

**LLE INSTRUCTION 5100G****SUBJECT: POLICY ON VISITS OF NON-U.S. CITIZENS****ENCLOSURE: (1) Non-U.S. Citizen Visitor Information Sheet**

1. **Purpose:** To establish a policy for visits to the Laboratory of all non-U.S. citizens.
2. **Discussion:** To safeguard classified and sensitive information associated with the inertial confinement fusion (ICF) program, all visits by non-U.S. citizens to the Laboratory must be preapproved.
3. **Procedures:**
  - a. Planned visits must be requested through the Director's Office at least 60 days prior to the proposed visit date. Enclosure 1 must be filled out and submitted to the Director's Office for approval.
  - b. Upon submission, the LLE host will be briefed by the Deputy Security Officer to ensure for the duration of the visit that classified or sensitive ICF information will not be discussed, access to the Stockpile Stewardship Project area during classified processing will be denied to all foreign nationals, and that access to the security vault will not be allowed.
  - c. Once a visit has been approved, the Director's Office will notify the Deputy Security Officer, the LLE host, and the LLE receptionist. Any additional escorts will be briefed by the Deputy Security Officer to ensure for the duration of the visit that classified or sensitive ICF information will not be discussed, access to the Stockpile Stewardship Project area during classified processing will be denied to all foreign nationals, and that access to the security vault will not be allowed.
  - d. All non-U.S. citizens visiting the Laboratory will be logged in the visitors log, be issued a red escort required badge by the Director's Office, and be escorted at all times.

John M. Schoen  
Administrative Director

1. **Full name (family, given, middle): NOTE this is REQUIRED information**
2. **Male/Female: NOTE: this is REQUIRED information**
3. **Date of birth (month-day-year):**  
**City of birth:**  
**Country of birth:**  
**NOTE: all the above is REQUIRED information**
4. **Country(ies) of citizenship: NOTE: this is REQUIRED information**
5. Passport number:  
Country of issue:  
Expiration date (month-day-year):
6. **Immigrant Alien NOTE: This is REQUIRED information: yes/no**  
Type of visa:  
Visa expiration date (month-day-year):  
  
**Are you currently in the United States NOTE: This is REQUIRED information: yes/no**
7. Work telephone number:  
Work fax number:  
Work e-mail address:
8. **Name and address of current employer: NOTE: This is REQUIRED information**  
  
Name and address of place of work if different from above:
9. **Title or position: NOTE: This is REQUIRED information**  
**Description of duties: NOTE: This is REQUIRED information**
- 10: Name of financial sponsor:  
Approximate cost of visit (air fare, hotel, mileage, etc.):
11. **Dates of proposed visit: NOTE: This is REQUIRED information**
12. **Comprehensive statement of subjects to be discussed, projects or equipment to be observed, etc. NOTE: This is REQUIRED information**
13. Educational Background:
14. Field of research:
15. Family members who will accompany or join the applicant later:  
include name (family, given, middle):  
include date of birth (month-day-year):  
include country of citizenship:  
include city and country of birth:  
include relationship:

THE FOLLOWING MUST BE FILLED IN BY THE LLE HOST

16. ***Justification of visit/assignment, including specific activities or involvement: NOTE: This is REQUIRED information***

17. ***What benefits will be realized to the overall DOE ICF mission as a result of this visit? NOTE: This is REQUIRED information***

18. ***What are the anticipated benefits to all of DOE's programs as a result of this visit? NOTE: This is REQUIRED information***

19. ***Will this visit/assignment include a transfer of technology? NOTE: This is REQUIRED information***  
***yes/no/unknown***

If so, please describe:

20. ***List of rooms you intend to take the visitor to: NOTE: This is REQUIRED information***

21. ***Is this visit or assignment for employment purposes? NOTE: This is REQUIRED information***  
***yes/no***

If so, what is the potential cost of this visit to your DOE budget?

22. ***Will the visitor/assignee be granted computer access? NOTE: This is REQUIRED information***  
***yes/no***

If so, is the access on- or off-site? on/off  
List any networks to which access is granted: