

ARS Foreign Visitor Program: FV Fastrack Processing

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Table of Changes

Version	Date	Author	Content
1.0	8/12/16	FV Fastrack Team	Original Release
2.0	9/21/16	FV Fastrack Team	Updates to Agreements-related items, major revisions to Extensions, and additional section on “Saving versus Submitting”
2.1	1/9/17	FV Fastrack Team	Addition of subscriber feature, mandatory field validation, and admendments. Updates to Extensions section related to re-opening the Sites page. Additional step in Departure.
2.2	4/12/19	FV Fastrack Team	Under the section refering to State Sponsor of Terrorism changed the Director of Personnel to the Director of Homeland Security
3.1	6/12/19	Maria Dallara & Sharon Newman	Updated links, notification lists and instructed Forest Service Point of Contacts be include in tickets.

1) Introduction

This guidance replaces ARS Foreign Visitor Program: Area Guidance and Instructions (May 11, 2011) and the USDA Foreign National Data Sheet (Form ARS-230, June 2007).

Agricultural Research Service (ARS) and its client agencies bring in an average of 700 foreign nationals and foreign visitors (hereafter referred to as foreign visitors) per year to work with US Department of Agriculture (USDA) and/or visit USDA facilities. Foreign Visitor (FV) Fastrack is an efficient, streamlined process to bring foreign visitors to USDA for collaboration, education, and to build relationships. FV Fastrack will reduce the time and hand-offs required in the name trace clearance process, will increase automation, and will provide customers and service providers with access to up-to-date information on the status of foreign visitor processing.

This document provides instructions on bringing a foreign visitor to ARS or to a client agency. This guidance applies to all ARS work spaces, including those co-located with universities. Included are instructions for the following procedures:

- Inviting the foreign visitor,
- Completing a name trace clearance,
- Updating information,
- Extending a visit,
- Conducting annual name trace re-clearances, and
- Terminating a visit as s/he departs.

2) Scope

We are required to initiate a name trace clearance for any foreign visitor to USDA facilities. This includes the following:

- May be visiting ARS or one of ARS's client agencies
- May be visitors, contractors, students, volunteers, collaborators or federal employees
- May be short-term or long-term foreign visitors
- May have escorted or unescorted access to facilities
- May or may not have system access
- May or may not be sponsored by ARS or client agencies
- May or may not require assistance acquiring a visa
- Includes legal permanent residents who do not meet the five-year continuous residency requirement
- Includes foreign visitors, previously cleared, who have left the country for 30 days or more
- Includes foreign visitors staying more than five (5) consecutive days or more than five (5) non-consecutive days within a 30-day period
- Includes foreign visitors staying five days or less and hands on work/research will be conducted

The following types of non-US citizens are NOT included in this process:

- If the stay is five (5) or less consecutive days or five or less non-consecutive days within a 30-day period **AND** the foreign visitor **will not conduct** any hands-on work/research. Foreign visitors

who visit ARS facilities/spaces (even when co-located on a university campus) MUST fully complete the visitor log upon arrival. The visitor log shall be retained by the Location (and, as required, provided to the Center or Area) for audit purposes. The foreign visitor log does not need to be reported to Administrative and Financial Management (AFM).

- Legal permanent residents who meet the five-year continuous residency requirement (additional information below)

Additional security clearances may be required, beyond the name trace clearance, for the foreign visitor to access USDA facilities or systems. There are additional requirements for any foreign national who will be located at a BSL-3 Facility. Personnel Security Staff will not initiate suitability and other background investigations until the name trace clearance is completed.

ARS can host foreign visitors from most countries. However, foreign visitors who are citizens of a country that the U.S. Department of State has deemed a "State Sponsor of Terrorism" may not participate in the program unless an exception has been granted by the Agency's Director of Homeland Security. For a current listing of State Sponsors of Terrorism, visit: www.state.gov/j/ct/list/c14151.htm

3) Summary of Work Flow

- As required, seek Area Director approval for foreign visitor, before or after opening the portal ticket
- Establish a FN/FV portal ticket for Name Trace Clearance
 - Enter ticket information which generates a Letter of Invitation to the FN to invite them to come, and completes the equivalent of ARS-230 online
 - Ticket is submitted
 - Quality control check done
 - Program manager submits for name trace clearance
- Is there stipend to be provided to FV? If yes, initiate ARIS/AIMS to establish an IAA with FS/FSIP. ARIS/AIMS approval will sit at the Location level until Name Trace Clearance in AFMCSP has been approved.
- Name trace clears, and notification is made to many via email from the portal
- If agreement is to be executed, the ARIS/AIMS will be approved through line management approval to the ADO level (then the ADO will work on the agreement).
- If any other suitability and background investigations are required refer to the Suitability section of the AFMCSP Service Provider Guide
- Once background and/or any other suitability have been adjudicated, proceed with onboarding FN and update FN/FV portal ticket with arrival information and close

4) Definitions and Acronyms

- **FV:** Foreign Visitor
- **FN:** Foreign National
- **HRL:** Human Resources Liaison
- **GMS:** Grants Management Specialist
- **FS:** Forest Service
- **Legal Permanent Resident:** A Green Card holder (permanent resident) is someone who has been granted authorization to live and work in the United States on a permanent basis. As proof of that status, a person is granted a permanent resident card, commonly called a "Green Card."

Most individuals are sponsored by a family member or employer in the United States. Other individuals may become permanent residents through refugee or asylee status or other humanitarian programs.

