

MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL

**FOREIGN RESEARCH
ASSOCIATE PROGRAM**

Created by:
Program Administrative Support Task Group
Updated September 2004

FOREIGN RESEARCH ASSOCIATE PROGRAM

This will clarify the changes imposed, and resulting new procedures, related to the Foreign Research Associate Program as a result of Dr. Knipling's 5/19/03 e-mail to the Administrator's Council and Research Leaders re: Clearance Procedures for Non-Citizens to Work in ARS Facilities. Please forward this information as appropriate.

Affiliated with the Foreign Research Associate Program, Dr. Knipling's memo stated:

"1. Locations must submit form ARS-230, Non-Citizen Data Sheet, to their Area Office as soon as it is known that a non-citizen has been identified to be a worker at the location . . .

4. ARSHS will notify the submitting Area Office if the Name Trace Request has been satisfactorily completed. Thereafter, one of the following actions should be followed: . . .

b. Sponsor Visa (Funded) - If ARS is going to sponsor the visa for a non-citizen and provide support funding (but not hire), the Area Office must submit a completed ARS-215 and a memo from the requestor through supervisory channels and through ARSHS to the Foreign Agricultural Service (FAS). The memo should request a visa application and request setting up a reimbursable agreement with Office of International Cooperation and Development (OICD) for maintenance payments.

c. Sponsor Visa (Unfunded) - If ARS is going to sponsor the visa for a non-citizen but not provide support funding, the Area Office must submit a requesting memo for visa application, an ARS-214 and an ARS-215 from the requestor through supervisory channels and through ARSHS to FAS.

d. Non-USDA sponsor of Visa (Funded) - If the non-citizen has a valid visa sponsored by a non-USDA source and ARS will provide support funding, the Area Office must submit a memo from the requestor through supervisory channels and through ARSHS to FAS, requesting a reimbursable agreement with OICD for maintenance payments."

As a result of Dr. Knipling's memo, please use the following new procedures related to the Foreign Research Associate Program.

1. E-mail Dr. Hewings at hewingsa@mwa.ars.usda.gov, through channels established by your location, the request to become involved with a Foreign Research Associate and the details of the proposed work, sponsorship, funding, etc.
2. The Area Director's Office will reply to the requestor, indicating whether the request is approved.
3. If the request for involvement with the Foreign Research Associate is approved by the Area Director's Office, IMMEDIATELY have the non-citizen complete the ARS-230, Non-Citizen Data Sheet, using the just-released 5/03 version attached. No longer use the Form titled, "Information for U.S. State Department Certificate of Eligibility" because Section I of the ARS-230 incorporates the information from the Certificate Form.
4. Forward the completed ARS-230, Non-Citizen Data Sheet, through channels established by your location, to Marie Bishop at bishopm@mwa.ars.usda.gov or fax 309-681-6683.
5. Marie Bishop will forward the completed ARS-230 to the ARS Office of Homeland Security and request a name trace.
6. While the name trace is being conducted and/or upon satisfactory completion of the name trace, the ARS scientist and/or non-citizen should choose the applicable scenario below and complete/prepare the listed items.

a. If ARS is sponsoring the visa and is providing support funding:
(1) Complete and sign (by all parties) the ARS-215, using the 5/03 version attached.
(2) Prepare the cover memo requesting a visa application and the establishment of a reimbursable agreement for maintenance payments. The Through and To lines on the memo are Through RL; Through CD; Through AD; Through Michael D. Ruff, Director, ARS Office of Homeland Security; To Carol Kramer-LeBlanc, Director, RSED, ICD, FAS. Notes: An ARS-214 is not needed in this case. Because Dr. Ruff now signs for ARS' Office of International Research Programs, Arlyne Meyers and OIRP are not included in the Through lines.
(3) Send the cover memo and completed/signed (by all parties) ARS-215 through the supervisory chain to Dr. Hewings for forwarding upon satisfactory completion of the name trace.

