

U.S. Department of Energy

Washington, D.C.

NOTICE

DOE N 1240.2

11-29-93

EXPIRES: 11-29-94

SUBJECT: UNCLASSIFIED FOREIGN NATIONAL VISITS AND ASSIGNMENTS

1. PURPOSE. To issue modified procedures for approval of foreign visitors and assignees at DOE facilities. These modifications are made to reflect changes in international relations and changes in access arrangements at DOE facilities. Implementation of these modifications will increase efficiency, reduce paperwork and enhance opportunities for mutually beneficial scientific and technical cooperation.
2. MODIFICATIONS. The following modifications to DOE 1240.2B are effective upon approval of this Notice. DOE 1240.2B will be revised to reflect these modifications.
 - a. Sensitive Facilities. The term "Sensitive Facility" defined in paragraph 6c and the "Sensitive Facility List" shown in Attachment 4 of DOE 1240.2B are abolished. For purposes of the Order, formerly "Sensitive Facilities" and other DOE facilities are subject to the same requirements.
 - b. Security Facilities. The term "Security Facility" defined in paragraph 6r of DOE 1240.2B is abolished. Procedures in DOE 1240.2B describing access to "Security Facilities" are now only applicable to "Security Areas" excepting Property Protection Areas. A Security Area is defined as follows:

"A physical space, within or separate from a property protection area, designated in accordance with DOE 5632.5 as an area containing safeguards and security interests which dictate the need for the imposition of physical protection measures, as a minimum entailing control of access to and from the designated area, in order to protect DOE interests in accordance with the purpose of this Order. The types of security areas include: Property Protection Areas, Limited Areas, Exclusion Areas, Protected Areas, Material Access Areas, and functionally specialized security areas such as SCIFS, Classified Computer Facilities, and Secure Communications Centers."
 - c. Access Approval. Access by a sensitive country national to a Security Area other than a Property Protection Area requires the written approval of the Director of Intelligence and National Security.

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Program Evaluation

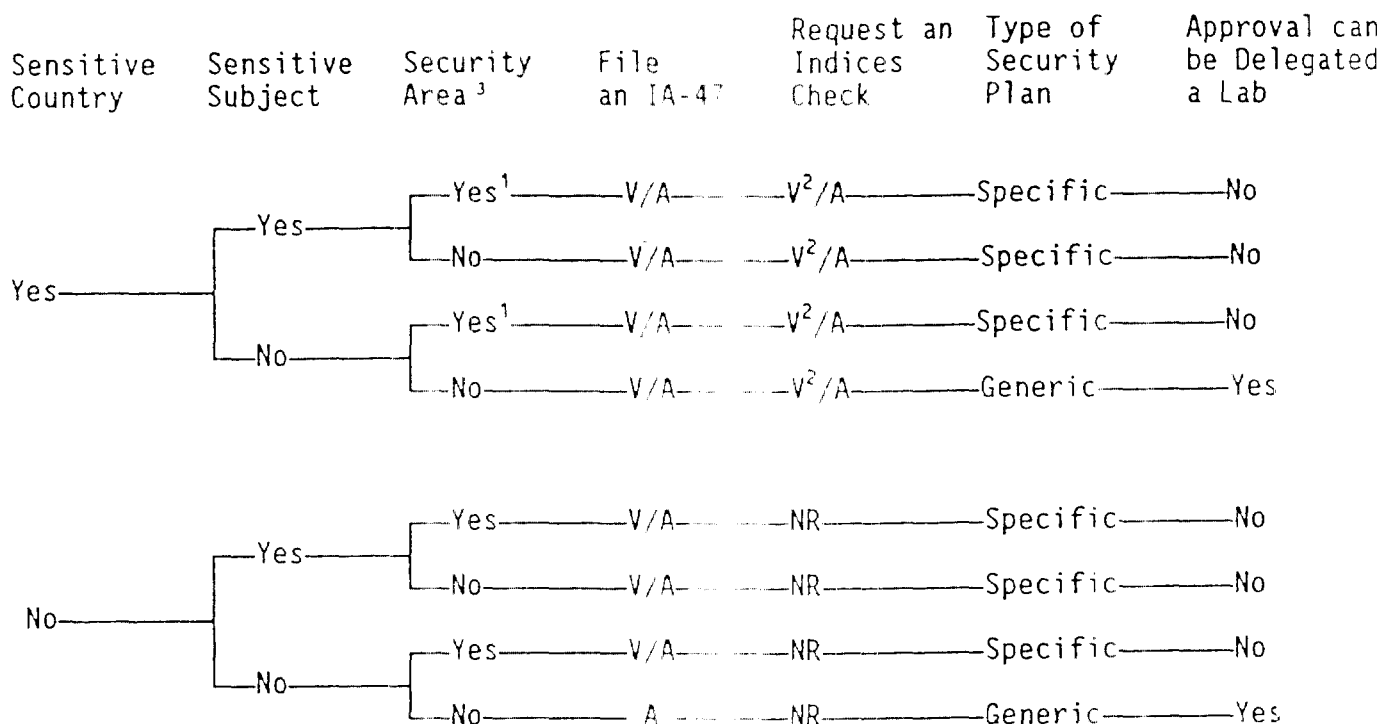
- d. Diagram. The attached procedural diagram illustrates requirements for access to facilities of all kinds under these modified procedures, and will replace Attachment 7 of DOE 1240.2B.
 - e. Visits and Assignments Management System (VAMS). VAMS will be modified as soon as possible to incorporate these changes.
3. FILING INSTRUCTIONS. A copy of this Notice should be filed with DOE 1240.2B

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM
Assistant Secretary for Human
Resources and Administration

REQUIREMENTS FLOW DIAGRAM FOR VISITS AND ASSIGNMENTS



V- Visit (30 calendar days/year or less)
A- Assignment (More than 30 calendar days/year)
NR- Not Required

For visits, if no IA-473 is required, log visitor's name, date of birth, citizenship, date(s) of visit, host(s) and purpose. Where access is not controlled, obtain such information to the maximum extent feasible. (Such information is referred to in VAMS as "Non-473 data.")