- **OTT:** Office of Technology Transfer
- **Projected Arrival Date:** Proposed start of the visit with USDA, as determined by the Location prior to receipt of name trace clearance
- **Projected Departure Date:** Proposed end of the visit with USDA, as determined by the Location prior to receipt of name trace clearance
- **US Visa:** An endorsement on a passport indicating that the holder is allowed to enter, leave, or stay for a specified period of time in a country. Visas are only issued in foreign countries by U.S. consuls and permit a person to come to the U.S. port of entry or inspection point where they can apply to be admitted to the U.S. for the purpose of the particular visa. Customs and Border Protection has authority to deny admission.
- **Visitor:** Generally, a visitor is onsite for one (1) to five (5) days but does not conduct any hands on work/research. Visits can be for training, seminars, tours, meetings, interviews, or similar purposes.
- **Worker:** A worker can be a volunteer, an unpaid student intern, a research collaborator, an ARS-Research Participation Program participant, or an employee (post-doc, student or Letter of Authorization [L/A] appointments only).

5) Forms

- **7600B:** Interagency Agreement (IAA) – Agreement Between Federal Agencies Order Requirements and Funding Information (Order) Section (04/2012)
- **AD-700:** Procurement Request form
- **AR-11:** Alien Change of Address Card
- **ARS-215:** Memorandum of Understanding Between the Foreign Visiting Scientist and the Agricultural Research Service
- **ARS-230:** USDA Foreign National Data Sheet (Replaced by AFMCSP portal record)
- **I-20/DS-2019:** Certificate of Eligibility for visa status. In other words, the sponsorship document that a foreign visitor needs to apply for a visa. A form I-20 is the certificate of eligibility document for F-1 student visa applicants. A DS-2019 is the certificate of eligibility document for J-1 exchange visitor visa applicants. Together with the visa, these documents determine the time period the person may be in the United States and what work activities they are eligible to do while here.
- **I-551:** Permanent Resident Card (commonly referred to as a “green card”)
- **I-766:** Employment Authorization Document (commonly referred to as an EAD card) A laminated card issued by USCIS showing the holder has been authorized to work.
- **I-94:** Arrival/Departure Record
- **OF-306:** Declaration for Federal Employment

6) Attachments and Other Documentation

A. Pre-Arrival: From ARS Location

- **Letter of Invitation:** Required for all foreign visitors. The letter serves as a formal invitation to the USDA facility and provides the foreign visitor a unique link to the secure internet form where he

or she completes the needed biodata information for themselves and dependents to enrich the portal ticket. Required for all foreign visitors.

- **Request for Assistance Memo – Foreign Visitor Support:** Required when utilizing the Forest Service’s J-1 visa program. When Forest Service assistance is needed for a DS-2019 (J-1 visa sponsorship), stipend, and/or health insurance, the Request for Assistance Memo documents the request being made and provides a budget for the request.
- **J-1 Host Responsibility Form:** Required when utilizing the Forest Service’s J-1 visa program. This form certifies that the foreign visitor has sufficient English language capabilities to succeed at their program, per State Department J-1 regulations.
- **Proof of Pay.gov Fee Payment:** Required only when utilizing the Forest Service’s J-1 visa program. The \$500 administrative processing fee is paid via purchase card through Pay.gov (<https://www.pay.gov/public/form/start/46842610>). When payment is made, the purchaser will get an email receipt. Attach a copy of this receipt to the portal ticket. Note: The ARS location can pay the fee on the visitor’s behalf, or request that the visitor pay the fee themselves.

B. Pre-Arrival: From Foreign Visitor

- **Passport:** Required for all foreign visitors’ workers.
- **Resume:** Required when utilizing the Forest Service’s J-1 visa program.
- **Transcripts:** Required for all foreign students and post-docs.
- **Proof of Funding:** Required when utilizing the Forest Service’s J-1 visa program. If ARS has not request stipend payments through the Forest Service, the visitor needs to document that he or she has sufficient funds to support themselves during their time in the United States. This can be documented through a scholarship award letter, personal bank account statement, etc.
- **OF-306:** Required for all foreign visitors’ workers. This is emailed to the foreign visitor at the same time as the Letter of Invitation.

C. Upon Arrival

- **ARS-215:** Required for all foreign visitor workers. Memorandum of Understanding between the Foreign Visiting Scientist and the Agricultural Research Service.
- **I-766 or I-551:** If working with USDA, where appropriate
- **I-94:** Required when utilizing the Forest Service’s J-1 visa program. This can be retrieved from <https://i94.cbp.dhs.gov/i94/> once the visitor enters the United States
- **Scan/Photocopy of J-1 Visa:** Required when utilizing the Forest Service’s J-1 visa program.
- **Scan/Photocopy of DS-2019:** Required when utilizing the Forest Service’s J-1 visa program. The DS-2019 will typically now have a the consular officer’s signature on it at this point
- **Proof of Health Insurance:** Required when utilizing the Forest Service’s J-1 visa program and the ARS location has indicated on the Request for Services Memo that they will not be providing health insurance for the visitor.

D. Program Extension Requests

- **Extension Request Memo:** Required when utilizing the Forest Service’s J-1 visa program, and the foreign visitor’s program needs to be extended beyond the original program dates on the DS-2019. Update the original Request for Assistance Memo to document the required extension services (DS-2019 program date extension, additional stipends, and/or additional health insurance) being requested.