b. If ARS is sponsoring the visa but is not providing support funding:
(1) Complete and sign (by all parties) the ARS-215, using the 5/03 version attached, and the ARS-214.
(2) Prepare the cover memo requesting the visa application. The Through and To lines on the memo are Through RL; Through CD; Through AD; Through Michael D. Ruff, Director, ARS Office of Homeland Security; To Carol Kramer-LeBlanc, Director, RSED, ICD, FAS. Note: Because Dr. Ruff now signs for ARS' Office of International Research Programs, Arlyne Meyers and OIRP are not included in the Through lines.
(3) Send the cover memo and completed/signed (by all parties) ARS-215 and ARS-214 through the supervisory chain to Dr. Hewings for forwarding upon satisfactory completion of the name trace.

c. If ARS is not sponsoring the visa but is providing support funding:
(1) Complete and sign (by all parties) the ARS-215, using the 5/03 version attached.
(2) Prepare the cover memo requesting a reimbursable agreement for maintenance payments. The Through and To lines on the memo are Through RL; Through CD; Through AD; Through Michael D. Ruff, Director, ARS Office of Homeland Security; To Carol Kramer-LeBlanc, Director, RSED, ICD, FAS. Notes: An ARS-214 is not needed in this case. Because Dr. Ruff now signs for ARS' Office of International Research Programs, Arlyne Meyers and OIRP are not included in the Through lines.
(3) Send the cover memo and completed/signed (by all parties) ARS-215 through the supervisory chain to Dr. Hewings for forwarding upon satisfactory completion of the name trace.

7. Upon notification of satisfactory completion of the name trace, the Area Director's Office will forward the above paperwork to Dr. Ruff and notify the requestor.

8. Report any changes in staff on a weekly basis through channels established by your location to Marie Bishop.

9. Review ARS-230s frequently for expiring documents.

10. Report any daily visitors (vs. workers) using the visitor log. Send through channels established by your location to Marie Bishop.

NON-CITIZENS IN ARS FACILITIES

Policy Update: May 10, 2004

This update is to clarify the policy for non-citizens in ARS facilities.

Non-Citizen. Anyone who is not a U.S. citizen. A green-card holder or other type of legal permanent resident is treated as if he/she were a U.S. Citizen for the purpose of these policies. There are two broad groups of non-citizens:

- a. **Visitors.** Non-citizens having short-term (generally days or at the most two weeks) access to ARS facilities for tours, workshops/meetings, training, etc. They must have a valid visa or permanent resident status.
- b. **Workers.** Non-citizens include visiting scientists, students, collaborators/consultants, contractors, maintenance personnel, etc., who will actually be working in the facility.

Ban on Entry. Citizens from countries that are on the Department of State's (DOS) list of State Sponsors of terrorism are not permitted in ARS facilities, even as visitors. At present these countries are Cuba, Iran, Iraq, Libya, North Korea, Sudan, or Syria. The exception is visits that are sponsored by a Federal Government Agency such as DOS. In such instances, approval MUST be obtained from ARS Homeland Security (ARSHS) prior to the visit. Prior approval MUST be obtained for all non-citizen visitors to BSL-3 or Select Agent facilities.

Tracking of Visitors. Previous policies as described in the January 10, 2003 memo from Edward B. Knipling, and attachments, remain in effect, including the requirement for a Visitor's Log at all ARS facilities. All visitors should be escorted.

Tracking of Workers. An ARS-230 must be filled out for all workers and submitted through the Area Office to ARSHS as soon as possible, but definitely before the arrival of the non-citizen worker.

Name Trace Request. ARSHS is responsible for submitting and obtaining a Name Trace Request (NTR) from BOTH the FBI and the CIA, based on the information in the ARS-230. A minimum of three months is required to obtain the results, longer if questions arise. Requirement for a completed NTR depends on the type of visa that the non-citizen is getting.

