

Management System: Safeguards and Security

Subject Area: Unclassified Foreign Visits & Assignments by Foreign Nationals

Procedure 2: Verifying the Indices Check

Issue Date:
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Lead Subject Matter Expert:
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1.0 Applicability

This procedure applies to authorized users of the Foreign Access Central Tracking System (FACTS) and to those EMCBC personnel responsible for coordinating implementation of the Foreign Visits and Assignments.

2.0 Required Procedure

Step 1	For new visits entered into FACTS that involve a sensitive country national or a national of a state sponsor of terrorism, FACTS will automatically schedule an indices check.
Step 2	To verify the status of an indices check, go to the BIO screen of the visitor's record in FACTS. Scroll down the BIO section and locate the fields Indices Check Completed Date and Indices Expiration Date.
Step 3	DOE O 142.3A, Unclassified Foreign Visits and Assignments Program, identifies those visits which require the completion of indices checks in advance of approval of the visit, or prior to the start of the visit.

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
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