

SUBJECT: CLASSIFIED VISITS INVOLVING FOREIGN NATIONALS

1. OBJECTIVES. To protect classified information by ensuring that all foreign nationals' access to classified information while visiting Department of Energy (DOE)/National Nuclear Security Administration (NNSA) sites/facilities is—
 - a. conducted in accordance with an approved international agreement or treaty;
 - b. approved by the appropriate Departmental federal official in accordance with the agreed upon protocols in international agreements or treaties and with consideration for National Security concerns;
 - c. conducted in accordance with the mission of the Department;
 - d. documented by collecting and maintaining biographical, visit, approval, and close out information as defined in Appendix A of this Order; and
 - e. structured to ensure that information required for responding to requests for information about classified foreign visits is provided to the Office of Foreign Visits, Assignments and Travel as requested.
2. CANCELLATION. This Order cancels those portions of Chapter VIII, of DOE O 470.1, Safeguards and Security Program, dated 9-28-95, that pertain to foreign nationals who visit DOE sites/facilities and require access to classified information. Cancellation of an Order or portion of an Order does not, by itself, modify or otherwise affect any contractual obligation to comply with the Order. Canceled Orders incorporated by reference in a contract remain in effect until the contract is modified to delete reference to requirements in the canceled Orders.
3. APPLICABILITY.
 - a. DOE Elements. Except for the exclusions in paragraph 3c, this Order applies to the DOE/NNSA elements listed in Attachment 1. Where a responsibility or authority is assigned to an organization that is restructured, the responsibility or authority will be reassigned to the appropriate successor organization as explicitly determined by the appropriate lead program Secretarial Officer.
 - b. Site/Facility Management Contractors.
 - (1) Except for the exclusions in paragraph 3c, the Contractor Requirements Document (CRD), Attachment 2, sets forth requirements of this Order that apply to site/facility management contractors whose contracts include the CRD.

- (2) The CRD must be included in all site/facility management contracts that contain DOE Acquisition Regulation (DEAR) clause 952.204-2, Security requirements.
 - (3) This Order does not automatically apply to other than site/facility management contractors. Application of any requirements of this directive to other than site/facility management contractors will be communicated separately.
 - (4) Lead program Secretarial Officers are responsible for telling contracting officers which site/facility management contracts are affected by this Order.
 - (5) Once notified, the contracting officer is responsible for incorporating the CRD into the affected contracts via the laws, regulations, and DOE directives clause of the contracts.
 - (6) As the laws, regulations, and DOE directives clause of site/facility management contracts state, regardless of the performer of the work, site/facility management contractors with the CRD incorporated into their contracts are responsible for compliance with the CRD.
 - (a) Affected site/facility management contractors are responsible for flowing down the requirements of the CRD to subcontracts at any tier to the extent necessary to ensure compliance with the requirements.
 - (b) Contractors must not unnecessarily or imprudently flow down requirements to subcontractors. That is, contractors will—
 - 1 ensure that they and their subcontractors comply with the requirements of the CRD and
 - 2 only incur costs that would be incurred by a prudent person in the conduct of competitive business.
- c. Exclusions. Consistent with the responsibilities identified in Executive Order 12344 [as prescribed by Title 42 United States Code (U.S.C.) 7158] the Deputy Administrator for Naval Reactors will determine the applicability of this Order to activities and facilities under his/her control.

4. REQUIREMENTS.

- a. Approval Authority. The designated responsible program element may delegate authority for approving foreign nationals' access to classified information to a knowledgeable DOE federal employee who must be a U.S. citizen who has appropriate access authorization for the overall classified level of the visit.

