

Management System Description: Safeguards & Security

Subject Area:

Foreign Visits and Assignments

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1.0 Introduction

The U.S. Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC) Director is responsible for the Unclassified Foreign Visits and Assignments (UFVA) Program at the EMCBC. At Small Sites and Projects, the Federal Project Director or Field Element Manager, as the leading DOE official, is responsible for the UFVA Program at the given site. All responsibilities and authorities must be performed consistent with the governing directive, DOE O 142.3A.

With the exception of visits and assignments involving persons associated with state sponsors of terrorism, approval authority for foreign visits and assignments at the EMCBC resides with the EMCBC Director, or the individual officially acting in the Director's absence. Except for visits and assignments involving persons associated with state sponsors of terrorism, approval authority at an Environmental Management (EM) Small Site rests with that site's Federal Project Director/Field Element Manager.

Coordination of Program implementation at the EMCBC is the responsibility of the EMCBC security staff, to include entering foreign visits and assignments in the Foreign Access Central Tracking System (FACTS), when required, for the EMCBC and for those Small Sites who do not perform their own interface with the FACTS. The use of the FACTS is impacted by a number of factors, but most significantly by two considerations; (1) whether or not the facility/site to be visited engages in classified activities, and (2) whether or not the proposed visit or assignment involves a sensitive subject, sensitive country, or a state sponsor of terrorism. For those supported small sites which do not have their own access to the FACTS database, the EMCBC security staff will support the implementation requirements identified in the procedures below.

2.0 Contents

The Table below identifies the specific procedures that will be utilized by the EMCBC to support implementation of the Foreign Visits and Assignments subject area.

Procedures	Procedure Content
1. Entering a Request into the Foreign Access Central Tracking System (FACTS)	<ul style="list-style-type: none"> • Search FACTS for individual • Select existing or create a new visitor • Enter BIO and Visit Information • Process the request • Host Report submittal
2. Verifying the Indices Check (if required)	<ul style="list-style-type: none"> • For new visits FACTS automatically requests Indices Check when required • Search FACTS for BIO information, then Indices Check Completed Date. Determine if most recent Indices Check is within scope
3. Preparing a Specific Security Plan	<ul style="list-style-type: none"> • If assistance is needed, help the visit's host develop a Specific Security Plan • Review Plan developed by the visit's host • Disseminate the Plan to the appropriate security personnel for approval
4. Preparing a Cyber Security Plan	<ul style="list-style-type: none"> • If assistance is needed, help the visit's host develop a Cyber Security Plan and coordinate with EMCBC IRM. • Disseminate the Plan to the appropriate Cyber Security approval authority
5. Routing the Visit/Assignment request to the appropriate Subject Matter Experts for their review	<ul style="list-style-type: none"> • Obtain the concurrence or non-concurrence from Subject Matter Experts, and record their decision in FACTS. Accumulate these decisions and accompanying rationale for presentation to the Visit/Assignment Approval Authority.
6. Notifying the Host and other interested parties of the approval/disapproval decision	<ul style="list-style-type: none"> • Provide an email or written memo to the Host, including distribution to other interested parties, identifying the approval decision, and confirming expected visitor arrival time and location

3.0 Exhibits/Forms

Exhibit 1, [Approval Authority Certification](#)

Exhibit 2, Foreign Access Central Tracking System (FACTS) Information [Data Sheet](#)

Exhibit 3, [Justification Statement](#)

Exhibit 4, [Approval Request](#) (State Sponsor of Terrorism)

Exhibit 5, [Subject Matter Expert Certification](#)

Exhibit 6, [Sensitive Country List](#)

4.0 Related Information

- [Foreign Access Central Tracking System](#) (FACTS) Portal
- [Foreign Access Central Tracking System](#) (FACTS) Users Manual (Restricted access from the FACTS Portal)
 - Immigration Forms (Passport, Visa, and USCIS Forms)
 - Additional Information: Letters of Recommendation, Curriculum Vitae, etc.
 - [DOE P 205.1](#), Departmental Cyber Security Management Policy
 - [DOE M 205.1-3](#), Telecommunications Security Manual
 - [DOE O 205.1B](#), Department of Energy Cyber Security Program
 - [DOE P 470.1A](#), Safeguards and Security Program
 - [DOE O 470.4B](#), Safeguards and Security Program
 - [DOE O 473.3](#) Protection Program Operations
 - [DOE O 471.6](#), Information Security
 - [DOE O 472.2](#), Personnel Security
 - [DOE O 471.3](#), Identifying and Protecting Official Use Only Information
 - [DOE M 471.3-1](#), Manual for Identifying and Protecting Official Use Only Information
 - [DOE O 475.1](#), Counterintelligence Program
 - [DOE O 475.2A](#), Identifying Classified Information
 - [DOE O 483.1](#), DOE Cooperative Research and Development Agreements
 - [DOE M 483.1-1](#), DOE Cooperative Research and Developments Agreements Manual
 - EMCBC Procedure, Announcing Significant Activities or Visits from Congressional or Intergovernmental Offices.

5.0 Requirements

Document	Title
DOE O 142.3A	Unclassified Foreign Visits and Assignments Program

6.0 Definitions

[Definitions](#)