

 <p>RHIC AGS users' center</p>	<h1>User Updates</h1> <p>OCTOBER 8, 2002</p>
<p>Feature Topic:</p>	<h2>Compliance with DOE Order 142.1</h2> <h3>Unclassified Foreign Visits &amp; Assignments</h3>

**Superseded by User Update dated 11/25/02.**

Over the past two years, Brookhaven has coordinated with DOE's Office of Foreign Visits & Assignments (FVA), Office of Science, Chicago Operations Office and the Brookhaven Area Office to develop and pilot a program that would enable the Laboratory to meet the intent of DOE Order 142.1 while having minimal affect on BNL's visiting population. For various reasons, (e.g., heightened security in the nation and changes in immigration rules), Brookhaven's efforts have been unsuccessful. The Department of Energy has directed Brookhaven to come into compliance with DOE Order 142.1. Further details on DOE P 142.1 and DOE N 142.1 are available on the web at <http://www.directives.doe.gov/>.

We ask for your patience as Brookhaven makes this very difficult transition. The RHIC & AGS Users' Center will notify the community as further improvements and guidelines are issued. Although there will be a short grace period, the following is effective immediately:

- All foreign nationals must have foreign visits and assignments approval PRIOR TO ARRIVAL at BNL. Guests and visitors who do not have these approvals in advance of arrival will not be given access onto BNL property.
- Relatives accompanying a guest/visitor must be included on the foreign visit and assignment request forms (BNL-473s).
- Until further notice, all foreign nationals associated with HENP facilities (RHIC, AGS, Tandem, ATF) or programs must check-in at the RHIC & AGS Users' Center, Bldg. 355A EACH TIME they visit BNL.
- All foreign nationals must bring their original Passport (with I-94 attached) and applicable Visa (with any INS documentation supporting the Visa status and/or renewals, e.g., Form I-20 or IAP-66/DS2019) EACH TIME they visit BNL. Permanent resident aliens (PRAs) must bring their passport and green cards with them EACH TIME they visit BNL.
- Check-in hours are 0830 to 1600, Monday through Friday, excluding holidays. First-time visitors to Brookhaven must arrive during these hours. Please try to schedule your initial arrival to BNL during the business hours above. Contact the Users' Center immediately if travel arrangements bring you to Brookhaven during non-working hours. Special accommodations will be made for you, if possible.
- Until scanning equipment can be installed at the front gate, foreign nationals will be given ID cards that have expiration dates that correspond with their duration-of-status-documents (e.g., I-94 cards).

### How Do I Get FVA Approval?

The Users' Center will take care of all the necessary paperwork and approvals for foreign nationals. Please don't hesitate to contact us at [userscenter@bnl.gov](mailto:userscenter@bnl.gov) with questions.

#### First-time guests to Brookhaven must do two things:

1. Register using BNL's Guest Information System (GIS). Foreign nationals should leave themselves a 30-day lead-time to obtain FVA approval. Guests can access this system on the

web at <https://fsd84.bis.bnl.gov/guest/guest.asp>. Foreign nationals will receive an e-mail from the Users' Center when FVA approval has been granted.

2. Guests must notify Brookhaven of your actual arrival date to be given gate access to BNL. You can do this by going to [http://www.bnl.gov/userscenter/visitor\\_form.htm](http://www.bnl.gov/userscenter/visitor_form.htm).

### **Repeat-users (users whose BNL ID card has expired before arrival to BNL)**

1. Approximately 45 days before the expiration date on a guest's ID card, an e-mail will appear in your mailbox containing instructions on what needs to be done to keep your appointment status at Brookhaven current. You must reply to this request or your appointment will lapse.
2. If your BNL ID card has expired, you must notify Brookhaven of your actual arrival date to be given gate access. You can do this by going to [http://www.bnl.gov/userscenter/visitor\\_form.htm](http://www.bnl.gov/userscenter/visitor_form.htm).

### **How Will You Know What to Do?**

Guests will receive e-mail notifications from the Users' Center instructing them on what they need to do prior to and upon arrival at Brookhaven. Please read the message and follow the instructions provided.

### **Questions?**

Contact the Users Center at [userscenter@bnl.gov](mailto:userscenter@bnl.gov). The staff is available to help you.