- b. Approval Process. Individuals designated with authority for approving foreign nationals' access to classified information in accordance with the international agreement or treaty involving their specific programmatic areas (see paragraphs 5e through 5h and 5j through 5k below) must ensure the following.
- (1) All arrangements for foreign nationals' visits and access to classified information (appropriate approvals, security assurances, collection and maintenance of visit information, etc.) have been completed (see Appendix A).
 - (2) Approvals are given before foreign nationals are granted access to classified information.
 - (3) Additional information on foreign nationals' visits is provided to the Office of Foreign Visits, Assignments and Travel when requested for response to inquiries about classified foreign visits (see paragraph 4c below).
- c. Reporting.
- (1) When inquiries about classified foreign visits are received in the Office of Foreign Visits, Assignments and Travel, the responsible program element will be required initially to provide the number of individuals and the number of visits for the reporting period within 1 to 2 weeks, depending on the reporting period.
 - (2) When the Office of Foreign Visits, Assignments and Travel receives an inquiry that requires more information than was provided on the initial report [see paragraph 4c(1), above] and if that information is included in data required in Appendix A of this Order, the responsible program element will provide that information within 2 to 3 weeks, depending on the amount of information required and the reporting period.
 - (3) When an inquiry received by the Office of Foreign Visits, Assignments and Travel requires information that is not addressed in this Order, the request will be directed to the responsible program element for response as deemed appropriate.
 - (4) All classified visits by foreign nationals with DOE-sponsored visas (including DOE contractor-sponsored visas for DOE activities) must be coordinated with the Office of Foreign Visits, Assignments and Travel no later than the initial date of access or start date of the visit.
- d. Special Situations.
- (1) DOE federal and contractor employees who are foreign nationals holding DOE access authorizations (security clearances) inside the weapons

complex, are permitted to travel to other DOE sites/facilities only under the auspices under which they received their clearances.

NOTE: The office holding the DOE traveler's clearance is responsible for providing to the hosting facility written notification of the traveler's access restrictions.

- (2) DOE federal and contractor employees who are foreign nationals holding DOE access authorizations (security clearances) outside the weapons complex and who require Top Secret or Sigma access must—
 - (a) submit to the NNSA Headquarters Security Division DOE F 5631.20, "U.S. Department of Energy Request for Visit or Access Approval," on which they will include any restrictions to access and
 - (b) be approved by the appropriate authority before access is granted.
- (3) Foreign nationals holding U.S. Government access authorizations to other than Sensitive Compartmented Information and accessing classified information on behalf of another U.S. Government entity must submit DOE F 5631.20 to DOE through their local security offices. The appropriate authority must approve the request before access to classified information is granted.

NOTE: Information may be submitted in another format if all data required on DOE F 5631.20 is included.

- (4) Foreign nationals who hold Sensitive Compartmented Information access authorization must have their security office submit their access requests to the Office of Intelligence, which is responsible for Sensitive Compartmented Information access authorization.
- (5) Foreign nationals who hold no U.S. Government access authorizations must be certified in accordance with international agreements or treaties under which their visits are to occur. The responsible program element must receive security assurance and must verify that it was received from the appropriate source and is within the parameters of a governing international agreement or treaty.
- (6) If this Order does not address the type of classified information to be accessed or there is no designated responsible authority identified, the Office of Foreign Visits, Assignments and Travel will assist in ascertaining the designated responsible authority.
- (7) If a responsible authority is known, but not identified in this Order, the responsible program element must advise the Office of Foreign Visits,

Assignments and Travel of their designation at the time of approval so that future inquiries can be referred to them.

e. Implementation Plans.

- (1) The DOE program element responsible for foreign national access to classified information for each international agreement or treaty will develop an implementation plan for classified foreign visits. The implementation plan will include—
 - (a) the internal processes for approving foreign visitors under each international agreement or treaty;
 - (b) who will be responsible for collecting and maintaining biographical, visit and approval information; and
 - (c) who will be responsible for providing information to the Office of Foreign Visits, Assignments and Travel for response to inquiries.
- (2) A copy of the implementation plan will be provided to federal and contractor employees involved in classified foreign visit processes.
- (3) The plan must ensure that full implementation is accomplished within 1 year of the effective date of this Order.

5. RESPONSIBILITIES.

- a. Secretary of Energy. Designates the DOE program element responsible for ensuring that foreign nationals' visits and access to classified information are conducted in accordance with governing international agreements or treaties. (Paragraphs 5e through 5h and 5j through 5k, below, identify those program elements that are hereby designated those responsibilities.)
- b. Lead Program Secretarial Officers.
 - (1) Ensure that sites/facilities under their cognizance have implemented this Order.
 - (2) Notify contracting officers of affected site/facility management contracts to incorporate the CRD of this Order into those contracts. Ensure that procurement requests for new non-site/facility management contracts require inclusion of DEAR clause 952.204-2 and the CRD of this Order as appropriate.