- **Pay.gov Maintenance Fee:** Required only when utilizing the Forest Service's J-1 visa program at each anniversary from the Program Start Date. This is not required if the program extension requested does not cross the yearly anniversary of the start date. The \$200 maintenance fee is paid via purchase card through Pay.gov (<https://www.pay.gov/public/form/start/46842610>). When payment is made, the purchaser will get an email receipt. Attach a copy of this receipt to the portal ticket. Note: The ARS location can pay the fee on the visitor's behalf, or request that the visitor pay the fee themselves.
- **New Funding and Health Insurance Documents:** Required only when utilizing the Forest Service's J-1 visa program. If the Forest Service is not providing stipends or health insurance for the foreign visitor, he or she needs to provide proof that he or she has sufficient funds and health insurance covering the time period of their program extension.

7) Roles

- Location – The Requestor for the FN/FV portal ticket and initial reviewer for Quality Assurance before submitting the ticket. This role is frequently filled by an Administrative Officer, Program Support Assistant, or Secretary. The Requestor must have access to the AFM Customer Service Portal ("the portal").
- Foreign Visitor – Provides data and documents related to self and to dependents to enrich the portal ticket, via a secure web form
- HR Liaison – The Quality Control reviewer for the ticket.
- Department of Homeland Security (DHS) – ARS's name trace clearance vendor
- FV Program Manager – Oversees the name trace clearance process for foreign visitors. In the absence of direct data entry from and to the portal by DHS, acts as a man in the middle to pull reports from the portal to provide to DHS and enter into the portal data once cleared.
- Forest Service – When requested, sponsors J-1 visas for foreign visitors.
- Grants Management Specialist – For Forest Service sponsored visitors, facilitates IAAs.

8) Legal Permanent Residents and 5-year Continuous Residency Rule

If the foreign visitor is a legal permanent resident and has continued residency in the United States for five years the following will be required:

- Valid (not expired) green card
- OF-306

If the candidate's resident card does not show the date of arrival in the U.S. then he/she will need to ascertain documentation or an affidavit from the entity that approved the permanent residence. The date on the green card will suffice so long as it clearly reflects U.S. residency for at least five years.

If this is the case, complete the Applicant Information portion of the portal ticket and set the Foreign National Status to "LPR with Continuous Residency." You do not need to seek name trace clearance. Close the FN/FV ticket and initiate the Suitability process.

9) Instructions for Processing an FN/FV Ticket

A. Saving versus Submitting

A new feature is the ability to save a ticket, without yet submitting it for processing. A FN/FV ticket can be saved at any time, with the following minimum of data: Requester Name, Projected Arrival Date, and Foreign Visitor E-mail Address. The ticket will remain in draft form until it is submitted.

To share the draft ticket with others, select the “Sharing” button. Select the “Add” button on the New Sharing screen. In the Search dropdown field, select “Users” and enter into the “for:” box all or a portion of the name of the person with whom you would like to share the ticket. Select the “Find” button. From the list of available users, click on your selectee and click on the triangle button under “Add.” Select the level of access you would like to grant to your selectee: Read Only (for review but no changes or Read/Write (to allow them to edit the ticket). Select “Save.” The selectee should now be on the list of users with access to the ticket.

Select the blue portal ticket number on the top left, to return to the ticket. The portal will not notify the selectee that s/he now has access to the ticket. You must notify the selectee.

B. Processing a Name Trace Clearance

1. Location initiates and completes a FN/FV Ticket:

The ticket may be used (1) to gather all required approvals or (2) post-approval. Tickets may be initiated at either point in the process, dependent upon Location and Area preferences. Area office approvals may not be required in all circumstances. Locations should seek the guidance of their Area offices on required foreign visitor approvals.

Tickets should be submitted 90 to 120 days prior to projected arrival date of the foreign visitor. If the foreign visitor will be receiving a stipend, an IAA will need to be established with the Forest Service International Program (FSIP).

a) Location Completes Some of “Request Detail” Section

- To navigate to Foreign National/Foreign Visitor (FN/FV) record, please click on the Human Resources tab.
- Select the FN/FV record type and click on continue.

The Request Detail Section is to be completed by various users during different points of the process. The Dashboard and Request Detail Section provide key information at a glance.

- When initiating a FN/FV ticket, Location staff should provide the following information in the Request Detail section:
 - Select the appropriate Subcategory
 - Related (Recruitment or Revocable Permit) Ticket, if applicable
 - Related Suitability Ticket (if applicable; please note: Suitability ticket processing guidelines request for Suitability Tickets to be entered once Name Trace Clearance is received)
 - Enter the “HR Liaison” and Forest Service Point of Contact, if applicable for your Location
 - Record whether the foreign visitor is “Currently at USDA?” **You will need to maintain accuracy of this field throughout the process. This field is used for reporting on who is currently onsite at our facilities.**

- Note whether an Exception has been “Requested.” Please note that submission of the FN/FV ticket does not initiate the Exception process, which is external to the portal. Approval of an exception does not replace the requirement to seek a full name trace clearance, as soon as possible. Please contact the FV Program Manager for more information.
- Related AO, if AO is not the Requestor
- Related Ticket, Related Recruitment Ticket, Related Suitability Ticket and Related AO fields are look up fields which allow values to be searched and selected.

b) Location Completes “Foreign Visitor Request” Section

Location staff should complete the following fields and refer to help text (question mark mouse over) where needed:

- Requester Name, Foreign Visitor Name (First Name Last Name), Location Address, Citizenship or Nationality, Area, Additional Countries of Citizenship (if applicable), ARS Sponsored (if applicable), Projected Arrival Date, Visit Funded By, Projected Departure Date, Amount Provided, Host Name, Host Organization, Foreign Visitor Email Address, Host Telephone Number, and Host E-mail Address.
- S/he can include Requester Notes, if needed.
- Select each of the Attachments for Initial Request that you will upload to the FN/FV ticket and move them into the right-hand “Chosen” box.
- For J-1’s Requiring Forest Service Assistance, complete the FedEx/UPS Account Info field.
- If you would like additional individuals to receive key notifications (e.g. when name trace clearance is received), add the individuals’ e-mail addresses into the “Subscriber email id” text boxes.
- Save Ticket
- In the attachments section of the FN/FV ticket, upload the selected attachments. Note: All attachments must be in ENGLISH.