- a. USDA sponsored visa or employment requires that a negative response (no record found) be obtained from both agencies before the visa process can be initiated. This requirement may be modified for non-citizens who have resided in the U.S. for 4 years or more, provided the ARS-230 has been submitted (contact ARSHS for additional information).
- b. At the present time, a valid visa sponsored by another organization, such as a university, company, foundation, etc., does not require a negative response to the NTR before the person may work in an ARS facility, but the NTR must still be run. This may change if the NTR process becomes more rapid. HOWEVER, reasonable precautions should be taken to ensure that the non-citizen has only limited access to critical ARS assets until the NTR is finished.

c. The identification of derogatory information on a non-citizen by the FBI or CIA will be grounds for their immediate removal from the ARS facility.

Access to Select Agent or Other High Security Facilities. All persons without a suitable Public Trust background investigation or a National Security Clearance, whether citizens or non-citizens, will not be allowed unescorted access to Select Agents, or the Exclusion Areas of high security facilities (such as the vaults of major gene banks).



United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

DATE: March 29, 2004
SUBJECT: Requests for Visa/Maintenance Allowance Assistance
TO: Area Directors
FROM: Michael D. Ruff, Director /s/
ARS Homeland Security

ARS scientists and others in need of assistance with issuance of a DS-2019 form (formerly IAP-66) or establishment of a maintenance allowance for a non-citizen invited to work in an ARS facility may now submit requests to both the Foreign Agricultural Service (FAS) and the Forest Service (FS). Both agencies charge 15% overhead for establishment of the maintenance allowance and insurance benefits. FAS maintenance allowances are paid by check through the National Finance Center. FS allowances may be paid by check or through a bank debit card account.

A memo requesting assistance must be submitted through the Research Leader, Institute/Center Director, Area Director, and ARS Homeland security to Carol Kramer-LeBlanc, Director, FAS/ICD/RSED, or Valdis Mezainis, Director, FSIP. (Note: Requests for assistance no longer go through the Office of International Research Programs.) Upon receipt of a favorable name trace response for the non-citizen, FAS/FS will issue an approved DS-2019 form. Memos should be submitted at least 90 days prior to the non-citizen's planned arrival.

Please forward this e-mail to other staff members, contacts as needed.

Enclosures-(1) Memoranda sample (FAS)
(2) Memoranda sample (FS)



Homeland Security
1400 Independence Avenue, S.W.
Whitten Building
Room324-A
Washington, D.C. 20250
An Equal Opportunity Employer

SAMPLE MEMORANDA (FAS)

SUBJECT: Request for FAS Assistance

TO: Carol Kramer-LeBlanc, Director
Research and Scientific Exchange Division, ICD/FAS

THROUGH: Michael D. Ruff, Director
ARS Homeland Security

Area Director

Institute/Center Director

Research Leader

FROM: Host

This memorandum is to request FAS assistance in providing an approved DS-2019 form and establishing a maintenance allowance for Dr. Wilhelm Oast's visit to the Fruit Laboratory in Beltsville, Maryland, for the period September 2, 2004 through March 1, 2005.

The laboratory will provide the following funding (accounting code _____):

| | |
|-------------------------------------|----------|
| Maintenance allowance (\$1,000 x 6) | 6,000 |
| Health insurance (\$300 x 6) | 1,800 |
| Travel expenses | 2,000 |
| FAS overhead (15%) | 1,470 |
| | \$11,270 |

Enclosure -ARS 230 form

SAMPLE MEMORANDA (FS)

SUBJECT: Request for FSIP Assistance

TO: Valdis Mezainis, Director
Forest Service International Programs (FSIP)

THROUGH: Michael D. Ruff, Director
ARS Homeland Security

Area Director

Institute/Center Director

Research Leader

FROM: Host

This memorandum is to request FSIP assistance in establishing a maintenance allowance for Dr. Wilhelm Oast's visit to the Fruit Laboratory in Beltsville, Maryland, for the period September 2, 2004 through March 1, 2005. Dr. Oast will provide his own visa.