- c. Heads of Headquarters Staff Offices and Power Marketing Administrations.
- (1) Review procurement requests for new non-site/-facility management contracts and ensure that DEAR clause 952.204-2 and the CRD of this Order are included in the contracts as appropriate.
 - (2) Notify the Office of Foreign Visits, Assignments and Travel of international agreements and treaties governing foreign national access to classified information for which they have been designated as responsible program elements.
- d. Under Secretary and Administrator, NNSA.
- (1) Ensure that sites/facilities under their cognizance have implemented requirements of this Order.
 - (2) Notify contracting officers of affected site/facility management contracts to incorporate the CRD of this Order into those contracts.
 - (3) Ensure that procurement requests for new non-site/-facility management contracts require inclusion in the resulting contracts of DEAR clause 952.204-2 and the CRD of this Order as appropriate.
- e. Assistant Secretary, Nuclear Energy, Science and Technology.
- (1) Ensures that foreign nationals' visits to uranium enrichment plants or facilities and access to classified information on uranium enrichment technology development, including advanced isotope separation technology, are conducted in accordance with governing international agreements or treaties.
 - (2) Ensures that—
 - (a) a federal authority approves the access,
 - (b) a knowledgeable host is designated for each foreign national's classified visit, and
 - (c) either an approved specific security plan is developed and followed or the foreign national is fully escorted during the visit.
- f. Deputy Administrator, Defense Programs.
- (1) Ensures that all foreign nationals' visits and access to classified information in connection with the military application of atomic energy under 42 USC Section 2164, and 42 USC Section 2121 are

conducted in accordance with governing international agreements or treaties.

- (2) Ensures that—
 - (a) a federal authority approves the access,
 - (b) a knowledgeable host is designated for each foreign national's classified visit, and
 - (c) either an approved specific security plan is developed and followed or the foreign national is fully escorted during the visit.

g. Deputy Administrator, Defense Nuclear Nonproliferation.

- (1) Ensures that all foreign nationals' visits and access to classified information in connection with nonproliferation, international security, or International Atomic Energy Agency requirements are conducted in accordance with governing international agreements or treaties.
- (2) Ensures that—
 - (a) a federal authority approves the access,
 - (b) a knowledgeable host is designated for each foreign national's classified visit, and
 - (c) either an approved specific security plan is developed and followed or the foreign national is fully escorted during the visit.

h. Deputy Administrator, Naval Reactors.

- (1) Ensures that all foreign nationals' visits and access to classified information in connection with naval nuclear propulsion are conducted in accordance with governing international agreements or treaties.
- (2) Ensures that—
 - (a) a federal authority approves the access,
 - (b) a knowledgeable host is designated for each foreign national's classified visit, and
 - (c) either an approved specific security plan is developed and followed or the foreign national is fully escorted during the visit.

- i. Director, Office of Counterintelligence/Chief, Office of Defense Nuclear Counterintelligence.
- (1) Ensures that information on relevant counterintelligence concerns and issues is provided to Departmental elements responsible for international agreements and treaties involving access to classified information by foreign nationals visiting DOE sites/facilities.
 - (2) Ensures that relevant information on counterintelligence concerns and issues is provided to individuals responsible for hosting foreign nationals' visits and access to classified information while visiting DOE sites/facilities
- j. Director, Office of Intelligence.
- (1) Ensures that all foreign nationals' visits and access to classified information in connection with Sensitive Compartmented Information are conducted in accordance with the governing international agreements or treaties.
 - (2) Ensures that—
 - (a) a federal authority approves the access,
 - (b) a knowledgeable host is designated for each foreign national's classified visit, and
 - (c) either an approved specific security plan is developed and followed or the foreign national is fully escorted during the visit.
- k. Director, Office of Security.
- (1) Ensures that all foreign nationals' visits and access to classified information are conducted in accordance with governing international agreements or treaties and that—
 - (a) a federal authority approves the access,
 - (b) a knowledgeable host is designated for all classified visits involving foreign nationals, and
 - (c) either an approved specific security plan is developed and followed, or the foreign nationals are fully escorted during visits connected with—

1 the North Atlantic Treaty Organization (NATO), and

2 the information classification program under DOE M 475.1-1A, *Identifying Classified Information*, dated 2-26-01.

- (2) Maintains a list of program elements responsible for approving foreign nationals' access to classified information during visits to DOE sites/facilities under international agreements and treaties based on information provided by the Secretary of Energy and/or the responsible program elements.
- (3) Assists in directing inquiries regarding foreign nationals' visits and exchange of classified information with foreign nationals to the appropriate program element with responsibility for each visit.

l. Contracting Officers.

