

NPARL Non Citizen Visitors SOP

Non-Citizens who are in our facilities for 10 days or less

- Host/Hostess: Notify Research Leader & ensure the visit is warranted
- Host/Hostess: Complete Non-Citizen Visitor Form located at <P:\Admin\Visitor Information\Visitor.doc>; and submit to the AO as soon as you know a non-citizen will be visiting our facility. (e-mail or hard copy)
- Visitor(s) are required to sign in and out on a daily basis in the non-citizen section of the sign in-out book: Reporting a block of days is not acceptable.
- Visitor(s) are required to be escorted by an ARS employee at all times.
- Visitor(s) Access only 6:00 am – 6:00 pm M-F. Weekend access is not allowed.
- Host/Hostess-Notify the AO immediately if the visit is canceled or the schedule changes.

Non-Citizens who will be in our facility for an extended period of time (Workers)

(May or May not be employees of USDA)

- Host/Hostess-Notify Research Leader & ensure the visit is warranted
- Host/Hostess-Complete the ARS-230 form as soon as you know he/she/they are coming.
- The form is available at <P:\Admin\Visitor Information> in both Word and PDF fillable forms.
- E-mail the completed form to the AO, This form must be submitted to the Area before the work begins, so please give the completed form to the AO as soon as possible!!
 - *Note:* If the non-citizen is a legal permanent resident of the United States (green card), the form must be faxed. It may not be E-mailed because of Privacy Act requirements. Complete the form after you print it and give it to the AO.
- Please insure that the worker has a valid Visa*.
 - If ARS-230 is submitted before visitor arrives, they may not have visa and accompanying info. Usually initial ARS-230 is submitted with bare bones info – name, DOB, citizenship, expected dates or arrival and departure,

host, etc. and then it should be amended and submitted again when they actually arrive.

- The amendment then contains visa info, I-94, DS-2019 info, etc. Host/Hostess-Amend form and submit to AO if there are any changes in the worker’s status (visa-type, name, address, etc.) or the original data sheet was incomplete. Highlight the changes in red, e-mail form to LAO. LAO to send updated form to Area. (AO-- Note for change/amendment form ARS-230’s all you need is Name, DOB, SSN (if applicable), date of actual arrival and new/changed info).
- Host/Hostess-Amend form upon departure. Highlight the changes in red, e-mail form to AO. AO to send updated form to Area. (AO-- Note for change/amendment form ARS-230’s all you need is Name, DOB, SSN (if applicable), date of actual arrival and new/changed info).
- Host/Hostess to notify AO immediately if non-citizen worker fails to arrive on schedule or is absent without notifying the host/hostess of the reason.
- AO-Complete foreign worker report weekly; the weekly report only contains new or changed info (e-mail to Area)
- Until Security Clearance is complete, Visitor(s) are
 - Required to sign in and out on a daily basis in the non-citizen section of the sign in-out book: Reporting a block of days is not acceptable
 - Required to be escorted by ARS employee at all times
 - Access only 6:00 am – 6:00 pm M-F. Weekend access is not allowed

* Visa Waiver Program (VWP)

Citizens of the listed countries may travel to the U.S. for tourism and business without a visa for up to 90 days provided they possess a “biometric” passport and register through the Electronic system for Travel Authorization (ESTA™).

Andorra	Hungary	New Zealand
Australia	Iceland	Norway
Austria	Ireland	Portugal
Belgium	Italy	San Marino
Brunei	Japan	Singapore
Czech Republic	Latvia	Slovakia
Denmark	Liechtenstein	Slovenia
Estonia	Lithuania	South Korea
Finland	Luxembourg	Spain
France	Malta	Sweden
Germany	Monaco	Switzerland
Greece	the Netherlands	United Kingdom

Customs and Border Protection (CBP) requires all foreign nationals applying for admission to the U.S. as a VWP participant to apply online **BEFORE** departing for the United States. Travelers who

have not obtained approval through ESTA should expect to be denied boarding on any air carrier bound for the United States.” ARS Homeland requires foreign nationals coming to USDA facilities under the VWP to complete ESTA™ registration prior to submitting a Foreign National Data Sheet (Form ARS-230). Additionally, these individuals will need to list their ESTA™ confirmation in the box provided for —Comments” in Section II. CBP has indicated that ESTA™ will eventually replace the I-94W (VWP Arrival – Departure Record) however until USDA begins hosting foreign nationals exempted from completing an I-94W, ARS Homeland Security is unable to provide additional guidance on identifying when a VWP participant must depart the U.S. Please check http://travel.state.gov/visa/temp/without/without_1990.html for changes to the Visa Waiver Program (VWP).

For information about ESTA™ and access to the system: http://cbp.gov/xp/cgov/travel/id_visa/esta/.

Additional Notes:

Will the Visitor be working in our lab, (using our equipment, etc.)?