The laboratory will provide the following funding (accounting code _____) to be deposited in a debit account:

| | |
|-------------------------------------|----------|
| Maintenance allowance (\$1,000 x 6) | 6,000 |
| Health insurance (\$300 x 6) | 1,800 |
| Travel expenses | 2,000 |
| Overhead (15%) | 1,470 |
| | \$11,270 |

Enclosure -ARS 230 Form

United States Department of Agriculture

Non-Citizen Data Sheet

(Please print or type; enter n/a where applicable.)

____ New
____ Change

Section I (required by FAS)

Family name First name Middle name Male/female

_____/_____/_____
Date of birth: Month Day Year Place of birth (city and country) Citizen of

Legal permanent resident of Occupation in home country

USDA facility _____

Street address _____

City _____ State _____ ZIP Code _____

Visit funded by _____ Amount (U.S. dollars) _____

Subject of study _____

Expected USDA arrival date ____/____/_____
Month Day Year Expected departure date ____/____/_____
Month Day Year

Immediate family members accompanying the visitor: Yes ___ No ___ If yes, complete the following:

| First and last name | Date of birth | Place of birth | Relationship |
|---------------------|----------------|----------------|--------------|
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |

Section II

Actual USDA arrival date ____/____/____
Month Day Year

Actual departure date ____/____/____
Month Day Year

Work to be performed _____

Visitor's institution or company name _____

Address _____

Phone # _____ Fax # _____ E-mail _____

Visa type _____ Visa # _____ Expiration date ____/____/____
Month Day Year

IAP-66/DS-2019/I-20 issued by _____

IAP-66/DS-2019/I-20 # _____ Expiration date ____/____/____
Month Day Year

Green card # _____ Expiration date ____/____/____
Month Day Year

Employment Authorization # _____ Expiration date ____/____/____
Month Day Year

I-94 # _____ - _____ Expiration date ____/____/____
Month Day Year

Passport # _____ Country of issue _____

Passport expiration date ____/____/____ Social Security # _____ - _____ - _____
Month Day Year

Date of entry to U.S. ____/____/____ Port of entry _____
Month Day Year

Section III

Home country address _____

Home country phone # _____ E-mail _____

Residence addresses in other countries during the past 5 years _____

Form ARS-230 (112003)

U.S. residence address _____

FORM ARS-230

This form provides information for the ARS non-citizen tracking system, for the USDA Foreign Agricultural Service (FAS) prepare a DS-2019 for non-citizens' use in obtaining a J-1 visa at an American Consulate, and for FAS notification to the Immigration and Naturalization Service of changes in a non-visitor's status.. All non-citizens working in a USDA facility for are required to complete the form. Non-citizens are not permitted to begin work until clearance is received from ARS Homeland Security. Most of the form's headings are self-explanatory; however, below are explanations for some which may be unclear.

Section I - information required by FAS and the tracking system

- Name: non-citizen's complete name (no initials).
- Legal permanent resident of: the name of the country which has granted the non-citizen legal permanent residence (in the U.S., a green card).
- USDA facility: the name of the research unit or office in which the non-resident is/will be working.
- Expected USDA arrival/departure dates: the date the non-citizen expects to begin work in the USDA facility and the date he/she expects to complete the project and leave the facility.

Sections II and III - information for the tracking system and/or agency files

- Actual USDA arrival date: the date the non-citizen began work in the USDA facility.
- Actual departure date: to be completed when the non-citizen ends his/her association with the facility.
- Work to be performed: a description of the non-citizen's activities at the facility.
- Visitor's institution or company name: the name of the non-citizen's employer at home or the institution/company sponsoring or employing him/her in the U.S.
- Visa type: If the non-citizen is in the country but has no visa, explain in the comments section.
- Visa #: the 8-digit number in red on the lower right of the visa.
- IAP-66/DS-2019/I-20 issued by: the name of the institution, organization or company that issued the form.
- I-94 #: the 11-digit number on the I-94 card. If D/S (duration of status), enter D/S. (The duration of status is the longer of the periods during which the non-citizen's IAP-66/DS-2019, I-20, Employment Authorization Card (EAD), or I-94 is valid.)
- USDA host/supervisor's name: the USDA employee with whom or in whose space the non-citizen is/will be working.

