

**Management System:** Safeguards and Security

**Subject Area:** Foreign Visits and Assignments

## **Procedure: Preparing a Specific Security Plan**

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

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### **1.0 Applicability**

This procedure applies to all EMCBC Federal and contractor personnel who are involved in the development and approval of specific security plans required in support of a foreign visit or assignment. Development of such plans is the responsibility of the visit/assignment host. Specific security plans are required when a proposed visit or assignment involves either a sensitive country foreign national or sensitive subjects.

### **2.0 Required Procedure**

<b>Step 1</b>	The host is responsible for preparing a specific security plan for visits or assignments involving either a sensitive country foreign national or a sensitive subject.
<b>Step 2</b>	A specific security plan must include the following items: <ul style="list-style-type: none"><li>• Visitor's Name and Country of Citizenship</li><li>• Indicate if the visitor has a current indices check. If not, request one</li><li>• Security areas (or general area) to be accessed</li><li>• Dates of visit or assignment</li><li>• Subjects to be discussed, with specific identification of those considered to be sensitive</li><li>• Identification of documentation to be used to prove the visitor's presence in the U.S. will be legal</li><li>• Badging actions</li><li>• Briefing of the visitor to convey the rules of conduct for the visit</li><li>• Escorting arrangements</li><li>• Identification of any anticipated computer access</li></ul>
<b>Step 3</b>	Host should obtain his/her Manager's signature on the specific security plan.
<b>Step 4</b>	The signed security plan is provided to EMCBC security personnel for inclusion in the visit/assignment file.

**Step 5**

EMCBC security personnel make the specific security plan available to the official responsible for approving/disapproving visit/assignment.

### 3.0 References

None

### 4. Records Generated

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support or the office hosting the foreign visit in accordance with the EMCBC or Site Organizational File Plan:

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

## EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Preparing a Specific Security Plan**

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.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	N/A 1 <sup>st</sup> Edition to meet EMCBC MS needs.	N/A	8/23/12