



# FOREIGN VISITORS

Set forth below are guidelines outlined by the California Governor's Office of Emergency Services (Cal OES) International Affairs Office (International Affairs). These guidelines and procedures are intended to ensure the proper facilitation of foreign delegation visits to Cal OES.

## VISITATION REQUEST FORMS

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Prior to visiting Cal OES, it is best to identify the specific programs/divisions, and key areas of interest for the visiting delegation. Please visit the [Cal OES Homepage](#), which contains information about Cal OES's mission, organizational structure, news and media, and detailed information about the programs and divisions.

Once the appropriate programs/divisions and areas of interest have been identified, all international guests/consultants must coordinate with their sponsoring US federal, state or local government agency to complete the **required** visitation request forms. If for any reason the forms (below) are incomplete the package will be returned and the vetting process may be delayed:

1. **Delegation Questionnaire** (*Form IA-001*);
2. **Delegate Bio and Passport Summary** (*Form IA-002*);
  - **Passport/Visa photocopy** (*scanned or hardcopy required*)
  - **Official Bios**
3. **Department of Homeland Security ISMS FNV Request Form** (*Form IA-003*)

After all visit request forms have been received, International Affairs will connect with the appropriate staff, and coordinate with the Department of Homeland Security (DHS) to determine if a visit request can be accommodated.

Please allow at least thirty (30) days in advance of the proposed visit or as soon as the visit is confirmed for processing and approval, as it is required to gain entry into any Cal OES facility.

During the following weeks after initiating the vetting process, International Affairs will determine the availability of appropriate staff to meet visitors on the requested date, reserve adequate meeting space and arrange for a staff member to escort the visitors into the facility.

Please keep in mind that no cameras or weapons of any kind are allowed inside the Cal OES facility, and must remain in a secure vehicle. In addition, passports are the only kind of identification accepted on the day of the visit. Visitors **must show their passports** to gain entry into any Cal OES facility, even if they have already been cleared by security and DHS.

## GUIDELINES

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1. **Location.** Cal OES main headquarters is located at: *3650 Schriever Avenue, Mather, California 95655.* \*For additional Cal OES locations please see next page.
2. **Arrival.** Upon arrival, visitor(s) must sign in and verify identification (via passports/visa) with lobby security before entering the Cal OES facility. Please advise lobby security of the Cal OES contact person as they will be called to meet and accompany visitors to the meeting location.
3. **Biographic Data.** Biographic data of each foreign visitor is required thirty (30) days prior to the visit or as soon as the visit has been confirmed. See below for requirements.
4. **Visitor Changes.** If there are any last minute visitor substitutions or additions, please notify Cal OES immediately. Guests are still subject to the Department of Homeland Security vetting process and accommodation of last minute changes are not guaranteed.
5. **Identification.** Each visitor must provide a valid personal photo identification document either passport or visa document upon entry to Cal OES.
6. **FISMA.** In compliance with the Federal Information Security Management Act of 2002 (FISMA, 44 U.S.C. § 3541, et seq.) guidelines, and to ensure the integrity of sensitive data and information systems, there will be no visitor access to any Cal OES equipment; this includes access to the visitor's webmail.
7. **Photography / Video.** There will be no photography or video permitted in the California State Warning Center (CSWC), State Operations Center, server rooms, switchgear rooms and any other sensitive technology areas.

## BIOGRAPHICAL DATA REQUIREMENTS

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The DHS ISMS FNV Request Form requires that the following information is filled out completely:

- a. First, middle and last names (as well as any alias information)
- b. Gender, citizenship, date and place of birth (including country and city)
- c. Green Card, and expiration date (if applicable)
- d. Passport/ visa number, country of issuance and expiration date
- e. Government agency and/or company name
- f. Country and address of employer,
- g. Title or position
- h. Visit start and end date

In order to streamline the vetting process, please save each request form into separate word files, or PDFs - do not combine. Also, please ensure that the entire form is filled out completely before forwarding to the Cal OES International Affairs Coordinator. Once again, request forms may be returned to the sponsoring agency if incomplete or if passport/visa photocopy is not attached, which may cause potential delays.

**File Naming Example:** (e.g., "#1 Last name, First Name," "#2 Last name, First name")

## **LOCATIONS**

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### **California Governor's Office of Emergency Services (Cal OES)**

*California State Warning Center/State Operations Center*

3650 Schriever Avenue, Mather, California 95655

Cal OES Security Contact: (916) 845-8500/8599

Hours of Operation:

Monday – Thursday 8:00 a.m. – 4:00 p.m.

Friday 9:00 a.m. – 5:00 p.m.

### **Public Safety Communications (PSC)**

601 Sequoia Pacific Boulevard, Sacramento, California 95811

PSC Security Contact: (916) 657-9389

Hours of Operation:

Monday – Thursday 8:00 a.m. – 4:00 p.m.

Friday 9:00 a.m. – 5:00 p.m.

### **Inland Regional Office**

603 Sequoia Pacific Boulevard (Suite 200)

Sacramento, California 95811

### **Coastal Regional Office**

1300 Clay Street, Suite 400

Oakland, California 94612

### **Southern Regional Office**

4671 Liberty Avenue, Building 283

Los Alamitos, California 90720-5158

### **California Specialized Training Institute (CSTI)**

Building 901, Highway 1

San Luis Obispo, California 93403

### **State Threat Assessment Center (STAC)**

3720 Dudley Avenue, Building 600

McClellan, California 95652

### **FIRESCOPE Fire & Rescue Division**

2524 Mulberry Street

Riverside, CA 92501

### **Parking**

Cal OES offers free parking at its Sacramento facilities, Regional Offices, and Firescope facility.