Section IV - information regarding changes in visa.. Changes in name and home or facility address of non-citizens sponsored by FAS must be reported to ARS Homeland Security within 5 days.

Changes to any section of the ARS-230 form require submission of an amended ARS-230.

**MEMORANDUM OF UNDERSTANDING WITH THE NON-CITIZEN ASSOCIATE
AND THE AGRICULTURAL RESEARCH SERVICE**

Name _____ Citizenship/permanent residence _____

Effective dates of agreement (from) _____ (to) _____

Facility (name and address) _____

Description of project _____

Sponsoring foreign organization (if applicable) _____

This agreement is entered into between the non-citizen associate, indicated, and the Agricultural Research Service, U.S. Department of Agriculture, hereinafter Associate and ARS, respectively.

Check the appropriate box:

Funded by Associate. The Associate agrees:

- To provide for payment of all travel, living, accident and health insurance, and other incidental personal expenses.
- To be governed by the rules and regulations of USDA and ARS, including hours of work, conduct, and dissemination of information, use of facilities, and observe all ARS safety rules to avoid accidents, personal injuries and damage to property.
- To prepare periodic and final reports on the collaborative project as required.
- To cooperate in the preparation and execution of all papers requisite in the prosecution of any patent application for any invention resulting from this work of which the Associate has a part.

Funded by USDA. USDA agrees:

- To provide funding for travel, living, accident and health insurance, and/or other incidental personal expenses as mutually agreed upon. Should Federal funds be used, they shall be expended in accordance with USDA regulations.
- To provide such supervision, guidance, working facilities, equipment and supplies as deemed necessary for the project.

It is mutually agreed:

- That the Associate shall not be considered an employee of ARS.
- Publication of the results of the research under this agreement may be made by ARS, or by ARS and the Associate as mutually agreed upon.
- All rights to inventions in which the Associate has a part shall be assigned to USDA unless agreed otherwise in writing by the Assistant Administrator, Office of Technology Transfer.
- No Member or Delegate to Congress, or resident Commissioner, shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom, unless it be made with a corporation for its general benefit.
- This agreement shall be effective for the dates shown above, unless otherwise legally altered. Intellectual property rights survive this agreement.

Concurrence:

Sponsor _____ Signature _____ Date _____

Associate _____ Signature _____ Date _____

Authorized ARS Representative _____ Title _____

Signature _____ Date _____

ARS-215 (5/2003)

TRACKING PROCEDURES FOR NON-CITIZENS IN ARS FACILITIES

I. Purpose

This updated document provides procedures for clearance, tracking and reporting non-citizens that visit or work in an ARS facility or office. These procedures apply to non-citizens whose visa is sponsored by a non-USDA entity as well as those sponsored by USDA.

II. USDA Sponsorship of Visas

Effective May 1, 2003, USDA Agencies regained the ability to sponsor non-citizens to come to visit and work in the United States. The Foreign Agriculture Service (FAS) and the ARS can be sponsors of non-citizens with some restrictions. Typically, the non-citizens are visiting scientists or postdocs employed as temporary scientists. (Note: Country restrictions are more stringent for those non-citizens who are to become ARS employees.) Sponsorship capability is dependent on satisfactory clearance of non-citizens, which is initiated by completion of the Non-Citizen Data Sheet (form ARS-230).

III. CIFA Name Trace Request

Completion of form ARS-230 allows ARS Office of Homeland Security (ARSHS) to initiate a Name Trace Request (NTR) of the non-citizen through the Counterintelligence Field Activity (CIFA) of the Department of Defense. At the present time NTR will be run only on workers not visitors. The NTR must be satisfactorily completed prior to the Area office forwarding the reimbursable agreement, memorandum of understanding or other paperwork to sponsor or employ non-citizens.

Additionally, non-citizens who have valid employment authorization documents, or other visas that permit them to work, must also be cleared through the name trace system prior to beginning work in an ARS facility. An exception: A non-citizen with permanent residence status does not need to undergo a NTR but must meet all other requirements. Non-citizens may also be required to have appropriate background investigation depending on the nature of the work and location of ARS facility or office.

