

U.S. Department of Energy

Unclassified Foreign Visits and Assignments Information Collection

Create New FV&A Request Screen

You can create a Foreign Visit and Assignment Request for any visitor in your organization. Please contact your FV&A POC to ensure that you are acting within the policies of your DOE Center by creating and managing this Foreign Visit and Assignment Request. Please search for duplicate or existing biographical information before starting a new listing. For best search results use, use the first three letters of the LAST NAME and continue adding letters to the LAST NAME to narrow your search. Then try searching by Date of Birth only or the first initials of the LAST NAME and the first initial of the FIRST NAME. It is very important that you conduct a thorough search so that you are not entering information on a Visitor more than once!

>Enter Search Criteria:

First Name:

Last Name:

Date of Birth:

Visitor Number:

>Search (button)

Search Results:

No Biographies matched your criteria (If foreign national is not currently in the system).

>[Create a new visitor](#) (link to next page)

(or)

Search Results (If foreign national is currently in the system):

An "*" indicates that the individual is currently sited in a Visit/Assignment Request

(List displayed of biographical records matching search criteria entered)

>[Select visitor](#) (link to next page)

Determination Screen

OMB Control Number
1910-1800

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 60 (minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this estimate or any other aspect of this information, including suggestions for reducing this burden, to the Office of Security, HS-50-GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, Washington, DC 20874-1290, and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, DC 20503.

To Copy another Request or to enter an Extension to an Assignment, you can use the drop down box to select a previous request you have entered in the first box below, or you may enter a specific Request Number in the second box below. This feature will only copy the visit/assignment specific information portion of a Visit/Assignment Request. If you select an Extension the dates of the selected Request to be copied will NOT be brought forward. An Extension cannot begin before a current request is completed. You may need to answer additional questions on this screen to complete the initiation of a new Request.

>Please answer ALL questions before continuing!

-Site to be Visited

-Security Area Type to be Accessed

-Citizenship (populated by system if foreign national is already in the system)

-Country of Employer

-Off-site Meeting?

-Will Sensitive Subjects Be Discussed?

-Type of Request (Visit/Assignment/Extension of Assignment/High Level Protocol Visit)

-Name: First, Middle, Last (populated by system if foreign national is already in the system)

>Continue

FV&A Request – Bio Info Screen

Directions: The fields in **RED** are absolutely **required**. If you do not fill in these fields, this form will NOT be accepted. When complete, click on the "Continue" button below. The "Continue" Button will save ALL the information entered on this form.

(Below fields displayed in red on system)

-Gender

-Date of Birth

-Country of Birth

-City/Region of Birth

-Institution or Company Name

-Title or Position and Duties

Immigration Status Information:

- Immigrant/Nonimmigrant Status Type
- Unique Number
- Status Expiration Date

Identification Information:

- Unique Number
- Country of Issue
- Expiration Date

>Continue

Visit/Assignment Specific Information Screen

Directions: The fields in **RED** are absolutely **required**. If you do not fill in these fields, this form will NOT be accepted. When complete, click on the "Continue" button below. The "Continue" Button will save ALL the information entered on this form.

(Below fields displayed in red on system)

- Host Name: **First, Middle, Last**
- Host Citizenship
- Host Phone Number
- Desired Start Date
- Desired End Date
- Subject(s)
- Headquarters Department Element (HDE) Code
- Description of Visit/Assignment, Including Specific Activities or Involvement
- Purpose of Visit
- Buildings/Area Types to be Accessed
- Is the Assignment for Intermittent Access Periods? (required field for assignments only)
- DOE Mission(s) To Be Advanced by This Visit/Assignment
- Will Visitor/Assignee Be Granted Computer Access?

>Continue

FV&A Request Status Screen

This request is complete.

>Press '**Complete**' to send the request into the Inputs and Approvals process.

>Press '**Delete**' to delete the request.