

## SUBMISSION PROCESS FOR FOREIGN NATIONALS (FN)

**All non-U.S. Citizen Contractor and Subcontractor employees (hereinafter FN CSEs),** including permanent residents who work on Nashville District (LRN) contracts or task orders, shall be approved by the Headquarters US Army Corps of Engineers (HQUSACE) Foreign Disclosure Officer (FDO) or Dept of the Army as required before beginning work on the contract/task order.

The Contractor shall submit a completed LRN FN Security Access Form through the Contracting Officer Representative (COR) to the LRN Security Management Office (LRN-SM) on each FN proposed for performance under this contract/task order, along with documentation to verify he/she was legally admitted into the United States (U.S.) and has authority to work in the U.S. The LRN Foreign National Security Access Form with guidance is available at <http://www.lrn.usace.army.mil/BusinessWithUs/Contracting/Contract Security Requirements/ Foreign National Security Access Form>

In addition to the completed LRN FN Security Form, one of the following documents and applicable Visa(s) (legible color photocopies) shall be provided to show the individual's legal work and immigration status:

- (1) Passport (unexpired or expired)
- (2) Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- (3) Certificate of Naturalization (INS Form N-550 or N-570)
- (4) Unexpired foreign Passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
- (5) An Alien Registration Receipt Card with photo (INS Form I-151 or I-551)
- (6) Unexpired Temporary Resident Card (INS Form I-688)
- (7) Unexpired Employment Authorization Card (INS Form I-688A)
- (8) Unexpired Reentry Permit (INS Form I-327)
- (9) Unexpired Refugee Travel Document (INS Form I-571)
- (10) Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

Request(s) for approval for FN CSEs must arrive at LRN-SM for processing no less than 30 calendar days prior to the proposed start date and/or the need to access to the project.

Once the FN request has been approved, FN CSEs will be authorized unescorted access to necessary work areas and all public areas, i.e., public restrooms, visitor centers, etc., Monday through Friday, during normal business hours only, except Federal holidays. Access during other times or to other areas requires the COR or an alternate to be present.

**Maximum Approval Period for ALL FN CSEs:** The maximum approval period for All FN CSEs is one (1) year. A new request shall be submitted to LRN-SM at least 30 days prior to the expiration to allow time for Headquarters US Army Corps of Engineers approval before the expiration.

**Additional Requirements for Non-U.S. Citizens living in the US for at least three (3) years AND recently appointed U.S. Citizens** (i.e. U.S. Citizen with less than five (5) years of U.S. Citizenship). In addition to the requirements listed for FNs above, **all non-U.S. Citizens who have lived in the United States for at least three years AND recently appointed U.S. Citizens** proposed for work under this contract for more than six (6) months **must also submit** a complete investigation package in PSIP for Long-Term Approval.