Host Reports. Required when approval authority is not assigned to a designated laboratory director.

¹ Requires Specific Approval By I-1

² IS-30 decision. All assignments for sensitive country nationals require indices checks. IS-30 or the approving official may request an indices check for any visit or assignment.

³ Does not include Property Protection Areas.

DOE 1240.2B
8-21-92

THIS PAGE MUST BE KEPT WITH DOE 1240.2B, UNCLASSIFIED VISITS AND ASSIGNMENTS BY FOREIGN NATIONALS.

DOE 1240.2B, UNCLASSIFIED VISITS AND ASSIGNMENTS BY FOREIGN NATIONALS, HAS REVISED DOE 1240.2A TO REFLECT ORGANIZATIONAL TITLE, ROUTING SYMBOL, AND OTHER REVISIONS REQUIRED BY SEN-6. NO SUBSTANTIVE CHANGES HAVE BEEN MADE. DUE TO THE NUMBER OF PAGES AFFECTED BY THE REVISIONS. THE ORDER HAS BEEN ISSUED AS A REVISION.

SHORTLY AFTER THE REVISED ORDER WAS TRANSMITTED FOR APPROVAL, A PAGE CHANGE TO THE REVISED ORDER WAS PREPARED AND SUBMITTED FOR APPROVAL. AS A RESULT, THIS ORDER INCLUDES THE ABOVE REVISIONS PLUS THE APPROVED PAGE CHANGE. THE REVISIONS CONTAINED IN THE PAGE CHANGE ARE AS FOLLOWS:

1. LENGTH OF STAY. THE DEFINITIONS FOR "ASSIGNMENT" AND "VISIT" HAVE BEEN REVISED TO EXTEND THE TIME FRAME FROM: (1) "...MORE THAN 7 CALENDAR DAYS..." TO "...MORE THAN 30 CALENDAR DAYS..." AS THE DESIGNATION FOR AN "ASSIGNMENT"; AND (2) "...7 CALENDAR DAYS OR LESS..." TO "...30 CALENDAR DAYS OR LESS..." AS THE DESIGNATION FOR A "VISIT."
2. INDICES CHECKS. THESE ARE NO LONGER REQUIRED FOR NON-SENSITIVE COUNTRY NATIONALS. FOR SENSITIVE COUNTRY NATIONALS, INDICES CHECKS ARE ALWAYS REQUIRED FOR ASSIGNMENTS. FOR VISITS, WHEN INDICES CHECKS ARE INDICATED IN THE ORDER, THE OFFICE OF INTELLIGENCE (IN) WILL DECIDE WHETHER OR NOT THEY ARE NECESSARY. IN OR THE APPROVING OFFICIAL MAY REQUIRE AN INDICES CHECK FOR ANY VISIT OR ASSIGNMENT. ONCE AN INDICES CHECK IS INITIATED FOR APPROVAL PURPOSES, IT MUST BE COMPLETED BEFORE THE VISIT OR ASSIGNMENT BEGINS. PROVISION IS MADE FOR INDICES CHECKS WHICH IN CONDUCTS FOR RESEARCH PURPOSES; THESE NEED NOT BE COMPLETED BEFORE THE VISIT OR ASSIGNMENT BEGINS
3. SECURITY PLANS. THE LANGUAGE IN THE ORDER HAS BEEN STRENGTHENED.
4. REPETITIVE VISITS. PROVISION IS MADE FOR REPETITIVE VISITS, SUCH AS TRAINING COURSES OR PARTICULAR DEMONSTRATIONS, INVOLVING SENSITIVE VISITORS TO SECURITY FACILITIES, SO THAT PRIOR APPROVAL OF AN EXCEPTION BY THE OFFICE OF SECURITY AFFAIRS (SA-1) REMAINS VALID FOR A SERIES OF SIMILAR VISITS UNDER THE SAME SPECIFIC SECURITY PLAN, SUBJECT TO ENTERING PERSONAL DATA FOR EACH VISITOR INTO THE VISITS AND ASSIGNMENTS MANAGEMENT SYSTEM (VAMS), AND CONCURRENCE OF THE COGNIZANT PROGRAM SECRETARIAL OFFICER (PSO) IN EACH VISIT.
5. INITIATION OF EXCEPTION REQUESTS BY PSOs. TO PERMIT MORE RAPID APPROVAL OF EXCEPTION REQUESTS FOR SENSITIVE COUNTRY NATIONALS TO VISIT SECURITY FACILITIES, THE PSO MAY INITIATE THE REQUEST INSTEAD OF THE DOE FIELD OFFICE.