

Foreign Visits and Assignments

The NC4 Foreign Visits and Assignments (FV&A) system is used by agencies to manage the data entry, workflow and approval process for efficiently processing foreign national visitors to U.S. agency locations.



Workflow Management

As requests move through the approval process, the system captures any comments, cancellations or denials at each level. Email notifications are generated internally to signal each person in the workflow to take an action when required. Both field level and HQ managers can track the approval process.

The system can accommodate either a parallel approval process or a sequential workflow approval process, depending on an organization's internal policies and procedures.

Content

Visit requests may be started with minimal information and then completed as more information becomes available. Each visitor's profile contains all the necessary information to process a Foreign National request and includes the ability to attach resumes, photos, and other reference material.

System Management

The design of the system allows non-technical policy staff to flexibly structure the system at headquarters to fit field-level needs. FV&A users with Administrative rights can monitor system activity; control access and access rights of users; manage user's rights down to the field level; change data set options (List Management); and generate comprehensive reports.

Visitor Number	Name	Request Number	Status	Des. Start / End Date	Action
23	GARVIN, FRED NMI	AOS2006100052 - 00	Incomplete	-	Complete Delete
5	BARDEN, KAREN M	RCE2006100006 - 01	Cancelled Before Approval	29 July 2006 - 06 September 2006	Closeout Info Approval
5	BARDEN, KAREN M	VHD2006100021 - 01	Pending Approvals	30 July 2006 - 14 August 2006	Approve Close Out Addendum
24	MILL, KEN NMI	VOS2006100053 - 00	Approved	01 January 2007 - 01 January 2007	Approve Close Out Addendum
7	PHAM, KHOA CONG	AOS2006100022 - 00	Incomplete	01 January 2006 - 10 February 2006	Complete Delete

- Case or request number
- Center Sponsoring Visit
- Name of foreign visitor
- Nationality of visitor
- Passport information
- Passport number
- Date and place passport issued
- Date of passport expiration
- Visa Type
- Date visa issued
- Date of visa expiration
- LPR (yes or no) if yes, date granted, expiration date and Green card number
- Name check (NACI or Indices)
- Date check initiated/granted
- Dates of planned visit
- Date visit approved
- How approved (cite conditions/provisos)
- Actual arrival date
- Actual departure date
- Visit Sponsor - name/organization/phone
- Purpose of visit/Activity to be performed
- Applicable international agreement
- Added to accreditation list (yes/no)
- IPA-66 requested/issued by Headquarters (yes/no)
- Employer
- Tracking status
- Date submitted to HQ
- Other data elements as needed on a Customer-by-Customer basis

DFAMS Drop Down List

Area Type Codes

- Area Type Codes
- Countries Codes
- High Level Protocol Titles Codes
- Purpose Codes
- Relationship Codes
- Visa Codes

– Add New Code –

High Security Area, Classified
Limited Area, Limited
Public Area, Public
Secure Area, Secure

Is Active? Yes No

Any Special Code

Save Back Cancel

Securing Access to Federal Facilities

Over the past decade, NC4's Foreign Visits and Assignments (FV&A) system has been utilized to process over a half million visitors across multiple Federal agency's facilities. Features of the system include:

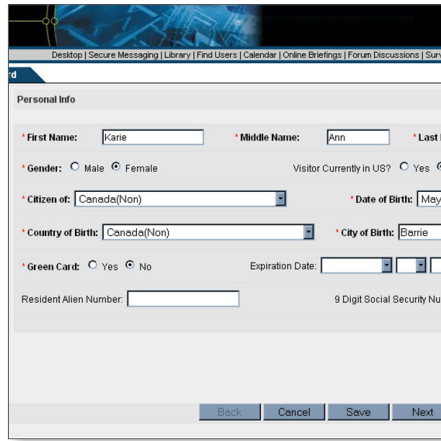
- Tailorable to customer specific foreign visitor access policy needs
- Ability to securely ingest data from external sources
- Allows non-system users to submit requests for visits
- Series of standard reports
- Full auditing on all user activity
- Utilizes the 'least privilege' principle to enforce appropriate roles and rights (access only to the tools needed to perform job function)
- Customer configurable tables and drop down lists
- Minimal deployment time (less than 30 days)

Database Synchronization

The FV&A system supports the batch uploading of data so that older visit and request information can be captured and integrated, while also supporting those sites that have active internal Foreign National data collection systems. In addition, field users may choose to download FV&A data to their local systems or upload data from local systems into the FV&A system. Database synchronization enhances reporting and analysis, providing Management and Counterintelligence with a more comprehensive view of Foreign National activity.

Request for Request

The Request for Request feature allows any visit host, from a qualified email domain, to fill out the necessary forms outside of the secure FV&A system and submit the information securely, over 128-bit

A screenshot of a web application interface showing a 'Personal Info' form. The form includes fields for 'First Name' (Katie), 'Middle Name' (Ann), and 'Last Name'. It also has radio buttons for 'Gender' (Male/Female) and 'Visitor Currently in US?' (Yes/No). There are dropdown menus for 'Citizen of' (Canada(Non)) and 'Country of Birth' (Canada(Non)), and a date picker for 'Date of Birth' (May). Other fields include 'Green Card' (Yes/No), 'Expiration Date', 'Resident Alien Number', and '9 Digit Social Security Num'. At the bottom, there are 'Back', 'Cancel', 'Save', and 'Next' buttons.

encryption (minimum) to the FV&A system for review and acceptance by the data entry focal point.

System Security

Using the HTTPS (SSL) protocol, each user is required to present valid credentials, either user name/password or RSA token and pin, to access the system. The system tracks and records user logins and activities, as well as each action to a Foreign National request. An audit trail of who made a change to the request, and the time the change

was made is captured, allowing the users to view the audit history of any record.

Physical Security

The FV&A application is offered as a turn-key solution fully hosted and managed by NC4. There is no infrastructure setup or maintenance burden on the purchaser. The only software required by the end users is an SSL enabled browser. The system itself is browser agnostic and supports web interaction via IE, Firefox, Netscape, etc.

NC4 employs a "defense-in-depth" strategy to protect its web and database servers, with the application servers behind multiple firewalls. The FV&A system has been successfully Certified and Accredited receiving an ATO from several Federal agencies.

More About NC4

NC4 and its wholly owned subsidiary The ESP Group, deliver safety and security solutions for both business and government organizations. NC4 revolutionizes how organizations and communities collect, manage, share and disseminate information to reduce cyber threats, fight crime, mitigate risks and manage incidents. NC4 also provides secure communication and collaboration solutions for public and private sector communities.

NC4 solutions are used in the public sector by

federal, state and local agencies in homeland security, emergency management and law enforcement disciplines. NC4 solutions are used in the private sector by companies involved in financial services, high-tech, insurance, manufacturing, aerospace and defense, oil and gas, pharmaceuticals and healthcare, as well as other industries.

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