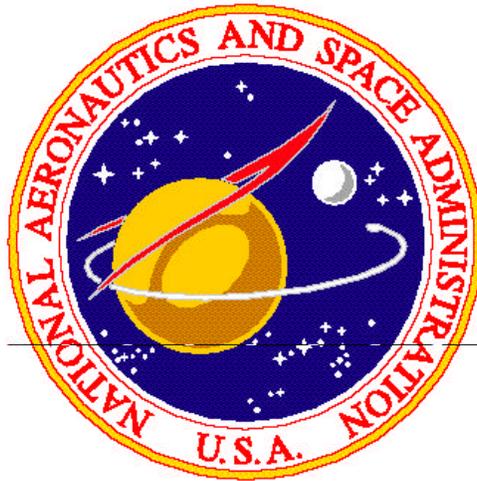


Responsible Office: Code ID/Assessments and Technology Division
Subject: Foreign National Visit Procedures



Assessments and Technology Division
Office of External Relations

Office Work Instruction

Foreign National Visit Procedures

Approved by: _____
John D. Schumacher
Associate Administrator for
External Relations

Responsible Office: Code ID/Assessments and Technology Division
Subject: Foreign National Visit Procedures

1. Purpose

The purpose of this Office Work Instruction is to document the procedures performed within the Office of External Relations for the review and approval of requests for visits by Foreign Nationals (FN's) to NASA Headquarters, Centers, and JPL.

2. Scope and Applicability

- 2.1 This OWI covers Foreign National Visit procedures performed in Code I as defined in NPD 1371.5, "Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA" and NPG 1371.2, "Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives".
- 2.2 The OWI applies to the Office of External Relations, and covers visits by foreign nationals.
- 2.3 Activities under this OWI are performed within Code ID/Assessments and Technology Division by the HQ IVC and AIVC.

3. Definitions

- 3.1 AIVC: Assistant International Visits Coordinator is responsible for coordinating all foreign national visits to NASA HQ, Centers, and JPL.
- 3.2 Designated Areas: Those countries of special concern or interest as identified in Appendix A of NPG 1371.2, "Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives"
- 3.3 DO: Office of External Relations Desk Officer responsible for the Country or Enterprise
- 3.4 FVR: Foreign Visit Request
- 3.5 HQ IVC: Headquarters International Visits Coordinator supervises the AIVC and approves final FVR packages
- 3.6 ID: Assessments and Technology Division
- 3.7 XC: Export Control section within Code ID

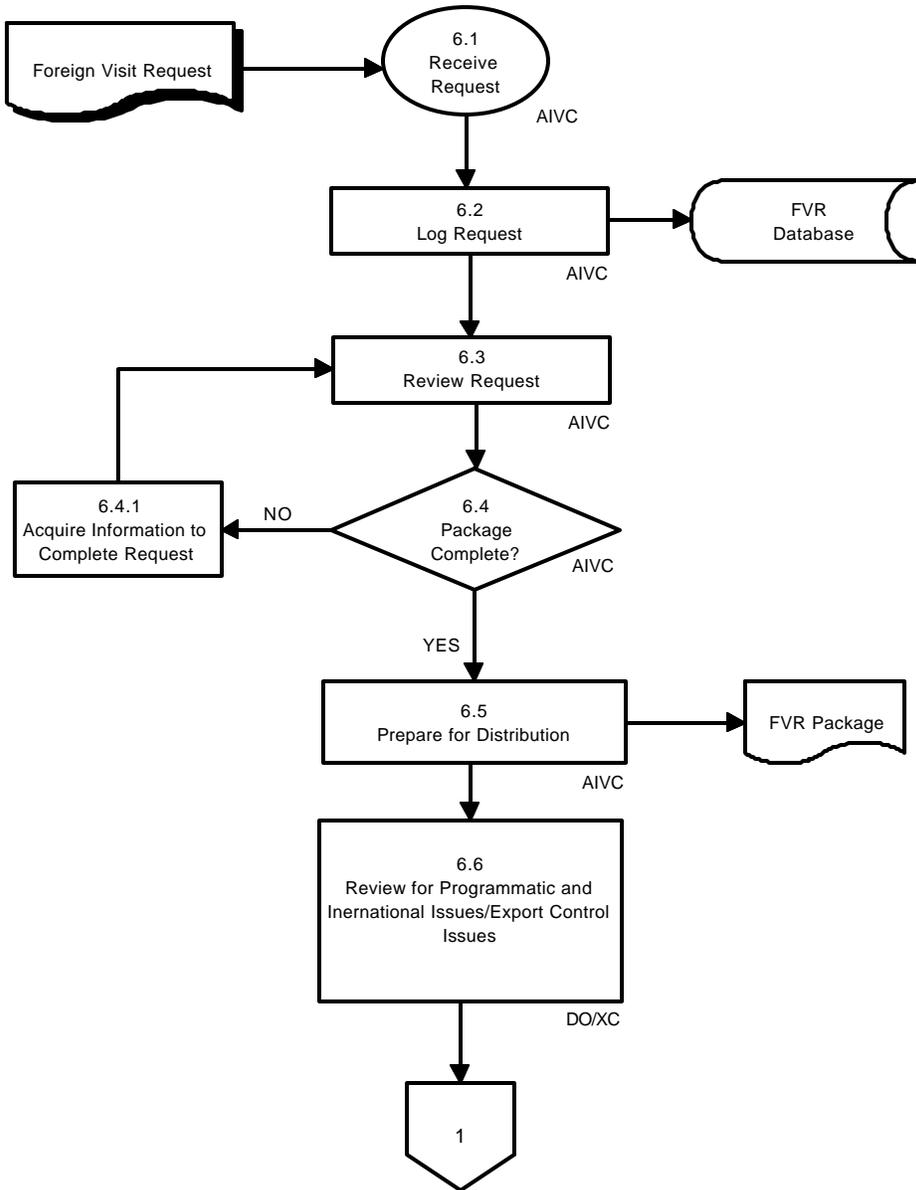
Responsible Office: Code ID/Assessments and Technology Division
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4. References

