

OFFICE OF SECURE TRANSPORTATION

POLICY NUMBER: 6.19

TITLE: Unclassified Foreign Visits and Assignments Program

EFFECTIVE DATE: 5 April 2006

PURPOSE: Identifies the basic requirements of the Unclassified Foreign Visits and Assignments Program to facilities and locations under the Office of Secure Transportation (OST) purview.

SCOPE: All Offices, Commands and Divisions of OST and contractors while supporting OST operations shall comply with this policy.

PROPONENT: Office of Support/Safety, Security and Emergency Management
Division/Security Branch

REFERENCE: DOE O 142.3, "Unclassified Foreign Visits and Assignments Program,"
6/18/2004

POLICY

1. General Information

- a. The Unclassified Foreign Visits and Assignments (UFVA) program is managed through the Foreign Access Central Tracking System (FACTS). FACTS is the official program to document and approve foreign nationals' access to DOE sites, information and technologies and is maintained in Washington, D.C.
- b. This policy does **not** apply to classified Foreign National visits or employment of foreign nationals supported by contractual means.

2. Responsibilities

- a. The Assistant Deputy Administrator, OST serves as the approval authority for UFVA. This authority may be re-assigned to another OST manager who is a U.S. citizen. Re-assignment must be in writing and a copy provided to the Office of Security and Safety (SP-1).
- b. The Manager, Office of Support is responsible for the implementation of this policy.
- c. The Program Manager responsible for each Site Security Plan (SSP) will ensure that foreign national presence is documented in the SSP. The documentation may be in an addendum approved by the Facility Security Officer (FSO) or with a new SSP.

3. Requirements

- a. The Office, Command or Division inviting or hosting foreign nationals must inform the Security Branch at least six weeks prior to the beginning of the activity. (Note: This timeframe is required so DOE Headquarters' processing occurs and Counterintelligence indices checks can be accomplished. If processing and checks have not been documented in FACTS, the visit will not occur.)
- b. The Office, Command or Division provides information for each individual from one of the following: 1) passport, 2) visa, or 3) U.S. Citizenship and Immigration Services (USCIS).
- c. Security Branch personnel will enter the information into the FACTS.
- d. Security Branch personnel will ensure that subject matter reviews occur and the actions are documented in FACTS.

- e. The Office of Counterintelligence will perform indices checks which are documented in FACTS.
- f. Approval for foreign national personnel to attend is documented in FACTS and must occur prior to the foreign national entering the area or venue.
- g. The OST Program Manager responsible for the foreign national(s) will follow the UFVA requirements contained in the SSP.
- h. The OST Program Manager responsible for the foreign national(s) will inform Security Branch personnel when the foreign national(s) are no longer present.
- i. Close out information in FACTS must occur within 15 days of the last date of access of the Foreign National.
- j. In some cases, an external organization may sponsor foreign nationals for visits or other activities to OST facilities. These organizations will coordinate data entry for FACTS. The OST point-of-contact will ensure the sponsoring organization has completed the requirements. Status will be provided to the FSO.

OFFICIAL:

A handwritten signature in red ink, appearing to read "D.J. Reese for", written over a horizontal line.

Dennis J. Reese, Acting Assistant Deputy Administrator
Office of Secure Transportation