

SAFEGUARDS, SECURITY, AND EMERGENCY MANAGEMENT RESPONSIBILITIES

DATED: 11/24/2008

SUBJECT: UNCLASSIFIED FOREIGN VISITS AND ASSIGNMENTS PROGRAM

1. PURPOSE. This document describes the implementation of the program for granting unclassified foreign national access to Department of Energy (DOE) sites, information, and technologies. It addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to all ORO Federal staff.
3. RESPONSIBILITIES.
 - a. Manager, ORO.
 - (1) Establish and maintain an Unclassified Foreign Visits and Assignments Program (UFVA) that conforms to the requirements of DOE O 142.3, Change 1.
 - (2) Designate the Division of Primary Interest (DPI) for program management of the UFVA program. For ORO, the Office of Security and Emergency Management is the designated DPI.
 - (3) Approve/disapprove foreign national access requests for facilities, information, equipment, or technologies in accordance with DOE O 142.3, Change 1.
 - (4) Delegate to appropriate staff members who are U.S. citizens the authority to approve visits and assignment of foreign nationals to the facilities, information, equipment, and technology under ORO's purview.
 - b. Division of Primary Interest, Office of Security and Emergency Management.
 - (1) Designate a point of contact for UFV program management.
 - (2) Implement an UFV Program that conforms to the requirements of DOE O 142.3, Change 1.
 - (3) Serve as the principal staff for coordinating and tracking all federally sponsored/hosted foreign national guests.
 - c. Director, Procurement and Contracts Division, ORO.
 - (1) Ensure that DOE O 142.3, Change 1, is included in all site/facilities management contracts that contain DOE Acquisition Regulation (DEAR) clause 952.204-2, "*Security Requirements*."
 - (2) Review non-site/non-facility management contracts.

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d. Principal Staff, ORO.

- (1) Establish the need for federally sponsored/hosted unclassified foreign visits or assignments for their organization.
- (2) Ensure staff compliance with the requirements of DOE O 142.3, Change 1, for both onsite and offsite foreign national visits and assignments.
- (3) Approve/disapprove foreign national requests for access in accordance with authority delegated in writing by the Manager, ORO.
- (4) Ensure that any security incident or violation of procedures involving foreign nationals is reported to the DPI in accordance with DOE M 470.4-1, Change 1, Section N, "Incidents of Security Concern."

e. Federal Employees.

- (1) Contact the DPI to process all foreign national interactions in order to comply with the requirements of DOE O 142.3, Change 1, regarding sponsoring/hosting a foreign national for access to facilities, information, equipment, or technologies. This applies to meetings onsite or offsite except those declared open to the public by the approving authority consistent with DOE O 142.3, Change 1, requirements.
- (2) For individuals with a security clearance, notify the DPI in writing as required by DOE M 470.4-5, PERSONNEL SECURITY, of business related associations with foreign owned interests and/or foreign nationals.

f. Oak Ridge Office of Intelligence and Counterintelligence.

- (1) Review all requests for foreign national access approval, including visits involving information releasable to the public. Ensure indices checks and/or consultations with approving authorities occur as required.
- (2) Conduct briefings and debriefings of hosts, sponsors, escorts, and approving authorities of foreign visitors and assignees as required by DOE O 142.3, Change 1, and DOE O 475.1, COUNTERINTELLIGENCE PROGRAM.

4. REFERENCES.

- a. DOE Acquisition Regulation (DEAR) clause 952.204-2, "Security Requirements."
- b. DOE O 475.1, COUNTERINTELLIGENCE PROGRAM, dated December 10, 2004.
- c. DOE M 470.4-5, PERSONNEL SECURITY, dated August 26, 2005.
- d. DOE M 470.4-1, Change 1, SAFEGUARDS AND SECURITY PROGRAM PLANNING AND MANAGEMENT, Section N, "Incidents of Security Concern," dated August 26, 2005.

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- e. DOE O 142.3, Change 1, UNCLASSIFIED FOREIGN VISITS AND ASSIGNMENTS PROGRAM, Section 6, "References."
5. DEFINITIONS. See Attachment 3 of DOE O 142.3, Change 1, UNCLASSIFIED FOREIGN VISITS AND ASSIGNMENTS PROGRAM DEFINITIONS, for a glossary of terms used in the UFVA Program.