Foreign Visitor Name, Location, Location Address, Proposed Start Date, Proposed End Date, Host Name, Host Organization, Host Telephone Number, and Host Email Address are required and will be used for generation information in the Letter of Invitation document.

The **Foreign Visitor Email Address** is required and will be used to send an email notification to the visitor, containing a unique link to a website where the visitor can submit his/her information and documents.

c) Location or HR Liaison Gathers and/or Documents Approvals in the “Approval” Section, as Needed

- **If approvals have already been received and is a J-1 Requesting Forest Service Assistance:** Enter the names of the Research Leader, Center Director (if appropriate), Area Director, and Grants Management (for stipend support related requests); upload documentation demonstrating Area office approval
- **If approvals have already been received and is not a J-1 Requesting Assistance:** Enter the name Area Director; upload documentation demonstrating Area office approval
- **If approvals have not been received:** The FN/FV ticket can be routed and/or used to track approvals. Names of approvers and dates approved should be annotated to the ticket, as

required by the Area office. Please note that approver NAMES are required, if issuing a Request for Assistance Memo.

When the Area Director Approval Date is entered into the ticket, an email notification is sent out to Requestor, Host, Related AO, and On behalf Of, as entered into the FN/FV ticket. Additionally, foreign visitors to Biosafety Level (BSL) 3 facilities require approval from the Director of Homeland Security. Once received, this approval should be noted in the “Approval Notes” section of the portal ticket.

Research Leader, Center Director, Area Director, Grants Management Specialist, Foreign Visitor Name, Location, Location Address, Proposed Start Date, Proposed End Date, Host Name, Host Organization, Host Telephone Number, and Host Email Address, where completed, will be used for generation information in the Request for Assistance Memo – Foreign Visitor Support.

If the Area denies the request: If denied and the Location has already generated a FN/FV ticket, Location generates a denial letter, outside of the portal and e-mails it to the host via the FN/FV ticket, and cancels the ticket, noting the resolution.

d) Location Generates Letter of Invitation from FN/FV ticket, as needed

On filling in the fields necessary for populating in the Letter of Invitation (LOI), the user should save the record and click on the Letter of Invitation button. This will populate a Letter of Invitation document in the notes and attachment section.

Click on “view” to download the Letter of Invitation word document to your local PC drive where you can further edit to include the additional required information. Send the Letter of Invitation to the foreign visitor by using the “Send email” functionality in “Activity history” section on the ticket. If you do not have access to the e-mail function, send the letter via your Outlook account, save a copy of the e-mail, and upload a copy of that saved email as an attachment to the FN/FV ticket as the official record.

Please find a sample LOI attached:



LOI-Sample.doc

IMPORTANT: Once the Letter of Invitation is sent, enter the Letter of Invitation Sent Date into the ticket.

e) For J-1 Visas seeking Forest Service Assistance: Request for Assistance Memo – Foreign Visitor Support, as needed

Please ensure list of approvers is annotated to the approval section, before generating the Request for Assistance Memo. To generate a Request for Assistance Memo in the “Notes and Attachments” section, click on the “Request for Assistance Memo” button.

Click on “view” to download the word document to your local computer. The memo should be edited with the additional required information and annotated with approvals. Please be guided by your local policy, as to who to include in the list of approvers on the memo. Once complete, email the memo to your Grants Management Specialist, using the “Send email” functionality in “Activity history” section, *only* if your Grants Management Specialist desires to receive a copy of the memo. If you do not have access to the e-mail function, send the letter via your Outlook account, save a copy of the e-mail, and upload a copy of that saved email as an attachment to the FN/FV ticket as the official record.

The Location staff will enter the Forest Service POC's name into the Request for Detail section of the portal ticket.

Please find a sample Request for Assistance Memo attached:



Request for support
services memo_10 1 1

IMPORTANT: Once the Request for Assistance Memo is sent, enter the Request for Assistance Sent Date into the ticket.

f) Foreign Visitor Submits Information and Documentation

In some instances, the Applicant and Dependents sections, and accompanying attachments, will be completed by the Location. Do not complete the Letter of Invitation Sent Date, if you are completing the process manually.

Whether gathered by Location staff or entered directly, it is the responsibility of the Foreign Visitor to provide complete and accurate information. Once the Letter of Invitation Sent Date field is populated, an email will be automatically sent to the email of the visitor (Foreign visitor email address). The Letter of Invitation will contain a unique internet link for the visitor to access to complete his/her data online and attach documents.

When the visitor clicks on the unique link, the Visitor is routed to a unique, secure internet site and the Passcode (HR request number sent separately in the Letter of Invitation) has to be entered where indicated to access the secure page. If an incorrect passcode is entered, the foreign visitor will receive an error message. If you are contacted to assist a foreign visitor, his/her passcode is "HR-00000XXXXX" where the X's are unique digits.

