

Management System: Safeguards and Security**Subject Area: Foreign Visits and Assignments****Procedure: Routing the Visit or Assignment Request to the Appropriate Subject Matter Experts****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 involved in processing foreign visits or assignments. Local subject matter experts (SMEs) in the areas of Counterintelligence, Export Control, Technology Transfer, Security, Cyber Security, and Operations Security (OPSEC) scrutinize requests for approval of foreign visits and assignments. The input provided by these subject matter experts are made available to the visit- or assignment-approving official.

2.0 Required Procedure

Step 1	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 was developed in support of the proposed visit/assignment, provide the plan to the SMEs for their consideration.
Step 2	Each SME documents their concurrence or disagreement with the proposed visit/assignment, along with any specific comments they wish to offer.
Step 3	The concurrence or non-concurrence decision rendered by each SME, together with any relevant comments they provide, are added to the approval page in the Foreign Access Central Tracking System (FACTS) by the EMCBC security specialist..
Step 4	The approving official receives the input provided by the SMEs from the security specialist.

3.0 References – Forms/Attachments/Exhibits

3.1 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:

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

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 format	All	08/23/12
1	Revised Lead SME	1	02/05/15