

# Security Spotlight



Assistant Manager for Security and Emergency Management

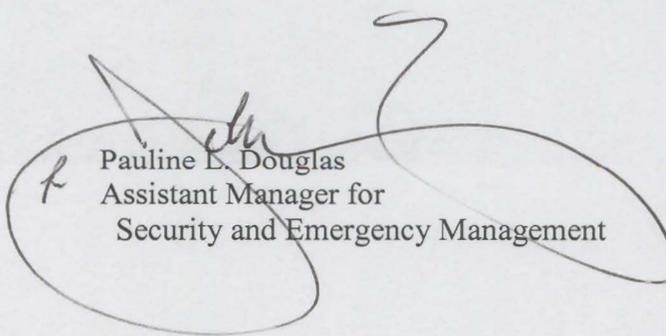
## February 2010 HOSTING FOREIGN NATIONAL VISITORS

The Department of Energy's (DOE) mission includes the advancement of the national and economic security of the United States (U.S.) and the promotion of scientific and technical innovation. International collaboration with foreign nationals contributes to this mission and is authorized consistent with national security and program-specific policies, as outlined in DOE Order 142.3, Chg. 1, Unclassified Foreign Visits and Assignments Program, dated February 28, 2008. A foreign national is anyone who is not a U.S. citizen.

Based on some recent incidents it is important to remind you that we are all responsible for ensuring our foreign national visitors are properly approved prior to access to DOE buildings and/or DOE information. Local site procedures vary and should be reviewed prior to hosting a foreign national visitor.

The access approval to the ORO Federal Building Complex is initiated by contacting the program assistant, Kim Dodson, at 576-0921, at least 30 days in advance to obtain a request form. Foreign nationals from countries considered state sponsors of terrorism require approval by DOE Headquarters and 4 to 6 months to process. The approval process includes subject matter expert reviews and visual verification and documentation of Visa, Passport, and other U.S. Citizenship and Immigration Services documents. The ORO Manager, or a formally designated senior management official, must pre-approve all foreign national access to the Federal Building Complex. Hosts and escorts must be U.S. citizens and complete host/escort training before access is approved. This training must be updated annually and can be accessed by Federal Building Complex employees at <http://www-internal.oro.doe.gov/oci/main.htm>.

If you have questions about hosting a foreign national guest, please contact Kathy Richardson at 576-1072.

  
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