

**Management System: Safeguards and Security**

**Subject Area: Foreign Visits and Assignments**

# **Procedure: Entering a Request into the Foreign Access Central Tracking System (FACTS)**

**Issue Date and Revision Number:**

01/06/15

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**Lead Subject Matter Expert:**

Pat Vent

**Management System Owner:**

John Sattler

## **1.0 Applicability**

This procedure applies to all EMCBC Federal and contractor personnel who utilize the Foreign Access Central Tracking System (FACTS) to process unclassified foreign visits and assignments.

## **2.0 Required Procedure**

According to DOE O 142.3A, Unclassified Foreign Visits and Assignments (UFV&A) Program, FACTS is the Department's official national database of information on unclassified foreign visits and assignments. With some exceptions, unclassified foreign national visits and assignments are recorded in FACTS. The exceptions include visits to DOE General Access and Property Protection Areas at sites where classified work is not conducted, and to visits by foreign national delivery, service, and vendor personnel, if fully escorted.

<b>Step 1</b>	Obtain approval for the UFV&A Program Office for FACTS access. FACTS access must be obtained by those individuals who enter data into the FACTS. At the EMCBC data entry is performed by security personnel.
<b>Step 2</b>	Conduct a name check in the FACTS database to determine if the prospective visitor was previously entered into the FACTS. If the biographical information on the prospective visitor matches a name already in the system, select the existing name. If there is no match, create a new visitor by entering all pertinent biographical information.  <b>Note:</b> It is very important to avoid creation of a duplicate record on an individual already in the FACTS. A thorough search of the database must be completed before a new visitor name is entered.

<b>Step 3</b>	<p>Enter specific information about the visit or assignment, completing all required data fields.</p> <p><b>Note:</b> If the proposed visitor or assignee is a national of a state sponsor of terrorism, approval by the Deputy Secretary of Energy or appropriate Under Secretary is required. The countries identified as state sponsors of terrorism are designated on the DOE’s Sensitive Countries List, which is not included due to its status as an Official Use Only document.</p>
<b>Step 4</b>	<p>Determine if subject matter expert (SME) reviews have been completed for the visit. If they have been completed, then select the <b>Send to Approvals and Inputs</b> button and those SME decisions and remarks are entered. If SME decisions are not yet available, they must be entered at a later time.</p>

### 3.0 References – Forms/Attachments/Exhibits

#### 3.1 References

- DOE O 142.3A, Unclassified Foreign Visits and Assignments Program

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Services and Asset Management in accordance with the EMCBC Organizational File Plan:

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

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: Entering a Request into the Foreign Access Central Tracking System (FACTS)**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial Development of Procedure	All	8-23-15
1	Change in Lead SME Identified security personnel as responsible for FACTS data entry	1	1-6-15