

The Foreign National Request Form is a living document. The June 2018 form has been superseded with the attached updated July 16, 2018 V10 form. A few changes and operability functionalities were completed. FAQs are below.

1. Q: Does the Foreign National Request Form (FNRF) need to be completed for all Foreign Nationals (FN)?

A: Yes. Regardless of duration the FN will be at your facility, the form needs to be submitted to the Field Servicing Security Office (FSSO). The exception is for visitors, only Part A must be submitted.

2. Q: On question #6, which is that referring to?

A: A FN can be a citizen of more than one country i.e. Sweden/Iran, China/Great Britain etc. You need to list all countries for which the FN is a registered citizen.

3. Q: Wouldn't the FN only have one passport?

A: Not necessarily. They are entitled to hold a passport for each country of citizenship.

4. Q: I don't know what my facility number is.

A: You should contact your facility or property management office to assist you with identifying accurate building or facility identifiers or nomenclature for your location. If you continue to have trouble finding it, contact your FSSO for assistance.

5. Q: Justification for Part B will not fit on the form.

A: Other options are available to complete your request. You can note in Part B that additional rationale is included in the "Appendix" section on page 6 or make note of additional rationale provided as attachment to the Form.

6. Q: Who completes Part D?

A: As the individual most knowledgeable of the logical access needed by the FN Guest to satisfy the defined objectives of the proposed collaboration, the Sponsor is responsible to complete Part D.

7. Q: Does Part E allow my FN Guest unescorted access to the entire facility?

A: No. To address questions of increased risk to organizational security posture, and when consistent with bureau or operating unit procedures for granting Limited Unescorted Access to FN Guests, this section may be used by the Sponsor to request limited unescorted access to designated areas or workspaces within the facility. The Sponsor must provide rationale and organizational benefit sufficient for decision makers to reach an informed risk management determination. This may include discussion of control measures or other mitigating procedures such as adjudication of entry and egress locations, contiguous or adjacent workspace or areas, or Access Control or Technology Control Plans where applicable.

8. Q: Under Part F, #2, who must sign that block?

A: That is determined by the organization. However, it must be someone in the Sponsor's Supervisory chain to validate the accuracy and the organizational benefit derived from the proposed FN Guest collaboration.

9. Q: Under Part F, #3 who is the Senior Bureau Official (SBO)?

A: The SBO (or other designated official) is a senior technical or administrative officer appointed by each bureau or operating unit responsible to review FN Guest nominations to validate accuracy and benefit of the collaboration as consistent with organizational and DOC strategic interests.

10. Q: Who signs Part G?

A: The Information Technology Security Officer (ITSO) or ITSO Designee. The ITSO is an established IT security services position within the DOC Information Systems Management Program. ITSO assignments are made at the bureau and operating unit level. Contact your CIO for details regarding local ITSO roles and responsibilities.

11. Q: I am at the Herbert C. Hoover Building, HCHB who is my Field Servicing Security Office?

A: If you are located at HCHB, the Security Service Center will process your FNRF.

12. Q: What is the difference between a visitor and a guest?

A: Currently, a visitor is an individual who will visit for (3) days or less. A guest is an individual who will be here longer than (3) days. Number will change when the new DAO 207-12 is published.

13. Q: I have a list of 25 visitors, do I have to do 25 separate first pages?

A: No. In the case of a multi-member visitor group or delegation, the Departmental Sponsor may use the Appendix on Page 6 to add or list supplemental visitor information. Separate addendums or other supporting documents may be attached to the request form. The Sponsor's signature acknowledges their oversight responsibility for the visitor group or delegation members.

When the new DAO is published, slight modifications will be necessary. Thanks everyone for your continued support and compliance. Your inputs are valued and appreciated. Please implement use of this form immediately throughout the department.