The Applicant Information and the Dependent Information sections are displayed for the visitor to complete. Error messages will be displayed if mandatory fields are not completed and the Submit button is clicked. This information will update the Application Information and Dependent Information Sections in the associated FN/FV ticket.

The mandatory fields include the following: **Last Name, First Name Middle Name, Title, Citizenship or Nationality, Sex, Date of Birth, Race, Place of Birth City, Place of Birth Country, Passport Country of Issue, Passport Number, Passport Expiration Date, and Do you currently have a visa for entry.**

The visitor will complete the information in the secure internet site, upload the attachments, and select the SAVE button, if still working on completing the document. S/he has 30 days to complete her/his submission. When the record is final, the visitor will check "Submission Complete Box" in the "Submission Complete" section.

If the Submission Complete checkbox in the Submission Complete section is checked and the form is saved, then the Requestor, Host, HRL, Related AO, and On behalf Of will receive an e-mail notification that the information has been received.

Note that the link to the secure internet site will be valid only for 30 days from the Letter of Invitation Sent Date. If the visitor tries to access it after 30 days, they will be referred to their Agency POC for

assistance. The Agency POC (as noted on the Letter of Invitation) should gather the Foreign Visitor's information manually (typically via e-mail) and complete the FN/FV ticket with the additional data.

g) Location Submits the FN/FV Ticket

On selecting the "Save" button, the FN/FV record will be in "Draft" status and information will be saved to the ticket. Location staff can continue to enrich the ticket while it is saved to their own workspace. It is the responsibility of the location administrative personnel to quality assure the information provided by the foreign visitor, prior to FN/FV ticket submission.

To check whether you have completed all required fields in the ticket, check the "Validate Mandatory Fields for Submit" box at the top of the ticket and select the "Save" button. You will receive red error messages for any mandatory fields which you have not yet completed.

Once the FN/FV ticket is ready to submit, select the "Submit" button. The ticket status is then updated to "Open" status and the Owner is set as the HR Liaison queue.

The FN/FV Ticket should be submitted no sooner than **120** but not less than **90** calendar days before the projected arrival date.

2. HR Liaison Conducts Quality Control Check

The HR Liaison pull down and/or are assigned FN/FV tickets from the HR Liaison queue.

S/he will conduct quality control reviews within two business days of receipt of the ticket. S/he will send a request for additional information and/or clarification, via the Chatter, tasking, or e-mail functions in the ticket. S/he will not return the FN/FV ticket back to the Location, but will retain the ticket until deficiencies are remedied. Once the Quality Control Check is complete, s/he records that date to the FN/FV ticket.

When the HR Liaison fills in the "Quality Control Check Completed" Date, an email notification is sent out to the Requestor, Related AO, and On behalf Of as completed in the FN/FV ticket, alerting them that the clearance request is moving to DHS.

For J-1's with Forest Service assistance, HR Liaison ensures that the FN/FV ticket is annotated with the appropriate Forest Service POC in the Request Detail section, to ensure the Forest Service receives notifications during the life cycle of the ticket.

3. DHS or Foreign Visitor (FV) Program Manager Updates Ticket with Clearance

The FN/FV ticket's ownership remains with the HR Liaison throughout the name trace clearance process.

On a regular basis, DHS or FV Program Manager runs reports for submission of name trace clearance requests to DHS. The date range of the reports will be updated from the date that the last report was run through today's date.

DHS or the FV Program Manager will review the reports with submission dates equal to the date the last report was run and will remove any foreign visitors that were submitted in the prior reporting period.

DHS or the FV Program Manager will submit the reports for name trace clearance following pre-existing procedures.

DHS or the FV Program Manager will update each foreign visitor's ticket with the following information: Updates the Foreign National Status on the ticket to "Name Trace Submitted" and enters the date into the "Date Submitted to DHS" field.

When the name trace approval is received, DHS or the FV Program Manager will update each foreign visitor's ticket with the following information: Updates the Foreign National Status on the FN/FV ticket to "Name Trace Cleared" and enters the date into the "Date Cleared by DHS" field.

When the Name Trace Clearance Approval Date is completed in the ticket, an email notification is sent out to Requestor, HR Liaison, Host, Grants Management Specialist, Forest Service, Related AO, and On behalf Of, as completed in the ticket, and to the PSS group e-mail box.

4. Budget and Agreements Processing

Upon receiving notification that the Name Trace has cleared, and when stipend is being provided to the Foreign Visitor, the Location will upload a copy of the final Request for Assistance Memo to AIMS e-Green, and approve the ARIS record through line management approval for the IAA to be processed.

Once the ARIS record for the IAA is at the Grants Management Specialist level, s/he will process the 7600B. The Grants Management Specialist will send the 7600B along with the Request for Assistance Memo to the Forest Service for signature. Please reference SOP – Foreign Visiting Scientist Interagency Agreements for more information.

5. Forest Service Processing for J-1 with Forest Service Assistance

Upon receiving notification that the Name Trace has cleared for a Forest Service Assistance J-1, the Forest Service Point of Contact (POC) opens the related portal ticket using the search functionality or reviewing the HR Liaison – FS queue (all open FN/FV tickets).

The Forest Service POC conducts the majority of her/his processing outside of the portal. However, s/he may seek information or communicate with ARS staff via the portal, to maintain a complete processing record. E-mail sent directly from the FN/FV portal ticket will remain as part of the official record.

The Forest Service POC issues form DS-2019 and conducts Student and Exchange Visitor Information System (SEVIS) and FSIP checks external to the portal.

