

Management System: Safeguards and Security**Subject Area: Foreign Visits and Assignments****Procedure: Preparing a Specific Security Plan****Issue Date and Revision Number:**

02/05/15

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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 a sensitive subject.

2.0 Required Procedure

Step 1	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.
Step 2	<p>A specific security plan must include the following items:</p> <ul style="list-style-type: none"> • Visitor's name and country of citizenship • Indicate if the visitor has a current indices check. • Security areas to be accessed • Subjects to be discussed, with specific identification of those considered to be sensitive • Identification of documentation to be used to prove the visitor's presence in the U.S. will be legal • Badging actions • Briefing of the visitor to convey the rules of conduct for the visit • Escorting arrangements • Identification of any anticipated computer access
Step 3	Host must obtain his/her manager's signature on the specific security plan.

Step 4	Provide the signed security plan to EMCBC security personnel for inclusion in the visit/assignment file.
Step 5	EMCBC security personnel make the specific security plan available to the Subject Matter Experts for their consideration and concurrence and to the official responsible for approving/disapproving the visit/assignment.

3.0 References – Forms/Attachments/Exhibits

None

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:

Records Category Code	Records Title	Responsible Organization	Quality Records Classification (Lifetime or Non-Permanent)
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: Preparing a Specific Security Plan**

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.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial new format	0	08/23/12
1	Revised Lead SME and in Step 3 changed "should" to "must"	1	02/05/15