Frequently Asked Questions

Filling out a Request

Q. I would like my administrative officer or colleague to fill out the data in FNRS for me. How can I allow them to login under my name?
A. Only the Foreign National Guest's sponsor (DSN/Department Sponsor/NOAA) may enter the data into FNRS. This responsibility cannot be delegated to another individual. Administrative staff or other colleagues may **collect** this information from the Foreign National Guest to facilitate data entry. However, the sponsor (DSN) is accountable for ensuring that the information entered into the system is correct and for personally agreeing to the "Certification of Conditions and Responsibilities for Department Sponsors of Foreign National Guests." This requirement is set forth by the Office of Security (OSY).

Q. I don't have all of the information identified on the new request screen. May I submit my request anyway and update the form at a later time?
A. No. The system requires the sponsor to fill in every field before they are allowed to submit a request. You may, however, save the request in "draft" and submit after you have entered all the required information.

Q. My Foreign National Guest will not have a phone number during their stay. What number should I list in the field that asks for their phone number?
A. If the Foreign National Guest will not have their own number, please list the sponsor's phone number.

Editing a Request that has been submitted to the CTC

Q. What if I need to change the dates of the visit after I have submitted the request to the Controlled Technology Coordinators (CTC)?
A. You must contact the Servicing Security Office directly to inform them of the date changes. FNRS does not currently have the capability to allow users to amend dates after a request has been submitted to the CTC for review.

Q. What if I find out that my Foreign National Guest is no longer coming to my facility after I entered the request into FNRS?
A. You must contact the Servicing Security Office to inform them that the visit has been cancelled. FNRS does not currently have the capability to allow users to delete visits after a request has been submitted to the CTC for review.

Q. What if I find out that my Foreign National Guest is going to access more facilities than those I originally selected in my request?
A. You must submit another request for the additional facilities. FNRS does not currently have the capability to allow users to add additional facilities to requests after the initial request has been submitted via FNRS to the CTC for review.

Responding to a Request for More Information

Q. What should I do when I receive an email notifying me that the CTC or CAO has requested more information on a request?
A. First, log into FNRS then follow these steps: 1) On the Home screen, look for a "turnback arrow" next to your submission that indicates that a reviewer has requested more

information. 2) Open the request and find the check in the left-hand box for any item that needs to be amended. This check will most likely appear next to the justification section. 3) Review the comments in a yellow highlighted box to the right or directly underneath the item that needs amending. 4) Revise the form, correcting the information described in the yellow box, Check the Certification of Conditions and Responsibilities again, and re-submit at the bottom of the document. Your request will be sent back to the reviewers.

Q. I received a message that a reviewer has turned back my request for more information. The comments indicate that I cannot have the same justification for more than one person. I don't understand this policy. What do I need to do?

A. The CAO has a general policy of returning requests that have the same justification. In most cases, requests will have the same justification if the sponsor has been too broad in their description of the Foreign National Guest's scope of work and qualifications. In these cases, please clarify the specific role that each Foreign National Guest will serve or the specific expertise that the Foreign National Guest will bring to your project. However, there are a few occasions when several Foreign National Guests may have a very similar justification. If individuals are attending the same training, please specify the position and organization of each Foreign National Guest. If the Foreign National Guests will be performing the same job, but on different shifts, please specify this in the justification. If the Foreign National Guests were designated to represent their countries on a scientific working group or other scientific panel, please specify this in the justification section. If there is another reason why the Foreign National Guests will be performing the same role/scope of work and the justifications must be duplicate, please explicitly state why they will be performing the same role in the justification section.

Conditional and Final Authorizations

Q. On the Home screen, there is a check underneath the CTC, CAO-R, and CAO-A, but I only have a "C" listed underneath OSY. What does this mean?

A. The "C" means that you have received **conditional** approval to bring your Foreign National Guest to NOAA. You may proceed with your visit. However, you need to have the Foreign National Guest sign Appendix C "Conditions and Responsibilities of a Foreign National" within 72 hours of their start date. Once the Office of Security has received the Appendix C, the sponsor will receive a final approval message and the "C" will change to a check.

Q. How do I know if I have been authorized to proceed with my visit?

A. The sponsor will receive a **conditional approval email notification and final email notification**. If you receive a conditional email notification, the Foreign National Guest has been authorized to access the NOAA facilities denoted in your request. You may proceed with the visit. On the Home screen, there will be a "C" listed under the "Approvals" section for OSY to indicate that conditional approval has been granted by OSY. However, the Foreign National Guest will need to sign Appendix C "Conditions and Responsibilities of a Foreign National" within 72 hours of their start date. Once the Office of Security has received the Appendix C, you will receive a final approval message and the "C" will change to a check.

Q. If I receive a final authorization message, has the Foreign National Guest been cleared to visit all NOAA facilities?

A. No. The Foreign National Guest has been only been authorized to access the facilities you designated on the original request.

Accessing an OMAO Ship

Q. My Foreign National Guest is going on a ship. What do I need to send to the ship's officers in advance of the cruise?
A. You need to send the Conditional Authorization email message you receive from OSY. NOTE: The sponsor is still accountable for providing OSY a signed copy of Appendix C within 72 of the Foreign National Guest arriving on the ship. Given the logistics of most cruises, this means that this form will usually need to be completed and sent to the servicing security office BEFORE THE CRUISE DEPARTS.

Q. I want to bring a Foreign National Guest onboard a ship, but the FNRS states that Foreign Nationals from anti-terrorism countries are not allowed on the ship. Where can I find a listing of anti-terrorism countries?
A. The Export Administration Regulations identifies which countries are controlled for Anti-terrorism reasons. The list of *Terrorism Supporting Countries* can be found at: http://www.access.gpo.gov/bis/ear/pdf/740spir.pdf

Deemed Exports/Controlled Technology

Q. If I receive a final authorization message from FNRS, has my Foreign National Guest been cleared for access to controlled technology (deemed exports)?
A. No. The final authorization message authorizes the Foreign National Guest to physically access the facility listed in your request. If your Foreign National Guest may need access to any controlled technology that is listed in the Required Facility Information section, you need to contact to the Point of Contact for the facility to determine whether a deemed export license is necessary. The Contact is listed next to the name of the facility.

Q. I want to know more about deemed exports. Where can I find out more information?
A. Information on NOAA's compliance program can be found at this website: http://deemedexports.noaa.gov/ Information on the regulations and laws can be found at the Bureau of Industry and Security website. http://www.bis.doc.gov/deemedexports/