The Forest Service should annotate the following information to the FN/FV ticket record: SEVIS #, the Actual J-1 Category, Maximum Length of Stay, and Program Dates. The Forest Service sends via FedEx or UPS the form DS-2019 and pre-arrival information to Foreign Visitor and annotates to the ticket the "Date DS-2019 Mailed to Visitor." Via the portal ticket, the Forest Service POC sends e-mail to the foreign visitor with the DS- 2019 and pre-arrival information. The e-mail should copy the Host, Requestor, Related AO, and HR Liaison. Access Email templates for the host and the visitor, directly from the portal ticket by selecting "Send an Email," "Select Template," "AFMCSP Send Email Templates" drop down, and either "AFMCSP: FN/FV Email to Host" or "AFMCSP: FN/FV Email to Visitor." The Forest Service POC annotates to the ticket the "Date DS-2019 E-mailed to Visitor."

Attachments can be added to the FN/FV ticket to be maintained as part of the official record. Notes can be added to the record in the FS Processing Notes field.

6. Location Updates FN/FV Ticket upon Arrival

- For foreign visitors who have arrived, enter actual arrival date within one business day of arrival at the USDA location. When the Actual Arrival Date is filled in, an email notification is sent out to

Requestor, HR Liaison, Forest Service, Related AO, and On behalf Of, as completed in the FN/FV ticket, and to the PSS group e-mail box alerting them that the visitor has arrived.

- Update “Currently at USDA?” to “Yes”
- Upload all required documents to the FN/FV ticket and document in “Attachments” in the ARS Processing Section of the ticket those that you have uploaded. Day One attachments should include the following, where applicable, if not already documented to the FN/FV ticket by the visitor prior to arrival: Passport photo pages for the visitor and dependents, Visas for the visitor and her/his dependents, I-94’s for the visitor and her/his dependents, social security card of the visitor, I-551 for the visitor (front and back), I-766 for the visitor, and I-20/DS-2019. Foreign visitors arriving from outside the continental United States should have all required documents with them at the time they arrive. Those already in the country should be instructed that they will not be granted facility access if they cannot produce all required documents.
NOTE: Lawful Permanent Residents should be similarly notified that they will be expected to arrive with the requested documents. A copy of both the front and the back of the Legal Permanent Resident Card is required. The documentation should be scanned in color, if possible, and uploaded to the portal ticket. Scanned documents must be legible enough to read and show some detail in any photographs.
- Ensure that the ARS-215 is part of the Day One document upload. Once the ARS-215 is noted as attached, a notification will be sent to the Office of Technology Transfer (OTT) shared mailbox. OTT staff will access the ARS-215 on the ticket for review and validation that this requirement is completed.
- Seek revocable permits, as needed. Include the revocable permit ticket number as “Related Ticket” number.
- The HR liaison will close the ticket, once a name trace clearance is received and actual arrival date is inputted into ticket. All FN/FV tickets pending Name Trace Clearance should be open. Contact the FV Program Manager for clearance dates or if the foreign visitor has not cleared.

C. Changes of Information and/or Corrections

- Locations must update the FN/FV portal ticket for any of the following changes of information: **Extension of Visit, US Residence Address, US Telephone Number, Foreign Visitor Email Address, Visa Issuance Location, Visa Type, Visa Number, Visa Expiration Date.**
- Update the information in the portal within two business days of the change.
- An update must be made to the FN/FV ticket whenever the foreign visitor leaves the country for any reason (business or personal). Any change of information must be captured. Notes should be made to the “Requestor Notes” section, regarding the foreign visitor’s departure, destination, purpose, and return to the ARS laboratory or facility.
- Use the portal search feature to find the foreign visitor’s closed FN/FV ticket. You do not need to reopen the ticket.
- Update the changed information. The portal will track changes to the above fields, at the bottom of the FN/FV ticket, to include the old data, who changed the data, and when the data was changed.
- Save the FN/FV ticket with the new information. The ticket does not need to be reopened.

NOTE: Whenever a foreign visitor changes his/her U.S. home address, he/she is required to complete and submit an AR-11 (Alien's Change of Address Card). Form AR-11 can be found on the US Citizenship and Immigration Services website, www.uscis.gov.

D. Extensions

1. Extending an ARS-sponsored J-1 Visa Holder

If the foreign visitor has an ARS-sponsored J-1 Exchange Visitor Visa which was obtained through FSIP and an extension of the foreign visitor stay has been identified then follow these procedures;

- Initiate an Extension Request at least 30 days before the J-1 Exchange program expires.
- Create extension in **EXISTING** Foreign National ticket- (Do not create a new ticket, unless original doesn't exist)
- If the original does not exist, you will create a new one and ensure that you complete the Request Detail, Applicant, and (where appropriate) Dependent information in the new portal ticket
- Generate a Request Memo in Portal (NOTE: When you make this selection the memo is added to the attachments section of the portal ticket. You will need to select view next to the attachment to open it in WORD for editing. Remember that names for signatures are pulled from the Approvals Section of the portal ticket)
 - Mark the extension box at top of memo
 - Change visit dates on the 1st page
 - Edit paragraphs as needed
 - Update the financial and delivery information on page 2-2nd year information sheet (NOTE: You may need to make payments in Pay.Gov depending upon your selections in this section)
 - Submit for signatures
 - Upload fully signed version to portal
- Ensure that original ARS 230 and original documents (if available) are attached to the ticket **AND** ensure the "Request Detail," "Foreign Visitor Request," "Applicant Information" and the 'Dependent Information' sections of the portal ticket are accurately updated and complete (this may require entry of all the data into the portal ticket if the visitor was originally cleared prior to the use of the portal).
 - In "Request Detail" Section
 - Ensure "Related AO" and "HR Liaison" boxes are filled in and "Forest Service POC", if applicable
 - In "Foreign Visitor Request" Section
 - Check "Extension Box" (Bottom Right hand side). Checking the extension box automatically notifies Requestor, Related AO, On Behalf Of, HR Liaison, and Forest Service POC about the extension.
 - Change "Projected Departure Date" (Left side) to new (extended) date
 - Choose attachments as appropriate for Extension (Left hand side) and push OK.
 - To update the "Applicant Information" and "Dependent" information, you have the option of reopening the internet "Sites" page and allowing the foreign visitor to review and revise the information in those sections of the ticket:
 - Check to ensure that you have a current/accurate e-mail address for the foreign visitor documented in the ticket.
 - At the top of the ticket, click the "Extend Public Site" button.

