

How Do I Sponsor A Foreign National @ SWFSC ?

For ALL Foreign Nationals (FNs):

A) Become a Departmental Sponsor (DSN)/NOAA

Two requirements to becoming a DSN:

1) must be a US Citizen Fed Employee of DoC

&

2) must be at Pay Band III (or GS equivalent) or higher

- If each requirement is met, send a request to Kristen Koch (Dep. Center Director; kristen.c.koch@noaa.gov) indicating that the qualifications are met and requesting her approval

- If request is granted, then Kristen sends an e-mail to Nick Leivers, Director Facilities, Logistics and Safety Division in Headquarters

- Complete, sign and send the **Espionage Indicators Guide Brief** to the Western Regional Security Office (WRSO). Do this by going to the WRSO web site (<http://www.wrc.noaa.gov/wrso/foreignnationals.htm>), on the right side of the page is a link titled "Espionage Indicators Guide Brief". Once completed, there's an acknowledgement statement at the end of the power point, double click, fill it out and then send to Michael Shearin via fax or e-mail (fax #206-526-4543, email: michael.shearin@noaa.gov).

- Upon his reply, you should be granted access to the **Foreign National Registration System (FNRS)**

B) Get background information for each FN

**NOTE: If your visitor is a GREEN CARD HOLDER (permanent resident), they do NOT need Foreign National clearance*

C) What is the FN's Length of Stay?

≤ **5** DAYS = "FN VISITOR"
Submit 2 days, and NO LATER than 1 day
PRIOR to arrival*

- OR -

≥ **5** DAYS = "FN GUEST"
Submit 6 weeks, if possible, but NO
LATER than 30 days PRIOR to arrival

*If FN VISITOR is staying **BETWEEN 3 – 5 DAYS**, the reason for the visit must be participation in a **WORKSHOP**. Please contact Libby (libby.williamson@noaa.gov) for guidance on workshop qualifications.

D) Read the FNRS User Guide

(http://deemedexports.noaa.gov/compliance_access_control_procedures/2011_1205_FNRS_Quick%20Start%20Guide_DSN_v7.pdf)

E) Log on & Complete FN Registration System Application (<https://fnrs.nmfs.noaa.gov/fnrs/>)

*Once you complete the FN Registration online, you will receive the following APPROVAL EMAILS:

FN Visitors = FINAL Approval

FN Guests = CONDITIONAL Approval (will only Δ to Final after step "F" is complete)

Email FN approvals to rachelle.barron@noaa.gov, rod.miller@noaa.gov, gaye.holder@noaa.gov and libby.williamson@noaa.gov to ensure building access.

F) Within **2 DAYS OF ARRIVAL**, FN Guests must complete and return to the sponsor an **Appendix C: Certification of Conditions and Responsibilities for a Foreign National Guest** (<http://www.wrc.noaa.gov/wrso/forms/DAO207-12-attachment3.pdf>)

Scan, Save a Copy and then EMAIL Appendix C to Michael Shearin (michael.shearin@noaa.gov)

G) Send Electronic-Copy of the *Confirmation of Approval* to 3 people:

Libby Williamson-Ehlers (make sure the *Departure Date is Included* libby.williamson@noaa.gov), Rod Miller (rod.miller@noaa.gov) and Rachelle Barron (rachelle.barron@noaa.gov)

I) **REMEMBER** – The sponsor is responsible for escorting your FN upon Arrival. Sign in your FN at the Front Desk

H) Secure an ID Badge (via Gaye Holder) for FN access into and around the required government facilities

J) Log back into FNRS and **CONFIRM ARRIVAL DATE** (repeat this step to confirm **DEPARTURE DATE** when that time comes) of your FN Visitor/Guest

K) For additional details regarding what to do once your FN arrives as well as departs, see pgs. 4 – 5 of the "How to sponsor a FN in MMTD" (common drive L:\Foreign Nationals)