



ORDER 142.3

Title:	<b>UNCLASSIFIED FOREIGN NATIONAL VISITS AND ASSIGNMENTS PROGRAM</b>
Owner:	Kerry Witte, Senior Program Manager, ES&H Division, Office of Institutional and Business Operations
Approving Official:	Thomas M. Torkos, Chief Operating Officer, Office of the Director  {signature} /s/ Thomas M. Torkos _____
Approval Date:	1/18/08
Last Reviewed Date:	1/18/08
Cancellation:	None

**TABLE OF CONTENTS**

1.	PURPOSE .....	2
2.	APPLICABILITY .....	2
3.	POLICY .....	2
4.	IMPLEMENTATION .....	2
5.	RESPONSIBILITIES .....	2
	a. Director, NETL .....	2
	b. UFNV&A Manager (and Alternate).....	2
	c. Subject Matter Experts (SME) and/or NETL Technical Staff .....	3
	d. Hosts and Alternate Hosts .....	3
6.	REQUIREMENTS .....	3
7.	REFERENCES .....	3
8.	DEFINITIONS .....	3
9.	REVISION HISTORY .....	4

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Order 142.3, Unclassified Foreign National Visits and Assignments Program

1. **PURPOSE**

- a. Sets forth the policy and requirements for the management of the Unclassified Foreign National Visits and Assignments (UFNV&A) Program and related activities at NETL.

2. **APPLICABILITY**

- a. This order applies to the DOE components and sites of the National Energy Technology Laboratory.

3. **POLICY**

- a. To ensure that unauthorized access to DOE sites, personnel, information, programs, equipment, or technologies is denied, and that foreign national visits and assignments to NETL sites are fully documented and tracked in accordance with DOE Order 142.3, Unclassified Foreign Visits and Assignments Program.

4. **IMPLEMENTATION**

- a. NETL shall adhere to requirements and processes found in DOE Order 142.3, Unclassified Foreign Visits and Assignments Program.
- b. Administrative procedures related to the UFNVA access request, review, and approval process shall be developed, maintained, and issued by the UFNVA manager, Environment, Safety, and Health Division, Office of Institutional and Business Operations.

5. **RESPONSIBILITIES**

a. Director, NETL

- (1) Serve as approval authority for UFNVA activities and programs at all NETL sites.
- (2) Ensure the implementation of this order by designating an unclassified foreign national visits and assignments (UFNV&A) manager and alternate.

b. UFNV&A Manager (and Alternate)

- (1) Manage and implement the UFNVA program in accordance with the requirements of this order.
- (2) Develop and maintain administrative procedures to comply with this order.

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c. Subject Matter Experts (SME) and/or NETL Technical Staff

- (1) Provide SME review and determination on all UFNV&A access requests (as required) in the areas of but not limited to cyber security, operations security (OPSEC), export control and compliance, safeguards and security, technical security, physical security, counterintelligence, technology transfer, legal and policy-related terms and conditions related to international agreements, and visa status conditions and requirements.

d. Hosts and Alternate Hosts

- (1) Serve as the principal interface between the foreign national and (1) NETL employees, (2) the designated foreign access central tracking system (FACTS) primary and alternate entry personnel, (3) designated SME and/or NETL technical staff, and (4) all other NETL personnel involved in the access request, review, and approval process.

6. **REQUIREMENTS**

- a. DOE Order 142.3, [Unclassified Foreign Visits and Assignments Program](#).

7. **REFERENCES**

- a. DOE Order 475.1, [Counterintelligence Program](#).

8. **DEFINITIONS**

- a. Definitions can be found in the document located in the requirements section of this order. Additional definitions will be contained within the administrative procedures.

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9. **REVISION HISTORY**

VERSION	DATE	SUMMARY OF CHANGES
Original	1/18/08	Sets forth the policy and requirements for the management of the Unclassified Foreign National Visits and Assignments (UFNV&A) Program and related activities at NETL.

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