

Management System: Safeguards and Security

Subject Area: Foreign Visits and Assignments

Procedure: Notifying the Host and Other Interested Parties of the Approval/Disapproval Decision

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

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1.0 Applicability

This procedure applies to EMCBC Federal and contractor personnel involved with in processing requests for or hosting foreign visits or assignments.

2.0 Required Procedure

Step 1	Upon the decision of the approving official, that decision is entered into the Foreign Access Central Tracking System (FACTS). The host is informed of the decision by email message.
Step 2	The host notifies those personnel and/or organization expected to play a role in the visit of the approval. The notification should confirm the date and time of the visit and provide a back-up point-of-contact should the host be unexpectedly absent on the day of the visit.
Step 3	If an appropriate foreign national badge is not already available, one is prepared. The badge is issued to the visitor upon his/her arrival, and is collected prior to the visitor's departure. The badge maybe re-used. NOTE: The foreign national badge must specify the foreign visitor's country of citizenship.

3.0 References – Forms/Attachments/Exhibits

- Foreign Access Central Tracking System (FACTS)

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: Notifying the Host and Other Interested Parties of the Approval/Disapproval Decision

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.

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