

**KNOW YOUR VISITOR – WHO ARE THEY – WHO DO THEY REPRESENT –  
WHAT ARE THEY AUTHORIZED TO HAVE ACCESS TO?**

**QUICK GUIDE TO FOREIGN NATIONAL VISITOR REQUIREMENTS**

**What is a Foreign Visit?**

- **Any contact by a foreign representative with a DoN organization.**
- There are two (2) types of visits, based on sponsorship:
  - **Official Foreign Visit** -- Contact by foreign representatives under the sponsorship of their government or an international organization with a DoD/DoN component. **Only official visitors may have access to classified or controlled unclassified information.**
  - **Unofficial Foreign Visit** -- Contact by foreign nationals with a DoD/DoN Command or activity for unofficial purposes, such as courtesy calls and general visits to commands or events that are open to the public, or without sponsorship of their government. **Such visitors shall have access only to information that has been approved for public disclosure.**
- **Foreign Representative** – A person, regardless of citizenship, who represents a foreign interest in his or her dealings with the U.S. Government, or a person who is officially sponsored by a foreign government or international organization.

**General Guidelines and Considerations**

1. **WHO** is the visitor? (Full name, DPOB, Citizenship, Permanent Resident Alien Status?)
2. **WHO** does the visitor **REPRESENT**? (e.g. Who does he/she work for; whose interests does he/she legally represent?)
3. **WHAT** is the **PURPOSE** of the visit? (Official or Unofficial)
4. **WHAT** information will be disclosed (seen, shared, or discussed?)
5. What is the **AUTHORIZATION** basis that legally supports the Purpose and Disclosure?
6. **WHEN** is the visit desired/planned?
7. **WHERE** will the visit take place? (**Reminder: Hosting a FN visitor off-site does not change requirements for disclosure authorizations** for information not approved for public release.)
8. **See Security SharePoint site for further information.**

**Special Situations and Considerations**

- Seek additional guidance from NSWC Crane Security (x6006 or [cran\\_security\\_0555@navy.mil](mailto:cran_security_0555@navy.mil)) if any of these situations arise:**
- Students attending Naval Training( through Security Assistance; DD2285)
  - Invitational Travel Orders (ITO)
  - Foreign Liaison Officer Program (FLO)
  - Defense Personnel Exchange Program (DPEP)
  - Cooperative Program Personnel (CPP)
  - Military Personnel Exchange Program (MPEP)
  - Other foreign personnel exchange arrangements per U.S. Code Title 10, section 26082

**General Guidelines Applicable to All FN Visits**

1. FN visitors may be authorized access only during normal business hours.
2. FN visitors must be issued “escort required badge.”
3. FN visitor pass requests require minimum 72 hours’ notice (except for emergency visits), **following FVS approval.**
4. FN visitors must be under continuous escort by a U.S. government employee or on-site contractor who has been briefed on their escort responsibilities. (***Escort at Visitor Center must be government employee.***)
5. Hosts and escorts are responsible at all times for the whereabouts and actions of their visitors.
6. Hosts and escorts must ensure that ALL information outside the scope authorized for the visit are protected from inadvertent disclosure (to include visual, auditory, or written) at all times.
7. Specific restrictions of the visit approval are never disclosed to the visitor(s), though a) visitors may be advised of the highest overall classification level approved and b) visitors **must** be advised of classification level of any information disclosed so they can protect it.
8. While a disclosure authorization sets a classification level that cannot be exceeded, ***if the objectives of a visit can be accomplished by disclosure of information classified at a lower level, it is the responsibility of the host(s) to limit disclosure accordingly.***
9. If a host determines that the objectives of a visit cannot be accomplished within the parameters of the disclosure authorization, resolution must be coordinated directly with the authority that approved the visit, **prior to the start of the visit.**
10. ***Release of classified documents is not automatic with authorization unless specifically stated so in the disclosure authorization.***
11. Any repeated or unusually persistent effort by visitor(s) to obtain information not authorized for disclosure should be reported to NSWC Crane Security Office.

**General Preclusions for FN Visitors**

*Seek additional guidance from NSWC Crane Security if any of these situations arise*

- COMSEC
- Atomic Information (RD, FRD)
- Navy Nuclear Propulsion Information (NNPI)
- Foreign Government Information (FGI) (third-party disclosure)
- Government Information Technology Systems
- NATO – special considerations

**All FN Visitor Requests Require two main items:**

1. Valid visit request (FVS, DAV or Letterhead)
  2. Visitor pass request via SharePoint Visitor Pass System, approved by submitter’s approver & Security
- ALLOW 30 DAY MINIMUM LEAD TIME FOR FVS REQUESTS**

**Note:** *Certain visitors from Canada may qualify for a Directly Authorized Visit (DAV) per the United States – Canada Joint Certification Program. Contact Security for more information.*

(Information Revised Oct 2013)