If so, there must be a formal written agreement (i.e. SCA – granting University employees access to ARS space) OR a revocable permit in place. Revocable permits are used to allow people to use ARS space or land, either to support our research mission or occasionally as a public benefit. Permits are good up to a 5 year term and they can be extended as needed.

The required items that go into a Revocable Permit are:

- Name of visitor and their affiliation
- Period of Use (how long they will be here)
- Purpose of the visitor using our facility/land
- Specific areas of the building/land that the visitor will be using
- Special Conditions (a basic ‘use of space’ template is available)
 - The Special Conditions play a large role with addressing liability, establishing hours and access to the facilities, the use of GOV’s (normally to ride and not operate), ensure compliance with ARS policies & regulations, etc.

The three forms required to submit a permit request are:

1. ARS-494, Revocable Permit (e-forms)
2. ARS-519, Assurance of Compliance (e-forms)
3. IT User Accountability Form (Source: Area IT Office revised 3/10/2010)
(see P://Admin/Visitor Information for forms in PDF or Word)

Does the Visitor need Visa assistance?

If so, we need to seek assistance from the Forest Service.

In order to request the DS-2019 from the Forest Service, please provide the following,

1. Request Memo to the Forest Service (Sample) (Instructions) (MS Word)
2. Letter of Invitation (Sample 1, Sample 2, Sample 3) (MS Word)
3. CV
4. Copy of Passport Information
5. ARS230 (PDF)
(see P://Admin/Visitor Information for documents)

Is NPARL funding the visitor?

If so,

1. Beginning 01 Apr 09, any request for assistance (assistance memo) being submitted on behalf of a foreign national and ALL accompanying enclosures must be sent at the same time as the ARS-230.
2. Memos must contain the appropriate supporting documentation, and that documentation must be in English. (See list of documents required for funded requests, unfunded requests, and extensions/changes). Please note that NO OTHER documents should be attached!!
3. Memos must be on approved letterhead, and formatted according to the ARS Correspondence Manual.
4. If a memo contains a mistake that cannot be corrected with correction tape, it should be returned to the originator NOT forwarded with the error marked out. I'm referring to errors such as the transposal of letters in someone's name.
5. The originator of a memo MUST be the host scientist.
6. Everyone signing the memo should also date their signature.
7. In those rare instances where an assistance memo is for a Borlaug fellow, invited by a National Program Leader, etc. that individual's name should appear before Jeff's if they are an ARS employee and after Jeff's if they are employed by another agency (e.g. someone from FAS coordinating a visit should be the signatory after Jeff and before Lynne Reich).
8. Contain the correct spelling and position titles for Lynne Reich (FAS) and Valdis Mezainis (FS/IP). Submitting requests to them with their names misspelled is not only unprofessional but also disrespectful. These individuals are the equivalent of Dr. Rexroad or Jim Bradley in their respective agencies.

9. Envelopes containing memos should be sent to my attention at the GWCC only. Do NOT address envelopes to Jeff Hayes. (Area Office)
10. Packages should be clipped together (binder clips or paper clips). Do NOT staple the package. Send only the original package—do NOT send multiple copies of the assistance memo. If the lab/research unit would like a copy returned for their records, a simple request is sufficient. In either case, I make an electronic copy of these requests before they are forwarded. (Area Office)

Documents Required for Assistance Memo Processing

(Note: all documents must be in English)

ARS-Funded (travel expenses, maintenance, insurance, etc.) Requests:

- ARS-230
- Copy of the passport data page (page with the photo and personal information)
 - **Note:** if the passport number does not appear on this page please include a copy of the page that shows the holder's name and passport number
- Letter of invitation (Sample) (Word doc at P://Admin/Visitor Information)
- Student Transcripts (if the person's a student)
- CV (if the person isn't a student)
- Proof of any supplemental (non-ARS) funding
- Proof of acceptable insurance * (if not being purchased by ARS)
- AD-672 (inter-agency agreement – do NOT send the AD-700)

Unfunded Requests:

- ARS-230
- Copy of the passport data page (page with the photo and personal information)
 - **Note:** if the passport number does not appear on this page please include a copy of the page that shows the holder's name and passport number
- Letter of invitation
- Student Transcripts (if the person's a student)
- CV (if the person isn't a student)
- Proof of funding

- Proof of acceptable* insurance

Extension/Change Requests:

- ARS-230 (even if there are no changes/updates)
- Any other relevant document as listed above

* Insurance is required for Exchange Visitors (J-1s) and any accompanying family members (J-2s) under Title 22, Part 62, Section 14 of the Code of Federal Regulations (22 CFR 62.14). Coverage must provide the minimum following:

Medical benefits of at least \$50,000 per accident or illness; \$7,500 for repatriation of remains; expenses associated with medical evacuation to the home country in the amount of \$10,000; and a deductible that does not exceed \$500 per accident or illness.

If an Exchange Visitor wants to use their home country's insurance coverage, the carrier must provide a certified letter which states that they have read and understand the requirements (letter should cite them) and believe their coverage meets or exceeds them.