

NPARL Non Citizen Visitors SOP

Non-Citizens who are in our facilities for 10 days or less

- Host/Hostess: Notify Research Leader & ensure the visit is warranted
- Host/Hostess: Complete Non-Citizen Visitor Form located at <P:\Admin\Visitor Information\Visitor.doc>; and submit to the LAO as soon as you know a non-citizen will be visiting our facility. (e-mail or hard copy)
- Visitor(s) are required to sign in and out on a daily basis in the non-citizen section of the sign in-out book: Reporting a block of days is not acceptable.
- Visitor(s) are required to be escorted by an ARS employee at all times.
- Visitor(s) Access only 6:00 am – 6:00 pm M-F. Weekend access is not allowed.
- Host/Hostess-Notify the LAO immediately if the visit is canceled or the schedule changes.

Non-Citizens who will be in our facility for an extended period of time (Workers)

(May or May not be employees of USDA)

- Host/Hostess-Notify Research Leader & ensure the visit is warranted
- Host/Hostess-Complete the ARS-230 form as soon as you know he/she/they are coming.
- The form is available at <P:\Admin\Visitor Information> in both Word and PDF fillable forms.
- E-mail the completed form to the LAO, This form must be submitted to the Area before the work begins, so please give the completed form to the LAO as soon as possible!!
 - *Note:* If the non-citizen is a legal permanent resident of the United States (green card), the form must be faxed. It may not be E-mailed because of Privacy Act requirements. Complete the form after you print it and give it to the LAO.
- Please insure that the worker has a valid visa.
 - If ARS-230 is submitted before visitor arrives, they may not have visa and accompanying info. Usually initial ARS-230 is submitted with bare bones info – name, DOB, citizenship, expected dates or arrival and departure, host,

etc. and then it should be amended and submitted again when they actually arrive.

- The amendment then contains visa info, I-94, DS-2019 info, etc. Host/Hostess-Amend form and submit to LAO if there are any changes in the worker's status (visa-type, name, address, etc.) or the original data sheet was incomplete. Highlight the changes in red, e-mail form to LAO. LAO to send updated form to Area. (LAO-- Note for change/amendment form ARS-230's all you need is Name, DOB, SSN (if applicable), date of actual arrival and new/changed info).
- Host/Hostess-Amend form upon departure. Highlight the changes in red, e-mail form to LAO. LAO to send updated form to Area. (LAO-- Note for change/amendment form ARS-230's all you need is Name, DOB, SSN (if applicable), date of actual arrival and new/changed info).
- Host/Hostess to notify LAO immediately if non-citizen worker fails to arrive on schedule or is absent without notifying the host/hostess of the reason.
- LAO-Complete foreign worker report weekly; the weekly report only contains new or changed info (e-mail to Area)
- Until Security Clearance is complete, Visitor(s) are
 - Required to sign in and out on a daily basis in the non-citizen section of the sign in-out book: Reporting a block of days is not acceptable
 - Required to be escorted by ARS employee at all times
 - Access only 6:00 am – 6:00 pm M-F. Weekend access is not allowed