

**Management System: Safeguards and Security****Subject Area: Foreign Visits and Assignments****Procedure: Verifying the Indices Check****Issue Date and Revision Number:**

02/05/15

1

**Lead Subject Matter Expert:**

Pat Vent

**Management System Owner:**

John Sattler

**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 Foreign Visits and Assignments activities.

**2.0 Required Procedure**

<b>Step 1</b>	For new visits entered into the FACTS involving a sensitive country national or a national of a state sponsor of terrorism as identified on the DOE Sensitive Countries List, the FACTS will automatically schedule an indices check. The Sensitive Countries List is not included as an exhibit due to its status as an Official Use Only document. Verification of a completed indices check is the responsibility of the security specialist who entered the visit or assignment request into the FACTS.
<b>Step 2</b>	To verify the status of an indices check, go to the BIO screen of the visitor's record in the FACTS. Scroll down the BIO section and locate the field's Indices Check and Completed Date and Indices Expiration Date.
<b>Step 3</b>	DOE O 142.3A, Unclassified Foreign Visits and Assignments Program, identifies those visits requiring the completion of indices checks in advance of approval of the visit, and those requiring completion prior to the start of the visit.

**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 and Asset Management	N/A

**EMCBC RECORD OF REVISION****DOCUMENT TITLE: Verifying the Indices Check**

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.

---

<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial format of new procedure	All	08/23/12
1	Lead SME revised	1	02/05/15