- You will be copied on the email that goes out to the Foreign Visitor, asking her/him to complete/update his/her information.
- Follow up with the foreign visitor to ensure s/he understands to use the link to update his/her information. S/he will need both the link and his/her “passcode” to the Foreign Visitor Sites Page. The passcode is the full ticket number, to include “HR-0000”.
- The foreign visitor will update and submit the information again, as s/he did when initially completing the information. The page will be available for 30 days from the Extend Public Site button selection.
- In the “Request on Behalf of Another Person or on Behalf of a Location” section
 - Ensure that if you are doing this on ‘Behalf’ of someone or some Location that this section is complete.
- Save your changes to the ticket.
- Work with your HR Liaison to change the status of your ticket from “Closed” to “Open.”

NOTE: If you have an InterAgency agreement in place to pay a maintenance fee or health insurance, you will need to modify the ARIS/AIMS actions for the extension outside of the portal in the same fashion as Area has operated previous to portal.

2. Extending a NON-ARS-sponsored Visa Holder

If the foreign visitor has a NON- ARS-sponsored Visa which was obtained through a University, ORISE, or other outside entity and an extension of the foreign visitor stay has been identified then follow these procedures;

- Initiate an Extension Request at least 30 days before the Visa Exchange program expires.
- Ensure the Foreign visitor contacts their sponsoring entity to complete the Visa extension process
- Create extension in **EXISTING** Foreign National ticket- (Do not create a new ticket, unless original doesn’t exist)
 - If the original does not exist, you will create a new one and ensure that you complete the Request Detail, Applicant, and (where appropriate) Dependent information in the new portal ticket
- Ensure that original ARS 230 and original documents (if available) are attached to the ticket **AND** ensure the “Request Detail,” “Foreign Visitor Request,” “Applicant Information” and the ‘Dependent Information’ sections of the portal ticket are accurately updated and complete (this may require entry of all the data into the portal ticket if the visitor was originally cleared prior to the use of the portal).
- In “Request Detail” Section
 - Ensure “Related AO” and “HR Liaison” boxes are complete and FS POC, if applicable
- In “Foreign Visitor Request” Section
 - Check “Extension Box” (Right hand side) Checking the extension box automatically notifies Requestor, Related AO, On Behalf Of, and HR Liaison about the extension.
 - Change “Projected Departure Date” (Left side) to new (extended) date
 - Choose attachments as appropriate for Extension (Left hand side) and push OK.
- To update the “Applicant Information” and “Dependent” information, you have the option of reopening the internet “Sites” page and allowing the foreign visitor to review and revise the information in those sections of the ticket:
 - Check to ensure that you have a current/accurate e-mail address for the foreign visitor documented in the ticket.

- At the top of the ticket, click the “Extend Public Site” button.
- You will be copied on the email that goes out to the Foreign Visitor, asking her/him to complete/update his/her information.
- Follow up with the foreign visitor to ensure s/he understands to use the link to update his/her information. S/he will need both the link and his/her “passcode” to the Foreign Visitor Sites Page. The passcode is the full ticket number, to include “HR-0000”.
- The foreign visitor will update and submit the information again, as s/he did when initially completing the information. The page will be available for 30 days from the Extend Public Site button selection.
- In the “Request on Behalf of Another Person or on Behalf of a Location” section
 - Ensure that if you are doing this on “Behalf” of someone or some Location that this section is complete.
- Save your changes to the ticket.
- Work with your HR Liaison to change the status of your ticket from “Closed” to “Open.”

E. Amendments

If you need to extend time, please review the Extension procedures. Please use the Amendments process if you need only to add money to a Forest Service-supported foreign visitor agreement.

This process is used when a modified Request for Assistance Memo is needed to add monies to an interagency agreement. This occurs when a maintenance allowance is adjusted and monies need to be added to agreement, with or without an extension of time. There may be other instances where the agreement must be adjusted and no new Request for Assistance Memo is generated, such as updates to the host scientist (please update the portal ticket with this information) or administrative changes to the agreement. For these latter, you do not need to use the amendment process.

Here are the steps to process an amendment:

- Search for the appropriate ticket in the portal. The ticket should be, and should remain, in Closed status.
- Review the ticket and provide any updates that may be needed.
- In the ticket, check the “Amendment” box in the Foreign Visitor Request Section. This will generate a notification to the FS POC, Related AO, HR Liaison, and GMS letting them know about an upcoming amendment. Please see the language of the notification, below.
- Generate a new Request for Assistance Memo by selecting the Generate Request for Assistance Memo button.
- Edit the memo and upload the final version of the memo, with signatures captured to it, to eGreen. See the Agreements SOP for further guidance on this process, which is external to the portal.

