

Management System: Safeguards and Security

Subject Area: Foreign Visits and Assignments

Procedure: Verifying the Indices Check

**Issue Date and
Revision Number:**
08/23/2012 0

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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

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|---------------|--|
| 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 – Forms/Attachments/Exhibits

- 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 |

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Verifying the Indices Check**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

| <u>Rev. No.</u> | <u>Description of Changes</u> | <u>Revision on Pages</u> | <u>Date</u> |
|-----------------|--|--------------------------|-------------|
| 0 | N/A – 1 st Edition of Procedure | N/A | 8/23/12 |