

Guest, User, Visitor (GUV) Info Meeting

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Outline

- Foreign Nationals GIS Approval & GUV Expediting
- Visas for Guests and Users – Status, Issues, Reminders
- GIS forms – updates and training
- Assistance with GIS forms
- CIP Team Guest Users project status: one registration system
- Workshops and Larger Meetings on site

Foreign Nationals (FNs) Approvals

- Sensitive country FNs require Subject Matter Expert (SME) reviews prior to arrival date:
 - 30 calendar days required
 - 45 calendar days if sensitive subject or sensitive security area
 - 90* calendar days SST country FNs
- Expediting can be done but please save for true urgency
 - Please use GUV Expediting mailbox; identify/track issues
guvexpediting@bnl.gov
 - Still stress to system to get approval in < 30 days
- Please pass the word to your hosts
- Potential Department contact/meetings to reach hosts

VISAs for Guests and Users

- CBP new automated system for I-94 cards
- B2s are not permitted to be paid (travel counts)
- Incorrect stamps given at ports of entry
 - Template letter
 - Email reminders, separate emails
 - Ask your hosts to remind guests and users when they speak to/ correspond with them
 - Potential meeting at JFK airport with CBP

GIS Forms Updates

- Department Chair Approval Button
- GIS training course and manual (2014)
- GIS “tip of the month”
- If ANY question at all, please call Angela – extension 5322

Assistance with GIS Forms

- Nearly 8,000 unique guests/users annually; ~20,000 visits
- We can process more quickly:
 - Justification field
 - Guest title
 - Capitalization, spelling, etc.
- Host template?
 - Common answers to specific GIS questions

example: if person coming to do a speech, provide template for “Justification” field

CIP Team: Status on One Registration System

- BNL management agrees good idea
- Resources not available at the current time
- Option to build “guest module” as part of the hiring/on-boarding software being considered for purchase
 - Winning bidder just chosen
 - Will discuss possibility of adding guest module

Workshops and Larger Meetings

- Sometimes we are asked to compile list of workshops and meetings for specific purposes

Not all are listed on the conference management page

Example: Emergency services' planning for g-2 move

- We are better able to arrange adequate staff to accommodate periods of influx of guests and users

Last items...

- Feedback on frequency of meetings going forward
- Suggestions for future topics
- We can present specific topics of interest at Department meetings, if helpful

Backup Slides

Odds & Ends

- Training Coordinators:
 - Review guest registrations - Training Central

- Travel-related items:
 - Different/faster process for expense voucher only?
 - PS record closing out too quickly
 - Reimbursement checks' mailing specification
 - Guests on certain visas do not allow payment/travel reimbursement

- Check in:
 - Guests checking in at main gate trailer
 - Guests with <3-day stays