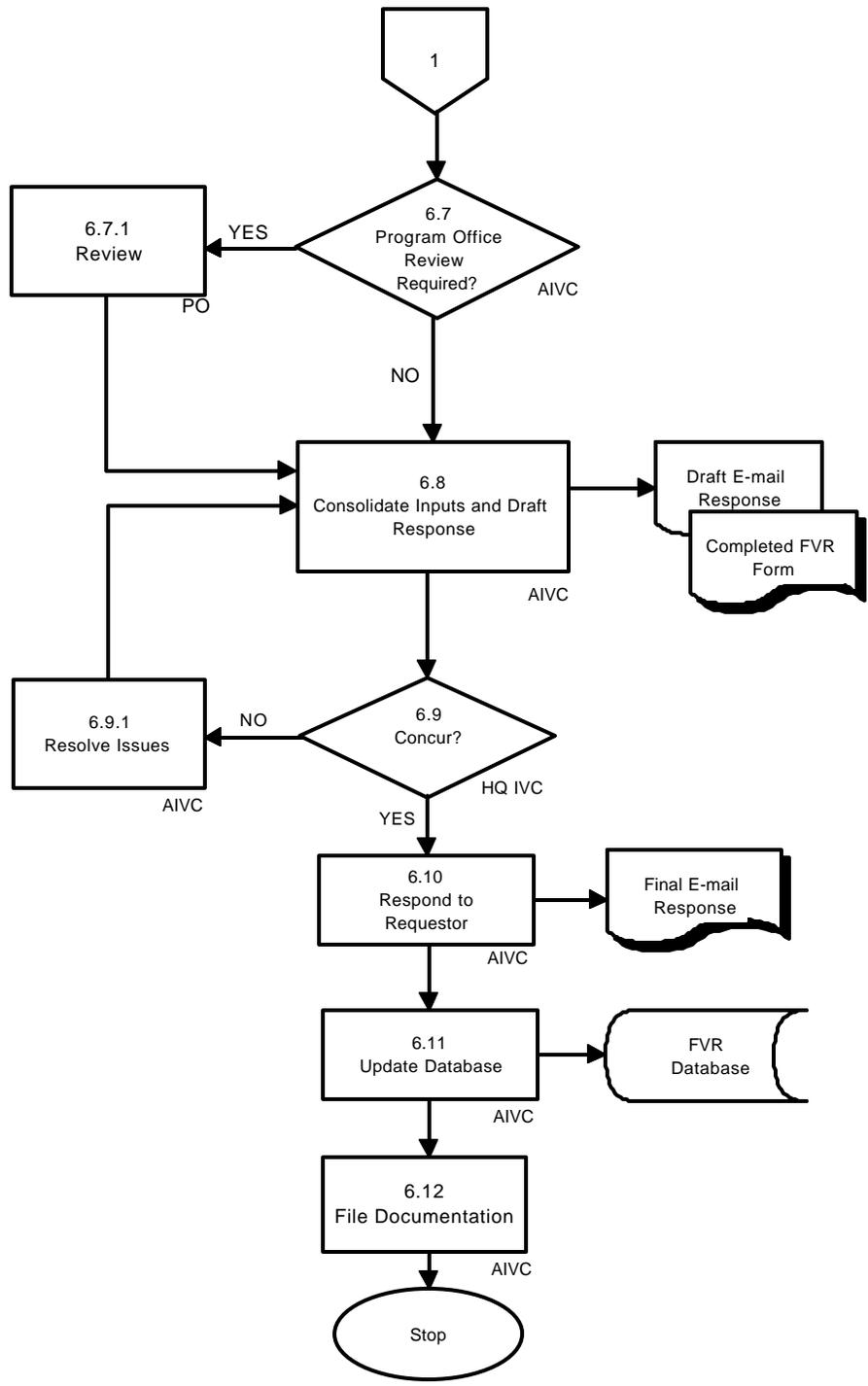
- 4.1 NPD 1371.5, "Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA"
- 4.2 NPG 1371.2, "Procedures and Guidelines for Processing Requests for Access to NASA by Foreign Nationals or Representatives"
- 4.3 NAS7-1407 (NASA/CalTech Contract), Section H-49

