

**Management System:** Safeguards and Security

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

## **Procedure 5: Routing the Visit or Assignment Request to the Appropriate Subject Matter Experts**

**Issue Date:**  
08/23/2012

**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 are involved in processing foreign visits or assignments. Requests for approval of foreign visits and assignments are to be scrutinized by local subject matter experts (SMEs) in the areas of Counterintelligence, Export Control, Technology Transfer, Security, Cyber Security, and Operations Security (OPSEC). The input provided by these subject matter experts should be made available to the visit or assignment approving official.

### **2.0 Required Procedure**

<b>Step 1</b>	The EMCBC security specialist processing the request for a visit or assignment will provide information regarding the visit or assignment to the appropriate local SMEs, requesting their input into the proposed event. If a specific security plan has been developed in support of the proposed visit/assignment, the plan should be provided to the SMEs for their consideration.
<b>Step 2</b>	Each SME should document their concurrence or disagreement with the proposed visit/assignment, along with any specific comments they wish to offer.
<b>Step 3</b>	The concurrence or non-concurrence decision rendered by each SME, together with any relevant comments they provide, are added to the approval page in FACTS.
<b>Step 4</b>	The approving official receives the input provided by the SMEs.

### **3.0 References**

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

#### 4. Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support or Asset Management or the applicable Small Site 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