IV. Designation of an Area POC and Back-up/Responsibilities of the Area POC

Each Area Director (AD) has appointed a central point-of-contact (POC) and backup for non-citizen tracking and visitor issues. Any changes in the Area POC and/or their backup must be reported to ARSHS. This Area POC will hold all paperwork to sponsor or employ non-citizens until a satisfactory name trace has been reported by the ARSHS.

The Area POC will also be contacted should a request be made for non-citizen visitor logs.

V. Tracking System for Non-citizen Workers in ARS Facilities and Visitors to BSL-3 Facilities

A computer-based electronic tracking system has been developed for use of ARS Homeland Security office. The database is being used to capture and track information on non-citizen workers in any ARS facility and visitors to BSL-3 facilities. The database is updated using the information on the form ARS-230. It is imperative that Locations and Areas keep ARSHS informed of the pertinent information of all non-citizens who work in an ARS office or facility and non-citizen visitors to BSL-3 laboratories.

All non-citizens who work in ARS facilities must be reported and tracked, regardless of the source of their visa sponsorship, their employer, or how/if they are paid. These non-citizens may or may not be employees of USDA. Non-citizen volunteers must also be reported.

Locations must complete the Non-Citizen Data Sheet (Form # ARS-230). It is available at the following website:

<http://www.afmtestlab.ars.usda.gov/noncitizen/data.wpd>

The form should be sent via e-mail to the Area Office who will review the form for completeness and then forward it to ARSHS (ARS_Tracking@nps.ars.usda.gov)
Note: If the non-citizen is a legal permanent resident of the United States (green card), the form must be faxed (301-504-4518). It may not be E-mailed because of Privacy Act requirements.

Non-citizens may not begin work in an ARS facility until clearance is received from ARSHS in addition to any paperwork needed from FAS or HRD.

To summarize:

Non-citizen with valid Visa/Green Card, etc. - Submit completed form ARS-230 through the Area office to ARSHS. If the location wishes to support the non-citizen, upon notification by ARSHS of a clean NTR, submit a memo to FAS/ICD through the RL, I/CD, AD, ARSHS requesting establishment of a maintenance allowance.

Non-citizen needing a J-1 visa - Submit completed form ARS-230 through the Area office to ARSHS. Upon notification of a clean NTR, submit a memo to FAS/ICD through RL, I/CD, AD, ARSHS requesting issuance of an approved form DS-2019 and, if desired, establishment of a maintenance allowance.

Non-citizen needing an H-1B or TN visa in order to be employed by ARS - Submit completed form ARS-230 through the Area office to ARSHS. Upon notification of a clean NTR, submit SF-52 and accompanying documents through the Area Office to the servicing specialist within the Human Resources Division.

Changes in Status Must be Reported

If there is a change in the worker's status (visa-type, name, address, etc.), the location must update Section IV of the ARS-230 form within 5 days. Similarly, if the original data sheet was incomplete, the location must update the form and forward it through the Area Office to ARSHS as soon as the information is received.

If an anticipated USDA-sponsored non-citizen worker fails to arrive on schedule or is absent without notifying the location of the reason, locations will immediately determine the reason for non-arrival or absence and notify the Area Office and ARSHS concurrently via e-mail. ARSHS will then notify the OIG, FAS, and/or Bureau of Citizenship and Immigration Services (formerly the Immigration and Naturalization Service) of the absence.

