

**Management System:** Safeguards and Security

**Subject Area: Unclassified Foreign Visits & Assignments by Foreign Nationals**

## **Procedure 1: Entering a Request into the Foreign Access Central Tracking System (FACTS)**

**Issue Date:**  
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**Lead Subject Matter Expert:**  
Pat Vent or Shaun Meadows

**Management System Owner:**  
John Sattler

### **1.0 Applicability**

This procedure applies to all EMCBC Federal and contractor personnel who utilize FACTS to process unclassified foreign visits and assignments.

### **2.0 Required Procedure**

According to DOE O 142.3A, Unclassified Foreign Visits and Assignments (UFV&A) Program, “The Foreign Access Central Tracking System (FACTS) is the Department’s official national database of information on unclassified foreign visits and assignments.” With some exceptions, unclassified foreign national visits and assignments are recorded in FACTS. The exceptions include visits to DOE General Access and Property Protection Areas at sites where classified work is not conducted, and to visits by foreign national delivery, service, and vendor personnel, if fully escorted and covered by the Site Security Plan.

<b>Step 1</b>	Obtain approval from the UFV&A Program Office for FACTS access.
<b>Step 2</b>	Conduct a name check in the FACTS database to determine if the prospective visitor. If the biographical information on the prospective visitor matches a name already in the system, select the existing name. If there is no match, create a new visitor by entering all pertinent biographical information.  <b>Note:</b> It is very important to avoid creation of a duplicate record on an individual already in FACTS. A thorough search of the database must be completed before a new visitor name is entered in FACTS.
<b>Step 3</b>	Enter specific information about the visit or assignment, completing all required data fields.

	<b>Note:</b> If the proposed visitor or assignee is a national of a state sponsor of terrorism, approval by the Deputy Secretary of Energy or appropriate Under Secretary is required.
<b>Step 4</b>	If subject matter expert (SME) reviews have already been completed, then <b>Send to Approvals and Inputs</b> button should be selected, and those SME decisions and remarks are entered. If SME decisions are not yet available, they must be entered at a later time.

### 3.0 References

- [DOE O 142.3A, Unclassified Foreign Visits and Assignments Program](#)

### 4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM-18-17.1-B	Visitor Access or Approval Files	Office of Technical Support & Asset Management	NA