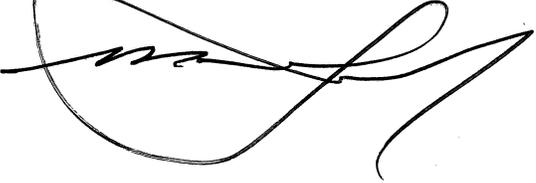




UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

JUL 05 2019

MEMORANDUM FOR Heads of Operating Units and Secretarial Officers

FROM: Richard L. Townsend
Director for Security
Office of Security (OSY) 

SUBJECT: Change Notice; Department of Commerce (DOC) Foreign National Request Form, Office of Management and Budget (OMB) Expiration Date Renewal

REFERENCE: Department of Commerce, Director for Security Memorandum, "Change Notice; Revised DOC Foreign National Request Form", February 4, 2019

PURPOSE

This memorandum informs DOC bureaus, staff offices and operating units of a change to the *DOC Foreign National Request Form*, OSY Form 207-12-A and OSY Form 207-12-B of October 17, 2018 and issues revised Forms in support of Foreign National Visitor and Guest Access Program implementation.

BACKGROUND

By the reference, in collaboration with the Office of the Chief Information Officer, the Office of Security released a Change Notice informing DOC bureaus, staff offices and operating units that the *DOC Foreign National Request Form*, originally issued in April 2018, was revised and reissued in coordination with OMB as *DOC Foreign National Request Form*, OSY Form 207-12-A and OSY Form 207-12-B of October 17, 2018 to comply with the Paperwork Reduction Act (PRA) (*See* 44 U.S.C. § 3501) mandates for collection of certain information from the public.

IMPLEMENTATION

In accordance with the PRA, and by official notice of June 18, 2019, OMB granted a renewal to June 30, 2022 for the Control Number expiration date assigned to the *DOC Foreign National Request Form*, OSY Form 207-12-A. The *DOC Foreign National Request Form*, OSY Form 207-12-A and OSY Form 207-12-B of July 5, 2019 are therefore reissued reflecting the revised OMB expiration date and administrative changes offered by bureaus and operating units.

All other guidance previously issued, not amended by this memorandum, remains in effect.

The digital versions of the revised forms are available for download and use via the OSY website at <http://osec.doc.gov/osy/Forms/default.htm>.

Please ensure widest dissemination to security, access control, information technology and export compliance stakeholders throughout the Department.

Questions regarding this memorandum should be directed to your Servicing Security Office, or Mr. Harold Washington, Deputy Director, Office of Security, at (202) 482-7897 or email at hwashington@doc.gov.

Attachments

DOC Foreign National Request Form, OSY Form 207-12-A and OSY Form 207-12-B of July 5, 2019