- (1) After notification from the appropriate program element official, incorporate the CRD of this Order into affected contracts via the laws, regulations, and DOE directives clause of the contracts.
- (2) Assist originators of procurement requests in incorporating DEAR clause 952.204-2 and the CRD of this Order in new non-site/-facility management contracts, as appropriate.

m. Hosts. DOE federal or contractor employees with responsibility for foreign nationals' visits that involve access to classified information must be U.S. citizens with access authorizations equal to or higher than the overall classification levels of the visits, must be knowledgeable of counterintelligence concerns surrounding the hosting site/facility and countries involved, and must ensure that—

- (1) foreign nationals are not granted access to classified information before approval by the appropriate designated authority with programmatic responsibility;
- (2) foreign nationals are not granted access to classified information outside the scope of the international agreement or treaty governing the visit or any limitation set by the approval authority with programmatic responsibility;
- (3) either an approved specific security plan is developed and followed or the foreign national is fully escorted during the visit;
- (4) information is collected and maintained as required by Appendix A of this Order; and

- (5) foreign nationals are not badged at a DOE clearance level higher than the foreign nationals' authorized access.

NOTE: If there is no equivalent DOE clearance level, the foreign national is badged as uncleared.

6. REFERENCES.

- a. The Atomic Energy Act of 1954, as amended and re-codified in Title 42 U.S.C.
- b. The Energy Reorganization Act of 1974.
- c. Executive Order (E.O.) 12344, *Naval Nuclear Propulsion Program*, dated 2-1-82.
- d. E.O. 12958, *Classified National Security Information*, as amended by E.O. 13142, dated 11-19-99, and E.O. 13292, dated 3-28-03.
- e. E.O. 12968, *Access to Classified Information*, dated 8-2-95.
- f. *National Industrial Security Program Operating Manual (NISPOM)* (available online at www.dss.mil/isec/nispom.htm)
- g. Title 10 Code of Federal Regulations (CFR) Part 710, *Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material*.
- h. 10 CFR Part 1016, *Safeguarding of Restricted Data*.
- i. 10 CFR Part 1045, *Nuclear Classification and Declassification*.
- j. DOE O 470.1, *Safeguards and Security Program*, dated 9-28-95.
- k. DOE O 471.2A, *Information Security Program*, dated 3-27-97.
- l. DOE O 474.1B, *Control and Accountability of Nuclear Materials*, dated 6-13-03.
- m. DOE O 551.1B, *Official Foreign Travel*, dated 8-19-03.
- n. DOE O 1270.2B, *Safeguards Agreement with the International Atomic Energy Agency*, dated 6-23-92.
- o. DOE M 471.2-1B, *Classified Matter Protection and Control Manual*, dated 1-6-99.
- p. DOE M 471.2-1C, *Classified Matter Protection and Control Manual*, dated 4-17-01.

- q. DOE M 471.2-2, Classified Information Systems Security Manual, dated 8-3-99.
 - r. DOE M 475.1-1A, Identifying Classified Information, dated 2-26-01.
7. DEFINITIONS. Terms commonly used in the program are defined in the Safeguards and Security Glossary of Terms (online at www.directives.doe.gov/pdfs/mnglossary/termsa_j.pdf or through the Office of Safeguards and Security Policy at 301-903-7325).
8. CONTACT. Questions concerning this Order should be directed to the Office of Foreign Visits, Assignments and Travel at 202-586-3577.

BY ORDER OF THE SECRETARY OF ENERGY:



KYLE E. McSLARROW
Deputy Secretary

**APPENDIX A. CLASSIFIED VISITS INVOLVING FOREIGN NATIONALS
BIOGRAPHICAL AND VISIT INFORMATION REQUIREMENTS**

The following information must be collected and then maintained for a minimum of 5 years following the last day of access in accordance with this Order and the implementation plan developed for each international agreement or treaty.