Subject: Amendment Issued for HR0000054364

Amendment has been Issued for HR0000054364

Name of Host: Test Host Name

Name of Foreign Visitor: Alexander Parker

SubCategory:

Name Trace Clearance for Foreign National Federal employees

F. Departures

- Locations should use the portal search feature to find the foreign visitor's closed FN/FV ticket.
- For foreign visitors who have left, enter "Actual Departure Date" NO LATER THAN one business day after departure.
- Update "Currently at USDA?" to "No."
- Update the "Foreign Visitor Status" to "Departed." in the Request Detail Section at top of ticket.

NOTE: If a foreign visitor departs the facility for the final time but returns for another visit later, that would be considered a "new" submission. A new FN/FV ticket must be initiated in the portal for a new name trace clearance for returning foreign visitors.

9) References

- US Forest Service – Agricultural Research Service, International Visitor Program, Guidance and Instructions
- AFMCSP Service Provider Guide, Suitability section
- SOP – Foreign Visiting Scientist Interagency Agreements

10) Types of Foreign Visitors

- **WORKER ONLY** – The foreign visitor already has a valid visa sponsored by a non-USDA source and also has his or her own source of funding. In most cases, the foreign visitor is already in the United States.
- **EMPLOYEE** – USDA is going to hire a foreign visitor as a federal employee (post-doc, student, or L/A appointments only).
- **SPONSOR VISA (FUNDED)** – USDA is going to sponsor a **J-1 Exchange Visitor Visa** for a foreign visitor (issuance of a DS-2019) and provide support funding via a reimbursable agreement. This will require a request to Forest Service–International Programs (FSIP), along with the associated paperwork. NOTE: FSIP will only issue the DS-2019 after receiving notification that the Name Trace Request has CLEARED.
- **FUNDING ONLY (Living Allowance and/or Health Insurance)** – The foreign visitor has or will obtain a valid visa sponsored by a non-USDA source, and USDA will provide only support funding via a reimbursable agreement. This will require a request to Forest Service–International Programs (FSIP), along with the associated paperwork.
- **SPONSORING VISA RESULTING FROM AN OFFICE OF INTERNATIONAL RESEARCH PROGRAMS (OIRP) COLLABORATION** – Sometimes a foreign worker is coming to USDA through a collaborative program with ARS's Office of International Research Programs (OIRP). OIRP identifies project resources (to include a Location host scientist) and provides project management and financial oversight for the particular collaboration. In these cases, the OIRP program manager often works very closely with the foreign visitor. However, the ticket should be initiated by the Location and the Request for Assistance Memo for issuance of a DS-2019 should be authored by the Location Host Scientist and then routed through the appropriate Area level

channels for approval. If need be, the OIRP program manager can assist the Location host scientist with drafting the memo.

12) Table of Notifications

When Sent?	To Whom?	With what language?
When Area Director Approval Date is entered	Requestor, Host, Related AO, On behalf Of	The Area Director has approved the following Foreign National/Foreign Visitor request. Name of Host: <host> Name of Foreign Visitor: <First Name Middle Last Name>
When "Submission Complete" box is checked	Requestor, Host, HRL, Related AO, On behalf Of	The Foreign National/Foreign Visitor has submitted information to the following portal ticket. Name of Host: <host> Name of Foreign Visitor: <First Name Middle Last Name>
When Quality Control Check Complete Date is entered	Requestor, Related AO, On behalf Of	The Human Resources Liaison has completed quality review on the following portal ticket. Name of Host: <host> Name of Foreign Visitor: <First Name Middle Last Name>
Once Name Trace Clearance Received Date is entered	Requestor, HRL, Host, GMS, FS, Related AO, On behalf Of, PSS Group E-mail Box	We have received name trace clearance for the following foreign national/foreign visitor. Name of Host: <host> Name of Foreign Visitor: <First Name Middle Last Name> Sub-category: <Sub-category>
When Actual Arrival Date is entered	Requestor, HRL, FS, Related AO, On behalf Of	The foreign national/foreign visitor in the following ticket arrived on <Actual Arrival Date>. Please update the record with any necessary arrival information at this time. When the foreign national/foreign visitor departs, please update this ticket with departure information. Name of Host: <host> Name of Foreign Visitor: <First Name Middle Last Name>
Box is checked on Sites Page, FN Submitting Data	Requestor, Host, HRL, Related AO, On behalf Of	The Foreign National/Foreign Visitor has submitted information to the following portal ticket. Request Number: Name of Host: Name of Foreign Visitor:
Expiration Text - When Sites Page is >30 days old	Provided to FV when trying to access the sites page	Your 30-day access to submit Foreign National/Foreign Visitor applicant information online has expired. Please contact your USDA point of contact to complete your submission. Thank you.
When "ARS-215" is selected and ticket is "Submitted"	OTT Group E-mail Box	We have received an ARS-215 for the following foreign national/foreign visitor. Name of Foreign Visitor: <First Name Middle Last Name> Country of Citizenship: <Country of Citizenship> <Additional Countries of Citizenship> Name of Host: <Host> Lab: <Host Organization> Area: <Area>

When "Extension" box is selected and ticket is "Saved"	Requestor, Related AO, FS, On Behalf of and HRL	We are extending the stay of the following foreign national/foreign visitor. Name of Host: <host> Name of Foreign Visitor: <First Name Middle Last Name> Sub- category: <Sub-category>
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