Extensions

Requests for extension of a USDA sponsored visa and/or maintenance allowance must be forwarded through the Research Leader (RL), Center/Institute Director, AD, to ARSHS. **DO NOT send any requests directly to FAS.**

VI. Tracking of Non-Citizen Visitors to Non-BSL-3 Facilities by Area

Each AD must also set up a system (electronic or manual), of record keeping of visitors to any non BSL-3 ARS office or facility within his/her Area. The purpose is to provide a permanent record of non-citizens who visit ARS facilities but DO NOT work in the laboratories. This information should be accessible at all times from the Area POC in the event ARS receives a request for this information from another Agency or the Department. Areas may use the attached Non-Citizen Visitor Log or develop their own visitor log or form, which must include at least:

- * Name of Visitor
- * Date of Birth
- * Affiliation of Visitor (for whom does (s) he work)
- * Country of Origin (Citizenship)
- * Actual date(s) and time of visit
- * Person(s) hosting visitor
- * Laboratories and ARS persons to be visited
- * Purpose of visit

* Remarks (as appropriate, including reason for failure to visit as scheduled if ARS provided a letter of invitation for the visit)

Most of the information will be recorded when the non-citizen arrives at the location for the visit.

For short-term visits to non-BSL-3 facilities: The location will (1) ensure that the visit is warranted; (2) complete the non-citizen visitor form or log required by the Area; and (3) Effective with FY 2005, the Area Office will discontinue maintaining non-citizen VISITOR logs. Instead, BEGINNING IN FY 2005, EACH MWA LOCATION WILL BE RESPONSIBLE FOR CONTINUING TO COLLECT AND TO MAINTAIN NON-CITIZEN VISITOR LOGS; and when information from these logs is needed, the Midwest Area Office will contact the location to provide the information. (Per email 9/8/04 from Marie Bishop)

VII. Glossary

AD. Area Director. Ultimately responsible for ensuring all non-citizens in his/her Area are reported and tracked as indicated in this procedure.

ARSHS. ARS Homeland Security.

BSL-3. Biological Safety Level 3. Information regarding policy and procedures found in ARS DM 9610-1, USDA Security Policies and Procedures for Biosafety Level 3 Facilities.

CIFA. Counterintelligence Field Activity of the Department of Defense.

Contract Workers. These are people who are brought in by a ARS contracted company to complete a task (i.e.: maintenance worker, cafeteria employee, cleaning, staff, etc.).

FAS. Foreign Agriculture Service. This is the USDA Agency that issues form DS-2019 which authorizes issuance of a J-1 visa for the non citizen. This office is also responsible for processing stipends as requested by the ARS location.

HRD. Human Resources Division. This is the office within ARS that processes documentation to hire a non-citizen.

Non-Citizen. Anyone who is not a U.S. citizen. A green-card holder is a non-citizen, legal permanent resident of the U.S. There are two broad groups of non-citizens:

a. Workers. This group includes visiting scientists, students, volunteers, collaborators/consultants/ contractors, maintenance personnel, etc. Workers are generally sponsored by a federal agency, an educational institution, an organization, or their employer. They may be paying their own expenses while working in the ARS facility.

b. Visitors. This group is provided short-term access to ARS facilities for the purposes of tours, workshops/meetings, procurement, training etc. Non-citizen visitors may or may not have a sponsor; they may be foreign businesspersons or tourists, but they must have a valid visa or permanent resident status.

Name Trace Request. A database check conducted on non-citizens by CIFA.

Non-Citizen Data Sheet. This document is used to report the expected arrival of non-citizen workers. The information on this sheet will be entered into the database tracking system. This form is also used to information that was missing (not available) at the time the original data sheet was submitted.

Office or Facility. Any space used for housing ARS personnel whether purchased, leased, or acquired free of charge from a cooperator.

RL. Research Leader

| Date | Name | Company/Department | Visited | Purpose of Visit | Citizen/Permanent Resident of | Date of Birth | Badge # | Time In | Time Out |
|------|------|--------------------|---------|------------------|-------------------------------|---------------|---------|---------|----------|
| | | | | | | | | am/pm | am/pm |
| | | | | | | | | am/pm | am/pm |
| | | | | | | | | am/pm | am/pm |
| | | | | | | | | am/pm | am/pm |
| | | | | | | | | am/pm | am/pm |
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| | | | | | | | | am/pm | am/pm |
| | | | | | | | | am/pm | am/pm |

MWA NON-CITIZEN-WORKER PROCEDURES IN NON-BSL-3 ARS FACILITIES