Full Name (First, Middle and Last)

Date of Birth

Place of Birth (City or Region and Country)

Gender

Citizenship Country

Military Service ID Number and Expiration Date **or** Passport Number, Country of Issue, and Expiration Date

Arrival/Departure Card (I-94) Number, Class, and Expiration Date

Visa Number, Type, and Expiration Date (if applicable)

Organization Represented (Employer)

Organization (Employer) Country

Title or Rank (if provided as part of agreement/treaty)

Home Address (Street, Country, and Zip or Postal Code)

International Agreement or Treaty Under Which the Visit Will Occur

Location of Visit (Facility or Site)

Estimated Start Date

Estimated End Date

Sponsoring Program Office (if different than approving program office)

Host Name and Telephone Number

Program Office with Approval Authority

Name of approving official

Date of Approval

Date security assurance received

If visit occurred: Actual Start and End Dates

Visit Status: Visit complete or

Why visit did not occur (individual did not show up, canceled by DOE, canceled by foreign organization, access denied, etc.)

**DEPARTMENT OF ENERGY ORGANIZATIONS TO WHICH
DOE O 142.1, *Classified Visits Involving Foreign Nationals*, IS APPLICABLE**

Office of the Secretary
Chief Information Officer
Office of Civilian Radioactive Waste Management
Office of Congressional and Intergovernmental Affairs
Office of Counterintelligence
Departmental Representative to the Defense Nuclear Facilities Safety Board
Office of Economic Impact and Diversity
Office of Electric Transmission and Distribution
Office of Energy Assurance
Office of Energy Efficiency and Renewable Energy
Energy Information Administration
Office of Environment, Safety and Health
Office of Environmental Management
Office of Fossil Energy
Office of General Counsel
Office of Hearings and Appeals
Office of Independent Oversight and Performance Assurance
Office of the Inspector General
Office of Intelligence
Office of Legacy Management
Office of Management, Budget and Evaluation and Chief Financial Officer
National Nuclear Security Administration
Office of Nuclear Energy, Science and Technology
Office of Policy and International Affairs
Office of Public Affairs
Office of Science
Office of Security
Office of Security and Safety Performance Assurance
Secretary of Energy Advisory Board
Bonneville Power Administration
Southeastern Power Administration
Southwestern Power Administration
Western Area Power Administration

CONTRACTOR REQUIREMENTS DOCUMENT
DOE O 142.1, *Classified Visits Involving Foreign Nationals*

This Contractor Requirements Document (CRD) establishes requirements for Department of Energy (DOE)/National Nuclear Security Administration (NNSA) contractors whose contracts include hosting visiting foreign nationals under governing international agreements or treaties.

Regardless of the performer of the work, the contractor is responsible for compliance with the requirements of this CRD. The contractor is responsible for flowing down the requirements of this CRD to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements. In doing so, the contractor will not unnecessarily or imprudently flow down requirements to subcontractors. That is, the contractor will ensure that it and its subcontractors comply with the requirements of this CRD and only incur costs that would be incurred by a prudent person in the conduct of competitive business.

1. GENERAL REQUIREMENTS. Based on the implementation plan developed by a DOE program element with responsibility for foreign nationals' visits and access to classified information, the contractor is responsible for—
 - a. developing an implementation plan for collecting and maintaining required biographical and visit information (Appendix A of this CRD),
 - b. ensuring that approvals given before granting foreign nationals access to classified information, and
 - c. providing information on foreign nationals' visits to DOE sites/facilities as required.

2. ACCESS REQUIREMENTS. The contractor is responsible for protecting classified information and must ensure that all of the following requirements are met.
 - a. A foreign national's access to classified information is granted only in accordance with an approved international agreement or treaty.
 - b. A foreign national's access to classified information is approved by the appropriate DOE program element official or by a designated federal approval authority before access is granted.
 - (1) Deputy Administrator for Defense Programs approves access to classified information on military application of atomic energy under 42 U.S.C. 2164 and 42 U.S.C. 2121.
 - (2) Deputy Administrator for Defense Nuclear Nonproliferation approves access to classified information on nonproliferation, international security, or International Atomic Energy Agency requirements.