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5. Flowchart



Responsible Office: Code ID/Assessments and Technology Division
Subject: Foreign National Visit Procedures



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6. Procedure

Step	Actionee	Action
6.1	AIVC	Receive foreign national visit (FVR) request with associated background data.
6.2	AIVC	Enter the FVR request into the foreign visits database.
6.3	AIVC	Review the request to ensure that it was appropriately forwarded to HQ for approval and to ensure that all information is complete.
6.4	AIVC	If package is complete, proceed to Step 6.5; if not, go to 6.4.1.
6.4.1	AIVC	Acquire information to complete FVR.
6.5	AIVC	Prepare FVR Form (Appendix A), make copies and prepare for distribution to applicable international Desk Officer (DO) and the Export Control (XC) section.
6.6	DO and XC	Review for programmatic, international, and export control considerations and forward response to AIVC.
6.7	AIVC	Determine whether the FVR requires Program Office (PO) review.
6.7.1	PO	Review request and forward recommendation to the AIVC.
6.8	AIVC	Consolidate the concurrences from steps 6.6 and 6.7.1 and prepare a draft recommended e-mail response. Forward draft response to the HQ International Visits Coordinator (HQ IVC) for approval.
6.9	HQ IVC	Concur or non-concur on the draft recommended response. If the package does not receive the HQ IVC's concurrence, it is returned to the AIVC (6.9.1). If approved, go to step 6.10.
6.9.1	AIVC	Resolve issue(s) with requestor and/or reviewers. Return to HQ IVC (6.9).
6.10	AIVC	Finalize e-mail response to the FVR request and forward it to the requestor.
6.11	AIVC	Update database.
6.12	AIVC	File FVR documentation package, including: foreign national visit request; completed FVR Form; and hard hardcopy of final e-mail response. File any other applicable background data with FVR documentation package.

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Foreign Visit Request	AIVC	Code ID	Hard Copy	Sch. 1 Item 35	Destroy 2 Years After Termination of Visit
Completed FVR Form	AIVC	Code ID	Hard Copy	Sch. 1 Item 35	Destroy 2 Years After Termination of Visit
Final E-mail Response	AIVC	Code ID	Hard Copy	Sch. 1 Item 35	Destroy 2 Years After Termination of Visit

8. APPENDIX

- A. ID/International Visits Coordinator's Office, Coordination of Request for Visit by Foreign National (IVC Form dated October 1999)

Responsible Office: Code ID/Assessments and Technology Division
Subject: Foreign National Visit Procedures

Appendix A ID/INTERNATIONAL VISITS COORDINATOR'S OFFICE
COORDINATION OF REQUEST FOR VISIT BY FOREIGN NATIONAL (IVC Form Oct. 99)

Date Received in ID: _____ Date Entered into Database: _____

Center to be Visited: _____

1. PROPOSED VISITOR

Name: _____ Country: _____

Dates of Proposed Visit: _____ Visa Type: _____

Requesting Organization: _____ NASA-Issued IAP-66 Requested: Yes ___ No ___

2. COORDINATION/CONCURRENCE

--- **CODE I DESK OFFICER REVIEW:** _____
Code/Name Date to Desk Officer

Applicable International Agreement: _____

Code I Desk Officer Concurrence: Yes / No Desk Officer's Initials: _____ Date: _____

Comments: _____

--- **PROGRAM OFFICE REVIEW:**

Code/Name: _____ Phone: _____ Date: _____

Program Office Concurrence: Yes / No Reviewer's Initials: _____ Date: _____

Comments: _____

--- **CODE ID REVIEW:** Name: _____ Date: _____

Export Review Concurrence: Yes / No Reviewer's Initials: _____ Date: _____

Comments: _____

**PLEASE RETURN THIS DOCUMENT TO ID/RUTH ALMONY, INTERNATIONAL VISITS
COORDINATOR'S, OFFICE NOT LATER THAN: _____
PHONE: 358-1654 FAX: 358-3099**