, permanent address, and place and nature of employment;
2. Passport number, visa type and number, and Immigration and Naturalization Service (INS) information;
3. Purpose for the visit or assignment, including detailed information regarding any research to be performed or discussed;
4. Length of stay, subjects, and areas to be visited and those areas actually visited;
5. Need for an export license or the existence of any export controlled, classified, sensitive, or proprietary information or equipment present in the area the Guest Worker will have access to, if applicable;
6. Information related to index checks (see below), if required;
7. Identity of the sponsoring organization and host of the visit or assignment, point-of-contact name and telephone number; and
8. Additional information, as required.

D. Procedures. To standardize the processing of all foreign nationals intended to visit or be assigned to the Department, the procedures indicated below will be followed.

1. Managers hosting foreign national visitors will submit requests for security assurance reviews to their security contact or servicing security officer at least 30 calendar days before the visit. The Office of Security will determine if additional checks beyond the Special Agreement Check are required.



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2. The Special Agreement Check, OFI Form 86C, will be used by security contacts and servicing security officers to request a background check for foreign national visitors in accordance with this chapter. If additional checks are required, Block 7, Special Agreement Codes, will be annotated with one or more of the following codes:

3. Regardless of the length of stay, Guest Workers from National Security Threat List countries, countries on the State Department State-Sponsored Terrorism List, or other countries identified to the servicing security officer, must have Critical Information Assurance Office (CIAO) and FBI indices checks completed and adjudicated by the Office of Security headquarters prior to unescorted access to any departmental facility. Records regarding such checks will be maintained by the Office of Security headquarters.

E. Special Agreement Code List.

<u>Code</u>	<u>Special Agreement Check</u>
R -	- Basic NAC
A -	SII - Security/Suitability Investigations Index (and)
A -	SIIF - Related previous OPM files only
B -	FBIF - FBI Fingerprint Classification (and)
B -	FBFN - Name check of FBI identification files
C -	FBIN - FBI IRM files (and)
C -	FBNF - Name check at other than Headquarters
D -	DCII - Defense Clearance and Investigations Index (and)
D -	DCIF - Any DOD file referenced in DCII
I -	INS - Immigration and Naturalization Service (INS) Master Index (This should be accompanied with a copy of the individual's Alien Registration Document and must include the number issued by the INS)
L -	CIAS - CIA Security Offices
W -	STSC - State Security

1602 Request for Visit from Foreign Nationals

A. Request Originating from Outside the United States. If a request for a visit by a foreign national originates from a foreign country, fingerprints will not be requested until after arrival. OFI Form 86C will be



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submitted immediately after biographical information has been received with codes C, L, and W requested. Code I will not be requested as the INS would not have previously processed the foreign national.

B. Request Originating from Within the United States. If a request for a visit by a foreign national originates from within the United States, the appropriate fingerprint card (FD 258) will be submitted and the Codes I, L, and W will be inserted in Block 7 along with the standard Code R. The individual's alien registration number must be annotated in the remark section of the OFI Form 86C and a copy of the alien's registration document should be attached. The INS will not be able to conduct a valid check without the registration number.