- (3) Deputy Administrator for Nuclear Reactors approves access to classified information on Naval Nuclear Propulsion.
 - (4) Assistant Secretary for Nuclear Energy, Science and Technology approves visits to uranium enrichment plants or facilities and access to information on uranium enrichment technology development, including advanced isotope separation technology.
 - (5) Director of the Office of Intelligence approves access to Sensitive Compartmented Information.
 - (6) Director of the Office of Security approves visits and access to classified information on programs governed by the North Atlantic Treaty Organization (NATO) and the information classification program under DOE M 475.1-1A, *Identifying Classified Information*, dated 2-26-01.
- c. A foreign national is badged at a DOE clearance level equivalent to his/her approved access level.
- NOTE: If there is no equivalent DOE clearance level, the foreign national is badged as unclassified.
- d. An approved specific security plan for a visiting foreign national is developed and followed or the foreign national is fully escorted during his or her visit.
- e. Biographical, visit, approval and close out information is collected and maintained in accordance with Appendix A of this CRD and a governing implementation plan developed by the program element with responsibility for the specific international agreements or treaties under which the classified visits are to occur.
- f. For classified information or responsible program elements not identified in this CRD, the contractor must contact the Office of Foreign Visits, Assignments and Travel for assistance in determining the program element that has designated responsibility for that information. If the responsible program element is known but not identified in this CRD, the contractor must notify the Office of Foreign Visits, Assignments and Travel of the responsible program element and wait for verification of the program office's designated authority.
- g. For DOE contractor employees who are foreign nationals holding DOE access authorizations (security clearances) inside the weapons complex, travel to other DOE sites/facilities is allowed only under the auspices under which they received their clearances. The contractor must ensure that the host is aware of access authorization the traveler holds and must report to the local security office any unauthorized access to classified information.

- h. DOE contractor employees holding DOE access authorizations (security clearances) outside the weapons complex and requiring Top Secret or Sigma access—
 - (1) must submit DOE Form 5631.20, “U.S. Department of Energy Request for Visit or Access Approval,” which includes any access restrictions to the NNSA Headquarters Security Division and
 - (2) are approved by the appropriate authority before access is granted.
- i. A foreign national who holds Sensitive Compartmented Information access authorization must have the local security office submit his or her request to the Office of Intelligence, which is responsible for Sensitive Compartmented Information access.
- j. A foreign national who holds U.S. Government access authorization to other than Sensitive Compartmented Information and accesses classified information on behalf of a U.S. Government entity must submit DOE F 5631.20 through the local security office to DOE. The appropriate Federal approval authority must have approved the request before access to classified information is granted.

NOTE: Information may be submitted in another format if all data specified on DOE F 5631.20 is included.

- k. Foreign nationals’ classified visits with DOE-sponsored visas (including DOE contractor-sponsored visas for DOE activities) are coordinated with the Office of Foreign Visits, Assignments and Travel on or before the initial date of access or start date of the visit.
- l. A host is assigned who is a U.S. citizen with appropriate access authorization, equal to or higher than the overall classification level of the visits, and who is knowledgeable of international agreement or treaty requirements and national security and counterintelligence concerns surrounding the hosting site/facility and the countries involved to ensure compliance with requirements of this CRD as they apply to classified foreign visits and the foreign nationals involved.

APPENDIX A. CLASSIFIED VISITS INVOLVING FOREIGN NATIONALS BIOGRAPHICAL AND VISIT INFORMATION REQUIREMENTS

The following information must be collected and then maintained for a minimum of 5 years following the last day of access and in accordance with this CRD and the implementation plans developed for each international agreement or treaty. The specific information to be collected and maintained by a contractor is based on the implementation plan developed and provided by the DOE program element with responsibility for the international agreement or treaty under which the visit occurs.

INFORMATION TO BE COLLECTED AND MAINTAINED

Full Name (First, Middle and Last)

Date of Birth

Place of Birth (City or Region and Country)

Gender

Citizenship Country

Military Service ID Number and Expiration Date **or** Passport Number, Country of Issue, and Expiration Date

Arrival/Departure Card (I-94) Number, Class, and Expiration Date

Visa Number, Type, and Expiration Date (if applicable)

Organization Represented (Employer)

Organization (Employer) Country

Title or Rank (if provided as part of agreement/treaty)

Home Address (Street, Country, and Zip or Postal Code)

International Agreement or Treaty under Which the Visit Will Occur

Location of Visit (Facility or Site)

Estimated Start Date

Estimated End Date

Sponsoring program Office (if different than approving program Office)

Host Name and Telephone Number

Program Office with Approval Authority

Name of Approving Official

Date of Approval

Date Security Assurance Received

If visit occurred: Actual Start and End Dates

Visit Status: Visit Complete or

 Why Visit Did Not Occur (individual did not show up, canceled by DOE, canceled by foreign organization, access denied, etc.)