

## **NOS Foreign National Visitor and Guest Clearance Process**

Process for obtaining senior administrative official signature (NOAA CAO). This process must be initiated at least 30 days prior to the planned arrival of the Foreign National Guest

### Acronyms

CAO: Chief Administrative Officer  
CTC: Controlled Technology Coordinator  
DO: Designated Official for the Line Office (LO)/Corporate Office (CO)  
DSN: Departmental Sponsor/NOAA (must be a Federal employee)  
ESF: Endorsement Supplement Form  
FN: Foreign National  
IPO: NOS International Program Office  
LO/CO: Line Office/Corporate Office  
NAO: NOAA Administrative Order 207-12  
POC: The Deemed Export Point of Contact for each NOS Office

### Summary

NOTE: The CAO staff prefers to receive scanned copies of the completed ESF and Appendix B submitted electronically for signature. Therefore, where possible, the DSN should scan the documents and submit them via email to the POC. If the DSN cannot provide scanned versions, fax copies are acceptable. If necessary, the POC should scan the documents after the DO signs the ESF, for submission to the CAO.

**DSN** sends to *their Office's Deemed Export Point of Contact (POC)*:

1. The partially completed ESF requiring signature by the DO
2. The partially completed and signed Appendix B requiring signature by the CAO
3. The FN Guest information specified in section 5.08 of the NAO

**POC** sends to *the DO (Acting DAA Craig McLean), with concurrent copy to IPO (Clement Lewsey)*:

1. A transmittal memo recommending the DO sign the ESF, if the POC concurs in the request
2. The partially completed ESF requiring signature by the DO
3. The partially completed Appendix B requiring signature by the CAO
4. The FN Guest information specified in section 5.08 of the NAO

**DO** sends to *the CAO*, via Ann Murphy/Melanie Caesar and cc Kathleen Bryant:

1. The fully completed and signed ESF
2. The partially completed Appendix B for CAO signature

**CAO staff** returns to *the CTC, DSN, DO staff*, and, if required, the servicing security office:

1. The fully completed and signed ESF
2. The fully completed and signed Appendix B

**DSN** sends to their local servicing security office:

1. All required data on the FN (may send at any time during the process, *in consultation with and if agreed to by* the servicing security office)

2. The fully completed and signed Appendix B
3. The fully completed and signed Appendix C (within 3 days of arrival of FN)

NOTE: File the ESF for your records