

**Procedures for Entry to NUWCDIVNPT for Foreign Nationals.**

**The following are the procedures for requesting approval for a Foreign National to come aboard NUWCDIVNPT for Unclassified and Classified U.S. Military discussions.**

1. A foreign visit request must be officially sponsored by a government or international organization and submitted on a government to government basis. For visits to NUWCDIVNPT, the request must be submitted to the visitor's respective embassy. It will then be sent to NIPO or NAVSEA security.
2. The Security Office will receive the request for processing. Security will forward the visit request to the NUWCDIVNPT Point of Contact (POC) requesting recommendations for the visit. Once that information is received, the recommendations will be sent back to the approving authority for their final approval. The Security Office will also send the point of contact with a "Hosting Foreign Visitors Brochure" for their review and response of concurrence.
3. The Security Office will then generate a memo for the NUWCDIVNPT POC's Department Head for review. Once the Department Head has signed off on the memo, all enclosures will be submitted to the Chief Staff Officer (CSO), Code XO for approval/disapproval. Please allow 10 working days in order for our staff to get the visit request processed.
4. This memo provides justification to the CSO, who is the final approving point for all foreign national visitors.
5. Once the final approval has been received, an email is sent to the sponsor and visitor control notifying of the approval. Visitor control will create the escort badge and will be held in the downstairs lobby of Bldg. 80 until the start of the visit. The NUWCDIVNPT POC will need to be present at Bldg. 80 when the visitor arrives.

**Procedures for Entry to NUWCDIVNPT for Working for U.S./Foreign Owned Companies/Universities.**

**The following are the procedures for requesting approval for a visitor who is not a U.S. citizen to come aboard NUWCDIVNPT for an UNCLASSIFIED public domain visit only.**

1. A visit request from the company/university should be forwarded via fax (401) 832-4396 to NUWCDIVNPT Security on business letterhead. The visit request must contain the following information:
  - a. Full name, SSN (if applicable) or Green Card/Visa Number or Passport Number, date of birth, place of birth, citizenship.
  - b. Purpose of visit, contract number (if applicable), NUWCDIVNPT POC, date(s) of visit.
  - c. Signed by a U.S. citizen (if U.S. owned company) or any individual other than the visitor(s) verifying the information is correct.
2. The Security Office will forward the visit request, via E-mail, to the NUWCDIVNPT POC requesting recommendations for the visit. Cite specific programs, if any that authorize release of information. The Security Office will also send the point of contact with a "Hosting Foreign Visitors Brochure" for their review and response of concurrence.
3. The Security Office will then generate a memo up to the NUWCDIVNPT POC's Department Head for review. Once the Department Head has signed off on the memo, all enclosures will be submitted to the CSO for approval/disapproval. Please allow 10 working days in order for our staff to get the visit request processed.
4. This memo provides justification to the CSO, who is the final approving point for all foreign national visitors.
5. Once the approval has been received, an email is sent to the sponsor and visitor control notifying of the approval. Visitor control will create the escort badge and will be held in the downstairs lobby of Bldg. 80 until the start of the visit. The NUWCDIVNPT POC will need to be present at Bldg. 80 when the visitor arrives.

**Reminder:** Foreign nationals must be escorted at all times while aboard NUWCDIVNPT with the exception of visitors under the Defense Personnel Exchange Program (DPEP), which would include "Engineering Scientist Exchange Program & Personnel Exchange Program (PEP)". The Navy International Programs Office and NAVSEA permanently assigned foreign nationals as noted below has outlined specific guidance on the disclosure limitations under these two programs. Their assignment does not require them to have total access to all NUWCDIVNPT spaces. Access to the Technical Library, located in building 101, NUWCDIVNPT Mail Room located in building 679 and all areas temporarily or permanently designed as "Restricted Areas" is strictly prohibited unless the security office has granted special permission.

NAVSEA Headquarters permanently assigned Foreign Nationals, who are visiting Division Newport, will receive an in-briefing conducted by an Information/Industrial Security Specialist before they are allowed to have unescorted

access to all common areas such as, but not limited to, ingress and egress to their assigned building, restrooms, ATM machine, cafeteria, vending machines, copier rooms, auditorium, training rooms, corridors, and elevators.